

How to Read this Schedule:

Course title, hours, and price are underlined.

CRN#, Dates, Days (M,T,W,R,S,U), Time, Room*, Location**

Course Description

AMA Leadership Skills for Managers, 15hrs, \$289

2214, 1/13-2/10, T, 6-9pm, SC 221, B

Knowledge and skills managers need to become 21st Century leaders.

*SC=Student Center, SCWT=Shewmaker Center, CLF=Corporate Learning Fayetteville **B=Bentonville, F=Fayetteville

MANAGEMENT, HUMAN RESOURCES, AND LEADERSHIPFundamentals of Human Resource, 15hrs, \$289

2205, 1/12-2/9, M, 6-9pm, SC 221, B

Comprehensive guide to HR mgmt, from understanding the basic HR functions to Web-based recruiting.

AMA Leadership Skills for Managers, 15hrs, \$289

2214, 1/13-2/10, T, 6-9pm, SC 221, B

Knowledge and skills managers need to become 21st Century leaders.

AMA Presentation Success, 15hrs, \$289

2206, 1/22-2/19, R, 6-9pm, SC221, B

Overcome "presentation fear" and plan, prepare, and deliver a presentation people will notice!

AMA Fair Square and Legal, 15hrs, \$289

2207, 2/23-3/23, M, 6-9pm, SC221, B

Translates complex legal concepts into easy-to-learn guidelines for managing people; employment law.

AMA How to Manage Conflict in the Organization, 15hrs, \$289

2213, 2/24-3/24, T, 6-9pm, SC 221, B

Transform conflict into a positive, productive force by applying proven techniques.

AMA How to Write a Marketing Plan, 15hrs, \$289

2208, 3/12-4/9, R, 6-9pm, SC 221, B

Write a marketing plan by focusing on planning, analysis of market factors, and study of sales and distribution programs.

AMA Successful Project Management, 15hrs, \$289

2212, 3/31-4/28, T, 6-9pm, SC 221, B

Plan and execute projects to ensure that they meet identified goals of time, cost, and scope. Recommended for individuals seeking general project manager skills to improve their management skills and abilities; not necessarily recommended for those seeking PMP certification.

Performance Appraisals, 15hrs, \$289

2211, 4/6-5/4, M, 6-9pm, SC 221, B

Help employees achieve performance goals, provide positive feedback, and maintain legal compliance.

Correcting Performance Problems, 6hrs, \$225

2306, 4/29, W, 9am-4pm, FCL, F

Determine severity of perf problems, identify causes, conduct effective feedback sessions, explain the impact of problematic behavior, address negative responses, and respond to employee reactions.

AMA Planning and Leading Productive Meetings, 15hrs, \$289

2209, 5/11-6/8, M, 6-9pm, SC 221, B

Develop mindset and processes and use decision-making and facilitation skills for a productive meeting.

AMA Finance and Accounting for Non-Financial Managers, 15hrs, \$289

2210, 5/12-6/9, T, 6-9pm, SC 221, B

Understand financial measures, utilize budgets, and speak the jargon of finance with fluency and ease.

Frontline Leadership, 6hrs, \$225

2307, 6/24, W, 9am-4pm, FCL, F

Dealing with difficult behavior, effective communication methods, workplace culture, inspiring innovation.

BUSINESS ENVIRONMENT

Office Communications and Procedures, 30hrs, \$299

2179, 1/12-3/16, M, 6-9pm, SCWT C210, B

Basic business communication and office procedures relevant to traditional and automated offices.

Excelling in the Workplace, 16hrs, \$189

2157, 1/20-1/29, T/R, 6-10pm, TBD, B

2158, 5/9-5/16, S, 8am-5pm, SCWT C115, B

Work ethics, listening skills, time mgmnt, cust service, teamwork, and interpersonal communication.

Organizational Skills and Time Management, 6hrs, \$225

2308, 1/26, M, 9am-4pm, FCL, F

Designed for managers, supervisors, or team leaders; learn the benefits of time management, evaluate productivity, identify goals/priorities; use technology to save time and maintain reasonable workload

Successful Communication across Generations, 4hrs, \$149

2147, 2/19, R, 8am-noon, SCWT A201, B

Successfully communicate with four generations in one market place! Participants will receive access to an online assessment tool upon registration. Please complete and bring hardcopy to workshop.

