

Legal Administrative/Secretarial Careers

This course takes an in-depth look at working in the legal environment. Learn about the structure and culture of law firms, legal terminology, drafting, editing and filing legal documents, and software applications specific to law firms. Students, both male and female, interested in pursuing a career in the legal field will find this course informative and helpful in making their career choice. Textbook is included.

code: GSBUR-001-MC cost: \$139
dates: Apr 12-May 10 days: TH
time: 06:30pm-08:30pm location: MAC 118

Project Management Professional — Exam Preparation Boot Camp

This course is designed for professional project managers who wish to further their career prospects, or for project managers seeking employment. It includes the framework of all the project management best practices as outlined by PMI® (Project Management Institute). This course fulfills the 35-hour educational requirement to sit for the PMP exam and is based on the PMBOK® (Project Management Body of Knowledge), 5th edition. There is also a hands-on class project that will help the students master the essential elements.

code: GSBUS-047-MC cost: \$389
dates: Feb 20-Apr 11 days: MW
time: 06:30pm-09:30pm location: MAC 115

Start Your Own eBay Drop Off Store

Turn unwanted items into a lucrative source of income by starting an eBay drop off store. Master the art of setting up a business, writing a marketing plan, taking super photos, creating dynamite listings, and offering great customer service. Also, check out our “Business for Entrepreneurs Simplified” course for a hands-on, live classroom experience to help your eBay business grow.

Effective Business Writing

If you communicate with others in writing, this course will help you identify and eliminate problem areas. By the end of this course, you'll know the secret to developing powerful written documents, including e-mail, that immediately draws readers in and motivates them to do what you want.

Six Sigma: Total Quality Applications

Learn how to effectively apply the elements and methods of Six Sigma. Understand how more than 25 tools and methods relate to the DMAIC (define, measure, analyze, improve, and control) model. This course will help you prepare for the internationally-recognized Six Sigma Black Belt and Quality Manager exams offered by the American Society for Quality® (ASQ®).

Computers

Textbooks are included in the tuition cost unless specified. Students are required to bring their own USB drive. Class work and homework cannot be saved on computers.

Introduction to Computers

Learn basic computer skills that are personally and professionally useful including an overview of hardware, software, operating systems, and basic commands.

code: GSVS-067-PS cost: \$189
dates: Feb 01-Feb 29 days: W
time: 06:30pm-09:30pm location: 3205

Keyboarding

Rather than typing finger by finger, learn how to operate the letter keys by touch, increasing the number of typed words per minute. A textbook must be purchased and brought to the first class.

code: GSVS-091-MC cost: \$129
dates: Feb 22-Apr 18 days: W
time: 06:30pm-09:30pm location: MAC 114

Microsoft Word—Beginning (Word 2007)

From personal letters to professional manuscripts, learn the easy and correct way to create a document. Learn how to create and edit documents, move and copy text, insert numbers and bullets, create envelopes and labels, use templates, and print.

code: GSVS-077-PS cost: \$189
dates: Feb 13-Mar 12 days: M
time: 06:30pm-09:30pm location: 3205

Microsoft Word—Intermediate (Word 2007)

This course is a continuation of Microsoft Word—Beginning. This course covers styles, long document handling, headers and footers, master documents, tables, mail merge, borders and shading, basic macros, graphics, borders, and fills.

code: GSVS-078-PS cost: \$189
dates: Mar 26-Apr 23 days: M
time: 06:30pm-09:30pm location: 3205

Microsoft Excel—Beginning (Excel 2007)

Learn to build, edit, and use spreadsheets. Basic formulas, formatting, and build-in functions are covered.

code: GSVS-094-PS cost: \$189
dates: Feb 15-Mar 14 days: W
time: 06:30pm-09:30pm location: MAC 115

Microsoft Excel—Intermediate (Excel 2007)

This course is a continuation of Microsoft Excel—Beginning. Learn to create and filter lists, use graphing features, link formulas across spreadsheets, create templates, and use advanced functions.

code: GSVS-095-PS cost: \$189
dates: Mar 28-Apr 25 days: W
time: 06:30pm-09:30pm location: 3205

Microsoft Office (Office 2007)

This course gives an overview of three programs included in the Microsoft Professional Office Suite for Windows. In Word, the basics of word processing; in Excel, spreadsheets; and in PowerPoint, creating presentations. A basic understanding of Windows is required.

code: GSVS-089-PS cost: \$289
dates: Feb 18-Apr 21 days: S
time: 09:00am-01:00pm location: 3205

Introduction to Microsoft Outlook 2007

Learn the essentials of Microsoft Outlook 2007 from an expert instructor who's already helped thousands become productive and confident with previous versions of Outlook. Get up and running quickly with the most important aspects of the program, and even create a Google Gmail account for class assignments and personal use.

