



## Office Assistant Certificate – Online Program

All of the following courses are Ed2go online courses

### **Keyboarding – optional – Prerequisite – may bypass if you type 40 wpm or more**

Using the computer software program FasType for Windows, you will learn the basic skills of touch-typing.

### **Computer Skills for the Workplace – optional – Prerequisite – may bypass if you have basic computer skills**

Employers seek and reward employees with the skills and knowledge to send messages across the country via e-mail; use a spreadsheet to create a graph and paste it into a report; add and edit data in a database; understand the implications of file sizes, memory limitations, and network arrangements; and recognize the function and features of modern computer components.

### **Introduction to Microsoft Outlook 2003 – optional – Prerequisite – may bypass if you have basic email skills**

This course will help you take advantage of the communication and personal information management power of Outlook 2003. You'll use the new information views in Outlook 2003 to work with the Calendar, Contacts and other personal information. You'll also learn how to use the new Research Library, an incredible online reference tool that you can use without leaving Outlook and much more.

---

### **Effective Business Writing**

Don't let small gaps in your business writing skills prevent you from reaching your full potential! It doesn't matter whether you're a clerical worker, an engineer, or an executive. If you communicate with others in writing, you need this course to help you identify and eliminate problem areas. By the end of this course, you'll know the secret to developing powerful written documents that immediately draw readers in and keep them motivated to continue until your very last, well-chosen word.

### **Grammar Refresher**

Whatever your goals, a grasp of English grammar is important if you want to improve your speaking and writing skills. This course will help you gain confidence in your ability to produce clean, grammatically correct work. You'll explore the basics of English grammar—like sentence structure and punctuation—as well as more sophisticated concepts—like logic and clarity. Reacquaint yourself with old, forgotten rules, meet some new ones, and discover your own grammatical strengths.

---

### **Take any one of the two below:**

#### **Individual Excellence: Secrets of Career Success**

Develop career-enhancing skills in a single course that covers twelve popular one-day seminar topics, including goal setting, time management, and personal organization. You'll learn how to improve your creative abilities, gain confidence with financial matters, and how to minimize conflict. Develop a fulfilling career plan and improve relationships with co-workers, friends, and family.

#### **Achieving Success with Difficult People**

Do you know people whose behavior makes completing even the simplest tasks difficult? Would you like to learn how to have more successful relationships with difficult bosses, co-workers, students, neighbors or family members? Join this class and get helpful information for understanding yourself, solving people problems, and improving your relationships and personal and professional productivity.

---

---

### **Introduction to Windows Vista**

Windows Vista is a radical departure from the Windows versions of yesteryear. You'll discover techniques for personalizing Vista to your own needs and preferences, set up user accounts and enforce parental controls, keep your computer secure from Internet threats, browse the World Wide Web, manage your e-mail, and keep your names and addresses organized in the new Contacts folder. Take full advantage of the new Calendar feature, manage and edit your digital photos with the new Windows Photo Gallery, and add fonts, color, and style to your written text.

**or**

### **Introduction to Windows XP**

This course covers all the basic skills and concepts needed to use a computer to do anything. Basic buzzwords and concepts of drives, directories, files, and so forth are explained in depth. You'll also learn to use and customize the new interface; work with texts, pictures, photos, sound, music and DVD, Interactive TV and video; create shortcuts to favorites; get the most from the Internet; and even build your own local area network (LAN).

### **Introduction to Microsoft Word 2003**

In this hands-on workshop, you'll learn how to add, move, and edit text, move words from one part of your document to another, work on two or more documents simultaneously, change the size or appearance of text, change margins and tab settings, automatically center, right align, justify, and indent text; run the integrated grammar and spelling checker; use the thesaurus, and save, retrieve, copy, organize, and print your documents.

### **Intermediate Microsoft Word 2003**

Take advantage of Word 2003's WYSIWYG (What You See Is What You Get) editing capabilities to easily create flyers, newsletters, and other heavily formatted documents. You'll gain an understanding of basic graphic design principles as you set up columns and tables within your documents; insert, reposition, edit and resize graphic images; draw lines; surround your text or graphics with borders; achieve dramatic effects by varying the size, appearance, and orientation of your text, and more.

### **Introduction to Microsoft Excel 2003**

Discover dozens of shortcuts and tricks for setting up fully formatted worksheets quickly and efficiently. You'll also learn the secrets behind writing powerful mathematical formulas, using the function wizard to quickly and automatically calculate statistics, loan payments, future value, and more. You'll also learn the best ways to sort and analyze data, create custom charts and graphs, create 3-dimensional workbooks, build links between files, endow your worksheets with decision-making capabilities, and automate oft-repeated tasks with macros and buttons.

**For more information, contact Carrie at 440-366-7405 or [chering@lorainccc.edu](mailto:chering@lorainccc.edu).**

**For full course descriptions, go to [www.ed2go.com/lorain-pro](http://www.ed2go.com/lorain-pro).**