NorthWest Arkansas Community College

Business Development - Corporate Learning Class Schedule

Instructor-led Classes ~ Hands-on Training

With the depth and breadth to serve the Northwest Arkansas and surrounding region, and through the development of strategic partnerships for companies with global footprints, **NWACC Business Development - Corporate Learning** delivers innovative training and business services that help develop your team for maximum performance. Our staff and partners bring real-world experience to your training partnership, with a focus on quality, cost-effectiveness, and convenience.

NWACC Business Development - Corporate Learning offers training in technical and computer skills, leadership development, team-building, quality and continuous improvement, customer service, communication, sales and specialized skill sets that directly meet your needs. In addition, we offer customer-based services such as needs analysis, curriculum development, facilitation, consulting, and state-of-the-art meeting facilities.

Please contact **Stacy Reagan** to register and any other questions you may have about group rates or other classes not scheduled here.

Excel Level 1

- Modifying and formatting data
- Calculating data
- Preparing to print spreadsheets
- Managing multiple worksheets

Excel Level 2

- Managing and organizing lists
- Sorting, Filtering and Subtotals
- Pivot tables
- Charts

Excel Level 3

- Creating formulas
- Using Advanced Functions
- Analyzing and protecting data
- Recording macros

Word Level 1

- Selecting and editing text
- Formatting text
- Creating and formatting tables
- Page setup options

Word Level 3

- Using Mail Merge
- Working with forms
- Working with long documents
- Recording macros

Access Level 1

- Sorting, filtering, and editing Tables
- Creating basic data entry Forms
- Selecting and summarizing Queries
- Grouping and sorting Report data

Access Level 2

- Database design rules
- Designing Forms and sub-forms
- Complex queries
- Reports with multiple groups

Access Level 3

- Automating Forms w/macros
- Creating Parameter, Crosstab and Action Queries
- Reports with Sub-reports

Word Level 2

- Working with Templates
- Creating and modifying styles
- Inserting and formatting graphics
- Enhancing the document

PowerPoint Level 1

- Creating & editing presentations
- Adding & formatting slide content
- Applying transitions & animations
- Presenting the presentation

Register Today!

Stacy Reagan
(479) 936-5108
sreagan@nwacc.edu

Business Development
Corporate Learning

**Don't see what you need?
Just ask Stacy.**

Class Instructor

Lucy Thompson

Master Instructor
Microsoft Certified Trainer
17 years of classroom experience

See Class Schedule on back

NorthWest Arkansas Community College

Business Development - Corporate Learning

Summer Schedule

Half-day Classes - $95 Time: 8:00am to 12:00pm

May 2013

Room	Date	Class
C209	May 02	Excel Level 3
C209	May 06	Excel Level 1
C209	May 09	Access Level 1
C206	May 13	PowerPoint 2007
C209	May 23	Excel Level 2
C209	May 30	Excel Level 3

June 2013

Room	Date	Class
C205	Jun 03	Word Level 1
C205	Jun 05	Excel Level 1
C205	Jun 12	Excel Level 2
C205	Jun 24	Word Level 2
C209	Jun 27	Excel Level 3

July 2013

Room	Date	Class
C205	Jul 03	Outlook & Email Etiquette
C205	Jul 08	Word Level 1
C209	Jul 11	Excel Level 1
C209	Jul 18	PowerPoint 2010

July 2013 - Continued

Room	Date	Class
C205	Jul 22	Word Level 2
C209	Jul 25	Excel Level 2
C205	Jul 31	Excel Level 3

August 2013

Room	Date	Class
C209	Aug 01	Excel Level 1
C205	Aug 05	Word Level 3
C209	Aug 15	Excel Level 2
C205	Aug 19	Outlook & Email Etiquette
C209	Aug 22	PowerPoint 2010
C209	Aug 29	Excel Level 3

Register Today!

Contact: Stacy Reagan

Phone: (479) 936-5108

Email: sreagan@nwacc.edu

Instructor

Lucy Thompson

lthompson7@nwacc.edu

Full-day Classes - $119 Time: 8:00am to 3:00pm

May - July 2013

Room	Date	Class
C209	May 28	Access Level 2
C205	Jul 01	Access Level 1
C205	Jul 15	Access Level 2

August 2013

Room	Date	Class
C205	Aug 07	Access Level 3
C205	Aug 12	Access Level 1
C205	Aug 26	Access Level 2

Books available for purchase for an additional $25

Location: Shewmaker Center for Workforce Technologies Building