

Office 2016

MS Access 2016 Part 1	January 3 & 4 March 6 & 7
MS Access 2016 Part 2	January 8 & 9 March 13 & 14
MS Access 2016 Part 3	January 15 & 16 March 20 & 21
MS Excel 2016 Part 1	February 6 & 7 April 2 & 3
MS Excel 2016 Part 2	February 13 & 14 April 9 & 10
MS Excel 2016 Part 3	December 3 & 4 February 18 & 19 April 16 & 17
Data Analysis w/Pivot Tables	December 6 February 21 May 8
Data Analysis w/Power Pivot	December 13 February 27 May 14
Excel Dashboards	December 17 March 4 May 20

-Winter/Spring 2019

MS Access 2013 Part 1	April 3 & 4
MS Access 2013 Part 2	April 10 & 11
MS Access 2013 Part 3	April 17 & 18
MS Excel 2013 Part 1	March 13 & 14
MS Excel 2013 Part 2	March 20 & 21
MS Excel 2013 Part 3	March 27 & 28
Accounting Crash Course	Feb. 5, 12 & 19
QuickBooks Level I	March 5, 12 & 19
QuickBooks Level II	Mar. 26, Apr. 2 & 9
CyberSAFE Training	February 13 May 9
Inbox Intervention	February 18 April 24
G-Suite Primer	April 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 to learn more about our group training rates.

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

If you didn't receive one in the mail, visit our website, www.icc.edu/pdi and click on the GoGuide link



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

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