



For Immediate Release  
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## **Rhodes State Offering Classes in Putnam County Spring Quarter**

LIMA, Ohio – Rhodes State College is proud to announce its Spring Quarter offerings held at the Putnam County Educational Service Center in Ottawa. The following classes will be held March 26- June 2, 2012.

**COM 111 English Composition held on Tuesdays and Thursdays, 0800-1020am.** Practice of sound organization and effective expression of ideas in original expository and argumentative compositions as well as the research paper. Extensive discussion of rhetorical modes and editing techniques.

**CPT 125 Computer Apps in the Workplace held on Mondays and Wednesdays, 0930-1220pm.** This course is designed to introduce the student to essential concepts in computer terminology, hardware components, operating systems and software issues. The student will have hands on introduction to word processing, spreadsheets, presentation and database software using the window operating environment. Students will be required to prepare letters, reports and other documents and will be required to import data between the word processing and spreadsheet software applications. Self-paced and proficiency exam options available. Some keyboard experience is recommended before taking this class.

Classes begin March 26. Tuition is only \$98.07 per credit hour (some additional fees may apply). Students interested in applying, should contact Melissa Thomas at (419) 995-8423 or visit [www.rhodesstate.edu/putnamcounty](http://www.rhodesstate.edu/putnamcounty).

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