

# JOB SKILLS TRAINING Computer Courses



**Warren Forest  
Higher Education Council**  
*Your Access to Lifelong Learning*

589 Hospital Drive, Suite F, Warren, Pa.

**814-723-3222**  
**www.hi-ed.org**



**College & University Center**

**Warren Forest Higher Education Council**

589 Hospital Drive, Suite F

Warren, PA 16365

*The mission of the Warren Forest Higher Education Council is to identify, implement, and coordinate educational and employment training opportunities for the citizens of Warren and Forest Counties.*

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- The Council prints a catalog three times a year listing credit and non-credit course offerings in Warren and Forest Counties. It is available by calling HI-Ed at 814-723-3222.
- Hi-Ed Course Cancellation Policy\***
- Registration cancelled three (3) business days or more prior to class start date will receive full refunds.
  - Registration cancelled less than three (3) business days prior to class date will receive a credit towards another registration.
  - No shows without cancellation notification are subject to the full registration fee.

## Registration Form

Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Please provide contact information in case of cancellation or emergency.

Work Phone \_\_\_\_\_

Home Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_

E-mail Address \_\_\_\_\_

I want to receive Hi-Ed information by e-mail.

**Please register early to assure a seat in the class you wish to enroll!**

You will not be registered for a class until payment is received. Minimum enrollment must be met before class can run. Students will be notified by phone or mail, if class is cancelled. Hi-Ed reserves the right to withdraw, cancel, reschedule, or modify any course or program of study.

**Please accept my registration and payment for:**

**Daytime:**

- |  |      |       |
|--|------|-------|
| <input type="checkbox"/> QuickBooks I, April 16        | \$99 | _____ |
| <input type="checkbox"/> QuickBooks II, May 14         | \$99 | _____ |
| <input type="checkbox"/> Concepts of Publisher, Mar. 7 | \$39 | _____ |

**Evening:**

- |   |      |       |
|---|------|-------|
| <input type="checkbox"/> Windows, Jan. 23, 25, 30, Feb. 1               | \$89 | _____ |
| <input type="checkbox"/> QuickBooks I, Jan. 17, 19, 24, 26              | \$89 | _____ |
| <input type="checkbox"/> QuickBooks II, Jan. 31, Feb. 2, 7, 9           | \$89 | _____ |
| <input type="checkbox"/> Word I, Feb. 6, 8, 13, 15                      | \$89 | _____ |
| <input type="checkbox"/> Word II, Mar. 5, 7, 12, 14                     | \$89 | _____ |
| <input type="checkbox"/> Word Guide, Same guide used for all levels     | \$5  | _____ |
| <input type="checkbox"/> Excel I, Feb. 20, 22, 27, 29                   | \$89 | _____ |
| <input type="checkbox"/> Excel II, Mar. 19, 21, 26, 28                  | \$89 | _____ |
| <input type="checkbox"/> Excel Guide \$5 Same guide used for all levels |      | _____ |
| <input type="checkbox"/> Buying & Selling on eBay, Feb. 7               | \$29 | _____ |

Total Amount \_\_\_\_\_

**Make checks payable and mail to:**  
**Warren Forest Higher Education Council**  
 589 Hospital Drive, Suite F  
 Warren, PA 16365



# Hi-Ed 2012 Spring Schedule

Call 814-723-3222

Visit us online at [www.hi-ed.org](http://www.hi-ed.org)

Warren Forest Higher Education Council • College & University Center

## Computer Courses

### Daytime Computer

*Fast, Effective, Convenient.*

8-hours; \$99 each,  
 \$89 each for WCCBI Members  
 Monday, 8:30 a.m.-4:30 p.m. at Hi-Ed.

### Accounting

#### QuickBooks I

**April 16**  
 Instructor: Heather Mohnkern  
 Learn to manage bank accounts, inventory and accounts receivable.

#### QuickBooks II

**May 14**  
 Instructor: Heather Mohnkern  
 Learn accounts payable, create reports and payroll.

### Desktop Publishing

#### Concepts of Publisher

**March 7**  
 3-hours; \$39  
 Wednesday, 12:30-4:30 p.m.  
 Instructor: Mary Passinger  
 You will learn the core features and functions of Microsoft Publisher 2010. Learn how to arrange text and pictures, work with master pages, and create and format tables.

**Explore More Hi-Ed  
 Spring Course Offerings  
 online at  
[www.hi-ed.org](http://www.hi-ed.org)**

### Evening Computer

*Classes at a slower pace.*  
 8-hours; \$89 each,  
 6:00-8:00 p.m. at Hi-Ed.

### Introductory

#### Windows

**January 23, 25, 30, February 1**  
 Monday and Wednesday  
 Instructor: Marie Dahlgren  
 Learn the basic functions of a Windows operating system.

### Accounting

#### QuickBooks I

**January 17, 19, 24, 26**  
 Tuesday and Thursday  
 Instructor: Rhonda Trimpey  
 Learn to manage bank accounts, inventory and accounts receivable.

#### QuickBooks II

**January 31, February 2, 7, 9**  
 Tuesday and Thursday  
 Instructor: Rhonda Trimpey  
 Learn accounts payable, create reports and payroll.

### Internet Marketing

#### Buying & Selling on eBay

**February 7**  
 3-hours; \$29  
 Tuesday, 6:00-9:00 p.m.  
 Instructor: Tammy Hawk  
 Get safety tips and gain confidence to purchase online from what to sell, to creating and managing watch list, plus how to mail items.

## Word Processing

### Word I

**February 6, 8, 13, 15**  
 Guide optional-\$5  
 Monday and Wednesday  
 Instructor: Marie Dahlgren  
 Become a more productive worker. Learn the basic functions of Microsoft Word.

### Word II

**March 5, 7, 12, 14**  
 Guide same as Level I  
 Monday and Wednesday  
 Instructor: Marie Dahlgren  
 Learn to use advanced features from paragraph formatting to grammar checks and replace features.

## Spreadsheets

### Excel I

**February 20, 22, 27, 29**  
 Guide optional-\$5  
 Monday and Wednesday  
 Instructor: Rhonda Trimpey  
 Unleash the power and flexibility of spreadsheets in your business. Learn how to use the toolbars, and sort data.

### Excel II

**March 19, 21, 26, 28**  
 Guide same as Level I  
 Monday and Wednesday  
 Instructor: Rhonda Trimpey  
 Learn to use advanced cell formatting and building worksheets with decision-making capabilities.