Access - Beginning   BUSM-098 (Subject and Course #)
8 hours (0.2 unit)

Learn Database Basics in Office 2007 including the structure and components of Access: tabs, ribbons, groups, major objects, queries, forms, filters, creating a database, primary key fields and managing Access files.
This class is not for beginning computer users.

(Software Utilized: MS 2007)

Section #:	*85347*	*Presenter:*	*D. Crowley*
Dates:	*March 10,12*	*Days:*	*MW*
Time:	*8am to 12pm*	*Location:*	*DMC/Rm203*

Access Intermediate   BUSM-098 (Subject and Course #)
8 hours (0.2 unit)

Course covers the design and management of database objects: data integrity, designing queries, adding and modifying forms, adding and modifying reports.

(Software Utilized: MS 2007)

Section #:	*85348*	*Presenter:*	*D. Crowley*
Dates:	*March 24,26*	*Days:*	*MW*
Time:	*8am to 12pm*	*Location:*	*DMC/Rm203*

Access Advanced   BUSM-098 (Subject and Course #)
8 hours (0.2 unit)

Course covers building links, relationships, indexes, advanced queries, advanced forms, advanced reports, special controls and tools, and working with basic macros.

(Software Utilized: MS 2007)

Section #:	*85349*	*Presenter:*	*D. Crowley*
Dates:	*May 19,21*	*Days:*	*MW*
Time:	*8am to 12pm*	*Location:*	*DMC/Rm203*

Excel - Beginning   BUSM-098 (Subject and Course #)
8 hours (0.2 unit)

This course is an introduction to Excel 2007 and its visual interface. Students will learn to create worksheets, enter data, utilize simple formulas and functions, format data and cells, how to save Excel workbooks and printing.
This class is not for beginning computer users.

(Software Utilized: MS 2007)

Section #:	*85398*	*Presenter:*	*C. Tanner*
Dates:	*Feb 12*	*Days:*	*Wed*
Time:	*8am to 5pm*	*Location:*	*DMC/Rm203*

Section #:	*85401*	*Presenter:*	*C. Tanner*
Dates:	*March 11,13*	*Days:*	*TTH*
Time:	*8am to 12pm*	*Location:*	*DMC/Rm203*

Excel - Intermediate   BUSM-098 (Subject and Course #)
8 hours (0.2 unit)

This is an in-depth look at Excel 2007 and its features. Students will review basic Excel skills and will learn to use functions and formulas, filter through data, design and utilize templates, database applications, import and embed and create charts and graphs.
This class is not for beginning computer users.

(Software Utilized: MS 2007)

Section #:	*85402*	*Presenter:*	*C. Tanner*
Dates:	*April 1,3*	*Days:*	*TTH*
Time:	*8am to 12pm*	*Location:*	*DMC/Rm203*

Excel - Advanced   BUSM-098 (Subject and Course #)
8 hours (0.2 unit)

This course covers advanced procedures utilizing all MS Excel 2007 features including database, macros, filtering data, scenarios, decision making, and job relate tasks.
This class is not for beginning computer users.

(Software Utilized: MS 2007)

Section #:	*85403*	*Presenter:*	*C. Tanner*
Dates:	*May 20,22*	*Days:*	*TTH*
Time:	*8am to 12pm*	Location:	*DMC/Rm203*

PowerPoint - Beginning   BUSM-098   (Subject and Course #)
8 hours (0.2 unit)

Learn how to navigate this new user interface and the basics of this powerful presentation package including: creating presentations from design templates, adding graphics, developing note pages and handouts, and running a timed on-screen show.

Section #:	*85363*		*Presenter:*	*C. Tanner*
Dates:	*March 11,13*		*Days:*	*TTH*
Time:	*1pm to 5pm*		*Location:*	*DMC/Rm203*

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(Software Utilized: MS PowerPoint 2007)

PowerPoint - Advanced   BUSM-098   (Subject and Course #)
8 hours (0.2 unit)

Learn how to apply advanced procedures to your PowerPoint presentations. Includes creating charts, handouts and note pages, embedding/linking objects, redesigning templates and slide show options, animation and transitions.

Section #:	*85365*		*Presenter:*	*C. Tanner*
Dates:	*May 20,22*		*Days:*	*TTH*
Time:	*1pm to 5pm*		*Location:*	*DMC/Rm203*

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(Software Utilized: MS PowerPoint 2007)

Word - Intermediate   BUSM-098   (Subject and Course #)
8 hours (0.2 unit)

Learn how to perform basic procedures for document and paragraph formatting in MS Word. Includes headers and footers, columns, tables, macros, and merge.

Section #:	*85372*		*Presenter:*	*D. Crowley*
Dates:	*May 12,14*		*Days:*	*MW*
Time:	*8am to 12pm*		*Location:*	*DMC/Rm203*

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(Software Utilized: MS Word 2007)

Word - Advanced   BUSM-098   (Subject and Course #)

8 hours (0.2 unit)

Learn how to perform advanced procedures in formatting, page layout, graphics, charts, newletters, mail merge and job related tasks using all components sof MS Word.

Section #:	*78185*	*Presenter:*	*C. Tanner*
Dates:	*June 2,4*	*Days:*	*MW*
Time:	*8am to 12pm*	*Location:*	*DMC/Rm203*

(Software Utilized: MS Word 2007)