COMPUTER TRAINING

Day Seminars:

**Classes
9:00 a.m. – 3:00 p.m., $65
Books available –$28.00 (optional)**

Introduction to Microsoft Excel 2016 - (Sept 14, 2018) *Friday*

Introduction to Microsoft PowerPoint - Business Presentations 2016 - (Sept 21, 2018) *Friday*

Intermediate Microsoft Excel 2016 - (Sept 25, 2018) *Tuesday*

Introduction to Web Design - (Oct 1, 2018) *Monday**

Introduction to Microsoft Word 2016 - (Oct 9, 2018) *Tuesday*

Introduction to Project Management - (Oct 11, 2018) *Thursday**

How to Protect Yourself Online (Social Media & Internet Security) - (Oct 16, 2018) *Tuesday**

How to do Social Media & Internet Marketing - (Oct 18, 2018) *Thursday**

Introduction to Microsoft Access 2016 - (Oct 30, 2018) *Tuesday*

Online Entrepreneurship (How to Work at Home) - (Nov 14, 2018) *Wednesday**

How Small Businesses Can Leverage Their Business Online - (Nov 29, 2018) *Thursday**

Evening Seminars:

**Classes
5:30 p.m. – 8:00 p.m., $65
Books available –$28.00 (optional)**

Introduction to Computers/Windows - (Sept 18 & 19, 2018) *Tuesday & Wednesday**

Introduction to Microsoft Excel 2016 - (Sept 26 & 27, 2018) *Wednesday & Thursday*

Intermediate Microsoft Excel 2016 - (Oct 23 & 25, 2018) *Tuesday & Thursday*

Online Entrepreneurship (How to Work at Home) - (Dec 4 & 6, 2018) *Tuesday & Thursday**

How to Protect Yourself Online (Social Media & Internet Security) – (Dec 11 & 13, 2018) *Tuesday & Thursday**

No book – there will be a $5.00 hand-out fee for this class.

In the event that a class is delayed or canceled, all fees paid will be refunded in full by the Adult Center. Refunds due to students will be processed no later than 45 days from the date of determination. There will be no refunds after the first day of class. Tri-County Career Center has dedicated itself to providing equal admission opportunities, equal education opportunities, and equal employment opportunities to all people regardless of race, color, faith, national origin, ancestry, citizenship status, religion, sex, economic status, age, disability, military status or on the basis of legally acquired genetic information.

Tri-County CAREER CENTER
High School & Adult Education

**For more information or to schedule a customized training
call (740) 753-5464 or 1-800-637-6508, ext. 3
www.tricountyhightech.com**