Lean Office: Introduction to Lean and Kaizen, 8hrs, \$289

2185, 2/19, R, 8am-5pm, SCWT C105, B

Introduction to finding and eliminating waste and optimizing value; explore Lean concepts for the office.

Accelerating Team Productivity, 16hrs, \$599

2146, 3/4-3/25, W, 8am-noon, SCWT A201, B

Building Team Pride & Purpose, Developing Agility, Resolving Conflicts, and Negotiating Resources.

Lean Office: Office Value Stream Mapping, 8hrs, \$289

2176, 3/19, R, 8am-5pm, SCWT A201, B

Streamline admin processes, reduce waste, and improve efficiency; implement value stream mapping.

Lean Office: 5S, 8hrs, \$289

2175, 4/9, R, 8am-5pm, SCWT A201, B

Eliminate waste, reduce costs, and increase profits with a super efficient office; apply 5S concepts.

FINANCIAL

Introduction to Accounting, 27hrs, \$298

2155, 1/21-3/18, W, 6-9pm, SCWT A201, B

Double-entry accounting, financial statements, bank reconciliation and payroll transactions.

Certified Bookkeeper, 80hrs, \$1125

2181, 3/25-6/29, M/W, 6-9pm, TBD, B

Earning your "CB" , endorsed by the AIPB, ensures employers of your ability to carry out all key accounting functions for companies of up to 100 employees. Prerequisites – call for more information.

AMA Finance and Accounting for Non-Financial Managers, 15hrs, \$289

2210, 5/12-6/9, T, 6-9pm, SC 221, B

Understand financial measures, utilize budgets, and speak the jargon of finance with fluency and ease.

PROJECT MANAGEMENT

Introduction to Project Management, 24hrs, \$599

2186, 2/2-2/25, M/W, 6-9pm, SCWT C209, B

Entry-level project managers gain knowledge, skills, and techniques to set up, plan, manage, and control projects.

COMPUTER AND SOFTWARE SKILLS

Intro to MS Windows Vista, 6hrs, \$159

2183, 1/24, S, 9am-4pm, SCWT C209, B

Introduction to Windows Vista, covering the core features and functions you need to know for basic use!

QuickBooks, 18hrs, \$259

2159, 2/10-2/26, T/R, 6-9pm, SCWT C210, B

Set up a business and use accounts, invoices, payments, deposits, bills, sales tax, and payroll.

Access 2007 Level I, 6hrs, \$159

2194, 1/31, S, 9am-4pm, SCWT C209, B

2195, 2/16-2/18, M/W, 6-9pm, TBD, B

2249, 1/5, M, 9am-4pm, FCL, F

2250, 1/13, T, 9am-4pm, FCL, F

2251, 2/3, T, 9am-4pm, FCL, F

2252, 3/3, T, 9am-4pm, FCL, F

2253, 3/16, M, 9am-4pm, FCL, F

2254, 4/6, M, 9am-4pm, FCL, F

2255, 5/4, M, 9am-4pm, FCL, F

2256, 6/2, T, 9am-4pm, FCL, F

Design and create database tables, queries, forms, and reports. Sort, filter, and delete records.

Access 2007 Level II, 6hrs, \$174

2196, 3/10-3/12, T/R, 6-9pm, SCWT C209, B

2257, 1/28, W, 9am-4pm, FCL, F

2258, 2/9, M, 9am-4pm, FCL, F

2259, 3/31, T, 9am-4pm FCL, F

2260, 4/10, F, 9am-4pm, FCL, F

2261, 5/11, M, 9am-4pm, FCL, F

2262, 6/8, M, 9am-4pm, FCL, F

Enhance table design and relationships, create advanced queries and customized forms and reports.

