


At the end of this file is a listing of each class by course number with the location, times, dates, instructor, and additional information for each course.

For full descriptions of what is taught in each course, please go to http://www.eitc.edu/pdf/WFT_10Winter.pdf.

| Work Force Training & Community Education Computer Courses – Winter/Spring 2010 | | | |
|---|--|--|--|
|  | | | |
| Jan 2010 Red = Day Classes Blue = 1 Day Class Black = Evening Classes Green = 1 Evening Class | | | |
| MON | TUE | WED | THU |
| 18 NO CLASSES | 19 COMP-107-02SP Introduction to Excel 1 of 4 | 20 QKSH-122-01SP Bullets, Tabs, Indenting in Word COMP-107-01SP Introduction to Excel 1 of 5 COMP-111-01SP Overcoming Computer Phobia 1 of 6 COMP-265-01C Transitioning to Word COMP-109-03SP Introduction to Word 1 of 6 LIFE-104-01SP Computers for Absolute Beginners 1 of 6 DGAR-110-01 Intro to Adobe Photoshop CS4 1 of 3 | 21 COMP-109-01SP Introduction to Word 1 of 4 ACCT-101-01SP Intro to QuickBooks 1 of 5 |
| 25 COMP-108-01SP Powerful PowerPoint Present 1 of 4 COMP-110-01SP Comp. Typing Skills 1 of 5 LIFE-104-01SP Computers for Absolute Beginners 2 of 6 | 26 COMP-107-02SP Introduction to Excel 2 of 4 | 27 QKSH-126-01SP Sort, Filter, Query in Excel COMP-107-01SP Introduction to Excel 2 of 5 COMP-111-01SP Overcoming Computer Phobia 2 of 6 COMP-109-03SP Introduction to Word 2 of 6 LIFE-104-01SP Computers for Absolute Beginners 3 of 6 DGAR-110-01 Intro to Adobe Photoshop CS4 2 of 3 | 28 COMP-109-01SP Introduction to Word 2 of 4 ACCT-101-01SP Intro to QuickBooks 2 of 5 |

Work Force Training & Community Education Computer Courses – Winter/Spring 2010



Feb 2010

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

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

Work Force Training & Community Education Computer Courses – Winter/Spring 2010



Mar 2010

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

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

Work Force Training & Community Education Computer Courses – Winter/Spring 2010



Apr 2010

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

| 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 – Winter/Spring 2010



May 2010

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

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



Jun 2010

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

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



Eastern Idaho Technical College

Winter/Spring 2010 – Course Listing by Number

| 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 |

| Section Name and Title | Start Date | End Date | Class Information |
|--|------------|----------|---|
| 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 Day | 03/15/10 | 03/15/10 | Monday 7:00PM-10:00PM, BLD5-517, Hemsley |
| 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 Microsoft Word W/Graphics | 04/06/10 | 04/06/10 | Tuesday 1:00PM-5:00PM, BLD5-517, Hemsley |

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