

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 5/9	A
Thu 6/8	A
Wed 7/5	B
Tue 8/1	B

Access Beyond - \$220

Wed 4/26	B
Wed 5/24	B
Wed 6/28	A
Mon 7/17	B
Tue 8/15	A

Excel Foundation - \$165

Tue 5/2	A
Mon 5/15	B
Wed 5/31	A
Wed 6/28	B
Tue 7/11	A
Mon 7/31	A
Thu 8/17	B

Excel: Building Better Spreadsheets - \$165

Wed 5/17	A
Thu 6/8	B
Mon 6/26	B
Tue 7/18	A
Wed 8/9	B
Wed 8/30	A

Charting, Sparklines & SmartArt - \$185

Mon 5/8	A
Wed 6/14	A
Wed 7/12	B
Thu 8/10	B
Thu 8/31	A

Formulas, Functions & Macros - \$185

Mon 5/8	B
Thu 6/1	A
Thu 6/15	A
Thu 7/13	B
Wed 8/2	A
Tue 8/22	B

Mastering Databases with PivotTables & Database Functions - \$185

Mon 4/24	A
Tue 5/9	B
Thu 5/25	A
Wed 6/14	B
Wed 7/5	A
Thu 7/27	B
Tue 8/15	B
Thu 8/31	B

Outlook Basic & Beyond - \$185

Thu 5/4	B
Wed 5/31	B
Tue 6/27	A
Thu 7/27	A
Tue 8/22	A

PowerPoint Basics & Beyond- \$185

Thu 5/4	A
Thu 5/25	B
Thu 6/15	B
Tue 7/18	B
Wed 8/16	B

Publisher Basics & Beyond \$185

Wed 5/3	B
Wed 6/7	A
Thu 7/6	B
Tue 8/1	A
Wed 8/30	B

Word Basics & Beyond - \$185

Wed 5/3	B
Thu 6/1	B
Tue 6/27	B
Wed 7/26	A
Thu 8/24	B

Word Advanced - \$185

Tue 5/9	A
Wed 6/7	B
Thu 7/6	A
Wed 8/2	B
Tue 8/29	A

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 6/5 & Tue 6/6	B
Mon 7/10 & Tue 7/11	B
Tue 8/8 & Wed 8/9	A
Mon 8/28 & Tue 8/29	B

InDesign Basics & Beyond - \$220

Mon 6/5	A
Mon 7/17	A
Tue 8/8	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

4/25	A
------	---

Accounts Receivable - \$100

4/26	A
------	---

Accounts Payable - \$100

4/27	A
------	---

End of Year - \$100

WEB DEVELOPMENT

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

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

Tue 6/6	A
Thu 7/20	B
Wed 8/16	A

SOCIAL MEDIA & THE INTERNET

Social Media for Business - \$120

Wed 5/24	AA
Mon 6/12	AA
Thu 7/20	AA
Thu 8/10	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 for information

Hands-on

3.5 hours
Your place, ours or virtual
classroom webinar

Check back often for
updated & additional classes