



COMPUTER TECHNOLOGY Fall 2008 Schedule

XCMP 5146: Intro to PCs

0.6 CEUs 6 hrs. \$159

This introductory course covers the types of PCs, the Input- Process- Output cycle, and fundamental computer skills. Students will learn how to switch on a PC, identify system components, use input and output devices, manage disk drives, and change monitor settings. They will also learn how to manage files and folders, use e-mail, and browse the Web with Internet Explorer. Textbook is included in course cost.

CRN 1049 Sep 27-Oct 4 S 9:00am-12:00pm SCWT C206

XCMP 5098: Intro to MS Windows Vista

0.6 CEUs 6 hrs. \$159

Welcome to the new Microsoft Windows Vista operating system! Have you recently bought a new computer or are you planning to buy a new computer? Chances are, it will be loaded with Windows Vista! Or are you planning to upgrade your computer to Windows Vista? This course is a basic introduction to Windows Vista, covering all the core features and functions you need to know for basic use! Course topics include: the Vista desktop, taskbar, start menu, and environment; window management; help and support tools; folders, sidebars, and gadgets; content management, files and folders; desktop customization and system settings; Internet Explorer and multimedia features. Textbook is included in course cost.

CRN 1065 Oct 11-18 S 9:00am-12:00pm SCWT C209

XCMP 5024: Photoshop Elements Level I

1.2 CEUs 12 hrs. \$159

Learn the basics of Adobe Photoshop to get the most out of your digital photography.

- Move, duplicate, and resize images
- Use layering and special effects
- Blend composite images
- Add color and painting
- Enhance and repair images
- Use blending modes

CRN 1046 Aug 7-28 R 6:00-9:00pm SCWT C206

XCMP 5025: Photoshop Elements Level II

1.2 CEUs 12 hrs. \$159

This course builds upon topics discussed in Photoshop Level I. More advanced functionality, including graphic design elements will be discussed.

CRN 1047 Oct 2-23 R 6:00-9:00pm SCWT C206

XCMP 5022: QuickBooks

1.8 CEUs 18 hrs. \$229

This course explores how to use QuickBooks in your business. Students with basic computer skills some knowledge of accounting, and some familiarization with QuickBooks will enjoy greater success in this class.

Upon completion of this course, students will:

- Possess a basic background in computerized financial accounting and be able to set up a QuickBooks business and use the following:
 - Asset, liability, and equity accounts
 - estimates and invoices
 - payments and deposits
 - bills, sales tax, and payroll

CRN 1043 Oct 14-30 T R 6:00-9:00pm SCWT C210

Can't make it to class?

Try our online options at www.nwacc.edu/corporatelearning.

MICROSOFT OFFICE 2007 APPLICATIONS

XCMP 5068: Introduction to MS Office 2007

4.2 CEUs 42 hrs. \$436

This course provides students with a hands-on introduction to Microsoft Office Suite 2007, including Word, Excel, Access, PowerPoint, and Outlook. Students will learn the basics of these popular applications, providing them with the foundation needed to begin using MS Office effectively in the workplace or at home. Textbook at campus bookstore.

CRN 1064 Aug 11-Sep 29 M W 6:00-9:00pm SCWT C209

XCMP 5134: Access 2007 Level I

0.6 CEUs 6 hrs. \$159

Learn the basics of Access 2007. Learn to design and create database tables, queries, forms, and reports. Sort, filter, and delete records; set field properties, input masks, and validation rules; create, modify, and print forms and reports. Required textbook is included in course cost, and will be distributed on class day.

CRN 1031 Aug 26-28 T R 6:00-9:00pm SCWT C205

XCMP 5135: Access 2007 Level II

0.6 CEUs 6 hrs. \$174

Learn how to enhance design by using principles of normalization and table relationships, query multiple tables for data that is used in customized forms and reports, and create data access pages to share data over an intranet or the internet. Required textbook is included in course cost and will be distributed in class.

CRN 1165 Jul 15 T 9:00am- 4:00pm SCWT C209
CRN 1032 Sep 23-25 T R 6:00-9:00pm SCWT C209

XCMP 5136: Access 2007 Level III

0.6 CEUs 6 hrs. \$174

This course teaches advanced database techniques such as SQL; using crosstab, parameter, and action queries; creating and running macros; importing, exporting, and linking database objects; optimizing, replicating, and synchronizing databases; and basic security. Prerequisites: Access I & II. Required textbook is included in course cost and will be available at class.

