

## Computers, Etc. Training Division - Class Schedule

Full Day Classes <> 9am - 4pm (break for lunch)	Fee	Jun	Jul	Aug	Sep
<a href="#">Microsoft Windows I: Introduction to Computers</a>	\$180	Tues 6/24 <> 9a-4p			
<a href="#">Microsoft Windows II: File Management</a>	\$180	Thur 6/26 <> 9a-4p			
<a href="#">Microsoft Access I: Introduction to Databases</a>	\$180		Wed 7/2 <> 9a-4p		
<a href="#">Microsoft Access II: Basic Queries, Forms &amp; Reports</a>	\$180		Thurs 7/10 <> 9a-4p		
<a href="#">Microsoft Excel I: Introduction to Spreadsheets</a>	\$180			Thur 8/7 <> 9a-4p	
<a href="#">Microsoft Excel II: Multiple Sheets, Formulas &amp; Formatting</a>	\$180			Thur 8/14 <> 9a-4p	
<a href="#">Microsoft Excel III: Charts &amp; Drawing Objects</a>	\$180			Thur 8/21 <> 9a-4p	
<a href="#">Microsoft Excel IV: Formulas, Templates, Tips &amp; Timesavers</a>	\$180			Thur 8/28 <> 9a-4p	
<a href="#">Microsoft Excel V: Databases &amp; Logical Functions</a>	\$180	Fri 6/6 <> 9a-4p			Thur 9/4 <> 9a-4p
<a href="#">Microsoft Outlook I: Desktop Management Tools</a>	\$180			Tues 8/12 <> 9a-4p	
<a href="#">Microsoft PowerPoint I: Introduction to Presentations</a>	\$180		Thur 7/24 <> 9a-4p		
<a href="#">Microsoft PowerPoint II: Working with Objects</a>	\$180				
<a href="#">Microsoft Publisher I: Introduction to Desktop Publishing</a>	\$180		Thur 7/17 <> 9a-4p		
<a href="#">Microsoft Word I: Introduction to Word Processing</a>	\$180		Tues 7/1 <> 9a-4p		
<a href="#">Microsoft Word II: Formatting Documents</a>	\$180		Tues 7/8 <> 9a-4p		
<a href="#">Microsoft Word III: Working with Long Documents</a>	\$180		Tues 7/15 <> 9a-4p		
<a href="#">Microsoft Word IV: Tables, Forms &amp; Templates</a>	\$180		Tues 7/22 <> 9a-4p		
<a href="#">Microsoft Word V: Graphics &amp; Newsletters</a>	\$180	Wed 6/4 <> 9a-4p	Tues 7/29 <> 9a-4p		
<a href="#">Microsoft Word VI: Mail Merge &amp; Macros</a>	\$180	Wed 6/11 <> 9a-4p		Tues 8/5 <> 9a-4p	
Half Day Classes - 9a-12p or 1p-4p	Fee	JUN	JUL	AUG	SEP
<a href="#">Microsoft Office 2007/ 2010 /2013 Overview -- "What's New"</a>	\$90		Thur 7/31 <> 9a-12p		
Working With Digital Images	\$90	Wed 6/18 <> 9a-4p		Tues 8/19 <> 1p-4p	
Folders & Flashdrives & Files! Oh my! Organizing your PC	\$90				
<a href="#">QuickBooks Professional I: Introduction to QuickBooks</a>	\$90	Tues 6/3 <> 9a-12p			
<a href="#">QuickBooks Professional II: Customers, Sales &amp; Inventory</a>	\$90	Tues 6/3 <> 1p-4p			
<a href="#">QuickBooks Professional III: Working with Vendors</a>	\$90	Tues 6/10 <> 9a-12p			
<a href="#">QuickBooks Professional IV: Using Payroll</a>	\$90	Tues 6/10 <> 1p-4p			
<a href="#">QuickBooks Professional V: Banking &amp; Credit Cards</a>	\$90	Tues 6/17 <> 9a-12p			
<a href="#">QuickBooks Professional VI: Reports &amp; Customizing</a>	\$90	Tues 6/17 <> 1p-4p			
Best of the Basics - Navigating Windows 7 for beginners	\$90				
<a href="#">Routine PC Maintenance</a>	\$90		Thur 7/31 <> 1p-4p		
<a href="#">iPad for beginners</a>	\$90				
<a href="#">Skype for beginners</a>	\$90				
<a href="#">Facebook for beginners</a>	\$90				
Windows 8.1 - What's changed from 8.0	\$90				
<a href="#">Introduction to Internet</a>	\$90				
<a href="#">Mastering Email (Windows Live Mail)</a>	\$90				
<a href="#">Windows 8 Part 1 - Navigating Windows 8</a>	\$90	Sat 6/28 <> 9a-12p		Tues 8/19 <> 9a-12p	
<a href="#">Windows 8 Part 2 - Windows 8 - Features, Apps &amp; Skydrive</a>	\$90				