



Choctaw University

Technology Education Certificate

Class Schedule 2018

Class Time: 10am - 3pm (lunch 12pm - 1pm)

Title	Month	Time	Date	Location
Orientation	January	TBD	January 11th	Durant SOSU
Foundations of Windows	February	10am - 3pm	February 7th	Durant KTC
Microsoft Word Beginner	March	10am - 3pm	March 7th	Durant KTC
Microsoft Word Advanced	April	10am - 3pm	April 4th	Durant KTC
Microsoft Excel Beginner I and Beginner II	May	10am - 3pm	May 9th	Durant KTC
Microsoft Excel Intermediate	June	10am - 3pm	June 6th	Durant KTC
Microsoft Excel Advanced	July	10am - 12pm	July 11th	Durant KTC
Microsoft Excel Pivot Tables	July	1pm - 3pm	July 11th	Durant KTC
Microsoft PowerPoint	August	10am - 3pm	August 8th	Durant KTC
Microsoft Outlook	September	10am - 3pm	September 5th	Durant KTC
Office Intergretation	October	10am - 3pm	October 3rd	Durant KTC
Internet Applications	November	8am - 4pm	November 7th	Durant KTC
Choctaw University Graduation	December	8am - 4pm	December 11th	Durant