



**Choctaw University**

# **Technology Education Certificate**

## **Class Schedule 2018**

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

<b>Title</b>	<b>Month</b>	<b>Time</b>	<b>Date</b>	<b>Location</b>
Orientation	January	TBD	January 11th	Durant SOSU
Foundations of Windows	February	10am - 3pm	February 20th	McAlester KTC
Microsoft Word Beginner	March	10am - 3pm	March 13th	McAlester KTC
Microsoft Word Advanced	April	10am - 3pm	April 17th	McAlester KTC
Microsoft Excel Beginner I and Beginner II	May	10am - 3pm	May 22nd	McAlester KTC
Microsoft Excel Intermediate	June	10am - 3pm	June 19th	McAlester KTC
Microsoft Excel Advanced	July	10am - 12pm	July 17th	McAlester KTC
Microsoft Excel Pivot Tables	July	1pm - 3pm	July 17th	McAlester KTC
Microsoft PowerPoint	August	10am - 3pm	August 21st	McAlester KTC
Microsoft Outlook	September	10am - 3pm	September 11th	McAlester KTC
Office Intergration	October	10am - 3pm	October 16th	McAlester KTC
Internet Applications	November	10am - 3pm	November 20th	McAlester KTC
Choctaw University Graduation	December	8am - 4pm	December 11th	Durant