

Computer Works of Monroe, Inc.

Training Schedule: January - March 2007

Fundamental Skills

PC Basics

ID	Course Name	Start Date	End Date	Day(s)	Time	Cost
120	PC Basics	1/6/07	1/27/07	Sat	9:00am - 12:00pm	\$ 480

Desktop Software

Microsoft Access

ID	Course Name	Start Date	End Date	Day(s)	Time	Cost
215	Access I	1/9/07	1/18/07	TR	1:30pm - 4:30pm	\$ 600
		3/6/07	3/15/07	TR	1:30pm - 4:30pm	\$ 600
216	Access II	1/23/07	2/1/07	TR	1:30pm - 4:30pm	\$ 600
		3/20/07	3/29/07	TR	1:30pm - 4:30pm	\$ 600
217	Access III	2/6/07	2/15/07	TR	1:30pm - 5:30pm	\$ 800

Microsoft Excel

ID	Course Name	Start Date	End Date	Day(s)	Time	Cost
205	Excel I	1/9/07	1/18/07	TR	8:30am - 11:30am	\$ 600
		3/6/07	3/15/07	TR	8:30am - 11:30am	\$ 600
206	Excel II	1/23/07	2/1/07	TR	8:30am - 11:30am	\$ 600
		3/20/07	3/29/07	TR	8:30am - 11:30am	\$ 600
207	Excel III	2/6/07	2/15/07	TR	8:30am - 11:30am	\$ 600

Microsoft FrontPage

ID	Course Name	Start Date	End Date	Day(s)	Time	Cost
230	FrontPage I	1/8/07	1/17/07	MW	1:30pm - 4:30pm	\$ 600
		3/5/07	3/14/07	MW	1:30pm - 4:30pm	\$ 600
231	FrontPage II	1/22/07	1/31/07	MW	1:30pm - 4:30pm	\$ 600
		3/19/07	3/28/07	MW	1:30pm - 4:30pm	\$ 600

Microsoft Outlook

ID	Course Name	Start Date	End Date	Day(s)	Time	Cost
220	Outlook I	2/20/07	3/1/07	TR	8:30am - 11:30am	\$ 600

Microsoft PowerPoint

ID	Course Name	Start Date	End Date	Day(s)	Time	Cost
210	PowerPoint I	2/6/07	2/15/07	TR	1:30pm - 4:30pm	\$ 600
211	PowerPoint II	2/20/07	3/1/07	TR	1:30pm - 4:30pm	\$ 600

Microsoft Publisher

ID	Course Name	Start Date	End Date	Day(s)	Time	Cost
225	Publisher I	2/19/07	2/28/07	MW	8:30am - 11:30am	\$ 600

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Desktop Software (cont.)

Microsoft Word

ID	Course Name	Start Date	End Date	Day(s)	Time	Cost
201	Word I	1/8/07	1/17/07	MW	8:30am - 11:30am	\$ 600
		3/5/07	3/14/07	MW	8:30am - 11:30am	\$ 600
202	Word II	1/22/07	1/31/07	MW	8:30am - 11:30am	\$ 600
		3/19/07	3/28/07	MW	8:30am - 11:30am	\$ 600
203	Word III	2/5/07	2/14/07	MW	8:30am - 11:30am	\$ 600

Adobe Photoshop

ID	Course Name	Start Date	End Date	Day(s)	Time	Cost
245	Adobe Photoshop I	2/19/07	2/28/07	MW	1:30pm - 5:30pm	\$ 800

Operating Systems

Windows XP

ID	Course Name	Start Date	End Date	Day(s)	Time	Cost
300	Windows XP I	1/5/07	1/26/07	Fri	8:30am - 11:30am	\$ 540
301	Windows XP II	2/2/07	2/23/07	Fri	8:30am - 11:30am	\$ 540

Web Programming

HTML

ID	Course Name	Start Date	End Date	Day(s)	Time	Cost
600	HTML I	3/9/07	3/30/07	Fri	1:30pm - 5:30pm	\$ 960

Business Courses

Getting a Job

ID	Course Name	Start Date	End Date	Day(s)	Time	Cost
B70	Creating a Resume	2/16/07	2/23/07	Fri	1:30pm - 4:30pm	\$ 240

Business Writing

ID	Course Name	Start Date	End Date	Day(s)	Time	Cost
B12	Basic Grammar	1/5/07	1/12/07	Fri	1:30pm - 4:30pm	\$ 240
B13	Business Writing	1/19/07	1/26/07	Fri	1:30pm - 4:30pm	\$ 240
B14	Better Business Writing	2/2/07	2/9/07	Fri	1:30pm - 4:30pm	\$ 240

Business Math

ID	Course Name	Start Date	End Date	Day(s)	Time	Cost
M01	Business Math	2/9/07	2/30/07	Fri	8:30am - 11:30am	\$ 600

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Personal Enrichment

Digital Video Editing

ID	Course Name	Start Date	End Date	Day(s)	Time	Cost
V01	Dig. Video Editing: Basic	2/17/07	2/24/07	Sat	9:00am - 12:00pm	\$ 360
V02	Dig. Video Editing: Int.	3/10/07	3/31/07	Sat	9:00am - 12:00pm	\$ 720

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