

COMPUTERS & TECHNOLOGY



Microsoft Office 2016

Make yourself more marketable and efficient. If you have little or no knowledge of MS Office products and want to learn more about MS Office, this comprehensive series is for you. Classes meet on the MCC Edison campus unless otherwise noted. Please note and comply with any listed prerequisites.

Word 2016: Level I

CEU 1.2

Master the basics of MS Word and stand out from the crowd! If you are a relatively new computer user or an experienced one who wants to learn about MS Word from the ground up, become familiar with beginning-level skills. Topics include the Ribbon interface, working with text, printing, using proofreading tools, creating bulleted and numbered lists, tables and forms, and more. Successfully complete this course and be ready to face the challenges presented in MS Word 2016: Level 2.

Prerequisite: Familiarity with computers or Computer Confidence I and II.

Instructor: B. Frank

Tuition: \$109 + general fee 30 + laboratory fee \$20.
Total \$159

JCSC 453-01 Mondays & Wednesdays,
6:45-9:45 p.m., October 23, 25, 30, November 1

Word 2016: Level II

CEU 1.2

Bring your best ideas to life in this course. Become familiar with more complex skills than those presented in Level 1, Topics 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.

Prerequisite: Successful completion of Word 2016: Level I or equivalent knowledge.

Instructor: B. Frank

Tuition: \$109 + general fee 30 + laboratory fee \$20.
Total \$159

JCSC 454-01 Mondays & Wednesdays,
6:45-9:45 p.m., November 6, 8, 13, 15

Excel 2016: Level I

CEU 1.2

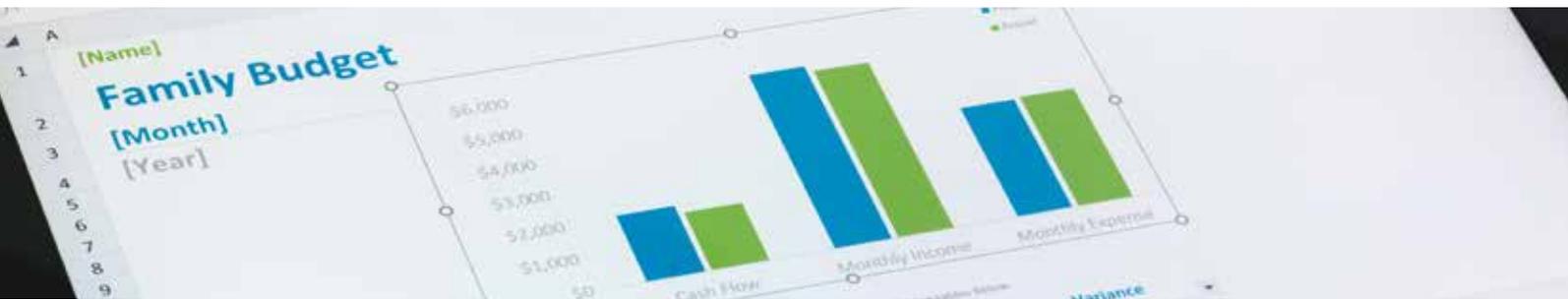
Get on the road to turning complexity into clarity with the new visualization tools of Excel 2016. If you are a relatively new computer user or an experienced one who wants to learn about MS Excel from the ground up, gain an understanding of beginning-level skills. Topics include the improved Ribbon interface, entering and editing data, selecting cells and ranges, creating formulas and functions, formatting cell contents, inserting and deleting columns, charts, and rows and cells.

Prerequisite: Familiarity with computers or Computer Confidence I and II.

Instructor: B. Frank

Tuition: \$109 + general fee 30 + laboratory fee \$20.
Total \$159

JCSC 455-01 Tuesdays & Thursdays, 6:45-9:45 p.m.,
October 24, 26, 31, November 2



Excel 2016: Level II

CEU 1.2

Learn how to access the right tools, at the right time, in this intermediate Excel course that covers large worksheets and workbooks, tables, outlines, inserting clip art, pictures and SmartArt; templates, digital signatures and adding graphics to worksheets.

Complete this course successfully and be ready to face the challenges presented in MS Excel 2016: Level 3.

Prerequisite: Successful completion of Excel 2016: Level I, or equivalent knowledge.

Instructor: B. Frank

Tuition: \$109 + general fee 30 + laboratory fee \$20.
Total \$159

JCSC 456-01 Tuesdays & Thursdays, 6:45-9:45 p.m.,
November 7, 9, 14, 16

Excel 2016: Level III

CEU 1.2

Discover how to create fast and effective comparisons from lists of data and construct workbooks with more visual impact with tiny charts called Sparklines. Sparklines create a visual summary of your analysis alongside numeric values. Additional topics include PivotTables and macros, financial functions, data analysis, auditing, advanced formatting and analysis tools, collaboration and integration. The new and improved tools of MS Excel may help you be more productive, but only if you are able to find them when you need them!

Prerequisite: Successful completion of Excel 2016: Level II, or equivalent knowledge.

Instructor: B. Frank

Tuition: \$109 + general fee 30 + laboratory fee \$20.
Total \$159

JCSC 457-01 Tuesdays & Thursdays, 6:45-9:45 p.m.,
November 28, 30, December 5, 7

Access 2016: Level I

CEU 1.2

MS Access allows you to make the most of your information – even if you’re not a database expert. Topics include the Ribbon interface, creating tables in Datasheet view, previewing and printing data, designing databases, creating database objects, formatting tables, lookup fields, field properties, queries and more.

Prerequisite: Familiarity with computers or Computer Confidence I and II.

Instructor: B. Frank

Tuition: \$109 + general fee 30 + laboratory fee \$20.
Total \$159

JCSC 458-01 Mondays & Wednesdays, 6:45-9:45 p.m.,
November 27, 29, December 4, 6

PowerPoint 2016: Level I

CEU 1.2

MS PowerPoint gives you the ability to create and deliver dynamic presentations. Topics include how to add slide transitions with animation; sound, clip art and graphics; the ribbon interface; document themes; charts and bulleted lists; and how to format text.

Prerequisite: Familiarity with computers or Computer Confidence I and II.

Instructor: B. Frank

Tuition: \$109 + general fee 30 + laboratory fee \$20.
Total \$159

JCSC 459-01 Mondays & Wednesdays, 6:45-9:45 p.m.,
December 11, 13, 18, 20