



## MASTER COMPUTER SKILLS

- Accounting – Level I
- Accounting – Level II
- Accounting – Level III
- Adobe Photoshop for Photographers
- Canva Creation Online Workshop
- Computers – Keyboarding
- Digital Design with Adobe
- Excel 2019 – Introduction
- Excel 2019 – Intermediate
- Excel 2019 – Advanced
- How to Become a Professional Freight Dispatcher
- How to Start a Small Business
- Intro To Computer Basics – Level I
- Intro To Computer Basics – Level II
- Learn the Art of Mixology
- Microsoft Excel – Level I
- Microsoft Excel – Level II
- Outlook 2019 – Unleash the Power
- PowerPoint 2019 – Introduction
- PowerPoint 2019 – Advanced
- Web, Multimedia and Graphic Design
- Word 2019 – Introduction
- Word 2019 – Intermediate
- Microsoft Word – Level I
- Social Media Online Workshop
- Microsoft Office Specialist Program

*Computer classes require knowledge of Microsoft Windows. EXCEPTIONS: Computers – Keyboarding and Intro to Computer Basics. Course fees include required books.*



## UP YOUR DIY GAME

- Auto Body Repair I
- Auto Body Repair II
- Blueprint Reading – Welding
- Carpentry
- Carpentry II
- Electrical Home Repair For Beginners and First Time Home Owners
- Electrical Wiring – Residential Systems
- Electrical Wiring – Commercial
- Fiber Optic Cabling Technician
- Ohio Cosmetology and Barber Board Boutique Certification
- Outdoor Power Equipment Repair
- Vinyl Wrap Installer
- Weekend Warriors Classes – Drywall, Painting, Ceramic Floor & Wall Tiling, Hardwood & Quick Lock Flooring
- Welding Fundamentals
- Welding – Level 1
- Welding – Level 2 – Advanced Mig & Tig



Course descriptions, details and registration at [greateaks.com/shortterm](https://greateaks.com/shortterm)

## BE A LIFELONG LEARNER

- All About Pies
- Advanced Guitar I – Songs of the Beatles
- Advanced Guitar II – Songs of the Eagles
- Baking For The Novice Baker
- Baking – Advanced
- Cake Decorating Level I
- Cake Decorating Level II
- Cooking Healthy
- Cooking with International Flair
- Dog and Pet First Aid
- Dog Grooming – Level I
- Dog Grooming – Level II
- Drawing- For the Absolute Beginner
- Food Preservation: Canning, Freezing, Drying, & Fermenting
- Fresh Flower Design – Level I
- Fresh Flower Design – Level II
- Fresh Flower Design – Holiday Class
- Guitar – Level I
- Guitar – Level II
- Guitar – Level III
- Guitar – Level IV
- Pet Nail Trimming
- Photo Management: Save the Memories
- Public Speaking – Shatter the Fear
- Photography – Level I
- Photography – Level II
- Photography – Level III
- Soap Making for Beginners
- Spanish – Level I
- Spanish – Level II
- Tai Chi for Health
- Watercolor-For the Absolute Beginner
- Voice Overs....Now is Your Time!

*Classes are subject to change.*

# #DiscoverYour Greatness

Computer skills, home improvement, personal enrichment – and lots more! Learn a new skill, discover a new hobby, or increase your knowledge for work or pleasure.

Short-term classes typically begin in August, October, January and April. Most classes are located at Scarlet Oaks Career Campus in Sharonville.

**Start now!** Call 513.771.8881 or go to [greateaks.com/shortterm](https://greateaks.com/shortterm)





## Expand your world with short-term classes

Have fun and meet new people as you increase your professional skills or personal knowledge with short-term classes from Great Oaks. These short-term classes typically begin in August, October, January and April. Class duration varies from one day to seven weeks. Unless otherwise indicated, all classes are held at Scarlet Oaks Career Campus in Sharonville.

### THREE EASY WAYS TO REGISTER FOR A SHORT-TERM CLASS

- 1 **Online** – At [greateoaks.com/shortterm](https://greateoaks.com/shortterm) or scan the QR code at right.
- 2 **By phone** – Call 513.771.8881 or 1.800.441.OAKS (6257).
- 3 **In person** – at Scarlet Oaks Career Campus 8 a.m. to 8 p.m.



*Great Oaks accepts Visa, Mastercard and Discover.*

**Senior Citizens** 60 or older, and employees, who request it, receive a 50% tuition discount for classes over \$100, after the book and/or material costs are subtracted from the course fee. Some classes do not qualify.

**Textbooks** required for a class are included in the cost of the class.

**Register early!** Registration is on a first-come, first-served basis after the minimum enrollment is reached for the class. If appropriate class size is not met, the class could be canceled. Class end dates may vary due to unforeseen circumstances, such as weather. Please visit [adults.greateoaks.com/general-info/policies](https://adults.greateoaks.com/general-info/policies) for more information.

**Start now! Call 513.771.8881 or go to [greateoaks.com/shortterm](https://greateoaks.com/shortterm)**

Discover all of the  
Great Oaks services  
for adults at  
[adults.greateoaks.com](https://adults.greateoaks.com).



#### Adult Workforce Development

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Adult Education Entry #3

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**MORE INFO at**  
[adults.greateoaks.com](https://adults.greateoaks.com)  
and [facebook.com/  
GreatOaksCareerCampuses](https://facebook.com/GreatOaksCareerCampuses)

All Great Oaks Career Campuses educational activities, employment practices, programs and services are offered without regard to race, color, creed, national origin, sex, age or disability. All Great Oaks facilities are accessible to individuals with disabilities.



# Yes, you can!

Master computer skills  
Up your DIY game  
Be a lifelong learner

with short-term classes  
from Great Oaks

