



Montgomery County
Community College



FALL 2011

Upper Perkiomen Valley Workforce Development Partnership

The Upper Perkiomen Valley Workforce Development Partnership supports the training and education needed to develop a broader skilled and educated workforce, along with the creation and increased success of small business in the Greater Upper Perkiomen Valley. The Upper Perkiomen Valley Workforce Development Partnership consists of the Upper Perkiomen Valley Chamber of Commerce, PerkUp, Montgomery County Community College, and other educational institutions and organizations including SCORE and the SBA. **Courses are held at the Perkiomen School on 200 Seminary Street, Pennsburg, PA in the Hollenbach Middle School, Room 114.**

How to Buy & Manage Your Investment Properties

This intense 7-hour seminar will cover screening tenants, Landlord/Tenant Act, evictions, maximizing your profits, maintaining your investment, how to buy investment property and much more in this course. A \$25 materials fee payable to instructor due at first class.

Course Code: BICEC 1045 \$147

Monday & Tuesday, October 24 & 25 6-9:30PM Section # XUPBW

Notary Public Training and Renewal

For current Notaries applying for reappointment and prospective Notaries. Learn the powers, duties, and obligations of a Notary; how to become a Notary in PA; how to identify clients, keep accurate records, charge appropriate fees. Basic 3-hr training satisfies requirement for new applicants and for renewal. Course Code: LLSI 0705 \$69

Wednesday, October 26 6-9PM Section # XUPCW

Wednesday, October 26 6-9PM Section # XUPCW

Business Computer Skills

This hands-on business computer skills course is designed to allow individuals to quickly develop the necessary computer skills vital for today's business. Students will learn how to use Windows to manage their desktop and files. They will be introduced to Microsoft Word and Excel for creating professional business documents, spreadsheets for charts and reports, as well as PowerPoint for creating business presentations.

Students will also learn how to use various Internet tools for research and how to apply proper business and professional etiquette in email communication. Students will be taught how to protect their computer during personal or business use.

Course Code: BIPCT 1137 \$350 plus \$17 Lab Fee

Monday - Thursday, November 7 to 10 Mon, Tues., Wed 6-10PM, Thursday 6-9PM Section # XUPAW

ServSafe 8 Hour Food Safety Initial Certification

Approved by the Montgomery County Health Department. The same course as our regular Initial Certification class, but you must study 8 hours at home then 8 hours in the classroom. Same exam as our regular course. Cost of course does not include required textbook. Required textbook may be purchased at the college bookstore.

Course Code: BICEC 1041 \$192

Monday & Tuesday, November 28 to November 29 6-10PM Section # XUPCW

Customer Service Excellence

This course provides all the techniques necessary to infuse a "customer first" attitude in your business dealings. You will review methodologies for promoting yourself and your business from the customer's perspective.

Course Code: BICEC 1121 \$200

Monday - Thursday, December 5 to 8 6-9PM Section # XUPAW

Microsoft Office Word Online

In this online course, students discover features of Microsoft Word and master the fundamentals for creating great looking documents. This online course is available in English or Spanish, and you can choose from Microsoft Office 2007 or 2010 options. Students are required to have the use of a computer with the appropriate software - e.g. Microsoft Word 2010 is needed for the 2010 version of this course. Students will receive a certificate of completion upon successfully completing all modules of the course. \$175

Course begin Monday, October 31 - students will have access to the course through December 23, 2011

Word 2007 English Course Code: BIPCT 1144 Section 01E

Word 2010 English Course Code: BIPCT 1146 Section 01E

Word 2007 Spanish Course Code: BIPCT 1145 Section 01E

Word 2010 Spanish Course Code: BIPCT 1147 Section 01E

Microsoft Office Excel Online

In addition to learning the fundamentals, students use formulas and functions to manipulate the appearance of spreadsheets. This online course is available in English or Spanish, and you can choose from Microsoft Office 2007 or 2010 options. Students are required to have the use of a computer with the appropriate software - e.g. Microsoft Excel 2010 is needed for the 2010 version of this course. Students will receive a certificate of completion upon successfully completing all modules of the course. \$175

Course begin Monday, October 31 - students will have access to the course through December 23, 2011

Excel 2007 English Course Code: BIPCT 1148 Section 01E

Excel 2010 English Course Code: BIPCT 1150 Section 01E

Excel 2007 Spanish Course Code: BIPCT 1149 Section 01E

Excel 2010 Spanish Course Code: BIPCT 1151 Section 01E

REGISTER NOW!

- Register on-line at webadvisor.mc3.edu
- Register by phone (610-718-1861) with credit card payment
- Retrieve the Continuing Education registration form at this address and follow instructions for registering for a Pottstown class- <http://www.mc3.edu/Media/Website%20Resources/pdf/coned/centralRegForm.pdf>