Access 2007 Level III, 6hrs, \$174

2197, 4/14-4/16, T/R, 6-9pm, SCWT C209, B

2263, 2/18, W, 9am-4pm, FCL, F

2264, 4/16, R, 9am-4pm, FCL, F

2265, 6/17, W, 9am-4pm, FCL, F

Advanced techniques such as SQL, action queries, macros, importing/exporting, and security.

Access 2003 Level I, 6hrs, \$159

2229, 1/29, R, 9am-4pm, FCL, F

2230, 3/10, T, 9am-4pm, FCL, F

2231, 5/7, R, 9am-4pm, FCL, F

Design and create database tables, queries, forms, and reports. Sort, filter, and delete records.

Access 2003 Level II, 6hrs, \$174

2232, 2/5, R, 9am-4pm, FCL, F

2233, 4/1, W, 9am-4pm, FCL, F

2234, 6/5, F, 9am-4pm, FCL, F

Enhance table design and relationships, create advanced queries and customized forms and reports.

Excel 2007 Level I, 6hrs, \$159

2198, 1/19-1/21, M/W, 6-9pm, SCWT C209, B

2199, 2/21, S, 9am-4pm, SCWT C209, B

2200, 4/28-4/30, T/R, 6-9pm, SCWT C209, B

2266, 1/6, T, 9am-4pm, FCL, F

2268, 1/14, W, 9am-4pm, FCL, F

2269, 2/4, W, 9am-4pm, FCL, F
2270, 3/5, R, 9am-4pm, FCL, F
2271, 3/17, T, 9am-4pm, FCL, F
2272, 4/8, W, 9am-4pm, FCL, F
2273, 5/8, F, 9am-4pm, FCL, F
2274, 6/3, W, 9am-4pm, FCL, F

Enter and edit spreadsheet data; use basic functions; create charts; apply formatting; print worksheets.

Excel 2007 Level II, 6hrs, \$174

2201, 2/24-2/26, T/R, 6-9pm, SCWT C209, B
2202, 5/2, S, 9am-4pm, SCWT C209, B
2275, 1/20, T, 9am-4pm, FCL, F
2276, 2/10, T, 9am-4pm, FCL, F
2277, 3/30, M, 9am-4pm, FCL, F
2278, 4/14, T, 9am-4pm, FCL, F
2279, 5/20, W, 9am-4pm, FCL, F
2280, 6/11, R, 9am-4pm, FCL, F

Linked worksheets; advanced formatting; subtotals; sorting and filtering; Web features; advanced charts.

Excel 2007 Level III, 6hrs, \$174

2203, 3/24-3/26, T/R, 6-9pm, SCWT C209, B
2204, 6/9-6/11, T/R, 6-9pm, SCWT C209, B
2281, 2/19, R, 9am-4pm, FCL, F
2282, 4/24, F, 9am-4pm, FCL, F
2283, 6/19, F, 9am-4pm, FCL, F

Advanced formulas; lookup functions; PivotTables/Charts; import/export; analytical features; macros.

Excel 2003 Level I, 6hrs, \$159

2242, 1/23, F, 9am-4pm, FCL, F
2243, 3/11, W, 9am-4pm, FCL, F
2244, 5/13, W, 9am-4pm, FCL, F

Enter and edit spreadsheet data; use basic functions; create charts; apply formatting; print worksheets.

Excel 2003 Level II, 6hrs, \$174

2245, 2/6, F, 9am-4pm, FCL, F
2246, 4/2, R, 9am-4pm, FCL, F
2247, 6/10, W, 9am-4pm, FCL, F

Linked worksheets; advanced formatting; subtotals; sorting and filtering; Web features; advanced charts.

Excel VBA Working with Macros, 6hrs, \$174

2284, 4/30, R, 9am-4pm, FCL, F

Create procedures that run in response to specific events, developing user forms, tweak macros.

PowerPoint 2007 Level I, 6hrs, \$159

2188, 3/28, S, 9am-4pm, SCWT C209, B
2285, 1/12, M, 9am-4pm, FCL, F
2286, 3/9, M, 9am-4pm, FCL, F
2287, 4/22, W, 9am-4pm, FCL, F
2288, 5/15, F, 9am-4pm, FCL, F
2289, 6/18, R, 9am-4pm, FCL, F

Presentations including text, graphics, tables, charts, and diagrams; format slides and apply transitions.

