

# January 2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3 8-10 10-12 1-3 3-5 6-8	4 Word Introduction PowerPoint Introduction Formulas & Functions Digital Cameras Windows Essentials	5 Word Introduction PowerPoint Introduction Formulas & Functions Digital Cameras Windows Essentials	6 Outlook Essentials Photoshop Basics Publisher Essentials Photos & Music PC Literacy	7 Internet E-Mail Tips & Tricks	8 Outlook Essentials Photoshop Basics Publisher Essentials Photos & Music PC Literacy	9 PC Repair
10 8-10 10-12 1-3 3-5 6-8	11 Word Introduction PowerPoint Introduction Formulas & Functions Keyboard Shortcuts Windows Essentials	12 Word Introduction PowerPoint Introduction Formulas & Functions Keyboard Shortcuts Windows Essentials	13 Outlook Essentials Photoshop Basics Publisher Essentials  PC Literacy	14 Internet E-Mail Tips & Tricks	15 Outlook Essentials Photoshop Basics Publisher Essentials  PC Literacy	16 PC Repair
17 8-10 10-12 1-3 3-5 6-8	18 PC Literacy Windows Essentials Toolbars Photoshop Elements	19 PC Literacy Windows Essentials Excel Introduction Mastering Vista/Win 7	20  Photoshop Basics Excel Introduction Photoshop Elements	21 QuickBooks Files & Printing Access Introduction Mastering Vista/Win 7	22 QuickBooks Photoshop Basics Access Introduction	23 PC Repair
24/31 8-10 10-12 1-3 3-5 6-8	25 PC Literacy Windows Essentials Toolbars Photoshop Elements	26 PC Literacy Windows Essentials Excel Introduction Mastering Vista/Win 7	27  Photoshop Basics Excel Introduction Photoshop Elements	28 QuickBooks Files & Printing Access Introduction Mastering Vista/Win 7	29 QuickBooks Photoshop Basics Access Introduction	30

# February 2010

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21 8-10 10-12 1-3 3-5 6-8	22 PC Literacy Windows Essentials Toolbars Photoshop Elements	23 PC Literacy Windows Essentials Excel Introduction Mastering Vista/Win 7	24 Photoshop Basics Excel Introduction Photoshop Elements	25 QuickBooks Files & Printing Access Introduction Mastering Vista/Win 7	26 QuickBooks Photoshop Basics Access Introduction	27
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# March 2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8-10 10-12 1-3 3-5 6-8	1 Word Intermediate PowerPoint Advanced Formulas & Functions Digital Cameras Windows Essentials	2 Word Intermediate PowerPoint Advanced Formulas & Functions Digital Cameras Windows Essentials	3 Outlook Essentials Photoshop Advanced Publisher Essentials Photos & Music PC Literacy	4 Internet E-Mail Tips & Tricks	5 Outlook Essentials Photoshop Advanced Publisher Essentials Photos & Music PC Literacy	6 PC Repair
7 8-10 10-12 1-3 3-5 6-8	8 Word Intermediate PowerPoint Advanced Formulas & Functions Keyboard Shortcuts Windows Essentials	9 Word Intermediate PowerPoint Advanced Formulas & Functions Keyboard Shortcuts Windows Essentials	10 Outlook Essentials Photoshop Advanced Publisher Essentials  PC Literacy	11 Internet E-Mail Tips & Tricks	12 Outlook Essentials Photoshop Advanced Publisher Essentials  PC Literacy	13 PC Repair
14 8-10 10-12 1-3 3-5 6-8	15 PC Literacy Windows Essentials Toolbars Photoshop Elements	16 PC Literacy Windows Essentials Excel Intermediate Mastering Vista/Win 7	17 Photoshop Advanced Excel Intermediate Photoshop Elements	18 QuickBooks Files & Printing Access Intermediate Mastering Vista/Win 7	19 QuickBooks Photoshop Advanced Access Intermediate	20 PC Repair
21 8-10 10-12 1-3 3-5 6-8	22 PC Literacy Windows Essentials Toolbars Photoshop Elements	23 PC Literacy Windows Essentials Excel Intermediate Mastering Vista/Win 7	24 Photoshop Advanced Excel Intermediate Photoshop Elements	25 QuickBooks Files & Printing Access Intermediate Mastering Vista/Win 7	26 QuickBooks Photoshop Advanced Access Intermediate	27
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# April 2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4 8-10 10-12 1-3 3-5 6-8	5 Word Introduction PowerPoint Introduction Formulas & Functions Digital Cameras Windows Essentials	6 Word Introduction PowerPoint Introduction Formulas & Functions Digital Cameras Windows Essentials	7 Outlook Essentials Photoshop Basics Publisher Essentials Photos & Music PC Literacy	8 Internet E-Mail Tips & Tricks	9 Outlook Essentials Photoshop Basics Publisher Essentials Photos & Music PC Literacy	10 PC Repair
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18 8-10 10-12 1-3 3-5 6-8	19 PC Literacy Windows Essentials Toolbars Photoshop Elements	20 PC Literacy Windows Essentials Excel Introduction Mastering Vista/Win 7	21 Photoshop Basics Excel Introduction Photoshop Elements	22 QuickBooks Files & Printing Access Introduction Mastering Vista/Win 7	23 QuickBooks Photoshop Basics Access Introduction	24 PC Repair
25 8-10 10-12 1-3 3-5 6-8	26 PC Literacy Windows Essentials Toolbars Photoshop Elements	27 PC Literacy Windows Essentials Excel Introduction Mastering Vista/Win 7	28 Photoshop Basics Excel Introduction Photoshop Elements	29 QuickBooks Files & Printing Access Introduction Mastering Vista/Win 7	30 QuickBooks Photoshop Basics Access Introduction	

