DTCC Full-time and Continuing part-time employees must complete a DTCC Continuing Education Registration form before they are considered registered. Registration is first come, first served. If employees want the class fees waived, they must follow the DTCC Tuition Waiver policies before the class start date. Here is the DTCC Continuing Education Registration Form:

**Office 2007: Word, Excel, PowerPoint, and Access**
Tuesdays 3/22-5/3 5:30-8:30pm  CEC 609

Learn the fundamentals of the Microsoft Office Suite. Format documents with Word, develop spreadsheets with Excel, design PowerPoint presentations, and create an Access database. Students should be comfortable with using a computer and keyboarding. Textbook required.

**Excel 2007**
Thursdays 2/10-5/12 6-9 pm  CEC 609

Learn to create, edit, format, and print spreadsheets using the Office 2007 features. Perform complex mathematical operations by using functions and formulas. Design and format Excel charts. Word processing or equivalent experience recommended. Textbook required.

**Beginning Computer for Senior Adults**
Mondays and Wednesdays 1/24-3/9 9 am-Noon  DCSL

Learn the fundamentals of computer technology in this beginning level course! Learn how computers operate and learn basic Microsoft applications, including Windows, Word, Excel, and PowerPoint. Keyboarding or equivalent experience recommended. Textbook required.

**Intermediate Computer for Senior Adults**
Mondays and Wednesdays 3/21-5/9 9 am-Noon  DSCL

This course takes your computer skills to the next level. Review basic applications and then learn advanced strategies of Microsoft Word and Excel. Apply your knowledge in completing an independent project. It is strongly recommended that students have a basic knowledge of Microsoft Word and Excel. Textbook required.
American Management Association Courses ($75 per course—fee not waived for DTCC employees)

Courses are offered online for self-paced, individualized study. You can earn a certificate recognized nationally by taking five courses in a selected area. Courses begin the third Thursday of each month for eight weeks. Select courses in management, supervision, team building, communications, and leadership. Go to www.durhamtech.edu/html/corporate/amacertificate.htm for more information.

Ed2Go Online Courses ($75 per course—fee not waived for DTCC employees)

Online courses are accessed over the Internet at any time and run for six weeks. Start dates for Ed2Go online courses are January 19, February 16, March 16, April 20, and May 18. To register, go to www.durhamtech.edu/html/corporate/ed2goregistration.htm and go to www.ed2go.com/dtcc for more information.

Recommended Ed2Go Computer Courses:

What’s New in Microsoft 2007?
Intermediate Microsoft Word 2007
Intermediate Microsoft Excel 2007
Session start dates: January 19, February 16, and March 16
24 hours of online instruction

Recommended Ed2Go courses for Durham Tech supervisors:

Fundamentals of Supervision and Management
Achieving Success with Difficult People
Building Teams that Work
Keys to Effective Communication
Leadership
Total Quality Fundamentals

Small Business Center FREE Seminars

* NEW! Negotiating Skills – Reaching Mutually Favorable Agreement
How do you handle a difficult situation in your business or personal life? Want to improve your conflict handling skills and become a better negotiator? Determine your personal conflict handling style and re-frame your negotiation skill set. Learn skills to assist you in managing conflict, from understanding the conflict to negotiating the solution to confirming the understanding. Taught by Jim Joyce, Sales Partners, Inc.

22562 T 4/12 6 – 9 p.m. SBB 312
* NEW! Defeat the Debt Collectors: Handling Collection Activity Without Losing Your Mind
Dealing with collection activity and creditor harassment can be one of the most stressful things in your life – but it doesn’t have to be. The “secret” lies in understanding the rules that govern the collection process and your rights under the Fair Debt Collections Practices Act. Learn how to stop collectors from contacting you, how to negotiate with your creditors, how to pay off your debts for pennies on the dollar, and much more. Taught by Greg Frank, Financial Fitness Center.
22547 T 1/18 6 – 9 p.m. SBB 312

* NEW! A Social Media Guide for the Rest of Us
Still avoiding social media? Trying it out, but failing to see the value? Or simply wondering what the hype is about? Learn how your business may (or may not) benefit from using sites like Facebook, LinkedIn, Twitter, and Yelp. We'll cover best practices and potential strategies, and we'll look at a few case studies. Bring your unanswered questions; we'll leave plenty of time for Q&A! Taught by David Mooring, BurlapSky, Inc. 22554 Th 2/24 6 – 9 p.m. OCC 111