

Computer & Business Training Opportunities

April - June 2011



Shawnee State
UNIVERSITY

Shawnee State University - Business & Industry Training

Join us for hands-on computer training opportunities!

The following classes are offered for the special rate of \$49.00/session. Register for two or more sessions and pay only \$40.00 for each.

BASIC WORD

Topics include: creating, editing, formatting, saving, and printing documents, as well as how to change font styles, size, color and bullets & numbering features.

April 1, May 6, or June 3, 2011

1:00 – 4:00 p.m.

INTERMEDIATE WORD

For those familiar with Word software. Topics include: inserting tables, pictures, and document properties, formatting, painter, and editing tools.

April 8, May 13, or June 10, 2011

1:00 – 4:00 p.m.

ADVANCED WORD

After learning the basics, you'll launch into more exciting Word features! Topics include: creating, formatting, and editing forms, performing mail merges from a mailing list and the use of macros.

April 15, May 20, or June 17, 2011

1:00 – 4:00 p.m.

COMPUTER BASICS & FILE MANAGEMENT

A must for the beginner or one who is trying to make a computer purchase decision! Topics include: introduction to computer terminology, software, hardware, and components, how to manage and customize your desktop icons and settings, along with creating and managing folders and files.

April 12, May 27, or June 24, 2011

1:00 – 4:00 p.m.

OUTLOOK BASICS

In order to complete this workshop successfully, you must have an e-mail account that you can set up for Outlook access. This could be a Yahoo or G-mail account (Hotmail accounts do not lend themselves to this workshop very well and are, therefore, not recommended). You may also use your corporate Microsoft Exchange account, but you must have your network administrator give you both the incoming and outgoing server settings in order to set this up during the workshop. Topics include: starting/quitting Outlook; opening, reading, printing, replying to, and deleting electronic mail messages, creating & inserting an e-mail signature; composing, formatting & sending e-mail messages with attachments; creating, printing, and organizing your contact list; tracking activities of a contact and more.

April 26, May 3, or June 28, 2011

9:00 a.m. – 12:00 p.m.

POWERPOINT I

Create professional presentations, quickly and easily. Topics include: developing, formatting and modifying presentation templates, importing clip art and pictures, printing speaker notes and audience handouts.

April 27, May 3, or May 31, 2011

1:00 – 4:00 p.m.

POWERPOINT II

Learn to use various tools to improve the function of your presentation. Topics include: using charts and tables, importing Word and Excel data, adding music, sounds and animation, adding pictures to a slide background and modifying pictures.

April 29, May 17, or June 14, 2011

1:00 – 4:00 p.m.

BASIC EXCEL

This class is for the beginner. Topics include: creating, formatting and editing Excel spreadsheets, using simple mathematical calculations, merging data, using the Fill Handle and other basic functions.

April 6, May 4, or June 8, 2011

1:00 – 4:00 p.m.

INTERMEDIATE EXCEL

Once you know the basics of Excel, learn to enhance your documents through enhanced formatting options. Topics include: generating and applying mathematical functions to spreadsheets, creating and formatting charts and graphs.

April 13, May 11, or June 15, 2011

1:00 – 4:00 p.m.

ADVANCED EXCEL

Learn the ins and outs of database functions and sort features. Topics include: using financial, “IF,” date/time, and the NOW functions as well as list management features.

April 20, May 25, or June 22, 2011

1:00 – 4:00 p.m.

ACCESS I

In order to complete this workshop successfully, you only need to have knowledge of the fundamental computing process, components of the computing system, and basic computer terminology, plus minimum keyboarding skills. Topics covered include: designing a database to satisfy a collection of requirements, creating a database, creating a table and adding records, creating and printing custom reports, and more.

April 7, May 5, or June 9, 2011 9:00 a.m. – 12:00 p.m.

ACCESS II

The database created in Access I will be utilized in this workshop. Topics covered include: creating queries and using the Simple Query Wizard, using text and numeric data in criteria, creating and using parameter queries, joining tables in queries, creating crosstabs in queries, and more.

April 14, May 12, or June 16, 2011 9:00 a.m. – 12:00 p.m.

