



All computer classes are a total of 10 hrs.

Room #277

DAYS: Monday / Wednesday

TIME: 6:00 - 8:30 p.m.

COST: \$75.00 for each class

COURSE: KEYBOARDING / INTRODUCTION TO WINDOWS

DATES: January 14, 16, 23, 28

DESCRIPTION: Learn to type on the computer keyboard using the “touch” method to improve your speed, accuracy, and skill level. Explore the use of Windows 7 operating system on your personal computer.

Manage files and folders and understand the common “apps” tools that the program offers.

COURSE: INTRODUCTION TO WORD 2013

DATES: February 4, 6, 11, 13

DESCRIPTION: Learn how to create, edit, and format Microsoft Word documents: check spelling & grammar; use Help features; use style sheets; customize with borders and shading; sort text; apply tabs; create headers and footers; add watermarks; and more. Previous computer experience is necessary.

COURSE: INTERMEDIATE WORD 2013

DATES: February 25, 27 March 4, 6

DESCRIPTION: Learn to use Word for more than letters and memos; create sections, format text in columns, insert special characters and objects; customize images, text boxes, shapes and WordArt; execute mail merge; work with and create templates

COURSE: INTRODUCTION TO EXCEL 2013

DATES: March 11, 13, 18, 20

DESCRIPTION: This course covers the basic concepts of spreadsheets using Microsoft Excel: set up a basic spreadsheet; write simple formulas; use Excel built-in functions; create absolute and mixed cell references; enhance worksheets; and sort and filter data.



COURSE: INTERMEDIATE EXCEL 2013

DATES: April 1, 3, 8, 10

DESCRIPTION: Work with multiple worksheets and workbooks; link data between worksheets; create financial forms with templates; create and format charts; write financial and logical formulas; and add visual interest to workbooks.

COURSE: POWERPOINT 2013

DATES: April 15, 17, 24, 29

DESCRIPTION: Plan and create Microsoft PowerPoint presentations: edit and format slides; use themes; add graphics, charts, and tables; use speaker notes and handouts; add transitions and animations; draw annotations during a slide show; add sounds and movies; create hyperlinks between slides; package presentations for different uses.

COURSE: GOOGLE “APPS”

DATES: May 6, 8, 13, 15

DESCRIPTION: Learn the basics of Google for personal and small business use: Gmail, Drive, Docs, Sheets, Slides and Calendar.



COURSE: FORKLIFT LICENSING/RENEWAL CLASS

DATE: TBA

DAY OF WEEK: TBA (4 hours)

TIME: 8:00 a.m. - 12:00 p.m. COST: \$45.00

DESCRIPTION: This course is for operator safety, sitdown, counter balanced, rider-type lift trucks. Participants will receive a wallet-size forklift license card, and a certificate of completion. Limit of 25 participants



COURSE: WELDING

LOCATION: Door #10 (rear of the building)

Beginner: (T/TH) Fall 2019 (40 hrs)

TIME: 5:30-9:30 p.m. COST: \$425.00

Advanced: (T/TH) January 22, 2019 - March 12, 2019 (60 hrs) COST: \$650.00

TIME: 5:30-9:30 p.m.

DESCRIPTION: This course focuses on oxyacetylene cutting and shielded metal arc welding (SMAW). Proper essentials of an arc weld; proper flame setting in oxyacetylene cutting; metal identification and rod selection will be covered as well as other aspects of welding. Safety glasses, leather gloves, long sleeves and helmet are required. Please bring channel locks; wire brush; and a chipping hammer. NO tennis shoes are permitted! This course is taught by an AWS certified CWI or CWE. A weld certification test, AWS D1.1, structural welding code-steel certifications, verified by an independent AWS testing facility, are available at course conclusion for an additional cost.

Learn - Earn - Succeed

Mail Your Registration Today!

Please make checks payable to
R.G. Drage Adult Education

GENERAL INFORMATION

CERTIFICATES OF COMPLETION: Certificates will be awarded to each student who attends 90% of scheduled classes and completes required course work.

CLOSING POLICY: When R.G. Drage is not in session (e.g. snow days, holidays) there will be no adult classes. Weather closings will be broadcast on WHBC 1480 AM and 94.1 FM.

REGISTER TODAY!!

Please register and pay two weeks prior to 1st night of class. If classes are cancelled due to lack of participation, please check web-site or contact us for possible rescheduling.

REGISTRATION FORM

NAME _____

ADDRESS _____

CITY/STATE/ZIP _____

PHONE _____

COURSE NAME _____

RUNNING DATES _____

Stark State College & Ashland College classes
Are available at R.G. Drage Career Technical Center

For more information, please contact

Stark State College 1-800-797-8275

www.stark.state.edu

Ashland University 1-800-882-1548 ext. 5663

OR 330-837-5301 www.ashland.edu



R. G. Drage Career Technical Center
Adult Education
2800 Richville Dr. S.E.
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