

# Work Force Training & Community Education Computer Courses – Spring 2010



## Jan 2010

Red = Day Classes    Blue = 1 Day Class  
Black = Evening Classes    Green = 1 Evening Class

MON	TUE	WED	THU
<b>18</b> NO CLASSES	<b>19</b> COMP-107-02SP <b>Introduction to Excel 1 of 4</b>	<b>20</b> QKSH-122-01SP <b>Bullets, Tabs, Indenting in Word</b> COMP-107-01SP <b>Introduction to Excel 1 of 5</b> COMP-111-01SP <b>Overcoming Computer Phobia 1 of 6</b> COMP-265-01C <b>Transitioning to Word</b> COMP-109-03SP <b>Introduction to Word 1 of 6</b> LIFE-104-01SP <b>Computers for Absolute Beginners 1 of 6</b> DGAR-110-01 <b>Intro to Adobe Photoshop CS4 1 of 3</b>	<b>21</b> COMP-109-01SP <b>Introduction to Word 1 of 4</b> ACCT-101-01SP <b>Intro to QuickBooks 1 of 5</b>
<b>25</b> COMP-108-01SP <b>Powerful PowerPoint Present 1 of 4</b> COMP-110-01SP <b>Comp. Typing Skills 1 of 5</b> LIFE-104-01SP <b>Computers for Absolute Beginners 2 of 6</b>	<b>26</b> COMP-107-02SP <b>Introduction to Excel 2 of 4</b>	<b>27</b> QKSH-126-01SP <b>Sort, Filter, Query in Excel</b> COMP-107-01SP <b>Introduction to Excel 2 of 5</b> COMP-111-01SP <b>Overcoming Computer Phobia 2 of 6</b> COMP-109-03SP <b>Introduction to Word 2 of 6</b> LIFE-104-01SP <b>Computers for Absolute Beginners 3 of 6</b> DGAR-110-01 <b>Intro to Adobe Photoshop CS4 2 of 3</b>	<b>28</b> COMP-109-01SP <b>Introduction to Word 2 of 4</b> ACCT-101-01SP <b>Intro to QuickBooks 2 of 5</b>

