

# Work-force training comes to Anchor Bay.

This fall gain valuable skills with training seminars offered at Anchor Bay High School in Ira Township.

CLASS	TITLE	DAY	TIME	DATE	COST
<b>INFORMATION TECHNOLOGY</b>					
ZPIT 080 A1	Making File Management Easy with Windows Explorer	TH	6 to 8 p.m.	Nov. 8	\$49
ZIPT 100 A1	Word - Level I	M	6 to 9 p.m.	Nov. 5 and 12	\$135
ZPIT 104 A1	Word 2003 - Mail Merge - Form Letters & Labels	T	6 to 9 p.m.	Nov. 27	\$59
ZPIT 120 A1	Excel - Level I	M	6 to 9 p.m.	Nov. 19 and 26	\$135
ZPIT 121 A1	Excel - Level II	MW	6 to 9 p.m.	Dec. 3 and 5	\$135
ZPIT 122 A1	Excel - Level III	TTH	6 to 9 p.m.	Dec. 11 and 13	\$135
ZPIT 125 A1	Excel - Formulas & Functions	M	6 to 9 p.m.	Oct. 15	\$59
ZPIT 250 A1	QuickBooks - Level I	W	6 to 9 p.m.	Nov. 7 and 14	\$159
ZPIT 251 A1	QuickBooks - Level II	W	6 to 9 p.m.	Nov. 28	\$125

## EMPLOYEES AND EMPLOYERS

- Gain job skills fast
- Advance your career
- Build a better work force

# REGISTER NOW

Training for more  
than 100 occupations  
also is offered on the  
Port Huron campus and online.

## WORKFORCE TRAINING INSTITUTE

# St. Clair County Community College

[WWW.SC4.EDU/TRAINING](http://WWW.SC4.EDU/TRAINING)

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