PowerPoint 2007 Level II, 6 hrs, \$174

2189, 4/25, S, 9am-4pm, SCWT C209, B
2290, 2/12, R, 9am-4pm, FCL, F
2291, 4/27, M, 9am-4pm, FCL, F
2292, 6/29, M, 9am-4pm, FCL, F

Macros, themes, templates, graphics, tables, multimedia content, and integration with other software.

PowerPoint 2003 Level I, 6hrs, \$159

2235, 3/20, F, 9am-4pm, FCL, F

Presentations including text, graphics, tables, charts, and diagrams; format slides and apply transitions

Word 2007 Level I, 6hrs, \$159

2191, 2/28, S, 9am-4pm, SCWT C209, B

2300, 1/22, R, 9am-4pm, FCL, F

2301, 3/27, F, 9am-4pm, FCL, F

Enter and edit text, save and browse documents, formatting, tables, headers/footers, graphics, printing.

Word 2007 Level II, 6hrs, \$174

2192, 3/14, S, 9am-4pm, SCWT C209, B

2302, 2/25, W, 9am-4pm, FCL, F

2303, 4/28, T, 9am-4pm, FCL, F

Styles, sections, columns, labels, envelopes, templates, document revisions, and Web features.

Word 2007 Level III, 6hrs, \$174

2193, 4/18, S, 9am-4pm, SCWT C209, B

Mail merges, forms, tables of contents, footnotes/endnotes, index, bookmarks, macros, XML.

Outlook 2007 Level I, 6hrs, \$159

2293, 1/8, R, 9am-4pm, FCL, F

2248, 3/13, F, 9am-4pm, FCL, F

2294, 3/4, W, 9am-4pm, FCL, F

2295, 5/18, M, 9am-4pm, FCL, F

Manage e-mail, contacts, tasks, and meeting requests; customize Outlook for maximum efficiency.

Outlook 2007 Level 2, 6hrs, \$174

2296, 2/16, M, 9am-4pm, FCL, F

2297, 4/13, M, 9am-4pm, FCL, F

2298, 6/22, M, 9am-4pm, FCL, F

Work with address books, search and filter mail folders (personal, public, and offline) and set rules.

Publisher 2007 Level I, 6hrs, \$159

2299, 5/21, R, 9am-4pm, FCL, F

Create and edit publications, arrange text/pictures, master pages, tables, flow text across text boxes, create a facing-pages layout, export publications to PDF, prepare publications for commercial printing.

Visio - Level I, 6hrs, \$159

2305, 1/30, F, 9am-4pm, FCL, F

Use stencils, scale/resize objects, draw shapes, compound lines, distribute/group objects, create diagrams, work with text, format shapes/lines, apply a background page.

FrontPage Level I, 6hrs, \$225

2238, 3/23, M, 9am-4pm, FCL, F

Create/format Web pages, work with lists, tables, hyperlinks, navigation structure, images, themes, and HTML code, and publish a Web site.

Transitioning to Microsoft Office 2007, 9hrs, \$159

2190, 2/9-2/11, M/T/W, 6-9pm, SCWT C209, B

Features of 2007 and differences between 2003/2007; Access, Excel, Outlook, PowerPoint, and Word.

Crystal Reports Level I, 12hrs, \$500

2304, 3/18-3/19, W/R, 9am-4pm, FCL, F

Format report objects, sort/select records, groups/summaries, simple formulas/functions, exporting.

Dreamweaver Level I, 6hrs, \$225

2236, 5/22, F, 9am-4pm, FCL, F

Define a Web site, format text, apply images, tables, and styles, create/format links, publish a Web site.

Illustrator Level I, 6hrs, \$225

2237, 5/12, T, 9am-4pm, FCL, F

Use shapes, draw/edit paths, export, apply color, gradients, and transparencies, add text, add layers.

Photoshop Elements Level I, 12hrs, \$159

2187, 2/19-3/12, R, 6-9pm, SCWT C206, B

Move, duplicate, and resize, layering and special effects, blending, color, enhance and repair images.

