

May 2021

Mon	Tue	Wed	Thu	Fri
3 Word 1 2016	4	5 Excel 1 2016	6	7 PowerPoint 1 2016
10 Outlook 1 2016	1	12 Word 2 2016	13	14 Excel 2 2016
17 PowerPoint 2 2016	18	19 Outlook 2 2016	20	21 Word 1 2013
24	25	26	27	28
31				

June 2021

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

July 2021

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



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*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](mailto: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 Windows 10



*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!

Call 1-888-3U-LEARN ext. 247 *or send an email to:*

**jeff.cole@etc-1.com**

# 1-888-3U-LEARN

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