



July 2017–October 2017 Course Schedule

Computer Training • Adult Basic Reading • GED Test Prep • ABLE Prep for College or Certificate Programs

Metro Stop & Parking Lot: 4005 Glenway Ave, 45205 (opposite LaRosa's)

Mailing Address: *tech-reach*, 3900 Vincent Ave, Cinti 45205

Email: eldertechreach@gmail.com

Phone: 513-921-3457

Month	Course	Dates	Time	Cost	Level
July	Basic Computer Skills	July 6 & 11	6-8 PM	Free	Foundation
	☆LNGC Adult Reading	June 6, 11, 13, 18, 20	6-8 PM	Free	Foundation
	*Computadoras Intermedio (en Español) †	13, 18, 20 de Julio	6 a 8:30 de la noche	\$35 †	Intermedio
	*Computer & Internet Navigation	July 13, 18, 20	6-8:30 PM	\$35	Intermediate
	**Excel I	July 13, 18, 20	6-8:30 PM	\$35	Advanced
August	Basic Computer Skills	August 15 & 17	6-8 PM	Free	Foundation
	☆LNGC Adult Reading	Call 513-621-7323 for start date	6-8 PM	Free	Foundation
	*Word I	August 22, 24, 29	6-8:30 PM	\$35	Intermediate
September	Basic Computer Skills	September 5 & 7	6-8 PM	Free	Foundation
	Open Computer Lab	Tuesdays in September	6-8 pm	4/\$20 suggested donation	
	☆LNGC Adult Reading	Call 513-621-7323 for start date	6-8 PM	Free	Foundation
	*Computer & Internet Navigation	September 12, 14, 19	6-8:30 PM	\$35	Intermediate
	**Excel I	September 21, 26, 28	6-8:30 PM	\$35	Advanced
October	Basic Computer Skills	October 3 & 5	6-8 PM	Free	Foundation
	☆LNGC Adult Reading	T & TH	6-8 PM	Free	Foundation
	*Word I & II Combined Class	October 3, 5, 10, 12, 17	6-8:30 PM	\$40	Intermediate

* Intermediate Level courses & workshops require Foundation computer experience

** Advanced Level courses & workshops require Foundation & Intermediate computer experience

☆ Class requires registration. Call LNGC at 513-621-7323 to start

† Class taught in Spanish

tech-reach Course & Workshop Registration Form

3 Ways to Register: 1. Call: 921-3457 2. Mail: registration form & payment 3. Email: eldertechreach@gmail.com

Name _____ Street _____ Zip _____

Today's Date ___/___/___ E-mail address, if any _____

Day Phone (____) _____ Other (____) _____ Do you own a computer? YES NO

Registering for these Courses: _____

Course Start Date(s): _____ Fee(s) Total \$ _____ Or Free classes only (no fee)

My enrollment is related to: Work Communication Skills GED College/Certification Personal Interest

How I found *tech-reach*: Elder Great Oaks Family or Friend Library Internet

Literacy Network Employer: _____ Other: _____

Is your Employer paying the Course Fee? Yes No (If "Yes", please provide work phone # _____)

Method of payment: Credit/Debit (add \$3 service fee) Check/MO (payable to tech-reach), Cash (arrange to pay in person)

The *tech-reach* Adult Education & Computer Literacy Course of Study

3 levels of education to build communication, school & work skills.

LEVEL I – FOUNDATION (No Pre-requisites) Register for all Courses in Advance

Basic Computer Skills (2 Sessions of 2 hrs.) Intro to computer hardware, MS Word, & Windows navigation. Create/save/edit files. Learn skills needed in all *tech-reach* courses. **Fee: Free & Repeatable (Register in Advance)**

Adult Basic Reading Class by Literacy Network of Greater Cincinnati (2 hrs. On-going Tues & Thurs evenings) Reading and writing, using a multi-sensory approach for adults reading at or below 4th grade level, or those with learning disabilities like dyslexia. Call (513) 621-7323 to start this class. **Fee: Free (Register in Advance)**

LEVEL II – INTERMEDIATE – Register & Pay for all Courses in Advance

ABLE/GED by Great Oaks (2.5 hrs. On-going T-TH evenings) Prepare for the GED test or brush up on your reading, writing, & math for college /certificate programs /employment. **Pre-requisite:** Basic reading & writing. **Fee: Free**

Computer & Internet Navigation (3 Sessions of 2.5 hrs.) Navigate Windows desktop, safe internet use, file management. Intro to Excel & PowerPoint. Bring a flash drive. **Pre-requisite:** Info in *Basic Computer Skills*. **Fee: \$35**

Microsoft Word I (3 Sessions of 2.5 hrs.) Create, edit, save, & print documents. Format text, paragraphs & pages. Create tables & learn file management. Required for PowerPoint. Bring flash drive. **Pre-requisite:** *Basic Computer Skills*. **Fee: \$35**

Email Basics Workshop (2.5 hrs.) Gmail set up & basic email use. **Pre-requisite:** *Basic Computer Skills*. **Fee: \$20**

LEVEL III – ADVANCED APPLICATIONS – Register & Pay for all Courses in Advance

Microsoft Excel I (3 Sessions of 2.5 hrs.) Learn to create, edit, & format worksheets. Use basic calculations, organize data, create charts. Bring a flash drive. **Pre-requisites:** Knowledge & experience from Foundation coursework. **Fee: \$35**

Microsoft PowerPoint (3 Sessions of 2.5 hrs.) Create, modify, animate, and present slide shows using digital uploads. Bring a flash drive. **Pre-requisites:** Knowledge & experience from Foundation coursework. **Fee: \$35**

Additional ADVANCED COURSES & WORKSHOPS: **Pre-requisites:** *Level I-III Computer Courses; Basic Email & Excel/Word I.*

Advanced Excel II (3 sessions of 2.5hrs) (\$40)

Advanced Word II (3 sessions of 2.5hrs) (\$40)

Personalize Your PC (\$20)

PC Maintenance (\$20)

Resume Prep Workshop (\$20) - Bring digital draft

Advanced Email Workshop (\$20)-need email address & password

Open Computer Lab - for past and present students to ask specific questions, get guided support, complete independent study online.

Call 921-3457 to request Advanced Courses/Workshops

Many Employers will pay Employees' Computer Class fees. Talk with your Employer before your class begins.