



## Mesa State College Non-Credit Online Learning

Learn from home or office, any time day or night. A new section of each course starts monthly. All courses run for six to eight weeks and are composed of 12 lessons, representing 24 hours of instruction. These courses are all non-credit courses at this time. You can ask questions and give or receive advice at any time during the course. Two assignments are given each week and you have two weeks to complete an assignment. A self-grading quiz is given at the end of each lesson for you to assess your learning. All course work must be completed by two weeks after the final week. You must have access to the internet and email as well as the software you are studying (if applicable).

Upon successful completion of the course, you will receive a certificate of completion and 2 CEUs from Mesa State College. The cost of each course is \$89 and registration is done through Mesa State College. Below is a brief description of the classes that we are presently offering. More courses to come.

### **Contact Information**

Bob Peterson  
970-255-2828  
rpeterso@mesastate.edu

### **Accounting Fundamentals**

Demand for accounting professionals currently exceeds supply. If you're interested in increasing your financial awareness and accountability while also gaining a marketable skill, this course is for you. You'll learn the basics of double-entry bookkeeping, while also learning how to analyze and record financial transactions, as well as prepare various financial reports at the end of the fiscal period. Accounts receivable, accounts payable, payroll procedures, sales taxes, and various common banking activities will be discussed. We'll cover all the bases, from writing checks to preparing an income statement and closing out accounts at the end of each fiscal period.

### **Accounting Fundamentals II**

While it is true that accounting professionals are scarce, those with corporate accounting experience are even rarer. This course will build on the knowledge you gained in our *Accounting Fundamentals* course to provide you with a solid understanding of corporate accounting practices. You'll be able to analyze transactions and prepare various corporate financial reports. You'll also gain practical experience working with dividends, plant assets, depreciation, accrued revenue and expenses, retained earnings, stockholders' equity, and more.

## **Creating a Successful Business Plan**

Success in business begins with a plan. By committing your idea to paper, you face tough questions and identify strengths and weaknesses. Business plans are not just for financing purposes; they are working documents to guide your business. For new and established small business owners, the course will start you down the path of small business success.

## **Introduction to Microsoft Excel 2003**

Discover dozens of shortcuts and tricks for setting up fully formatted worksheets quickly and efficiently. Learn the secrets behind writing powerful formulas, using functions, sorting and analyzing data, creating custom charts, creating 3-dimensional workbooks, building links, and creating macros and custom toolbar buttons.

## **Intermediate Microsoft Excel 2003**

Learn how to work faster and more productively by using many of Excel 2003's powerful features, such as the PivotTable, Solver, and AutoFilter. Build worksheets with decision-making capabilities, and learn to use advanced graphing techniques.

## **Advanced Microsoft Excel 2003**

Maximize your investment in Microsoft Excel by learning advanced techniques that most users don't even know exist. In this practical, hands-on course, you'll learn how to use scenarios and data tables to quickly perform multiple what-if analyses. You'll discover a variety of advanced pivot table techniques, like creating calculated fields and calculated items. You'll be able to use validation to protect the integrity of your worksheets from other, less experienced users. You'll become adept at consolidating and importing data, and you'll master the art of conditional formatting to highlight duplicate entries and other common worksheet problems. Impress your coworkers by learning how to add functional and eye-catching controls to any worksheet, and find out how to nest one function inside another to accomplish just about anything Excel has to offer.

## **Introduction to QuickBooks 2005**

Learn how QuickBooks makes it easy to set up a chart of accounts, reconcile your checking account, create and print invoices, receipts, and statements, track your payables, inventory, and receivables, create estimates and generate reports.

## **Project Management Fundamentals**

There are more projects occurring today than at any time in history. Organizations initiate projects to create new computer applications, erect bridges and buildings, improve processes, develop new products, and reorganize company operations. Unfortunately, most organizations do not manage projects well, creating an unprecedented demand for project management practitioners. If you're organized, perceptive, detail-oriented, and an excellent communicator, you just might have what it takes to succeed in the fast-growing field of project management. If you're new to project management, this course will provide you with the essential information you'll need to prepare for and complete your first project. If you're an experienced project manager, this course will make you more valuable to your employer by increasing your skills and competencies. This course will also help you prepare for the internationally recognized Project Management Professional (PMP) and Certified Associate in Project Management (CAPM) exams offered by the Project Management Institute.

