



Professional Development Course Catalog

AC-1373 - Accountability & Assessments - Excel Basics for Paraprofessionals

Description: Need to know how to do basic functions, like finding the average, conditional formatting, bringing text together, mail merge, sorting, filtering, and simple addition functions? Well, this is the class for you. Stop hand calculating or sorting, and let us show you the power of Excel.

Level: Paraprofessionals Audience: Paraprofessionals Topic: Technology Hours: 3.00 College Credit: No

Section: Excel Presenter(s): jarnold Register by: 07/15/2014 Enrollment Limit: 20

Meets on these dates:

Excel 07/29/2014 8:30 AM 11:30 AM pre Computer Lab 1



Enrollment Status

AC-1373 - Accountability & Assessments - Excel Basics for Paraprofessionals (3.00 hours)

Section: **Excel**

Register by: **07/15/2014**

Published: **Yes**

Adams, Dianor
 Brown, Ivy
 Chastant, Angeta
 Count, Karen
 Dabbs, Nancy
 Musgrove, Janet
 Palmer, Linnette
 Waldrop, Debbie
 Watson, Janice

Absent
 Absent
 Absent
 Absent
 Absent
 Absent
 Absent
 Absent
 Absent
 Absent

kmm (Kelly Mill Middle)
 kmm (Kelly Mill Middle)
 fle (Forest Lake Elementary)
 pre (Polo Road Elementary)
 bce (Bridge Creek Elementary)
 iceu (Lake Carolina Elementary Upper)
 nse (North Springs Elementary)
 pre (Polo Road Elementary)
 pe (Pontiac Elementary)

9

Beebe, Susan
 Bradshaw, Debbie
 Branham, Lolly
 Cooks, Renee
 Ellmers, Pam
 Gawrys, MaryBeth
 Johns, Lisa
 Legrand, Debra
 Martin, Jana
 Potter, Johanna
 Rickman, Anita
 Seeger, Regina
 Snipes, Louise
 Steck, Amanda
 Thompson, Renee
 Vilches, Wanda

Completed
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 Completed
 Completed
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svh (Spring Valley High)
 pe (Pontiac Elementary)
 iceu (Lake Carolina Elementary Upper)
 se (Sandlapper Elementary)
 bh (Blythewood High)
 iceu (Lake Carolina Elementary Upper)
 se (Sandlapper Elementary)
 pe (Pontiac Elementary)
 cte (Catawba Trail Elementary)
 ice (Lake Carolina Elementary)
 rte (Round Top Elementary)
 nse (North Springs Elementary)
 spm (Summit Parkway Middle)
 nse (North Springs Elementary)
 spm (Summit Parkway Middle)
 kmm (Kelly Mill Middle)

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Professional Development Course Catalog

AC-1375 - Accountability & Assessments - Advanced Excel for Paraprofessionals

Description: Already know how to do the basic functions, like finding the average, conditional formatting, bringing text together, mail merge, sorting, filtering, and simple addition functions? Ready for matching records from various sheets, interactive pivot tables and advanced charts? Then this is the place to be!

Level: Paraprofessionals Audience: Paraprofessionals Topic: Technology Hours: 3.00 College Credit: No

Section: Excel Presenter(s): jarnold Register by: 07/15/2014 Enrollment Limit: 20

Meets on these dates:

Excel 07/29/2014 1:00 PM 4:00 PM pre Computer Lab 1



Enrollment Status

AC-1375 - Accountability & Assessments - Advanced Excel for Paraprofessionals (3.00 hours)

Section: Excel

Register by: 07/15/2014

Published: Yes

Gawrys, MaryBeth
Poston, Wanda
Rickman, Anita
Rodriguez, Carol

Absent
Absent
Absent
Absent

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Adams, Diantor
Beebe, Susan
Betz, Tammy
Johns, Lisa
Legrand, Debra
Maples, Christina
Martin, Jana
Milakovich, Dee Dee
Rogers, Diane
Snipes, Louise
Thompson, Renee

Completed
Completed
Completed
Completed
Completed
Completed
Completed
Completed
Completed
Completed
Completed

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lceu (Lake Carolina Elementary Upper)
we (Windsor Elementary)
rte (Round Top Elementary)
we (Windsor Elementary)

kmm (Kelly Mill Middle)
svh (Spring Valley High)
mmm (Muller Road Middle)
se (Sandlapper Elementary)
pe (Pontiac Elementary)
dm (Dent Middle)
cte (Catawba Trail Elementary)
nse (North Springs Elementary)
lceu (Lake Carolina Elementary Upper)
spm (Summit Parkway Middle)
spm (Summit Parkway Middle)