

Workplace Applications

Portland Community College

***Get the training you need to demonstrate your skills
in a competitive job market!***

Workplace applications classes are offered at convenient times and locations to accommodate the working adult. All classes are “instructor-led”, taught by patient instructors who are experts at both teaching, as well as using the programs. They provide you with hands-on experience you need to successfully learn and retain these skills.

Microsoft Office 2007

These classes are taught in classrooms by a knowledgeable instructor who demonstrates the concepts as you follow the step-by-step guide provided to each student.

- **Transitioning to Office 2007**
- **Microsoft Outlook I/II**
- **Microsoft PowerPoint**
- **Microsoft Access, levels I & II**
- **Microsoft Word, levels I, II & III**
- **Microsoft Excel, levels I, II & III**
- **Microsoft Project, levels I & II**

Additional classes that might be of interest to you

Employees in an office are often asked to take on new responsibilities, like working on the company’s website, creating product brochures, or helping manage the budget. PCC also offers classes in these and many other areas. The following is a sample of the classes we offer. (See the PCC schedule for a complete list of topics and classes).

- **QuickBooks**
- **Visio**
- **InDesign I/II**
- **Website Development 101**
- **Photoshop**
- **Dreamweaver I/II**

For more information please contact John Buessler
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Computer Education Program

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computers.pcc.edu