

November 2018

Mon	Tue	Wed	Thu	Fri
			1	2 Word I 2013 8:30-4:30
5 Excel I 2013 8:30-4:30	6	7 Outlook 2013 8:30-4:30	8	9 Excel I 2016 8:30-4:30
12 Photoshop 8:30-4:30	13	14 Access I 2013 8:30-4:30	15	16 Word 2010 8:30-4:30
19 Excel II 2013 8:30-4:30	20	21 Holiday	22	23 Holiday
26 Word II 2013 8:30-4:30	27	28 Access II 2013 8:30-4:30	29	30 Excel II 2016 8:30-4:30

December 2018

Tue	Wed	Thu	Fri
3 Excel I 2013 8:30-4:30	4	5 Access I 2013 8:30-4:30	6
10 Word I 2013 8:30-4:30	11	12 PhotoShop 8:30-4:30	13
17 Excel II 2013 8:30-4:30	18	19 PowerPoint 2013	20
24 Holiday	25	26 Holiday	27
31 Holiday			

January 2019

Mon	Tue	Wed	Thu	Fri
	1	2 Excel I 2016 8:30-4:30	3	4 Word I 2013 8:30-4:30
7 Excel I 2013 8:30-4:30	8	9 Outlook 2013 8:30-4:30	10	11 Access I 2013 8:30-4:30
14 Power- Point 2013 8:30-4:30	15	16 Excel II 2016 8:30-4:30	17	18 Photoshop 8:30-4:30
21 Excel II 2013 8:30-4:30	22	23 PowerPoint 2013 8:30-4:30	24	25 Access II 2013 8:30-4:30
28 Word II 2013 8:30-4:30	29	30 Excel III 2016 8:30-4:30	31	



LEARN

~ GROW

~ SUCCEED

*Morning and Afternoon  
Classes \$89*

*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  
utilized to suit your individual training needs!*

**Need WorkKeys® Testing?  
We have a flexible Schedule  
and great prices!**

**Located right on M-20!  
ETC Midland Campus  
884 East Isabella Road  
Midland, MI 48640**

**CALL US!  
1-888-3U-LEARN**

OR EMAIL

**[Ruth.Fahlsing@etc-1.com](mailto:Ruth.Fahlsing@etc-1.com)**



ETC offers a wide range of training opportunities for individuals and companies. Choices may be made from a beginner, intermediate or advanced level. Don't see the class you need from our list?

*A customized training program can be developed to meet your needs.*

### **Classes offered:**

Microsoft Excel (2010, 2013 & 2016)

Microsoft Word (2010, 2013 & 2016)

Microsoft PowerPoint (2010, 2013 & 2016)

Microsoft Outlook (2010, 2013 & 2016)

Keyboarding A-Z

Introduction to Computers

Computer File Management

Adobe Photoshop CS5



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

**\*\*Need WorkKeys® Testing? We have a flexible Schedule and great prices!**

**Have you seen these statements in job postings?**

*\*Must be highly proficient in Microsoft Office applications, including Word, Excel, PowerPoint, Outlook and Internet Explorer*

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

**ETC can provide this training!!!**

Contact us to schedule your training today!

Call 1-888-3U-LEARN ext. 245 *or send an email to:*

**Ruth.Fahlsing@etc-1.com**

**1-888-3U-LEARN**

**<http://www.etc-1.com/training-services.php>**