# Work Force Training & Community Education Computer Courses – Spring 2010



## Feb 2010

Red = Day Classes    Blue = 1 Day Class  
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MON	TUE	WED	THU
<b>1</b> COMP-108-01SP <b>Powerful PowerPoint Present 2 of 4</b> COMP-110-01SP <b>Comp. Typing Skills 2 of 5</b> LIFE-104-01SP <b>Computers for Absolute Beginners 4 of 6</b>	<b>2</b> COMP-107-02SP <b>Introduction to Excel 3 of 4</b> COMP-265-03C <b>Transitioning to Word</b>	<b>3</b> QKSH-127-01SP <b>Formula Basics for Excel Spreadsheets</b> COMP-269-02C <b>PowerPoint Transitioning</b> COMP-107-01SP <b>Introduction to Excel 3 of 5</b> COMP-111-01SP <b>Overcoming Computer Phobia 3 of 6</b> COMP-109-03SP <b>Introduction to Word 3 of 6</b> LIFE-104-01SP <b>Computers for Absolute Beginners 5 of 6</b> DGAR-110-01 <b>Intro to Adobe Photoshop CS4 3 of 3</b>	<b>4</b> COMP-109-01SP <b>Introduction to Word 3 of 4</b> ACCT-101-01SP <b>Intro to QuickBooks 3 of 5</b>
<b>8</b> COMP-108-01SP <b>Powerful PowerPoint Present 3 of 4</b> COMP-110-01SP <b>Comp. Typing Skills 3 of 5</b> LIFE-104-01SP <b>Computers for Absolute Beginners 6 of 6</b>	<b>9</b> COMP-107-02SP <b>Introduction to Excel 4 of 4</b> COMP-264-01C <b>Practical Excel Projects 2007</b>	<b>10</b> COMP-132-01SP <b>Intro to Publisher 1 of 4</b> COMP-107-01SP <b>Introduction to Excel 4 of 5</b> COMP-111-01SP <b>Overcoming Computer Phobia 4 of 6</b> COMP-109-03SP <b>Introduction to Word 4 of 6</b> LIFE-106-01SP <b>Surfing the Net 1 of 6</b>	<b>11</b> COMP-132-02C <b>Intro to Publisher</b> COMP-109-01SP <b>Introduction to Word 4 of 4</b> ACCT-101-01SP <b>Intro to QuickBooks 4 of 5</b>
<b>15</b> NO CLASSES	<b>16</b>	<b>17</b> COMP-132-01SP <b>Intro to Publisher 2 of 4</b> COMP-107-01SP <b>Introduction to Excel 5 of 5</b> COMP-111-01SP <b>Overcoming Computer Phobia 5 of 6</b> COMP-109-03SP <b>Introduction to Word 5 of 6</b> LIFE-106-01SP <b>Surfing the Net 2 of 6</b> DGAR-111-01 <b>Intro to Adobe Illustrator CS4 1 of 3</b>	<b>18</b> ACCT-101-01SP <b>Intro to QuickBooks 5 of 5</b>
<b>22</b> COMP-108-01SP <b>Powerful PowerPoint Present 4 of 4</b> COMP-110-01SP <b>Comp. Typing Skills 4 of 5</b> LIFE-106-01SP <b>Surfing the Net 3 of 6</b>	<b>23</b> COMP-103-02SP <b>Intermediate Excel 1 of 4</b>	<b>24</b> COMP-132-01SP <b>Intro to Publisher 3 of 4</b> COMP-103-01SP <b>Intermediate Excel 1 of 5</b> COMP-111-01SP <b>Overcoming Computer Phobia 6 of 6</b> COMP-109-03SP <b>Introduction to Word 6 of 6</b> COMP-265-04C <b>Transitioning to Word</b> LIFE-106-01SP <b>Surfing the Net 4 of 6</b> DGAR-111-01 <b>Intro to Adobe Illustrator CS4 2 of 3</b>	<b>25</b> COMP-105-01SP <b>Intermediate Word 1 of 4</b> ACCT-100-01SP <b>Inter QuickBooks 1 of 5</b>

