

**Lifelong Learning/Greenville County Schools**

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

All classes held at:

**Sullivan Center**

206 Wilkins Street, Greenville, SC 29605

For questions call: Grace at 355-6059

or

[www.qpascuit@greenville.k12.sc.us](mailto:www.qpascuit@greenville.k12.sc.us)

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



**Level I & II**

**\$110- district/seniors**

**\$140 general public**

**January – May, 2012**

Course	Dates	Location	Instructor	Times	Semester Hour
Windows Essentials XP for Educators	T,W,Th Feb 7,8,9	Rm 307	Mike Crocker	9:00-2:00	1
Windows Essentials XP for Educators	T,W,Th Mar 20,21,22	Rm 307	Mike Crocker	9:00-2:00	1
Windows Essentials XP for Educators	T,W,Th May 22,23,24	Rm 307	Mike Crocker	9:00-2:00	1
Word 2007 for Educators	T,W,Th Feb 14,15,16	Rm 307	Mike Crocker	9:00-2:00	1
Word 2007 for Educators	T,W,Th March 7,8,9	Rm 307	Jim Flint	9:00-2:00	1
Word 2007 for Educators-Level II	T,W,Th May 1,2,3	Rm 307	Mike Crocker	9:00-2:00	1
Publisher 2007 for Educators	T,W,Th Feb 21,22,23	Rm 307	Jim Flint	9:00-2:00	1
Excel 2007 Educators	W,Th March 14,15	Rm 307	Mike Crocker	8:00-4:30	1
Excel 2007 for Educators- Level II	W,Th April 25,26	Rm 307	Mike Crocker	8:00-4:30	1
Internet 2007 for Educators	T,W,Th Feb 28,29 Mar 1	Rm 307	Mike Crocker	9:00-2:00	1
Internet 2007 for Educators	T,W,Th May 15,16,17	Rm 307	Mike Crocker	9:00-2:00	1
Viruses, Spyware & Security 2007 for Educators	T,W,Th April 10,11,12	Rm 307	Mike Crocker	9:00-2:00	1
Viruses, Spyware & Security 2007 for Educators	T,W,Th May 8,9,10	Rm 307	Mike Crocker	9:00-2:00	1
Intro to Promethean Board for Educators	Fri March 2,9,16	Rm 101	Mike Crocker	9:00-2:00	1
Intro to Promethean Board for Educators	Fri April 20,27 May 4	Rm 101	Mike Crocker	9:00-2:00	1
Intro to Web Page Design for Educators- Level I	T,W,Th Mar 27,28,29	Rm 307	Mike Crocker	9:00-2:00	1
Intro to Web Page Design for Educators – Level II	T,W,Th May 29,30,31	Rm 307	Mike Crocker	9:00-2:00	1

*\*Pre-requisite – Level I\**

**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: Room 308.**

**Make checks payable to: Lifelong Learning**

For information call: Grace Pascuiti (355-6059) or Debra Ellenburg (355-6093)

**Official Registration Form (please print)**

Last Name:

First Name:

**E-Mail Address**

Mailing Address:

City:

State:

Zip:

Phone (H):

Phone (C):

Name and Date of Course:

Fee:

## Class Descriptions:

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

Great class for the beginner! After taking Windows Essentials participants will understand Windows folder structure, how to create, save, retrieve, rename and delete folders, copy, paste, move and copy files and folders. Learn proper terminology such as: drives, RAM, memory, bytes, etc.

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

Participants will 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 web page.

### **Excel 2007 for Educators Level I (\$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.

### **Excel 2007 for Educators Level II (\$110 district personnel/seniors - \$140 others) *Pre-requisite Excel Level I***

Learn to create multiple worksheets, which will include a summary sheet using referencing. Create a worksheet database, use conditional statements and advanced formulas. Also create simple macros.

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

Participants will learn how publishing can be used across the curriculum. Set up master pages, templates and styles and learn how to manipulate text, import, move, and resize graphics. Also learn how to create a brochure, calendar, mailing labels and a web page.

### **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.

### **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.

### **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.

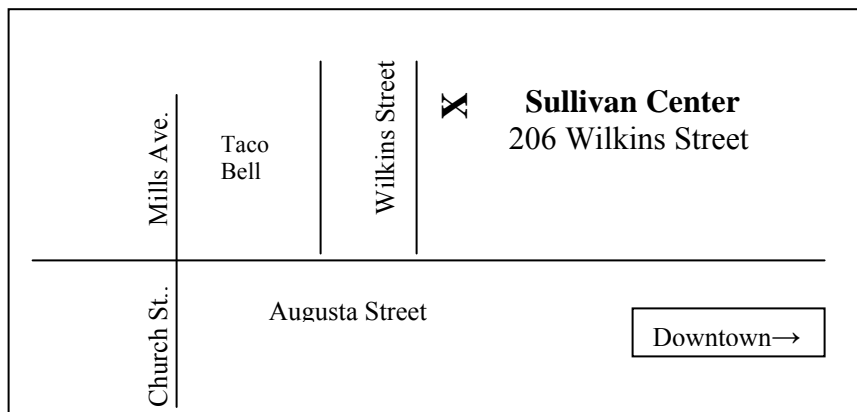
### **Intro to Web Page Design for Educators – Level II (\$110 district personnel/seniors \$140 others)**

#### ***Pre-requisite – Web 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.

### **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.



**Directions to Sullivan Center**