

November 2016

Mon	Tue	Wed	Thu	Fri
	1	2 Excel I 2013 8:30-4:30	3	4 Windows 10 8:30-4:30
7 Word I 2013 8:30-4:30	8	9 Access I 2013 8:30-4:30	10	11 PowerPoint 2013 8:30-4:30
14 Outlook 2013 8:30-4:30	15	16 Excel II 2013 8:30-4:30	17	18 Word I 2010 8:30-4:30
21 Excel I 2010 8:30-4:30	22	23 Access II 2013	24	25 Holiday
28 PowerPoint 2010 8:30-4:30	29	30 Windows 10 8:30-4:30		

December 2016

Mon	Tue	Wed	Thu	Fri
			1	2 Outlook 2013 8:30-4:30
5 Word I 2013 8:30-4:30	6	7 Excel I 2013 8:30-4:30	8	9 PowerPoint 2013
12 Access I 2013 8:30-4:30	13	14 Excel I 2010 8:30-4:30	15	16 Windows 10 8:30-4:30
19 Windows 10 8:30-4:30	29	21 Excel II 2013 8:30-4:30	22	23 Holiday
26 Holiday	27	28 Holiday	29	30

January 2017

Mon	Tue	Wed	Thu	Fri
2	3	4 Excel I 2013 8:30-4:30	5	6 Outlook 2013 8:30-4:30
9 Word I 2013 8:30-4:30	10	11 PowerPoint 2013 8:30-4:30	12	13 Windows 10 8:30-4:30
16 Access I 2013 8:30-4:30	17	18 Excel II 2013 8:30-4:30	19	20 Word I 2010 8:30-4:30
23 Excel I 2010 8:30-4:30	24	25 Word I 2010 8:30-4:30	26	27 PhotoShop 8:30-4:30
30 Access II 2013 8:30-4:30	31			



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*Morning and Afternoon*

*Classes \$89*

*Full Day Classes \$175*

*One on One \$50/hr.*

**SESSION TIMES**

**Morning Classes - 8:30 to 12:30 pm**

**Afternoon Classes - 12:30 to 4:30 pm**

**Full Day Classes - 8:30 to 4:30 pm**

*Days without a listed schedule can be utilized to suit your individual training needs!*

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Computer File Management

Adobe Photoshop CS5



*All Training sessions have a manual and cd for an additional cost*

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*\*Competent with Microsoft Office Suite tools (Word and Excel) and Photoshop*

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