



Jan-Feb 2012

Affordable Adult Computer Courses



Elder High School's

tech-reach...where adults build work skills, job search skills, communication skills, and confidence - through the use of technology

Fees: \$30 to \$45 per Course (includes all sessions)

At Elder High School's Schaeper Center, with **free parking (and on the bus line)**

Enter thru parking lot gates at 4005 Glenway Ave, 45205, or at 3900 Vincent Ave, 45205.

Visit us at: www.tech-reach.org

Days of Week	Room	Cost	January Courses	Time	4 session dates
Thurs & Tues	135	\$30	Computer & Internet Basics I	6:00 – 8:00 p.m.	Jan 5, 10, 12, 17
Thurs & Tues	134	\$30	Excel I (managing data)	6:00 – 8:00 p.m.	Jan 5, 10, 12, 17
Wed & Mon	133	\$40	Adobe Photoshop (editing & managing digital photos)	6:00 – 8:00 p.m.	Jan 11, 18, 23, 25
Wed & Mon	131	\$30	Word I (word processing)	6:00 – 8:00 p.m.	Jan 11, 18, 23, 25

No Classes on Martin Luther King Day

Days of Week	Room	Cost	Jan thru Feb Courses	Time	Session Dates
Mon & Wed	135	\$45	Keyboarding / Mouse & Beginner Computer Use	6:00-8:00 p.m.	Jan 18, 23, 25, 30 Feb 1, 6, 8, 13, 15
Mon & Wed	132	\$45	Conversational Spanish I	6:00 -7:30 p.m.	Jan 11,18,23,25,30, Feb 1,6,8,13,15,22,27

No Classes on Valentine's Day or Presidents Day

Days of Week	Room	Cost	February Courses	Time	4 session dates
Tues & Thurs	135	\$30	Computer & Internet Basics II	6:00 – 8:00 p.m.	Feb 2, 7, 9, 16
Tues & Thurs	134	\$30	Excel II (managing data)	6:00 – 8:00 p.m.	Feb 2, 7, 9, 16
Tues & Thurs	131	\$30	Power Point (presentations)	6:00 - 8:00 p.m.	Feb 2, 7, 9, 16
Wed & Mon	133	\$30	Internet Use –Beyond Basics	6:00 – 8:00 p.m.	Feb 1, 6, 8, 13
Wed & Mon	131	\$30	Word II (word processing)	6:00 – 8:00 p.m.	Feb 1, 6, 8, 13

To Register: send payment with completed registration form to: tech-reach

For more information call Kim at 921-3744 x 3601

3900 Vincent Ave

Cincinnati OH 45205-1699

(Write Check/ MO to "tech-reach"

or call to arrange a cash payment)

2012 Gift Certificates available – good for any course offered in 2012, transferable, replaced if lost.

Mail or deliver your payment to the *tech-reach* office by **Dec 29 or sooner** to be assured a seat in a January course, and by **Jan 27** to be assured a seat in a February course.

----- **Registration Form / Gift Certificate Order Form** -----

Name _____ Street _____

E-mail Address _____ City/St/Zip _____

Today's Date: _____ Phone: Day (____) _____ Evening (____) _____

Check here for *Gift Certificate*: OR Enroll me in the following Course(s) -- include starting date(s):

Total Tuition Amt: \$ _____ Paid by: Check # _____ M.O. Cash (hand deliver)

I learned about tech-reach from: The following organization: _____

www.tech-reach.org by email Elder High School Other: _____

My enrollment is **employment-related** (current job, advancement, or job search): Yes No

January - February, 2012 Course Descriptions

Course Fees: Fees for 8-hr courses (4 sessions of 2 hrs each) are \$30, with the exception of Photoshop which is \$40. 18-hr course fees (Keyboarding for Computer Use and Conversational Spanish) are \$45.

Keyboarding for Computer Use (9 two-hour Sessions)

Using a computer keyboard, students learn mousing basics and touch typing to prepare for computer use. The course uses the Mavis Beacon process to help students build speed and accuracy for improving job prospects. \$45

Computer & Internet Basics I (4 two-hour Sessions)

Students learn to identify and use different computer hardware components including the mouse, keyboard, flash drive and a CD drive. They learn to identify different software including an operating system, word processor and Internet browser. Students learn and practice the fundamentals of desktop navigation and learn to create, open, save, and find files. Students are introduced to Internet browser software and how it is used to access the Internet. \$30

Computer & Internet Basics II (4 two-hour Sessions)

Students learn and practice basic word processing skills such as cut/copy/paste and folder/file management, and are introduced to the concepts of spreadsheets, presentation software, and email, including steps taken to create an email address. **Pre-requisite:** Knowledge & experience covered in Computer & Internet Basics I – see above. \$30

Microsoft Word I (4 two-hour Sessions)

Students learn basic use of Microsoft Word, including how to create, edit, save and print documents; how to format text, paragraphs, and pages; and how to create & work with tables. **Pre-requisite:** Knowledge & experience with material covered in Computer & Internet Basics I – see above. \$30

Microsoft Word II (4 two-hour Sessions)

Students learn to work with styles and graphics; create mail merge and labels; use templates; and work with columns and outlines. **Pre-requisite:** Word I (above) or knowledge & experience in the use of Word. \$30

Microsoft PowerPoint (4 two-hour Sessions)

Students learn basic use of PowerPoint, a presentation software, including how to create, modify, and run a PowerPoint presentation. **Pre-requisite:** Knowledge & experience with material covered in Computer & Internet Basics I & II– see above. \$30

Microsoft Excel I (4 two-hour Sessions)

Students learn basic use of Excel, a spreadsheet software, including how to create calculations, use formulas, and how to create, edit, format, and print basic worksheets. **Pre-requisite:** Knowledge & experience with material covered in Computer & Internet Basics I – see above. \$30

Microsoft Excel II (4 two-hour Sessions)

Students work with functions like text & date/time, advanced formatting, style & print features, searching for & organizing data. Introduction to charts. **Pre-requisite:** MS Excel I – see above, or knowledge/experience. \$30

Internet Use (4 two-hour Sessions)

Students learn how to connect to the Internet, use a browser to surf the web, use search engines, set up a free email account, use e-mail (including attachments), and how to find and apply for jobs on-line. **Pre-requisite:** Knowledge & experience with material covered in Computer & Internet Basics I – see above. \$30

Adobe Photoshop Elements & Image Manipulation (4 two-hour Sessions)

Students explore in depth image manipulation, altering & creating images, and preparing files for processing. Students create a Windows MovieMaker movie. **Pre-requisite:** Knowledge & experience with material covered in Computer & Internet Basics I & II – see above. \$40

Conversational Spanish I (12 one & one-half hour Sessions)

For English-speakers wishing to interact in Spanish. Students learn to converse in Spanish in a variety of situations: at a restaurant, bank, making friends, and more. Students learn both present & past tense. No pre-requisites. \$45