

Maximize Your Potential!

The mission of Harrison County Lifelong Learning is to provide access to a wide range of education and training opportunities for the adult residents of the Harrison County area.

Harrison County Lifelong Learning strives to increase the skills and abilities of local citizens while empowering and enriching their lives in an effort to promote a lifetime of learning.

Services available include:

- A free computer lab with Internet access is open daily, when class is not in session, Monday - Friday, 8:00 a.m. to 3:30 p.m. (EST)
- GED/Adult Basic Education classes are free of charge and designed to help students master basic skills. Afternoon and evening classes are available.
- A Certified Nursing Assistant Training Program in partnership with Kindred Healthcare that prepares individuals for state certification. The course includes classroom instruction and a clinical practicum.
- Ivy Tech Community College classes are offered each semester using 2-way video technology equipment.



With the support of the

Harrison County
Lifelong Learning
101 Hwy 62 W.
Suite 104
Corydon, IN 47112

Computer Education Classes

Fall 2010

Harrison County



Lifelong Learning

**101 Hwy 62 W.
Suite 104
Corydon, IN 47112**

**Phone: 812.738.7736
Fax: 812.734.0798**

www.HarrisonLifelongLearning.com

The education source to
maximize your potential.

Computer Basics

August 9, 16, 23, 30
Mon. 10:00 a.m. - 12:00 p.m.
\$80.00 includes book

Learn about the components of a computer and how to open, save and print a document. Use of the control panel, managing files and basic word processing topics such as cut, copy, paste will also be covered.

Introduction to Excel

August 10, 17, 24, 31
Tu. 1:30 p.m.– 3:30 p.m.
\$80.00 includes book

Using Microsoft Excel 2007, students will learn how to design, edit and format a worksheet, create a formula, format columns and rows, sort information, use the chart wizard and view/print a spreadsheet.

Introduction to Word

September 8, 15, 22, 29
Wed. 10:00 a.m. - 12:00 p.m.
\$80.00 includes book

Students will explore the features of Microsoft Word 2007 and learn formatting techniques, how to print a document, create tables, use spell/grammar check, insert clip art and cut/copy/paste.

Email Essentials

September 13, 20, 27
Mon. 10:00 a.m.– 12:00 p.m.
\$50.00 with handout

Students will learn how to compose and send an email, reply and forward, attach files and block junk mail. They will learn how to set up a list of contacts and email etiquette. Students should have completed Computer Basics or have a working knowledge of Microsoft Windows.

Intermediate Excel

October 5, 12, 19, 26
Tu. 1:30 p.m.– 3:30 p.m.
\$80.00 includes book

This course is for Excel users with experience creating and manipulating spreadsheets. Class will cover shortcuts for copying and formatting data, charts and graphs, and additional practice with functions and formulas. IF tests and conditional formatting will also be covered.

Computer Basics

October 6, 13, 20, 27
Wed. 10:00 a.m. - 12:00 p.m.
\$80.00 includes book

Learn about the components of a computer and how to open, save and print a document. Use of the control panel, managing files and basic word processing topics such as cut, copy, paste will also be covered.

Effective PowerPoint Presentations

November 3, 10, 17
Wed. 10:00 a.m. - 12:00 p.m.
\$60.00 includes book

Students will learn the basics of creating and organizing an effective slide show presentation and how to incorporate graphics, sounds and charts.

Creating an Access Database

November 8, 15, 22, 29
Tu. 1:30 p.m.– 3:30 p.m.
\$80.00 includes book

Students will learn the terminology and principles of Microsoft Access 2007 and get hands-on experience creating a database, manipulating table data, creating queries and generating reports. Students must have a working knowledge of Microsoft Windows.

Email Essentials

December 1, 8, 15
Wed. 10:00 a.m.– 12:00 p.m.
\$50.00 with handout

Students will learn how to compose and send an email, reply and forward, attach files and block junk mail. They will learn how to set up a list of contacts and email etiquette. Students should have completed Computer Basics or have a working knowledge of Microsoft Windows.