![ARAPAHOE COMMUNITY COLLEGE Corporate Learning Division]

TRAINING COURSES
For State of Co—Department of Personnel

3 LOCATIONS!

Computer Classes run from 9:00 a.m. to 4:00p.m.

University Center at Chaparral—15653 Brookstone Drive, Parker

Course						
Windows® XP- $155.00	Aug 8	Sept 8	Oct 20	Nov 3	Dec 9	
Microsoft® Word Beginning - $155.00	Aug 6	Sept 9	Oct 6	Nov 6	Dec 5	
Microsoft® Word Intermediate - $155.00	Aug 13	Sept 18	Oct 16	Nov 14	Dec 12	
Microsoft® Word Advanced - $155.00	Aug 26	Sept 26	Oct 23	Nov 18		
Word 2007 New Features - $155.00	Aug 21	Sept 19	Oct 15			
Microsoft® Excel Beginning - $155.00	Aug 4	Aug 11	Sept 4	Oct 3	Oct 10	Nov 4	Dec 2
Microsoft® Excel Intermediate - $155.00	Aug 20	Sept 23	Oct 14	Oct 20	Nov 12	Dec 10
Microsoft® Excel Advanced - $155.00	Aug 28	Sept 30	Oct 24	Nov 20	Dec 15	
Excel 2007 New Features $155.00	Aug 12	Sept 19	Oct 28			
Microsoft® Project 2003 - $310.00	Sept 25—26	Nov 13—14				
Microsoft® PowerPoint® Beg- $155.00	Aug 15	Sept 10	Oct 7	Nov 7	Dec 4	
Microsoft® PowerPoint® Adv - $155.00	Aug 27	Sept 24	Oct 21	Nov 17	Dec 16	

DTC CAMPUS: 5660 Greenwood Plaza Blvd, Greenwood Village (I-25 & Orchard)

Course				
Microsoft® Access Beginning - $310.00	Sept 11—12	Oct 9—10	Nov 10—11	Dec 8—9
Microsoft® Access Advanced - $155.00	Sept 29	Oct 22	Nov 21	Dec 17
Microsoft® Outlook® - $155.00	Aug 14	Sept 17	Oct 7	Nov 4	Dec2
Microsoft® FrontPage—$219.00	Sept 19	Nov 19		

Colorado Free University—7653 East 1st Place, Denver (near 1st and Quebec)

Course			
Adobe Photoshop CS3 - $386.00 (2 days)	Aug 12 & 19	Sept 18 & 25	Oct 22 & 29
Adobe® CS3– 2-Day Intensive—$458.00	Aug 23 & 24	Sept 20-21	Oct 25 & 26
Adobe® Photoshop® Elements - $139.00	Aug 19	Sept 26	Oct 28
Adobe® Illustrator® CS3 - $386.00 (2 days)	Aug 14 & 21	Sept 16 & 23	Oct 24 & 31
Adobe InDesign CS3 - $386.00 (2 days)	Aug 22 & 29	Sept 17 & 24	Oct 20 & 27
QuickBooks PRO for Windows $169.00	Aug 20	Sept 15	Oct 30
Integrated Web Design— $254.00	Aug 22 & 29	Sept 18 & 25	Oct 13 & 14
Adobe® Dreamweaver® $386.00 (2days)	Aug 19 & 26	Sept 19 & 26	Oct 20 & 21

BUSINESS SKILLS

DTC CAMPUS: 5660 Greenwood Plaza Blvd, Greenwood Village (I-25 & Orchard)

Course				
GO! Get Organized and Increase Your Productivity - (9:00-12:00) $169.00	Aug 26	Sept 23	Oct 24	Nov 20
Effective Presentations (8:30-12:30) $169.00	Aug 22	Sept 17	Oct 16	Nov 11
Business Writing Skills (8:30-1:30) $169.00	Aug 21	Sept 12	Oct 8	Nov 6

REGISTER BY CALLING 303.734.3701 * mention that you are from the State

Course Outlines

Windows XP: This course teaches students to create a document, organize files, work with Windows Messenger, create an efficient work environment, work with media, clean up their system and find information on the Internet.

MS Word 2003 Beginning: The MS Word Beginning course teaches students the skills to use the basic operations of Microsoft® Word. This course is for persons who want to create, edit, format, layout and print standard business documents complete with tables and graphics

MS Word 2003 Intermediate: The MS Word Intermediate course teaches students to create and modify standard business documents, customize tools and graphic elements and perform mail merges.

MS Word 2003 Advanced: The MS Word Advanced course teaches students to use the advanced features of Word to create, manage, revise and distribute long documents, forms and Web pages.

MS Word 2007 NEW FEATURES: In this course you will explore the components of the results-oriented interface of the Word 2007 environment and customize the interface to suite your requirements. You will learn where all the buttons are and use the revised features available to create professional documents. This class is geared towards the non-beginner, those that have had experience with Word 2003.

MS Excel 2003 Beginning: The MS Excel Beginning course teaches students the basic operations of an Excel worksheet. This course is designed for persons who desire to gain the skills necessary to create, edit, format, and print basic Microsoft® Excel 2003 worksheets

MS Excel 2003 Intermediate: The MS Excel Intermediate course teaches students the skills to create templates, sort and filter data, import and export data and analyze data in Excel.

