



Microsoft Office Institute Summer 2018

Earn a Career Certificate in Microsoft Office 2016
7-CREDIT HOURS in just **SEVEN WEEKS** this summer!

Attend focused instruction Monday through Thursday evenings. Work in Morton College's state-of-the-art computer labs. Receive the highest level instruction from expert and Microsoft certified instructors.

Register for all six courses or for only the courses you need. No prerequisites required to begin. Only one book and one access code required for ALL courses. Supervised practice lab time is available.

OMT 131 MI	Introduction to Windows	5/29-5/31	6:00–9:30 p.m.
OMT 210 MI	Word Processing Software Fundamentals	6/4–6/7	6:00–9:30 p.m.
OMT 206 MI	Presentation Software Fundamentals	6/11-6/14	6:00–9:30 p.m.
OMT 216 MI	Spreadsheet Software Fundamentals	6/18–6/21	6:00–9:30 p.m.
OMT 223 MI	Spreadsheet Software Advanced	6/25–7/5	6:00–9:50 p.m.
OMT 218 MI	Database Software Fundamentals	7/9–7/12	6:00–9:30 p.m.



For more information see *Morton College Summer Schedule* or call 708.656.8000, ext. 2363.



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Introduction to Windows OMT 131 MI 5/29–5/31 6:00–9:30 p.m.
This course is an introduction to the Windows operating system. Students gain knowledge, skills, and ability to use Microsoft Windows to access and manage files, applications, tools, and other accessories.

Word Processing Software Fundamentals OMT 210 MI 6/4–6/7 6:00–9:30p.m.
This course introduces word processing software to participants who wish to produce professional documents for coursework, business, and personal use. Topics covered include creating and formatting documents with graphics, tables, and references.

Presentation Software Fundamentals OMT 206 MI 6/11-6/14 6:00–9:30 p.m.
This course introduces software to participants who wish to produce presentations for coursework, business and personal use. Topics covered include creating and delivering presentations with images, charts, media, and animation.

Spreadsheet Software Fundamentals OMT 216 MI 6/18–6/21 6:00–9:30 p.m.
This course introduces spreadsheet software to participants who wish to work with spreadsheets in business and personal use. Topics include creating and formatting spreadsheets, formulas and functions, and data analysis.

Spreadsheet Software Advanced OMT 223 MI 6/25–7/5 6:00–9:50 p.m.
A continuation of OMT 216 for participants who wish to learn advanced capabilities of spreadsheet software. Topics include multipage workbooks, data import, PivotTables, macros, and distributing workbooks. *Prerequisite: OMT 216.*

Database Software Fundamentals OMT 218 MI 7/9–7/12 6:00–9:30 p.m.
This course introduces database software used to collect, manage, and display information. Students learn to structure and maintain a database working with objects such as table, form, query, and report.



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