



Intro to Microsoft Excel

Online Class



Office Excel

Register NOW for our 6 week (24 hour) Online Intro to Microsoft Excel class!

Choose a start date:

January 16, 2013 February 20, 2013 March 20, 2013

No need to come to a physical classroom!

This class is completely online!

Only \$95/person

Do you work with numbers or data? Then you need to master Microsoft Excel 2010—and this is the place to do it. Even "non-techie" beginners will find it easy to learn Excel in this fun, step-bystep online course.

These lessons will teach you dozens of shortcuts and tricks for setting up fully formatted worksheets quickly and efficiently. You'll also learn the secrets behind writing powerful mathematical formulas and discover how to use the function wizard to quickly and automatically calculate statistics, loan payments, future value, and more.

This is not a tutorial, but an in-depth class where you'll get training, help, and personal support from an experienced instructor as you're learning Excel basics step-by-step. By the time you're done, you'll be using this vital Office 2010 tool like a pro.

What Our Students Say:

"I have never had any Excel training and this course was absolutely wonderful. It opened my eyes to the many things that can be done with Excel. I am so very happy I took this course and the instructor was FANTASTIC!"

"Excellent course! I've used Excel in business but didn't know many of the tricks taught in the class."

CONTACT

Jessica Lucas, Workforce Solutions Specialist 606.326.2238

Jessica.Lucas@kctcs.edu

On facebook, "Jessica Lucas" or "ACTC Workforce Solutions"





Intro to Microsoft PowerPoint Online Class



Register NOW for our 6 week (24 hour) Online Intro to Microsoft PowerPoint class!

Choose a start date:

January 16, 2013 February 20, 2013 March 20, 2013

No need to come to a physical classroom!

This class is completely online!

Only \$95/person

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Take your PowerPoint presentations from "so-so" to sensational! In these lessons, you'll learn how to use Microsoft PowerPoint 2010 to create professional-quality slide presentations that grab and hold your audience's attention from start to finish.

And that's just the start! You'll also learn how to create a PowerPoint photo album with your digital pictures, and you'll work with PowerPoint Web App—an online version of PowerPoint. Finally, you'll add versatility to your PowerPoint skills as you learn to save presentations as PDF files and videos.

Whether you're a beginner or an experienced user, these lessons will teach you how to turn simple slides into a polished and exciting presentation that will make your message memorable. If you want to take your PowerPoint skills to a higher level, this is the course for you!

What Our Students Say:

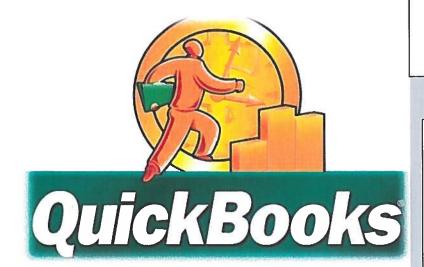
"The instructor's instructions were very clear and I was able to follow along without any problems. I liked the videos as well. The class was a lot more fun than I thought it would be. I really liked it.

Thanks!"









24 Hours of Instruction/6 Weeks

Classes begin:

January 16, 2013 February 20, 2013 March 20, 2013

No need to come to a physical classroom! This class is completely online!

\$95/person

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Intro to QuickBooks 2012

Use the power of QuickBooks 2012 software to take control of your business accounting!

You'll Learn To:

- Pay bills
- Invoice customers
- Create receipts
- Reconcile your checking account
- Track your accounts payable and receivable
- Manage your assets
- Control inventory
- Generate estimates and reports

QuickBooks is designed for small to midsized businesses that want to incorporate powerful, effective software with a traditional approach to accounting. Whether you're new to Quickbooks or have already used earlier versions of this accounting software program, this course will equip you to quickly and efficiently gain control over the financial aspects of your business.

What Students Are Saving:

"I would recommend this course to others. It taught me a lot and was written so anyone could understand it."

"The lessons are very detailed and understandable. If you make mistakes it's easy to get help to get back on track."

"This was a great course and the instructor was helpful throughout the course. I would highly recommend this course to anyone."





Microsoft Excel I



Office Excel

Learn Microsoft Excel I in a hands-on classroom setting!

January 30 and January 31, 2013 1-4 pm both days

ACTC Roberts Drive Campus 4818 Roberts Drive Ashland, KY 41102 Room 220

Only \$75/person

NO EXPERIENCE NECESSARY!

Instructor: Beka May

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Jessica.Lucas@kctcs.edu

On facebook, "Jessica Lucas" or "ACTC Workforce Solutions"

Do you work with numbers or data? Then you need to master Microsoft Excel 2010—and this is the place to do it. Even "non-techie" beginners will find it easy to learn Excel in this hands-on, interactive class.

These lessons will teach you dozens of shortcuts and tricks for setting up fully formatted worksheets quickly and efficiently. You'll also learn the secrets behind writing powerful mathematical formulas and discover how to use the function wizard to quickly and automatically calculate statistics, loan payments, future value, and more.

This is not a tutorial, but an in-depth class where you'll get training, help, and personal support from our experienced instructor as you're learning Excel basics step-by-step. By the time you're done, you'll be using this vital Office 2010 tool like a pro.

