

## Business & Industry Course Descriptions

**Microsoft® Excel 2013: Level 1** provides thorough introductory training of Excel 2013. This course covers beginning-level skills, and is ideal for the newer computer user who wants to become well versed in Excel. Step-by-step, skills-based approach ensures that students master subjects and achieve success quickly. Real world focus help students develop practical skills they can apply immediately. Topics introduced include the Ribbon interface; entering and editing data; selecting cells and ranges; printing worksheets; creating formulas and functions; formatting cell contents; inserting and deleting columns, rows, and cells; charts; and more. After completing this course, students can successfully face the challenges presented in Microsoft Excel 2013: Level 2.

**Microsoft® Excel 2013: Level 2** provides thorough intermediate training of Excel 2013. This course covers more complex skills than those presented our Level 1 course but with the same proven instructional design. Step-by-step, skills-based approach ensures that students master subjects and achieve success quickly. Real world focus help students develop practical skills they can apply immediately. Topics introduced include large worksheets and workbooks; tables; outlines; inserting clip art, pictures and SmartArt; templates; digital signatures; and more. After completing this course, students can successfully face the challenges presented in Microsoft Excel 2013: Level 3.

**Microsoft® Excel 2013: Level 3** provides thorough advanced training of Excel 2013. This course covers more complex skills than those presented in our Level 1 and Level 2 course, but with the same proven instructional design. This advanced course will challenge students. Step-by-step, skills-based approach ensures that students master subjects and achieve success quickly. Real world focus help students develop practical skills they can apply immediately. Topics introduced include PivotTables and macros, financial functions, data analysis, auditing and additional functions, advanced formatting and analysis tools, collaboration, and more.

**Microsoft® Word 2013: Level 1** provides thorough introductory training of Word 2013. This course covers beginning-level skills, and is ideal for the newer computer user who wants to become well versed in Word. Step-by-step, skills-based approach ensures that students master subjects and achieve success quickly. Real world focus help students develop practical skills they can apply immediately. Topics introduced include the Ribbon interface, working with text, printing, using proofreading tools, creating bulleted and numbered lists, tables and forms, and more. After completing this course, students can successfully face the challenges presented in Microsoft Word 2013: Level 2.

**Microsoft® Word 2013: Level 2** provides thorough intermediate training of Word 2013. This course covers more complex skills than those presented our Level 1 course, but with the same proven instructional design. Step-by-step, skills-based approach ensures that students master subjects and achieve success quickly. Real world focus help students develop practical skills they can apply immediately. Topics introduced include newsletter columns, WordArt and clip art, document themes, styles, picture editing, Mail Merge, footnotes and endnotes, headers and footers, templates, tables of contents and indexes, and more. After completing this course, students can successfully face the challenges presented in Microsoft Word 2013: Level 3.

**Microsoft® Word 2013: Level 3** provides thorough advanced training of Word 2013. This course provides more complex skills than those presented in our Level 1 and Level 2 covers, but with the same proven instructional design. Step-by-step, skills-based approach ensures that students master subjects and achieve success quickly. Real world focus help students develop practical skills they can apply immediately. This advanced course will challenge students. Topics introduced Track Changes, macros, digital signatures, customization options, and more. The course concludes with an integration lesson.

**Introduction to Facebook for Small Business:** Learn the basics of Facebook and how to create a Facebook page for your business. This class is being offered for those who are new to Facebook and will focus on learning the basic elements of Facebook and how to use this free program for marketing your business. This “hands-on” learning opportunity will include time in our computer lab to create your business page.

**Pinterest for Small Business:** Pinterest is one the fastest growing programs in the social media arena. Learn how you can use Pinterest to market your business & drive customers to your website or Facebook page.

**Social Media for Small Business:** This class will provide an overview of various forms of Social Media (Facebook, Twitter, Yelp, Pinterest, Etsy, and others) and how these platforms can be used for your business. Learn tips for getting more likes, shares, and comments for your Facebook posts.

**Email Marketing for Small Business:** Learn about permission-based email marketing programs that you can utilize to communicate with your customers. Create a user account and learn how to create an e-newsletter for your business.

**Basic Website/Blog:** Learn the basics of selling on the web. Know what to look for in a host provider, establish a domain name, learn how to design and manage your own site. Learn ways to track visitors to your site and much more. Learn the basics of blogging.

**QuickBooks Pro 2013 Level 1:** Software designed to help small- and medium-sized businesses keep their books easily and accurately. Topics introduced include - Introduction to software, Working with Customers, Creating a Company, Banking with QuickBooks, and Working with Vendors. This great hands-on experience with QuickBooks will prepare students for optional Level 2 course.

**QuickBooks Pro 2013 Level 2:** This course builds on the skills introduced in Level 1. Topics introduced include – Dealing with physical inventory, Using QuickBooks for payroll, Working with estimates & time tracking, Working with balance sheets & budgets, and Correcting & customizing in QuickBooks. This great hands-on experience with QuickBooks will prepare student for real-world applications.

**Customer Service:** Join us for a day of learning how to be the best for your external & internal customers. Learn about SuperSTAR customer service, calming upset customers, telephone courtesy, creating, & maintaining a positive environment, and much more.

**OSHA 10 Hour – General Industry:** The ten-hour course introduces you to the OSHA Act and OSHA's general industry standards. Topics include: Introduction to OSHA, Walking-working surfaces, Personal protective equipment, Hazard communications, Machine guarding, Materials handling, Exit routes, Emergency action plans & health programs, Electrical basics & electrical safety, and Fall protection. Upon successful completion of 2-day course, attendees will receive OSHA 10-Hour card within 2-3 weeks.

**OSHA Forklift Certification:** This one-day workshop will cover basic forklift principles, safe operations, safe driving skills, proper inspections, and maintenance. This workshop is for those who have had previous experience operating a forklift or other industrial/farming equipment. The training will exceed the current OSHA regulations governing required forklift operator training (29 CFR 1910.178)

**The Better Process Control School:** This course certifies supervisors of thermal processing systems, acidification and container closure evaluation programs for low-acid and acidified foods in closed containers. All low-acid and acidified food processors must have a certified supervisor on hand at all times during processing. This school satisfies the training requirements for both FDA and USDA regulations. Requirements for Certification- Each person planning to be certified as a supervisor of a special thermal processing system, or systems, must attend the lecture and pass the examinations for those specific subjects, in addition to the lectures and examinations on the following subjects: Food Microbiology of Canning, Food Container handling, Food Plant Sanitation, Records for Production, Principles of Thermal Processing, and Process Room Instrumentation, Equipment, & Operation. Each person planning to be certified as a supervisor of container closure inspection only, is required to attend the lectures and be examined on the subject in the list above (except for number six) and one or both of the following, depending upon the type of closure to be inspected: Closures for Metal Containers and/or Closures for Glass Containers.