



BUSINESS OFFICE APPLICATION BUNDLE		
COURSE	Dates	Schedule
Word - Level 1 and 2	Oct 25	Morning Classes 9:30 am to 12:30 pm
Excel - Level 1 and 2		
PowerPoint		
Outlook		
Fundamentals of QuickBooks		

MICROSOFT OFFICE APPLICATION CLASSES		
COURSE	Dates	Schedule
Word Level I	Oct 25	3 Eve (M/W) 6:30 pm to 9:30 pm
Excel Advanced	TBA	3 Eve (T/Thu) 6:30 pm to 9:30 pm