

21st Century Office Training Program

The course offerings and descriptions are as follows:

An Orientation session will be held on Jan. 18, 2017 @ Middlesex Chamber starting at 3:30pm

Basic Grant Writing - 8 hours

Grants from foundations and corporations are more competitive than ever. Learn how to make your proposal stand out, from the first Letter of Inquiry down to the last budget detail. Bring your own project! In this 4-workshop series students will use a standard “community foundations” form to draft a grant proposal that addresses the needs of their clients. This class is for staff of nonprofit organizations and those looking for employment with such agencies.

Career/Personal Coaching - 8 hours

Every highly successful person will tell you they did not get there by themselves. With this exciting program, the business coach will teach participants how to optimize their potential for success, achieve satisfaction and enhance performance and create a take charge mind-set to turn obstacles into opportunities for success.

Microsoft Access 101 - 10 hours

For the beginning database user! In this hands-on course, students will learn the basics of designing the database structure, adding records, querying the database, designing forms and creating and printing reports. Familiarity with Windows required.

Microsoft Excel 101 - 12 hours

In today’s fast-paced, technical business environment, numbers are everything. Much of our success hinges on how well we can manage the data-statistics, planning, reporting – that we encounter on a daily basis. We learn how we are doing and discover our next course of action by studying numbers. Learn the basics of excel and how to enter different types of data, how to edit data, or how to add and delete extra columns and rows.

Microsoft Excel - Intermediate Excel - 12 hours

Participants will learn how to maximize their use of Excel in this hands-on class. Advanced features will be covered including grouping information, sorting data, creating charts and graphs to display data. By the time you have completed this course you will be comfortable with day to day operations that you would perform in this software program.

Microsoft PowerPoint 101 - 8 hours

This class will explore components of PowerPoint. PowerPoint is used to create professional slide presentations and handouts for business and community meetings. Participants will gain the skills to plan, create, view and run a presentation using text and graphics. Familiarity with Windows required.

Microsoft Publisher 101 - 8 hours

Microsoft Publisher is an easy-to-use program that produces stunning, professional results. It is a layout and design tool used to create documents that fall outside of normal word processor capabilities, such as flyers, catalogs, bulletins and posters. Whether you are new to Microsoft Publisher or looking to learn tips and tricks, this is the class you need.

Microsoft Word 101 - 12 Hours

Use all of the great features Microsoft Word had to offer, with confidence. This course will cover creating a document, formatting a document, creating envelopes and using the menu and tool bars.

Microsoft Word - Mastering Word - 12 Hours

A training program in word processing concepts, technology, and application as related to job skill requirements and career opportunities. Training time will be divided between lecture and lab work. Each individual will complete a resume.

Social Media - 6 hours

The ability to use social media to regularly engage people, build an audience and express your personality is becoming an essential digital skill for everyone. The demand for people with “social media marketing” skills has risen 47% in the past year and is projected to great increase. Where social media really becomes valuable in a business context is when you can use these social networks to raise brand awareness and also get new customers, leads and sales for a business. This course will give you the

Tools to Land Your Dream Job - 8 hours

Today’s employers want to hire “knowledge workers”, so this class will teach you to: Be proactive – find a job that is a good fit for your skills, interests and abilities; Be tech-savvy – sharpen your computer skills using internet keyword search terms and Microsoft Office “productivity” software; Be able to discuss your “soft skillset” - your work ethic, integrity, reliability, dependability, time-management, communication skills, teamwork, initiative, etc. and job interview tips and tricks.

Word Press 101 - 8 hours

Want to build an attractive, sophisticated blog or website—without having to learn any special coding? WordPress is the answer you're looking for! WordPress is one of the world's most popular Web design tools because it's free, it's easy to use, and it produces professional results.

In these lessons, you'll get hands-on experience with this powerful tool as you create your own WordPress site and blog. As you walk through the process from start to finish, you'll find out how to use WordPress to create pages and posts, add images and videos, change a site's look and feel, and include user-friendly features. You'll discover the ease of using WordPress design themes to express your creativity, and you'll see how much fun it is to be part of the vibrant WordPress online community.