

**Unless otherwise noted, all non-credit computer courses are \$93.00 (price includes materials). Courses are 8 hours long and day courses meet 2 consecutive days (4 hours each day) 8:00 a.m. till 12:00 noon. We also schedule night courses that meet 2 weeks, 2 nights per week, 2 hours each night, 6:00 p.m. till 8:00 p.m. If you are interested in taking any computer course call us at the number below. We will work with you to schedule the course to meet your needs at a time convenient to your schedule. Call 256-331-5297 for registration, questions, or to schedule a course.**

## NON-CREDIT COMPUTER CLASSES

**Access Level I** - Most organizations maintain and manage large amounts of information. One of the most efficient and powerful ways of managing data is by using relational databases. Information can be stored, linked, and managed using a single relational database application and its associated tools. You will examine, design, build, create a relationship and manage a database. Learn to query and filter data, design forms, and design reports.

**Access Level II** - You will learn how to maintain data consistency, how to customize database components, and how to share Access data with other applications. Learn to control data entry, join tables in queries, create flexible queries, improve forms, restrict data in forms, add command buttons to forms, create subforms, customize reports, add summary data to reports, add subreports, create mailing label report, import and export data, analyze data in excel and merge data with word.

**Access Level III** - You will extend your knowledge into some of the more specialized and advanced capabilities of Access by structuring existing data, writing advanced queries, working with macros, enhancing forms and reports, and maintaining a database. Analyze tables, create a junction table, improve table structure, write advanced queries, create and attach a macro, restrict records using a condition, validate data using a macro, automate data entry with macros, make effective use of forms with calendars, tab pages, and summary of data in a form, effective reports with charts, data in columns, cancel printing of a blank report, and create a snapshot report, maintaining a database through link tables, object dependency, document a database, and analyze the performance of a database.

**Access Level IV** - Learn to import and export XML data, export to Outlook Address Book, collect data through email messages, automate a process with VBA, create and modify a switchboard, set startup options, distribute and secure databases, and share databases using a sharepoint site.

**Adobe Level I** - You may have used different applications to create documents for your own reference. However, you may now be required to share your files electronically by email, over a network, or on the web, so that recipients can view, print, and offer feedback. In this course, you will use Adobe® Acrobat® 9.0 to make your information more portable, accessible, and useful to meet the needs of your audience. Learn to access a PDF document, create PDF documents, navigate a PDF document with search, bookmarks, links, articles, modify PDF documents, work with multiple PDF documents, review a PDF document and validate a PDF document.

**Adobe Level II** - You will use Adobe® Acrobat® 9.0 Pro to convert technical documents to PDF files, enhance and control PDF content accessibility, customize PDF documents for interactive use online, and prepare PDFs for commercial printing. Learn to enhance and create interactive PDF forms in adobe Livecycle Designer, and prepare and finalize a PDF for commercial printing.

**Excel Level I** - You have basic computer skills such as using a mouse, navigating through windows, and surfing the Internet. You have also used paper-based systems to store data that you run calculations on. You now want to migrate that data to an electronic format. You will create basic worksheets, perform basic calculations, modify and format worksheets, print workbook contents, and learn to manage large workbooks.

**Excel Level II** - Learn to streamline repetitive tasks and display spreadsheet data in more visually effective ways; Learn to calculate data with advanced formulas organize worksheet and table data, sort or filter data. Create, modify and format charts and create and use Pivot Tables and Pivot Charts. Insert graphic objects, customize excel environment, manage, create and use templates.

**Excel Level III** - With a solid foundation in the basic and intermediate skills of Excel. Automate some common tasks, applying advanced analysis techniques to more complex data sets, collaborating on worksheets with others, and sharing Excel data with other applications. You will work macros, conditional formatting, data validation criteria, update workbook properties, modify default setting, protect files, share a workbook, set and review revision tracking, merge workbooks, administer digital signatures, and restrict document access. Also, audit worksheets using trace cells, troubleshoot formulas, watch and evaluate formulas, create a data list outline, analyze data, work with multiple workbooks, and import and export data.

**PowerPoint Level I** - In today's work environment, presentations have moved far beyond flip charts and overhead projectors. Audiences not only expect that your presentations are in an electronic format, but they also demand that your presentations be unique and sophisticated in their use of such formats. You will create electronic presentations. You will explore the PowerPoint environment and create a new presentation. You will format text on slides to enhance clarity. In order to enhance the visual appeal, you will add graphical objects to a presentation and modify them. You will also add tables and charts to a presentation to present data in a structured form. You will then finalize a presentation to deliver it.

**Power Point Level II** - You will enhance your presentation with features that will transform it into a powerful means of communication. You will customize the PowerPoint interface to suit your requirements and use the new and enhanced features to create dynamic and visually appealing presentations. You will then finalize a presentation and secure it to authenticate its validity. Learn to customize a design template, add diagrams, add special effects, customize a slide show, collaborate on a presentation, and secure and distribute a presentation.