## **Project Management Applications**

In this course, an experienced Project Management Professional will teach you the same powerful tools and techniques that experienced project management professionals rely on every day. You'll increase the probability of project success by mastering the tricks of the trade: Earned Value Performance Measurement, Gantt Charts, Network Scheduling, Work Breakdown Structure, and Cost-Volume Analysis. You'll also become proficient at recruiting project team members and empowering them to succeed. You'll understand the stages of team development, and you'll gain skills in developing and motivating team leaders. You'll even learn about project software, statistics, change management, processes, and estimating. And you'll gain valuable experience with project planning, control and data analysis tools. This course will also help you prepare for the internationally recognized Project Management Professional (PMP) and Certified Associate in Project Management (CAPM) exams offered by the Project Management Institute.

## **Fundamentals of Supervision and Management**

Learn how to be an effective manager or supervisor. Master the basics of business and organizations, learn the people skills required to motivate and delegate, and learn tools for solving problems and resolving conflicts.

## **Fundamentals of Supervision and Management II**

Learn how to be an effective manager or supervisor. Master the basics of communicating effectively, and learn tools for developing your own interpersonal skills.

## **Administrative Assistant Fundamentals**

Rapid growth in the health, legal services, data processing, management, public relations, and other industries have created many new job opportunities for administrative assistants. This course will help you discover and master the essentials of managerial and staff support, information and records management, communications technology, travel and meeting coordination, space planning, and office ergonomics. You'll become an indispensable member of your team by identifying opportunities and implementing solutions to turn your office into a high productivity machine. This course will also help you prepare for the internationally recognized Certified Professional Secretary (CPS) and Certified Administrative Professional (CAP) exams offered by the International Association of Administrative Professionals.

## **Administrative Assistant Applications**

Gain the skills and knowledge you'll need to prepare for the Certified Administrative Professional exam and begin a rewarding career as an administrative assistant. Discover how economics, accounting, business law, organizational behavior, and management affect administrative assistant responsibilities and activities. Determine how the world economy can affect an enterprise, learn the basics of accounting, including the general ledger and key accounting terms, and see how financial statements and controls help keep your organization moving in a positive direction.

Understand the fundamentals of business law, contracts, and the principal-agency relationship; discover ethics and organizational politics; and understand the basics of international business. Learn about key management functions such as planning, control, motivation, and organization, discover how to increase creativity, and find out how marketing differs from sales. Learn the basics of operations management, understand why effective change management is so vital, and determine how to recruit, evaluate, select, and train team members. This course will also help you prepare for the internationally recognized Certified Professional Secretary (CPS) and Certified Administrative Professional (CAP) exams offered by the International Association of Administrative Professionals.

## **Understanding the Human Resources Function**

This course is designed to help people without experience in human resources to understand this very vital link in the organizational chain. It will prepare both managers and business owners to handle basic human resource functions in a way that will ensure the best possible result.

## **Mastery of Business Fundamentals**

Are you interested in acquiring practical business experience in strategic planning, management, and finance without enrolling in an MBA program? This course is for you! You'll understand the significance of strategic planning and discover how external and internal environmental factors affect an organization. You'll learn about various organizational structures and determine how to use leadership, motivation, and control for maximum impact. You'll master the fundamentals of accounting and increase your knowledge about key financial terms, cash flow management, financial statements, and cost control. You'll also discover various financial investment models and you'll learn the basics of financial planning and budgeting methods. You'll even understand the basic principles of business law, contracts, and the principal-agency relationship.

## **Mastery of Business Applications**

Learn the essence of business applications. Understand how marketing differs from sales, how the marketing concept helps a firm succeed, and why consumer behavior is such a challenging topic. Increase your knowledge of the basics of international business and learn about the various options and requirements for success. Discover the nature of information technology and realize how operations management helps increase efficiency and effectiveness. Learn the definition of quality, discover the nature of Six Sigma and total quality management (TQM), and find out how to implement a quality culture. Understand the nature of project management and learn about the different phases of the project life cycle.

## **Customer Service Fundamentals**

Develop new skills in identifying and satisfying customer needs, and become an indispensable asset to any organization. In this six-week online course, an experienced instructor will help you discover the best methods for measuring customer service and for applying the principles of consumer behavior to your business. You'll become proficient with key customer service concepts, including target marketing, market segmentation, the marketing mix, and quality function deployment. You'll be able to differentiate between industrial and consumer marketing, and you'll know how to support new product introductions, satisfy international customers, work in a call center, and minimize customer complaints

## **Introduction to Microsoft Word 2003**

Learn how to create and modify documents in Word 2003, the most popular word-processing program available.

### **Intermediate Microsoft Word 2003**

Take advantage of Word 2003's publishing capabilities to easily create flyers, newsletters, brochures, and other heavily formatted documents.

### **Advanced Microsoft Word 2003**

Learn how to build time-saving macros, customize your toolbars, create shortcut keys, crank out form letters and mailing labels, perform queries, and much more.