Introduction to Dreamweaver CS5

In these step-by-step lessons, you'll build an in-class, professional-quality Web site using Adobe Dreamweaver CS5—and in the process, you'll discover how to plan a Web site from the ground up. By the time you're done, you'll be using this powerful software tool with skill and confidence.

Peachtree Accounting

This is an introduction to Peachtree commercial accounting software applications. Textbooks can be purchased at main campus bookstore

Code: GSCOM008MC Cost: \$155.00
Dates: March 6 - April 12 Days: TTH
Time: 7P-9:45P Location: MAC 115

Quickbooks

Quickbooks is designed for the small to mid-size business owner who enjoys Quicken's ease of use but prefers a more traditional approach to accounting. Learn how this program can make it a snap to set up a chart of accounts; reconcile checking accounts; create and print invoices, receipts, and statements; track payables, inventory and receivables; create estimates; and generate reports. Textbooks can be purchased at the main campus bookstore.

Code: GSCOM009MC Cost: \$155.00
Dates: April 17 - May 17 Days: TTH
Time: 7P-9:45P Location: MAC 115

Computer Quick Shots

(see Business section for additional classes)

What are Quick Shots? These four hour classes are designed to teach the basic operations of the most popular applications. We provide enough information to get started in these programs. For additional instruction, enroll in the college's regular non-credit courses.

Microsoft Word Step I

This class introduces newcomers to word processing using Word. Learn to create a basic document, save options, use of templates, and how to move around the document. Auto correct, selecting text using both the keyboard and the mouse, basic formatting, and editing also are introduced.

code: PICOM-005-MC cost: \$49
dates: Feb 03 days: F
time: 09:00am-01:00pm location: MAC 114

Excel Step I

Learn about the power of a spreadsheet including how to avoid major mistakes in creating spreadsheets, inputting data, saving, and opening. Formulas and basic formatting also are covered.

code: PICOM-006-MC cost: \$49
dates: Feb 17 days: F
time: 09:00am-01:00pm location: MAC 114

Powerpoint Step I

Gain a basic introduction to PowerPoint and the benefits of its use. Learn about slide selection, objects, inserting text, and basic formatting, as well as use of auto correct and dangers of spell check. The class also introduces selecting clip art, adding charts, sound and animation, and playing the presentation.

code: PICOM-009-MC cost: \$49
dates: Mar 02 days: F
time: 09:00am-01:00pm location: MAC 114

Tune up Your PC

Don't throw out that old computer! Computers that are moving slower may benefit from a basic tune up by cleaning clutter and junk. This class covers basic security and how it affects speed, using scanners that pop up while on the Internet, and how to make sure a registry is properly backed up.

code: PICOM-019-MC cost: \$49
dates: Mar 16 days: F
time: 09:00am-01:00pm location: MAC 114

Working with Pivot Tables and Basic Macros

Learn what a Pivot Table is and how it is best used to rearrange data to find a trend or solution. Class includes program instructions to create and run basic macros.

code: PICOM-024-MC cost: \$49
dates: Mar 30 days: F
time: 09:00am-01:00pm location: MAC 114

Introduction to MS OneNote

Learn how to work with this new, computer-based organization system to be more efficient in day-to-day work and have information handy. OneNote is an idea processor, a notebook, and an information organizer. Learn how to create notebooks and documents, to-do lists, tables, spreadsheets, and research on the Internet.

code: PICOM-028-MC cost: \$49
dates: Apr 13 days: F
time: 09:00am-01:00pm location: MAC 114

Construction

Basic Construction Skills for the Homeowner and Rehabber

This course is designed to help individuals learn basic construction skills whether they are interested in getting into the construction trades, becoming a rehabber, or would like to complete construction projects around the home. Students build a room in class, and learn proper use of power and hand tools; layout and calculating materials; wall and ceiling construction; drywall installation and taping; painting and staining techniques; plumbing repairs including sweating copper pipe and working with pvc piping; electrical works including fixture and ceiling fan installation; installing a suspended ceiling; and installing a pre-hung door and trim. Please bring a tape measure, hammer, and safety glasses to class. Extra tools are available in class.

code: GSCST-026-PS cost: \$299
dates: Mar 03-Apr 21 days: S
time: 09:00am-01:00pm location: K 115