

Third Age College/55+ • Fall Semester Class Offerings in Spencer

The Third Age College is an educational organization that provides an academic setting to enrich the lives of individuals over the age of 55 and other interested people. Classes focus on academics rather than leisure and pleasure. A variety of topics and subject areas are covered in courses. In addition, GED classes are offered in a classroom setting for older adults.

First World War

Tuesdays: 9/22/09 - 12/8/09
Facilitator: Ted Strain

World War I was a global military conflict that embroiled most of the world's great powers assembled in two opposing alliances: the Triple Entente and the Triple Alliance. Over 70 million military personnel were mobilized in one of the largest wars in history. Join us for lessons on the overview of this war.

The History of the Broadway Musical

Thursdays: 9/24/09 - 12/9/09
Facilitator: Kella Klinker-Simonin

Join us for a journey through 200 years of the American Musical using lectures by Bill Messenger from The Teaching Co. Facilitator Kella Klinker-Simonin (PhD Theatre) will give a students a crash course in theatre history and stagecraft as well as direct field trips to musical productions.

Cost: \$24 per semester. Payable first day of class.
Classes held at the Spencer Campus from 9-11:30am

Face-to-Face, Instructor-Led Computer Classes

Introduction to Computers - \$59

25469	Emmetsburg (330)	9/21/09 & 9/23/09	5:30-9pm (Mon. & Wed.)
25470	Spirit Lake (127)	10/6/09 & 10/8/09	5:30-9pm (Tues. & Thurs.)

Introduction to Windows XP - \$99

25471	Algona (17)	10/5/09 & 10/7/09	5:30-9pm (Mon. & Wed.)
-------	-------------	-------------------	------------------------

Word Level 1 - \$99

25472	Emmetsburg (330)	10/13/09 & 10/15/09	5:30-9pm (Tues. & Thurs.)
-------	------------------	---------------------	---------------------------

Word Level 2 - \$99

25473	Emmetsburg (330)	10/20/09 & 10/22/09	5:30-9pm (Tues. & Thurs.)
-------	------------------	---------------------	---------------------------

Word Level 3 - \$99

25474	Emmetsburg (330)	10/27/09 & 10/29/09	5:30-9pm (Tues. & Thurs.)
-------	------------------	---------------------	---------------------------

Excel Level 1 - \$99

25475	Spencer (122)	11/4/09 & 11/5/09	5:30-9pm (Wed. & Thurs.)
-------	---------------	-------------------	--------------------------

Excel Level 2 - \$99

25476	Spencer (122)	11/11/09 & 11/12/09	5:30-9pm (Wed. & Thurs.)
-------	---------------	---------------------	--------------------------

Excel Level 3 - \$99

25477	Spencer (122)	11/18/09 & 11/19/09	5:30-9pm (Wed. & Thurs.)
-------	---------------	---------------------	--------------------------

Access Level 1 - \$99

25478	Spirit Lake (127)	12/1/09 & 12/3/09	5:30-9pm (Tues. & Thurs.)
-------	-------------------	-------------------	---------------------------

Access Level 2 - \$99

25479	Spirit Lake (127)	12/8/09 & 12/10/09	5:30-9pm (Tues. & Thurs.)
-------	-------------------	--------------------	---------------------------

Access Level 3 - \$99

25480	Spirit Lake (127)	12/15/09 & 12/17/09	5:30-9pm (Tues. & Thurs.)
-------	-------------------	---------------------	---------------------------

Introduction to Outlook - \$99

25481	Estherville (100)	11/2/09 & 11/4/09	5:30-9pm (Mon. & Wed.)
-------	-------------------	-------------------	------------------------

Adobe Dreamweaver CS4 Level 1 - \$99

25482	Emmetsburg (310)	12/7/09 & 12/9/09	5:30-9pm (Mon. & Wed.)
-------	------------------	-------------------	------------------------

Class descriptions listed on page 25

Computer Class Descriptions

Introduction to Computers

Students will learn the basic skills necessary to operate a personal computer. The target student for this course is someone who has never used a personal computer. In this course, students will learn what a personal computer is and how it can be used, starting a personal computer, and begin using application software.

