

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 half-day and full-day, instructor-led computer and project management classes.

APRIL - JUNE COURSE SCHEDULE
2009



Butler
Community College

Pure Learning Power

715 E. 13th Street
Andover, KS 67002
bpg.butlercc.edu

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

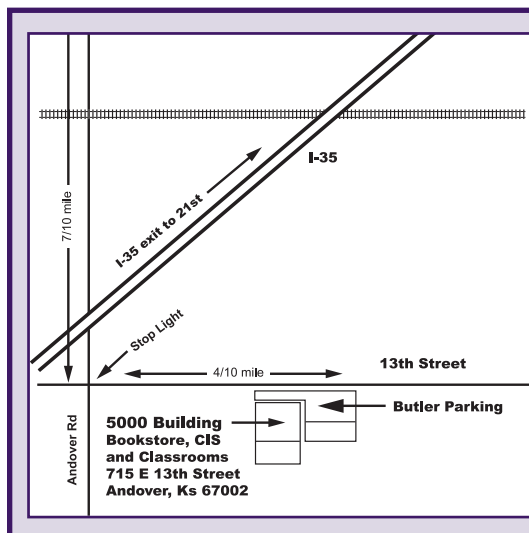
Classes shown in this brochure are held in our corporate training classroom at Butler's 13th Street campus in Andover. If you have a group of people to train, we can schedule classes at the time and place of your choice. We can tailor any of our classes to address your organization's unique concerns.

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**, training@butlercc.edu or visit us online at 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

May 20	8:30 am - 5 pm	Wed.	\$129
Jun. 1	8:30 am - 5 pm	Mon.	\$129

WORD 2007 LEVEL 1

Apr. 15	8:30 am - 5 pm	Wed.	\$129
May 6	8:30 am - 5 pm	Wed.	\$129

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 2007 LEVEL 2

May 26	8:30 am - 5 pm	Tues.	\$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.

WORD 2007 LEVEL 3

Jun. 16	8:30 am - 5 pm	Tues.	\$129
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Designed for experienced Word 2007 users who want to learn how to perform mail merges with form letters; create and modify forms and understand digital signatures; work with large documents that include a table of contents, footnotes, endnotes, an index, bookmarks, and cross-references; automate tasks by creating macros; customize menus and toolbars; and work with Word's XML-based features.

EXCEL 2003 LEVEL 1

Apr. 22	8:30 am - 5 pm	Wed.	\$129
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EXCEL 2007 LEVEL 1

Apr. 1	8:30 am - 5 pm	Wed.	\$129
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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

Apr. 29	8:30 am - 5 pm	Wed.	\$129
Jun. 15	8:30 am - 5 pm	Mon.	\$129

EXCEL 2007 LEVEL 2

Apr. 8	8:30 am - 5 pm	Wed.	\$129
May 13	8:30 am - 5 pm	Wed.	\$129

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.

FOR CUSTOMIZED TRAINING TO FIT YOUR
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E-MAIL skills@butlercc.edu

COMPUTER (CONTINUED)

EXCEL 2003 LEVEL 3

Jun. 24

8:30 am - 5 pm

Wed.

\$129

EXCEL 2007 LEVEL 3

Jun. 10

8:30 am - 5 pm

Wed.

\$129

Experienced Excel 2003 & 2007 users will learn to create nested functions; export/import data; perform what-if analyses; use the Goal Seek and Solver utilities; record and run macros, use SharePoint services; summarize data by creating automatic subtotals; use the data validation feature; create Pivot Tables for analyzing and comparing large amounts of data; create a PivotChart to graphically display data from a PivotTable; use Microsoft Query and the Web query feature to import data from external databases; run a macro to perform tasks automatically; record macros to perform repetitive tasks; edit a macro by editing VBA code; create a custom function to perform calculations when built-in functions are not available; and more.

ACCESS 2003 LEVEL 1

Apr. 14

8:30 am - 5 pm

Tues.

\$129

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

Apr. 16

8:30 am - 5 pm

Thurs.

\$129

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

May 19

8:30 am - 5 pm

Tues.

\$129

ACCESS 2007 LEVEL 2

Jun. 2

8:30 am - 5 pm

Tues.

\$129

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.



Business Performance Group • 316-218-6118

COMPUTER (CONTINUED)

ACCESS 2003 LEVEL 3

<i>Jun. 4</i>	<i>8:30 am - 5 pm</i>	<i>Thurs.</i>	<i>\$129</i>
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ACCESS 2007 LEVEL 3

<i>Jun. 23</i>	<i>8:30 am - 5 pm</i>	<i>Tues.</i>	<i>\$129</i>
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The Level 3 course is for those whose job responsibilities include working with heavily related tables; creating advanced queries, forms, and reports; writing macros to automate common tasks and improve data entry efficiency and integrity; and performing general database maintenance. To ensure the successful completion of Microsoft® Access 2003 & 2007 Level 3, we recommend completion of Level 1 and 2, or familiarity with basic and intermediate features of Access tables, relationships, queries, forms, and reports.

EFFECTIVE PRESENTATIONS WITH POWERPOINT 2003

<i>Apr. 2</i>	<i>8:30 am - 5 pm</i>	<i>Thurs.</i>	<i>\$129</i>
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EFFECTIVE PRESENTATIONS WITH POWERPOINT 2007

<i>Jun. 9</i>	<i>8:30 am - 5 pm</i>	<i>Tues.</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.