# Work Force Training & Community Education Computer Courses – Spring 2010



## Mar 2010

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MON	TUE	WED	THU
<b>1</b> COMP-132-03C <b>Intro to Publisher</b> COMP-110-01SP <b>Computer Typing Skills</b> 5 of 5 LIFE-106-01SP <b>Surfing the Net</b> 5 of 6	<b>2</b> COMP-103-02SP <b>Intermediate Excel</b> 2 of 4	<b>3</b> COMP-132-01SP <b>Intro to Publisher</b> 4 of 4 COMP-103-01SP <b>Intermediate Excel</b> 2 of 5 LIFE-106-01SP <b>Surfing the Net</b> 6 of 6 DGAR-111-01 <b>Intro to Adobe Illustrator CS4</b> 3 of 3	<b>4</b> COMP-105-01SP <b>Intermediate Word</b> 2 of 4 ACCT-100-01SP <b>Inter QuickBooks</b> 2 of 5 QKSH-110-01SP <b>Managing /Organizing Comp</b>
<b>8</b> COMP-104-01SP <b>Inter PowerPoint</b> 1 of 4 QKSH-112-01SP <b>Quick PowerPoint Presentations</b> LIFE-107-01SP <b>Email</b> 1 of 6	<b>9</b> COMP-103-02SP <b>Intermediate Excel</b> 3 of 4	<b>10</b> COMP-111-02SP <b>Overcoming Computer Phobia</b> 1 of 6 COMP-105-02SP <b>Intermediate Word</b> COMP-105-02SP <b>Intermediate Word</b> 1 of 6 LIFE-107-01SP <b>Email</b> 2 of 6	<b>11</b> QKSH-109-01SP <b>PDF Skills</b>
<b>15</b> COMP-104-01SP <b>Inter PowerPoint</b> 2 of 4 QKSH-107-01SP <b>Microsoft Publisher in One Day</b> LIFE-107-01SP <b>Email</b> 3 of 6	<b>16</b> COMP-103-02SP <b>Intermediate Excel</b> 4 of 4	<b>17</b> COMP-112-01SP <b>Inter Publisher</b> 1 of 4 COMP-103-01SP <b>Intermediate Excel</b> 3 of 5 COMP-111-02SP <b>Overcoming Computer Phobia</b> 2 of 6 COMP-264-02C <b>Practical Excel Projects 2007</b> COMP-105-02SP <b>Intermediate Word</b> 2 of 6 LIFE-107-01SP <b>Email</b> 4 of 6 DGAR-112-01 <b>Intro to Adobe InDesign CS4</b> 1 of 3	<b>18</b> COMP-105-01SP <b>Intermediate Word</b> 3 of 4 ACCT-100-01SP <b>Inter QuickBooks</b> 3 of 5
<b>22</b> COMP-269-03C <b>PowerPoint Transitioning</b> COMP-104-01SP <b>Inter PowerPoint</b> 3 of 4 QKSH-103-01SP <b>Learning 10 Key</b> LIFE-107-01SP <b>Email</b> 5 of 6	<b>23</b>	<b>24</b> COMP-112-01SP <b>Inter Publisher</b> 2 of 4 COMP-103-01SP <b>Intermediate Excel</b> 4 of 5 COMP-111-02SP <b>Overcoming Computer Phobia</b> 3 of 6 COMP-105-02SP <b>Intermediate Word</b> 3 of 6 LIFE-107-01SP <b>Email</b> 6 of 6 DGAR-112-01 <b>Intro to Adobe InDesign CS4</b> 2 of 3	<b>25</b> COMP-105-01SP <b>Intermediate Word</b> 4 of 4 ACCT-100-01SP <b>Inter QuickBooks</b> 4 of 5 COMP-265-05C <b>Transitioning to Word</b>
<b>29</b> COMP-104-01SP <b>Inter PowerPoint</b> 4 of 4 QKSH-129-01SP <b>Charting in Excel</b>	<b>30</b>	<b>31</b> COMP-112-01SP <b>Inter Publisher</b> 3 of 4 COMP-103-01SP <b>Intermediate Excel</b> 5 of 5 COMP-111-02SP <b>Overcoming Computer Phobia</b> 4 of 6 COMP-105-02SP <b>Intermediate Word</b> 4 of 6 DGAR-112-01 <b>Intro to Adobe InDesign CS4</b> 3 of 3	

# Work Force Training & Community Education Computer Courses – Spring 2010



## Apr 2010

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MON	TUE	WED	THU
			1 ACCT-100-01SP Inter QuickBooks 5 of 5
5 QKSH-104-01SP Formatting Your Resume QKSH-127-01SP Formula Basics for Excel Spreadsheets	6 QKSH-130-01SP Enhancing MS Word W/Graphics COMP-265-06C Transitioning to Word	7 COMP-112-01SP Inter Publisher 4 of 4 COMP-106-01SP Advanced Excel 1 of 5 COMP-111-02SP Overcoming Computer Phobia 5 of 6 COMP-105-02SP Intermediate Word 5 of 6	8 ACCT-103-01SP Advanced QuickBooks 1 of 5
12 QKSH-118-01SP Headers/Footers in Word COMP-265-07C Transitioning to Word	13 COMP-264-03C Practical Excel Projects 2007	14 QKSH-115-01SP Tables 101 in Word COMP-106-01SP Advanced Excel 2 of 5 COMP-111-02SP Overcoming Computer Phobia 6 of 6 COMP-105-02SP Intermediate Word 6 of 6	15 ACCT-103-01SP Advanced QuickBooks 2 of 5
19 QKSH-123-01SP Mail Merge Using Ms Office	20	21 COMP-106-01SP Advanced Excel 3 of 5 QKSH-107-02SP Microsoft Publisher in One Day	22 QKSH-121-01SP Creating Newsletters in Publ. ACCT-103-01SP Advanced QuickBooks 3 of 5 QKSH-110-02SP Managing /Organizing Computer
26	27	28 COMP-106-01SP Advanced Excel 4 of 5 QKSH-121-01SP Creating Newsletters in Publ.	29 ACCT-103-01SP Advanced QuickBooks 4 of 5 QKSH-109-02SP PDF Skills

