



*Alameda County offers
Regional Training for the Public Sector and Non-Profit organizations*

January through March 2017 External Class Schedule



Do you feel you have a good grasp of basic business finance and accounting concepts? Need to better understand such concepts as profit and loss, and balance sheets to help you make sound financial judgments for your department? If so, you may be interested in our offering below.

The Training & Education Center announces a **new course**,


Financial Management for the Non-Financial Manager 

Offered to managers and supervisor on January 31st, 2017 from 8:30am to 12:30pm

This class is aimed at managers from disciplines other than finance who wish to better understand financial concepts and how they are put to use. Why should non-financial managers even care about finance? It is hard to understand key strategic and management challenges without a grasp of budgets and finance. Having knowledge of the specialized nomenclature, rules and policies of the finance area, and being able to understand and engage successfully with finance staff will improve a manager's effectiveness.

Register by clicking [Here](#)

Leadership & Management Development

- **Financial management for the Non-Financial Manager – January 31** 
This class is aimed at managers from disciplines other than finance who wish to better understand financial concepts and how they are put to use. Why should non-financial managers even care about finance? It is hard to understand key strategic and management challenges without a grasp of budgets and finance. Having knowledge of the specialized nomenclature, rules and policies of the finance area, and being able to understand and engage successfully with finance staff will improve a manager's effectiveness.

ALCO LEADERSHIP

- **Team Lead Development Program (TLDP) – March 1, 8, 15, 22, 29 and April 5 (Six, Half-Day Series) For Project/Team Leaders**

A comprehensive training program for team and/or project leads focusing on essential skills in the six dimensions: Strategic Thinking Leadership, Political Acumen, Leading and Managing People, Customer Service, Business Acumen/Organizational Planning and Ethics and Financial Accountability.

Note: By registering for the first session, you will be registered for the entire series.

Skill Development

- **Career Essentials for You and The Organization (Three Day Series)**

You own your career; the organization owns the jobs. Learn how to plan and develop your career to best meet your own personal development goals and how to always be an essential part of the organization.

January 18 - Self-Assessment and Career Planning

January 25 - Resume Development & Interviewing for Advantage

February 1 - Networking & The Power of Reputation

Note: By registering for the first session, you will be registered for the entire series.

- **Effective Email – February 22**

Learn practical, immediately useful techniques that help them write more effectively and efficiently. Learn how to understand the reader's point of view, organize information clearly and logically, and present a professional image of themselves and their organization. Also learn how to formulate a clear, concise statement, express a main point clearly, include the right information and organize it logically, and much more.

- **Grammar Fundamentals – February 7 & 8 (Two Day Course)**

Referencing the book "Grammar for Grownups" this two day course answers nagging questions about the use of grammar and punctuation. You will be able to identify and correct their grammar mistakes to clearly convey e-mail messages, letters, and business documents.

- **Project Essentials (For the Unofficial Project Manager) – March 23**

Today's knowledge workers have quietly slipped into the role of the unofficial project manager. Stakeholders, scope creep, no formal training, and a lack of process all combine to raise the probability of project failure costing organizations time, money, and employee morale. This one day work session will help you consistently complete projects successfully by learning a disciplined process to execute projects and to master informal authority. The skills of "informal authority" are more important than ever before, so team members are inspired to contribute to project success.

Computer Training

Adobe Applications

- **Adobe Acrobat Professional X Fundamentals – March 2**

You may have used different applications to create documents for your own reference. However, you may now be required to share your files electronically by email, over a network, or on the web, so that recipients can view, print, and offer feedback. In this course, you will use Adobe® Acrobat® X to make your information more portable, accessible, and useful to meet the needs of your target audience.

Microsoft Application Suite 2013

- **Microsoft Access 2013 Fundamentals – February 23**


This course is designed for students who wish to learn the basic operations of the Microsoft Access database program to perform their day-to-day responsibilities, and who want to use the application to be more productive in their work. It provides the fundamental knowledge and techniques needed to use more complex Access features such as maintaining databases and using programming techniques that enhance Access applications.

- **Microsoft Excel 2013 Advanced – March 16** 


Upon successful completion of this course, you will be able to perform advanced data analysis, collaborate on workbooks with other users, and automate workbook functionality.


- Microsoft Excel 2013 Fundamentals – January 19**


In this course, you will gain a foundational understanding of the basic functionality in Excel 2013. You will use formulas and functions to perform calculations in your worksheets, and you will modify worksheets by manipulating cells and data, by searching for and replacing data, and by checking for spelling errors. You will format worksheets and prepare them for printing. You will also begin working with larger workbooks that contain multiple worksheets. Finally, you will customize how Excel behaves to more closely meet your needs.
- Microsoft Excel 2013 Intermediate – February 16**


This course is designed for students who already have foundational knowledge and skills in Excel 2013 and wish to begin taking advantage of some of the higher-level functionality in Excel to analyze and present data. In this course you will create advanced formulas, analyze data by using functions and conditional formatting, and visualize data by using basic charts, PivotTables, slicers, and PivotCharts.
- Microsoft OneNote 2013 – March 7** 

In this course, you will develop digital note-taking, note-collaboration, and note-synchronizing skills with Microsoft OneNote 2013, which will allow you to create and update notes; manage lists and outlines; search; add content including voice memos, pictures, and video; take notes in online meetings; and interact with other Microsoft software programs.
- Microsoft Outlook 2013 Fundamentals – February 2**

In this course, you will become familiar with the Outlook 2013 interface, and then use Outlook to manage your email communications, including composing, reading, and responding to emails; schedule appointments and meetings; manage contact information; schedule tasks and create notes; and customize the Outlook environment to suit your personal preferences.
- Microsoft Outlook 2013 Intermediate – March 21** 

In this course, you will learn advanced features in Outlook to manage options for message, contacts, and calendar management and perform more advanced tasks such as task assignment, journaling, sharing workspaces, and backing up to data files.
- Microsoft PowerPoint 2013 Fundamentals – March 15** 

Upon completion of this course, you will be able to create and deliver engaging multimedia presentations, advanced use of text, graphics, and animations. Learn the basic features and functions of PowerPoint 2013 including advanced text editing, adding graphical elements, modifying objects and adding tables and charts to a presentation.
- Microsoft Publisher 2013 – March 14** 

In this course you will learn basic operations of producing greeting cards, certificates, newsletters, and other printed publications. Publisher offers a large selection of "building blocks" that can be dragged into your documents, helping you to create page elements such as calendars, newsletter sidebars, and borders.
- Microsoft SharePoint 2013: Basic – January 31** 

Microsoft SharePoint 2013 is a platform specifically designed to facilitate collaboration, allowing people to use familiar applications and Web based tools to create, access, store, and track documents and data in a central location. In this course, you will learn about and use a SharePoint Team Site to access, store, and share information and documents. Furthermore, effective use of new social networking capabilities will allow you to identify, track and advance issues and topics most important to you, and collaborate with colleagues more effectively.
- Microsoft Word 2013 Fundamentals – February 28**

Microsoft Word 2013 is designed to help you move smoothly through the task of creating professional-looking documents. Its rich features and powerful tools can make your work easy, and even fun. In this course, you'll learn how to use Word 2013 to create and edit simple documents; format documents; add tables and lists; add design elements and layout options; and proof documents.

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