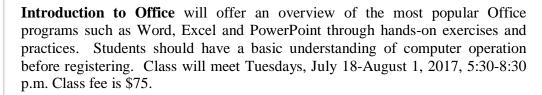


3001 S.W. College Road Ocala, FL 34474-4415 www.CF.edu/noncredit

Business and Technology Noncredit Courses Fall 2017



Basic Excel 2016 will provide basic knowledge on using Microsoft Excel 2016. Individual functions will be explained. Topics included but not limited to workbooks, tables, formatting and charts. Class will meet Tuesdays, August 8-22, 2017, 5:30-8:30 p.m. Class fee is \$75.

Introduction to Office and **Basic Excel** can be bundled. Combined class fee is \$125.

Intermediate Excel 2016 covers topics such as pivot tables, lookup formulas, conditional formatting and macros. Class will meet Thursdays, August 31-September 21, 5:30-8:30 p.m. Class fee is \$85.

Warehouse Processes covers topics such as shipping and receiving, inventory control systems, and basic forklift operations. Students will receive OSHA 10-hour certification. Class will meet Sept. 9-21, 2017, times to be announced. Class fee is \$340. Tuition assistance may be available.

Supervisor Training is an interactive class that provides new and current supervisors with tools for effective leadership, management, delegation, coaching and feedback. Class will meet Thursdays, September 28 and October 5, 2017, 8:30 a.m.-noon. Class fee is \$79.

Conflict Management will address communicating with different styles during discussion, disagreement and conflict. Discuss the principles of conflict and its importance to team development. The course will also cover difficult personalities and steps for having a tough conversation. Class will meet Thursdays, September 28 and October 5, 2017, 1-4:30 p.m. Class fee is \$79.

Supervisor Training and **Conflict Management** can be bundled. Combined class fee is \$129.

Advanced Excel 2016 includes topics such as advanced formulas, macros, and more. Class will meet Wednesday, October 4, 11 and 18, 2017, 5:30-8:30 p.m. Class fee is \$75.

For more information or to register for these courses, contact Bonnie Hays at 352-854-2322, ext. 1855, or haysb@cf.edu or visit www.cf.edu/noncredit

College of Central Florida offers equal access and opportunity in employment, admissions and educational activities. The college will not discriminate on the basis of race, color, ethnicity, religion, gender, pregnancy, age, marital status, national origin, genetic information or disability status in its employment practices or in the admission and treatment of students. Recognizing that sexual harassment constitutes discrimination on the basis of gender and violates this policy statement, the college will not tolerate such conduct. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Equity Officer, Ocala Campus, Ewers Century Center, Room 201C, 3001 S.W. College Road, 352-854-2322, ext. 1437, or smithc@cf.edu.