# May 2010

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16 8-10 10-12 1-3 3-5	17 PC Literacy Windows Essentials Toolbars Photoshop Elements	18 PC Literacy Windows Essentials Excel Introduction Mastering Vista/Win 7	19  Photoshop Basics Excel Introduction Photoshop Elements	20 QuickBooks Files & Printing Access Introduction Mastering Vista/Win 7	21 QuickBooks Photoshop Basics Access Introduction	22 PC Repair
23 8-10 10-12 1-3 3-5	24 PC Literacy Windows Essentials Toolbars Photoshop Elements	25 PC Literacy Windows Essentials Excel Introduction Mastering Vista/Win 7	26  Photoshop Basics Excel Introduction Photoshop Elements	27 QuickBooks Files & Printing Access Introduction Mastering Vista/Win 7	28 QuickBooks Photoshop Basics Access Introduction	29
30 8-10 10-12 1-3 3-5 6-8	31 Word Advanced PowerPoint Intro Formulas & Functions Digital Cameras Windows Essentials					

# June 2010

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6 8-10 10-12 1-3 3-5 6-8	7 Word Advanced PowerPoint Advanced Formulas & Functions Keyboard Shortcuts Windows Essentials	8 Word Advanced PowerPoint Advanced Formulas & Functions Keyboard Shortcuts Windows Essentials	9 Outlook Essentials Photoshop Basics Publisher Essentials  PC Literacy	10 Internet E-Mail Tips & Tricks	11 Outlook Essentials Photoshop Basics Publisher Essentials  PC Literacy	12 PC Repair
13 8-10 10-12 1-3 3-5 6-8	14 PC Literacy Windows Essentials Toolbars Photoshop Elements	15 PC Literacy Windows Essentials Excel Advanced Mastering Vista/Win 7	16 Photoshop Basics Excel Advanced Photoshop Elements	17 QuickBooks Files & Printing Access Introduction Mastering Vista/Win 7	18 QuickBooks Photoshop Basics Access Introduction	19 PC Repair
20 8-10 10-12 1-3 3-5 6-8	21 PC Literacy Windows Essentials Toolbars Photoshop Elements	22 PC Literacy Windows Essentials Excel Advanced Mastering Vista/Win 7	23 Photoshop Basics Excel Advanced Photoshop Elements	24 QuickBooks Files & Printing Access Introduction Mastering Vista/Win 7	25 QuickBooks Photoshop Basics Access Introduction	26
27	28	29	30			

