

2008-2009 Business Partners Course Descriptions

- ✂ **Beginning MS Access (7.5 hours)**
Learn the basics of building a database using MS Access.
- ✂ **Intermediate MS Access (7.5 hours)**
Build on your MS Access skills! This course includes information on developing and using forms & reports.
- ✂ **Beginning MS Excel (7.5 hours)**
Join us to learn how to create, manage, enhance, and print worksheets using MS Excel.
- ✂ **Intermediate MS Excel (7.5 hours)**
Enhance your spreadsheets with templates, graphics, and additional functions.
- ✂ **Advanced MS Excel (6 hours)**
This course explores the more complex functions and features in MS Excel.
- ✂ **Beginning MS PowerPoint (7.5 hours)**
Here's a tool for great presentations! Learn to create, modify, and run your slide show using MS PowerPoint.
- ✂ **Intermediate MS PowerPoint (6 hours)**
Let's add some pizzazz to the slide show with hyperlinks, action buttons, and animation.
- ✂ **Beginning MS Word (7.5 hours)**
Discover the wonders of MS Word, including creating, saving, and editing documents.
- ✂ **Intermediate MS Word (7.5 hours)**
Enhance your MS Word documents with columns, headers, styles, tables & graphics.
- ✂ **Advanced MS Word (6 hours)**
For those who want a challenge: we will work with forms, mail merge, & macros.
- ✂ **Outlook 2007 (6 hours)**
There is more to MS Outlook than e-mail. Learn how to better utilize e-mail functions and discover how to use the calendar, notes, and tasks.
- ✂ **Publisher (7.5 Hours)**
Desktop publishing at your fingertips! Discover how to create, save, and edit text in a publication.
- ✂ **Adobe Acrobat Professional (7.5 Hours)**
Join us to learn about PDF's, including creating, arranging, and modifying PDF documents.



 **Adobe Forms 8.0 (4 hours)**


This course offers a “how to” guide for creating forms using Adobe: from converting paper forms to building interactive PDF forms.

 **Blogs, Wikis, MySpace (3 hours)**

Join us for a “show & tell” course of new technologies. You’ll see how blogs, wikis, MySpace, and RSS feeds are used.

 **Communication Styles (3 hours)**

Would you like to improve your ability to communicate with other people? This course offers simple tools to improve both business and interpersonal relationships. You’ll gain guidelines for understanding and adjusting to the differences in people, through observing behavior. Learn how to see yourself and your world through someone else’s eyes and ears to improve your communication effectiveness!

 **Working with You is Killing Me (4 hours)**

If you find yourself getting frustrated with a colleague, quit complaining and do something! The solution is simple: Take control of your own response. This course, based on the national best-selling book, combines twenty years of research to teach you how to “unhook” from upsetting situations. Empower yourself at the office with this essential class for managing your work life!

 **Interaction Skills for Success (4 hours)** 

Discover how to maintain strong working relationships while reducing misunderstandings and conflicts! This course presents the basics on how to work well together, reduce wasted time, lessen conflict, and influence interactions in a positive way. Learn how to build your skills in using esteem, empathy, and involvement!

 **Top Ten Healthy Eating Tips (3 hours)**

Join the team from Medcenter One for a great session on healthy eating for body and mind with a focus on weight loss and weight maintenance. We’ll explore the eating and physical activity behaviors that promote successful weight management & well-being.

 **Inspire, Inform, & Influence (4 hours)**

Knowing how to make your point can really make a difference! This powerful course outlines a five-step process that will empower you to communicate with impact anytime, anywhere. By voicemail or email, in meetings or hallway conversations, discover how to present yourself clearly, concisely, and confidently.

 **Valuing Differences (4 hours)** 

Everyone looks at things in a unique way. Today the organizations with the greatest competitive advantage are those that can make the most of their people’s diverse abilities. This course gives you effective tools for appreciating others’ unique perspectives, understanding people’s inherent differences, and collaborating in a mutually beneficial way.

