



# September-October 2011

## tech-reach Computer Courses



Evening classes at Elder High School's Schaeper Center **start at 6:00 p.m. & end at different times.**

\*For the 5-session courses, the first 3 sessions are 2 hrs; the last 2 are only 1.5 hrs.

Each course fee (unless stated otherwise) costs **\$20 (fee for total of sessions in course)**

If this fee creates a severe hardship for those who are jobless & searching or those of very low income, please contact Kim Kelley directly to apply for a possible, limited tuition aid.

All Classrooms are **air-conditioned**. Plenty of **free parking, and on the bus line.**

Enter Parking lot from 4005 Glenway Avenue or from 3900 Vincent Avenue.

*See reverse side of this page for descriptions of courses & number of classes per course*

Days of Week	Room	Cost	September Courses	Time	Class sessions dates
Tues & Thurs	135	\$20	Computer Basics I	6:00 – 8:00* p.m.	Sept 6, 8, 13, 15, 20
Tues & Thurs	131	\$20	Excel I (spreadsheet)	6:00 – 8:00 p.m.	Sept 6, 8, 13, 20
Wed & Mon	131	\$20	Word I (word processing)	6:00 – 8:00 p.m.	Sept 7, 12, 19, 21

### Courses running 12 Sessions long from September thru October

Days of Week	Room	Cost	Sept thru Oct Courses	Time	All 12 sessions dates per given course
Wed & Mon	132	\$20/40	Conversational Spanish I 12 sessions	6:00-7:30 p.m.	Sept 7, 12, 19, 21, 26, 28 Oct 3, 5, 10, 12, 17, 19
Wed & Mon	135	\$20	Keyboarding (Typing) 12 sessions	6:00-7:30 p.m.	Sept 7, 12, 19, 21, 26, 28 Oct 3, 5, 10, 12, 17, 19

Days of Week	Room	Cost	October Courses	Time	Class sessions Dates
Tues & Thurs	135	\$20	Computer Basics II	6:00 – 8:00*p.m.	Oct 4, 6, 11, 13, 18
Mon & Wed	133	\$20	Internet Basics	6:00 – 8:00 p.m.	Oct 3, 5, 10, 12
Tues & Thurs	134	\$20	Excel II (spreadsheet)	6:00 – 8:00* p.m.	Oct 4, 6, 11, 13, 18
Mon & Wed	131	\$20	Word II (word processing)	6:00 – 8:00 p.m.	Oct 10, 12, 17, 19, 24
Thurs & Tues	131	\$20	Power Point	6:00 - 8:00 p.m.	Oct 6, 11, 13, 18, 20

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

For more information call Kim Kelley at 921-3744 x 3601

**3900 Vincent Ave**

**Cincinnati OH 45205-1699**

*(Write check to: tech-reach)*

**Visit our website:**

**www.tech-reach.org**

Courses fill up quickly. Be sure your payment is received in the *tech-reach* office by **September 1 or sooner** to be assured a seat in a September course, and by **September 29** to be assured a seat in an October course.

*Please Note: We do not confirm each registration but would call if there is a problem with your registration.*

### Registration Form

Name (s) \_\_\_\_\_

Street \_\_\_\_\_ I am a teacher  Yes  No

City/St/Zip \_\_\_\_\_ Want C.E.U.s?

Day Phone (\_\_\_\_) \_\_\_\_\_ Evening Ph (\_\_\_\_) \_\_\_\_\_

E-mail Address \_\_\_\_\_ Total Amount \$ \_\_\_\_\_

List Course(s) & starting date of each course: \_\_\_\_\_

## September-October, 2011 Course Descriptions

*\*Courses that are 5 sessions: the first 3 sessions are 2 hrs each; last 2 sessions are 1.5 hrs each.*

**Course Fees:** *Unless otherwise stated, fees are \$20/course.* If this fee creates a severe hardship for those who are jobless & searching or those of very low income, please contact Kim Kelley directly to apply for a possible, limited tuition aid.

**NOTICE! TEACHERS OF THE CINCINNATI ARCHDIOCESE CAN EARN CEUs. BE SURE TO MARK "TEACHER/CEUs" ON THE REGISTRATION FORM.**

**Computer Basics I [Computers Classes for Beginners] (5 Sessions per course\*)** During this basic level, class, students will learn the computer parts, how it works, how to use the mouse, keyboard, drives; file sizes; how to run programs, create, open and save files; save files to flash drive; and use the Windows Program.

**Computer Basics II (5 Sessions per course\*)**

In this follow up of Computer Basics I, students will learn some basic word processing skills; the difference between save & save as; and know the basic concepts of spreadsheets, presentation software and databases.

**Microsoft Word I (4 two-hr Sessions per course)[Students must be well acquainted with the computer basics]** Students will learn the basic skills necessary to begin using Word; learn how to create, edit, save and print documents; and how to format text, paragraphs, and pages. Also they will learn to create, & work with tables.

**Microsoft Word II (5 Sessions per course\*)**

In this follow up course of Word I students will learn to work with styles and graphics; create mail merge and labels; use templates, work with columns and outlines.

**Microsoft PowerPoint (5 Sessions per course\*) [Must be well acquainted with the basics of the computer]** Students will learn the basic skills necessary to begin using PowerPoint, a presentation software, and learn how to create, modify, and run a basic PowerPoint presentation.

**Microsoft Excel I (4 two-hr Sessions per course) [Students must be well acquainted with basics of the computer]** Students will learn the basic skills necessary to begin using Excel, a spreadsheet software. They will learn to create calculations, using formulas. They will learn to create, edit, format, and print basic worksheets.

**Microsoft Excel II (5 Sessions per course\*) [pre-requisite: MS Excel I]**

Students will work with charts, functions (including text & date/time functions), work with advanced formatting and style; and work with multiple worksheet and workbooks.

**Conversational Spanish I (12 One & a Half Hour sessions)**

This course was designed for those who interact with, help Hispanics and need to learn to speak conversational Spanish to Hispanics who have not yet learned English. Those who wish to take this course for personal enrichment will pay \$40; those helping Hispanics will pay \$20.

**Internet Basics (4 two-hour sessions)**

During this basic level, introductory class, students will learn what the internet is, how to connect to it, what a browser is and how to use it to surf the internet, as well as tips and tricks for surfing, how to use search engines, and how to set up a free email account and use e-mail, including working with attachments.

**Keyboarding/Typing (12 One & a Half Hour sessions)**

Students will learn touch typing on the computer keyboard and build speed and accuracy in order to increase chances for getting or moving up on job. Typing lessons using Mavis Beacon program are in English or Spanish language.