

Computer Classes

Expression Web Essentials

This introductory Microsoft Expression Web training course will provide you with the foundation for building and maintaining a Website that includes multiple pages, links, and images. In this class, you will discover how to create Web content as well as update and maintain Web sites using Expression Web 2. In addition, you will learn how to use CSS and DWT to control and easily update your site. We recommend that you have the Microsoft Expression Web software before starting the class. You can purchase the software or obtain a trial version of it from the Microsoft Website. Note: All Expression Web training will be at The Learning Center in Seneca.

Tuesday–Thursday, 1:30 p.m.–4 p.m.

September 15, 16, 17 \$79

Instructor: Carol Smith

Monday, Wednesday, Friday, 6 p.m.–8:30 p.m.

September 21, 23, 25

\$79

Instructor: Carol Smith

Expression Web Intermediate

The intermediate class builds on the material covered in the Expression Web Essentials course, and is appropriate if you are familiar with Hyper Text Mark-up Language (HTML) and are eager to further your knowledge and skills in the Web development domain. The course will enable you to create and build dynamic and interactive Websites and will explore the use of CSS and JavaScript, layers and tables.

Note: All Expression Web training will be held at The Learning Center in Seneca

Tuesday, Wednesday, Thursday, 10 a.m.–12:30 p.m.

October 27, 28, 29

\$79

Instructor: Carol Smith

Monday, Wednesday, Friday, 6 p.m.–8:30 p.m.

October 12, 14, 16

\$79

Instructor: Carol Smith

Get Connected Using Social Media

Social networking is currently a hot topic. This workshop will provide an introduction to getting started and/or advancing your skills in using social media. You will be introduced to the basics of Facebook, LinkedIn and Twitter, from how to setup an account, to tips and strategies for growing a network. You will explore the growing number of social applications for blogging, bookmarking, video and more. Businesses are now catching

on to what others have known for a long time. Social media can provide a low cost or no cost solution to marketing your business and growing your network, 24-hours a day from any location. Let us show you how!

Mondays, 6 p.m.–8 p.m. October 5, 19 \$35

Monday, 1 p.m.–5 p.m. November 2 \$35

Monday, 1 p.m.–5 p.m. November 9 \$35

Trainers: Holly Berlin, CS Technologies Plus
Susan Williams, Venango Area Chamber of Commerce

Microsoft Access 2007 Database

This course provides you with easy-to-follow step-by-step lessons that enable you to quickly and efficiently learn the features of Microsoft Access 2007 and how to use them at school, at home, and in the workplace. The course offers friendly, straightforward instruction with a focus on real-world business scenarios. Topics covered are understanding databases, creating and using queries and tables, and designing and customizing forms, tables and reports.

Thursdays, 6 p.m.–9 p.m.
October 8, 15, 22 \$89
Instructor: Heather S. Monhkern

Microsoft Excel 2007 Level I

Easy-to-follow, step-by-step lessons enable you to quickly and efficiently learn the features of Microsoft Excel 2007 and how to use them at school, at home, and in the workplace. This course offers friendly, straightforward instruction with a focus on real-world business scenarios. The course content includes Worksheet Fundamentals, Editing and Formatting Worksheets, Formatting Cells, Changing Print Options, Organizing Worksheets and Window Display, Working with Charts, and Performing Basic Calculations.

Thursdays, 6 p.m.–8 p.m.
October 15–November 12 \$89
Instructor: Bobbi Lazar

Microsoft Word 2007 Level I

Easy-to-follow step-by-step lessons enable you to quickly and efficiently learn the

features of Microsoft Word 2007 and how to use them at school, at home, and in the workplace. This course offers friendly, straightforward instruction with a focus on real-world business scenarios. Course content includes Basic Editing, Using Templates and Wizards, Formatting Text, Changing the Layout of a Document, Using Automated Formatting, and Working with Graphics.

Tuesdays, 6 p.m.–8 p.m.

October 6–November 3

\$89

Instructor: Bobbi Lazar

Microsoft PowerPoint

This one-day training course will provide you with an introduction to the presentation program, Microsoft PowerPoint. Learn how to create a simple presentation, create and edit slides, insert clipart, apply designs, work with views, and run the slide show. PowerPoint allows users to develop graphic presentations and are widely used by professionals and students alike. PowerPoint slide shows can help report progress in a meeting, define key elements in a training session, pitch a marketing plan, or organize ideas in a student report. Microsoft PowerPoint is a powerful tool that helps users to create professional computer slide shows, transparencies, or printed handouts quickly and easily.

