South Suburban College
Business & Career Institute

Summer 2017
Excel & Quickbooks Classes
Business & Career Institute

For more information please call:
(708) 225-6032

EXCEL BASIC

(12 Hours) Total Cost $195 (includes books and materials)

Learn to create and edit basic Microsoft Office Excel worksheets and workbooks. Upon successful completion of this course, students will be able to:

- Create a basic worksheet by using Microsoft Excel 2010.
- Perform calculations in an Excel worksheet.
- Modify an Excel worksheet.
- Modify the appearance of data within a worksheet.
- Manage Excel workbooks.
- Print the contents of an Excel worksheet.

CMP E19 721	*9:00a-4:00p*	*TTH*	*OFC-5780*	*06/20/2017-06/22/2017*

EXCEL INTERMEDIATE

(12 Hours) Total Cost $195 (includes books and materials)

Prerequisite: Excel Basic skills

Learn to use advanced formulas and work with various tools to analyze data in spreadsheets, and will also organize table data, present data as charts, and enhance the look and appeal of workbooks by adding graphical objects. Upon successful completion of this course, students will be able to:

- Use advanced formulas.
- Organize worksheet and table data using various techniques.
- Create and modify charts.
- Analyze data using PivotTables, Slicers, and PivotCharts.
- Insert and modify graphic objects in a worksheet.
- Customize and enhance workbooks and the Microsoft Office Excel environment.

CMP E39 721	*9:00a-4:00p*	*TTH*	*MA-3228*	*07/11/2017-07/13/2017*

EXCEL ADVANCED

(12 Hours) Total Cost $195 (includes all books and materials)

Prerequisite: Excel Intermediate skills

Learn to automate some common Excel tasks, apply advanced analysis techniques to more complex data sets, troubleshoot errors, collaborate on worksheets, and share Excel data with other applications. Upon successful completion of this course, students will be able to:

- Enhance productivity and efficiency by streamlining the workflow.
- Collaborate with other workbook users.
- Audit worksheets.
- Analyze data.
- Work with multiple workbooks.
- Import and export data.
- Integrate Excel data with the web.
- Structure workbooks with XML.

CMP E24 720	9:00a-4:00p	TTH	MA-3228	07/18/2017-07/20/2017

QUICKBOOKS

(12 Hours) Total Cost $195 (includes all books and materials)

In our QuickBooks class students will learn how to invoice, receive payments and make deposits. You will also learn to enter bills, print checks, void checks and do manual checks, do journal entries, enter credit card charges, set up a petty cash account, set up a loan, customize your chart of accounts, and reconcile your checking account. We'll also customize and filter reports.

CMP E89 721	*9:00a-4:00p*	*TTH*	*OFC-5690*	*06/27/2017-06/29/2017*
CMP E89 722	*9:00a-4:00p*	*MW*	*OFC-5690*	*07/10/2017-07/12/2017*
CMP E89 723	*9:00a-4:00p*	*TTH*	*OFC-5690*	*07/25/2017-07/27/2017*
CMP E89 724	*9:00a-4:00p*	*F*	*OFC-5690*	*08/11/2017-08/18/2017*

For customized or on-site delivery of these topics, contact BCI at (708) 225-6032 or email *bci@ssc.edu*.

South Suburban College

Weigh More Options.