

Computer Training

Spring 2010

Getting Started Classes

\$49 per class

Getting Started	Date	Times
Computers for Beginners	Mar 3	5:00-6:50pm

One Day Classes

\$149 per class

One Day Classes	Dates	Times
Excel	Feb 27	8:00-1:20pm
Word	Mar 20	8:00-1:20pm

Office Administration Career Certificate

\$199 for QuickBooks

\$299 for MS Office Suite for the Workplace

Office Administration Career Certificate	Dates / Days	Times
QuickBooks 2009 for Beginners	Tuesdays, Jan 19-Feb 23	6:00-7:50pm
MS Office Suite for the Workplace	Mon & Wed Feb 8-22,	5:00-7:20pm

Advanced \$199 for QuickBooks

\$299 for MS Office Suite for the Workplace

Advanced	Date	Times
Advanced MS Office for the Workplace	Mon & Wed, Mar 10-24	5:00-7:20pm
QuickBooks 2009 for the Workplace	Tuesdays, Mar 30-May 4	6:00-7:50pm

To Register:
Call Beth Quimby
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Or E-Mail
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