Summer 2012: Public Computer Courses

Accounting

**Basic QuickBooks Pro 2012**
Quickly and efficiently gain control over your business finances with QuickBooks Pro 2012. This course will teach you the best methods to set up company financial information. Class materials included. Prerequisite: Basic understanding of computers. New 2012 version.
Cost: $154, 4 wks (12 hrs)
ACNT 1010.01 Jun 07 – Jun 28, Th, 6:00p.m. - 9:00p.m.

**QuickBooks Pro 2012 - Advanced**
Gain even more control and efficiency of your business finances using QuickBooks Pro 2012. This advanced course will pick up where the Basics course left off and focus primarily on payroll and inventory, as well as introduce you to other advanced areas if time allows. Class materials provided to first-timers only; all others will use the same book used in the Basic class. Prerequisite: Accounting Basics with QuickBooks or prior knowledge of QuickBooks. New 2012 version.
Cost: $154, 3 wks (9 hrs)
ACNT 1010.02 Aug 02 – Aug 16, Th, 6:00p.m. - 9:00p.m.

MS Excel

**Excel 2007: Basic**
Enhance your marketability by discovering the secrets to setting up fully formatted worksheets quickly and efficiently. You will learn how to build, edit, format and print information in Excel 2007. Class materials included. Prerequisites: Basic computer skills and understanding of MS Windows 7 operating system.
Cost: $119, 1 day (7.5 hrs)
ITSW 1022.01 Jun 01, F, 8:30a.m. - 5:00p.m.

**Excel 2007: Advanced**
Enhance your skills with in-depth training in Excel 2007. You will work with queries, formats, reports, macros and pivot tables. You will also learn how to use Excel 2007 with other programs and cover other topics as time permits Class materials included. Prerequisites: Basic computer skills and understanding of MS Windows 7 operating system.
Cost: $119, 1 day (7.5 hrs)
ITSW 2049.01 Jun 08, F, 8:30a.m. - 5:00p.m.

**Excel 2007: Fast Track**
This course combines Basic and Advanced Excel 2007 into one faster paced course. You will learn how to build, edit, format and print information in Excel 2007, as well as how to use more advanced tools, like queries formats, reports, macros and pivot tables. Class materials included. Prerequisites: Basic computer skills and understanding of MS Windows 7 operating system.
Cost: $119, 1 day (7.5 hrs)
ITSW 1046.01 Jun 15, F, 8:30a.m. - 5p.m.
Excel 2010: Basic – NEW!
Already familiar with Excel 2007? Enhance your marketability by discovering the secrets to setting up fully formatted worksheets quickly and efficiently. You will learn how to build, edit, format and print information in Excel 2010. Class materials included. Prerequisites: Basic computer skills and understanding of MS Windows 7 operating system. Subtle changes from Excel 2007 to Excel 2010.
Cost: $119, 1 day (7.5 hrs)
ITSW 1022 02 Jul 27, F, 8:30a.m. - 5:00p.m.

Excel 2010: Advanced – NEW!
Already familiar with Excel 2007? Enhance your skills with in-depth training in Excel 2010. You will work with queries, formats, reports, macros and pivot tables. You will also learn how to use Excel 2010 with other programs and cover other topics as time permits Class materials included. Prerequisites: Basic computer skills and understanding of MS Windows 7 operating system. Subtle changes from Excel 2007 to Excel 2010.
Cost: $119, 1 day (7.5 hrs)
ITSW 2049.02 Aug 03, F, 8:30a.m. - 5:00p.m.

Excel 2010: Fast Track – NEW!
Already familiar with Excel 2007? This course combines Basic and Advanced Excel 2010 into one faster paced course. You will learn how to build, edit, format and print information in Excel 2010, as well as how to use more advanced tools, like queries formats, reports, macros and pivot tables. Class materials included. Prerequisites: Basic computer skills and understanding of MS Windows 7 operating system. Subtle changes from Excel 2007 to Excel 2010.
Cost: $119, 1 day (7.5 hrs)
ITSW 1046.02 Aug 10, F, 8:30a.m – 5p.m.

MS Word

Word 2007
Learn the fundamentals of Word 2007, including working with and editing text; formatting characters, paragraphs and pages; and working with tables. Additional topics may also be addressed. Prerequisites: basic computer skills and understanding of MS Windows 7 operating system. Prerequisites: Ability to use the mouse, open and close files, and start programs using MS Windows XP or Windows 7.
Cost: $119, 3 wks (9 hrs)
POFI 1024.01 Jun 22, F, 8:30 a.m. – 5:00p.m.

