



MICROSOFT SHAREPOINT COURSES

Offered by Coastal Carolina Community
Division of Continuing Education

Introduction to SharePoint for the End-User (NEW)

Course Description: This introductory SharePoint 2007 course provides the ability to build an on-line community that allows both synchronous (on-line meetings, and document sharing) and asynchronous (threaded discussions, libraries with managed content) communication and collaboration. This end user course provides hands-on opportunities for students to build each type of SharePoint application such as **profiles, Web content management, document content and workflow, manage lists and libraries, and security**. This course provides the user with both the business context and the technical know-how to facilitate the transition to a technology-based work environment.

Course Hours: 12 hrs

Course Prerequisite: Working knowledge of computers (use of mouse, opening and closing windows, performing a search, entering data, etc).

Course Textbook: SharePoint 2007 student reference book and Exercise Guides

Course dates:

April 20 – April 22, 2010
8:30 am – 12:30 pm
MCAS New River Building AS 212
Classroom 110
\$65 per student

May 11 – May 13, 2010
8:30 am – 12:30 pm
MCB Camp Lejeune Building 524
Classroom 201
\$65 per student

If you should have any questions or desire scheduling information on these classes, please call Terrance Dunn (Computer Programs Coordinator for the Division of Continuing Education) at (910) 938-6821.