



Applications Training

Tue: 6/15/2010

The Learning Center

Technology Training Center

Accounting

Quickbooks 2008

6/24-6/25 T-F 8:30a-4:30p **B**
 7/22-7/23 T-F 8:30a-4:30p **B**
 8/19-8/20 T-F 8:30a-4:30p **B**
 9/16-9/17 T-F 8:30a-4:30p **B**
 10/14-10/15 T-F 8:30a-4:30p **B**

Classroom Program

Employment Development

6/2-6/3 W-T 8:30a-4:30p
 6/22-6/23 T-W 8:30a-4:30p
 6/30-7/1 W-T 8:30a-4:30p
 7/28-7/29 W-T 8:30a-4:30p **B**
 8/25-8/26 W-T 8:30a-4:30p **B**
 9/22-9/23 W-T 8:30a-4:30p **B**
 10/20-10/21 W-T 8:30a-4:30p **B**

Bookkeeping & Accounting

6/23 Wed 8:30a-4:30p
 7/21 Wed 8:30a-4:30p **B**
 8/18 Wed 8:30a-4:30p **B**
 9/15 Wed 8:30a-4:30p **B**
 10/13 Wed 8:30a-4:30p **B**

E-Mail/Client Management

Microsoft® Office Outlook® 2003 Beginning

8/25 Wed 8:30a-4:30p **B**

Microsoft® Office Outlook® 2003 Intermediate

7/16 Fri 8:30a-4:30p **B**
 8/26 Thu 8:30a-4:30p **B**

Microsoft® Office Outlook® 2003 Advanced

7/22 Thu 8:30a-4:30p **B**
 8/27 Fri 8:30a-4:30p **B**
 10/29 Fri 8:30a-4:30p **B**

Microsoft® Office Outlook 2007 II

7/26 Mon 8:30a-4:30p
 8/23 Mon 8:30a-4:30p **B**
 9/20 Mon 8:30a-4:30p **B**
 10/18 Mon 8:30a-4:30p **B**

Microsoft® Office Outlook 2007 I

6/4 Fri 8:30a-4:00p
 6/11 Fri 8:30a-4:30p
 6/18 Fri 8:30a-4:30p
 7/2 Fri 8:30a-4:30p
 7/9 Fri 8:30a-4:30p
 7/16 Fri 8:30a-4:30p **B**
 7/30 Fri 8:30a-4:30p **B**
 8/6 Fri 8:30a-4:30p **B**
 8/13 Fri 8:30a-4:30p **B**
 8/27 Fri 8:30a-4:30p **B**
 9/3 Fri 8:30a-4:30p **B**
 9/10 Fri 8:30a-4:30p **B**
 9/24 Fri 8:30a-4:30p **B**
 10/1 Fri 8:30a-4:30p **B**
 10/8 Fri 8:30a-4:30p **B**
 10/22 Fri 8:30a-4:30p **B**
 11/5 Fri 8:30a-4:30p **B**

Databases

Microsoft® Office Access 2003 Beginning

6/24 Thu 8:30a-4:30p

Microsoft® Office Access 2003 Intermediate

6/29 Tue 8:30a-4:30p

Microsoft® Office Access 2007 III - IV

6/23-6/24 W-T 8:30a-4:30p
 7/14-7/15 W-T 8:30a-4:30p **B**
 8/11-8/12 W-T 8:30a-4:30p **B**
 9/9-9/10 T-F 8:30a-4:30p **B**
 10/6-10/7 W-T 8:30a-4:30p **B**
 11/3-11/4 W-T 8:30a-4:30p **B**

Microsoft® Office Access 2007 I

6/21 Mon 8:30a-4:30p
 7/12 Mon 8:30a-4:30p
 8/9 Mon 8:30a-4:30p **B**
 9/7 Tue 8:30a-4:30p **B**
 10/4 Mon 8:30a-4:30p **B**
 11/1 Mon 8:30a-4:30p **B**

Microsoft® Office Access 2007 II

6/22 Tue 8:30a-4:30p
 7/13 Tue 8:30a-4:30p **B**
 8/10 Tue 8:30a-4:30p **B**
 9/8 Wed 8:30a-4:30p **B**
 10/5 Tue 8:30a-4:30p **B**
 11/2 Tue 8:30a-4:30p **B**