Introduction to Windows

By using a personal computer, you can accomplish many tasks that might be more difficult and time-consuming to accomplish on your own. Some of those tasks might include writing a letter, analyzing numeric information, or maintaining an updated list of client information. This course was designed for the student who is new to personal computers and needs to learn the basics about Windows. You will learn how to navigate information stored on the computer, use Windows Explorer to manage files, and customize the desktop to best suit your needs.

Word Level 1

Word processing is the use of computers to create, revise, and save documents for printing and future retrieval. This course will provide you with the basic concepts required to produce documents. Topics include: creating a basic document, editing documents by locating and modifying text, formatting text and paragraphs, adding tables and graphic elements to a document, controlling a document's page setup. Basic understanding of the Windows environment is required.

Word Level 2

Learn the intermediate features of Word. In this course you will increase the complexity of the documents by adding components like customized lists, tables, charts and graphics and create personalized efficiency tools. Prerequisite: Word Level 1 or equivalent knowledge.

Word Level 3

You know how to use Word to create and format typical business documents, but you need to work on more complex documents. In this course, you will learn how to use Word to create, manage, revise, and distribute documents, forms, and Web pages. Prerequisite: Word Level 2 or equivalent knowledge.

Excel Level 1

In this course students learn how to create a basic worksheet, modify a worksheet, perform calculations, format a worksheet, develop a workbook, print the contents of a workbook and customize the layout of the Excel window. Prerequisite: Introduction to Windows XP or equivalent knowledge.

Excel Level 2

Learn to streamline & enhance your spreadsheets. Topics include: creating and applying templates, creating and modifying charts, working with graphic objects, calculating with advanced formulas, sorting & filtering data, and using Excel with the Web. Prerequisite: Excel Level 1 or equivalent knowledge.

Excel Level 3

Learn advanced features of Excel. Topics include: Automating some common Excel tasks, applying advanced analysis techniques to more complex data sets, collaborating on worksheets with others and sharing data with other applications. Prerequisite: Excel Levels 1, 2 or equivalent knowledge.

Access Level 1

Learn basic database concepts, terminology and skills to begin using Access. Topics include: managing the data in a database, examining existing table relationships, querying the database, designing simple forms, and creating and modifying Access reports. Basic understanding of the Windows environment is required.

Access Level 2

Learn to enhance database designs. Topics include: creating a new database with related tables, controlling data entry by modifying the design of a table, find and retrieve desired data by using filters and joins between tables and within a single table, creating flexible queries, data entry and data access capabilities of your forms, customizing reports to produce specific print layouts, using Access data in other applications including Microsoft Word and Excel. Prerequisite: Access Level 1 or equivalent knowledge.

Access Level 3

In this course you will use advanced capabilities of Access to work with improperly structured data, perform summary operations on data, create macros to automate tasks, enhance forms and reports, and use Access data in other Office applications. Prerequisite: Access Levels 1 and 2 or equivalent knowledge.

Introduction to Outlook

This course will provide you with the skills you need to start sending and responding to email, as well as maintaining your Calendar, scheduling meetings, and working with tasks and notes. In this course, you will compose and send email, schedule appointments and meetings, manage contact information and tasks, and use notes.

Adobe Dreamweaver CS4 Level 1

You may want to make information available on the Internet. To achieve this, you need to create a website. In this course, you will design, build, and upload a website using Dreamweaver. This course is intended for novice web designers, web developers, and web graphic artists, and also for media marketing personnel who need to build simple websites and want to utilize the features of Adobe Dreamweaver CS4.

**Microsoft Office
2007 software
will be used for all of our
public computer courses.**