

WINTER/SPRING 2018
Computer Applications

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COURSES

Instructor-led Courses in Accounting and Finance · Business · **Computer Applications**
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Computer Applications

75+ Classes Offered Including:

ADOBE

- **Introduction and Intermediate InDesign** (Classes for CC and Intro CS6)
- **Introduction and Intermediate Photoshop** (Classes for CC, CS6 and CS5)
- **Introduction and Intermediate Dreamweaver CS6**
- **Introduction and Intermediate Adobe Acrobat X**
- **Introduction to Digital Scrapbooking**
- **Introduction to Lightroom** (Classes for CC and 5)
- **Photoshop for the Digital Photographer** (Classes for CC, Elements 13 and Elements 12)

MICROSOFT

- **Introduction to:**
 - **Access** (2010, 2013, 2016)
 - **Excel** (2007, 2010, 2013, 2016)
 - **Outlook** (2010 and 2013)
 - **PowerPoint** (2010, 2013, 2016)
 - **Project** (2010, 2013, 2016)
 - **Publisher** (2010 and 2013)
 - **Word** (2007, 2010, 2013, 2016)
- **Intermediate Access, Excel* and Word*** (Classes for 2010, 2013, 2016) *Includes 2007
- **Advanced Excel** (2007, 2010, 2013, 2016)

OTHER APPLICATIONS

- **Introduction to QuickBooks 2017** (Classes also available for 2013-2016 and Online)
- **Intermediate QuickBooks 2017** (Classes also available for 2013-2016)
- **Performing Payroll in QuickBooks 2015** (Classes also available for 2013 and 2014)
- **QuickBooks 2015 for Contractors** (Classes also available for 2013 and 2014)
- **Introduction to Crystal Reports**

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