Friday, 9 a.m.–4 p.m.

November 6, 13

\$110

Instructor: Carol Smith

Publisher Essentials

The Essentials class will provide you with instruction on creating newsletters, brochures, business cards, postcards, and flyers, among others, for print, e-mail, and the Web. In this course, you will create a publication from scratch or use one of the hundreds of business and personal designs available in Publisher. Before beginning this course, you should possess basic computer skills including mouse operation, creating folders, creating files and saving files into folders, and have some experience with browsing the Internet. Publisher training will be held at The Learning Center in Seneca.

Saturdays, 9 a.m.–12:30 p.m.

November 7, 14

\$69

Instructor: Carol Smith

Publisher Intermediate

The Intermediate class will provide you with instruction on more advanced skills associated with designing, creating, and editing publishing projects using Microsoft Publisher. Topics include improving design and message content, using multiple master

page layouts, creating specialty advertisements and labels, formatting for commercial printing, and creating Web documents. Publisher training will be held at The Learning Center in Seneca.

Tuesday, 8 a.m.–4:30 p.m.

November 17

\$69

Instructor: Carol Smith

QuickBooks Training

This training course will provide you with instruction on using QuickBooks, Intuit's powerful accounting system for small- to medium-sized businesses. No knowledge of finance or accounting is needed; however, you should have a basic knowledge of the computer operating system and know how to move around the Desktop.

Level I

Tuesdays, 6 p.m.–9 p.m.

November 24; December 1

\$125

OR \$199 for both courses

Level II

Tuesdays, 6 p.m.–9 p.m.

December 8, 15

\$125

Instructor: Heather Mohnkern

The New Web—Internet Series

These workshops break down the ins and outs of several hot Internet topics for both personal and business use.

FACEBOOK/YOUTUBE

Wednesday, October 28, 6 p.m.–9 p.m.

\$35

TWITTER/BLOGGING

Wednesday, November 4, 6 p.m.–9 p.m.

\$35

GOOGLE SEARCH/EARTH/ONLINE APPS & MORE

Thursday, November 12, 6 p.m.–9 p.m.

\$35

PODCASTING/SKYPE

Thursday, November 19, 6 p.m.–9 p.m.

\$35

Instructor: Heather Mohnkern

MICROSOFT CERTIFIED APPLICATION SPECIALIST COURSES

Microsoft Excel 2007 Certification

With easy-to-follow, step-by-step lessons you can quickly learn and efficiently use the features of Microsoft Excel at school, at home, and in the workplace. This course offers friendly, straightforward instruction with a focus on real-world business scenarios. Course content includes Worksheet Fundamentals, Editing and Formatting Worksheets, Formatting Cells, Changing Print Options, Organizing Worksheets and Window Display, Working with Charts, Performing Basic Calculations, Basic Financial and Logical Functions, Using Excel and the Internet, Importing and Exporting Data, Creating and Using Excel Lists, Formatting and Organizing Data, Auditing a Workbook, Data Analysis Tools and Features, Sharing Workbooks, Exchanging Information Using the Web, Using Macros, and Customizing the Excel Environment. Upon completion of this course you will be able to pursue Excel Certification.

Saturdays, 8:30 a.m.–12:30 p.m.

August 22, 29; September 5, 12, 26;

October 3, 10, 17

\$399

Instructor: Heather Mohnkern

Microsoft Word 2007 Certification

Easy-to-follow, step-by-step lessons enable you to quickly and efficiently learn the features of Microsoft Word 2007 and how to use them at school, at home, and in the workplace. This course offers friendly, straightforward instruction with a focus on real-world business scenarios. Course content includes Editing, Using Templates and Wizards, Formatting Text, Changing the Layout of a Document, Using Automated Formatting, Working Collaboratively, Working with Graphics, Columns and Tables, Working with Word and the Web, Advanced Paragraph and Picture Formatting, Advanced Document Formats, Working with Tables and Lists, Customizing Word, Merging Documents for Mailing, Using Macros, Creating Forms, and Working with Long Document Formats. Upon completion of this course you will be able to pursue Word Certification.

Saturdays, 8:30 a.m.–12:30 p.m.

October 24–December 19

\$399

Instructor: Heather Mohnkern