Labs

Technical Lab

6/16-6/17 W-T 8:00a-12:00p

Operating Systems

FREE Computer Training Class

6/9 Wed 9:00a-4:00p
 6/30 Wed 9:00a-4:00p
 7/14 Wed 9:00a-4:00p
 7/20 Tue 9:00a-4:00p
 8/11 Wed 9:00a-4:00p
 8/17 Tue 9:00a-4:00p
 9/15 Wed 9:00a-4:00p
 10/6 Wed 9:00a-4:00p
 10/20 Wed 9:00a-4:00p
 11/2 Tue 9:00a-4:00p
 11/9 Tue 9:00a-4:00p
 11/17 Wed 9:00a-4:00p

Microsoft® Windows® 7 - Introduction

6/14 Mon 8:30a-4:30p
 6/28 Mon 8:30a-4:30p
 7/12 Mon 8:30a-4:30p
 7/26 Mon 8:30a-4:30p
 8/2 Mon 8:30a-4:30p **B**
 8/9 Mon **B**
 8/23 Mon 8:30a-4:30p **B**
 8/30 Mon 8:30a-4:30p **B**
 9/20 Mon 8:30a-4:30p **B**
 9/27 Mon 8:30a-4:30p **B**
 10/4 Mon 8:30a-4:30p **B**
 10/18 Mon 8:30a-4:30p **B**
 10/25 Mon 8:30a-4:30p **B**
 11/1 Mon 8:30a-4:30p **B**

Other Product

Applications Class

6/28 Mon 8:30a-4:30p

Presentations

Microsoft® Office PowerPoint® 2003 Beginning

7/28 Wed 8:30a-4:30p **B**
 8/31 Tue 8:30a-4:30p **B**

Microsoft® Office PowerPoint® 2003 Intermediate

7/29 Thu 8:30a-4:30p **B**
 9/1 Wed 8:30a-4:30p **B**

Microsoft® Office PowerPoint® 2003 Advanced

7/30 Fri 8:30a-4:30p **B**
 9/2 Thu 8:30a-4:30p **B**

Microsoft® Office PowerPoint 2007 III

7/8 Thu 8:30a-4:30p
 8/5 Thu 8:30a-4:30p **B**
 9/2 Thu 8:30a-4:30p **B**
 9/30 Thu 8:30a-4:30p **B**
 10/28 Thu 8:30a-4:30p **B**

Microsoft® Office PowerPoint 2007 I

6/7 Mon 8:30a-4:30p
 7/6 Tue 8:30a-4:30p
 7/20 Tue 8:30a-4:30p **B**
 8/3 Tue 8:30a-4:30p **B**
 8/17 Tue 8:30a-4:30p **B**
 8/31 Tue 8:30a-4:30p **B**
 9/14 Tue 8:30a-4:30p **B**
 9/28 Tue 8:30a-4:30p **B**
 10/12 Tue 8:30a-4:30p **B**
 10/26 Tue 8:30a-4:30p **B**

Microsoft® Office PowerPoint 2007 II

7/7 Wed 8:30a-4:30p
 8/4 Wed 8:30a-4:30p **B**
 9/1 Wed 8:30a-4:30p **B**
 9/29 Wed 8:30a-4:30p **B**
 10/27 Wed 8:30a-4:30p **B**