Photoshop Level I, 6hrs, \$225

2239, 2/20, F, 9am-4pm, FCL, F

2240, 6/26, F, 9am-4pm, FCL, F

Use basic tools, palettes, and features to create images, retouch photographs, and save them.

Intro to Computer Hardware, Software, and Networking, 6hrs, \$279

2267, 1/20-2/3, T/R, 6-9pm, SCWT C209, B

Well-rounded look at the concepts of computer hardware, software and networking; foundational course.

Keyboarding Short Course, 14hrs, \$119

2145, 4/14-5/5, T/R, 9-11am, SCWT C206, B

Learn basic touch keyboarding techniques to achieve speed and accuracy goals.

SQL, 18hrs, \$1295

2241, 5/27-5/29, W/R/F, 9am-4pm, FCL, F

Intro to Structured Query Language (SQL), the standard for accessing data in relational databases.

Intro to Computer Programming, 15hrs, \$349

2182, 5/5-5/19, T/R, 6-9pm, SCWT C209, B

Intro to programming concepts, good style, and logical thinking. No programming experience necessary!

Certified Ethical Hacker, 40hrs, \$1995

2310, 2/2-2/6, M/T/W/R/F, 8am-5pm, FCL, F

Master hacking technologies to defend your network against hackers! Must have 1-3yrs network exp.

Computer Hacking Forensic Investigator, 40hrs, \$1995

2309, 2/9-2/13, M/T/W/R/F, 8am-5pm, FCL, F

Detect hacking attacks and extract evidence to report the crime, conduct audits to prevent future attacks, identify intruder's footprints and gather necessary evidence to prosecute in the court of law.

CompTIA A+ Essentials, 30hrs, \$2000

2225, 2/23-3/16, M/T/R, 6-9pm, FCL, F

Prepare for A+ Essentials Exam; install, configure, upgrade, troubleshoot, and repair PCs.

CompTIA A+ Technician, 30hrs, \$1800

2226, 3/23-4/13, M/T/R, 6-9pm, FCL, F

Prepare for A+ Tech Exam; support PC hardware and software in a business setting.

CompTIA Network+, 36hrs, \$1800

2227, 4/21-5/7, T/R 6-9pm, S 9am-4pm, FCL, F

Prepare for Network+ Exam; use and maintain a wide range of network technologies.

CompTIA Security+, 40hrs, \$1995

2228, 5/25-5/29, M/T/W/R/F, 8am-5pm, FCL, F

Prepare for Security+ Exam; secure network services, devices, and traffic; implement security services.

RESIDENTIAL INTERIOR DECORATING and DESIGN

RIDD: Dallas Market Trip Project, 16hrs, \$TBD

2221, 1/19-1/20, M/T, TBD

Dallas market area resources! Complete agenda prior to the trip. Individuals working toward certificate completion may complete an equivalent personal project, approved by the instructor.

RIDD: Developing Your "Style", 24hrs, \$499

2222, 2/2-3/23, M, 6-9pm, SCWT B103, B

Discern your own personal "taste" in furniture styles.

RIDD: London Experience Trip Project, 24hrs, \$TBD

2223, 4/21-4/28, TBD

Visit the Victoria and Albert Museum, Portabella Road and Camden Passage; agenda available prior to the trip.

Individuals working toward certificate completion may complete an equivalent personal project, approved by the instructor.

RIDD: Finishes, Lighting, and Flooring, 24hrs, \$499

2224, 5/11-6/29, M, 6-9pm, TBD, B

Get a feel for the options in functionality and "look" available in lighting, flooring, and hardware finishes.

MEDICAL OFFICE

CPT Coding, 45hrs, \$599

2178, 2/3-3/24, T/R, 6-9pm, TBD, B

American Medical Association's basic conventions and guidelines for correct CPT code assignments.

ICD-9 Coding, 45hrs, \$599

2177, 4/7-5/26, T/R, 6-9pm, TBD, B

Fundamental steps of coding that increase the chances of better and faster reimbursement.