# Work Force Training & Community Education Computer Courses – Spring 2010



## May 2010

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MON	TUE	WED	THU
3	4	5 COMP-106-01SP <b>Advanced Excel</b> 5 of 5	6 ACCT-103-01SP <b>Advanced QuickBooks</b> 5 of 5
10 COMP-109-01SU <b>Introduction to Word</b> 1 of 4 QKSH-107-01SU <b>Microsoft Publisher in One Day</b>	11 COMP-107-01SP <b>Introduction to Excel</b> 1 of 4	12 COMP-107-01SU <b>Introduction to Excel</b> 1 of 5 COMP-109-01SU <b>Introduction to Word</b> 2 of 4	13 COMP-107-01SP <b>Introduction to Excel</b> 2 of 4
17 COMP-109-01SU <b>Introduction to Word</b> 3 of 4 COMP-265-01C <b>Transitioning to Word</b>	18 COMP-107-01SP <b>Introduction to Excel</b> 3 of 4	19 COMP-107-01SU <b>Introduction to Excel</b> 2 of 5 COMP-109-01SU <b>Introduction to Word</b> 4 of 4	20 COMP-107-01SP <b>Introduction to Excel</b> 4 of 4
24 COMP-105-01SU <b>Intermediate Word</b> 1 of 4 COMP-264-01C <b>Practical Excel Projects 2007</b>	25 COMP-103-01SU <b>Intermediate Excel</b> 1 of 4	26 COMP-107-01SU <b>Introduction to Excel</b> 3 of 5 COMP-105-01SU <b>Intermediate Word</b> 2 of 4	27 COMP-103-01SU <b>Intermediate Excel</b> 2 of 4



## Jun 2010

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Black = Evening Classes    Green = 1 Evening Class

MON	TUE	WED	THU
31 <b>NO CLASSES</b>	1 COMP-103-01SU <b>Intermediate Excel</b> 3 of 4	2 COMP-107-01SU <b>Introduction to Excel</b> 4 of 5 COMP-105-01SU <b>Intermediate Word</b> 3 of 4	3 COMP-103-01SU <b>Intermediate Excel</b> 4 of 4
7 COMP-105-01SU <b>Intermediate Word</b> 4 of 4	8 QKSH-104-01SU <b>Formatting Your Resume</b>	9 COMP-107-01SU <b>Introduction to Excel</b> 5 of 5 QKSH-108-01SU <b>PowerPoint in One Day</b>	10

