

COMPUTER TRAINING

Day Seminars:

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

- Introduction to Microsoft Excel 2016 - (Jan. 8, 2019) *Tuesday*
- Introduction to Microsoft PowerPoint - Business Presentations 2016 - (Jan. 10, 2019) *Thursday*
- Intermediate Microsoft Excel 2016 - (Jan. 23, 2019) *Wednesday*
- Introduction to Web Design - (Jan. 29, 2019) *Tuesday**
- Introduction to Microsoft Word 2016 - (Jan. 31, 2019) *Thursday*
- Introduction to Project Management – (Feb. 20, 2019) *Wednesday**
- How to Protect Yourself & Business Online (Social Media & Internet Security) - (Mar. 5, 2019) *Tuesday**
- Social Media & Internet Marketing - (Mar. 7, 2019) *Thursday**
- Introduction to Computers/Word 2016/Excel 2016 - (Apr. 2, 2019) *Tuesday*
- Introduction to Microsoft Access 2016 - (Apr. 10, 2019) *Wednesday*
- Online Entrepreneurship (How to Work at Home) - (Apr. 23, 2019) *Tuesday**
- How Small Businesses Can Leverage Their Business Online - (Apr. 25, 2019) *Thursday**

Evening Seminars:

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

- Introduction to Computers/Word 2016/Excel 2016 - (Jan. 15 & 17, 2019) *Tuesday & Thursday*
- Introduction to Microsoft Excel 2016 - (Mar. 12 & 14, 2019) *Tuesday & Thursday*
- Introduction to Microsoft Access 2016 - (Mar. 20 & 21, 2019) *Wednesday & Thursday*
- Online Entrepreneurship (How to Work at Home) - (Apr. 3 & 4, 2019) *Wednesday & Thursday**
- How to Protect Yourself Online (Internet Security) – (Apr. 9 & 11, 2019) *Tuesday & Thursday**
- Intermediate Microsoft Excel 2016 - (Apr. 16 & 18, 2019) *Tuesday & Thursday*

***No book – there will be a \$5.00 handout fee for this class.**

The mission of Tri-County Career Center is to inspire, challenge and prepare students to reach their career potential. 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.



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