

-Winter 2018

Office 2016

MS Access 2016 Part 1	January 3 & 4 April 3 & 4
MS Access 2016 Part 2	January 10 & 11 April 9 & 10
MS Access 2016 Part 3	January 17 & 18 April 16 & 17
MS Excel 2016 Part 1	January 4 & 5 April 2 & 3
MS Excel 2016 Part 2	January 11 & 12 April 12 & 13
MS Excel 2016 Part 3	January 18 & 19 April 19 & 20
MS Word 2016 Part 1	February 12 & 13
MS Word 2016 Part 2	February 22 & 23
MS PowerPoint 2016 Part 1	January 22 & 23 April 23 & 24
MS PowerPoint 2016 Part 2	January 29 & 30 April 30 & May 1

MS Access 2013 Part 1	March 5 & 6
MS Access 2013 Part 2	March 12 & 13
MS Access 2013 Part 3	March 26 & 27

MS Excel 2013 Part 1	March 8 & 9
MS Excel 2013 Part 2	March 15 & 16
MS Excel 2013 Part 3	March 22 & 23

Data Analysis w/Pivot Tables	February 8 April 5
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Data Analysis w/Power Pivot	February 14 April 11
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Excel Dashboards	February 19 April 16
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Accounting Crash Course	February 13, 20 & 27
QuickBooks Level I	March 6, 13 & 20
QuickBooks Level II	Mar. 27, April 3 & 10

SQL Queries for Mere Mortals	January 8 & 9 March 28 & 29
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PDI Offers Blended Computer Training Experience

These days, your desktop computer is only one of the many electronic tools you use every day. Your tablet - even your smart phone - can store work files along with music, photos and, of course, Candy Crush.

Why not take your PDI training with you as well? 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

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 ftomas@icc.edu to learn more about our group training rates.

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