PENN STATE / LEHIGH COUNTY
COMPUTER TRAINING WORKSHOPS
March - May, 2020

Presenter*	Course Title	Days*	Month	Dates	Time	Credit
NJ	Microsoft Excel - Introduction	T & R	March	17 & 19	8:15 AM - 12:00 PM	1 Day
NJ	Microsoft Word - Introduction	T & R	March	24 & 26	8:15 AM - 12:00 PM	1 Day
NJ	Microsoft Access - Introduction	M & W	March/April	30 & 1	8:15 AM - 12:00 PM	1 Day
NJ	Microsoft Excel - Intermediate	M & W	April	6 & 8	8:15 AM - 12:00 PM	1 Day
NJ	Microsoft Word - Intermediate	W & F	April	15 & 17	8:15 AM - 12:00 PM	1 Day
NJ	Microsoft Access - Intermediate	W & F	April	22 & 24	8:15 AM - 12:00 PM	1 Day
NJ	Microsoft Excel - Advanced	M & W	April	27& 29	8:15 AM - 12:00 PM	1 Day
NJ	Microsoft Access - Advanced	M & W	May	11 & 13	8:15 AM - 12:00 PM	1 Day

Participants must attend both dates,
each listing is a full day course split over two mornings.

KEY

Presenter*	**Days***
	M = Monday
NJ = Nancy Johnson	**T = Tuesday**
(of Penn State University)	**W = Wednesday**
	R = Thursday
	F = Friday