

# The Digital workshop

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

## OFFICE & PRODUCTIVITY

### Access Foundation - \$185

Tue 8/1	B
Tue 9/12	A
Wed 10/4	A
Wed 11/8	B
Wed 12/6	A

### Access Beyond - \$220

Tue 8/15	A
Wed 9/27	A
Tue 10/31	A
Wed 11/15	B
Wed 12/13	B

### Excel Foundation - \$165

Mon 7/31	A
Thu 8/17	B
Mon 9/11	B
Tue 10/3	A
Mon 10/30	A
Mon 11/13	A
Tue 12/12	A

### Excel: Building Better Spreadsheets - \$165

Thu 8/10	A
Wed 8/30	A
Tue 9/19	B
Wed 10/4	B
Tue 11/7	B
Thu 11/30	B
Tue 12/19	A

### Charting, Sparklines & SmartArt - \$185

Thu 8/10	B
Thu 8/31	A
Wed 9/27	B
Wed 10/25	A
Tue 11/28	A
Thu 12/21	A

### Formulas, Functions & Macros - \$185

Wed 8/2	A
Tue 8/22	B
Thu 9/14	B
Tue 10/3	B
Tue 11/7	A
Wed 11/29	A
Thu 12/21	B

### Mastering Databases with PivotTables & Database Functions - \$185

Thu 7/27	B
Tue 8/15	B
Thu 8/31	B
Tue 9/26	A
Wed 10/25	B
Wed 11/15	A
Thu 12/14	A

### Outlook Basic & Beyond - \$185

Thu 7/27	A
Tue 8/22	A
Wed 9/20	B
Tue 10/31	B
Thu 11/16	B
Wed 12/13	A

### PowerPoint Basics & Beyond - \$185

Wed 8/16	B
Tue 9/12	B
Thu 10/26	B
Wed 11/8	A
Tue 12/5	B

### Publisher Basics & Beyond \$185

Tue 8/1	A
Wed 8/30	B
Thu 11/2	B
Wed 11/8	A
Tue 12/5	B

### Word Basics & Beyond - \$185

Tue 7/25	A
Thu 8/24	B
Thu 9/28	B
Thu 11/2	A
Thu 11/16	A
Tue 12/12	B

### Word Advanced - \$185

Wed 8/2	B
Tue 8/29	A
Thu 9/28	B
Wed 11/1	A
Thu 11/16	A
Tue 12/12	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 8/8 & Wed 8/9	A
Mon 8/28 & Tue 8/29	B
Mon 9/25 & Tue 9/26	B
Tue 10/24 & Thu 10/26	A
Tues 11/28 & Wed 11/29	B

### InDesign Basics & Beyond - \$220

Tue 8/8	B
Thu 9/14	A
Wed 11/1	B
Tue 11/14	A
Thu 12/14	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 9/19 A

#### Accounts Receivable - \$100

Wed 9/20 A

#### Accounts Payable - \$100

Thu 9/21 A

#### End of Year - \$100

Fri 9/22 A

## WEB DEVELOPMENT

### Dreamweaver Foundation- \$220

Call for info and schedule

### Dreamweaver Beyond - \$220

Call for info and schedule

### Dreamweaver Advanced- \$220

Call for info and schedule

### HTML/CSS Foundation - \$220

Call for info and schedule

### HTML/CSS Beyond - \$220

Call for info and schedule

### HTML/CSS Advanced - \$220

Call for info and schedule

### Creating a WordPress Website - \$220

Wed 8/16	A
Thu 9/21	B
Tue 10/24	B
Tues 11/14	B
Wed 12/6	B

## SOCIAL MEDIA & THE INTERNET

### Social Media for Business - \$120

Thu 8/10	AA
Wed 9/13	AA
Thu 9/28	AA
Thu 11/9	AA
Tue 12/5	AA

### Facebook & Twitter Seminar - \$100

Call for dates

## BUSINESS ETIQUETTE and PROTOCOL

### Critical Etiquette in the Professional World

### Outclass the Competition

### 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