Insurance Billing for the Medical Office, 45hrs, \$599

2156, 5/28-6/30, T/R, 6-9pm, SCWT C210, B

HIPAA, diagnostic and procedural coding, office and insurance collection strategies, Medicare.

LANGUAGES

Conversational Spanish I, 24hrs, \$249

2144, 2/3-3/12, T/R, 6-8pm, TBD, B

Verbal skills for conversing comfortably in informal conversations.

SKILLED & TECHNICAL TRADES

Carpentry 4, 144hrs, \$881

2174, 4/16-6/30, R, 7:30am- 4:30pm, SCWT C107, B

Advanced residential and commercial construction: Site Layout, Site Preparation, Crew Leader Skills.

Certified Fiber Optic Technician, 24hrs, \$700

2215, 2/2-2/4, M/T/W, 8am-5pm, SCWT C105, B

2218, 6/15-6/17, M/T/W, 8am-5pm, SCWT C105, B

Basic fiber optic networking; CFOT exam given final day. 75% hands-on, FTDD, FTTH, LAN/WAN, basic fusion/mechanical splicing. BICSI CECs as follows: RCDD 21, Installer Level/2 Technician 12.

Certified Fiber Optic Specialist Testing/Maintenance, 16hrs, \$675

2216, 2/5-2/6, R/F, 8am-5pm, SCWT C105, B

2219, 6/18-6/19, R/F, 8am-5pm, SCWT C105, B

Testing/maintenance of fiber optic networks. 75% hands-on; testing/maintenance of single and multi- mode fiber optics networks. BICSI for 14 RCDD CECs and 12 Installation CECs. Cert Exam at end of class. Must have CFOT. See www.bdidatalynk.com for more information.

Certified Fiber Optics Splicing Specialist, 16hrs, \$675

2217, 2/7-2/8, S/U, 8am-5pm, SCWT C105, B

2220, 6/20-6/21, S/U, 8am-5pm, SCWT C105, B

High performance splicing; 75% hands-on activities; fusion/mechanical splicing of single/multi mode fiber optic cables. BICSI CECs: RCDD 14 and INS Level 2 Tech 14. Cert Exam at end of class. Must have CFOT. See www.bdidatalynk.com for more information.

HVAC Block 1: Theory of Heat, Safety Tools and Equipment, 54hrs, \$331

2118, 1/6-3/5, T/R, 5:30-8:30pm, SCWT C113, B

Temperature, heat flow, tools/equipment of the trade, safe work practices.

HVAC Block 2: Basic Automatic Controls/Troubleshooting, 54hrs, \$331

2119, 3/10-5/7, T/R, 5:30-8:30pm, SCWT C113, B

Pressurized systems, electrical energy, heat, cold rotating machinery, chemicals, proper ventilation.

HVAC Block 3: Electric Motors, AC, Humidity and Heating, 54hrs, \$331

2120, 1/5-3/9, M/W, 5:30-8:30pm, SCWT C208, B

Various types of motors, efficiency and relative operation costs, electric heaters, circuitry diagrams.

HVAC Block 4: AC and AC Controls, 54hrs, \$331

2121, 3/11-5/11, M/W, 5:30-8:30pm, SCWT C208, B

Body/room temp, humidity, control sequence of AC system, space thermostat, operating/safety controls.

HVAC Block 5: All-Weather Systems/Chilled Water AC, 54hrs, \$331

2122, 1/6-3/5, T/R, 5:30-8:30pm, SCWT C208, B

Year-round AC systems, heat/cool airflow, all-weather systems, chilled water systems, sub-cooling.

HVAC Block 6: Domestic Appliances/Commercial Refrig, 54hrs, \$331

2123, 3/10-5/7, T/R, 5:30-8:30pm, SCWT C208, B

Refrigeration, evaporator, compressor, condenser, metering, diagnose inefficiencies.

RETAIL / MARKETING ANALYST

Communication Skills, 45hrs, \$505

2102, 1/7-4/22, W, 6-9pm, SCWT B103, B

2103, 1/8-4/23, R, 6-9pm, SCWT B103, B

Proactive listening, focused writing, effective presentations, customer relations, resumes/interviews.

