

The Digital workshop

Session AA:	10:00 am - 12 Noon
Session A:	8:30 am - 12 Noon
Session B:	1:30 pm - 5:00 pm
Session C:	6:00 pm - 8:00 pm

OFFICE & PRODUCTIVITY

Access Foundation - \$185

Thu 3/8	A
Mon 4/30	A
Tue 5/29	A
Tue 6/19	B
Tue 7/16	A

Access Beyond - \$220

Wed 2/14	B
Wed 3/14	A
Wed 5/9	A
Tue 7/12	B

Excel Foundation - \$165

Thu 3/15	A
Thu 4/5	B
Mon 4/30	B
Tue 5/22	A
Tue 6/12	A
Mon 7/2	B
Tue 7/24	A

Excel: Building Better Spreadsheets - \$165

Thu 3/8	B
Thu 3/29	A
Thu 4/26	A
Wed 5/9	B
Wed 6/13	B
Tue 7/3	B
Tue 7/31	A

Charting, Sparklines & SmartArt - \$185

Tue 3/20	B
Thu 5/3	A
Thu 5/24	B
Wed 6/20	A
Tue 7/24	B

Formulas, Functions & Macros - \$185

Thu 2/14	A
Wed 3/14	B
Thu 4/5	A
Tue 5/8	A
Wed 6/13	A
Thu 7/19	A

Mastering Databases with PivotTables & Database Functions - \$185

Tue 3/6	B
Wed 3/28	A
Wed 4/4	A
Thu 5/3	B
Wed 6/6	B
Mon 7/16	B

Outlook Basic & Beyond - \$185

Thu 2/15	B
Tue 3/13	A
Fri 4/27	A
Thu 5/24	A
Wed 6/20	B
Mon 7/30	B

PowerPoint Basics & Beyond - \$185

Tue 3/6	A
Wed 4/4	B
Tue 5/1	B
Wed 6/6	A
Thu 7/19	B

Publisher Basics & Beyond \$185

Tue 3/13	B
Thu 4/26	B
Tue 6/5	A
Mon 7/23	B

Word Basics & Beyond - \$185

Tue 2/20	A
Thu 3/22	B
Wed 5/2	A
Wed 5/30	A
Wed 7/18	A

Word Advanced - \$185

Tue 3/27	B
Wed 5/2	B
Wed 5/30	B
Wed 7/18	B

GRAPHIC DESIGN

Most Adobe classes have optional books available, which are not included in the class price. See website for details.

Photoshop Foundation - \$370

Price is for both classes.

Tue 2/27 & Wed 2/28	B
Mon 4/2 & Tue 4/3	B
Mon 5/21 & Tue 5/22	B
Mon 7/2 & Tue 7/3	A

InDesign Basics & Beyond - \$220

Thu 2/15	A
Thu 3/22	B
Tue 5/8	B
Tue 6/5	B
Tue 7/31	B

Acrobat XI Foundation - \$185

Call for info and schedule

Photoshop Elements - \$165

Call for info and schedule

Illustrator Basics & Beyond - \$220

Call for info and schedule

GOOGLE APPS

Mail, Calendar, & Drive - \$220

Call for dates

Docs, Sheets, & Slides - \$220

Call for dates

ACCOUNTING

QuickBooks

Intro and Beyond - \$100

Tue 3/20	A
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Accounts Receivable - \$100

Wed 3/21	A
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Accounts Payable - \$100

Thu 3/22	A
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End of Year - \$100

WEB DEVELOPMENT

Creating a WordPress Website - \$220

Thu 2/22	B
Wed 3/27	B
Fri 4/27	B
Wed 5/23	B
Tue 6/19	A
Mon 7/30	A

SOCIAL MEDIA & THE INTERNET

Social Media for Business - \$120

Tue 2/27	AA
Wed 4/25	AA
Wed 5/23	AA
Thu 7/5	AA

Facebook & Twitter Seminar - \$100

Call for dates

PROFESSIONAL BUSINESS ETIQUETTE

Critical Etiquette in the Professional World

Outclass the Competition

Call/email for information

Outclass the Competition Dining Skills

Call/email for information

Hands-on

3.5 hours

Your place, ours or virtual classroom webinar

Check back often for updated & additional classes