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Department of Continuing Education

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Semester Start Dates:

- September 21
- October 19
- November 9
- December 14

Online Course Format:

- Led by an expert instructor
- Interactive discussion areas
- New sessions begin monthly
- 6 weeks, 12 lessons

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Introduction to Microsoft Visio 2007 **\$99**

In today's fast-paced, professional world, you need clear communication to get ahead. In this six-week course, you'll get the training you need to create professional-looking flowcharts and diagrams using one of the most popular flowcharting programs on the market, Microsoft Visio 2007.

A seasoned professional with experience in project management, software implementation, training, and consulting will show you how to create a variety of diagrams and flowcharts, as well as how to select the best diagram type to meet your needs. Through easy-to-follow, step-by-step instructions, you'll discover the unique characteristics of several different diagram types, and then you'll find out how to use each one.

You'll see how to format your diagrams using industry standards and best practices that result in the highest quality output. You'll get familiar with the many features and functions within Visio that allow you to create your diagrams efficiently and make them pop. And once you've created your diagrams, you'll find out how you can use them to improve your business policies and processes.

Requirements:

- **Microsoft Visio Standard 2007**
- **Microsoft Windows Vista or XP**
- **Internet access**
- **e-mail**
- **Microsoft Internet Explorer or Mozilla Firefox Web browser**
- **Adobe Flash (free download at adobe.com)**
- **Adobe Acrobat (free download at adobe.com)**

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