XCA301 ADVANCED MICROSOFT WORD **Tuition $130.00**

Expands upon the intermediate course and covers footnotes, endnotes, styles, graphics, advanced page layouts and macros. Prerequisite: XCA201. (4 meetings) (1.2 CEUs)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
99588	Grant	Monday	11/16-12/7	7:00pm-10:00pm	Sally Ann Slacke Ctr., 118A

XCA105 INTRODUCTION TO MICROSOFT EXCEL **Tuition $159.00**

Provides hands-on experience on the PC for the creation of electronic spreadsheets using Excel, Microsoft's spreadsheet package. Topics include basics of spreadsheet design and use of statistical and financial functions to produce reports. Prerequisite: XCO116 or equivalent knowledge. (4 meetings) (1.5 CEUs)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
99589	Ammerman	Monday	10/5-10/26	6:15pm-10:00pm	Smithtown Bldg., 118
99590	Eastern	Wed/Fri	9/16-9/30	6:15pm-10:00pm	Orient Bldg., 209
99591	Grant	Thursday	9/17-10/8	6:15pm-10:00pm	Sally Ann Slacke Ctr., 116

XCA205 INTERMEDIATE MICROSOFT EXCEL **Tuition $159.00**

Covers topics such as data management, template manipulation and management, file manipulation, function manipulation and management, and toolbar management. Prerequisite: XCA105. (4 meetings) (1.5 CEUs)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
99592	Ammerman	Monday	11/2-11/23	6:15pm-10:00pm	Smithtown Bldg., 118
99593	Grant	Thursday	10/22-11/12	6:15pm-10:00pm	Sally Ann Slacke Ctr.,116

XCA305 ADVANCED MICROSOFT EXCEL **Tuition $159.00**

Expands on the intermediate course and covers data analysis with pivot tables, workbook management, macro creation and advanced graphing techniques. Prerequisite: XCA205. (4 meetings) (1.5 CEUs)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
99594	Ammerman	Mon/Wed	12/7-12/16	6:15pm-10:00pm	Smithtown Bldg., 118

XCA110 INTRODUCTION TO MICROSOFT ACCESS **Tuition $159.00**

This introductory course familiarizes students with the easiest, full-featured Windows database for manipulating research data. Learn how to create a new database, use the Table Wizard and import data from Excel for analysis. Prerequisite: XCO116 or equivalent knowledge. (4 meetings) (1.5 CEUs)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
99595	Ammerman	Saturday	10/3-10/24	9:00am-12:45pm	Smithtown Bldg., 118

XCA210 INTERMEDIATE MICROSOFT ACCESS **Tuition $159.00**

Provides hands-on experience using operators, functions and expressions. Create formulas and develop queries. Create graphs and enhance forms. Prerequisite: XCA110. (4 meetings) (1.5 CEUs)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
99596	Ammerman	Saturday	11/7-12/5	9:00am-12:45pm	Smithtown Bldg., 118

XCA125 INTRODUCTION TO POWERPOINT **Tuition $99.00**

Learn how to develop exciting presentation materials, including a computer slide show. This introductory course covers button bars, wizards, text, formats and slide construction. Prerequisite: XCO116. (1.0 CEU) (3 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
99597	Eastern	Saturday	10/3-10/17	9:00am-12:20pm	Orient Bldg., 209

*Course Carries Student Accident Insurance Fee of $9.50