



Attention students!

BU090 Excel Booster Workshop

This Excel workshop will advance from basic concepts (quickly), and skills you are likely to apply in other courses (more thoroughly), and shortcuts for presentation. These will be pragmatic sessions, including ways to handle tables, formula/functions, charts, pivot tables, and more. We will also discuss resources for beyond the six-week workshop. Based on demand, Spring 2022 dates will also be scheduled.

Course runs November 2, 9, 16, 23, 30 and December 2, and 7, 2021 from 5:45-6:45PM in AD211

Students will need your laptop, loaded with MS Excel, on and ready to proceed at 5:45 PM.

Cost: \$50

Register today at www.notredamecollege.edu/admissions/professional-development

Click on the “register here” link and then on the EXCEL catalog.

Follow the instructions and create a student account with Professional Development and you will receive notification of your registration via email.

Questions about registration- email Tina Jurcisin at tjurcisin@ndc.edu or 216-373-6520

Questions about course content-contact Leonard Rose at LRose@ndc.edu

Accelerate your real world of business skills. Register today!