XCA101 INTRODUCTION TO MICROSOFT WORD – PART I **Tuition $99.00**

This introductory course covers creating a document, saving and retrieving it, massaging the text, modifying its appearance, and printing. Many of the most often used features of word processing, such as underlining, bold printing, justifying and centering text will be covered.
Prerequisite: XCO116 or equivalent knowledge. (4 meetings) (1.0 CEU)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
97558	Grant	Wednesday	9/4-9/25	6:30pm-9:00pm	Sally Slacke Ctr., 103

XCA201 INTRODUCTION TO MICROSOFT WORD – PART II **Tuition $130.00**

This introductory course will build upon Introduction to Microsoft Word – Part I and will cover creating tables and columns, and will introduce simple document merges, and form letters for different paper sizes. Prerequisite: XCA101. (4 meetings) (1.2 CEUs)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
97559	Grant	Wednesday	10/2-10/23	7:00pm-10:00pm	Sally Slacke Ctr., 103

XCA301 ADVANCED MICROSOFT WORD **Tuition $130.00**

This course expands upon Introduction to Microsoft Word – Part II and covers footnotes, endnotes, styles, graphics, advanced page layouts, and macros. Prerequisite: XCA201. (4 meetings) (1.2 CEUs)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
97560	Grant	Wednesday	10/30-11/20	7:00pm-10:00pm	Sally Slacke Ctr., 103

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
97561	Ammerman	Tuesday	9/10-10/1	6:15pm-10:00pm	Riverhead Bldg., 219
97562	Eastern	Wed/Th	9/18-9/26	6:00pm-9:45pm	Orient Bldg., 200
97563	Grant	Thursday	9/12-10/3	6:15pm-10:00pm	Sally Slacke Ctr., 116

XCA205 INTERMEDIATE MICROSOFT EXCEL **Tuition $159.00**

This course 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
97564	Ammerman	Wednesday	10/9-10/30	6:15pm-10:00pm	Riverhead Bldg., 212
97565	Grant	Thursday	10/10-10/31	6:15pm-10:00pm	Sally Slacke Ctr., 116

XCA305 ADVANCED MICROSOFT EXCEL **Tuition $159.00**

This course 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
97566	Ammerman	Tu/Th	11/5-11/14	6:15pm-10:00pm	Riverhead Bldg., 233

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
97567	Ammerman	Saturday	9/7-9/28	9:00am-12:45pm	Riverhead Bldg., 209

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
97568	Ammerman	Saturday	10/5-10/26	9:00am-12:45pm	Riverhead Bldg., 209