



ASSUMPTION COLLEGE FOR SISTERS

350 Bernardsville Road
Mendham, NJ 07945-2923
www.acs350.org

SPRING 2010

COMPUTER APPLICATIONS WORKSHOPS

WORKSHOP 1 MICROSOFT WORD™

THURSDAYS **January 21, 28, February 4, 11** **4:00 p.m.- 6:00p.m.**

Learn to use Word for more than lesson plans and letters: create flyers, memos, faxes, labels; insert graphics and photos; create columned newsletters; prepare individualized letters for a large mailing; create templates, styles and macros; insert footnotes and comments.

WORKSHOP 2 MICROSOFT EXCEL™

THURSDAYS **February 25, March 4, 11, 18** **4:00 p.m.- 6:00p.m.**

Learn budget and bookkeeping techniques with this popular spreadsheet application: create budgets and income tax records; automatically compute totals and averages; keep records and accounts for small businesses; develop the best possible grade book for teachers; track expenses and expenditures; monitor and graph your stock accounts.

WORKSHOP 3 MICROSOFT POWER POINT™

THURSDAYS **April 15, 22, 29, May 6** **4:00 p.m.- 6:00p.m.**

Learn how to create presentations: develop your own photo scrapbook; add sound effects and motion; empower your sales presentations; use media to gain new customers; conduct a meeting with pizzazz.

→ **new flat screen computers**

→ **the most widely used version of Microsoft Office™ Professional Edition**

→ **directed by Maria La Salvia-Seliga**

adjunct professor at Assumption College for Sisters

extensive experience in staff development and computer applications

COST: \$240.00 per Workshop \$420.00 for two Workshops \$600.00 for three Workshops

Registration and information: 973-543-6528, ext. 228
deanregistrar@acs350.org

ACS is a registered New Jersey Professional Development Provider.

Participants attending classes, seminars, or lectures can earn professional development hours toward certification.