



Software Learning Center

COMPUTER SKILLS

Spring 2010

Earn a LTC certificate in Microsoft Office Integration

The Software Learning Center computer skills courses are individualized and offered in a hands-on, self-directed format. Students may enroll in just one course or, if desired, complete multiple courses required earning the Microsoft Office Integration Certificate. If electing to complete the certificate requirements, students must start by enrolling in a beginning level course in the certificate. With sufficient knowledge, students may test out of the course to receive advanced standing.

Software Learning Center has added more flexibility to their courses

*All Software Learning Center self-directed courses:

- have lab hours for student help
- are hosted on a learning platform
- are available online
- may be started at any time throughout the semester (except the last 2 weeks) at LTC Manitowoc and LTC Sheboygan as well as LTC Cleveland
- **will not allow Incompletes**

Cleveland Campus (Room L108/L126) page 3

SLC students enrolled at the Cleveland campus may **only work** at the Cleveland campus due to lack of space at the LTC Manitowoc and LTC Sheboygan centers. See page 3 for hours.

LTC Manitowoc Job Center (Room M113) page 5

SLC students enrolled at this location may work during lab hours (see page 5) and also at the SLC on the Cleveland campus during lab hours (see page 3).

LTC Sheboygan Job Center (Room S120) page 6

SLC students enrolled at this location may work during lab hours (see page 6) and also at the SLC on the Cleveland campus during lab hours (see page 3).

Books are available from the Lakeshore Bookstore or call 1.888.468.6582, ext. 1153 or online — www.ltc-wi.bkstr.com

Online page 4

Students must have Microsoft Office 2007 and access to the Internet.

Instructor Led courses page 2

The Intro to Microsoft Software, 3-credit instructor led class, is a 16 week course covering Microsoft Word, Excel, and PowerPoint. A basic knowledge of keyboarding and computer hardware and software is recommended. Attendance is required and there are due dates for graded assignments.

Course Descriptions pages 7-8

Frequently Asked Questions page 9

To register, call 1.888.468.6582 and ask for the Registration Desk at ext. 1366, or for further information, please call Tanya Boettcher, ext. 1280 in Student Services.

* For more detailed information, see page 2.

<p>Microsoft Office Integration Certificate offers the student experience in: (11 credits)</p> <ul style="list-style-type: none"> Windows Operating System Word Levels 1 and 2 Excel Levels 1 and 2 PowerPoint Level 1 Access Level 1 Student's choice (pick one) <ul style="list-style-type: none"> Access Level 2 PowerPoint Level 2 Student's choice (pick one) <ul style="list-style-type: none"> Word Level 3 Excel Level 3 Access Level 3 Microsoft Office 2007 Project 2-credit 	<p>Test outs</p> <p>With sufficient knowledge, a student may test out of a course to receive advanced standing.</p> <p>To test out of Word Level 1, Excel Level 1 and PowerPoint Level 1, contact the Assessment Center at 1.888.468.6582, ext. 1184 for testing information.</p> <p>To test out of other SLC classes, contact Kerri Bramstedt at 1.888.468.6582, ext. 1342 for testing information.</p>
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Detailed information about the Software Learning Center:

The Software Learning Center will continue to have lab hours for students to work on campus and obtain help from instructors.

Students are expected to stay on task and complete the course in 8 weeks or by the end of the semester, whichever comes first. Incompletes will not be given. At the end of the semester a grade of zero will be given on all course activities not completed and grades will be figured accordingly.

All Software Learning Center self-directed courses will be hosted on a learning platform which will allow students to choose to complete the courses in the Software Learning Center, at home (as long as the student has the correct software), or a combination of both. If this is the first time taking a course on a learning platform, the student must complete the learning platform training.

Students may enroll and begin a course, using our flexible schedule, throughout the semester (except for the last two weeks) at any of our three locations: LTC Cleveland, LTC Manitowoc, and LTC Sheboygan.

