

SCC **BI** Business Institute

Workforce Development

For information and registration about computer courses taught at the Business Institute call 480-425-6920.

All computer classes are taught at the SCC Business Institute, located at 14350 N. 87th St., Suite 185, Scottsdale, AZ 85260 (Raintree exit west of the Loop 101; turn south on 87th St.; turn right at the second entrance on south 87th St.)

Visit our website at www.scottsdalecc.edu/workforce for a complete list of courses.

Back to Work Computer Skills \$245

19219 3/23-4/1 **Mon/Wed** 8am-noon
 19218 3/31-4/9 **Tues/Thur** 5pm-9pm
 22060 5/20-28 **Wed/Thur** 8am-noon
 22066 6/1-10 **Mon/Wed** 5:30pm-9:30pm

This class is designed to cover the basic entry level computer skills. Topics include Windows, Word, Excel and PowerPoint. **(16 hour course)**

Beginning Computers 101 \$135

52872 3/6 -13 **Fri** 8am-noon
 52877 4/4-11 **Sat** 8:30am-12:30pm
 52878 5/4-6 **Mon/Wed** 5pm-9pm
 22311 5/29 **Fri** 8am-5pm
 22050 6/1-3 **Mon/Wed** 1pm-5pm

An introduction to the computer and software Topics include understanding hardware and software, introduction to Windows, working with programs and files, and exploring the Internet. **(8 hour course)**

Beginning Windows XP \$135

53024 3/10 -12 **Tue/Thur** 5pm-9pm
 53025 4/20-22 **Mon/Wed** 8:30am-12:30pm

Learn to use menus, toolbars, and dialog boxes; create, save, copy, and manage files. **(8 hour course)**

Beginning Word 2003 \$135

19225 5/5-12 **Tues** 5pm-9pm
 22313 6/2-4 **Tue/Thur** 8am-noon

Beginning Word 2007 \$135

192021 4/16-23 **Thur** 5pm-9pm
 22310 5/21-28 **Thur** 5pm-9pm

Designed for those with little or no knowledge of Word. You will learn to create, edit, format, save, and print documents. Discover how to copy and paste, use tabs, indents, bullets, numbers, headers and footers, and change document layouts. **(8 hour course)**

Intermediate Word 2003 \$135

19220 5/7-14 **Thur** 5pm-9pm

Intermediate Word 2007 \$135

19180 3/5 **Thur** 8am-5pm

Designed for those familiar with Word. Learn to create columns and tables, add graphics, WordArt, and various drawing objects, work with templates, themes and styles; perform mail merge. **(8 hour course)**

Beginning Excel 2003 \$135

19181 5/7- 14 **Thur** 8am-noon
 22314 6/5-12 **Fri** 8am-noon

Beginning Excel 2007 \$135

19221 3/26-4/2 **Thur** 8am-noon
 53028 5/11-13 **Mon/Wed** 5pm-9pm
 22074 5/19-26 **Tues** 5pm-9pm

Fundamental spreadsheet features and functions. Learn the basics of creating a worksheet with text, numbers, and mathematical formulas. Explore techniques to edit, format and print workbooks. **(8 hour course)**

Intermediate Excel 2007 \$135

19183 4/14-21 **Tues** 8am-noon

Designed for those familiar with Excel. Work with formulas and functions such as the IF function and payment function. Learn how to sort and filter; work with tables and objects. Discover the basics of pivot tables and macros. **(8 hour course)**

PowerPoint 2007 \$135

19185 3/3-3/10 **Tues** 8am-noon
 19203 4/14- 21 **Tues** 5pm-9pm
 22108 5/20-27 **Wed** 5pm-9pm

Learn to use one of today's most popular programs for presentation graphics. If you talk to groups, enhance your ability to communicate and engage your audience through the power of technology. **(8 hour course)**

Intro to Publisher 2007 \$135

52883 5/5-12 **Tues** 8:30am-12:30pm
 Learn Publisher to create brochures, newsletters, and web pages. **(8 hour course)**

Office Suite 2007 \$135

19222 4/30 **Thur** 8am-5pm
 An overview of the Microsoft Office 2007 software application. Topics include word processing, database management and operating system commands. **(8 hour course)**

Quicken 2006 \$195

19195 4/20-22 **Mon/Wed** 5pm-9pm
 Learn to organize financial transactions without traditional accounting knowledge. Introduces the basics of the check register, categorizing entries and tracking various accounts. **(12 hour course)**

Beginning QuickBooks 2007 \$195

19217 3/16-25 **Mon/Wed** 5pm-8pm
 22062 6/2-11 **Tues/Thur** 5:30pm-8:30pm

Learn the basics of this business accounting package. Covers inventory, invoices, accounts receivable/payable, payments, bank transactions, check register, reports, graphs, tracking sales tax, and payroll. **(12 hour course)**

Intermediate QuickBooks 2007 \$135

19206 5/9-16 **Sat** 8:30am-12:30pm

This workshop will explore the following topics: Customizing forms; using other QuickBooks accounts; creating reports; creating graphs tracking and paying sales tax; completing payroll; estimating, time tracking and job costing. Prior completion of QuickBooks or comparable experience required. **(8 hour course)**

Buy and Sell with eBay: Beg \$135

19197 3/28 **Sat** 8am-5pm
 22309 5/23 **Sat** 8am-5pm

Learn to effectively buy/sell merchandise by utilizing eBay. You will learn how to use eBay's website to register, search, bid, and sell items for fun & profit. **(8 hour course)**

Buy and Sell with eBay: Intermediate \$135

19199 5/2 **Sat** 8am-5pm

Advanced class for buying and selling on eBay. You will learn advanced techniques for searching, bidding, and selling items. Requirement: "Buy and Sell with eBay: Beginning" or have used eBay to buy or sell at least three times. **(8 hour course)**

SharePoint Designer 2007 \$275

19192 4/2-4/23 **Thur** 12:30pm-4:30pm

Learn the basics of SharePoint Designer to create and design web pages. Change the appearance of text by applying styles and formats; change the appearance of whole documents by adding background images and colors. **(16 hour course)**

Photoshop CS3 \$275

19214 3/27-4/3 **Fri** 8am-5pm

19226 4/6-4/15 **Mon/Wed** 5pm-9pm

19190 4/24-5/15 **Fri** 8am-noon

22312 5/30-6/6 **Sat** 8am-5pm

Learn this image-editing program that lets you retouch photographs, merge and edit color images, and create collages or original artwork. This program is practical for all users who are interested in producing images for online and print media. Prior Windows experience helpful. **(16 hour course)**

Web Development using Dreamweaver \$275

19201 3/14- 21 **Sat** 8am-5pm

19216 4/10-17 **Fri** 8am-5pm

Use a visual step-by-step approach for learning this popular graphic Website design package. Learn smart design principles Fireworks and Flash skills will also be covered, to create a dynamic website. Prior Windows experience helpful. **(16 hour course)**

Home Inspection training—February 13-15; April 17-19

Online noncredit training available: www.ed2go.com/scottsdale & www.theknowledgebase.org/scottsdale

More classes available in June- Contact 480.425.6920