



# 2011

## Winter Training Classes offered by



### OCCC-Small Business Development Center

A full line-up of classes are now available for small business owners, managers and employees throughout Lincoln County. Want to learn how social networking can help your business? Want to know how to survey your customers online? Need a brush-up on the latest Microsoft software? Want to become the best Google expert in your office? Need help with QuickBooks? Would you like to attend an open computer lab and get personalized help? If you answer "yes" to any of these questions...we can help!

TOPIC	DATE	DAY	TIME	LOCATION	FEE
Social Media: Basics	01/05/11	Wednesday	5:30 p.m.-9:00 p.m.	LC-OCCC-222	\$30
Microsoft Word 2007—Level I	01/07/11	Friday	9:00 a.m.-4:00 p.m.	NE-OCCC-244	\$99
Business Start-ups & Tune-ups(10 weeks)	01/11/11	Tuesdays	6:00 p.m.-9:00 p.m.	LC-OCCC-208	\$180
<i>(Class continues 1/18 - 1/25 - 2/1 - 2/8 - 2/15 - 2/22 - 3/1 - 3/8 - 3/15)</i>					
Google Basics—Increase Your Use	01/12/11	Wednesday	5:30 p.m.-9:00 p.m.	LC-OCCC-222	\$30
QuickBooks I—Intro. & More	01/14/11	Friday	9:00 a.m.-4:00 p.m.	LC-OCCC-222	\$99
Constant Contact—Surveys/News	01/20/11	Thursday	6:00 p.m.-9:00 p.m.	NE-OCCC-244	\$30
QuickBooks Pro 2010 for Business	01/21/11	Friday	9:00 a.m.-4:00 p.m.	LC-OCCC-222	\$99
Microsoft Word 2007—Level II	01/21/11	Friday	9:00 a.m.-4:00 p.m.	NE-OCCC-244	\$99
Business Plans/Forecasts/Loans	01/24/11	Monday	6:00 p.m.-9:00 p.m.	NE-OCCC-249	\$60
<i>(Class continues 1/31 and 2/7)</i>					
Google Webmaster	01/28/11	Friday	9:00 a.m.-12:00	LC-OCCC-222	\$30
QuickBooks—Open Lab	02/02/11	Wednesday	1:00 p.m.-4:00 p.m.	LC-OCCC-222	\$39
Shoobox Bookkeeping	02/02/11	Wednesday	6:00 p.m.-9:00 p.m.	LC-OCCC-211	\$39
Microsoft Excel 2007—Level I	02/04/11	Friday	9:00 a.m.-4:00 p.m.	LC-OCCC-222	\$99
Web Presence for Your Business	02/10/11	Thursday	9:00 a.m.-4:00 p.m.	LC-OCCC-222	\$75
QuickBooks I—Introduction & More	02/11/11	Friday	9:00 a.m.-12:00	NE-OCCC-244	\$99
<i>(Class continues 2/18)</i>					
Computer Lab: Microsoft Office	02/14/11	Monday	9:00 a.m.-12:00	LC-OCCC-222	\$40
<i>(Class continues "Tuesday" 2/22)</i>					
Google Basics—Increase Your Use	02/16/11	Wednesday	9:00 a.m.-12:00	NE-OCCC-244	\$30
Social Media: Basics	02/16/11	Wednesday	1:00 p.m.-4:00 p.m.	NE-OCCC-244	\$30
ooVoo, Skype & Google Talk	02/17/11	Thursday	6:00 p.m.-9:00 p.m.	NE-OCCC-244	\$30
Google Intermediate: Picasa +	02/18/11	Friday	1:00 p.m.-4:00 p.m.	LC-OCCC-222	\$30
Constant Contact—Surveys/News	02/22/11	Tuesday	6:00 p.m.-9:00 p.m.	LC-OCCC-222	\$30
Social Media: Intermediate	02/23/11	Wednesday	5:30 p.m.-9:00 p.m.	LC-OCCC-222	\$30
QuickBooks Pro for Business	02/24/11	Thursday	9:00 a.m.-12:00	NE-OCCC-244	\$99
<i>(Class continues 3/3)</i>					
Microsoft Excel 2007—Level II	02/25/11	Friday	9:00 a.m.-4:00 p.m.	LC-OCCC-222	\$99
Business Plans/Forecasts/Loans	02/28/11	Monday	6:00 p.m.-9:00 p.m.	LC-OCCC-208	\$60
<i>(Class continues 3/7 and 3/14)</i>					
ooVoo, Skype & Google Talk	03/02/11	Wednesday	6:00 p.m.-9:00 p.m.	LC-OCCC-222	\$30
Open Lab: Adobe Creative Suite	03/03/11	Thursday	9:00 a.m.-12:00	NE-OCCC-70	\$40
<i>(Class continues 3/10)</i>					
Google Advanced: Web-build & Blog	03/04/11	Friday	9:00 a.m.-12:00	NE-OCCC-244	\$30
Social Media Advanced	03/04/11	Friday	1:00 p.m.-5:00 p.m.	NE-OCCC-244	\$30
Website Tune-up Workshop	03/07/11	Monday	8:00 a.m.-12:00	NE-OCCC-244	\$50
Shoobox Bookkeeping	03/10/11	Thursday	6:00 p.m.-9:00 p.m.	NE-OCCC-249	\$39
QuickBooks Open Lab	03/11/11	Friday	9:00 p.m.-12:00	NE-OCCC-244	\$39
Microsoft PowerPoint 2007	03/11/11	Friday	9:00 a.m.-4:00 p.m.	LC-OCCC-222	\$99

Before you can successfully register for an online class at OCCC you will first need to go through an Admissions Process where a Student Record is created. If you have already taken a class sometime in the past few years, you may already have a complete student record. To find out where you stand, or to help you get started from scratch, call Suzan Brewer at 541-994-4166, or from South County 541-867-6200 x 202 and have her admit you into the system. After you are in, you can pick and choose the classes you want to take to register online.