Intro to Microsoft Software, a 3-credit course covering the beginning levels of Microsoft Word, Excel and PowerPoint, is taught in a teacher-directed format. Students may enroll in this course at any of our three locations. This course meets weekly, attendance is required, and there are due dates for graded assignments.

Are you looking for an instructor-led course?

Intro to Microsoft Software (2007)

Description: **Instructor-led** 3-credit (16 weeks) course covering Microsoft Word, Excel, and PowerPoint. A basic knowledge of computer hardware and software is recommended.

Due dates for graded assignments – attendance is required.

<p>LTC Cleveland – L115 Fridays—8:00-11:55am 10-103-158MS (21866) Jan 15 – May 7</p>	<p>LTC Manitowoc – M113 Monday Nights—5:30-9:30 pm 10-103-158MS (21867) Jan 11 – May 10</p>	<p>LTC Sheboygan – S120 Tuesday Nights—5:30-9:30 pm 10-103-158MS (21868) Jan 12 – May 11</p>
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Software Learning Center

Cleveland Campus

Jan 11 – May 11

All courses are 1-credit unless indicated as a 2-credit course. The cost is approximately \$100 per credit plus book cost. Classes are held in Room L108/L126. Students are encouraged to work in the Software Learning Center to obtain assistance from an instructor. However, students may choose to work on the course outside of the Software Learning Center (as long as they have an Internet connection and the appropriate version of the software). It is recommended that students spend 4 hours per week on the 1-credit class to complete the course in 8 weeks.

Books are available for purchase in the Lakeshore Bookstore or online at <http://www.ltc-wi.bkstr.com>.

Classes are not held the week of March 8-12 and Monday, April 5.

Operating Hours

Monday – Thursday
8:00 a.m. – 8:00 p.m.

TITLE	Catalog No. /Class No.
Word 2007-Level 1	10-103-172 (21304)
Word 2007-Level 2	10-103-173 (21664)
Word 2007-Level 3	10-103-185 (21669)
Excel 2007-Level 1	10-103-174 (21674)
Excel 2007-Level 2	10-103-175 (21675)
Excel 2007-Level 3	10-103-186 (21676)
PowerPoint 2007-Level 1	10-103-176 (21677)
PowerPoint 2007-Level 2	10-103-177 (21678)
Access 2007-Level 1	10-103-170 (21679)
Access 2007-Level 2	10-103-171 (21680)
Access 2007-Level 3	10-103-178 (21681)
VISTA Operating System	10-103-192 (21682)
Windows XP Operating System	10-103-111 (21683)
Microsoft Office 2007 Project (2 credits)	10-103-190 (21684)
Internet/E-Mail	10-103-107 (21685)
Keyboarding	10-106-100 (21865)

Software Learning Center

Online

Jan 11 – May 11

All courses are 1-credit unless indicated as a 2-credit course. The cost is approximately \$100 per credit plus book cost. Students will be completing all work at home. However, they must have an Internet connection and the appropriate version of the software. Students may come to the Software Learning Center (Room L108/L126) for help during lab hours. It is recommended that students spend 4 hours per week on the 1-credit class to complete the course in 8 weeks.

Books are available for purchase in the Lakeshore Bookstore or online at <http://www.ltc-wi.bkstr.com>.

Classes are not held the week of March 8-12 and Monday, April 5.

TITLE	Catalog No. /Class No.
Word 2007-Level 1	10-103-172 (21304)
Word 2007-Level 2	10-103-173 (21664)
Word 2007-Level 3	10-103-185 (21669)
Excel 2007-Level 1	10-103-174 (21674)
Excel 2007-Level 2	10-103-175 (21675)
Excel 2007-Level 3	10-103-186 (21676)
PowerPoint 2007-Level 1	10-103-176 (21677)
PowerPoint 2007-Level 2	10-103-177 (21678)
Access 2007-Level 1	10-103-170 (21679)
Access 2007-Level 2	10-103-171 (21680)
Access 2007-Level 3	10-103-178 (21681)
VISTA Operating System	10-103-192 (21682)
Windows XP Operating System	10-103-111 (21683)
Microsoft Office 2007 Project (2 credits)	10-103-190 (21684)
Internet/E-Mail	10-103-107 (21685)