CRN 1167 Jul 29 T 9:00am-4:00pm SCWT C209
CRN 1033 Oct 21-23 T R 6:00-9:00pm SCWT C209

XCMP 5137: Excel 2007 Level I

0.6 CEUs 6 hrs. \$159

Learn the basics of MS Excel 2007. Learn to enter and edit spreadsheet data; modify a spreadsheet by moving, copying, inserting, and deleting data, cells, and ranges; use basic functions; create charts; apply formatting; print worksheets and use page setup options; and manage large worksheets. The required textbook is included in the course cost.

CRN 1034 Oct 6-8 M W 6:00-9:00pm SCWT C209
CRN 1035 Sep 13 S 9:00am-4:00pm SCWT C205

XCMP 5138: Excel 2007 Level II

0.6 CEUs 6 hrs. \$174

In this intermediate-level course, participants will gain insight into some of the special features and tools of Excel 2007. Participants will use multiple, linked worksheets; use advanced formatting techniques; work with outlining and subtotals; use cell and range names; use lists and tables for sorting and filtering; use Web features; employ advanced charting tools; use auditing and protection features, and use templates. Prerequisite: Excel I. Textbook included in cost.

CRN 1036 Oct 4 S 9:00am-4:00pm SCWT C205
CRN 1057 Oct 27-29 M W 6:00-9:00pm SCWT C209

XCMP 5139: Excel 2007 Level III

0.6 CEUs 6 hrs. \$174

In this course, participants will work with advanced formulas, as well as lookup functions such as VLOOKUP, MATCH, and INDEX. In addition, students will learn about data validation and database functions such as DSUM, how to work with PivotTables and PivotCharts, how to import and export data, and how to query external databases. Students will also learn about the analytical features of Excel (such as Goal Seek and Solver), running and recording macros, and sharing Excel data via the web. Textbook is included in course cost.

CRN 1038 Nov 8 S 9:00am-4:00pm SCWT C205

XCMP 5126: Outlook 2007 Level I

0.6 CEUs 6 hrs. \$159

This course covers the basic functions and features of Outlook 2007. Students will create e-mail accounts and send e-mail messages using several techniques. They will also learn to manage e-mail messages, contacts, tasks, and meeting requests. Finally, students will customize Outlook for maximum efficiency. Textbook included in course cost.

CRN 1041 Aug 23 S 9:00am-4:00pm SCWT C205

XCMP 5127: Outlook 2007 Level II**0.6 CEUs 6 hrs. \$174**

This course builds on the skills and concepts taught in Outlook 2007 Level I. Students will learn how to customize Outlook and work with address books. They will search and filter mail folders, and apply and customize categories. Students will also work with personal, public, and offline folders. Finally, students will organize folders and set rules. Textbook included in course cost.

CRN 1042 Sep 6 S 9:00am- 4:00pm SCWT C205**XCMP 5140: PowerPoint 2007 Level I****0.6 CEUs 6 hrs. \$159**

This course covers the basic functions and features of Power Point 2007. Student will create new presentations that include text, graphics, WordArt, tables, charts, and diagrams. They will edit and format slide content and apply transition effects. Textbook is included in course cost.

CRN 1039 Sep 20 S 9:00am-4:00pm SCWT C205**XCMP 5141: PowerPoint 2007 Level II****0.6 CEUs 6 hrs. \$174**

In this course, students will learn to customize PowerPoint by modifying toolbars and creating macros. They will also apply themes and templates and work with SmartArt graphics and tables. In addition, students will add multimedia content and interactive elements to slides, learn about presentation distribution options including PDF and HTML, and integrate PowerPoint with Word and Excel. Textbook included in course cost.

CRN 1040 Oct 25 S 9:00am-4:00pm SCWT C205**XCMP 5142: MS Project 2007 Basics****0.6 CEUs 6 hrs. \$159**

Learn the basic features of MS Project 2007 project management software. Learn to create project files, create and modify task lists, create a Work Breakdown Structure, work with task relationships, create a base calendar, assign resources to tasks, create task calendars, create and modify tables, use filters and groups, sort task and resource data, and resolve conflicts. Pre-requisites: PMP Project Mgmt Basics or related work experience and basic computer skills. The required textbook is included in course cost.

CRN 1044 Sep 9-11 T R 6:00-9:00pm SCWT C209**XCMP 5143: MS Project 2007 Advanced****0.6 CEUs 6 hrs. \$174**

Learn the advanced features of MS Project 2007 project management software. Topics to be covered include baseline and interim plans, analysis of project statistics, project file formatting, custom views, and file consolidation. Pre-requisites: PMP Project Management Basics or related work experience and MS Project 2007 Basics. The required textbook is included in the course cost.