Retail Fundamentals, 45hrs, \$505

2104, 1/5-4/20, M, 6-9pm, SCWT A201, B

2105, 1/6-4/21, T, 6-9pm, SCWT A201, B

Retailing strategies, understanding the customer, merch mgmt, merch mix, pricing/promos, layouts.

Merchandising & Data Analysis, 45hrs, \$505

2111, 1/6-4/21, T, 6-9pm, SCWT B103, B

2112, 1/8-4/23, R, 6:15-9:15pm, SCWT A201, B

Research, problem solving, correlative relationships, time series analysis, forecasting, mktg/post-promo analysis, case study analysis, Prerequisite: Data Analysis with Excel and Retail Fundamentals

Data Analysis with Excel, 45hrs, \$505

2106, 1/5-4/20, M, 6-9pm, SCWT C205, B

2107, 1/6-4/21, T, 6-9pm, SCWT C205, B

2108, 1/7-4/22, W, 6-9pm, SCWT C205, B

Excel 2007; practical applications of Excel; data analysis using Excel/Retail Link.

Data Analysis with Access, 45hrs, \$505

2109, 1/6-4/21, T, 6-9pm, SCWT C206, B

2110, 1/7-4/22, W, 6-9pm, SCWT C206, B

Access 2007, designing databases, reports, forms, queries, importing/exporting, analysis w/Access and Excel with Retail Link; Prerequisite: Data Analysis with Excel

Actionable Analysis/MS Office, 45hrs, \$1500

2113, 1/5-4/20, M, 6-9pm, SCWT C206, B

2114, 1/8-4/23, R, 6-9pm, SCWT C205, B

Very advanced course for experienced retail analysts. Use MS Office to perform very sophisticated analysis of retail data. Must have your own Retail Link user ID and at least 2yrs experience.

Virtual Merchandising, 36hrs, \$650

2117, 1/7-4/22, W, 6-9pm, SCWT C210, B

Category Management basics using ProSpace to create optimal allocation, identify possible inventory problems, design displays, see effects of changes in facing and product assortment.

Category Management, 40hrs, \$1500

2136, 1/5-3/9, M, 6-10pm, SCWT B103, B

2137, 3/16-5/18, M, 6-10pm, SCWT B103, B

Advanced course taught using Wal-Mart CDP model of category management. Must have Retail Link user ID and at least 2yrs experience.

PERSONAL ENRICHMENT

Cooking for a Healthy Lifestyle, 3hrs, \$70

2154, 1/16, R, 6-9pm, SCWT B102, B

Healthier cooking for a healthier you!! Special healthy recipes from NWACC's own Chef Lou Rice.

Ready – Set – Go – for Change, 2hrs, \$79

2148, 1/17, S, 9-11am, SCWT C115, B

Get your life moving in the direction you want! Insights into ways to improve your life and get a clearer view of the future.

Soups, Stews, and Chowders, 5hrs, \$85

2153, 1/24, S, 11am-4pm, RTC, F

Chef Lou's soups, stews, and chowders, just in time for cold winter evenings. Recipes & Tips!

Breakfast & Brunch, 5hrs, \$85

2151, 2/7, S, 11am-4pm, RTC, F

Tips and recipes from Chef Lou! Smoothies, egg dishes, pancakes, quiches, fruit dishes, and strudels!

Baking the Best!, 5hrs, \$85

2152, 2/21, S, 11am-4pm, RTC, F

Chef's secrets for Baking the Best. Tasty recipes and tips and techniques that work!

Small Event Planning, 4hrs, \$85

2149, 3/7, S, 8am-noon, SCWT C115, B

Do you want to be a more successful party or meeting host? Basics of event/party planning.

BBQ Like a Pro!, 5hrs, \$85

2150, 3/21, S, 11am-4pm, RTC, F

Join Chef Lou for tips, techniques, and recipes that create the best rib-ticklin' BBQ around!

Retirement Planning Today, 6hrs, \$69

2172, 3/24-3/31, T, 6-9pm, SCWT B102, B

2173, 3/28-4/4, S, 9am-noon, SCWT C113, B

Aspects of personal finance and how they can work together to create an integrated retirement plan.