


# Community Technology Training Centers

## Summer 2010 Schedule

<p><b>IMPORTANT!</b> Orientation is required prior to enrollment in classes. Once you have attended orientation and completed our application, you may attend courses at any location</p> 	Location Initials	Name	Address	Notes
	RHS	Reagan High School	7104 Berkman Dr, 78752	New Mall, Room 414*
	THS	Travis High School	1211 E Oltorf St, 78704	East Entrance, across from Denny's
	SKP	Skillpoint Main Offices	201 E. 2nd St, Ste B, 78702	On the corner of 2nd and San Jacinto
*Our Reagan High School campus will be closed for the summer. All RHS classes have been moved to the Skillpoint Main Offices				
Orientation Schedule >	Date	Location	Time	
	Saturday, June 12	THS	noon-3 PM	
	Saturday, June 26	THS	noon-3 PM	
	Saturday, July 10	THS	noon-3 PM	
	Saturday, July 31	THS	noon-3 PM	
	Saturday, August 28	THS	noon-3 PM	
	Saturday, September 11	THS	noon-3 PM	
<i>Updated June 7, 2010</i>				

### Course Schedule >

Name of class	Section	Start Date	End Date	Location	Notes	Instructor
Summer Break - Closed	<b>NO CLASSES OR DROP-IN</b>	<b>May 28, 2010</b>	<b>June 13, 2010</b>	<b>CLOSED</b>	<b>CLOSED</b>	
Business Applications of MS Office	SKPAdv061410BusApps	June 14, 2010	June 17, 2010	SKP	M, T, W, Th 6-9 PM	G. Morrow
Intermediate Word	SKPAdv061410AdvWord	June 14, 2010	June 18, 2010	SKP	M, W, F 9 AM-1 PM	P. Smart
Fundamentals of MS Excel	THSInt061410Excel	June 14, 2010	June 17, 2010	THS	M, T, W, Th 6-9 PM	P. Smart
Intermediate Excel	SKPAdv062110IntExcel	June 21, 2010	June 25, 2010	SKP	M, W, F 9 AM-1 PM	TBA
Intro to Document Creation - English	SKPBeg062110DC	June 21, 2010	June 24, 2010	SKP	M, T, W, Th 6-9 PM	M. Cofer
Fundamentals of Database Design	THSInt062110DD	June 21, 2010	June 24, 2010	THS	M, T, W, Th 6-9 PM	G. Morrow
Intro to Document Creation - English	SKPBeg062810DC	June 28, 2010	July 2, 2010	SKP	M, W, F 9 AM-1 PM	P. Smart
Intro to PC, Internet and Email - Eng	SKPBeg062810PCIE	June 28, 2010	July 1, 2010	SKP	M, T, W, Th 6-9 PM	M. Cofer
Business Applications of MS Office	THSAdv062810BusApps	June 28, 2010	July 1, 2010	THS	M, T, W, Th 6-9 PM	G. Morrow
Intro to PC, Internet and Email - Eng	SKPBeg071210PCIE	July 12, 2010	July 16, 2010	SKP	M, W, F 9 AM-1 PM	P. Smart
Windows OS - Beyond the Basics	SKPInt071210BTB	July 12, 2010	July 15, 2010	SKP	M, T, W, Th 6-9 PM	M. Cofer
Intermediate Word	THSAdv071210AdvWord	July 12, 2010	July 15, 2010	THS	M, T, W, Th 6-9 PM	G. Morrow
Fundamentals of MS Word	SKPInt071910Word	July 19, 2010	July 22, 2010	SKP	M, T, W, Th 6-9 PM	G. Morrow
Intermediate Excel	THSAdv071910IntExcel	July 19, 2010	July 22, 2010	THS	M, T, W, Th 6-9 PM	TBA
Fundamentals of MS Powerpoint	SKPInt072610PP	July 26, 2010	July 29, 2010	SKP	M, T, W, Th 6-9 PM	G. Morrow
Fundamentals of MS Outlook	THSAdv072610Outlook	July 26, 2010	July 29, 2010	THS	M, T, W, Th 6-9 PM	TBA
Fundamentals of MS Excel	SKPInt080210Excel	August 2, 2010	August 5, 2010	SKP	M, T, W, Th 6-9 PM	G. Morrow
Intro to Document Creation - English	THSBeg080210DC	August 2, 2010	August 5, 2010	THS	M, T, W, Th 6-9 PM	J. Noblitt
Windows OS - Beyond the Basics	SKPInt080910BTB	August 9, 2010	August 13, 2010	SKP	M, W, F 9 AM-1 PM	P. Smart

Fundamentals of Database Design	SKPInt080910DD	August 9, 2010	August 12, 2010	SKP	M, T, W, Th 6-9 PM	G. Morrow
Intro to PC, Internet and Email - Eng	THSBeg080910PCIE	August 9, 2010	August 12, 2010	THS	M, T, W, Th 6-9 PM	J. Noblitt
Fundamentals of MS Word	SKPInt081610Word	August 16, 2010	August 20, 2010	SKP	M, W, F 9 AM-1 PM	P. Smart
Windows OS - Beyond the Basics	THSInt081610BTB	August 16, 2010	August 19, 2010	THS	M, T, W, Th 6-9 PM	J. Noblitt
Business Applications of MS Office	SKPAdv081610BusApps	August 16, 2010	August 19, 2010	SKP	M, T, W, Th 6-9 PM	TBA
Fundamentals of MS PowerPoint	SKPInt082310PP	August 23, 2010	August 27, 2010	SKP	M, W, F 9 AM-1 PM	P. Smart
Fundamentals of MS Excel	SKPInt083010Excel	August 30, 2010	September 3, 2010	SKP	M, W, F 9 AM-1 PM	P. Smart
Fundamentals of Database Design	SKPInt091310DD	September 13, 2010	September 17, 2010	SKP	M, W, F 9 AM-1 PM	P. Smart
Business Applications of MS Office	SKPAdv092010BusApps	September 20, 2010	September 24, 2010	SKP	M, W, F 9 AM-1 PM	P. Smart

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