CRN 1045 Nov 10-12 M W 6:00-9:00pm SCWT C209**MICROSOFT OFFICE 2003 APPLICATIONS****XCMP 5110: Access 2003 - Level 3****0.6 CEUs 6 hrs. \$174**

This course teaches advanced database techniques such as SQL; using crosstab, parameter, and action queries; creating and running macros; importing, exporting, and linking database objects; optimizing, replicating, and synchronizing databases; and basic security. Prerequisites: Access I & II. Required textbook is included in course cost and will be available at class.

CRN 1166 Jul 21 M 9:00am-4:00pm SCWT C210**XCMP 5148: Excel 2003 Level I****0.6 CEUs 6 hrs. \$159**

Learn the basics of MS Excel 2003. Learn to enter and edit spreadsheet data; modify a spreadsheet by moving, copying, inserting, and deleting data, cells, and ranges; use basic functions; create charts; apply formatting; print worksheets and use page setup options; and manage large worksheets. The required textbook is included in the course cost.

CRN 1162 Jul 10 R 9:00am-4:00pm SCWT C210**XCMP 5149: Excel 2003 Level II****0.6 CEUs 6 hrs. \$174**

In this intermediate-level course, participants will gain insight into some of the special features and tools of Excel 2003. Participants will use multiple, linked worksheets; use advanced formatting techniques; work with outlining and subtotals; use cell and range names; use lists and tables for sorting and filtering; use Web features; employ advanced charting tools; use auditing and protection features, and use templates. Prerequisite: Excel I. Textbook included in cost.

CRN 1163 Jul 17 R 9:00am-4:00pm SCWT C210

XCMP 5150: Excel 2003 Level III**0.6 CEUs 6 hrs. \$174**

In this course, participants will work with advanced formulas, as well as lookup functions such as VLOOKUP, MATCH, and INDEX. In addition, students will learn about data validation and database functions such as DSUM, how to work with PivotTables and PivotCharts, how to import and export data, and how to query external databases. Students will also learn about the analytical features of Excel (such as Goal Seek and Solver), running and recording macros, and sharing Excel data via the web. Textbook is included in course cost.

CRN 1164 Jul 24 R 9:00am- 4:00pm SCWT C210**COMPUTER SUPPORT SPECIALIST****XCMP 5144: Help Desk Technology****0.6 CEUs 6 hrs. \$174**

This course provides an introduction to the computer help desk skills that are essential to career success for help desk professionals. Course topics include support environments and processes, common support software tools and features, performance and reporting tools, call management and problem resolution software, asset and change management tools, alert and notification tools, telephone-based technology, using additional level two and three support tools, using self-help tools, and understanding service technology trends and career resources. Pre-req: Intro to Computer Hardware, Software, and Networking or basic computer skills. Textbook included.

CRN 1048 Nov 1 S 9:00am- 4:00pm SCWT C205**XPRO 5030: Call Center Communications/Customer Service****0.6 CEUs 6 hrs. \$174**

In this course, students identify challenges coming from the situation, the caller, and the environment, and how to handle them. Students will learn about the guidelines for providing excellent service and fulfilling the customers' needs. Interactive exercises help ensure student success. Textbook is included in course cost. This course is required for the Computer Support Specialist Level I Certificate.

CRN 1063 Dec 6 S 9:00am- 4:00pm SCWT C105**XCMP 5029: Intro to Computer Programming****1.5 CEUs 15 hrs. \$349**

This course provides the beginning programmer with a guide to developing structured program logic. The focus is not on any one programming language, but on introducing concepts and enforcing the good style and logical thinking that every successful programmer must use. No programming experience necessary. Required textbook is available at the campus bookstore.

CRN 1060 Oct 11-25 S 9:00am- 3:00pm SCWT C206**How to Register*****We have 6 easy ways to register!***

1. **REGISTER ONLINE** at www.nwacc.edu/corporatelearning
2. **PHONE** in registration with credit/debit card payment to 479.936.5175
3. **COME IN** to the Shewmaker for Workforce Technologies at 1100 SE Eagle Way, Bentonville, Arkansas
4. **FAX** registration form* with credit/debit card payment to 479.936.5198
5. **E-MAIL** registration form* with credit/debit card payment to aturner@nwacc.edu
6. **MAIL** registration form* with payment to:

Corporate Learning Registration
One College Drive
Bentonville, AR 72712

*Registration forms available online at www.nwacc.edu/corporatelearning