

Computer Training Seminars

Business & Industry Services

Get the training you need to develop basic and advanced computer skills that can be applied immediately to your job. Attend one-day seminars offered by the Business and Industry Services' Computer Training Institute at the College of Lake County.

◆ Classes offered at Southlake Educational Center (Vernon Hills) & Grayslake
1120 South Milwaukee Avenue, **VERNON HILLS**
19351 West Washington, **GRAYSLAKE

- ◆ Hands-On Instruction for each student
- ◆ Small class sizes (max. 12 participants per seminar)
- ◆ Industry-experienced instructors
- ◆ Take-home training materials
- ◆ Discounts: **Individuals will receive 10% OFF the total price by registering for any 3 classes or more at one time!**

Now offering seminars at the Grayslake Campus!

ONE-Day Seminars

Cost: \$179 per person
Time: 8:30 a.m.-4:30 p.m.

TWO-Day Seminars

Cost: \$189 per person
Time: 8:30 a.m.-12:30 p.m. each day (*)

January 2005 Seminars

Introduction to Windows	Tues. 1/18
E-mail & Internet Fundamentals	Thurs. 1/20
Introduction to Word	Tues. 1/25
**Publisher	Tues. 1/25
Introduction to Excel	Wed. 1/26
Introduction to PowerPoint	Thurs. 1/27

February 2005 Seminars

Introduction to Access	*Tues. 2/1 & 2/8
**Photoshop 7.0 Level 1 for Windows	Wed. 2/2
Introduction to Outlook	Thurs. 2/3
Introduction to FrontPage	Thurs. 2/3
**Introduction to Word	Wed. 2/9
Photoshop 7.0 Level 1 for Windows	Thurs. 2/10
Photoshop 7.0 Level 2 for Windows	Tues. 2/15
**Introduction to Excel	Wed. 2/16
Intermediate Word	Wed. 2/16
Intermediate Access	*Tues. 2/22 & 3/1
**Introduction to Access	Wed. 2/23
Intermediate Excel	Wed. 2/23
Intermediate PowerPoint	Thurs. 2/24

March 2005 Seminars

**Illustrator 10.0 Level 1 for Windows	Tues. 3/1
FrontPage Advanced Concepts	Wed. 3/2
**Intermediate Word	Thurs. 3/3
**Intermediate Excel	Tues. 3/8
Introduction to Dreamweaver MX	Tues. 3/8
Illustrator 10.0 Level 2 for Windows	Wed. 3/9
**Email & Internet Fundamentals	Thurs. 3/10
Advanced Word	Tues. 3/15
**Introduction to Access	Wed. 3/16
Advanced Access	Wed. 3/16
Advanced Excel	Thurs. 3/17
Publisher	Tues. 3/22

**Intermediate Access	Wed. 3/23
Introduction to Excel	Wed. 3/23
Introduction to Word	Thurs. 3/24
Introduction to Outlook	Tues. 3/29
Photoshop 7.0 Level 1 for Windows	Wed. 3/30

April 2005 Seminars

Photoshop 7.0 Level 2 for Windows	Tues. 4/5
**Introduction to Word	Tues. 4/5
Introduction to PowerPoint	Wed. 4/6
Introduction to Access	Thurs. 4/7
Photoshop 7.0 Artistic Effects for Windows	Tues. 4/12
**Introduction to Excel	Wed. 4/13
Introduction to FrontPage	Thurs. 4/14
Intermediate Word	Tues. 4/19
**Introduction to Access	Wed. 4/20
Intermediate Excel	Wed. 4/20
**Intermediate Word	Tues. 4/26
Intermediate PowerPoint	Tues. 4/26
FrontPage Advanced Concepts	Wed. 4/27
Intermediate Dreamweaver MX	Thurs. 4/28

May 2005 Seminars

**Intermediate Excel	Tues. 5/3
Intermediate Access	Tues 5/3 & 5/10
Illustrator 10.0 Level 1 for Windows	Wed. 5/4
Intermediate Outlook	Thurs. 5/5
Illustrator 10.0 Level 2 for Windows	Wed. 5/11
**Introduction to Dreamweaver MX	Thurs. 5/12
Advanced Word	Thurs. 5/12
Advanced Access	Wed. 5/17
Advanced Excel	Thurs. 5/18

For more information or to register for the above 1 & 2 Day Seminars, call 847-543-2371 or e-mail us at computerseminars@clcollinois.edu.

For training for your organization call 847-543-2747.