

Technology Training Courses

All classes online
in a virtual class-
room with live
instruction



All classes meet from 9 a.m. to 4:30 p.m. unless otherwise noted.

Social Media Management and Marketing for Business Certificate

Mondays, Feb. 20 – May 8, 2023

1-4:15 p.m.

This hands-on program will show you how to develop and manage an effective social media program. You will follow a nine-step program to complete a full social media proposal and program for a business or nonprofit you wish to support. You will also learn about social media tools and strategies, content creation and management, and project and risk management.

Excel Level 3 (2 offerings)

Nov. 2, 2022 & April 13, 2023

This course will introduce you to Excel advanced tools such as auditing, what-if analysis, Lookup functions, 3-D maps and forecast sheets, but you will be introduced to more aspects of this software.

Excel Tips and Tricks (2 offerings)

Nov. 14, 2022 & May 8, 2023

Learn shortcuts, tips and techniques for increasing your productivity with Microsoft Excel.

Excel Level 1

Feb. 15, 2023

Gain the skills to create, edit, format, and print basic Microsoft Office Excel worksheets.

Excel Level 2

March 15, 2023

Take your Excel skillsets to the next level and learn how to calculate data using functions and formulas, sort and filter data, and use PivotTables and PivotCharts for analyzing data.

Excel PivotTables and Power Pivot

May 17, 2023

You will learn how to import, organize, combine and summarize data using PivotTable, PivotChart and Power Pivot, enabling you to present meaningful information from data and increasing the chance of successful business decisions.