MS Excel 2003 Advanced: The MS Excel Advanced course teaches students the skills to create macros, collaborate with others, audit and analyze worksheet data, create PivotTables and Pivot Charts, incorporate multiple data sources and import/export data in Excel.

MS Excel 2007 NEW FEATURES: You have worked with Microsoft® Office Excel® 2003, and you now need to be aware of the additional features in the latest release of the software for improving the management, presentation, and distribution of your spreadsheets. In this course, you will work with the new and enhanced features in Microsoft® Office Excel® 2007 including ribbons, contextual tabs and excel galleries.

MS Access Beginning: The MS Access Beginning course teaches students the skills necessary to learn the basic operations of the MS Access database program to perform their day-to-day responsibilities and to understand the advantages that using a relational database program can bring to their business processes. This course provides the fundamental knowledge and techniques to understand relational databases, work tables, create and maintain records, produce reports and use programming techniques that enhanced Access applications.

MS Access Advanced: The MS Access Advanced course teaches students the skills to run advanced operations in MS Access databases. This course provides knowledge to create advanced queries, forms and reports, write macros to automate common tasks and performing general database maintenance.

MS Outlook: . This class teaches you to use the mail system fully—attach, send and forward files, learn all the calendar features, schedule meetings for multiple people in multiple locations, track messages, and work with tasks and notes

MS Project: The MS Project course teaches students the skills necessary to use the software as a tool to assist them in managing projects. The topics in this course cover the critical skills necessary to create and modify a project plan file that contains tasks, resources, and resource assignments. Students create a project plan containing tasks, organize tasks into a work breakdown structure, create and assign resources and finalize the project to implement the project plan.

QuickBooks Pro: The QuickBooks Beginning course teaches students how to set up and use QuickBooks to record the daily operations of your business, the basics of accounting and how to read financial statements. The course presents an overview of how daily activities can be entered into QuickBooks and turned into wise business strategies.

MS PowerPoint Beginning: The MS PowerPoint Beginning course teaches students the basic fundamentals needed to create and modify basic PowerPoint presentations. This course is for those students with limited knowledge of MS PowerPoint that wish to learn more skills.

MS PowerPoint Advanced: The MS PowerPoint Advanced course teaches students skills necessary to work with design templates, organizational charts, special effects, Web presentations, collaboration functionality and advanced presentation delivery

Adobe InDesign Creative Suite 3: In the Introduction class learn about importing and resizing images, exporting to PDF format, color and file formats, type formatting, creating master pages, setting up time-saving style sheets, using preflight and packaging and more.

Adobe Photoshop Creative Suite 3: This multi-program design experience, our Creative Suite Weekend Intensive takes you step by step through the process of creating a brochure. The course combines the creativity of InDesign CS3 for layout, the incomparable Photoshop CS3 image editing for images, and the impressive Illustrator CS3 for logos and line art   Learn how to import and format type, manipulate and retouch images and create an original logo design in just two days.

Adobe Creative Suite 3 (2-Day Intensive): A multi-program design experience, our Creative Suite Weekend Intensive takes you step-by-step through the process of creating a brochure. Combine the creativity of InDesign CS3 for layout, the incomparable Photoshop CS3 image editing for images, and the impressive Illustrator CS3 for logos and line art. Learn how to import and format type, manipulate and retouch images, and create an original logo design in just 2 days.

Adobe Photoshop Elements: The Adobe Elements course teaches students the power to enhance photos. Learn to make quick fixes, organize, and electronically share your digital photos and albums

Adobe Illustrator: The Adobe Illustrator course teaches students how to use the software to create and manipulate graphs, drawings and logos

Integrated Web Design: Web design is more than just HTML. The key to success at web design is the ability to combine HTML, CSS, graphics, data bases, Flash and more. This class takes a solid look at the basics and serves as an overview of the many disciplines required to be a true Webmaster. Topics include Image Optimization, Design Principles, Integrating Multimedia, Dynamic Content (CMS, Blogs) and Hosting/FTP/Publishing.

GO! Seminar: "GO" stands for **G**etting **O**rganized! The GO System is a proven, step-by-step process that can help you become more focused, organized and productive. The Go system will help you find things when you need them and helps you stay focused on high-priority activities. Six major issues will be covered: handling incoming items, prioritizing, using time rationally, managing projects, personality issues, and psychological issues. The course is only 3 hours long.

Effective Business Presentations: Making business presentations can create anxiety even for the most seasoned professionals. During the 4-hour workshop, participants will learn (and practice) a practical, systematic approach to developing and delivering presentations. Effective openings and closings will be covered, as well as using visual aids facilitating discussion, and responding to questions.

Business Writing Skills: This 5-hour workshop will help students understand the basic requirements for writing assignments needed at their place of work. Generic examples of letter writing, memoranda, and e-mails will be reviewed and discussed with the class. Students will submit individual writing examples to the instructor prior to the start of class for individualized feedback and practice. Grammar, punctuation, writing style and exercises will be discussed.