



**OSU Learning Center “Central Ohio”**  
**Living & Working SMARTER not HARDER Workshop Series**

<b>January 2010</b>				
<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>11</b> GG Beginning Computer 9:15am-Noon  GG Open Lab 3-5pm  GG Excel 2007 Level I 6-8pm	<b>12</b> GG Beginning Computer 9:15am-Noon  GG PowerPoint 2007 Level I 6-8pm	<b>13</b> GG Beginning Computer 9:15am-Noon  Open Lab <b>GG</b> 9am-Noon	14 GG Beginning Computer 9:15am-Noon	<b>15</b>
<b>18</b> CLOSED – Martin Luther King’s Birthday – No Programming	<b>19</b> GG PowerPoint 2007 Level I 6-8pm	<b>20</b> Open Lab <b>GG</b> 9am-Noon	<b>21</b>	<b>22</b>
<b>25</b> GG Open Lab 3-5pm  GG Excel 2007 Level I 6-8pm	<b>26</b> NSP MS Word2007 I 10am-2pm  GG PowerPoint 2007 Level I 6-8pm	<b>27</b> GG Open Lab 9am-Noon  NSP MS Word2007 I 10am-2pm	<b>28</b> NSP MS Word2007 I 10am-2pm	<b>29</b> NSP MS Word2007 I 10am-2pm





### **COURSE INFORMATION, LOCATION AND FEES**

Workshops are \$25 regardless of the number of modules it takes to complete the training.

Some workshops may have course manuals that can be purchased for an additional \$15, but are not required in order to take complete the training.

Open lab is only \$5 and will give you access to the lab for up to 12 months without any additional costs.

<b>The Ohio State University Learning Center “Central Ohio” Locations</b>	
<p><b>NSP – North Side Pride Center</b></p> 	<p><b>North Side Pride Center; 248 11th Avenue; Columbus, OH 43201</b></p>
<p><b>GG – Godman Guild Association</b></p> 	<p><b>Godman Guild Association; 303 E. 6th Avenue; Columbus, OH 43201</b>  <a href="http://godmanguild.org">http://godmanguild.org</a></p>
<b>Course Descriptions</b>	
<p><b>Beginning Computer</b></p>	<p>Learning basic computer skills, navigating through Windows, and getting comfortable with exploring the computer.</p>
<p><b>PowerPoint 2007 Level I</b></p>	<p>Microsoft PowerPoint is a presentation program developed by Microsoft. It is part of the Microsoft Office suite, and runs on Microsoft Windows. PowerPoint is widely used by business people, educators, students, and trainers and among the most prevalent forms of persuasive technology.</p>
<p><b>Microsoft® Word Level I</b></p>	<p>Learn to create, revise, save documents for printing and future retrieval for personal or business use.</p>
<p><b>Microsoft® Excel 2007 Level I</b></p>	<p>Excel is a spreadsheet program. You will identify spreadsheet components, enter data, work with the data, print, and modify workbooks. The Formulas and Functions element will teach learners how to enter and work with formulas.</p>
<p><b>Registration</b>  Call 294-5476 x126 or email <a href="mailto:osulearning@yahoo.com">osulearning@yahoo.com</a> <b>or</b>  <a href="http://www.zoomerang.com/Survey/WEB229VVJAHQ3Z">http://www.zoomerang.com/Survey/WEB229VVJAHQ3Z</a>  You will be contacted via phone or email to confirm your registration.</p>	