

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

Wed 11/8	B
Wed 12/6	A
Wed 1/3	A
Wed 2/7	B
Thu 3/8	A

Access Beyond - \$220

Wed 11/15	B
Wed 12/13	B
Wed 1/10	A
Wed 2/14	B
Wed 3/14	A

Excel Foundation - \$165

Mon 10/30	A
Mon 11/13	A
Tue 12/12	A
Thu 1/4	A
Tue 1/30	A
Wed 2/28	A
Tue 3/20	A

Excel: Building Better Spreadsheets - \$165

Tue 11/7	B
Thu 11/30	B
Tue 12/19	A
Wed 1/10	B
Wed 2/7	A
Thu 3/8	B

Charting, Sparklines & SmartArt - \$185

Wed 10/25	A
Tue 11/28	A
Thu 12/21	A
Tue 1/23	A
Thu 2/22	A
Tue 3/20	B

Formulas, Functions & Macros - \$185

Tue 11/7	A
Wed 11/29	A
Thu 12/21	B
Tue 1/16	A
Thu 2/14	A
Wed 3/14	B

Mastering Databases with PivotTables & Database Functions - \$185

Wed 10/25	B
Wed 11/15	A
Thu 12/14	A
Thu 1/11	A
Tue 2/6	A
Tue 3/6	B

Outlook Basic & Beyond - \$185

Thu 11/16	B
Wed 12/13	A
Tue 1/16	B
Thu 2/15	B
Tue 3/13	A

PowerPoint Basics & Beyond- \$185

Wed 11/8	A
Tue 12/5	B
Thu 1/11	B
Tue 2/6	B
Tue 3/6	A

Publisher Basics & Beyond \$185

Wed 11/8	A
Tue 12/5	B
Wed 1/3	B
Tue 1/30	B
Tue 3/13	B

Word Basics & Beyond - \$185

Thu 11/16	A
Tue 12/12	B
Thu 1/18	A
Tue 2/20	A
Thu 3/22	A

Word Advanced - \$185

Thu 11/16	A
Tue 12/12	B
Thu 1/18	B
Tue 2/20	B
Thu 3/22	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.

Tue 10/24 & Thu 10/26	A
Tues 11/28 & Wed 11/29	B
Tue 1/23 & Thu 1/25	B
Tue 2/27 & Wed 2/28	B

InDesign Basics & Beyond - \$220

Tue 11/1	B
Thu 12/14	B
Thu 1/4	B
Thu 2/15	A
Wed 3/21	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

Call for Dates

Accounts Receivable - \$100

Call for Dates

Accounts Payable - \$100

Call for Dates

End of Year - \$100

Thu 11/30 A

WEB DEVELOPMENT

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 10/24	B
Tues 11/14	B
Wed 12/6	B
Wed 1/17	B
Thu 2/22	B
Wed 3/21	A

SOCIAL MEDIA & THE INTERNET

Social Media for Business - \$120

Thu 11/9	AA
Tue 12/5	AA
Wed 1/17	AA
Tue 2/27	AA

Facebook & Twitter Seminar - \$100

Call for dates

BUSINESS ETIQUETTE and PROTOCOL

Critical Etiquette in the Professional World

Outclass the Competition

Thu 11/9 A

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