

TheDigital 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

Tue 12/11	A
Thu 1/10	A
Tue 2/12	A
Tue 3/26	A

Access Beyond - \$220

Tue 12/11	B
Thu 1/10	B
Tue 2/12	B
Tue 3/26	B

Excel Foundation - \$165

Thu 11/15	B
Wed 12/19	B
Wed 1/9	B
Thu 1/31	A
Wed 2/20	B
Wed 3/7	A

Excel: Building Better Spreadsheets - \$165

Thu 11/15	A
Mon 12/17	B
Tue 1/15	A
Thu 2/14	B
Tue 3/19	A

Charting, Sparklines & SmartArt - \$185

Tue 11/27	A
Wed 12/19	A
Wed 1/16	A
Tue 2/19	B
Thu 3/21	B

Formulas, Functions & Macros - \$185

Thu 12/13	B
Tue 1/15	B
Wed 2/13	B
Wed 3/20	A

Mastering Databases with PivotTables & Database Functions - \$185

Mon 11/26	A
Wed 12/12	A
Wed 1/9	A
Wed 2/6	B
Tue 3/19	B

Outlook Basic & Beyond - \$185

Thu 11/29	A
Wed 12/19	B
Thu 1/17	A
Thu 2/21	A
Wed 3/20	B

PowerPoint Basics & Beyond- \$185

Wed 11/28	B
Thu 12/20	A
Tue 1/22	B
Thu 2/14	A
Wed 3/6	A

Publisher Basics & Beyond \$185

Thu 12/20	B
Thu 1/17	B
Thu 2/21	B
Thu 3/21	A

Word Basics & Beyond - \$185

Tue 12/18	A
Wed 1/23	A
Tue 2/26	A
Thu 3/28	A

Word Advanced - \$185

Tue 12/18	B
Wed 1/23	B
Tue 2/26	B
Thu 3/28	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.

Mon 12/3 & Tue 12/4	B
Mon 1/7 & Tue 1/8	B
Mon 2/4 & Tue 2/5	B
Wed 3/6 & Thu 3/7	B

InDesign Basics & Beyond - \$220

Wed 12/5	B
Tue 1/8	A
Wed 2/6	A
Tue 3/5	B

Acrobat XI Foundation - \$185

Call/email for info and schedule

Photoshop Elements - \$165

Call/email for info and schedule

Illustrator Basics & Beyond - \$220

Call/email for info and schedule

GOOGLE APPS

Mail, Calendar, & Drive - \$220

Call/email for info

Docs, Sheets, & Slides - \$220

Call/email for info

ACCOUNTING

QuickBooks

Intro and Beyond - \$120

Call/email for info

Accounts Receivable - \$120

Call/email for info

Accounts Payable - \$120

Call/email for info

WEB DEVELOPMENT

Creating a WordPress Website - \$220

Tue 12/4	A
Wed 1/16	B
Wed 2/20	A
Wed 3/27	B

SOCIAL MEDIA & THE INTERNET

Social Media for Business - \$120

Wed 12/13	AA
Tue 1/22	AA
Tue 2/19	AA
Wed 3/27	AA

Facebook & Twitter Seminar - \$100

Call/email for info

BUSINESS PROFESSIONAL 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

