

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 4/30	A
Wed 5/29	A
Thu 6/27	A
Wed 7/17	A

Access Beyond - \$220

Tue 4/30	B
Wed 5/29	B
Thu 6/27	B
Wed 7/17	B

Excel Foundation - \$165

Thu 4/4	B
Tue 4/23	A
Wed 5/15	A
Tue 6/4	B
Wed 6/26	A
Mon 7/23	A

Excel: Building Better Spreadsheets - \$165

Tue 3/5	A
Wed 4/10	B
Thu 5/2	A
Tue 5/21	B
Wed 6/12	B
Tue 7/2	A
Tue 7/30	B

Charting, Sparklines & SmartArt \$185

Thu 3/21	B
Wed 4/24	A
Thu 5/30	B
Tue 6/25	A
Wed 7/31	B

Formulas, Functions & Macros - \$185

Wed 3/20	A
Wed 4/17	B
Thu 5/23	A
Tue 6/25	B
Tue 7/30	A

Mastering Databases with PivotTables & Database Functions - \$185

Tue 3/19	B
Thu 4/18	A
Tue 5/21	A
Thu 6/20	B
Thu 7/18	B

Outlook Basic & Beyond - \$185

Wed 3/20	B
Thu 4/25	A
Thu 5/16	B
Thu 6/20	A
Tue 7/23	B

PowerPoint Basics & Beyond- \$185

Wed 3/6	A
Thu 4/4	A
Wed 5/1	B
Tue 6/4	B
Tue 7/9	A

Publisher Basics & Beyond \$185

Thu 3/21	A
Tue 4/23	B
Wed 5/22	A
Wed 6/19	A
Thu 7/18	A

Word Basics & Beyond - \$185

Thu 3/28	A
Mon 4/16	A
Tue 5/28	A
Wed 7/10	A

Word Advanced - \$185

Thu 3/28	B
Mon 4/16	B
Tue 5/28	B
Wed 7/10	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.

Wed 3/6 & Thu 3/7	B
Wed 4/24 & Thu 4/25	B
Wed 5/22 & Thu 5/23	B
Tue 6/18 & Wed 6/19	B
Wed 7/24 & Thu 7/25	B

InDesign Basics & Beyond - \$220

Tue 3/5	A
Wed 4/10	A
Tue 5/14	B
Wed 6/26	B
Wed 7/24	A

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

Wed 3/27	B
Thu 4/18	B
Thu 5/30	A
Tue 7/2	B

SOCIAL MEDIA & THE INTERNET

Social Media for Business - \$120

Wed 3/27	AA
Wed 5/1	AA
Wed 6/12	AA
Thu 7/25	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