# July 2010

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4 8-10 10-12 1-3 3-5 6-8	5 Word Introduction PowerPoint Introduction Formulas & Functions Digital Cameras Windows Essentials	6 Word Introduction PowerPoint Introduction Formulas & Functions Digital Cameras Windows Essentials	7 Outlook Essentials Photoshop Basics Publisher Essentials Photos & Music PC Literacy	8 Internet E-Mail Tips & Tricks	9 Outlook Essentials Photoshop Basics Publisher Essentials Photos & Music PC Literacy	10 PC Repair
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18 8-10 10-12 1-3 3-5 6-8	19 PC Literacy Windows Essentials Toolbars Photoshop Elements	20 PC Literacy Windows Essentials Excel Introduction Mastering Vista/Win 7	21  Photoshop Basics Excel Introduction Photoshop Elements	22 QuickBooks Files & Printing Access Introduction Mastering Vista/Win 7	23 QuickBooks Photoshop Basics Access Introduction	24 PC Repair
25 8-10 10-12 1-3 3-5 6-8	26 PC Literacy Windows Essentials Toolbars Photoshop Elements	27 PC Literacy Windows Essentials Excel Introduction Mastering Vista/Win 7	28  Photoshop Basics Excel Introduction Photoshop Elements	29 QuickBooks Files & Printing Access Introduction Mastering Vista/Win 7	30 QuickBooks Photoshop Basics Access Introduction	31

# August 2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 8-10 10-12 1-3 3-5 6-8	2 Word Introduction PowerPoint Introduction Formulas & Functions Digital Cameras Windows Essentials	3 Word Introduction PowerPoint Introduction Formulas & Functions Digital Cameras Windows Essentials	4 Outlook Essentials Photoshop Basics Publisher Essentials Photos & Music PC Literacy	5 Internet E-Mail Tips & Tricks	6 Outlook Essentials Photoshop Basics Publisher Essentials Photos & Music PC Literacy	7 PC Repair
8 8-10 10-12 1-3 3-5 6-8	9 Word Introduction PowerPoint Introduction Formulas & Functions Keyboard Shortcuts Windows Essentials	10 Word Introduction PowerPoint Introduction Formulas & Functions Keyboard Shortcuts Windows Essentials	11 Outlook Essentials Photoshop Basics Publisher Essentials  PC Literacy	12 Internet E-Mail Tips & Tricks	13 Outlook Essentials Photoshop Basics Publisher Essentials  PC Literacy	14 PC Repair
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22 8-10 10-12 1-3 3-5 6-8	23 PC Literacy Windows Essentials Toolbars Photoshop Elements	24 PC Literacy Windows Essentials Excel Introduction Mastering Vista/Win 7	25  Photoshop Basics Excel Introduction Photoshop Elements	26 QuickBooks Files & Printing Access Introduction Mastering Vista/Win 7	27 QuickBooks Photoshop Basics Access Introduction	28
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# September 2010

