



**MARION**  
TECHNICAL COLLEGE

**Professional  
Development**



# **BUSINESS & COMPUTER COURSES**

Our one-month, short-term courses are designed for your professional development.

Classes starting January 23rd **2019**

Registration open **now**! Don't delay, spots are filling up fast!



## Microsoft Beginner Excel 2016

Learn how to create and format spreadsheets like a professional using formulas, charts, and graphics. 5 weeks

- Class Days: Wednesday
- Class Date Starts: 1/23/19
- Instructor: Angers
- 5:30 p.m. - 8:30 p.m.    \$87.00

## Beginner Quickbooks 2015

Learn about this very popular program for home and small business bookkeeping. Let Quickbooks perform the accounting functions you need! 5 weeks

- Class Days: Thursday
- Class Date Starts: 1/24/19
- Instructor: West
- 5:30 p.m. - 8:30 p.m.    \$87.00

## Basic Computer Training

Learn about basic computer skills, email, web searching, file management and more!

5 weeks

- Class Days: Monday
- Class Date Starts: 1/28/19
- Instructor: Florio
- 5:30 p.m. - 8:30 p.m.    \$87.00

For more information contact: Kim Burt  
Kim.Burt@marion.k12.fl.us  
1014 SW 7th Road, Ocala, FL 34471  
352-671-7200 • mariontc.edu

