LEARN ABOUT TOPICS
THAT MATTER TO YOU.

Introducing DeVry University’s Professional
Development Workshop Series for Adult Learners

Join us for these exciting workshops and learn how to enhance your technology and business skills. No academic credit is provided. A $20 space saver fee is required and refunded upon attendance. Application applies only to the workshop sessions, and does not relate to the DeVry University enrollment application.

Fundamentals of Tax Preparation
Wednesday, January 13, 2010 - 6:00 PM to 9:00 PM
• Learn basic concepts of Federal Income Tax preparation
• Develop tax planning skills
• Use tax planning and preparation software

Application and payment deadline January 6, 2010

Troubleshoot Your Computer
Saturday, February 6, 2010 - 10:00 AM to 1:00 PM
• Understanding basic troubleshooting skills
• Installing and removing software
• Basic networking techniques
• Detect and remove viruses
• Maintaining your systems for trouble prevention

Application and payment deadline January 29, 2010

Getting to Know Microsoft Word Better
Saturday, March 6, 2010 - 10:00 AM to 1:00 PM
• Make screen viewing adjustments
• Learn fancy formatting and styles
• Explore using the “toolbox”
• Work with automatic features
• Change word documents into web pages

Application and payment deadline February 26, 2010

Upcoming Workshops
• Safety Techniques in Using the Internet
• Creating Spreadsheets with Excel
• Discovering Access

All workshops held at the
Chicago Campus
3300 N. Campbell Ave., Chicago, IL 60618

To reserve a spot or for more information, contact
Karin Kushino at 773.697.2002 or kkushino@devry.edu.