ACCESS III

Information and database created/used in Access I & II are necessary for this workshop. Topics covered include: searching, adding, filtering, changing, and deleting records, formatting a datasheet, using action queries to update records, creating and using single-valued and multi-valued lookup fields, specifying referential integrity, using a sub-data sheet and more.

April 21, May 26, or June 23, 2011 9:00 a.m. – 12:00 p.m.

ACCESS IV

Completion of Access I, II, & III necessary for this workshop. You will create a database from scratch using design considerations specified by participants and/or instructor in this workshop. Optimizing the size and performance of a database will be an integral part of the design. Participants will also work with importing/exporting data from/to other applications.

April 28, June 2, or June 30, 2011 9:00 a.m. – 12:00 p.m.

TECH TUESDAY WORKSHOPS

ONLINE BUYING AND SELLING

Would you like to buy or sell online using Craig's List or eBay? This class shows you how to securely make purchases, how to create and manage your own online store, as well as learning the benefits of PayPal.

April 5, 2011

9:00 a.m. – 12:00 p.m.

WEBSITE STARTUP

Up and running in no time; reviewing hosting sites and how to find and buy your domain name, and an overview of Google and Intuit Websites.

April 19, 2011

9:00 a.m. – 12:00 p.m.

COMPUTER DOCTOR

Want to make your computer last just a little bit longer? Or, how about being more protected when surfing the internet? This workshop covers various methods, tips, and tricks to extend the life of your computer or laptop.

May 10, 2011

9:00 a.m. – 12:00 p.m.

KEEPING CONNECTED USING SKYPE

Skype is not just another instant messaging program. Video conferencing, calling other users, and sharing files at lightning speed are just a few of the features that are explained in this workshop.

May 17, 2011

9:00 a.m. – 12:00 p.m.

COMPUTER SECURITY

Understand the ins and outs of networking computers, as well as some information on beneficial virus, spyware and password protection programs.

May 24, 2011

9:00 a.m. – 12:00 p.m.

SOCIAL MEDIA

Learn a brief overview of the most popular social media websites. Learn how to sign up for and utilize Facebook, Twitter, LinkedIn, and more to better connect with others and market your business or product.

June 7, 2011

9:00 a.m. – 12:00 p.m.

YOU TUBE/BLOGGING

Learn how to set up and maintain a blog and the benefits of utilizing this online tool. We'll share tips on recording and uploading videos and podcasts.

June 21, 2011

9:00 a.m. – 12:00 p.m.

Registration and Payment Information:

All computer training classes/workshops will be held on the campus of Shawnee State University in the Administration Building, in room ADM030D. Please register by following any of the four easy steps outlined below.

1. **In Person** – Complete the registration form and return it to the office of Business & Industry Training located in the basement of the Administration Building, room ADM030A.
2. **By Mail** – Complete the registration form and mail it with your check, credit card number, or purchase order to: Shawnee State University, Office of Business & Industry Training, 940 Second Street, Portsmouth, OH 45662.
3. **By Phone** – Call 866.672.8778 or 740.351.3171 and we will gladly take your registration with your credit card payment or your company's purchase order number via the telephone.
4. **By Fax** – Fax your completed registration form to 740.351.3591. Send it to the attention of Tracy Walters, University Outreach Services Representative.

Advanced registration with pre-payment of the fee is required. Please make your check payable to Shawnee State University. Classes are filled in the order registrations are received. Registration fee includes all course materials and certificate of completion.

Refund & Cancellation Policy:

Full refunds are given when a class is cancelled due to low enrollment or other unforeseen circumstances or the course requested is already filled. Students withdrawing from a class at least three full business days before the start date of a class will receive a full refund minus a 10% processing fee. No other refunds will be granted.

Registration Fees & Discounts

The registration fee for each computer training class is \$49. Register for two or more classes and pay only \$40 per class. Currently enrolled students and staff members of Shawnee State University, along with anyone over the age of 60, are entitled to a 20 % discount on the registration fee.

Tech Tuesday workshops are offered at the already discounted rate of \$25.00/each.

