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COMPUTERS AND SOFTWARE

Course Title: Introduction to Computers

Course No.: COR0100.(1)

Description: From hardware and Windows basics, to dialog boxes, file management, toolbars and Internet browsing, this introductory class covers it all.

Prerequisite: None.

Dates and Times: Tuesdays, Sept. 4, 11 and 18 from 2-5 p.m. (9 hours)

Course fee: \$139

Instructor: Sandra Davis

Course Title: Excel 2016, Intermediate

Course No.: COR0105.(1)

Description: This intermediate Microsoft Excel class will teach working with large datasets. Using data tables and understanding the benefits of using data tables. Sorting and filtering data in tables. Creating and modifying pivot tables, create and maintain range names, edit, delete a range name and use range names in formulas. Set up one-variable substitution values, add formulas to a one-variable data table, set up substitutions values for a two-variable data table. Goal seek and scenario manager, determining optimal input values, create scenarios using the solver add-in.

Prerequisite: Introduction to Microsoft Excel 2016

Dates and Times: Thursdays: Sept. 6, 13 and 20 from 2-4:30 p.m. (7.5 hours)

Course fee: \$139

Instructor: Sally Douglass

Course Title: Excel 2016, Advanced

Course No.: COR0106.(1)

Description: In this more advanced course you will learn how to work with print areas, data tables, subtotals and use conditional formatting. PivotTables and PivotCharts will be introduced. Finally, What-If analysis will be explored: learn to create and maintain range names, work with one- and two-variable data tables, work with Goal Seek, Scenario Manager and Solver Add-in.

Prerequisite: Students should be familiar with the topics and skills learned in the Introduction and Intermediate Excel courses.

Dates and Times: Thursdays, Nov. 29, Dec. 6 and 13 from 2-5 p.m. (9 hours)

Course fee: \$139

Instructor: Sally Douglass

Course Title: QuickBooks, Bootcamp 2015

Course No.: COR0102.(1)

Description: Quickly set up accounts, customers, jobs, and invoice items. Track everything from time and expenses to income and profit. Discuss budgets and actual spending, income, inventory, assets, and liabilities for a better understanding of accounting and financial issues. Open a dashboard that highlights your company's financial activity and status the moment you log in. Create templates for bills, invoices, sales receipts, checks, etc. Use Search and Find features, as well as the Vendor, Customer, Inventory, and Employee Centers.

Students should bring a USB stick or thumb drive.

Prerequisite: None

Dates and Times: Fridays, Aug. 10, 17, 24 and 31 from 3:30-6 p.m. (10 hours)

Course fee: \$169

Instructor: Penelope Dunn

Course Title: QuickBooks, Advanced 2015

Course No.: COR0103.(1)

Description: Create a company database with a chart of accounts, customers, jobs, and inventory items. Track everything from billable and unbillable time and expenses to income and profit. Create a budget and examine the budget vs. actual spending. Learn to understand the balance sheet and assets and liabilities. Open a dashboard that highlights your company's financial activity and status the moment you log in. Create and reuse bills, invoices, sales receipts, and timesheets. Use Search and Find features, as well as the Vendor, Customer, Inventory, and Employee Centers.

Students should bring a USB stick or thumb drive.

Prerequisite: Basic working knowledge of computers and Windows, and have used or are using QuickBooks.

Dates and Times: Fridays, Sept. 7, 14, 21 and 28 from 3:30-6 p.m. (10 hours)

Course fee: \$169

Instructor: Penelope Dunn

Course Title: Word 2016, Introduction

Course No.: COR0107.(1)

Description: This introductory course covers the basics of Microsoft Word. You will learn to create, edit, format and customize documents, use One Drive storage, and work with tables, columns and graphics.

Prerequisite: None.

Dates and Times: Fridays, Sept. 14 and 21 from 1-4 p.m. (8 hours)

Course fee: \$139

Instructor: Nancy Abshier

FORKLIFT

Course Title: Forklift Certification

Course No.: COR0800.(1)

Description: This course ensures that all formal classroom training, written exams, practical exams and the operator evaluations are completed per OSHA requirements. Each operator will be required to learn basic fundamentals, pass basic tests and practical exercises to pass the course. Operators who satisfactorily complete the course will receive a certification card. Steel-toed shoes or boots are preferred; closed-toe shoes are required.

