

COMPUTER

COURSES!

DAY SEMINARS: Classes
9:00 a.m. – 4:00 p.m., \$85
Books available –price varies per class

NEW Introduction to Open Office – (February 15) Mon. or (May 20) Thur.
One of the hottest alternatives to using Microsoft Office software. Come and learn how you can use this FREE software!

Introduction to Microsoft Visio 2003 – (February 17) Wednesday

Adobe In-Design Basic – (February 18) Thur.

Intro to Computers/Windows – (February 23) Tue. or (May 11) Tue.

Intro to Microsoft Word 2003 – (March 2) Tue. or (May 13) Thur.

Intro to Microsoft Word 2007 – (March 4) Thur. or (May 18) Tue.

Intro to Microsoft Excel 2003 – (March 9) Tue. or (May 25) Tues.

Intro to Microsoft Excel 2007 – (March 16) Tue. or (May 27) Thur.

Intermediate Microsoft Word 2003 – (March 18) Tue. or (June 1) Tues.

Intermediate Microsoft Word 2007 – (March 23) Tue. or (June 3) Thur.

Intermediate Microsoft Excel 2003 – (March 30) Tue. or (June 8) Tue.

Intermediate Microsoft Excel 2007 – (April 6) Tue. or (June 10) Thur.

Intro to Microsoft Access 2007 – (April 8) Thur.

Intro to Microsoft PowerPoint 2007 – (April 13) Tue.

Intermediate Microsoft Access 2007 – (April 15) Thur.

Intermediate Microsoft PowerPoint 2007 – (April 20) Tue.

Introduction to QuickBooks Pro 2007 – (April 27 & 29) Tues. & Thur. - \$170

Advanced Microsoft Word 2007 – (May 4) Tuesday

Advanced Microsoft Excel 2007 – (May 6) Thursday

Computer Keyboarding – (10 hours - Flexible Scheduling) - \$85

Register Early!
Limited Class Size!

IC³ Certification Training:

COMPUTER LITERACY -- IC³ Certification Training – (60 hours) \$600 Tuition (book \$59.40 & exams \$105 extra)

New Windows Vista and 2007 Standards!

February 23 – April 13 (Tuesday & Thursday) - 5:00 p.m. – 9:00 p.m.

April 13 – May 26 (Tuesday & Wednesday) - 10:00 a.m. – 3:00 p.m. **Day Classes!**

(Training includes Computing Fundamentals, Introduction to MS Word, Intermediate MS Word, Introduction to MS Excel, Intermediate MS Excel, Introduction to MS PowerPoint, Internet & Email)



Call (740) 753-5483 or 1-800-637-6508, ext. 4483 for more information!
www.tricountyadultcareercenter.org

COMPUTER

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Evening Training Programs:

N+ Certification Training Program – (48 hours) \$700 Tuition (\$200 Books/Supplies)
March 30 – May 6 (Tuesday & Thursday) – 5:00 p.m. – 9:00 p.m.

A+ CERTIFICATION TRAINING: HARDWARE FUNDAMENTALS & OPERATING SYSTEMS - (96 hours) \$1,273 Tuition (\$200 Books/Supplies)

New dates to be scheduled. Call if you have a scheduling preference.

Introduction to Microsoft Word 2007 – (April 26 & 28) Mon. & Wed.
5:00 p.m. – 8:00 p.m. (6 hours) \$80 Tuition - \$30 Book (optional)

Intermediate Microsoft Word 2007 – (May 3 & 5) Mon. & Wed.
5:00 p.m. – 8:00 p.m. (6 hours) \$80 Tuition - \$30 Book (optional)

Introduction to Microsoft Excel 2007 – (May 10 & 12) Mon. & Wed.
5:00 p.m. – 8:00 p.m. (6 hours) \$80 Tuition - \$30 Book (optional)

Intermediate Microsoft Excel 2007 – (May 17 & 19) Mon. & Wed.
5:00 p.m. – 8:00 p.m. (6 hours) \$80 Tuition - \$30 Book (optional)

Topic Trainings:

Learn how to use EBAY to buy and sell items! This course will teach you everything from how to set up an account to how to use pictures and best market your items. Other topics include how to use PayPal for secure purchases/sales.

(2 day training with hands-on exercises)

Learn how to use EBAY (Buying & Selling) - \$170 Tuition

SATURDAYS (2 day course)

February 20, 2010 & February 27, 2010

9:00 a.m. – 4:00 p.m.

March 20, 2010 & March 27, 2010

9:00 a.m. – 4:00 p.m.

April 17, 2010 & April 24, 2010

9:00 a.m. – 4:00 p.m.

SOCIAL NETWORKING (Facebook/Twitter/MySpace) - \$85 Tuition

Ever heard the term “tweet” or “status update” and wonder what they are talking about? Want to learn tricks to “social networking”? This class is for you!

THURSDAYS

February 18, 2010

9:00 a.m. – 4:00 p.m.

March 25, 2010

9:00 a.m. – 4:00 p.m.

April 22, 2010

9:00 a.m. – 4:00 p.m.

QUICKBOOKS 2007 TOPIC TRAININGS (9:00 a.m. – 1:00 p.m.) - \$50 Tuition

Getting Started – Setting up a Company - Monday, March 22, 2010

Creating Invoices & Recording Bills - Wednesday, March 24, 2010

Debits & Credits - Monday, March 29, 2010

Banking - Monday, April 5, 2010

Reports (Creating & Customizing) - Monday, April 12, 2010

Inventory - Monday, April 19, 2010



Authorized Testing Center

