

January 2020

Mon	Tue	Wed	Thu	Fri
		1 Holiday	2	3 Word I 2013 8:30-4:30
6 Excel I 2016 8:30-4:30	7	8 Outlook 2013 8:30-4:30	9	10 PowerPoint 2013 8:30-4:30
13 Word I 2016 8:30-4:30	14	15 Excel I 2013 8:30-4:30	16	17 Word I 2016 8:30-4:30
20 Word II 2013 8:30-4:30	21	22 PowerPoint 2013 8:30-4:30	23	24 Word II 2013 8:30-4:30
27 Excel I 2016 8:30-4:30	28	29 Outlook 2013 8:30-4:30	30	31 Excel II 2013 8:30-4:30

February 2020

Tue	Wed	Thu	Fri
3 Excel I 2013 8:30-4:30	4	5 Word I 2013 8:30-4:30	6
10 Outlook 2013 8:30-4:30	11	12 Excel I 2016 8:30-4:30	13
17 Excel II 2013 8:30-4:30	18	19 Word II 2013 8:30-4:30	20
24 PowerPoint 2013 8:30-4:30	25	26 Excel II 2016 8:30-4:30	27

March 2020

Tue	Wed	Thu	Fri
2 Excel I 2013 8:30-4:30	3	4 Outlook 2013 8:30-4:30	5
9 Word I 2013 8:30-4:30	10	11 Access I 2016 8:30-4:30	12
16 PowerPoint 2013 8:30-4:30	17	18 Excel II 2013 8:30-4:30	19
23 Word II 2013 8:30-4:30	24	25 Excel II 2016 8:30-4:30	26
30 Access II 2016 8:30-4:30	31	PowerPoint 2013 8:30-4:30	



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!

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Midland, MI 48640

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

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