

## February

Monday February 4, 2008	Thursday February 7, 2008	Monday February 11, 2008	Thursday February 14, 2008	Monday February 18, 2008	Thursday February 21, 2008
Word Fundamentals ** 2:00 - 3:15 PM **	Word Fundamentals ** 2:00 - 3:15 PM **	Outlook Fundamentals ** 2:00 - 3:15 PM **	Outlook Fundamentals ** 2:00 - 3:15 PM **	PowerPoint Fundamentals ** 2:00 - 3:15 PM **	PowerPoint Fundamentals ** 2:00 - 3:15 PM **
Word Fundamentals ** 3:30 - 4:45 PM **	Word Fundamentals ** 3:30 - 4:45 PM **	Outlook Fundamentals ** 3:30 - 4:45 PM **	Outlook Fundamentals ** 3:30 - 4:45 PM **	PowerPoint Fundamentals ** 3:30 - 4:45 PM **	PowerPoint Fundamentals ** 3:30 - 4:45 PM **

Monday February 25, 2008	Thursday February 28, 2008
Creating PDFs with PrimoPDF® ** 2:00 - 2:30 PM **	Word Mail Merge ** 2:00 - 3:15 PM **
Creating PDFs with PrimoPDF® ** 2:40 - 3:10 PM **	Word Mail Merge ** 3:30 - 4:45 PM **

## March

Monday March 3, 2008	Thursday March 6, 2008	Thursday March 13, 2008	Monday March 17, 2008	Thursday March 20, 2008	Thursday March 27, 2008
<b>Spring Break</b>	<b>Spring Break</b>	PowerPoint Intermediate ** 2:00 - 3:15 PM **	Excel Fundamentals ** 2:00 - 3:15 PM **	PowerPoint Intermediate ** 2:00 - 3:15 PM **	Creating PDFs with PrimoPDF® ** 3:00 - 3:30 PM **
		PowerPoint Intermediate ** 3:30 - 4:45 PM **	Excel Fundamentals ** 3:30 - 4:45 PM **		Creating PDFs with PrimoPDF® ** 3:40 - 4:10 PM **

Monday March 31, 2008
PowerPoint Advanced ** 2:00 - 3:15 PM **
PowerPoint Advanced ** 3:30 - 4:45 PM **

## April

Thursday April 3, 2008	Monday April 7, 2008	Thursday April 10, 2008	Monday April 21, 2008	Thursday April 24, 2008	Monday April 28, 2008
Adobe Designer ** 2:30 - 4:00 PM **	TBA	TBA	Excel Averaging Grades ** 2:00 - 3:15 PM **	TBA	TBA
			Excel Averaging Grades ** 3:30 - 4:45 PM **		