

# 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 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)
- Adult Education classes are designed to help students master basic skills. Orientation sessions are conducted monthly. Convenient afternoon and evening classes are available.
- A Certified Nurses Aide Training Program in partnership with Kindred Healthcare 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, Inc.  
101 Hwy 62 W.  
Suite 104  
Corydon, IN 47112

 **Harrison County  
Lifelong Learning, Inc.**

## Computer Education Classes

Winter 2012



*The education source to  
maximize your potential.*

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

**812.738.7736**

[www.HarrisonLifelongLearning.com](http://www.HarrisonLifelongLearning.com)

## Computer Basics

January 10, 17, 24, 31  
Tues. 1:00 p.m. - 3:00 p.m.  
\$80.00 includes book

The course is designed for students with little to no computer experience. Students will learn terminology, hardware and software components and basic word processing. Use of the control panel, file management and Microsoft applications will also be covered.

## Effective PowerPoint Presentations

January 16, 23, 30  
Mon. 10:00 a.m. - 12:00 p.m.  
\$65.00 includes book

Students will learn the basics of creating and organizing an effective slide show presentation and how to incorporate graphics, sounds and charts. Students should have a working knowledge of Microsoft Windows.

## Introduction to Word

February 8, 15, 22, 29  
Wed. 1:00 p.m. - 3:00 p.m.  
\$80.00 includes book

Students will learn how to create, edit, format and print a Word document. Additional topics include changing margins and line spacing, using headers and footers, and finding/replacing text.

## Email Essentials

February 14, 21, 28  
Tues. 10:00 a.m. - 12:00 p.m.  
\$60.00 with handout

Students will learn basic email skills, including 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.

## Exploring Microsoft Publisher

March 5, 12, 19  
Mon. 10:00 a.m. - 12:00 p.m.  
\$65.00 includes book

Students will explore the templates of Microsoft Publisher and learn how to create professional publications such as newsletters, brochures and business cards. Students will work with text, graphics and pictures and prepare their work for distribution. Students should have a working knowledge of Microsoft Windows.

## Introduction to Excel

March 7, 14, 21, 28  
Wed. 1:00 p.m. - 3:00 p.m.  
\$80.00 includes book

Students will learn how to design, edit and format a worksheet, create a workbook, develop formulas, format columns and rows, sort/filter information, and view/print a spreadsheet.

## Registration Information

- Call 738-7736 to register. Please register at least 5 days prior to the start of class to reserve a place. Class size is limited.
- The tuition fee is due on the first class meeting. Cash and check accepted.
- Classes are subject to cancellation 48 hours in advance. Students will receive a full refund or credit towards another course.
- A Certificate of Accomplishment will be distributed to students upon completion of the class.

Harrison County Lifelong Learning, Inc. does not discriminate on the grounds of race, color, national origin or gender.

