

February 2019

Mon	Tue	Wed	Thu	Fri
				1 Excel I 2016 8:30-4:30
4 Outlook 2013 8:30-4:30	5	6 Excel I 2013 8:30-4:30	7	8 Access 1 2013 8:30-4:30
11 Excel II 2016 8:30-4:30	12	13 PowerPoint 2013 8:30-4:30	14	15 Word I 2013 8:30-4:30
18 Photoshop 8:30-4:30	19	20 Excel II 2013 8:30-4:30	21	22 Excel III 2016 8:30-4:30
25 Word II 2013 8:30-4:30	26	27 Access II 2013 8:30-4:30	28	

March 2019

Tue	Wed	Thu	Fri
			1 Access I 2013 8:30-4:30
4 Excel I 2013 8:30-4:30	5	6 Excel I 2016 8:30-4:30	7
11 Outlook 2013 8:30-4:30	12	13 PowerPoint 2013 8:30-4:30	14
18 Excel II 2013 8:30-4:30	19	20 Excel II 2016 8:30-4:30	21
25 Photoshop 8:30-4:30	26	27 Outlook 2013 8:30-4:30	28
			29 Excel III 2016 8:30-4:30

April 2019

Mon	Tue	Wed	Thu	Fri
1 Excel I 2013 8:30-4:30	2	3 PowerPoint 2013 8:30-4:30	4	5 Word I 2013 8:30-4:30
8 Outlook 2013 8:30-4:30	9	10 Excel I 2016 8:30-4:30	11	12 PhotoShop 8:30-4:30
15 Excel II 2013 8:30-4:30	16	17 Access I 2013 8:30-4:30	18	19 Outlook 2013 8:30-4:30
22 Word II 2013 8:30-4:30	23	24 Excel II 2016 8:30-4:30	25	26 Access II 2013 8:30-4:30
29 Excel III 2013 8:30-4:30	30			



LEARN

~ GROW

~ SUCCEED

*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!*

**Need WorkKeys® Testing?
We have a flexible Schedule
and great prices!**

**Located right on M-20!
ETC Midland Campus
884 East Isabella Road
Midland, MI 48640**

CALL US!

1-888-3U-LEARN

OR EMAIL

Ruth.Fahlsing@etc-1.com



ETC offers a wide range of training opportunities for individuals and companies. Choices may be made from a beginner, intermediate or advanced level. Don't see the class you need from our list?

A customized training program can be developed to meet your needs.

Classes offered:

Microsoft Excel (2010, 2013 & 2016)

Microsoft Word (2010, 2013 & 2016)

Microsoft PowerPoint (2010, 2013 & 2016)

Microsoft Outlook (2010, 2013 & 2016)

Keyboarding A-Z

Introduction to Computers

Computer File Management

Adobe Photoshop CS5



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

****Need WorkKeys® Testing? We have a flexible Schedule and great prices!**

Have you seen these statements in job postings?

**Must be highly proficient in Microsoft Office applications, including Word, Excel, PowerPoint, Outlook and Internet Explorer*

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

ETC can provide this training!!!

Contact us to schedule your training today!

Call 1-888-3U-LEARN ext. 245 *or send an email to:*

Ruth.Fahlsing@etc-1.com

1-888-3U-LEARN

<http://www.etc-1.com/training-services.php>