Software Learning Center

LTC Manitowoc

January 12 – May 11

All courses are 1-credit unless indicated as a 2-credit course. The cost is approximately \$100 per credit plus book cost. Classes are held in Room M113. Students are encouraged to work in the Software Learning Center at Manitowoc to obtain assistance from an instructor. However, students may choose to work on the course outside of the Software Learning Center (as long as they have an Internet connection and the appropriate version of the software). Students should register for the morning or night class; however, they may come either or both times to work. Students may also work in the Software Learning Center at Cleveland. It is recommended that students spend 4 hours per week on the 1-credit class to complete in 8 weeks.

Books are available for purchase in the Lakeshore Bookstore or online at <http://www.ltc-wi.bkstr.com>.

Classes are not held the week of March 8-12 due to Spring Break.

Operating Hours

Tuesday night (5:00-9:00 p.m.)
Thursday morning (8:00-12:00 noon)

TITLE	Tuesday night (5:00-9:00 p.m.) Catalog No. /Class No.	Thursday morning (8:00-12:00 noon) Catalog No. /Class No.
Word 2007-Level 1	10-103-172 (21507)	10-103-172 (21508)
Word 2007-Level 2	10-103-173 (21667)	10-103-173 (21668)
Word 2007-Level 3	10-103-185 (21672)	10-103-185 (21673)
Excel 2007-Level 1	10-103-174 (21710)	10-103-174 (21722)
Excel 2007-Level 2	10-103-175 (21711)	10-103-175 (21723)
Excel 2007-Level 3	10-103-186 (21712)	10-103-186 (21724)
PowerPoint 2007-Level 1	10-103-176 (21713)	10-103-176 (21725)
PowerPoint 2007-Level 2	10-103-177 (21714)	10-103-177 (21726)
Access 2007-Level 1	10-103-170 (21715)	10-103-170 (21727)
Access 2007-Level 2	10-103-171 (21716)	10-103-171 (21728)
Access 2007-Level 3	10-103-178 (21717)	10-103-178 (21729)
VISTA Operating System	10-103-192 (21718)	10-103-192 (21730)
Windows XP Operating Sys	10-103-111 (21719)	10-103-111 (21731)
Microsoft Office 2007 Project (2 credits)	10-103-190 (21720)	10-103-190 (21732)
Internet/E-Mail	10-103-107 (21721)	10-103-107 (21733)

Software Learning Center

LTC Sheboygan

January 12 – May 11

All courses are 1-credit unless indicated as a 2-credit course. The cost is approximately \$100 per credit plus book cost. Classes are held in Room S120. Students are encouraged to work in the Software Learning Center at Sheboygan to obtain assistance from an instructor. However, students may choose to work on the course outside of the Software Learning Center (as long as they have an Internet connection and the appropriate version of the software). Students should register for the morning or night class; however, they may come either or both times to work. Students may also work in the Software Learning Center at Cleveland. It is recommended that students spend 4 hours per week on the 1-credit class to complete in 8 weeks.

Books are available for purchase in the Lakeshore Bookstore or online at <http://www.ltc-wi.bkstr.com>.

Classes are not held the week of March 8-12 due to Spring Break.

Operating Hours

Tuesday morning (8:00-12:00 noon)

Thursday night (5:00-9:00 p.m.)

