

Business Education Spring Schedule 2010

Class	Days	Time	Start Date	End Date	Hours
*QuickBooks Pro. Level I	TTH	9-12 a.m. Or 6-9 p.m.	TBA	TBA	42
*QuickBooks Pro. Level II	MW	9-12 a.m. Or 6-9 p.m.	TBA	TBA	42
*Intro. to Microsoft Office 2007	TTH	9-12 a.m. Or 6-9 p.m.	TBA	TBA	42
*Intro. to Digital Photography	TTH	9-12 a.m. Or 6-9 p.m.	TBA	TBA	42
*Intro. to E-mail I	TTH	9-12 a.m. Or 6-9 p.m.	TBA	TBA	42
*Intro. to E-mail II	MW	9-12 a.m. Or 6-9 p.m.	TBA	TBA	42
*General Office Procedures (JobsNow)	MTWTH	8-12 a.m. Or 6-10p.m.	TBA	TBA	79
*Computer Applications (JobsNow)	MTWTH	8-12 a.m. Or 6-10 p.m.	TBA	TBA	40
*Grammar in the Workplace (JobsNow)	MTWTH	8-12 a.m. Or 6-10 p.m.	TBA	TBA	33

For more information or to pre-register, please call 910-296-2461.

****Classes will be offered at the Westpark location.****