**Project Level I** - You need to gather information about the various tasks involved, resources required to accomplish the tasks, and the overall cost in order to plan a project. Project acts as a tool that assists you in managing your projects. You will create and modify a project plan. You will create a project plan containing tasks, organize these tasks in a work breakdown structure containing task relationships, create and assign resources, and finalize the project to implement the project plan.

## NON-CREDIT COMPUTER CLASSES (cont'd)

**Project Level II** - This course will build upon the knowledge gained, and give you the opportunity to work with a project plan once it reaches the project implementation phase. You will exchange project plan data with other applications, update project plans, create visual reports, and reuse project plan information.

**Publisher Level I** - Publisher is an easy-to-use, flexible program for creating newsletters, brochures, business cards, postcards, flyers, among others for print, email, and the web. In this course, you will look at how to create a publication from scratch or use one of the hundreds of business and personal designs available in Publisher. You will create, format, revise, and distribute publications.

**Quick Books Level I** - After completing this course, you should be able to: Set up a company, Work with lists, Set up inventory, Sell your product, Invoice for services, Work with bank accounts, Process payments, Enter and pay bills, Use the EasyStep Interview, Use online banking, Share files with an accountant.

**Quick Books Level II** - After completing this course, you should be able to: Customize forms, Use other QuickBooks accounts, Create reports, Create graphs, Track and pay sales tax, Do payroll with QuickBooks, Estimate, time track, and job cost, Write letters, and Synchronize with contact management software.

**Windows** - Welcome to Microsoft Windows the easy, fun way to learn Windows for computer novices. The book is designed especially for adult learners, seniors, and non-native speakers. It features illustrations and easy-to-use, straightforward design so students absorb concepts and develop skills--building their confidence and ensuring their success. Learning is reinforced with plenty of illustrations and practical, hands-on projects and exercises. You start with a definition of the computer and its major hardware items and progresses to introductory and intermediate Windows topics including the Desktop and control panel, text editing, the Clipboard, file management, Windows utilities, printing, applets, backgrounds, screensavers, and more.

**Word Level I** - Word processing is the use of computers to create, revise, and save documents for printing and future retrieval. It will provide you with the basic concepts required to produce basic business documents. Learn to edit documents, format text, format paragraphs, add tables, insert graphic objects, controlling page appearance and proof a document.

**Word Level II** - Customize and automate the way Word works for you. You will create complex documents by adding components such as, customized lists, tables, charts, and graphics. You will customize formats and styles, modify pictures, customize graphic elements, insert content using quick parts, controlling text flow, using templates to automate document creation, automate mail merges, and use macros to automate tasks.

**Word Level III** - You will use Word to create, manage, revise, and distribute long documents and forms. Link to other programs, collaborate on documents, managing document versions, adding reference marks and notes, making long documents easier to use, securing a document, and creating forms.

## TRAINING FOR BUSINESS AND INDUSTRY

The TBI Staff works with area companies to meet specific training needs. If scheduled classes, whether academic, or technical provide the required training, they are utilized. If there courses do not meet the company requirements, a TBI Coordinator works with a client company to develop a training program. Northwest-Shoals will provide the training to your standards. The Coordinator, along with company representatives, will monitor instruction to ensure employees reach the company's stated training outcomes. By partnering workforce training with the resources of our College, we are able to draw upon the most current personnel management practices along with modern equipment including computers, software, machine tools, robotics, electronics, and safety devices. Additionally, Northwest-Shoals is prepared to conduct training at the times and locations convenient for our business clients and their employees. e have served clients in Northwest Alabama, Northeast Mississippi, and South Central Tennessee. Some of our training subjects include but not limited to:

- Blueprint reading
- Computer Numeric Control (CNC)
- Computer Software training
- Emergency Medical Services/Technology
- Forklift Operations
- Machine Tool/CNC/Machine Shop Skills
- Mathematics ( basic manufacturing shop math)
- Programmable logic controllers (PLC)
- Statistical Process Control (SPC)
- Secretarial Skills
- ServSafe Essentials
- Spanish for the Workplace
- Industrial Maintenance - Electrical, Mechanical, General (Air Conditioning, Hydraulics, Plumbing & Gas, Pneumatics, & Refrigeration)
- OSHA - Confined space entry, Electrical safety, HAZCOM, HAZMAT, legal issues, plant safety training, safety process design, & standards.
- Workplace Readiness - Conflict resolution, Problem solving, Self-management, Teamwork
- CAD/CAM/CAE
- CFC Certification
- Drafting & Design - AutoCAD & Solid Works
- Equipment installation
- Leadership
- Pipe-fitting
- Precision electronics/assembly/measurement
- Relay Logic
- Welding

Call 256-331-5289 or email [mrwitt@nwscc.edu](mailto:mrwitt@nwscc.edu) for more information.