



PC Applications Schedule

Day Classes: 9:00 am-4:00 pm

WINDOWS OPERATING SYSTEMS							
Price	Nov	Dec	Jan	Feb	Mar	Apr	
Microsoft Windows XP: Level 1	\$219	4	6		1		
Microsoft Windows XP: Level 2	\$219		4		1		5
Microsoft Windows 7: Level 1	\$219		1		4		1
Microsoft Windows 7: Level 2	\$219			4		3	
Microsoft Windows 7: New Features	\$219			2		5	2
WORD PROCESSING							
Price	Nov	Dec	Jan	Feb	Mar	Apr	
Word 2003: Level 1 - Basic Business Document Concepts	\$219	5		12		9	
Word 2003: Level 2 - Lists, Tables, Charts, Graphics & Mail Merge	\$219	17		28		18	
Word 2003: Level 3 - Long Documents, Forms, & Web Pages	\$229		8		12		7
Word 2007: Level 1 - Basic Business Document Concepts	\$219	19		20		22	
Word 2007: Level 2 - Lists, Tables, Charts, Graphics, & Mail Merge	\$219		15		17		9
Word 2007: Level 3 - Long Documents, Forms, & Web Pages	\$229		29		26		22
SPREADSHEETS							
Price	Nov	Dec	Jan	Feb	Mar	Apr	
Excel 2003: Level 1 - Worksheet Essentials	\$219	3	3	5	2	4	6
Excel 2003: Level 2 - Charts, Advanced Formulas & Data Filtering	\$219	12	17	14	11	16	15
Excel 2003: Level 3 - Pivot Tables, Auditing Worksheets & More	\$229	24	22	26	23	30	27
Excel 2003: Power User	\$229			27			30
Excel 2003: VBA Programming	\$459	23-24			25-26		
Maximizing PivotTables in Excel 2003	\$229		11			31	
Useful Excel Formulas and Functions	\$229				1		
Amazing Macros in Excel 2003	\$229			8			16
Essential Shortcuts in Excel 2003	\$229		4				
Excel 2007: Level 1 - Worksheet Essentials	\$219	12	11	6	18	25	8
Excel 2007: Level 2 - Charts, Advanced Formulas & Data Filtering	\$219		28	15	25		19
Excel 2007: Level 3 - Pivot Tables, Auditing Worksheets & More	\$229	19		19		26	
Excel 2007: Power User	\$229	13					
DATABASES							
Price	Nov	Dec	Jan	Feb	Mar	Apr	
Access 2003: Level 1 - Managing Data, Table Relationships & Reports	\$219		7		4		1
Access 2003: Level 2 - Controlling Data, Queries & Customized Reports	\$219		16		16		20
Access 2003: Level 3 - Advanced Queries, Macros & Forms	\$229	10		7		11	
Access 2003: Level 4 - Importing/Exporting, VBA, PivotTable/PivotChart	\$249	30		25		24	
Access 2003: Application Development	\$249		29		10		14
Access 2003: VBA Programming - Control Structures, ActiveX & Debugging	\$249		30		24		23
Access 2007: Level 1 - Managing Data, Table Relationships & Reports	\$219	17		19		10	
Access 2007: Level 2 - Controlling Data, Queries & Customized Reports	\$219	25		29		22	
Access 2007: Level 3 - Advanced Queries, Macros & Forms	\$229		10		5		16
Access 2007: Level 4 - Importing/Exporting, VBA, PivotTable/PivotChart	\$249		21		19		29
Access 2007: Application Development	\$249		22				30

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PROJECT MANAGEMENT & DIAGRAM PLANNING							
	Price	Nov	Dec	Jan	Feb	Mar	Apr
Project 2003: Level 1 - Organize Tasks, Create & Assign Resources	\$249		14		10		5
Project 2003: Level 2 - Share Project Information & Customize Reports	\$249	6		8		5	
Project 2007: Level 1 - Organize Tasks, Create & Assign Resources	\$249	20		7		19	
Project 2007: Level 2 - Share Project Information & Customize Reports	\$249		11		8		12
Visio 2003 Level 1 - Drawing Tools, Basic Diagrams & Working with Pages	\$249		18		22		21
Visio 2003 Level 2 - Custom Shapes, Advanced Techniques & Sharing Work	\$249	16		15		8	
PRESENTATIONS							
	Price	Nov	Dec	Jan	Feb	Mar	Apr
PowerPoint 2003: Level 1 - Creating & Modifying Presentations	\$219	13		13		23	
PowerPoint 2003: Level 2 - Organizational Charts, Web Presentations	\$219		9		9		26
PowerPoint 2003: Sales Presentations	\$229				22		2
PowerPoint 2007: Level 1 - Creating & Modifying Presentations	\$219		22		17		13
PowerPoint 2007: Level 2 - Organizational Charts, Web Presentations	\$219	18		21		15	
PowerPoint 2007: Sales Presentations	\$229			6			14
CONTACT MANAGEMENT & EMAIL							
	Price	Nov	Dec	Jan	Feb	Mar	Apr
Outlook 2003: Level 1 - Email, Calendar & Contact Basics	\$219	10		11		29	
Outlook 2003: Level 2 - Track, Share & Assign Outlook Items	\$219		10		3		22
Outlook 2003: Level 3 - Create Forms, Advanced Filters, Work On & Off Line	\$229		18		16		
Outlook 2007: Level 1 - Email, Calendar & Contact Basics	\$219		14		18		28
Outlook 2007: Level 2 - Track, Share & Assign Outlook Items	\$219	13		4		12	
Outlook 2007: Level 3 - Create Forms, Advanced Filters, Work On & Off Line	\$229	30		22		29	
MICROSOFT OFFICE INTEGRATION							
	Price	Nov	Dec	Jan	Feb	Mar	Apr
Microsoft Office 2003 Integration	\$229					17	
Microsoft Office 2007 Integration	\$229						14
OFFICE 2007 NEW FEATURES							
	Price	Nov	Dec	Jan	Feb	Mar	Apr
Word 2007: New Features (9:00 am - 12:00 pm)	\$119	9		5		23	
Excel 2007: New Features (1:00 pm - 4:00 pm)	\$119	9		5		23	
Access 2007: New Features (9:00 am - 12:00 pm)	\$119		21		19		28
PowerPoint 2007: New Features (1:00 pm - 4:00 pm)	\$119		21		19		28
Outlook 2007: New Features (9:00 am - 12:00 pm)	\$119			8		24	
Office 2007: New Features	\$229		10	28	10		
QUICKBOOKS							
	Price	Nov	Dec	Jan	Feb	Mar	Apr
QuickBooks 2009: Level 1	\$219	18					
QuickBooks 2009: Level 2	\$219		21				
EVENINGS COURSES - 5:00 PM - 8:00 PM							
	Price	Nov	Dec	Jan	Feb	Mar	Apr
QuickBooks 2009: Level 1 Overview	\$125						
QuickBooks 2009: Level 2 Overview	\$125						

Class is full: 