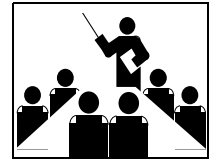


Executive Computer Management Solutions, Inc.



158 South Bridge Street
Struthers, OH 44471
Phone: 330-750-9409



Schedule of Classes August 2010



<u>Course</u>	<u>Hours</u>	<u>Dates</u>	<u>Times</u>	<u>Code</u>
Windows 98/2000/XP	4	Monday, August 2	8:00AM-12:00PM	1000

<u>Course</u>	<u>Hours</u>	<u>Dates</u>	<u>Times</u>	<u>Code</u>
Beginning Microsoft Word	8	Thursday, August 5 Friday, August 6	8:00AM-12:00PM 8:00AM-12:00PM	1201

<u>Course</u>	<u>Hours</u>	<u>Dates</u>	<u>Times</u>	<u>Code</u>
Intermediate Microsoft Word	8	Monday, August 9 Tuesday, August 10	8:00AM-12:00PM 8:00AM-12:00PM	2200



<u>Course</u>	<u>Hours</u>	<u>Dates</u>	<u>Times</u>	<u>Code</u>
Advanced Microsoft Word	8	Thursday, August 12 Friday, August 13	8:00AM-12:00PM 8:00AM-12:00PM	3200

<u>Course</u>	<u>Hours</u>	<u>Dates</u>	<u>Times</u>	<u>Code</u>
Beginning Microsoft Excel	8	Thursday, August 19 Friday, August 20	1:00PM-5:00PM 1:00PM-5:00PM	1300

<u>Course</u>	<u>Hours</u>	<u>Dates</u>	<u>Times</u>	<u>Code</u>
Intermediate Microsoft Excel	8	Monday, August 23 Tuesday, August 24	1:00PM-5:00PM 1:00PM-5:00PM	2300

<u>Course</u>	<u>Hours</u>	<u>Dates</u>	<u>Times</u>	<u>Code</u>
Advanced Microsoft Excel	8	Thursday, August 26 Friday, August 27	1:00PM-5:00PM 1:00PM-5:00PM	3300

<u>Course</u>	<u>Hours</u>	<u>Dates</u>	<u>Times</u>	<u>Code</u>
Beginning Microsoft Access	12	Monday, August 16 Wednesday, August 18 Friday, August 20	8:00AM-12:00PM 8:00AM-12:00PM 8:00AM-12:00PM	1400

<u>Course</u>	<u>Hours</u>	<u>Dates</u>	<u>Times</u>	<u>Code</u>
Intermediate Microsoft Access	12	Monday, August 23 Wednesday, August 25 Friday, August 27	8:00AM-12:00PM 8:00AM-12:00PM 8:00AM-12:00PM	1401



<u>Course</u>	<u>Hours</u>	<u>Dates</u>	<u>Times</u>	<u>Code</u>
Beginning Microsoft PowerPoint	8	Tuesday, August 10 Thursday, August 12	1:00PM-5:00PM 1:00PM-5:00PM	1500

<u>Course</u>	<u>Hours</u>	<u>Dates</u>	<u>Times</u>	<u>Code</u>
Intermediate Microsoft PowerPoint	8	Tuesday, August 17 Thursday, August 19	8:00AM-12:00PM 8:00AM-12:00PM	1502

<u>Course</u>	<u>Hours</u>	<u>Dates</u>	<u>Times</u>	<u>Code</u>
Beginning Microsoft Outlook	8	Monday, August 9 Wednesday, August 11	1:00PM-5:00PM 1:00PM-5:00PM	1600

<u>Course</u>	<u>Hours</u>	<u>Dates</u>	<u>Times</u>	<u>Code</u>
Intermediate Microsoft Outlook	8	Monday, August 16 Wednesday, August 18	1:00PM-5:00PM 1:00PM-5:00PM	1601

<u>Course</u>	<u>Hours</u>	<u>Dates</u>	<u>Times</u>	<u>Code</u>
Beginning Keyboarding	6	Monday, August 2 Wednesday, August 4	1:00PM-4:00PM 1:00PM-4:00PM	1700

<u>Course</u>	<u>Hours</u>	<u>Dates</u>	<u>Times</u>	<u>Code</u>
Microsoft Mail Merge	4	Tuesday, August 3	1:00PM-5:00PM	1800

<u>Course</u>	<u>Hours</u>	<u>Dates</u>	<u>Times</u>	<u>Code</u>
Beginning Microsoft Publisher	8	Thursday, August 5 Friday, August 6	1:00PM-5:00PM 1:00PM-5:00PM	2000

<u>Course</u>	<u>Hours</u>	<u>Dates</u>	<u>Times</u>	<u>Code</u>
Microsoft Word -Transition to 2007 – New Features	4	Wednesday, August 11	8:00AM-12:00PM	3000

<u>Course</u>	<u>Hours</u>	<u>Dates</u>	<u>Times</u>	<u>Code</u>
Microsoft Excel - Transition to 2007 – New Features	4	Tuesday, August 17	1:00PM-5:00PM	3000

<u>Course</u>	<u>Hours</u>	<u>Dates</u>	<u>Times</u>	<u>Code</u>
Beginning Microsoft Vista	8	Tuesday, August 3 Wednesday, August 4	8:00AM-12:00PM 8:00AM-12:00PM	4000

<u>Course</u>	<u>Hours</u>	<u>Dates</u>	<u>Times</u>	<u>Code</u>
Intermediate Microsoft Vista	8	Tuesday, August 24 Thursday, August 26	8:00AM-12:00PM 8:00AM-12:00PM	4100

