

Business and Technology Noncredit Courses Fall 2017



Introduction to Office will offer an overview of the most popular Office programs such as Word, Excel and PowerPoint through hands-on exercises and practices. Students should have a basic understanding of computer operation before registering. Class will meet Tuesdays, July 18-August 1, 2017, 5:30-8:30 p.m. Class fee is \$75.

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