

Office 2016

MS Access 2016 Part 1	July 11 & 12 August 1 & 2 October 9 & 10
MS Access 2016 Part 2	July 18 & 19 August 8 & 9 October 16 & 17
MS Access 2016 Part 3	July 25 & 26 August 22 & 23 October 23 & 24
MS Excel 2016 Part 1	July 2 & 3 August 6 & 7 October 4 & 5
MS Excel 2016 Part 2	July 9 & 10 August 13 & 14 October 11 & 12
MS Excel 2016 Part 3	July 16 & 17 August 20 & 21 October 18 & 19
MS Word 2016 Part 1	August 1 & 2
MS Word 2016 Part 2	August 8 & 9
MS PowerPoint 2016 Part 1	July 12 & 13 August 22 & 23 October 1 & 2
MS PowerPoint 2016 Part 2	July 19 & 20 August 30 & 31 October 25 & 26

-Summer/Fall 2018

MS Access 2013 Part 1	September 5 & 6
MS Access 2013 Part 2	September 12 & 13
MS Access 2013 Part 3	September 19 & 20
MS Excel 2013 Part 1	September 5 & 6
MS Excel 2013 Part 2	September 12 & 13
MS Excel 2013 Part 3	September 19 & 20
Data Analysis w/Pivot Tables	July 11 August 7 October 9
Data Analysis w/Power Pivot	July 18 August 21 October 16
Excel Dashboards	July 23 August 27 October 22
QuickBooks Level I	Sept. 25, Oct. 2 & 9
QuickBooks Level II	Oct. 16, 23 & 30
SQL Queries for Mere Mortals	August 28 & 29
CyberSAFE Training	August 20

Contract Training

Do you and your co-workers all need to brush up on your computer skills? Contract training through PDI could be the answer. Contact Frank Thomas at 309.690.6915 or fthomas@icc.edu to learn more about our group training rates.

PDI Offers Blended Computer Training Experience*

PDI now offers a blended training experience that includes instructor-led workshops plus these online components available to you on any mobile device.

- **E-Book** - an electronic version of your printed book, readable on any computer or mobile device
- **Files** - the practice files used in class
- **Assessments** - Detailed evaluations based on course content
- **Learn To** - Short video tutorials reinforcing and expanding key concepts of the course
- **Checklist** - Quick reference material and step-by-step instructions for tasks covered in the class in an easy-to-find format

**These features are currently available in Office 2016 and 2013 workshops.*

For more information, visit us on the web at www.icc.edu/pdi or call 309-690-6900