SpreadSheets

**Microsoft® Office Excel®
Macros**
6/24 Thu 8:30a-4:30p
**Microsoft® Office Excel®
2003 Beginning**
7/1 Thu 8:30a-4:30p B
8/10 Tue 8:30a-4:30p B
**Microsoft® Office Excel®
2003 Intermediate**
7/2 Fri 8:30a-4:30p B
8/12 Thu 8:30a-4:30p B
**Microsoft® Office Excel®
2003 Advanced**
7/7 Wed 8:30a-4:30p B
8/13 Fri 8:30a-4:30p B
**Microsoft® Office Excel
2007 III**
6/23 Wed 8:30a-4:30p
7/27 Tue 8:30a-4:30p B
8/24 Tue 8:30a-4:30p B
9/21 Tue 8:30a-4:30p B
10/19 Tue 8:30a-4:30p B
**Microsoft® Office Excel
2007 I**
6/3 Thu 8:30a-4:30p
6/7 Mon 8:30a-4:30p
6/11 Fri 8:30a-4:30p
6/17 Thu 8:30a-4:30p
6/21 Mon 8:30a-4:30p
7/1 Thu 8:30a-4:30p
7/8 Thu 8:30a-4:30p
7/15 Thu 8:30a-4:30p B
7/19 Mon 8:30a-4:30p
7/29 Thu 8:30a-4:30p B
8/5 Thu 8:30a-4:30p B
8/12 Thu 8:30a-4:30p B
8/16 Mon 8:30a-4:30p B
8/26 Thu 8:30a-4:30p B
9/2 Thu 8:30a-4:30p B
9/9 Thu 8:30a-4:30p B
9/13 Mon 8:30a-4:30p B
9/23 Thu 8:30a-4:30p B
9/30 Thu 8:30a-4:30p B
10/7 Thu 8:30a-4:30p B
10/11 Mon 8:30a-4:30p B
10/21 Thu 8:30a-4:30p B
10/28 Thu 8:30a-4:30p B
11/4 Thu 8:30a-4:30p B

**Microsoft® Office Excel
2007 II**
6/8 Tue 8:30a-4:30p
6/22 Tue 8:30a-4:30p
7/9 Fri 8:30a-4:30p
7/20 Tue 8:30a-4:30p B
8/6 Fri 8:30a-4:30p B
8/17 Tue 8:30a-4:30p B
9/3 Fri 8:30a-4:30p B
9/14 Tue 8:30a-4:30p B
10/1 Fri 8:30a-4:30p B
10/12 Tue 8:30a-4:30p B
10/29 Fri 8:30a-4:30p B

Word Processing

**Microsoft® Office Word
2003 Beginning**
7/12 Mon 8:30a-4:30p B
8/18 Wed 8:30a-4:30p B
**Microsoft® Office Word
2003 Intermediate**
6/9 Wed 8:30a-4:30p
7/13 Tue 8:30a-4:30p B
8/19 Thu 8:30a-4:30p B
**Microsoft® Office Word
2003 Advanced**
6/10 Thu 8:30a-4:30p
7/21 Wed 8:30a-4:30p B
8/20 Fri 8:30a-4:30p B
**Microsoft® Office Word
2007 III**
6/17 Thu 8:30a-4:30p
7/19-7/16 M-F 8:30a-4:30p
8/16 Mon 8:30a-4:30p B
9/13 Mon 8:30a-4:30p B
10/11 Mon 8:30a-4:30p B

**Microsoft® Office Word
2007 I**
6/8 Tue 8:30a-4:30p
6/15 Tue 8:30a-4:30p
6/29 Tue 8:30a-4:30p
7/6 Tue 8:30a-4:30p
7/13 Tue 8:30a-4:30p B
7/27 Tue 8:30a-4:30p B
8/3 Tue 8:30a-4:30p B
8/10 Tue 8:30a-4:30p B
8/24 Tue 8:30a-4:30p B
8/31 Tue 8:30a-4:30p B
9/7 Tue 8:30a-4:30p B
9/21 Tue 8:30a-4:30p B
9/28 Tue 8:30a-4:30p B
10/5 Tue 8:30a-4:30p B
10/19 Tue 8:30a-4:30p B
10/26 Tue 8:30a-4:30p B
11/2 Tue 8:30a-4:30p B
**Microsoft® Office Word
2007 II**
6/2 Wed 8:30a-4:30p
6/16 Wed 8:30a-4:30p
6/30 Wed 8:30a-4:30p
7/7 Wed 8:30a-4:30p
7/14 Wed 8:30a-4:30p B
7/28 Wed 8:30a-4:30p B
8/4 Wed 8:30a-4:30p B
8/11 Wed 8:30a-4:30p B
8/25 Wed 8:30a-4:30p B
9/1 Wed 8:30a-4:30p B
9/8 Wed 8:30a-4:30p B
9/22 Wed 8:30a-4:30p B
9/29 Wed 8:30a-4:30p B
10/6 Wed 8:30a-4:30p B
10/20 Wed 8:30a-4:30p B
10/27 Wed 8:30a-4:30p B
11/3 Wed 9:00a-4:30p B

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