

February 2021

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

March 2021

Mon	Tue	Wed	Thu	Fri
1 Word 1 2013 8:30-4:30	2	3 Excel 1 2016 8:30-4:30	4	5 PowerPoint 1 2016 8:30-4:30
8 Outlook 1 2016 8:30-4:30	9	10 Word 2 2016 8:30-4:30	11	12 Excel 2 2016 8:30-4:30
15 PowerPoint 2 2016 8:30-4:30	16	17 Outlook 2 2016 8:30-4:30	18	19 Word 1 2013 8:30-4:30
22 Outlook 1 2013 8:30-4:30	22	24 Word 1 2016 8:30-4:30	25	26 Excel 1 2013 8:30-4:30
29 Word 2 2013 8:30-4:30	30	31 PowerPoint 1 2016 8:30-4:30		

April 2021

Mon	Tue	Wed	Thu	Fri
			1	2 Excel 1 2013 8:30-4:30
5 Word 1 2016 8:30-4:30	6	7 Excel 1 2016 8:30-4:30	8	9 PowerPoint 1 2016 8:30-4:30
12 Outlook 1 2016 8:30-4:30	13	14 Word 2 2016 8:30-4:30	15	16 Excel 2 2016 8:30-4:30
19 Word 2 2013 8:30-4:30	20	21 PowerPoint 2 2016 8:30-4:30	22	23 Outlook 2 2016 8:30-4:30
26 Word 1 2013 8:30-4:30	27	28 Excel 1 2013 8:30-4:30	29	30 Outlook 1 2013 8:30-4:30



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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!

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

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