

Ridge Career Center

Short-term Computer Classes

7700 State Road 544 ~ Winter Haven, FL 33881

863.419.3060 Ext. 4121

August/September/October 2009 Schedule

*Introduction to Personal Computers & Windows XP – 12 Hours Aug. 31 – Sept. 2, 2009	5:30 – 9:30 P.M.	Mon., Tues., Wed.	\$86.36
*Microsoft Outlook 2007 -8 Hours Sept. 8 & 9, 2009	5:30 – 9:30 P.M.	Tues./Wed.	\$69.24
*Microsoft Word 2007 -12 Hours Sept. 14 - 16, 2009	5:30 – 9:30 P.M.	Mon., Tues., Wed.	\$86.36
QuickBooks – 14 Hours Sept. 15, 17, 22, 24, 29, Oct. 1, 2009	6:00 – 8:30 P.M.	Tues./Thurs.	\$74.92
*Microsoft Excel Basic 2007 – 12 Hours Sept. 22, 24, 29 Oct. 1, 2009	6 – 9 P.M.	Tues./Thurs.	\$86.36
*Introduction to Personal Computers & Windows XP – 12 Hours Sept. 28, 29, 30, 2009	5:30 – 9:30 P.M.	Mon., Tues., Wed.	\$86.36

Ridge Career Center assists new and existing businesses by assessing their training needs, customizing curriculum and delivering expert training. Above short-term computer courses such as Microsoft Office 2007 (which includes Word, Excel, Outlook, Access and Powerpoint), Windows XP, Introduction to Personal Computers and QuickBooks can be offered in the evening and weekends as requested with a minimum of six (6) students.

^INCLUDES BOOK (Prices subject to change)

+INCLUDES FLASH DRIVE (Prices subject to change)

*INCLUDES BOOK & FLASH DRIVE (Prices subject to change)

Registration: Classes filled on a “first come / first serve” basis. Please call 863.419.3060 Ext. 4121 to sign-up for classes. Payment may be made the day of class with cash, check, Visa or MasterCard.

Refund Policy: No fees will be refunded if the student chooses to withdraw. Payments will be refunded by check for any class canceled by Ridge Career Center. *Classes may be canceled prior to the day of class due to insufficient enrollment.* NOTE: Refunds are processed through the School Board of Polk County District Office. Refund checks are mailed to you in approximately 30 – 45 days.