### **Introduction to Microsoft Excel 2003**

Discover dozens of shortcuts and tricks for setting up fully formatted worksheets quickly and efficiently. Learn the secrets behind writing powerful formulas, using functions, sorting and analyzing data, creating custom charts, creating 3-dimensional workbooks, building links, and creating macros and custom toolbar buttons.

### **Intermediate Microsoft Excel 2003**

Learn how to work faster and more productively by using many of Excel 2003's powerful features, such as the PivotTable, Solver, and AutoFilter. Build worksheets with decision-making capabilities, and learn to use advanced graphing techniques.

### **Advanced Microsoft Excel 2003**

Maximize your investment in Microsoft Excel by learning advanced techniques that most users don't even know exist. In this practical, hands-on course, you'll learn how to use scenarios and data tables to quickly perform multiple what-if analyses. You'll discover a variety of advanced pivot table techniques, like creating calculated fields and calculated items. You'll be able to use validation to protect the integrity of your worksheets from other, less experienced users. You'll become adept at consolidating and importing data, and you'll master the art of conditional formatting to highlight duplicate entries and other common worksheet problems. Impress your coworkers by learning how to add functional and eye-catching controls to any worksheet, and find out how to nest one function inside another to accomplish just about anything Excel has to offer.

### **Introduction to Microsoft Access 2003**

Learn how to use this powerful and award-winning database to store, locate, print, and automate access to just about any type of important information.

### **Intermediate Microsoft Access 2003**

Learn how to create real-world business databases using Microsoft Access 2003. Master the secrets of making the computer--not people--do all the work. Create tables, queries, forms, reports, and macros for managing contacts, products, orders, invoices, and receipts. Pull all the pieces together with a single, easy-to-use switchboard.

### **Introduction to Microsoft PowerPoint 2003**

Learn how to use Microsoft PowerPoint 2003 to create impressive slide presentations formatted with filled with formatted text, images, video, audio, animation, charts, and links to the Web. You'll also learn how to save your presentations in HTML so they can be shared with others over the Web, and you'll discover some of the exciting new features exclusive to PowerPoint 2003, such as the Package-for-CD feature, the Research task pane, and the updated PowerPoint Viewer.

### **Introduction to Microsoft Project 2003**

Discover how to effectively plan, implement, and control projects using Microsoft Project 2003. In this hands-on course, you will find out how to apply the world's most popular project management software to your needs. You'll convert lists and schedules into an integrated plan you can be proud of, and you'll see how Microsoft Project can walk you through any project by helping you organize details, sequence tasks, produce a baseline, assign resources and costs, track progress, identify and analyze variances, revise your project plan, create schedules, and share everything with your customers and coworkers.

### **Introduction to Microsoft Publisher 2003**

Learn how Microsoft's comprehensive, yet easy-to-use, desktop publishing package can help you create and publish a wide variety of stunning documents. This hands on, project oriented course will give you valuable experience in designing, developing, and publishing newsletters, Web sites, and brochures. And if you're new to graphic design, you'll receive plenty of expert guidance in selecting and using images, colors, and layouts.

### **Introduction to Microsoft Outlook 2003**

Harness the communication and information management power of Microsoft Office Outlook 2003. Take advantage of its redesigned interface and new features to become more organized and productive than ever before.

### **Introduction to QuickBooks 2005**

Learn how QuickBooks makes it easy to set up a chart of accounts, reconcile your checking account, create and print invoices, receipts, and statements, track your payables, inventory, and receivables, create estimates and generate reports.

## **QuickBooks for Contractors**

Designed specifically for the construction industry, QuickBooks for Contractors uses the Premier Contractor Edition of QuickBooks to show you how to utilize this powerful program to create estimates, progress invoices, and even job cost reports. You'll avoid making common mistakes by learning the proper file setup techniques for contractors, and you'll discover the secrets to help you create useful and dynamic management reports.

## **Performing Payroll in QuickBooks**

QuickBooks software can be used to process payroll quickly and easily. This course details all the steps needed for proper set-up and even includes troubleshooting tips and solutions for common problems and mistakes.

## **Introduction to Crystal Reports 10**

Learn how to use Crystal Reports to convert raw database or accounting data into meaningful and readable reports. Impress your peers, clients, and superiors by discovering new ways to convey information. By the time you finish this course, you'll be able to create a wide variety of handsome and sophisticated reports that communicate more--much more--than mere facts. You'll also be able to use charts and maps to present information visually, and cross-tabs to show correlations between loosely related data items. You'll even find out how to save yourself time and effort by creating a library of custom functions you can use over and over in report after report.