Prerequisite: None

Dates and Times: Monday and Tuesday, Sept. 10 and 11 from 8 a.m.-4:30 p.m. (17 hours)

Course fee: \$199

Instructor: BJ Price

OSHA

Course Title: OSHA 10-Hour Construction Industry

Course No.: COR0801.(1)

Description: The OSHA 10-Hour Construction training course is extremely valuable for entry level construction employees. Topics include: introduction to OSHA, four high hazards, electrical safety, fall protection, ladder safety, material handling, excavation, scaffold and crane safety. The resulting OSHA wallet card is valid in all 50 states. Attendance is mandatory for entire class.

Prerequisite: None

Dates and Times: Tuesday and Wednesday, Sept. 4 and 5 from 8 a.m.-2 p.m. (12 hours)

Course fee: \$199

Instructor: BJ Price

Course Title: OSHA 10-Hour General Industry

Course No.: COR0802.(1)

Description: The OSHA 10-Hour General Industry training course is intended to provide a non-supervisory role employee an exceptionally broad awareness on recognizing and preventing hazards at their job site. Topics include: introduction to OSHA, understanding the OSHA Act, OSHA inspections. Learn the major hazards associated with general industry work and how to avoid, protect or control them. The resulting OSHA wallet card is valid in all 50 states. Attendance is mandatory for entire class.

Prerequisite: None

Dates and Times: Monday and Tuesday, Oct. 1 and 2 from 8 a.m.-2 p.m. (12 hours)

Course fee: \$199

Instructor: BJ Price

Course Title: OSHA 30-Hour Construction Industry**Course No.: COR0803.(1)**

Description: The OSHA 30-Hour Construction training course is an essential training course for construction foremen, supervisors, line leaders, executives and other supervisory construction professionals. Participants are taught how to handle job related safety and health hazards. Special emphasis is placed on hazard identification and prevention. This course provides a comprehensive overview of information associated with OSHA construction standards set for by OSHA 29 CFR 1926. Attendance is mandatory for entire class.

Prerequisite: None

Dates and Times: Monday-Thursday, Sept. 24-27 from 8 a.m.-4 p.m. (32 hours)

Course fee: \$399

Instructor: BJ Price

Course Title: OSHA 30-Hour General Industry**Course No.: COR0804.(1)**

Description: The OSHA 30-Hour General training course is an essential training course for construction foremen, supervisors, line leaders, executives and other supervisory professionals. Participants are taught how to handle job related safety and health hazards. Special emphasis is placed on hazard identification and prevention including slips, trips and falls associated with walking and working surfaces and effective egress and fire protection programs. Attendance is mandatory for entire class.

Prerequisite: None

Dates and Times: Monday-Thursday, Oct. 22-25 from 8 a.m.-4 p.m. (32 hours)

Course fee: \$399

Instructor: TBD

SUPERVISION AND LEADERSHIP**Course Title: Advanced Leadership for Business & Life****Course No.: COR0700.(1)**

Description: Leaders aren't given respect; they earn the respect of the people they lead. Leaders are not automatically trusted; they earn the trust of the people they lead. The best way to earn respect, to earn trust, and to earn the right to lead others is to lead by example. Instructor Mark Davis looks at leadership from a new perspective. This comprehensive class examines leadership concepts through self-reflection, practical applications and carefully selected readings. Participants will be mentored in what it takes to be a true leader. All team leaders, supervisors and managers are welcome regardless of experience level.

Prerequisite: None

Dates and Times: Wednesdays: Sept. 12, Oct. 10 and Nov. 14, 2018 from 9-1 p.m. (12 hours)

Course fee: \$429

Instructor: Mark Davis

Course Title: Basic Supervision**Course No.: COR0701.(1)**

Description: Designed for new team leaders or supervisors, this basic course will give attendees a sound fundamental foundation to supervision and show them how to achieve productivity through people, build an effective team and conduct essential supervisory tasks such as staffing, delegating, motivation and appraising employees. Book will be provided for class use.

Prerequisite: None

Dates and Times: Mondays and Fridays, Sept. 24, 28, Oct. 1 and 5 from 8 a.m.-12 p.m. (16 hours)

Course fee: \$299

Instructor: Ulli Munroe

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