

## -Summer 2019

### Office 2016

#### MS Access 2016 Part 1

July 10 & 11

#### MS Access 2016 Part 2

July 17 & 18

#### MS Access 2016 Part 3

July 24 & 25

#### MS Excel 2016 Part 1

June 3 & 4

#### MS Excel 2016 Part 2

June 10 & 11

#### MS Excel 2016 Part 3

June 17 & 18

#### Data Analysis w/Pivot Tables

May 14

July 11

#### Data Analysis w/Power Pivot

May 14

July 18

#### Excel Dashboards

May 20

July 29

#### Accounting Crash Course

Aug. 27, Sept. 3 & 10

#### QuickBooks Level I

Sept. 17, 24 & Oct. 1

#### QuickBooks Level II

Oct. 15, 22 & 29

#### CyberSAFE Training

May 9

July 31

#### Inbox Intervention

June 12

#### G-Suite Primer

July 15

### 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](mailto: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

**PDI Computer Training Schedule is now a part of the ICC GoGuide online.**

Visit our website, [www.icc.edu/pdi](http://www.icc.edu/pdi) and click on the GoGuide link.



*For more information, visit us on the web at [www.icc.edu/pdi](http://www.icc.edu/pdi) or call 309-690-6900*