



Date Day
Desktop Applications

Database

Access 2007 – Level 1 / \$500**
May 24,25 Thu,Fri

Access 2007 – Level 2 / \$250
May 15 Tue
Jun 14 Thu

Access 2007 – Level 3 / \$250
May 22 Tue
Jul 6 Fri

Access 2010 – Level 1 / \$500**
May 30,Jun 6 Wed,Wed

Access 2010 – Level 2 / \$250
Jun 22 Fri

Access 2010 – Level 3 / \$250

Desktop Presentation

PowerPoint 2007 – Level 1 / \$250
Jul 3 Tue

PowerPoint 2007 – Level 2 / \$250
Jul 17 Tue

PowerPoint 2010 – Level 1 / \$250
May 22 Tue

PowerPoint 2010 – Level 2 / \$250
May 29 Tue

Desktop Publishing

Publisher 2007 – Level 1 / \$250
Jul 9 Mon

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Operating System

Windows 7 Level 1 / \$250

Windows 7 Level 2 / \$250

Personal Efficiency / Collaboration

Outlook 2007 – Level 1 / \$250
Jul 9 Mon

Outlook 2007 – Level 2 / \$250
Jul 23 Mon

Outlook 2010 – Level 1 / \$250
Jul 20 Fri

Outlook 2010 – Level 2 / \$250
Jul 27 Fri

Introduction to the Web / \$250
May 17 Thu
Jul 17 Tue

SharePoint Services 3.0 Basic / \$350

SharePoint Services 3.0 Advanced / \$350

Project Management

Proj Mgt Fundamentals / \$250
Jun 13 Wed

Project 2007 – Level 1 / \$250
Jun 12 Tue

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Project 2007 – Level 2 / \$250

May 21 Mon
Jun 26 Tue

Project 2010 – Level 1 / \$250

Jun 1 Fri
Jul 2 Mon

Project 2010 – Level 2 / \$250

Jul 16 Mon

Spreadsheet

Excel 2007 – Level 1 / \$250

Jul 2 Mon

Excel 2007 – Level 2 / \$250

Jun 5 Tue
Jul 16 Mon

Excel 2007 – Level 3 / \$250

May 14 Mon
Jun 19 Tue
Jul 30 Mon

Excel 2010 – Level 1 / \$250

Jun 15 Fri

Excel 2010 – Level 2 / \$250

May 21 Mon
Jun 29 Fri

Excel 2010 – Level 3 / \$250

Jun 4 Mon
Jul 13 Fri



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Word Processing

Word 2007 - Level 1 / \$250
Jun 7 Thu

Word 2007 - Level 2 / \$250
Jun 21 Thu

Word 2007 - Level 3 / \$250
May 11 Fri
Jul 5 Thu

Word 2010 - Level 1 / \$250
Jun 8 Fri

Word 2010 - Level 2 / \$250
Jun 26 Tue

Word 2010 - Level 3 / \$250
May 18 Fri
Jul 11 Wed

Office Graphics

Visio 2007 – Level 1 / \$250
Jun 11 Mon

Visio 2007 – Level 2 / \$250
Jun 18 Mon

Programming

VBA for Excel 2007 / \$1050

HTML – Level 1 / \$250

HTML – Level 2 / \$250

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Reporting

Crystal Reports XI – Level 1 / \$400

Crystal Reports XI – Level 2 / \$400

Microsoft Office Upgrade Classes

We offer ½-day overview classes introducing students to the key differences between Office 2003/Office 2007/Office 2010 applications.

**Excel 2003 to Excel 2007 OR
Excel 2003 to Excel 2010
/ \$125**

**PowerPoint 2003 to PowerPoint 2007 OR
PowerPoint 2003 to PowerPoint 2010
/ \$125**

**Word 2003 to Word 2007 OR
Word 2003 to Word 2010
/ \$125**

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