PUBLISHER 2007 LEVEL 1

<i>Jun. 18</i>	<i>8:30 am - 5 pm</i>	<i>Thurs.</i>	<i>\$129</i>
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Microsoft® Publisher is an easy to use, flexible program for creating many types of publications including newsletters, brochures and flyers. In this course, you will learn how to create a publication from scratch or use one of the many business and personal designs available in Publisher. This course was designed for persons with a basic understanding of Microsoft® Word who need to learn how to use Microsoft® Publisher to create, layout, and edit publications. Topics include creating a one-page publication; modifying a publication's layout and structure; editing content; formatting text and pictures; identifying distribution options; and more.

HTML LEVEL 1

<i>Jun. 11</i>	<i>8:30 am - 5 pm</i>	<i>Thurs.</i>	<i>\$149</i>
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This course is designed to present the basics of Hypertext Markup Language (HTML), the foundation Web technology for creating Web pages. In this course, you'll learn how to create a simple Web page; add structural elements like headings, paragraphs and lists; work with graphics and create hyperlinks to local and remote web pages; use Cascading Style Sheets (CSS) to modify the appearance of text; and work with data tables. Participants should be comfortable working in the Windows environment and using a Web browser.

QUICKBOOKS 2009

<i>May 1 & 8</i>	<i>8:30 am - 5 pm</i>	<i>Fri.</i>	<i>\$249</i>
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<i>Jun. 3 & 17</i>	<i>8:30 am - 5 pm</i>	<i>Wed.</i>	<i>\$249</i>
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In this course, you'll be introduced to QuickBooks' basic features and learn about the types of information needed to track business operations and enter that information and track it in QuickBooks. By the end of the course, you'll have a good idea of all that QuickBooks offers, you'll be familiar with the most common tasks, and you'll know where to find information about more advanced features.

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 April 15, May 20, and June 17. Here are just a few of the courses available:

Accounting

- Accounting Fundamentals \$79
- Accounting Fundamentals II \$79
- QuickBooks for Contractors \$79
- Introduction to QuickBooks 2007 \$79
- Performing Payroll in QuickBooks 2007 \$79

The Internet

- Introduction to the Internet \$69
- Achieving Top Search Engine Positions \$69
- Learn to Buy and Sell on eBay \$79

Grant Writing & Nonprofit Management

- Creating Your Own Nonprofit \$79
- Introduction to Nonprofit Management \$79
- Marketing Your Nonprofit \$79
- Making the Connection: Nonprofit & Technology \$79
- Wow, What a Great Event \$79
- Get Grants! \$79
- Writing Effective Grant Proposals \$79

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 to find out more about our non credit online offerings, or contact us at **218-6118**.

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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

Apr. 6 & 7	8:30 am - 4:30 pm	Mon.-Tues.	\$199
May 11 & 12	8:30 am - 4:30 pm	Mon.-Tues.	\$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

Apr. 21 & 28	8:30 am - 5 pm	Tues.	\$199
May 21 & 28	8:30 am - 5 pm	Thurs.	\$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

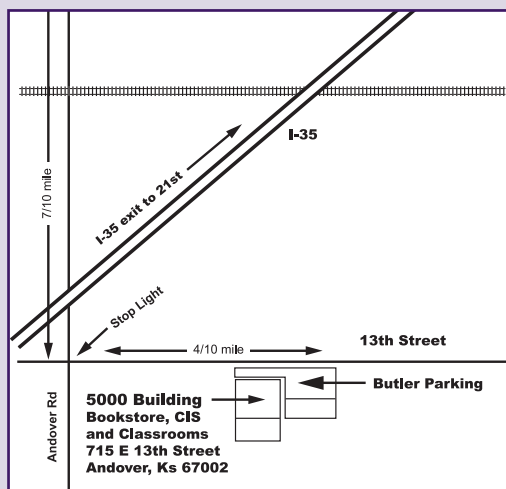
Jun. 25	8:30 am - 5 pm	Thurs.	\$149
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This is the second course in the Microsoft® Project 2003 series and builds upon the knowledge from the first course. You'll learn how to exchange project plan data with other applications, create and re-use custom 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. **Cost: \$25.**

THE POWER OF POSITIVITY

Apr. 23

Thurs.

This session takes a fun, factual, and practical look at the power of positive thinking in the workplace. You will understand the benefits of choosing to make each of your interactions positive as well as the consequences of negative interactions. You will learn the 5 steps to increasing positive interactions and behaviors and recognize the personal strengths that are uniquely yours.

COLLABORATING WITH WEB 2.0 TOOLS

May 27

Wed.

Challenges abound in today's business environment. But opportunities are also available for businesses to change and transform - not only to survive, but also thrive. Experience how the new generation of online applications can boost productivity and collaboration in your organization. We'll look at Google Docs and Calendars, Slideshare, social bookmarks, blogs, wikis and more.

GENERATIONAL MIX IN THE WORKFORCE

Jun. 18

Thurs.

Generational differences can impact every aspect of a work environment. Learn the key characteristics of the four generations that make up today's workforce. Identify issues and situations influenced by generational differences, and gain insights for working effectively across generations.

