


At the end of this file is a listing of each class by course number with the location, times, dates, instructor, and additional information for each course.

For full descriptions of what is taught in each course, please go to http://www.eitc.edu/pdf/WFT_10Winter.pdf.

Work Force Training & Community Education Computer Courses – Winter/Spring 2010			
			
Jan 2010 Red = Day Classes Blue = 1 Day Class Black = Evening Classes Green = 1 Evening Class			
MON	TUE	WED	THU
18 NO CLASSES	19 COMP-107-02SP Introduction to Excel 1 of 4	20 QKSH-122-01SP Bullets, Tabs, Indenting in Word COMP-107-01SP Introduction to Excel 1 of 5 COMP-111-01SP Overcoming Computer Phobia 1 of 6 COMP-265-01C Transitioning to Word COMP-109-03SP Introduction to Word 1 of 6 LIFE-104-01SP Computers for Absolute Beginners 1 of 6 DGAR-110-01 Intro to Adobe Photoshop CS4 1 of 3	21 COMP-109-01SP Introduction to Word 1 of 4 ACCT-101-01SP Intro to QuickBooks 1 of 5
25 COMP-108-01SP Powerful PowerPoint Present 1 of 4 COMP-110-01SP Comp. Typing Skills 1 of 5 LIFE-104-01SP Computers for Absolute Beginners 2 of 6	26 COMP-107-02SP Introduction to Excel 2 of 4	27 QKSH-126-01SP Sort, Filter, Query in Excel COMP-107-01SP Introduction to Excel 2 of 5 COMP-111-01SP Overcoming Computer Phobia 2 of 6 COMP-109-03SP Introduction to Word 2 of 6 LIFE-104-01SP Computers for Absolute Beginners 3 of 6 DGAR-110-01 Intro to Adobe Photoshop CS4 2 of 3	28 COMP-109-01SP Introduction to Word 2 of 4 ACCT-101-01SP Intro to QuickBooks 2 of 5

Work Force Training & Community Education Computer Courses – Winter/Spring 2010



Feb 2010

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Black = Evening Classes Green = 1 Evening Class

MON	TUE	WED	THU
1 COMP-108-01SP Powerful PowerPoint Present 2 of 4 COMP-110-01SP Comp. Typing Skills 2 of 5 LIFE-104-01SP Computers for Absolute Beginners 4 of 6	2 COMP-107-02SP Introduction to Excel 3 of 4 COMP-265-03C Transitioning to Word	3 QKSH-127-01SP Formula Basics for Excel Spreadsheets COMP-269-02C PowerPoint Transitioning COMP-107-01SP Introduction to Excel 3 of 5 COMP-111-01SP Overcoming Computer Phobia 3 of 6 COMP-109-03SP Introduction to Word 3 of 6 LIFE-104-01SP Computers for Absolute Beginners 5 of 6 DGAR-110-01 Intro to Adobe Photoshop CS4 3 of 3	4 COMP-109-01SP Introduction to Word 3 of 4 ACCT-101-01SP Intro to QuickBooks 3 of 5
8 COMP-108-01SP Powerful PowerPoint Present 3 of 4 COMP-110-01SP Comp. Typing Skills 3 of 5 LIFE-104-01SP Computers for Absolute Beginners 6 of 6	9 COMP-107-02SP Introduction to Excel 4 of 4 COMP-264-01C Practical Excel Projects 2007	10 COMP-132-01SP Intro to Publisher 1 of 4 COMP-107-01SP Introduction to Excel 4 of 5 COMP-111-01SP Overcoming Computer Phobia 4 of 6 COMP-109-03SP Introduction to Word 4 of 6 LIFE-106-01SP Surfing the Net 1 of 6	11 COMP-132-02C Intro to Publisher COMP-109-01SP Introduction to Word 4 of 4 ACCT-101-01SP Intro to QuickBooks 4 of 5
15 NO CLASSES	16	17 COMP-132-01SP Intro to Publisher 2 of 4 COMP-107-01SP Introduction to Excel 5 of 5 COMP-111-01SP Overcoming Computer Phobia 5 of 6 COMP-109-03SP Introduction to Word 5 of 6 LIFE-106-01SP Surfing the Net 2 of 6 DGAR-111-01 Intro to Adobe Illustrator CS4 1 of 3	18 ACCT-101-01SP Intro to QuickBooks 5 of 5
22 COMP-108-01SP Powerful PowerPoint Present 4 of 4 COMP-110-01SP Comp. Typing Skills 4 of 5 LIFE-106-01SP Surfing the Net 3 of 6	23 COMP-103-02SP Intermediate Excel 1 of 4	24 COMP-132-01SP Intro to Publisher 3 of 4 COMP-103-01SP Intermediate Excel 1 of 5 COMP-111-01SP Overcoming Computer Phobia 6 of 6 COMP-109-03SP Introduction to Word 6 of 6 COMP-265-04C Transitioning to Word LIFE-106-01SP Surfing the Net 4 of 6 DGAR-111-01 Intro to Adobe Illustrator CS4 2 of 3	25 COMP-105-01SP Intermediate Word 1 of 4 ACCT-100-01SP Inter QuickBooks 1 of 5

