

Desktop Applications

MICROSOFT WORD FUNDAMENTALS

Microsoft Word is a versatile and powerful tool for creating your professional, personal documents. In this interactive course you will learn how to enter and edit text, and save and browse documents. You will learn how to enhance the appearance of a document by using various formatting options, and will create tables, insert headers and footers, proof and print documents, and insert graphics

Floyd Campus – Morning & Evening; Gordon & Polk Campus – Evening only
Mon/Wed, Nov 7 – 16, 9am – 12pm or 6 – 9pm
\$149 (includes book)

Walker Campus
Sat, Oct 29, 9am – 4pm
\$89

MICROSOFT EXCEL FUNDAMENTALS

Learn how to navigate worksheets and workbooks in today's most popular spreadsheet application. You will enter and edit text, values, formulas, and pictures, and save workbooks in various formats. You will also move and copy data, learn about absolute and relative references, and work with ranges, rows, and columns. This course also covers simple functions, basic formatting techniques, and printing. Finally, you will create and modify charts, and learn how to manage large workbooks.

Floyd Campus – Morning & Evening; Gordon & Polk Campus – Evening only
Mon/Wed, Nov 21 - 30, 9am – 12pm or 6 – 9pm
\$149 (includes book)

Walker Campus
Sat, Nov 12, 9am – 4pm
\$89

INTRODUCTION TO QUICKBOOKS – HALF DAY

This half-day seminar introduces you to the QuickBooks software and basic functionality including setting up accounts, receiving payments, establishing accounts payable and receivable, issuing customer statements, running reports, and making basic journal entries.

Floyd Campus
Monday, Oct 31, 9am – 12pm
\$49

INTERMEDIATE QUICKBOOKS – HALF DAY

This half-day seminar touches on some of the more advanced features of QuickBooks. The focus is on payroll and job cost.

Pre-requisite: QuickBooks Half Day Overview or comparable knowledge

Floyd Campus
Tue, Nov 1, 9am – 12pm
\$49

QUICKBOOKS OVERVIEW – ONE DAY

Learn to use Intuit's QuickBooks software to put you in control of your company's finances by learning to set up a QuickBooks company, set up and work with inventory lists, create customer invoices and billing statements, receive payments, perform bank transactions, enter bills into accounts payable, and pay bills.

Walker Campus
Sat, Dec 3, 9am – 4pm
\$99

QUICKBOOKS OVERVIEW – TWO DAY

If a full day of Quickbooks does not fit your schedule, this two day format is the class for you. You cover the same topics as in the one day class, but in two three-hour blocks.

Walker Campus
Mon/Wed, Nov 14 - 16, 6 – 9pm
\$99

INTERMEDIATE QUICKBOOKS

Once you know the basics, you can utilize QuickBooks' more advanced features to give your company the extra measure of polish you have been seeking. In this course you will learn how to email and fax your invoices directly from QuickBooks, allow customers pay invoices online, authorize and record credit card charges within QuickBooks, Create customized forms, reports, & letters, track and pay sales tax, manage payroll, complete job estimates, time tracking, and costing, and work with asset, liability, and equity accounts.

Pre-requisite: QuickBooks One or Two Day Overview or comparable knowledge

Walker Campus

Mon/Wed, Nov 28 - 30, 6 – 9pm

\$99

CHURCH ACCOUNTING

Church accounting requires a unique methodology which can be quite confusing. In this two-hour seminar you will learn about the preparation of year-end church accounting reports, staff compensation, and accounting for donations and gifts. Designed for church bookkeepers, secretaries, and office managers.

Floyd Campus

Thu, Dec 1, 9am – 12pm

\$49

SHORT TERM COMPUTER TRAINING – WALKER CAMPUS

Word and Excel classes can be taken for groups ranging from four to fifteen students. These classes are 12 hours in length and can be taken in various session lengths (2 sessions of 6 hours, 3 sessions of 4 hours, or 4 sessions of 3 hours) for \$125 per student.

Access and PowerPoint classes can be taken for groups ranging from four to fifteen students as well. These classes are 8 hours in length and are offered in 2 sessions of 4 hours for \$90 per student.

All four classes are excellent values for the money for four, more friends, club members,, corporate training programs and can be offered at times specified by you and your group, club,, company. A wire spiral bound workbook is provided along with the hands-on training. Call 706-764-3591, 706-764-3700 to schedule this training.

SHORT TERM COMPUTER TRAINING AT YOUR LOCATION

Microsoft Word, Excel, Access, and PowerPoint training can be conducted at your business, organization. Georgia Northwestern Technical College will provide an instructor, wireless laptop computers, and spiral-bound workbooks for instruction. There must be a minimum of four students with a maximum of ten students for each course offering.

The cost of two 2-hour sessions for basic training in any of these applications is \$125 per student. Intermediate training which includes two additional 2-hour sessions for a total of eight training hours is \$175 per student. Advanced training which includes two additional 2-hour sessions in addition to the basic and intermediate training sessions is \$225. Call 706-764-3591, 706-764-3700 to schedule this training at your location.