The Professional Development Center

Announces

Spring 2010
Corporate Computer Training

All classes meet from 8:30-12:30 on both days
Cost $18 per class

COMP 134A  Basic Excel        March 2 & 4
COMP 136A  Basic PowerPoint    March 9 & 11
COMP 134B  Intermediate Excel  March 16 & 18
COMP 134A  Basic Excel        April 6 & 13
COMP 110   Upgrading to Excel 2007 April 20 & 27
COMP 134C  Advanced Excel      May 4 & 6
COMP 108   Upgrading to Word 2007 May 11 & 13

Social Networking for Business ~ Class with expert Lorrie Thomas coming soon!

Each class completion worth .5 units of college credit!
Attendees must attend both days to receive credit.

Preregistration is required.
To enroll contact Kathy Rowley rowley@sbcc.edu 683-8284

All classes held at the
Wake Center
300 N. Turnpike Rd.
Room 5
Course Descriptions

COMP 134A ~ Basic Excel:
Topics: Overview, workbook design & layout, spreadsheet formatting tips & tricks, construction of formulas & functions, print management & setup.

COMP 134B ~ Intermediate Excel
Topics: Charting spreadsheet data for visual clarity & analytical efficiency, building complex functions, creating & sharing Excel data across the Microsoft Office Suite.

COMP 110 ~ Upgrading to Excel 2007
Topics: Navigating the new interface learning new themes & styles, charting & formatting features, formulas, database management tools, & PivotTable report features.

COMP 136A ~ Basic PowerPoint
Topics: Overview the PowerPoint interface, principles of presentation design, create, edit & format multimedia presentation material, evaluate presentation output options, configure onscreen slideshows.

COMP 108 ~ Upgrading to Word 2007
Topics: Navigating the new interface, learning new editing & formatting methods, tools, templates & features.

COMP 134C ~ Advanced Excel
Topics: Using Excel as a database management tool, Analyze and summarize database information with PivotTables and PivotChart reports, Answer simple “what-if” scenarios with built-in data analysis tools

NEW!
Social Networking for Business
Social networking tools such as Facebook, Twitter, Linkedin, Blogs, Wikipedia and You Tube are being used by businesses worldwide. Learn how to use these tools effectively to promote, influence and sell. Learn best practices “do’s and don’ts”.

For more information contact:
Kathy Rowley
rowley@sbcc.edu
683-8284

Classes are held at The Selmer O. Wake Center, Room 5
300 N. Turnpike Rd.
Santa Barbara
Pre-registration is required
Cost is $18 per class (check only)