



September 2010 Schedule for Microsoft Office 2007 Computer Workshops Arlington Heights Location

Class Times: AM = 9:30am-12:30pm OR PM = 1:00pm-4:00pm

The Basics	Job Search w/ Illinoisworknet At Evanston *	Word I	Excel I	Outlook I	PowerPoint I	Access I	Publisher I	QuickBooks I	Word II	Excel II	Basic Website Creation**	OpenOffice Software Suite
9/1 Weds (AM)	9/10 (Fri) (10am-12noon)	9/8 & 9/9 Wed&Thur (AM)	9/8 & 9/9 Wed&Thur (PM)	9/29 Weds (AM)	9/22 & 9/23 Weds&Thur (PM)	9/15 & 9/16 Weds&Thur (PM)	9/30 Weds (AM)	9/1 & 9/2 Weds&Thur (PM)	9/22 & 9/23 Weds&Thur (AM)	9/15 & 9/16 Weds&Thur (AM)	9/2 Weds (AM)	Not Offered
	9/17 (Fri) (2:30-4:30)							9/29 & 9/30 Weds&Thurs (PM)				
\$25.00	\$FREE	\$35.00	\$35.00	\$25.00	\$35.00	\$35.00	\$25.00	\$35.00	\$35.00	\$35.00	\$25.00	\$35.00

PAYMENT, SIGN-UP FOR CLASSES AND REMINDERS - Payment for classes must be Money Orders *only* made out to *Business and Career Services, Inc.* prior to class. - Sign up for classes with the Front Greeter Desk, Monday-Friday, 8:30am-4:30pm or call 847 437-9663.

Session Parts: Two 3-hour classes: If it's a two day class, Part 1 will be on Weds and Part 2 on Thurs.

You CANNOT take Part 2 only; you must take both Part 1 & Part 2. No Admittance 10 minutes after class starts.

Suggested class module/sequence 1. You'll get the most benefit from these workshops if you *honestly* assess your current *skills* and register for the class module most appropriate for you. Note, you *must* take Word prior to taking Excel or Access. 2. **When we offer intermediate & advanced workshops, admission to these courses will be based on completing the pre-requisite workshops.** 3. **The instructors & IL WorkNet Center Management have the right to remove a person from a workshop if they feel the person is not at the right level, unable to keep up or hasn't fulfilled the pre-requisites.** (Courses include: Intro Access, Intro PowerPoint, Intro Publisher, Intermediate & Advanced Excel, OpenOffice and Quickbooks. (Prerequisites are listed in the Description & Fee Brochure.)

Module One: Beginner Skills	Module Two: Beginner/ Intermediate Skills	Module Three: Intermediate/Advanced Skills
The Basics(FAQ's)	Introduction Word 2007 (I)	Introduction Access 2007 (I)
Job Search with www.Illinoisworknet.com FREE	Introduction Excel 2007 (I)	Introduction PowerPoint 2007 (I)
	Introduction Outlook 2007 (I)	Introduction Publisher 2007 (I)
<i>Also available in Resource Center:</i> - Mavis Beacon Typing Tutorial - MSN Tutorials - Free Online Tutorials at www.gcflearnfree.org	**Basic Website Creation (You MUST have a Gmail account to attend class. Go To: www.google.com for a FREE account)	Intermediate Word 2007 (II)
		Intermediate Excel 2007 (II)
		Introduction QuickBooks 2007 (I) (Not MSN related)
		OpenOffice Software Suite

2007 version classes conducted at Illinois workNet Center, 1615 Oak Street, Evanston, IL 60201, (847) 864-3530 ext 243

2007 version classes conducted at, Illinois workNet Center, 723 West Algonquin Rd., Arlington Heights, IL 60005, (847) 437-9663

Local Website: www.worknetncc.com and Additional Services and Programs Portal: www.illinoisworknet.com

(AH VERSION)