

January 2018

Mon	Tue	Wed	Thu	Fri
1 Holiday	2	3 Word I 2013 8:30-4:30	4	5 Excel I 2016 8:30-4:30
8 Excel I 2013	9	10 Outlook 2013	11	12 PowerPoint 2013 8:30-4:30
15 Outlook 2016 8:30-4:30	16	17 Word II 2013 8:30-4:30	18	19 Excel II 2016 8:30-4:30
22 Excel II 2013 8:30-4:30	23	24 PowerPoint 2016 8:30-4:30	25	26 Word I 2016 8:30-4:30
29 PhotoShop 8:30-4:30	30	31		

February 2018

Tue	Wed	Thu	Fri
		1	2 Word I 2010 8:30-4:30
5 Word I 2013 8:30-4:30	6	7 Excel I 2010 8:30-4:30	8 9 PowerPoint 2010 8:30-4:30
12 PowerPoint 2013 8:30-4:30	13	14 Excel I 2013 8:30-4:30	15 16 Outlook 2013 8:30-4:30
19 Outlook 2010 8:30-4:30	20	21 Excel II 2010 8:30-4:30	22 23 Word II 2013 8:30-4:30
26 Word II 2010 8:30-4:30	27	28 Excel II 2013 8:30-4:30	

March 2018

Mon	Tue	Wed	Thu	Fri
			1	2 Word I 2010 8:30-4:30
5 Word I 2013 8:30-4:30	6	7 Excel I 2010 8:30-4:30	8	9 PowerPoint 2010 8:30-4:30
12 PowerPoint 2013 8:30-4:30	13	14 Excel I 2013 8:30-4:30	15	16 Outlook 2013 8:40-4:30
19 Outlook 2010 8:30-4:30	20	21 Excel II 2010 8:30-4:30	22	23 Word II 2013 8:30-4:30
26 Word II 2010 8:30-4:30	27	28 Excel II 2013 8:30-4:30	29	30 PhotoShop 8:30-4:30



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*Full Day Classes \$175*

*One on One \$50/hr.*

**SESSION TIMES**

**Morning Classes - 8:30 to 12:30 pm**  
**Afternoon Classes - 12:30 to 4:30 pm**  
**Full Day Classes - 8:30 to 4:30 pm**

*Days without a listed schedule can be  
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Adobe Photoshop CS5



*All Training sessions have a manual and cd for an additional cost*

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*\*Competent with Microsoft Office Suite tools (Word and Excel) and Photoshop*

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