

Company Name:	
Last Name:	First:
Daytime Phone:	Email Address:
Mailing Address:	City/Zip:
Chamber Member: Y / N	Chamber of Commerce:

Cost: Public \$65/workshop • Members \$15/workshop					
Workshop	Course Title	*For workshops with more than one session, please select only one session.	Day	Time	\$65/\$15
Workshop # 1	Preparing for Swine Flu- \$0		10/15/2009	1-3:00pm	\$0
Workshop # 2	Marketing with Social Media		11/12/2009	1-3:00pm	
Workshop # 3a	Session 1: Beginning Microsoft Word		1/21/2010	1-4:00pm	
Workshop # 3b	Session 2: Beginning Microsoft Word		1/21/2010	6-9:00pm	
Workshop # 4a	Session 1: Beginning Microsoft Excel		2/18/2010	1-4:00pm	
Workshop # 4b	Session 2: Beginning Microsoft Excel		2/18/2010	6-9:00pm	
Workshop # 5a	Session 1: Intermediate Microsoft Word		3/18/2010	1-4:00pm	
Workshop # 5b	Session 2: Intermediate Microsoft Word		3/18/2010	6-9:00pm	
Workshop # 6	PowerPoint		3/17/2010	1-4:00pm	
Workshop # 7a	Session 1: Intermediate Microsoft Excel		4/15/2010	1-4:00pm	
Workshop # 7b	Session 2: Intermediate Microsoft Excel		4/15/2010	6-9:00pm	
Workshop # 8	Quickbooks I		4/14/2010	1-4:00pm	
Workshop # 9	Quickbooks II		5/12/2010	1-4:00pm	
Total:					

For more information, contact the YVCC Grandview Campus at 509.882.7015. Mail this completed form along with your check or money order to: YVCC, Registrar's Office, 500 W. Main Street, Grandview, WA 98930 / or fax it to: 509.882.7012.

Mastercard Visa Cardholders Name: _____ Exp. Date: _____

Acct. #: _____ Signature: _____

Yakima Valley Community College
 YVCC Grandview Campus
 PO Box 22520
 Yakima, WA 98908

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 Permit #25



BETTERING
Your Business

workshops

Yakima Valley Community College
 Grandview Campus

Workshop # 1

Preparing for Swine Flu

October 15, 1-3pm • YVCC Grandview

So what do you need to know about Swine Flu? Come to this workshop to learn how swine differs from the regular flu, about the flu vaccine, who should get vaccinated for swine flu, the treatment for swine flu, and how to deal with it if you get sick. The workshop will also present ideas for managing your organization if multiple people are out sick.

Workshop # 2

Marketing with Social Media

November 12, 1-3pm • YVCC Grandview

So who uses Facebook and Twitter and how can I capitalize on them? Come to this workshop to learn how people are using these social networking sites and how you can use these tools to market your organization.

Workshop # 3

Beginning Microsoft Word

January 21, Session 1: 1-4pm or
Session 2: 6-9pm • YVCC Grandview

Did you recently switch to Microsoft Office Word 2007 or just starting to use word processing software? If so this is a great workshop for you. You will learn to format documents, work with multiple documents, insert pictures and graphics, create headers and footers and more!

Workshop # 4

Beginning Microsoft Excel

February 18, Session 1: 1-4pm or
Session 2: 6-9pm • YVCC Grandview

Get a jump start on using Excel in this hands-on introductory workshop. You will be introduced to the excel worksheet structure, learn about creating formulas, format and sort data, and more! No previous experience with Excel is necessary.

Workshop # 5

Intermediate Microsoft Word

March 18, Session 1: 1-4pm or
Session 2: 6-9pm • YVCC Grandview

If you have some familiarity with Word 2007 but want to do more, come to the intermediate workshop where you will build on the skills taught in the introductory Word class. Some of the additional topics you will learn about include working with drawing tools, changing styles and formatting, conducting a mail merge, and building a table of contents.

Workshop # 6

PowerPoint

March 17, 1-4pm • YVCC Grandview

Expand your knowledge of PowerPoint presentations in this three-hour workshop. Leave with a greater understanding of how to create a dynamic, well designed, multi-slide presentation. Add transitions and clipart, work with templates, print your slides, and more.

Workshop # 7

Intermediate Microsoft Excel

April 15, Session 1: 1-4pm or
Session 2: 6-9pm • YVCC Grandview

If you have used Excel but don't feel like you are fully utilizing its capabilities, the intermediate Excel workshop is for you. You will build on what was covered in the introductory workshop, create lists and charts, work with functions, add themes, subtotal data, and more!

Workshop # 8

QuickBooks I

April 14, 1-4pm • YVCC Grandview

This is a hands-on workshop where you will learn how to use the power of Quickbooks to bill and track income, administer your expenses, and help you manage employee payroll. This workshop is great for someone who is just starting to use Quickbooks or is already using it.

Workshop # 9

QuickBooks II

May 12, 1-4pm • YVCC Grandview

After a month of applying what you learned in the first workshop, this is an opportunity for you to return with your questions. You will have the chance to review what you previously learned, troubleshoot specific problems with the instructor, and learn some additional skills with QuickBooks.

Sponsored by:



Register:

Join us for one or all nine of the workshops.

Register at the YVCC Grandview Campus
500 West Main Street
Grandview, WA 98930

Please call 509-882-7015 for more information or visit:

www.yvcc.edu/grandview