

November 2020

Mon	Tue	Wed	Thu	Fri
2 Word 1 2016 8:30-4:30	3	4 Excel 1 2016 8:30-4:30	5	6 PowerPoint 1 2016 8:30-4:30
9 Outlook 1 2016 8:30-4:30	10	11 Word 2 2016 8:30-4:30	12	13 Excel 2 2016 8:30-4:30
16 PowerPoint 2 2016 8:30-4:30	17	18 Outlook 2 2016 8:30-4:30	19	20 Word 1 2013 8:30-4:30
23 Excel 1 2013 8:30-4:30	24	25	26	27
30 Word 2 2013 8:30-4:30				

December 2020

Mon	Tue	Wed	Thu	Fri
2 Word 1 2016 8:30-4:30	1	2 Excel 1 2016 8:30-4:30	3	4 PowerPoint 1 2016 8:30-4:30
7 Outlook 1 2016 8:30-4:30	8	9 Word 2 2016 8:30-4:30	10	11 Excel 2 2016 8:30-4:30
14 PowerPoint 2 2016 8:30-4:30	15	16 Outlook 2 2016 8:30-4:30	17	18 Word 1 2013 8:30-4:30
21	22	23	24	25
28	29	30	31	

January 2021

Mon	Tue	Wed	Thu	Fri



LEARN

~ GROW

~ SUCCEED

*Full Day Classes \$175
One on One \$50/hr.*

SESSION TIMES

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

jeff.cole@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)

Introduction to Computers

Computer File Management



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

Have you seen these statements in job postings?

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

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

ETC can provide this training!!!

Contact us to schedule your training today!

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jeff.cole@etc-1.com

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