

OFFICE APPLICATIONS SPRING SEMESTER 2012

Microsoft Office 2010 using Word and PowerPoint **\$65 + \$5 tech fee**

This course gives student's working knowledge of the Microsoft office application Word and PowerPoint. Prerequisite: Windows Level 1 or prior Windows experience with mouse and keyboard proficiency. 2.4 CEUs

#1204	D. Bartlett	Feb 28-Mar 22
105 Van Dusen Hall	T/Th	8:30-11:30 am

Excel 2010: Level 1 **\$65 + \$5 tech fee**

Spreadsheet software can be used to maintain lists and simple databases, as well as to create budget reports and other documents using formulas. Students are taught the basics of entering and editing both text and formulas, formatting data, and printing worksheets in Excel. Prerequisite: Windows: Level 1 or prior Windows experience with mouse and keyboard proficiency. 2.4 CEUs

#1203	D. Bartlett	Jan 30-Mar 7
105 Van Dusen Hall	M/W	4-6 pm

Excel 2010: Level 2 **\$65 + \$5 tech fee**

Expand your knowledge of Excel by learning complex formulas, working with multiple spreadsheets, charting and more. Prerequisite: Excel Level 1. 2.0 CEUs.

#1205	D. Bartlett	Mar 12-Apr 23
105 Van Dusen Hall	M/W	4-6 pm

OpenOffice.org Core Task **\$65 + \$5 tech fee**

OpenOffice.org is both a software product and a community of volunteers that produces and supports the software. It's an open-source software application suite--equivalent to Microsoft Office 2007, 2010 Professional. It's been distributed FREE, including all upgrades, since 1999. It supports over 110 languages. This course covers the download, installation and concepts of the suite. Basic computer knowledge and familiarity with word processing and spreadsheet is preferred to participate in this fifteen hours of classroom activities. Workbook is required. 2.0 CEUs.

#1206	D. Kuehl	Mar 20-Apr 12
106 Van Dusen Hall	T/Th	9-11:30 am

OpenOffice.org Comprehensive Writer **\$65 + \$5 tech fee**

This course will comprehensively explore the power of OOo word processing called Writer. Formatting, Lists, Inserting Graphics and Spreadsheets into documents will be reviewed. Styles, Templates, Envelopes and Mail Merge will be practiced in the classroom. Computer knowledge is required to effectively participate in this material. Workbook is required. 2.0 CEU's

#1207	D. Kuehl	Apr 17-May 10
106 Van Dusen Hall	T/Th	9-11:30 am

#1208	D. Kuehl	Apr 17-May 10
106 Van Dusen Hall	T/Th	5:30-8 pm