



2-Day Microsoft 2003 computer skills training for 2012
(Dates & times for are subject to change)

Seating is limited, call **707-863-3547**, (do not call more than 30 days before the class) give the title & location of the class (Fairfield or Vallejo), spell your name, leave your telephone number and if you are a Veteran. Reminder calls will be made prior to event.

Fairfield One-Stop – 320 Campus Lane, Fairfield, CA 9:00am – 2:00pm
 (Bring lunch to class) (Bring a flash-drive with you to save your work)

Jan	05 and 06	Basic Excel
Jan	19 and 20	Intermediate Excel
Feb	02 and 03	Basic Word
Feb	16 and 17	Intermediate Word
Mar	01 and 02	Beginning Computer
Mar	15 and 16	PowerPoint
Apr	05 and 06	Basic Excel
Apr	19 and 20	Intermediate Excel
May	03 and 04	Basic Word
May	17 and 18	Intermediate Word
June	07 and 08	Beginning Computer
June	21 and 22	Access

Vallejo One-Stop – 1440 Marin Street, Vallejo, CA 9:00am – 2:00pm
 (Bring lunch to class) (Bring a flash-drive with you to save your work)

Jan	12 and 13	Basic Excel
Jan	26 and 27	Intermediate Excel
Feb	09 and 10	Basic Word
Feb	23 and 24	Intermediate Word
Mar	08 and 09	Beginning Computer
Mar	22 and 23	PowerPoint
Apr	12 and 13	Basic Excel
Apr	26 and 27	Intermediate Excel
May	10 and 11	Basic Word
May	24 and 25	Intermediate Word
June	14 and 15	Beginning Computer
June	28 and 29	Access

(Veterans are given priority of service)