



# Spring and Summer 2018 Skill Building Workshops Course Description

Computer CORE offers skill building workshops to our students, graduates and members of the community. Each course is taught by a business professional with hands-on experience. See registration form below to enroll. We accept payment by cash or check. **For questions, please call the office at: 703.931.7346x101.**

### Intermediate Excel

Learn to use Excel for basic accounting, data analysis and other tasks in the workplace, including formatting text and charts and customizing worksheets and charts.

Course includes:

- Customizing your Excel worksheet
- Creating formulas
- Analyzing data
- Organizing data in tables
- Creating charts and tables

Dates: Wednesdays, July 11 & July 18

Time: 6 pm – 8:30 pm Cost: \$74

Instructor: Amir Ayub

### Nova Math Placement Test Preparation

Students in this class will review and practice hands-on exercises to help them prepare to take NOVA's math placement test. The class will begin with learning about math requirements at NOVA, based on each individual's planned program of study. Then, students will work in small groups with their math instructor to learn and practice the skills needed for the exam. This short course is designed to save you money and time – no need to spend weeks taking NOVA's development math courses and to work weeks to raise the money to pay for them. Course Includes:

- Review and practice hands-on exercises
- Learn about math requirements at NOVA
- Practice skills for the exam

Dates: Saturdays – April 28, May 5, & May 12,

Time: 8:30 am – 3:30 pm (with time for lunch), Cost: \$95

Instructors: David Welsh & Dale Gray

### QuickBooks

Learn the basics of QuickBooks, the world's most popular accounting software, in just 2 weeks! You will get hands-on experience in:

- Basic accounting principles
- Fundamental accounting terms
- Create and run a business using QuickBooks
- Tracking income and expenses
- Reconciling and managing accounts
- Enter bills and create customer invoices
- How to create financial statements

Dates: Saturdays – August 4 & August 11

Time: 9 am – 1:00 pm Cost: \$125

Instructor: Robert Kraus

### Microsoft Outlook

Microsoft Outlook is a regular communications tool used by many businesses in the Northern Virginia area. Students in this workshop will learn the skills needed to use this tool effectively and efficiently – from your first day on the job through your fourth promotion and more. Skills learned will include:

- Basic functions including, creating emails, signatures
- Use of the menu bar
- Using the address book and calendar functions
- Creating and using new contacts and distribution groups
- Business cards

Dates: Fridays, June 22 & June 29

Time: 6:30 pm – 8 pm Cost: \$74

Instructor: John Tschetter

### Microsoft Access

Databases are powerful tools for organizing and understanding information. This course provides a basic introduction to databases. Participants will:

- Hands-on experience w/ the features and functionalities of Microsoft Access
- Learn the basic layout of database programs & data entry
- Basic Formatting Techniques
- Work w/data, import and export, manipulate query data, and create reports
- Math & Statistical Functions Date & Time Functions
- Text Functions
- Group / Ungroup Rows & Columns

Dates: Wednesdays, July 25 & August 1

Time: 6 pm – 8:30-pm Cost: \$74

Instructor: Amir Ayub



computer core

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**Your Name \*** \_\_\_\_\_  
(First) (Last)

Phone Number\* \_\_\_\_\_

**Address\*** \_\_\_\_\_  
(Street, Apt#)  
\_\_\_\_\_  
(City, State, Zip Code)

Email Address\* \_\_\_\_\_

**Mail completed form with payment to: Computer CORE**  
**5881 Leesburg Pike, #204**  
**Falls Church, VA 22041**

Example	Course Title	Course Fee
1		
2		
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**\*\*\*Payment is required at the time of registration. No refunds.** Please mail your check or money order (made payable to Computer CORE) to the address below. If you wish to register in person, you may do so at the Computer CORE office, Tuesday-Friday 10am-6pm. If you have any questions, please call (703) 931-7346x101.

**Computer CORE Office: 703.931.7346x101**  
**5881 Leesburg Pike, Suite 204, Falls Church, VA 22041**