



**FOR MORE INFORMATION CONTACT**

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**All courses are available in Office 2003, 2007 and 2010!**

**JANUARY**

<b>MONDAY</b>	<b>TUESDAY</b>	<b>WEDNESDAY</b>	<b>THURSDAY</b>	<b>FRIDAY</b>
<b>9</b> WINDOWS 7 & OFFICE 2010 OVERVIEW (1/2 DAY SESSION)	<b>10</b> EXCEL INTRODUCTION	<b>11</b> POWERPOINT INTRODUCTION	<b>12</b> WORD INTRODUCTION	<b>13</b>
<b>16</b>	<b>17</b>	<b>18</b> EXCEL INTERMEDIATE	<b>19</b> OUTLOOK	<b>20</b> WINDOWS 7 & OFFICE 2010 OVERVIEW (1/2 DAY SESSION)
<b>23</b> WINDOWS 7 & OFFICE 2010 OVERVIEW (1/2 DAY SESSION)	<b>24</b> ACCESS INTRODUCTION	<b>25</b> WORD INTERMEDIATE	<b>26</b>	<b>27</b> POWERPOINT ADVANCED
<b>30</b> EXCEL ADVANCED	<b>31</b>			

**FEBRUARY**

<b>MONDAY</b>	<b>TUESDAY</b>	<b>WEDNESDAY</b>	<b>THURSDAY</b>	<b>FRIDAY</b>
		<b>1</b> ACCESS ADVANCED	<b>2</b> EXCEL INTERMEDIATE	<b>3</b> WINDOWS 7 & OFFICE 2010 OVERVIEW (1/2 DAY SESSION)
<b>6</b> WINDOWS 7 & OFFICE 2010 OVERVIEW (1/2 DAY SESSION)	<b>7</b> WORD INTERMEDIATE	<b>8</b> POWERPOINT INTRODUCTION	<b>9</b> EXCEL ADVANCED	<b>10</b>
<b>13</b> EXCEL INTRODUCTION	<b>14</b> OUTLOOK	<b>15</b> WORD INTRODUCTION	<b>16</b>	<b>17</b>
<b>20</b>	<b>21</b>	<b>22</b> EXCEL INTERMEDIATE	<b>23</b> WORD ADVANCED	<b>24</b> ACCESS INTRODUCTION
<b>27</b> WINDOWS 7 & OFFICE 2010 OVERVIEW (1/2 DAY SESSION)	<b>28</b> ACCESS ADVANCED	<b>29</b> POWERPOINT ADVANCED		