

-Summer/Fall 2019

Office 2016

MS Access 2016 Part 1

September 4 & 5
 December 5 & 6

MS Access 2016 Part 2

September 11 & 12
 December 12 & 13

MS Access 2016 Part 3

September 25 & 26
 December 19 & 20

MS Excel 2016 Part 1

September 9 & 10
 November 5 & 6

MS Excel 2016 Part 2

September 16 & 17
 November 12 & 13

MS Excel 2016 Part 3

September 23 & 24
 November 19 & 20

Data Analysis w/Pivot Tables

October 3
 November 25

Data Analysis w/Power Pivot

October 10
 December 4

Excel Dashboards

July 29
 October 21
 December 16

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

July 31
 October 29

G-Suite Primer

October 28

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

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

Visit our website, www.icc.edu/pdi and click on the GoGuide link.



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