TITLE	Tuesday morning (8:00-12:00 noon)	Thursday night (5:00-9:00 p.m.)
	Catalog No. /Class No.	Catalog No. /Class No.
Word 2007-Level 1	10-103-172 (21509)	10-103-172 (21510)
Word 2007-Level 2	10-103-173 (21665)	10-103-173 (21666)
Word 2007-Level 3	10-103-185 (21670)	10-103-185 (21671)
Excel 2007-Level 1	10-103-174 (21686)	10-103-174 (21698)
Excel 2007-Level 2	10-103-175 (21687)	10-103-175 (21699)
Excel 2007-Level 3	10-103-186 (21688)	10-103-186 (21700)
PowerPoint 2007-Level 1	10-103-176 (21689)	10-103-176 (21701)
PowerPoint 2007-Level 2	10-103-177 (21690)	10-103-177 (21702)
Access 2007-Level 1	10-103-170 (21691)	10-103-170 (21703)
Access 2007-Level 2	10-103-171 (21692)	10-103-171 (21704)
Access 2007-Level 3	10-103-178 (21693)	10-103-178 (21705)
VISTA Operating System	10-103-192 (21694)	10-103-192 (21706)
Windows XP Operating Sys	10-103-111 (21695)	10-103-111 (21707)
Microsoft Office 2007 Project (2 credits)	10-103-190 (21696)	10-103-190 (21708)
Internet/E-Mail	10-103-107 (21697)	10-103-107 (21709)

Software Learning Center

Course Descriptions

Access 2007 - Level 1 introduces the learner to the following basic techniques: to create and edit a database; create a table, a query, a form, and a report; and modify tables. This course is offered in a self-paced format.

Access 2007 - Level 2 prepares the learner to set advanced field properties and data types; manage data using related tables; edit forms; manipulate report data; format forms; and integrate a database with other applications. This course is offered in a self-paced format. *Prerequisite: Access 2007–Level 1.*

Access 2007 - Level 3 prepares the learner to design a database; manage changing data; filter data in a linked table using parameters and form filters; use advanced Access tools; analyze and summarize data; share a database with others; simplify the database for other users. This class is offered in a self-paced format. *Prerequisite: Access 2007 – Level 2.*

Excel 2007 - Level 1 introduces the learner to the following basic techniques: creating, modifying and formatting worksheets; entering formulas; working with functions; sorting, filtering and editing lists; working with charts; and developing multiple-sheet workbooks. This course is offered in a self-paced format.

Excel 2007 - Level 2 prepares the learner to create special effects in a worksheet; work with custom formats, AutoFormats, styles and templates; document and protect worksheets and workbooks; integrate applications; use functions to create data; guide cell entry with data validations; create PivotTable and PivotChart reports; and create hyperlinks and use collaborative tools. This course is offered in a self-paced format. *Prerequisite: Excel 2007–Level 1*

Excel 2007 - Level 3 prepares the learner to design on-line forms with Excel; automate tasks with macros; use database functions and Advanced filters; expand their charting skills; audit worksheets and customize toolbars and menus; use problem-solving tools; and manage data from multiple sources. This class is offered in a self-paced format. *Prerequisite: Excel 2007 – Level 2.*

Internet/Email prepares the learner to manipulate a Web browser, complete research utilizing various World Wide Web resources, communicate via e-mail, and outline the process of downloading files. This class is offered in a self-paced format.

Intro to Microsoft Software (3 credits) introduces the learner to the following basic techniques: creating, saving, opening, editing, formatting, spell-checking, printing, and using headers and footers in Microsoft Word, Excel, and PowerPoint software. Microsoft Word applies these concepts, and more, to produce letters, reports, and envelopes. Microsoft Excel has students developing multiple-sheet workbooks while learning the additional concepts of formulas, functions, sorting, filtering, tables, and charts. Microsoft PowerPoint teaches students to use templates, work with master slide, set up and run slide shows, insert graphics and organizational charts, and apply animations and slide show effects. This course is offered in an instructor-led format.

Keyboarding prepares the student to touch-type on the alphabetic keyboard of a microcomputer using correct techniques and to develop speed to at least 20 words per minute for 2 minutes with 2 or fewer errors.

Microsoft Office 2007 Project (2 credits) expands the learner's ability to create and enhance tables, perform advanced mail merge functions, integrate data with Microsoft Access and Excel, perform advanced document formatting and editing functions, and create and design original documents using desktop publishing features. This class is offered in a self-paced format. *Prerequisite: Word 2007 –Level 2; Excel 2007 – Level 2; either PowerPoint 2007 – Level 2 or Access 2007 – Level 2, one level 3 course; Windows Operating System; all courses with a minimum grade of C.* (2 credits)

PowerPoint 2007 - Level 1 introduces the learner to slide presentation features which include creating, saving, opening, spell-checking and printing presentations; using templates, working with master slides, setting up and running slide shows, inserting graphs and organizational charts, creating headers and footers, and applying animation and slide show effects. This course is offered in a self-paced format.

