



TRAINING WORKSHOP CATALOG

2012

Partners:



941 Market Street Piketon, Ohio 45661
(740) 289-2371
www.pikecac.org/BD

2012 Tentative Training Schedule

January:

- 11th - Microsoft Excel 2007 Level 1 (8:30 am - 4:30 pm)
- 17th - Small Business Class Begins (Every Tues. & Thurs., 1 - 4 pm)

February:

- 8th - QuickBooks 2010 Introduction (8:30 am - 4:30 pm)
- 16th - Small Business Class Ends
- 22nd - Microsoft Excel 2007 Level 2 (8:30 am - 4:30 pm)

March:

- 7th - QuickBooks 2010 Advanced (8:30 am - 4:30 pm)
- 21st - Microsoft Access 2007 Level 1 (8:30 am - 4:30 pm)

April:

- 4th - Microsoft Word 2007 Level 1 (8:30 am - 4:30 pm)
- 10th - Small Business Class Begins (Every Tues. & Thurs., 1 - 4 pm)

May:

- 10th - Small Business Class Ends
- 16th - Microsoft Word 2007 Level 2 (8:30 am - 4:30 pm)
- 30th - Introduction to Personal Computers (9:00 am - 1:00 pm)

June:

- 13th - Microsoft Publisher 2007 (8:30 am - 4:30 pm)
- 27th - Microsoft PowerPoint 2007 Level 1 (8:30 am - 4:30 pm)

July:

- 11th - QuickBooks 2010 Introduction (8:30 am - 4:30 pm)
- 25th - Microsoft Excel 2007 Level 1 (8:30 am - 4:30 pm)

August:

- 8th - Microsoft Excel 2007 Level 2 (8:30 am - 4:30 pm)
- 22nd - QuickBooks 2010 Advanced (8:30 am - 4:30 pm)
- 28th - Small Business Class Begins (Every Tues. & Thurs., 1 - 4 pm)

September:

- 12th - Introduction to Personal Computers (9:00 am - 1:00 pm)
- 27th - Small Business Class Ends

October:

- 3rd - Microsoft Word 2007 Level 1 (8:30 am - 4:30 pm)
- 17th - Microsoft Word 2007 Level 2 (8:30 am - 4:30 pm)

November:

- 14th - Microsoft Access 2007 Level 1 (8:30 am - 4:30 pm)

December:

- 5th - Microsoft PowerPoint 2007 Level 1 (8:30 am - 4:30 pm)
- 19th - Microsoft Publisher 2007 (8:30 am - 4:30 pm)

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***Working to promote
economic growth
in the area since 1993***



ACCESS 2007 LEVEL 1

Course Objective: You will create and modify new databases and their various objects.

Price: \$90.00
Length: 1 day



EXCEL 2007 LEVEL 1

Course Objective: You will create and edit basic Microsoft Office Excel 2007 worksheets, workbooks and basic formulas.

Price: \$90.00
Length: 1 day



EXCEL 2007 LEVEL 2

Course Objective: You will apply visual elements and advanced formulas to a worksheet to display data in various formats.

Price: \$90.00
Length: 1 day



POWERPOINT 2007 LEVEL 1

Course Objective: You will explore the PowerPoint environment and create a new presentation. You will format text on slides to enhance clarity.

Price: \$90.00
Length: 1 day



***For full class curriculum and registration brochure, visit: www.pikecac.org/BD or Call (740)289-2371**

***Prices Subject to Change**



POWERPOINT 2007 LEVEL 2

Course Objective: You will use the new and enhanced features to create dynamic and visually appealing presentations.

Price: \$90.00
Length: 1 day



PUBLISHER 2007

Course Objective: You will create, format, revise, and distribute publications.

Price: \$90.00
Length: 1 day



WORD 2007 LEVEL 1

Course Objective: You will create, edit, and enhance standard business documents using Microsoft Office Word 2007.

Price: \$90.00
Length: 1 day



WORD 2007 LEVEL 2

Course Objective: You will create complex documents and build personalized efficiency tools.

Price: \$90.00
Length: 1 day



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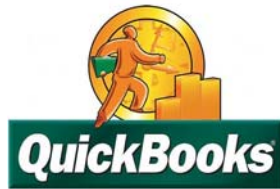
***Prices Subject to Change**



INTRODUCTION TO PERSONAL COMPUTERS

Course Objective: You will learn the basic skills necessary to operate a personal computer and perform introductory tasks.

Price: \$60.00
Length: 1/2 day



QUICKBOOKS INTRODUCTION

Course Objective: You will use the basic features of QuickBooks to record and track your business transactions.

Price: \$90.00
Length: 1 day



QUICKBOOKS ADVANCED

Course Objective: You will use the advanced features in QuickBooks to create estimates, convert estimates into invoices, process sales tax and payroll, generate reports, review client data, and work with other applications.

Price: \$90.00
Length: 1 day



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***Prices Subject to Change**

Small Business Class

Self-Employment: From Dream to Reality!

Course Objective:

To help you develop your plan to be a successful entrepreneur and give you the opportunity to learn a variety of skills needed to own and operate a small business. The student will also learn how to develop a detailed business plan.

Price: \$90.00
Length: 5 Weeks
On Tuesdays & Thursdays
Tuition Assistance Available



CUSTOMIZED TRAINING

Need a customized training to fit the personal demands of your business or department? Need personalized Microsoft office, QuickBooks or other computer software training? How about customer service, marketing or leadership workshops? The Business Development Program can develop and implement customized workshops to meet your group's needs. Please contact us for a FREE no-cost consultation and let us customize your trainings.



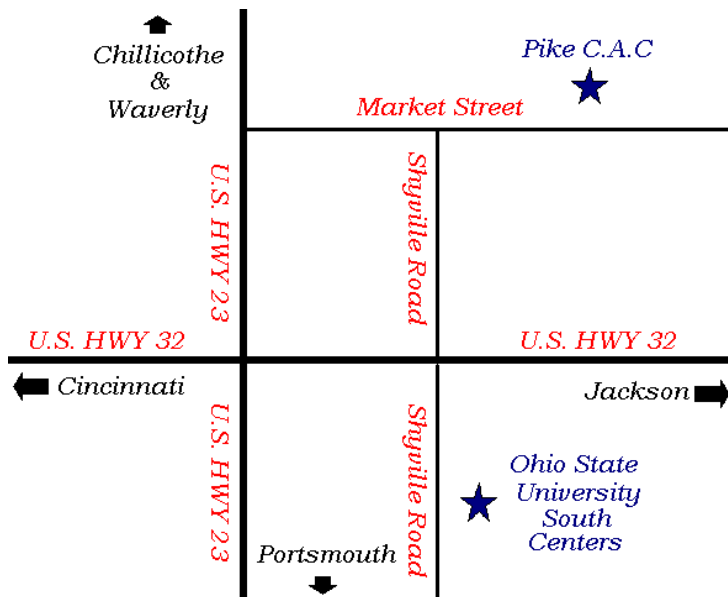
Price: TBD
Length: TBD
Group Rates Available

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***Prices Subject to Change**

Mission Statement

Our mission is to enhance the economic potential in Pike, Ross, Scioto & Jackson Counties through the facilitation of personal and professional development strategies and ultimately through job creation and retention.



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