

Computer Training

Fall 2009

Getting Started Classes

\$49 per class

Getting Started	Date	Times
Computers for Beginners	Sep 11	5:00-6:50pm
Computers for Beginners	Nov 23	5:00-6:50pm
Introduction to MS Windows XP & File Management	Sep 23	5:00-7:20pm

One Day Classes

\$149 per class except

\$129 for PowerPoint class

One Day Classes	Dates	Times
Access	Nov 6	9:00-2:20pm
Excel	Oct 9	9:00-2:20pm
PowerPoint	Nov 20	9:00-12:20pm
Word	Sep 18	9:00-2:20pm

Office Administration Career Certificate

\$199 for QuickBooks

\$299 for MS Office Suite for the Workplace

Office Administration Career Certificate	Dates / Days	Times
QuickBooks	Tuesdays, Sep 1-Oct 6 or Oct 27-Dec 1	5:30-7:20pm
MS Office Suite for the Workplace	Oct 8-22 Tue & Thurs	5:00-7:20pm

Advanced

\$59 for class

Advanced	Date	Times
Using MS Word to Merge Documents	Oct 7	5:00-7:50pm

To Register:

Call Beth Quimby
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Or E-Mail
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