Work Force Training & Community Education Computer Courses – Winter/Spring 2010



Mar 2010

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MON	TUE	WED	THU
1 COMP-132-03C Intro to Publisher COMP-110-01SP Computer Typing Skills 5 of 5 LIFE-106-01SP Surfing the Net 5 of 6	2 COMP-103-02SP Intermediate Excel 2 of 4	3 COMP-132-01SP Intro to Publisher 4 of 4 COMP-103-01SP Intermediate Excel 2 of 5 LIFE-106-01SP Surfing the Net 6 of 6 DGAR-111-01 Intro to Adobe Illustrator CS4 3 of 3	4 COMP-105-01SP Intermediate Word 2 of 4 ACCT-100-01SP Inter QuickBooks 2 of 5 QKSH-110-01SP Managing /Organizing Comp
8 COMP-104-01SP Inter PowerPoint 1 of 4 QKSH-112-01SP Quick PowerPoint Presentations LIFE-107-01SP Email 1 of 6	9 COMP-103-02SP Intermediate Excel 3 of 4	10 COMP-111-02SP Overcoming Computer Phobia 1 of 6 COMP-105-02SP Intermediate Word COMP-105-02SP Intermediate Word 1 of 6 LIFE-107-01SP Email 2 of 6	11 QKSH-109-01SP PDF Skills
15 COMP-104-01SP Inter PowerPoint 2 of 4 QKSH-107-01SP Microsoft Publisher in One Day LIFE-107-01SP Email 3 of 6	16 COMP-103-02SP Intermediate Excel 4 of 4	17 COMP-112-01SP Inter Publisher 1 of 4 COMP-103-01SP Intermediate Excel 3 of 5 COMP-111-02SP Overcoming Computer Phobia 2 of 6 COMP-264-02C Practical Excel Projects 2007 COMP-105-02SP Intermediate Word 2 of 6 LIFE-107-01SP Email 4 of 6 DGAR-112-01 Intro to Adobe InDesign CS4 1 of 3	18 COMP-105-01SP Intermediate Word 3 of 4 ACCT-100-01SP Inter QuickBooks 3 of 5
22 COMP-269-03C PowerPoint Transitioning COMP-104-01SP Inter PowerPoint 3 of 4 QKSH-103-01SP Learning 10 Key LIFE-107-01SP Email 5 of 6	23	24 COMP-112-01SP Inter Publisher 2 of 4 COMP-103-01SP Intermediate Excel 4 of 5 COMP-111-02SP Overcoming Computer Phobia 3 of 6 COMP-105-02SP Intermediate Word 3 of 6 LIFE-107-01SP Email 6 of 6 DGAR-112-01 Intro to Adobe InDesign CS4 2 of 3	25 COMP-105-01SP Intermediate Word 4 of 4 ACCT-100-01SP Inter QuickBooks 4 of 5 COMP-265-05C Transitioning to Word
29 COMP-104-01SP Inter PowerPoint 4 of 4 QKSH-129-01SP Charting in Excel	30	31 COMP-112-01SP Inter Publisher 3 of 4 COMP-103-01SP Intermediate Excel 5 of 5 COMP-111-02SP Overcoming Computer Phobia 4 of 6 COMP-105-02SP Intermediate Word 4 of 6 DGAR-112-01 Intro to Adobe InDesign CS4 3 of 3	

