

**Lifelong Learning/Sullivan Center – Greenville**

**County Schools**

Come see our renovated building....same great classes!

Same phone number: 355-6059

Same email: [www.greenville.k12.sc.us/lifelong](http://www.greenville.k12.sc.us/lifelong)

(map on back)

206 Wilkins Street, Greenville, SC 29605

**Computer Classes for:  
Certificate Renewal & General Public**



**Level I & II**

**\$110- district/seniors**

**\$140 general public**

**Computers for Educators- \$300**

**January – May, 2011**

Course	Dates	Location	Instructor	Times	Credit
Windows XP for Educators	W & Th Jan 6,12,13	SC Rm 307	Mike Crocker	9:00-2:00	1
Word 2007 for Educators	W&Th Feb 17,23 24	SC Rm 307	Mike Crocker	9:00-2:00	1
Word II 2007 for Educators	W & Th March 2,3,9	SC Rm 307	Mike Crocker	9:00-2:00	1
Excel 2007 Educators	W & Th Mar 31 April 6,7	SC Rm 307	Ranelle Hughey	9:00-2:00	1
Internet 2007 for Educators	W & Th Feb 9,10,16	SC Rm 307	Mike Crocker	9:00-2:00	1
Internet 2007 for Educators	W & Th May 11,12,18	SC Rm 307	Mike Crocker	9:00-2:00	1
Viruses, Spyware & Security 2007 for Educators	W & Th March 23,24,30	SC Rm 307	Mike Crocker	9:00-2:00	1
PowerPoint 2007 for Educators	W&Th Jan 27 Feb 2,3	SC Rm 307	Ranelle Hughey	9:00-2:00	1
Intro to Promethean Board for Educators	Fri March 11,18,25	SC Rm 307	Ranelle Hughey	9:00-2:00	1
Intro to Promethean Board for Educators	Fri May 6,13,20	SC Rm 307	Ranelle Hughey	9:00-2:00	1
Intro to Web Page Design for Educators- Level I	W&Th April 13,14,27	SC Rm 307	Mike Crocker	9:00-2:00	1
Intro to Web Page Design for Educators – Level II <i>*Pre-requisite – Level I*</i>	W & Th April 28 May 4,5	SC Rm 307	Mike Crocker	9:00-2:00	1

**Important Information: If you have taken our XP classes in the past (exception Windows) you can **RETAKE** our 2007 classes and still get state recertification credit. This is **GREAT** news!**

**\*\*Payment must be made in full at least ONE week prior to class or name will be dropped from roster\*\***

**By mail to: Lifelong Learning, 206 Wilkins Street, Greenville, SC 29605**

**Attn: Computer classes. In Person: at Room 308.**

**Make checks payable to: Lifelong Learning or call: Grace Pascuiti (355-6059) Debra Ellenburg (355-6093)**

Official Registration Form (please print)				
Last Name:		First Name:		
<b>** E-Mail Address**</b>				
Mailing Address:				
City:	State:	Zip:	Phone (H):	Phone (C):
Name and Date of Course:			Fee:	

## Class Descriptions:

### **Computers for Educators, Level I (\$300)** *This class is for 45 hours of instruction and 3 recertification credits.*

Students will learn some of the basic fundamentals of using a computer. The following topics are included: 1) Windows XP including changing the screen display, using and understanding Windows explorer, and creating artwork in Paintbrush 2) word processing, including changing fonts and sizes, copy and paste, inserting ClipArt, justifying text 3) spreadsheet layouts, formulas and charts 4) presentation designs.

### **Word 2007 for Educators (\$110 district personnel/seniors -\$140 others)**

Participants will create, save and format documents; use toolbars, tabs, and alignments. Create bullets, numbered items, select and size fonts, edit text, copy and paste text, and insert graphics. Insert WordArt, headers/footers, and page numbers. Learn to use mail merge, create a resume, a research paper footnotes, and an outline.

### **Word II 2007 for Educators (\$110 district personnel/seniors - \$140 others)**

Participants will learn to create a document that includes: text form fields, foreign language accents, and invoices. Learn how to insert a watermark. Also create newsletters, brochures, and a webpage. **Pre-requisite: Word XP for Educators- Level I**

### **Excel 2007 for Educators (\$110 district personnel/seniors -\$140 others)**

Participants will create professional-looking spreadsheets. Learn to change background color, center text across columns, align text on top of text in a one cell, enter formulas to perform calculations and use field handles to copy data. Also, learn to create various types of charts and format them in various ways. Create a simple macro and a command button to run it.

### **PowerPoint 2007 for Educators (\$110 district personnel/seniors -\$140 others)**

Learn how to create a professional graphics presentation with colorful slides and overhead transparencies. Also learn how to add charts, tables, custom animation, sound effects and slide transitions to your presentation. Learn how to add timing and music to your presentation. This is a great course to take in order to impress parents during Open House PTA.

### **\*\*NEW\*\* Internet for Educators (\$110 district personnel/seniors - \$140 others)**

Topics covered are identifying risks, backing up your data and software, viewing and clearing your browsing history, searching the internet, changing your home (starting) page, creating and editing bookmarks of your favorite sites, email basics, downloading and installing programs as well as an overview of popular sites.

### **\*\*NEW\*\* Viruses, Spyware & Security for Educators (\$110 district personnel/seniors - \$140 others)**

This class will cover how to identify risks, backing up your data and software, software licenses, safely downloading and installing software from the internet, choosing and installing antivirus and antispysware software, email risks, phishing, identity theft, controlling spam, firewalls, and defense against hackers.

### **\*\*NEW\*\*Intro to Web Page Design for Educators –Level I (\$110 district personnel/seniors \$140 others)**

Build a web site including HTML essentials, formatting text, adding images to web pages, connecting pages to hyperlinks, organizing pages using FTP and styling content with cascading style sheets.

### **\*\*NEW\*\* Intro to Web Page Design for Educators – Level II (\$110 district personnel/seniors \$140 others)**

#### **Pre-requisite – Web Page Design Level I**

This class continues expanding on the Level I skills allowing you to create a web page that reflects all of the above concepts as well as your personal needs and style.

### **\*\*NEW\*\*Intro to Promethean Board for Educators – ActivInspire (\$110 district personnel/seniors - \$140 others)**

This class will guide the BEGINNER into feeling comfortable & confident using the board. Also explore ActivInspire, the software that interacts with it and various basic training modules.

<b>Directions to Sullivan Center</b>			
Mills Ave.	Taco Bell	Wilkins Street	<b>Sullivan Center</b> 206 Wilkins Street
Church St.	KFC	Augusta Street	