What Our Students Say:

"I have never had any Excel training and this course was absolutely wonderful. It opened my eyes to the many things that can be done with Excel. I am so very happy I took this course and the instructor was FANTASTIC!"

"Excellent course! I've used Excel in business but didn't know many of the tricks taught in the class."









Learn Microsoft Word I in a hands-on classroom setting!

January 28 and 29, 2013 1-4 pm both days

ACTC Roberts Drive Campus 4818 Roberts Drive Ashland, KY 41102 Room 220

Only \$75/person

NO EXPERIENCE NECESSARY!

Instructor: Beka May

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Microsoft Word I

Documents-Mailings-Tables-Flyers-AND MORE!

Master the basics of the word processor PC Magazine ranked as one of the "strongest and most intelligent programs ever written." In this hands-on workshop, you'll learn how to add, move through, and edit text; move words from one part of your document to another; work on two or more documents simultaneously; change the size or appearance of text; change margins and tab settings; automatically center, right align, justify, and indent text; run the integrated grammar and spelling checker; use the thesaurus; and save, retrieve, copy, organize, and print your documents. By the time you're done with this course, you'll be able to use Word confidently at home or on the job.

What Our Students Say:

"I learned more from this course than I ever did taking inhouse word classes for my previous job. Very user friendly and I gained skills that I can use every day."

"I took this class and the Microsoft Excel beginners class and I loved both of them. I have recommended this class to other people from work. This class has inspired me to take more advanced classes. Thank you for making the material easy to learn and enjoyable."







Office Procedures Training

Want to get an edge on the competition in the office environment?
Want to brush up on your office procedures skills?

Earn a certificate of completion through
ACTC Workforce Solutions
"Office Procedures" in as little as 12 weeks!

- Six hours of actual college credit
- Certificate of Completion
- Financial Aid available

Register NOW and apply for financial aid!

Classes begin February 5 and end May 4, 2013 Tuesdays and Thursdays 6-9 pm

> ACTC Roberts Drive Campus 4818 Roberts Drive Ashland, KY 41102 Room 220

College Credit Fee: \$840/person (financial aid IS available!)

Sign up NOW and apply for financial aid!

OST 110 Document Formatting and Introduction to Word Processing

Provides experience in word processing including the mastery of touch typing with speed and accuracy using industry standard software.

OST 215 Office Procedures

Studies the practices and procedures of current office concepts with emphasis given to the electronic office including: job applications, human relations in the office, business ethics, decision-making skills, travel and meeting arrangements, time and stress management, incoming/outgoing mail processes and telephone procedures.

Pre-Requisite is OST 110.

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eoay

Learn how to buy and sell on eBay with eBay Education Specialist, Jessica Lucas.

March 5, 6 & 7, 2013
10 am-4 pm with a one hour break for lunch
(March 7 is an open lab from 10 am-12 pm only)

ACTC Roberts Drive Campus 4818 Roberts Drive Ashland, KY 41102 Room 220

Only \$35/person

Participants must be able to access their own email accounts.

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How to Buy and Sell on eBay

Do you have items in your home that you want to sell to make money?

Want to learn how to get great deals on items you love?

Use the power of eBay to buy and sell!

You will learn:

- The eBay environment
- eBay security
- PayPal and payment methods
- How to list and sell an item
- Marketing tips to sell your items
- How to buy an item
- How to research the eBay market
- · Shipping and fees
- MUCH MORE!

eBay Education Specialist and Workforce Solutions Specialist, Jessica Lucas

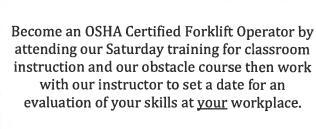






OSHA Forklift Operator

OSHA 29CFR1910.178



Requirements:

- 1. Classroom Instruction
- 2. Obstacle Course
- 3. On-Site Evaluation

What You'll Learn:

- Safety applications
- · Daily check sheets
- Fundamentals of safe operation
- OSHA regulations regarding forklift operations
- Data plates
- Docks
- Internal combustion
- Electric
- Stability

Training is led by OSHA certified ACTC instructor and certified Portman Training Center trainer, Woody Fosson.

Class is limited to 12 participants, register today!



Saturday, April 13, 2013

8 am-1 pm

ACTC Technology Drive Campus 902 Technology Drive Ashland, KY 41102 (Off the Industrial Parkway)

\$125/person

CONTACT

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On facebook, "Jessica Lucas" or "ACTC Workforce Solutions"



Food Safety Training and Certification

ServSafe is the highest standard in food service training and certification. Attend this training to ensure your operation does the right thing by protecting *your* customers and *your* business or organization.

Thursday, May 16 and Friday, May 17, 2013

9 am-2 pm Thursday 9 am-12 noon Friday

Ashland Community and Technical College
Technology Drive Campus
Rocky Adkins Pavilion
902 Technology Drive
Ashland, KY 41102

\$175 per person
(Includes training, textbook and test)
Pre-registration is REQUIRED.

Cash, check payable to ACTC or debit/credit cards accepted.

To Register, Contact Jessica Lucas Jlucas0013@kctcs.edu or 606.326.2238

New Lower Price