Work Force Training & Community Education Computer Courses – Winter/Spring 2010



Apr 2010

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MON	TUE	WED	THU
			1 ACCT-100-01SP Inter QuickBooks 5 of 5
5 QKSH-104-01SP Formatting Your Resume QKSH-127-01SP Formula Basics for Excel Spreadsheets	6 QKSH-130-01SP Enhancing MS Word W/Graphics COMP-265-06C Transitioning to Word	7 COMP-112-01SP Inter Publisher 4 of 4 COMP-106-01SP Advanced Excel 1 of 5 COMP-111-02SP Overcoming Computer Phobia 5 of 6 COMP-105-02SP Intermediate Word 5 of 6	8 ACCT-103-01SP Advanced QuickBooks 1 of 5
12 QKSH-118-01SP Headers/Footers in Word COMP-265-07C Transitioning to Word	13 COMP-264-03C Practical Excel Projects 2007	14 QKSH-115-01SP Tables 101 in Word COMP-106-01SP Advanced Excel 2 of 5 COMP-111-02SP Overcoming Computer Phobia 6 of 6 COMP-105-02SP Intermediate Word 6 of 6	15 ACCT-103-01SP Advanced QuickBooks 2 of 5
19 QKSH-123-01SP Mail Merge Using Ms Office	20	21 COMP-106-01SP Advanced Excel 3 of 5 QKSH-107-02SP Microsoft Publisher in One Day	22 QKSH-121-01SP Creating Newsletters in Publ. ACCT-103-01SP Advanced QuickBooks 3 of 5 QKSH-110-02SP Managing /Organizing Computer
26	27	28 COMP-106-01SP Advanced Excel 4 of 5 QKSH-121-01SP Creating Newsletters in Publ.	29 ACCT-103-01SP Advanced QuickBooks 4 of 5 QKSH-109-02SP PDF Skills

Work Force Training & Community Education Computer Courses – Winter/Spring 2010



May 2010

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MON	TUE	WED	THU
3	4	5 COMP-106-01SP Advanced Excel 5 of 5	6 ACCT-103-01SP Advanced QuickBooks 5 of 5
10 COMP-109-01SU Introduction to Word 1 of 4 QKSH-107-01SU Microsoft Publisher in One Day	11 COMP-107-01SP Introduction to Excel 1 of 4	12 COMP-107-01SU Introduction to Excel 1 of 5 COMP-109-01SU Introduction to Word 2 of 4	13 COMP-107-01SP Introduction to Excel 2 of 4
17 COMP-109-01SU Introduction to Word 3 of 4 COMP-265-01C Transitioning to Word	18 COMP-107-01SP Introduction to Excel 3 of 4	19 COMP-107-01SU Introduction to Excel 2 of 5 COMP-109-01SU Introduction to Word 4 of 4	20 COMP-107-01SP Introduction to Excel 4 of 4
24 COMP-105-01SU Intermediate Word 1 of 4 COMP-264-01C Practical Excel Projects 2007	25 COMP-103-01SU Intermediate Excel 1 of 4	26 COMP-107-01SU Introduction to Excel 3 of 5 COMP-105-01SU Intermediate Word 2 of 4	27 COMP-103-01SU Intermediate Excel 2 of 4



Jun 2010

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MON	TUE	WED	THU
31 NO CLASSES	1 COMP-103-01SU Intermediate Excel 3 of 4	2 COMP-107-01SU Introduction to Excel 4 of 5 COMP-105-01SU Intermediate Word 3 of 4	3 COMP-103-01SU Intermediate Excel 4 of 4
7 COMP-105-01SU Intermediate Word 4 of 4	8 QKSH-104-01SU Formatting Your Resume	9 COMP-107-01SU Introduction to Excel 5 of 5 QKSH-108-01SU PowerPoint in One Day	10



