

Computer Classes for Certificate Renewal Credit and General Public



Summer 2010

Lifelong Learning

Greenville County Schools

Course	Dates	Location	Instructor	Times	Credit
Introduction to Computers for Educators	M-Th June 14-17 & M-W June 21-23	Lake Forest Comp Lab	Ranelle Hughey	8:45-3:15	3
Computers for Educators Level II	M-Th July 12-15 & M-W July 19-21	Lake Forest Comp Lab	Ranelle Hughey	8:45-3:15	3
Intro to Promethean Board	T-Th June 8-10	SC/Rm 311	Hughey	9:00-2:00	1
Intro to Promethean Board	Mondays Aug 2,9,16	SC/Rm 311	Hughey	9:00-2:00	1
Excel 2007 for Educators	T-Th June 15-17	SC/Rm 308	Self	9:00-2:00	1
Excel 2007 for Educators	T-Th August 17-19	SC/Rm 308	Self	9:00-2:00	1
Publisher 2007 for Educators	T-Th July 13-15	SC/Rm 308	Self	9:00-2:00	1
Publisher 2007 for Educators	T-Th August 10-12	SC/Rm 308	Self	9:00-2:00	1
Windows XP for Educators	T-Th July 20-22	SC/Rm 308	Crocker	9:00-2:00	1
Webb Design for Educators	T-Th July 27-29	SC/Rm 308	Crocker	9:00-2:00	1
PowerPoint 2007 for Educators	T-Th August 24-26	SC/Rm 308	Crocker	9:00-2:00	1
Word 2007 for Educators	T-Th August 3-5	SC/Rm 308	Self	9:00-2:00	1
Word II 2007 for Educators	T-Th Aug 31-Sept 2	SC/Rm 308	Self	9:00-2:00	1

****SC classes are held at Sullivan Center, 206 Wilkins St., Greenville****

Course Descriptions:

Introduction to Computers for Educators (\$300.00)

Students will learn some of the basic fundamentals of using a computer. The following are included: 1) Windows, 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.

Computers for Educators, Level II (\$300.00)

Students will learn some of the advanced features of using a computer. The following topics are included in the learning process: 1) Windows XP advanced features, 2) word processing, writing resumes, business cards, mail merge, foreign language accents, and research papers with footnotes, 3) spreadsheets using advanced formulas, layouts, and charts, 4) presentation designs, including sound, animation and transitions, and 5) databases, including tables, queries, and simple form designs.

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

This course is for beginners or those that are new to XP. Course includes: an introduction to the desktop, using the taskbar with multiple applications open, and discovering the many new features of XP. Learn to use toolbars, Notepad, WordPad and Paint.

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.

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 web page. **Pre-requisite: Word 2007 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)

Participants will learn how to create professional graphics presentations with colorful slides and overhead transparencies. Learn how to add charts, tables, custom animation, sound effects and slide transitions. Add timing and music to your presentation.

Intro to Web Page Design (\$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 styles.

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.

Promethean Board Basics for Educators (\$110 district employees)

This class will guide the beginner into feeling comfortable and confident using a Promethean Board. Also explore ActivStudio, the software that interacts with it, and the various basic training modules.

See other side for additional classes at Hughes Library (downtown) and registration form.

Lifelong Learning Computer Classes – Summer 2010

**Cost: \$70 for seniors (55 and up) and all library card holders.
\$90 for general public**

*****Classes must be paid for in full ONE WEEK before the start of class*****

Course Title	Dates	Times	Instructor	Location
EEK! It's a Mouse	Mon June 21	9:30-12:30	Self	HL
EEK! It's a Mouse	Mon June 21	2:00-5:00	Self	HL
EEK! It's a Mouse	Mon Aug 30	9:30-12:30	Crocker	HL
EEK! It's a Mouse	Mon Aug 30	2:00-5:00	Crocker	HL
Word XP	Tues-Fri June 22-25	9:30-12:30	Self	HL
Excel XP	Tues-Fri June 22-25	2:00-5:00	Self	HL
Windows XP	Tues-Fri Aug 31-Sept 3	9:30-12:30	Crocker	HL
Word XP	Tues-Fri Aug 31-Sept 3	2:00-5:00	Crocker	HL

Course Descriptions

EEK! It's a Mouse (FREE)

3 hours

FREE

This is a course designed for the “technologically terrified”! Learn the basics to Windows, and how to “operate” a mouse. Learn how to use toolbars, size windows, and play cards.

Windows

12 hours

\$70 or \$90 (see above)

This class is for people with little or no experience. It includes an introduction to the Desktop. Also practice using the Taskbar, using Windows Explorer, managing folders, controlling the mouse, finding, saving and sorting documents, and disk management. Also create bitmaps using PaintBrush.

Word I

12 hours

\$70 or \$90 (see above)

Learn to create, save and format documents, and use and create toolbars, tabs and alignments. Create bullets, numbered items, select and size fonts, edit text, edit and paste text, and insert graphics and tables.

Excel

12 hours

\$70 or \$90 (see above)

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.

HOW TO REGISTER:

- By Mail:** Complete the registration form and mail with payment to: **(Make checks to: Lifelong Learning)**
Lifelong Learning 206 Wilkins St. Greenville, SC 29605 Attn: Grace Pascuiti or Debra Ellenburg
- In Person:** Stop by Room 308 (ask for Grace Pascuiti 355-6059 or Debra Ellenburg 355-6093)
gpascuit@greenville.k12.sc.us or dellenbu@greenville.k12.sc.us
- School Closings:** **ALL** classes follow Greenville County’s school calendar. In case of inclement weather it is **your** responsibility to keep up with media notifications of school closings.
- Payment:** Check or money order made out to Lifelong Learning.

****Payment MUST be made ONE WEEK PRIOR TO THE START OF CLASS****

Fax: 355-6078 (Refunds given only if class is cancelled.)

Official Registration Form (please print)				
Last Name:		First Name:		
Mailing Address:			Email address:	
City:	State:	Zip:	Phone (H):	Phone (W):
Name of Course:	Date of Course:	Location:	Fee:	