



September 2010

Check our website for latest schedules and class descriptions: www.kaizencomputing.com
 Please call 781-585-1619 or Email deb.kane@kaizencomputing.com to register.

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
AM	Closed	8/30: Microsoft Office Skills -Part 4 (PowerPoint) 9 – 11 AM				9/3: Computer Basics 9 – 11 AM	9/4: No Workshop
PM		QuickBooks Q & A 6 – 8 PM	8/31: *FREE* Facebook Workshop! 6 – 8 PM	9/1: Intro to PowerPoint 6:30 – 8 PM	9/2: Government Careers of NE 6 – 8 PM		
AM	Closed					9/10: OPEN HOUSE! 9 – 11 AM	9/11: Open Project Time 9 AM - Noon
PM		9/6: CLOSED <i>Happy Labor Day!</i>	9/7: Computer Basics 6 – 8 PM	9/8: Intro to Spreadsheets 6 – 8 PM	9/9: Government Careers of NE 6 – 8 PM		
AM	Closed					9/17: Intro to Microsoft Word 9:30 – 11 AM	9/18: Digital Photo Management 9 – 11 AM
PM		9/13: Practical Spreadsheets 6 – 8 PM	9/14: Email Essentials 6 – 8 PM	9/15: Practical Computing 6 – 8 PM	9/16: Government Careers of NE 6 – 8 PM		
AM	Closed					9/24: Intro to Microsoft Excel 9 – 11 AM	9/25: One-on-One Instruction 9 AM - Noon
PM		9/20: Practical Word Processing 6 – 8 PM	9/21: Set Up Your Website! 6 – 8 PM	9/22: Open Project Time 6 – 8 PM	9/23: Government Careers of NE 6 – 8 PM		
AM	Closed					10/1: Intro to PowerPoint 9 – 11 AM	10/2: Microsoft Word A to Z 9 AM - Noon
PM		9/27: Mail Merge Workshop 6 – 8 PM	9/28: Fun with Facebook! 6 – 8 PM	9/29: *FREE* Small Business Owner Workshop 6 – 8 PM	9/30: Government Careers of NE 6 – 8 PM		

****Note:** Please call to schedule one-on-one training – plenty of time slots available!

Yellow = Intro workshops **Blue** = Intermediate workshops **Green** = Visit the classroom / meet the instructors