Eastern Idaho Technical College

Winter/Spring 2010 – Course Listing by Number

Section Name and Title	Start Date	End Date	Class Information
ACCT-100-01SP Intermediate QuickBooks	02/25/10	04/01/10	Thursday 7:00PM-10:00PM, Technical Building, Room 220, Hemsley
ACCT-101-01SP Introduction to QuickBooks	01/21/10	02/18/10	Thursday 7:00PM-10:00PM, Technical Building, Room 220, Hemsley
ACCT-103-01SP Advanced QuickBooks	04/08/10	05/06/10	Thursday 7:00PM-10:00PM, Technical Building, Room 220, Hemsley
COMP-103-01SP Intermediate Excel	02/24/10	03/31/10	Wednesday 7:00PM-10:00PM, BLD5-518, Hemsley
COMP-103-02SP Intermediate Excel	02/23/10	03/16/10	Tuesday 1:00PM-5:00PM, BLD5-517, Hemsley
COMP-104-01SP Intermediate PowerPoint	03/08/10	03/29/10	Monday 1:00PM-5:00PM, BLD5-517, Hemsley
COMP-105-01SP Intermediate Word	02/25/10	03/25/10	Thursday 1:00PM-5:00PM, BLD5-517, Hemsley
COMP-106-01SP Advanced Excel	04/07/10	05/05/10	Wednesday 7:00PM-10:00PM, BLD5-518, Hemsley
COMP-107-01SP Introduction to Excel	01/20/10	02/17/10	Wednesday 7:00PM-10:00PM, BLD5-518, Hemsley
COMP-107-02SP Introduction to Excel	01/19/10	02/09/10	Tuesday 1:00PM-5:00PM, BLD5-517, Hemsley
COMP-108-01SP Powerful PowerPoint Presentations	01/25/10	02/22/10	Monday 1:00PM-5:00PM, BLD5-517, Hemsley
COMP-109-01SP Introduction to Word	01/21/10	02/11/10	Thursday 1:00PM-5:00PM, BLD5-517, Hemsley
COMP-109-03 Introduction to Word	01/20/10	02/24/10	Wednesday 7:00PM-10:00PM, BLD5-517, Bristol
COMP-110-01SP Computer Typing Skills	01/25/10	03/01/10	Monday 7:00PM-10:00PM, BLD5-518, Hemsley
COMP-111-01SP Overcoming Computer Phobia	01/20/10	02/24/10	Wednesday 7:00PM-10:00PM, BLD2-238, Batt
COMP-111-02SP Overcoming Computer Phobia	03/10/10	04/14/10	Wednesday 7:00PM-10:00PM, BLD2-238, Batt
COMP-112-01SP Intermediate Publisher	03/17/10	04/07/10	Wednesday 1:00PM-5:00PM, BLD5-517, Hemsley
COMP-132-01SP Intro to Publisher	02/10/10	03/03/10	Wednesday 1:00PM-5:00PM, BLD5-517, Hemsley
COMP-132-02C Intro to Publisher	02/11/10	02/11/10	Thursday 8:00AM-12:00PM, Technical Building, Room 220, Hemsley
COMP-132-03C Intro to Publisher	03/01/10	03/01/10	Monday 8:00AM-12:00PM, BLD1-123, Hemsley
COMP-264-01C Practical Excel Projects 2007	02/09/10	02/09/10	Tuesday 7:00PM-10:00PM, BLD1-123, Hemsley
COMP-264-02C Practical Excel Projects 2007	03/17/10	03/17/10	Wednesday 8:00AM-12:00PM, BLD1-123, Hemsley
COMP-264-03C Practical Excel Projects 2007	04/13/10	04/13/10	Tuesday 7:00PM-10:00PM, BLD5-517, Hemsley
COMP-265-01C Transitioning to Word 2007	01/20/10	01/20/10	Wednesday 8:00AM-12:00PM, BLD1-123, Hemsley
COMP-265-03C Transitioning to Word 2007	02/02/10	02/02/10	Tuesday 7:00PM-10:00PM, BLD5-517, Hemsley
COMP-265-04C Transitioning to Word 2007	02/24/10	02/24/10	Wednesday 8:00AM-12:00PM, BLD1-123, Hemsley
COMP-265-05C Transitioning to Word 2007	03/25/10	03/25/10	Thursday 8:00AM-12:00PM, BLD1-123, Hemsley
COMP-265-06C Transitioning to Word 2007	04/06/10	04/06/10	Tuesday 7:00PM-10:00PM, BLD5-517, Hemsley
COMP-265-07C Transitioning to Word 2007	04/12/10	04/12/10	Monday 8:00AM-12:00PM, BLD1-123, Hemsley
COMP-269-02C Transition to PowerPoint 2007	02/03/10	02/03/10	Wednesday 9:00AM-1:00PM, BLD1-123, Hemsley
COMP-269-03C Transition to PowerPoint 2007	03/22/10	03/22/10	Monday 8:00AM-12:00PM, BLD1-123, Hemsley
DGAR-110-01 Intro to Adobe Photoshop CS4	01/20/10	02/03/10	Wednesday 7:00PM-10:00PM, BLD2-225B, Moss
DGAR-111-01 Intro to Adobe Illustrator CS4	02/17/10	03/03/10	Wednesday 7:00PM-10:00PM BLD2-225B, Moss
DGAR-112-01 Intro to Adobe InDesign CS4	03/17/10	03/31/10	Wednesday 7:00PM-10:00PM BLD2-225B, Moss
LIFE-104-01SP Computers for Absolute Beginners	01/20/10	02/08/10	Monday & Wednesday 12:00PM-3:00PM, BLD5-518, Cottle
LIFE-106-01SP Surfing the Net	02/10/10	03/03/10	Monday & Wednesday 12:00PM-3:00PM, BLD5-518, Cottle

