

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

Tue 6/19	B
Mon 7/16	A
Tue 8/14	A
Tue 9/11	A
Tue 10/9	A

Access Beyond - \$220

Tue 6/12	B
Mon 7/23	A
Tue 8/21	A
Tue 9/18	A
Tue 10/16	A

Excel Foundation - \$165

Tue 6/12	A
Mon 7/2	B
Tue 7/24	A
Tue 8/14	B
Thu 9/6	B
Tue 9/25	A
Thu 10/18	A

Excel: Building Better Spreadsheets - \$165

Wed 6/13	B
Tue 7/3	B
Tue 7/31	A
Wed 8/15	B
Thu 9/13	B
Tue 10/2	A
Thu 10/25	B

Charting, Sparklines & SmartArt - \$185

Wed 6/20	A
Tue 7/24	B
Thu 8/23	B
Tue 9/11	B
Thu 10/11	B

Formulas, Functions & Macros - \$185

Wed 6/13	A
Thu 7/19	A
Thu 8/16	A
Tue 9/18	B
Wed 10/17	A

Mastering Databases with PivotTables & Database Functions - \$185

Wed 6/6	B
Tue 7/17	B
Wed 8/15	A
Thu 9/20	A
Tue 10/23	A

Outlook Basic & Beyond - \$185

Wed 6/20	B
Mon 7/30	B
Thu 8/30	B
Thu 9/27	B
Tue 10/30	A

PowerPoint Basics & Beyond- \$185

Thu 7/19	B
Thu 8/16	B
Thu 9/20	B
Thu 10/18	B

Publisher Basics & Beyond \$185

Mon 7/23	B
Tue 8/28	A
Tue 9/25	B
Tue 10/30	B

Word Basics & Beyond - \$185

Wed 7/18	A
Wed 8/22	A
Wed 9/19	A
Wed 10/17	A

Word Advanced - \$185

Wed 7/18	B
Wed 8/22	B
Wed 9/19	B
Wed 10/24	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 7/2 & Tue 7/3	A
Mon 8/6 & Tue 8/7	B
Tue 9/4 & Wed 9/5	B
Mon 10/15 & Tue 10/16	B

InDesign Basics & Beyond - \$220

Tue 7/31	B
Tue 8/28	B
Thu 9/27	B
Thu 10/25	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 6/26	A
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Accounts Receivable - \$100

Wed 6/27	A
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Accounts Payable - \$100

Thu 6/28	A
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WEB DEVELOPMENT

Creating a WordPress Website - \$220

Thu 6/14	A
Wed 7/25	A
Thu 8/30	A
Tue 10/2	B
Thu 11/1	A

SOCIAL MEDIA & THE INTERNET

Social Media for Business - \$120

Thu 7/5	AA
Tue 8/7	AA
Thu 9/13	AA
Thu 10/11	AA

Facebook & Twitter Seminar - \$100

Call for dates

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