Section Name and Title	Start Date	End Date	Class Information
ACCT-100-01SP Intermediate QuickBooks	02/25/10	04/01/10	Thursday 7:00PM-10:00PM, Technical Building, Room 220, Hemsley
ACCT-101-01SP Introduction to QuickBooks	01/21/10	02/18/10	Thursday 7:00PM-10:00PM, Technical Building, Room 220, Hemsley
ACCT-103-01SP Advanced QuickBooks	04/08/10	05/06/10	Thursday 7:00PM-10:00PM, Technical Building, Room 220, Hemsley
COMP-103-01SP Intermediate Excel	02/24/10	03/31/10	Wednesday 7:00PM-10:00PM, BLD5-518, Hemsley
COMP-103-02SP Intermediate Excel	02/23/10	03/16/10	Tuesday 1:00PM-5:00PM, BLD5-517, Hemsley
COMP-104-01SP Intermediate PowerPoint	03/08/10	03/29/10	Monday 1:00PM-5:00PM, BLD5-517, Hemsley
COMP-105-01SP Intermediate Word	02/25/10	03/25/10	Thursday 1:00PM-5:00PM, BLD5-517, Hemsley
COMP-106-01SP Advanced Excel	04/07/10	05/05/10	Wednesday 7:00PM-10:00PM, BLD5-518, Hemsley
COMP-107-01SP Introduction to Excel	01/20/10	02/17/10	Wednesday 7:00PM-10:00PM, BLD5-518, Hemsley
COMP-107-02SP Introduction to Excel	01/19/10	02/09/10	Tuesday 1:00PM-5:00PM, BLD5-517, Hemsley
COMP-108-01SP Powerful PowerPoint Presentations	01/25/10	02/22/10	Monday 1:00PM-5:00PM, BLD5-517, Hemsley
COMP-109-01SP Introduction to Word	01/21/10	02/11/10	Thursday 1:00PM-5:00PM, BLD5-517, Hemsley
COMP-109-03 Introduction to Word	01/20/10	02/24/10	Wednesday 7:00PM-10:00PM, BLD5-517, Bristol
COMP-110-01SP Computer Typing Skills	01/25/10	03/01/10	Monday 7:00PM-10:00PM, BLD5-518, Hemsley
COMP-111-01SP Overcoming Computer Phobia	01/20/10	02/24/10	Wednesday 7:00PM-10:00PM, BLD2-238, Batt
COMP-111-02SP Overcoming Computer Phobia	03/10/10	04/14/10	Wednesday 7:00PM-10:00PM, BLD2-238, Batt
COMP-112-01SP Intermediate Publisher	03/17/10	04/07/10	Wednesday 1:00PM-5:00PM, BLD5-517, Hemsley
COMP-132-01SP Intro to Publisher	02/10/10	03/03/10	Wednesday 1:00PM-5:00PM, BLD5-517, Hemsley
COMP-132-02C Intro to Publisher	02/11/10	02/11/10	Thursday 8:00AM-12:00PM, Technical Building, Room 220, Hemsley
COMP-132-03C Intro to Publisher	03/01/10	03/01/10	Monday 8:00AM-12:00PM, BLD1-123, Hemsley
COMP-264-01C Practical Excel Projects 2007	02/09/10	02/09/10	Tuesday 7:00PM-10:00PM, BLD1-123, Hemsley
COMP-264-02C Practical Excel Projects 2007	03/17/10	03/17/10	Wednesday 8:00AM-12:00PM, BLD1-123, Hemsley
COMP-264-03C Practical Excel Projects 2007	04/13/10	04/13/10	Tuesday 7:00PM-10:00PM, BLD5-517, Hemsley
COMP-265-01C Transitioning to Word 2007	01/20/10	01/20/10	Wednesday 8:00AM-12:00PM, BLD1-123, Hemsley
COMP-265-03C Transitioning to Word 2007	02/02/10	02/02/10	Tuesday 7:00PM-10:00PM, BLD5-517, Hemsley
COMP-265-04C Transitioning to Word 2007	02/24/10	02/24/10	Wednesday 8:00AM-12:00PM, BLD1-123, Hemsley
COMP-265-05C Transitioning to Word 2007	03/25/10	03/25/10	Thursday 8:00AM-12:00PM, BLD1-123, Hemsley
COMP-265-06C Transitioning to Word 2007	04/06/10	04/06/10	Tuesday 7:00PM-10:00PM, BLD5-517, Hemsley
COMP-265-07C Transitioning to Word 2007	04/12/10	04/12/10	Monday 8:00AM-12:00PM, BLD1-123, Hemsley
COMP-269-02C Transition to PowerPoint 2007	02/03/10	02/03/10	Wednesday 9:00AM-1:00PM, BLD1-123, Hemsley
COMP-269-03C Transition to PowerPoint 2007	03/22/10	03/22/10	Monday 8:00AM-12:00PM, BLD1-123, Hemsley
DGAR-110-01 Intro to Adobe Photoshop CS4	01/20/10	02/03/10	Wednesday 7:00PM-10:00PM, BLD2-225B, Moss
DGAR-111-01 Intro to Adobe Illustrator CS4	02/17/10	03/03/10	Wednesday 7:00PM-10:00PM BLD2-225B, Moss
DGAR-112-01 Intro to Adobe InDesign CS4	03/17/10	03/31/10	Wednesday 7:00PM-10:00PM BLD2-225B, Moss
LIFE-104-01SP Computers for Absolute Beginners	01/20/10	02/08/10	Monday & Wednesday 12:00PM-3:00PM, BLD5-518, Cottle
LIFE-106-01SP Surfing the Net	02/10/10	03/03/10	Monday & Wednesday 12:00PM-3:00PM, BLD5-518, Cottle
LIFE-107-01SP Email	03/08/10	03/24/10	Monday & Wednesday 12:00PM-3:00PM, BLD5-518, Cottle
QKSH-103-01SP Learning 10 Key	03/22/10	03/22/10	Monday 7:00PM-10:00PM, BLD5-517, Hemsley
QKSH-104-01SP Formatting Your Resume	04/05/10	04/05/10	Monday 1:00PM-5:00PM, BLD5-517, Hemsley
QKSH-107-01SP Microsoft Publisher in One	03/15/10	03/15/10	Monday 7:00PM-10:00PM, BLD5-517, Hemsley