Section Name and Title	Start Date	End Date	Class Information
LIFE-107-01SP Email	03/08/10	03/24/10	Monday & Wednesday 12:00PM–3:00PM, BLD5–518, Cottle
QKSH-103-01SP Learning 10 Key	03/22/10	03/22/10	Monday 7:00PM-10:00PM, BLD5-517, Hemsley
QKSH-104-01SP Formatting Your Resume	04/05/10	04/05/10	Monday 1:00PM-5:00PM, BLD5-517, Hemsley
QKSH-107-01SP Microsoft Publisher in One Day	03/15/10	03/15/10	Monday 7:00PM-10:00PM, BLD5-517, Hemsley
QKSH-107-02SP Microsoft Publisher in One Day	04/21/10	04/21/10	Wednesday 1:00PM-5:00PM, BLD5-517, Hemsley
QKSH-109-01SP PDF Skills	03/11/10	03/11/10	Thursday 7:00PM–10:00PM, BLD2–238, Batt
QKSH-109-02SP PDF Skills	04/29/10	04/29/10	Thursday 7:00PM–10:00PM, BLD2–238, Batt
QKSH-110-01SP Managing /Organizing Comp	03/04/10	03/04/10	Thursday 7:00PM–10:00PM, BLD2–238, Batt
QKSH-110-02SP Managing /Organizing Computer	04/22/10	04/22/10	Thursday 7:00PM–10:00PM, BLD2–238, Batt
QKSH-112-01SP Quick PowerPoint Presentations	03/08/10	03/08/10	Monday 7:00PM-10:00PM, BLD5-517, Hemsley
QKSH-115-01SP Tables 101 in Word	04/14/10	04/14/10	Wednesday 1:00PM-5:00PM, BLD5-517, Hemsley
QKSH-118-01SP Headers/Footers in Word	04/12/10	04/12/10	Monday 1:00PM-5:00PM, BLD5-517, Hemsley
QKSH-121-01SP Creating Newsletters in Publ.	04/28/10	04/28/10	Wednesday 1:00PM-5:00PM, BLD5-517, Hemsley
QKSH-122-01SP Bullets, tabs, Indenting in Word	01/20/10	01/20/10	Wednesday 1:00PM-5:00PM, BLD5-517, Hemsley
QKSH-123-01SP Mail Merge Using MS Office	04/19/10	04/19/10	Monday 1:00PM-5:00PM, BLD5-517, Hemsley
QKSH-126-01SP Sort, Filter, Query in Excel	01/27/10	01/27/10	Wednesday 1:00PM-5:00PM, BLD5-517, Hemsley
QKSH-127-01SP Formula Basic for Excel Spreadsheets	02/03/10	02/03/10	Wednesday 1:00PM-5:00PM, BLD5-517, Hemsley
QKSH-127-02SP Formula Basic for Excel Spreadsheets	04/05/10	04/05/10	Monday 7:00PM-10:00PM, BLD5-517, Hemsley
QKSH-129-01SP Charting in Excel	03/29/10	03/29/10	Monday 7:00PM-10:00PM, BLD5-517, Hemsley
QKSH-130-01SP Enhancing Microsoft Word W/Graphics	04/06/10	04/06/10	Tuesday 1:00PM-5:00PM, BLD5-517, Hemsley

For full descriptions of what is taught in each course, please go to http://www.eitc.edu/pdf/WFT_10Winter.pdf.