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5 8-10 10-12 1-3 3-5 6-8	6 Word Intermediate PowerPoint Advanced Formulas & Functions Digital Cameras Windows Essentials	7 Word Intermediate PowerPoint Advanced Formulas & Functions Digital Cameras Windows Essentials	8 Outlook Essentials Photoshop Advanced Publisher Essentials Photos & Music PC Literacy	9 Internet E-Mail Tips & Tricks	10 Outlook Essentials Photoshop Advanced Publisher Essentials Photos & Music PC Literacy	11 PC Repair
12 8-10 10-12 1-3 3-5 6-8	13 Word Intermediate PowerPoint Advanced Formulas & Functions Keyboard Shortcuts Windows Essentials	14 Word Intermediate PowerPoint Advanced Formulas & Functions Keyboard Shortcuts Windows Essentials	15 Outlook Essentials Photoshop Advanced Publisher Essentials  PC Literacy	16 Internet E-Mail Tips & Tricks	17 Outlook Essentials Photoshop Advanced Publisher Essentials  PC Literacy	18 PC Repair
19 8-10 10-12 1-3 3-5 6-8	20 PC Literacy Windows Essentials Toolbars Photoshop Elements	21 PC Literacy Windows Essentials Excel Intermediate Mastering Vista/Win 7	22  Photoshop Advanced Excel Intermediate Photoshop Elements	23 QuickBooks Files & Printing Access Intermediate Mastering Vista/Win 7	24 QuickBooks Photoshop Advanced Access Intermediate	25 PC Repair
26 8-10 10-12 1-3 3-5 6-8	27 PC Literacy Windows Essentials Toolbars Photoshop Elements	28 PC Literacy Windows Essentials Excel Intermediate Mastering Vista/Win 7	29  Photoshop Advanced Excel Intermediate Photoshop Elements	30 QuickBooks Files & Printing Access Intermediate Mastering Vista/Win 7		

# October 2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 QuickBooks Photoshop Advanced Access Intermediate	2
3 8-10 10-12 1-3 3-5 6-8	4 Word Introduction PowerPoint Introduction Formulas & Functions Digital Cameras Windows Essentials	5 Word Introduction PowerPoint Introduction Formulas & Functions Digital Cameras Windows Essentials	6 Outlook Essentials Photoshop Basics Publisher Essentials Photos & Music PC Literacy	7 Internet E-Mail Tips & Tricks	8 Outlook Essentials Photoshop Basics Publisher Essentials Photos & Music PC Literacy	9 PC Repair
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17 8-10 10-12 1-3 3-5 6-8	18 PC Literacy Windows Essentials Toolbars Photoshop Elements	19 PC Literacy Windows Essentials Excel Introduction Mastering Vista/Win 7	20  Photoshop Basics Excel Introduction Photoshop Elements	21 QuickBooks Files & Printing Access Introduction Mastering Vista/Win 7	22 QuickBooks Photoshop Basics Access Introduction	23 PC Repair
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21 8-10 10-12 1-3 3-5 6-8	22 PC Literacy Windows Essentials Toolbars Photoshop Elements	23 PC Literacy Windows Essentials Excel Introduction Mastering Vista/Win 7	24 Photoshop Basics Excel Introduction Photoshop Elements	25 QuickBooks Files & Printing Access Introduction Mastering Vista/Win 7	26 QuickBooks Photoshop Basics Access Introduction	27
28 8-10 10-12 1-3 3-5	29 Word Advanced PowerPoint Advanced  s	30 Word Advanced PowerPoint Advanced				

# December 2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8-10 10-12 1-3 3-5 6-8			1 Outlook Essentials Photoshop Advanced Publisher Essentials Photos & Music PC Literacy	2 Internet E-Mail Tips & Tricks	3 Outlook Essentials Photoshop Advanced Publisher Essentials Photos & Music PC Literacy	4 PC Repair
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12 8-10 10-12 1-3 3-5 6-8	13 PC Literacy Windows Essentials Toolbars Photoshop Elements	14 PC Literacy Windows Essentials Excel Advanced	15  Photoshop Advanced Excel Advanced Photoshop Elements	16	17  Photoshop Advanced	18 PC Repair
19 8-10 10-12 1-3 3-5 6-8	20 PC Literacy Windows Essentials Toolbars Photoshop Elements	21 PC Literacy Windows Essentials Excel Advanced	22  Photoshop Advanced Excel Advanced Photoshop Elements	23	24	25
26	27	28	29	30	31	