



## Learn Office 2007

### Office 2007 Update - 1 credit in-class course

Tuesday & Thursday 3 - 4:30 p.m., 1/15 - 2/7, V 209A - reference # 121126

Wednesday 1:30 - 4:30 p.m., 1/16 - 2/6, V 209A - reference # 121131

### 1 credit Office 2007 online classes available:

Microsoft Word 2007 I - reference # 120727

Microsoft Word 2007 II - reference # 120728

Microsoft Excel 2007 I - reference # 120729

Microsoft Excel 2007 II - reference # 120730

Microsoft Excel 2007 III - reference # 120733

Microsoft Access 2007 I - reference # 120734

Microsoft Access 2007 II - reference # 120735

Microsoft PowerPoint 2007 I - reference # 120736

Microsoft Outlook 2007 I - reference # 120737

### 1 credit online classes still available in Office 2003:

Introductory Word 2003 - reference # 11495

Intermediate Word 2003 - reference # 11496

Advanced Word 2003 - reference # 11503

Word 2003 for Power Users - reference # 11504

Introductory Excel 2003 - reference # 11499

Intermediate Excel 2003 - reference # 11500

Advanced Excel 2003 - reference # 11505

Excel 2003 for Power Users - reference # 11506

Introductory Access 2003 - reference # 11501

Intermediate Access 2003 - reference # 11502

Advanced Access 2003 - reference # 11507

Access 2003 for Power Users - reference # 11508

Introductory PowerPoint 2003 - reference # 11497

Intermediate PowerPoint 2003 - reference # 11498

Advanced PowerPoint 2003 - reference # 11509

- The online courses consist of SkillSoft Online Training Modules and projects based on the content of the online lessons, which can be completed at any time during the Spring 2008 semester. Optional Orientation sessions will be held for the online courses.

- You can take multiple courses (you may enroll at any time during the semester).
- There is no cost to full-time or part-time faculty or staff; just enroll in the course and we'll process the paperwork to pay for the course.
- These courses will count towards recertification for full-time and adjunct faculty.
- If you would like in-class training in Office 2007 and are unable to attend one of the 2 sections currently scheduled, there will be more in-class sections of the Office 2007 update, or classes on the individual 2007 programs (Word 2007, Excel 2007...) depending on the days/times and subjects requested. Please e-mail Terri Holly and let her know what your needs are with the day/times that would be best.

**Registration/Payment Information:**

For assistance regarding **course content**, contact **Terri Holly** at Ext. 7669 or toll-free at 1-866-866-4722 Ext. 7669 or tholly@ircc.edu. For **assistance registering**, contact **Rosemary Wiesner**, Administrative Asst. to the Dean of Advanced Technology at Ext. 7575 or toll-free at 1-866-866-4722 Ext. 7575 or rwiesner@ircc.edu.

You can also register over the phone by calling 1-866-866-4722 (ircc), on-line at [www.ircc.edu](http://www.ircc.edu), or in person at any campus registrar's office. If you have not taken a course at IRCC in the past 2 years, you need to fill out a Florida residency verification document. **As an IRCC employee, tuition is not required for certain technology and professional development courses that are advertised through the Employee Development Program (EDP). There is no cost to full-time or part-time faculty or staff; just enroll in the course and we'll process the paperwork to pay for the course through the Staff and Program Development Fund (SPD).**



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