



The Reed Advantage 2012 Winter Quarter Schedule

Jan 2 – 18

Mon & Wed, 9-11:30 AM
Keyboarding

Jan 4 – 18

Mon & Wed, 1-3:30 PM
**Administrative
Professional**

Jan 3 – 17

Tues & Thurs, 9-11:30 AM
Word 2007 Basic

Jan 19 – Feb 2

Tue & Thu, 9-11:30 AM
Word 2007 Intermediate

Jan 25 – Feb 8

Mon & Wed, 9-11:30 AM
Outlook 2007

Jan 24 – Feb 23

Tue & Thu, 12:30 – 4:30 PM
**Record Management/
Office Technology**

Jan 31 – Feb 16

Tue & Thu, 5 – 7:00 PM
PhotoShop Basic

Feb 7 – 23

Tue & Thu, 9 – 11:30 AM
Excel 2007 Basic

Feb 9 – 16

Tue & Thu, 2:30 – 4:30 PM
Access 2010 Basic

Feb 13 – March 19

Mon & Wed, 1 – 3:30 PM
Business English

Feb 14 – March 15

Wednesdays, 9 – 11:00 AM
**Welcome to the World of
Computers for Seniors**

Feb 24 – March 30

Fridays, 8:30 – 10:30 AM
Microsoft Project Basic

Feb 28 – March 13

Mon & Wed, 9 – 11:30 AM
Excel 2007 Intermediate

Mar 6 – 20

Tues & Thurs, 1 – 3:30 PM
**Welcome to the World of
Computers**

Mar 13 – 22

Tue & Thu, 5 – 7:00 PM
PhotoShop Intermediate

Mar 13 – 22

Tue & Thu, 2:30 – 4:30 PM
Access 2010 Intermediate

Mar 27 – April 5

Tue & Thu, 2:30 – 4:30 PM
Access 2010 Advance

Mar 27 – April 5

Tue & Thu, 5:00 – 7:00 PM
PhotoShop Advance

May 8 – 17

Tue & Thu, 2:30 – 4:30 PM
Access 2010 Basic

June 12 – 21

Tue & Thu, 2:30 – 4:30 PM
Access 2010 Intermediate

Please note that while most of our classes are offered in the 2007 version, we still provide 2003 and 2010 training too!