Spring Semester begins January 19 • To register for classes call (208) 524-3000 ext 3344 or (800) 662-0261.

Day				
QKSH-107-02SP	Microsoft Publisher in One Day	04/21/10	04/21/10	Wednesday 1:00PM-5:00PM, BLD5-517, Hemsley
QKSH-109-01SP	PDF Skills	03/11/10	03/11/10	Thursday 7:00PM-10:00PM, BLD2-238, Batt
QKSH-109-02SP	PDF Skills	04/29/10	04/29/10	Thursday 7:00PM-10:00PM, BLD2-238, Batt
QKSH-110-01SP	Managing /Organizing Comp	03/04/10	03/04/10	Thursday 7:00PM-10:00PM, BLD2-238, Batt
QKSH-110-02SP	Managing /Organizing Computer	04/22/10	04/22/10	Thursday 7:00PM-10:00PM, BLD2-238, Batt
QKSH-112-01SP	Quick PowerPoint Presentations	03/08/10	03/08/10	Monday 7:00PM-10:00PM, BLD5-517, Hemsley
QKSH-115-01SP	Tables 101 in Word	04/14/10	04/14/10	Wednesday 1:00PM-5:00PM, BLD5-517, Hemsley
QKSH-118-01SP	Headers/Footers in Word	04/12/10	04/12/10	Monday 1:00PM-5:00PM, BLD5-517, Hemsley
QKSH-121-01SP	Creating Newsletters in Publ.	04/28/10	04/28/10	Wednesday 1:00PM-5:00PM, BLD5-517, Hemsley
QKSH-122-01SP	Bullets, tabs, Indenting in Word	01/20/10	01/20/10	Wednesday 1:00PM-5:00PM, BLD5-517, Hemsley
QKSH-123-01SP	Mail Merge Using Ms Office	04/19/10	04/19/10	Monday 1:00PM-5:00PM, BLD5-517, Hemsley
QKSH-126-01SP	Sort, Filter, Query in Excel	01/27/10	01/27/10	Wednesday 1:00PM-5:00PM, BLD5-517, Hemsley
QKSH-127-01SP	Formula Basic for Excel Spreadsheets	02/03/10	02/03/10	Wednesday 1:00PM-5:00PM, BLD5-517, Hemsley
QKSH-127-02SP	Formula Basic for Excel Spreadsheets	04/05/10	04/05/10	Monday 7:00PM-10:00PM, BLD5-517, Hemsley
QKSH-129-01SP	Charting in Excel	03/29/10	03/29/10	Monday 7:00PM-10:00PM, BLD5-517, Hemsley
QKSH-130-01SP	Enhancing Ms Word W/Graphics	04/06/10	04/06/10	Tuesday 1:00PM-5:00PM, BLD5-517, Hemsley