PowerPoint 2007 - Level 2 prepares the learner to make presentations portable, use PowerPoint's web and collaboration features, refine presentations, use advanced multimedia tools, modify visual elements, share information with other programs, create interactive slide-shows, and customize presentations for individualized needs. This course is offered in a self-paced format. *Prerequisite: PowerPoint 2007–Level 1.*

VISTA Operating System introduces the learner to the following basic techniques: identify Desktop elements; identify components of a window and a dialog box; manage files and folders. This course is offered in a self-paced format.

Windows XP Operating System introduces the learner to the following basic techniques: identify Desktop elements; identify components of a window and a dialog box; manage files and folders. This class is offered in a self-paced format.

Word 2007 - Level 1 introduces the learner to word processing features such as creating, saving, editing, formatting, and printing documents; and applying the concepts to produce letters, memos, reports, envelopes and labels. This course is offered in a self-paced format.

Word 2007 - Level 2 prepares the learner to create and format columns and tables; work with styles and templates; perform mail merges; and create charts and diagrams. This course is offered in a self-paced format. *Prerequisite: Word 2007–Level 1.*

Word 2007 - Level 3 prepares the learner to collaborate with others on a word project; work with macros; create forms; perform advanced mail merges; insert bookmarks and cross references; create an index, table of contents, and work with master documents. This class is offered in a self-paced format. *Prerequisite: Word 2007- Level 2.*

Software Learning Center

Frequently Asked Questions

When can I register for a course?

Students may begin to register when registration opens and continue to register throughout the term. However, students MAY NOT register in the last two weeks of the term.

What if I don't feel comfortable using a computer?

It is highly recommended for students who are uncomfortable with the computer to plan on completing all of the coursework in the Software Learning Center at LTC Cleveland, LTC Manitowoc, or LTC Sheboygan. This will allow the student to obtain one-on-one assistance and support from the instructors.

What do I need to do before the course starts?

Students must register for the course and obtain the text book. Text books are available at the LTC Bookstore on the Cleveland campus.

The courses will be offered through the college's learning platform so that students can choose to take the courses either completely in the lab, in a blended format (on-line and in the lab) or completely on-line. Training for how to use the learning platform will be offered at all three campus locations during Software Learning Center hours of operation.

First-time learning platform users should complete the training prior to the start of the course. To complete the training, please go to <http://www.gotoltc.edu/flexible>. Students may complete the required training in the Software Learning Center prior to the start of their Software Learning Center course. Students wishing to work outside of the Software Learning Center must have access to the Internet and Microsoft Office 2007.

Where do I go to work on my coursework?

Students registered for LTC Manitowoc or LTC Sheboygan may also work at LTC Cleveland; however, due to limited lab space, students registered for LTC Cleveland MAY NOT work at LTC Manitowoc or LTC Sheboygan.

How long do I have to complete the course?

All coursework must be completed and submitted by midnight on the last day of operation for the Software Learning Center. This date will vary. Please watch the learning platform announcements for exact dates.

Can I start multiple courses at once?

The Software Learning Center recommends completing each individual course before beginning a second course. *The average student will take 4 hours per week for 8 weeks to complete each course. The course can be completed in fewer weeks by putting in more time each week.*

What if I don't finish my coursework?

Students not completing the coursework by midnight the last day of Software Learning Center operations will receive zeros on all class activities not completed and will receive the resulting grade.

Who do I contact if I have more questions?

Students may contact our Administrative Assistant, Kerri Bramstedt, at 1-888-468-6582 (ext. 1342) or instructors, Elizabeth Possley at 1-888-468-6582 (ext. 1634) or Chris Cheske at 1-888-468-6582 (ext. 1349) if they have more questions to be answered.