

# BUSINESS PERFORMANCE GROUP



## EXPERIENCE THE POWER OF IMPROVED PERFORMANCE

### CORPORATE TRAINING

Butler Community College's Business Performance Group offers training programs and services aimed at helping people become more knowledgeable and productive, and companies more profitable and efficient. Look inside this brochure for our current training schedule of instructor-led computer and project management classes.

OCT - DEC COURSE SCHEDULE  
2009



**Butler**  
Community College

*Pure Learning Power*

715 E. 13th Street  
Andover, KS 67002  
[bpg.butlercc.edu](http://bpg.butlercc.edu)

## TOP QUALITY - RESULTS ORIENTED – CORPORATE TRAINING EXPERIENCE THE POWER OF IMPROVED PERFORMANCE

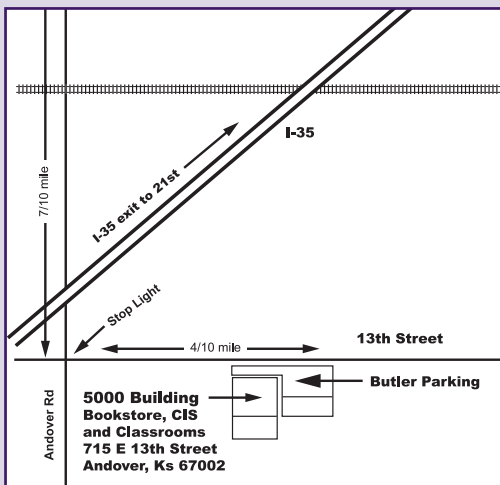
Classes shown in this brochure are held in our corporate training classroom at Butler's 13th Street campus in Andover. If you have a group of people to train, we can schedule classes at the time and place of your choice. We can tailor any of our classes to address your organization's unique concerns.

We can also work with you to create customized training solutions to meet your company's specific needs. Your objectives and preferences determine the content, length, format, schedule and location of training. Expertise of Butler's faculty and staff and products available through partnerships with well known training vendors provide us with a wealth of resources from which to develop training. Although each organization, its workers and the nature of training vary from one project to the next, our purpose is always the same - to provide high-quality, cost-effective, solution-focused training.

Butler Community College has provided quality corporate training in the Wichita metro-area for more than 20 years. We invite you to contact the Business Performance Group at **316-218-6118**, [skills@butlercc.edu](mailto:skills@butlercc.edu) or visit us online at [bpg.butlercc.edu](http://bpg.butlercc.edu) to learn more.

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All classes are held in Andover at the Butler of Andover 5000 building, Room 5220S conveniently located at 715 E. 13th Street, unless otherwise noted. Enter through 5000 South entrance.

## COMPUTER

### WORD 2003 LEVEL 1

Oct. 14	8:30 am - 5 pm	Wed.	\$129
Nov. 12	8:30 am - 5 pm	Thur.	\$129

### WORD 2007 LEVEL 1

Oct. 27	8:30 am - 5 pm	Tues.	\$129
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Word Level 1 is designed to help you become proficient in creating, opening, formatting, saving, and printing documents. You'll explore and practice Word features including the Help system, document navigation, automated tasks, and editing techniques that help you change the appearance of a document by applying character formats, setting tabs, aligning paragraphs, and creating lists.

### WORD 2003 LEVEL 2

Nov. 23	8:30 am - 5 pm	Mon.	\$129
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### WORD 2007 LEVEL 2

Dec. 3	8:30 am - 5 pm	Thur.	\$129
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Designed for Word users who want to learn more features and functions such as creating columns and sections; formatting tables, importing table data, and applying styles; using the drawing canvas; creating templates; printing labels and envelopes; adding graphics, objects, and watermarks; and managing document revisions by change tracking.

### EXCEL 2003 LEVEL 1

Oct. 5	8:30 am - 5 pm	Mon.	\$129
Nov. 3	8:30 am - 5 pm	Tues.	\$129

### EXCEL 2007 LEVEL 1

Oct. 20	8:30 am - 5 pm	Tues.	\$129
Nov. 17	8:30 am - 5 pm	Tues.	\$129

Excel Level 1 teaches the basic functions and features of Excel. You'll learn how to enter and edit data, add labels, and perform calculations like SUM, AVERAGE, MIN and MAX in a worksheet; work with functions; format cells; print worksheets; create charts; and save a workbook as a Web page. It is designed for those with little or no Excel experience.