Participant Information

Name: _____ Date of Registration _____

Home Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Company: _____ Company Address: _____

Company Phone: _____ Fax: _____

Please indicate the class name, date, fee, and total payment due below:

Course Name: _____ Date: _____ Fee: _____

Course Name: _____ Date: _____ Fee: _____

Course Name: _____ Date: _____ Fee: _____

Course Name: _____ Date: _____ Fee: _____

Course Name: _____ Date: _____ Fee: _____

Total Payment Due: \$ _____

Method of Payment

Cash (registration paid in person)

Check - Make checks payable to Shawnee State University and mail to:

Shawnee State University

Office of Business & Industry Training

ATTN: Tracy Walters, University Outreach Services Representative

940 Second Street

Portsmouth, OH 45662

Credit Card

Discover/MasterCard/Visa (circle one)

_____/_____/_____/ \$ _____
Account Number Exp Date Security # Amount to be paid

Purchase Order Number _____ Bill my company at the address above.

The best ideas for new courses come from you! If you don't see the class you need, let us know! Write a brief description of the courses you would register for if they were offered and we'll do our best to get them on the schedule.

SSU workshops are \$49/each. Register for two or more and pay only \$40/each!

SSU Workshops	April		May		June	
	Date	Time	Date	Time	Date	Time
Access I	7th	9 am -12 pm	5th	9 am -12 pm	2nd	9 am -12 pm
Access II	14th	9 am -12 pm	12th	9 am -12 pm	9th	9 am -12 pm
Access III	21st	9 am -12 pm	26th	9 am -12 pm	16th	9 am -12 pm
Access IV	28th	9 am -12 pm	June 2	9 am -12 pm	23rd	9 am -12 pm
Excel Basic	6th	1 pm -4 pm	4th	1 pm -4 pm	8th	1 pm -4 pm
Excel Intermediate	13th	1 pm -4 pm	11th	1 pm -4 pm	15th	1 pm -4 pm
Excel Advanced	20th	1 pm -4 pm	25th	1 pm -4 pm	22nd	1 pm -4 pm
Word Basic	1st	1 pm -4 pm	6th	1 pm -4 pm	3rd	1 pm -4 pm
Word Intermediate	8th	1 pm -4 pm	13th	1 pm -4 pm	10th	1 pm -4 pm
Word Advanced	15th	1 pm -4 pm	20th	1 pm -4 pm	17th	1 pm -4 pm
Power Point I	27th	1 pm -4 pm	3rd & 31st	1 pm -4 pm	May 31	1 pm -4 pm
Power Point II	29th	1 pm -4 pm	17th	1 pm -4 pm	14th	1 pm -4 pm
CompBasics/FileManagement	12th	1 pm -4 pm	27th	1 pm -4 pm	24th	1 pm -4 pm
Outlook	26th	9 am -12 pm	3rd	9 am -12 pm	28th	9 am -12 pm

Tech Tuesday classes are offered at the discounted rate of only \$25/each!

Tech Tuesday Workshops	April		May		June	
	Date	Time	Date	Time	Date	Time
Online Buying & Selling	5th	9 am -12 pm				
Website Startup	19th	9 am -12 pm				
Computer Doctor			10th	9 am -12 pm		
Keeping Connected with Skype			17th	9 am -12 pm		
Computer Security			24th	9 am -12 pm		
Social Media					7th	9 am -12 pm
YouTube/Blogging					21st	9 am -12 pm

All Tech Tuesday workshops are funded in part through a cooperative agreement with the U.S. Small Business Administration. The Ohio SBDC program is also funded in part by the Ohio Department of Development. All opinions, conclusions or recommendations expressed are those of the author(s) and do not necessarily reflect the views of the SBA. Reasonable accommodations for persons with disabilities will be made if requested at least two weeks in advance. For arrangements call the Ohio SBDC at (614) 466-2711 or (800) 849-1300, ext. 6-2711 or via email at www.entrepreneuriohio.org



THE OHIO STATE UNIVERSITY
South Centers

For more information or to register, 740.351.3171 or www.shawnee.edu/off/uos.