

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

November

<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>
2 In Person Registration NSP <i>9am-Noon</i>	3 Word Tips/Tricks NSP <i>9am-3:30pm</i>	4 Email NSP <i>9am- 3:30pm</i>	5 Financial Matter s pt1 NSP <i>9am-Noon</i> Finding Help 1 NSP <i>1-3:30pm</i>	6 Financial Matters pt2 NSP <i>9am-Noon</i> Finding Help 2 NSP <i>1-3:30pm</i>
9 Begin- Computer GG <i>9am-Noon</i> Open Lab 3-5pm	10 Begin-Computer GG <i>9am-Noon</i>	11 Open Lab GG <i>9am-Noon</i>	12 Begin-Computer GG <i>9am-Noon</i>	13
16 MS Word2007 I GG <i>9am-Noon</i>	17 MS Word2007 I GG <i>9am-Noon</i>	18 MS Word2007 I GG Open Lab GG <i>9am-Noon</i>	19 MS Word2007 I GG <i>9am-Noon</i>	20
23 Basic Internet GG <i>9am-Noon</i>	24 Basic Internet GG <i>9am-Noon</i>	25 Open Lab GG <i>9am-Noon</i>	26	27

December

<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>
	1	2 Open Lab GG <i>9am-Noon</i>	3	4
7 In Person Registration NSP <i>9am-Noon</i>	8 Excel 2007 I GG <i>9am-3:30pm</i>	9 Excel 2007 I GG <i>9am- 3:30pm</i>	10 Financial Matter 1 NSP <i>9am-Noon</i> Finding Help 1 NSP <i>1-3:30pm</i>	11 Financial Matters 2 NSP <i>9am-Noon</i> Finding Help 2 NSP <i>1-3:30pm</i>

COURSE INFORMATION, LOCATION AND FEES

- Workshops are \$25 regardless of the number of 3 hour modules it takes to complete the training.
- Some workshops may take up to 3 modules to complete and 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.

The Ohio State University Learning Center “Central Ohio” Locations	
NSP – North Side Price Center	North Side Pride Center; 248 11th Avenue; Columbus, OH 43201
GG – Godman Guild Organization	Godman Guild Organization; 303 E. 6th Avenue; Columbus, OH 43201
Course Descriptions	
EMAIL 1 six hour module	(GMAIL)Attaching your resume to an email - Sending Large Documents -Downloading & saving emails Linked IN Setting up your account; using linkedIn in your job search
Word 2007 Tips/Tricks 1 six hour module	Templates - Fax Sheets - Resumes, Flyers , Memos and Newsletters - Mail Merge Letters Labels - Envelopes
Finding Help 2 three hour modules	Online and Local Resources to assist you during these turbulent times
Financial Matters 2 three hour module	Financial stability in Uncertain Times– Budgets; using credit; identity theft
Begin- Computer 3 three hour modules	Learning basic computer skills, navigating through Windows, and getting comfortable with exploring the computer.
Basic Internet 2 three hour modules	In this course, you will be introduced to the Internet Explorer and how to take full advantage of all that Internet has to offer.
Microsoft® Word Level I 4 three hour modules	Learn to create, revise, save documents for printing and future retrieval for personal or business use.
Microsoft® Excel 2007 Level I 2 six hour modules	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.
Registration	Call 294-5476 x126 or email osulearning@yahoo.com or http://www.zoomerang.com/Survey/survey.zgi?p=WEB229LRFGXD96 You will be contacted via phone or email to confirm your registration.