### EXCEL 2003 LEVEL 2

Nov. 10	8:30 am - 5 pm	Tues.	\$129
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### EXCEL 2007 LEVEL 2

Dec. 2	8:30 am - 5 pm	Wed.	\$129
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This course is designed for those with basic Excel knowledge who want to learn intermediate Excel features, such as customizing toolbars and menus; consolidating data; using advanced chart formatting options; sorting and filtering lists; using special formatting options; using templates; using error tracking features and protecting worksheets; sorting lists by columns; filtering lists based on complex criteria; formatting data points; creating combination charts and trendlines; adding and formatting graphic elements; using auditing features; adding comments and text boxes; and protecting a worksheet or part of a worksheet.

**COMPUTER** (CONTINUED)**ACCESS 2003 LEVEL 1**

<i>Oct. 7</i>	<i>8:30 am - 5 pm</i>	<i>Wed.</i>	<i>\$129</i>
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This course is designed for the individual whose job responsibilities include working with an existing database to create and maintain records, locate records, and produce reports based on the information in the database. It provides the fundamental knowledge needed to advance to more technical Access responsibilities such as creating and maintaining new databases.

**ACCESS 2007 LEVEL 1**

<i>Oct. 28</i>	<i>8:30 am - 5 pm</i>	<i>Wed.</i>	<i>\$129</i>
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Access Level 1 introduces new users to the concept of the relational database, used by many organizations to maintain and manage large amounts of information. You'll learn how to design and create new relational databases, tables, and relationships; enter and update records; create queries to locate records; create data entry forms and produce reports based on the information in the database. This course provides the fundamental knowledge and techniques needed to advance to more complex Access responsibilities.

**ACCESS 2003 LEVEL 2**

<i>Nov. 5</i>	<i>8:30 am - 5 pm</i>	<i>Thur.</i>	<i>\$129</i>
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**ACCESS 2007 LEVEL 2**

<i>Nov. 19</i>	<i>8:30 am - 5 pm</i>	<i>Thur.</i>	<i>\$129</i>
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Access users with basic Access skills will learn how to control and streamline data entry while maintaining data integrity; create flexible queries that allow for user-determined query criteria; modify data using queries; enhance the capabilities of forms; customize reports; and share Access data with other applications.

**WORD, ACCESS OR EXCEL LEVEL 3**

Advanced courses will be added to the public training schedule based on demand. Specific descriptions may be viewed on the BPG website at [www.bpg.butlercc.edu](http://www.bpg.butlercc.edu). If interested please contact the BPG office at 218.6118 to be placed on a list and we'll BUILD A CLASS for you.

**EFFECTIVE PRESENTATIONS WITH POWERPOINT 2003**

<i>Oct. 29</i>	<i>8:30 am - 5 pm</i>	<i>Thur.</i>	<i>\$129</i>
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**EFFECTIVE PRESENTATIONS WITH POWERPOINT 2007**

<i>Nov. 18</i>	<i>8:30 am - 5 pm</i>	<i>Wed.</i>	<i>\$129</i>
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In the past, you've used paper-based overhead systems to give presentations. Now, you want to upgrade those presentations to an electronic format. You can use PowerPoint 2003 or 2007 to give electronic presentations. You'll create effective presentations for delivery in front of an audience. Topics include manipulating an existing PowerPoint presentation; creating a new presentation; formatting text slides; adding tables to a presentation; charting data in a presentation; modifying objects on slides; adding images to a presentation; and preparing to deliver a presentation.



## ONLINE TRAINING

We offer a wide range of highly interactive non credit courses that you can take entirely over the Internet. These courses are taught by expert instructors, many of whom are nationally known authors. Classes are offered each month and start on Oct. 21, Nov. 11, and Dec. 9. Here are just a few of the courses available:

### Supervision & Management

Fundamentals of Supervision & Management  
 Fundamentals of Supervision & Management II  
 Managing Customer Service  
 Building Teams That Work  
 Achieving Success with Difficult People

### Languages

Conversational Japanese  
 Beginning Conversational French  
 Instant Italian

### Personal Finance

Debt Elimination Techniques That Work  
 Keys to Successful Money Management  
 Personal Finance  
 Real Estate Investing  
 Real Estate Investing II: Financing Your Property

