



# SCC Business Institute

## Workforce Development

For Information & 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. 87<sup>th</sup> St., Suite 185, Scottsdale, AZ 85260 (Raintree exit west of the Loop 101; turn south on 87<sup>th</sup> St.; turn right at the second entrance on south 87<sup>th</sup> St.)

Visit our website at [www.scottsdalecc.edu/workforce](http://www.scottsdalecc.edu/workforce) for a complete list of courses.

**Computer Counseling Night** Free  
22048 5/18 **Mon** 6pm-7:30pm  
A CTI instructor will present an overview of available courses and advise you of a recommended sequence.

**Back to Work Computer Skills** \$245  
22060 5/20-28 **Wed/Thur** 8am-noon  
22066 6/1-6/10 **Mon/Wed** 5:30pm-9:30pm  
This class is designed to cover the basic entry level computer skills needed in today's workforce. Topics include Windows, Word, Excel, and PowerPoint.  
**(16 hour course)**

**Beginning Computers 101** \$135  
22311 5/29 **Fri** 8am-5pm  
22050 6/1-3 **Mon/Wed** 1pm-5pm  
22072 6/22-24 **Mon/Wed** 5:30pm-9:30pm  
An introduction to the computer and software applications. Topics include understanding hardware and software, Windows, working with programs and exploring the Internet.  
**(8 hour course)**

**Office Suite 2007** \$135  
22052 6/15-17 **Mon/Wed** 8am-noon  
An overview of the Microsoft Office 2007 software application. **(8 hour course)**

**Beginning Excel 2003** \$135  
22314 6/5-12 **Fri** 8am-noon

**Beginning Excel 2007** \$135  
22074 5/19-26 **Tue** 5pm-9pm  
22315 6/8-10 **Mon/Wed** 8am-noon  
22070 6/19-26 **Fri** 8am-noon  
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)**

**Microsoft Project** \$135  
22319 6/27 **Sat** 8am-5pm  
Learn to use Project to help you manage a full range of tasks and projects.  
**(8 hour course)**

**Beginning Word 2003** \$135  
22313 6/2-4 **Thur** 8am-noon

**Beginning Word 2007** \$135  
22310 5/21-28 **Thur** 5pm-9pm  
22316 6/11-18 **Thur** 8am-noon  
22054 6/22-24 **Mon/Wed** 8am-noon  
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 layout. **(8 hour course)**

**Beginning PowerPoint 2007** \$135  
22108 5/20-27 **Wed** 5pm-9pm  
22056 6/23-25 **Tue/Thur** 1pm-5pm  
Learn to use one of today's most popular programs for presentation graphics. Engage your audience through the power of technology.  
**(8 hour course)**

**Beginning Access 2003** \$135  
22068 5/19-/26 **Tue** 8am-noon

**Beginning Access 2007** \$135  
22318 6/15-17 **Mon/Wed** 5pm-9pm  
Access can help you organize your address book, client base, mailing lists and various types of group files for home, business or both  
**(8 hour course)**

**Photoshop CS3** \$275  
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. Windows experience preferred. **(16 hour course)**

**Beginning QuickBooks 2007** \$195  
22062 6/2-11 **Tue/Thur** 5:30pm-8:30pm  
22096 6/5-19 **Fri** 1pm-5pm  
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)**

**Web Development using Dreamweaver** \$275  
22320 6/13-20 **Sat** 8am-5pm  
Use a visual step-by-step approach for learning this popular graphic Website design package. Windows experience preferred **(16 hour course)**

**Buy and Sell with eBay: Beg** \$135  
22309 5/23 **Sat** 8am-5pm  
22058 6/23-25 **Tue/Thur** 5:30pm-9:30pm  
You will learn how to use eBay's website to register, search, bid, and sell items for fun & profit. Prior internet and/or using a computer is helpful. **(8 hour course)**

**Intro to Publisher 2007** \$135  
18831 5/22-5/29 **Thur** 5pm-9pm  
Learn Publisher to create, newsletters, Brochures, and web pages. **(8 hour course)**