

Innovative Management & Professional Training



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BUSINESS & COMPUTER SKILLS EVENING SEMINARS

Nov 2019 – Mar. 2020

WORKSHOP TITLES	COST	TIME	DATE
CBP Business Management (An 18-hour program offered over 12 weeks, with a break for the holidays)	\$675	Tues. @ 5:30 – 7:00 pm	Nov. 5 – Feb. 4
QuickBooks: Essential Skills (A 6-hour program)	\$250	Thurs. @ 5:30 – 7:30 pm	Nov. 7, 14 & 21
Introduction to EXCEL Workshop (A 6-hour program)	\$250	Thurs. @ 7:30 – 9:30 pm	Nov. 7, 14 & 21
EXCEL Common Formulas Workshop (A 2-hour program)	\$100	Thurs. @ 5:30 – 7:30 pm	Nov. 28
Working with VLookup & HLookup in EXCEL (A 2-hour program)	\$100	Thurs. @ 5:30 – 7:30 pm	Dec. 5
EXCEL PivotTables Basics Workshop (A 2-hour program)	\$100	Thurs. @ 5:30 – 7:30 pm	Dec. 12
Business English – Level 1 (A 12-hour program offered over 6 weeks)	\$400	Thurs. @ 6:00 – 8:00 pm	Jan..9 – Feb. 13
Business English – Level 2 (A 12-hour program offered over 6 weeks)	\$400	Thurs. @ 6:00 – 8:00 pm	Feb.20 – Mar. 26

INVEST IN YOUR PROFESSIONAL DEVELOPMENT

CALL US TODAY @ 943-4678