## NEW - COMMAND SPANISH® E-TRAINING

Command Spanish®, Inc., the nation's leading provider of occupational Spanish language and cross-cultural training and materials, is now offering Web-based Spanish language training courses that you can take whenever and wherever you want. These courses are asynchronous and non-instructor-led. As a Command Spanish® Authorized Affiliate, we are able to offer the following online courses:

Spanish for the Community \$99  
 Spanish for Construction Supervisors \$99  
 Spanish for Financial Institutions \$99  
 Spanish for Law Enforcement Officers \$99  
 Spanish for Library Personnel \$99  
 Spanish for Hospital Nurses \$99  
 Spanish for Medical Office Nurses \$99  
 Spanish for Pharmacy Personnel \$99  
 Spanish for Physicians \$99  
 Spanish for Real Estate Sales \$99  
 Spanish for School Teachers \$99  
 Spanish for the Workplace \$99

Visit our Web site at [bpg.butlercc.edu](http://bpg.butlercc.edu) to find out more about our non credit online offerings, or contact us at **218-6118**.

## PROJECT MANAGEMENT

Butler's Business Performance Group has been reviewed and approved as a provider of project management training by the Project Management Institute (PMI).



### PROJECT MANAGEMENT FUNDAMENTALS

Oct. 21 - 22

8:30 am - 4:30 pm

Wed. & Thur.

\$199

Project Management Fundamentals overviews the basics of project management and provides the theory and core methodology needed to manage projects or participate on project teams. This course does not make use of any project management software application, but instead focuses on the conceptual underpinnings needed to effectively use any project management software application. You'll learn project management techniques to plan, organize, control, document, and close out projects successfully and with minimum risk.

5000 Bldg.

Rm 5220S

PMF100 - 14 PDUs

### MICROSOFT PROJECT 2003 LEVEL 1

Nov. 4 & 11

8:30 am - 5 pm

Wed.

\$199

This course is the first in a series of two courses where you'll use Microsoft® Project 2003 as a tool to manage projects. You'll learn the critical skills necessary to create and modify a project that contains tasks, resources, and resource assignments; create a work breakdown structure; assign project resources and resolve conflicts; print reports and update a project plan that has entered the project implementation phase. You should already have an understanding of project management concepts.

5000 Bldg.

Rm 5220S

PRJL1101 - 14 PDUs

### MICROSOFT PROJECT 2003 LEVEL 2

Dec. 9

8:30 am - 5 pm

Wed.

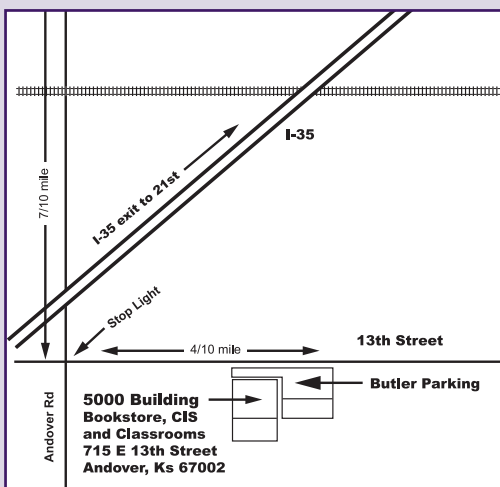
\$149

This is the second course in the Microsoft® Project 2003 series and builds upon the knowledge from the first course. You'll learn how to exchange project plan data with other applications, create and re-use custom tables, reports, views, and filters, build templates, share resources with multiple projects, work with master projects and more!

5000 Bldg.

Rm 5220S

PRJL2102 - 8 PDUs



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## SPECIAL EVENTS

### POWER LUNCH SERIES

BPG introduces a new professional development series that delivers current and relevant topics to today's working professionals and business leaders. Sessions combine educational and motivational instruction that can be applied immediately, plus opportunities for networking. All sessions meet in Butler's new Student Union in Andover from 11:45 am to 1:15 pm, and include lunch.

#### PUTTING YOUR STRENGTHS TO WORK

*Oct. 28*

*11:45 am - 1:15 pm*

*Wed.*

*\$25*

We've heard a lot about talents and strengths in the workplace. What is talent? What is a strength? In this insightful Power Lunch, you will participate in an in-depth look at the business of talent and be given a firm foundation for engaging your strengths at work. Topics include: focusing on and exploring your strengths, linking strengths to performance and putting your strengths to work. Discover how "Do what you do best and manage the rest" leads to higher achievement of performance outcomes, increased productivity and greater personal satisfaction.