Word 2010
Already familiar with Word 2007? Learn the fundamentals of Word 2010, including working with and editing text; formatting characters, paragraphs and pages; and working with tables. Additional topics may also be addressed. Prerequisites: basic computer skills and understanding of MS Windows 7 operating system. Prerequisites: Ability to use the mouse, open and close files, and start programs using MS Windows XP or Windows 7. Subtle changes from Word 2007 to Word 2010.
Cost: $119, 3 wks (9 hrs)
POFI 1024.02 Sept 07, F, 8:30 a.m. – 5:00p.m.
Access 2007: Basic
Do you have to file and find a lot of information? This course will show you how to store, locate, print and automate access to all types of information using MS Access. Prerequisites: Ability to use the mouse, open and close files, and start programs using MS Windows XP or Windows 7.
Cost: $119, 1 day (7.5 hrs)
ITSW 1053.01 Jun 29, F, 8:30a.m. - 5:00p.m.

Access 2007: Advanced
Do you already know the basics of MS Access, but would like to learn more? This course will teach you advanced concepts of relational database management, hierarchical models, network models, relational models, table merging, relational capabilities, report generation, security features, data/file transfer, graphics support, and macro commands using MS Access. Prerequisites: Knowledge and use of MS Access 2007 using MS Windows XP or Windows 7.
Cost: $119, 1 day (7.5 hrs)
ITSW 2047.01 Jul 06, F, 8:30a.m. - 5:00p.m.

Access 2007: Fast Track
This course combines Basic and Advanced Access 2007 into one faster paced course. You will learn how to store, locate, print and automate access to all types of information, as well as use more advanced concepts of database management. Class materials included. Prerequisites: Ability to use the mouse, open and close files, and start programs using MS Windows XP or Windows 7.
Cost: $119, 1 day (7.5 hrs)
ITSW 2047.02 Jul 13, F, 8:30a.m. - 5:00p.m.

Access 2010: Basic – NEW!
Already familiar with Access 2007? Do you have to file and find a lot of information and already familiar with Access 2007? This course will show you how to store, locate, print and automate access to all types of information using MS Access 2010. Prerequisites: Ability to use the mouse, open and close files, and start programs using MS Windows XP or Windows 7. Subtle changes from Access 2007 to Access 2010.
Cost: $119, 1 day (7.5 hrs)
ITSW 1053.02 Aug 17, F, 8:30a.m. - 5:00p.m.

Access 2010: Advanced – NEW!
Already familiar with Access 2007? Do you already know the basics of MS Access 2007, but would like to learn more? This course will teach you advanced concepts of relational database management, hierarchical models, network models, relational models, table merging, relational capabilities, report generation, security features, data/file transfer, graphics support, and macro commands using MS Access. Prerequisites: Knowledge and use of MS Access 2007 using MS Windows XP or Windows 7.
Cost: $119, 1 day (7.5 hrs)
ITSW 2047.03 Aug 24, F, 8:30a.m. - 5:00p.m.

Access 2010: Fast Track – NEW!
Already familiar with Access 2007? This course combines Basic and Advanced Access 2010 into one faster paced course. You will learn how to store, locate, print and automate access to all types of information, as well as use more advanced concepts of database management. Class materials included. Prerequisites: Ability to use the mouse, open and close files, and start programs using MS Windows XP or Windows 7. Subtle changes from Access 2007 to Access 2010.
Cost: $119, 1 day (7.5 hrs)
ITSW 2047.04 Aug 31, F, 8:30a.m. - 5:00p.m.
Welcome to Windows 7

Welcome to Windows 7 is a complete introduction to Microsoft’s newest operating system and all its exciting new features. Students will learn how to manage windows and folders, sort and filter files, run programs, manage security settings and to take advantage of Window’s multimedia features for photos, music and videos. Learning is reinforced with plenty of illustrations and practical, hands-on projects and exercises that allow students to apply what they’ve learned. Learning Windows has never been this easy! Prerequisites: Ability to use the mouse, open and close files, and start programs using MS Windows XP or Windows 7.

Cost: $119, 1 day (7.5 hrs)

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