

Introduction to Microsoft Word, Excel, PowerPoint and Outlook

In this introductory course, you will learn to use the Microsoft Office Suite of programs.

PREREQUISITES: You need basic computer skills to complete this course.

DELIVERY METHOD: Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

OBJECTIVES:

<p>Word</p> <ul style="list-style-type: none"> • Word Fundamentals • Getting Started with Documents • Working With and Editing Text • Formatting Characters and Paragraphs • Formatting the Page • Working with Tables <p>Excel</p> <ul style="list-style-type: none"> • Excel Fundamentals • Getting Started with Worksheets • Editing a Worksheet • Formatting a Worksheet • Creating and Working with Charts • Managing Workbooks • Functions and Formulas • Working with Data Ranges 	<p>PowerPoint</p> <ul style="list-style-type: none"> • PowerPoint Fundamentals • Inserting and Editing Text • Formatting Text • Viewing a Presentation • Formatting a Presentation • Working with Graphics • Working with SmartArt • Working with Object • Finalizing a Presentation <p>Outlook</p> <ul style="list-style-type: none"> • Outlook Fundamentals • Composing E-mail • Sending E-Mail • Receiving E-Mail • Scheduling Appointments • Working with Contacts
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Course No.:	25023
Dates:	March 6 - April 10, 2018
(College Closed - Spring Break - March 20, 2018)	
Time:	5:30 - 8:30 p.m.
Hours:	15 (5 sessions)
Location:	Leesburg - Bldg. M, Room 110
Instructor:	Susan Fetter
Fee:	\$190
Registration Deadline:	March 1, 2018



Lake Sumter
State College

CONTINUING EDUCATION

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Lake Sumter State College

Continuing Education

Non-Credit Registration Form

Leesburg Campus (352) 365-3556
South Lake Campus (352) 243-5722
Sumter Campus (352) 568-0001

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LAST NAME _____ FIRST NAME _____ MIDDLE/INITIAL _____
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HOME PHONE _____ WORK PHONE _____ CELL PHONE _____
E-MAIL ADDRESS _____
PROFESSIONAL LICENSE NUMBER (IF APPLICABLE) _____

*SOCIAL SECURITY NUMBER _____
M F *BIRTH DATE ____ / ____ / ____
* See Notification of SSN Collection & Usage Statement (Attached)
CHECK ONE ETHNICITY: Hispanic Latino
CHOOSE ONE OR MORE RACE:
 American Indian or Alaskan Native
 Asian
 Native Hawaiian or Pacific Islander
 Black
 White

Please Complete Term/Year, CRN, Course Title, Start Date, and Fees

TERM/YEAR	CRN	COURSE TITLES	START DATE	FEES
201825	25023	Intro to Office	3/06/2018	\$ 190

Registered By: _____

TOTAL FEES _____

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Continuing Education Lake-Sumter State College Notification of Social Security Number Collection and Usage

In compliance with Florida Statute 119.071(5), The Business Resources Center (BRC) at Lake-Sumter State College (LSCC) issues this notification regarding the purpose of the collection and usage of your Social Security Number (SSN).

The Business Resources Center at Lake-Sumter State College collects and uses your SSN in order to perform the College's duties and responsibilities. To protect your identity, the BRC will secure your SSN from unauthorized access and shall not release your SSN to unauthorized parties. Each student of the Business Resources Center will be issued a unique student identification number (X ID). Your unique X ID is used for all educational purposes of the BRC including registration and access to your college records.

Federal Legislation relating to the Hope Tax Credit (Title 26, Internal Revenue Code) requires that all postsecondary institutions report student SSN's to the Internal Revenue Service (IRS). This IRS requirement makes it necessary for community colleges to collect the SSN of every student. A student may refuse to disclose his/her SSN to the College, but refusing to comply with the federal requirement may result in fines established by the Internal Revenue Service.

In addition to the federal reporting requirements, the public school system in Florida uses SSN's as a student identifier (Section 229.559, Florida Statutes-new school code section 1008.386). In a seamless K-20 system, it is beneficial for post-secondary institutions to have access to the same information for purposes of tracking and assisting students in the smooth transition from one education level to the next. All Continuing Workforce Education (PSAV) Registration Forms, Continuing Education Registration Forms, and Customized Training Registration Forms will request the student's SSN. All SSN's are protected by federal regulations and are never released to unauthorized parties.

When the BRC participates in any Workforce Programs, funded through the Agency for Workforce Innovation (AWI), the BRC will use your SSN as an identifier for program enrollment and completion. Also, the SSN is used for entering placement information into either the OSMIS or the Employ Florida Marketplace statewide data collection and reporting system. Because these are performance based programs, AWI requires that all participants and their program related activities be recorded in the Florida state system. (Section 1008.39 Florida Statutes).