

PROFESSIONAL DEVELOPMENT



**Pennsylvania
College of Technology**
A Penn State Affiliate

In-Person Microsoft Excel Courses

Excel: Level I

Gain the skills necessary to create worksheets. Topics include performing calculations using formulas and basic functions, formatting worksheets, and managing and printing workbooks.

Wednesday, March 13 or Wednesday, April 24, 9 a.m. to 4 p.m.

[Learn More](#)

Excel: Level II

Designed for those desiring to gain advanced skill sets. Topics include utilizing range names in formulas, as well as working with various date, logical, and text functions. Additional course topics include sorting and filtering data using tables, visualizing data using charts, and analyzing data using PivotTables and PivotCharts.

Wednesday, March 27 or Wednesday, May 8, 9 a.m. to 4 p.m.

[Learn More](#)

Excel: Level III

Delve into some of the more specialized and advanced capabilities of Excel. Topics include working with multiple workbooks, lookup functions, sharing and protecting workbooks, and automating workbook functionality via macros.

Wednesday, May 22, 9 a.m. to 4 p.m.

[Learn More](#)

Leadership Courses

Front Line Supervisor: Performance Management

This virtual course covers the basic concepts of performance management, segmented into four modules: Boosting Employee Motivation and Engagement, Communicating Employee Performance Expectations, Improving Employee Performance Through Coaching, and Addressing Employee Performance Situations Not Easily Resolved.

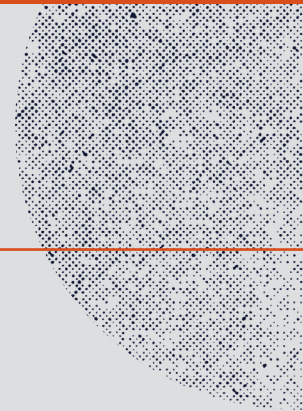
Mondays: March 4, 11, 18, 25, 12:30 - 4 p.m.

[Learn More](#)

Online Training Opportunities

Workforce Development has partnered with ed2go to offer career training programs and personal enrichment courses. From learning digital photography or Spanish to IT certifications and teacher development, these courses are developed by professionals and offered online to meet the demands of your busy schedule.

[Learn More](#)



Pennsylvania College of Technology has long been a leader in providing training across a broad spectrum topics. From the novice learning a new program or skill, to seasoned users aiming to hone the most advanced skills, our vast library of available course topics meets the needs of any business.

Customized training is available. If your company would like to host your own private cohort of any of these courses or would like to explore what other computer, leadership, industrial, and additional trainings solutions we have available contact us using the information below.

WORKFORCE DEVELOPMENT

AT PENNSYLVANIA COLLEGE OF TECHNOLOGY

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UPCOMING TRAINING OPPORTUNITIES