



# Applications Training

Fri: 2/19/2010

# The Learning Center

Technology Training Center .....

## Accounting

**Quickbooks 2008**  
 2/18-2/19 T-F 8:30a-4:30p  
 3/4-3/5 T-F 8:30a-4:30p B  
 3/18-3/19 T-F 8:30a-4:30p B  
 4/1-4/2 T-F 8:30a-4:30p B

## Classroom Program

**Employment Development**  
 2/10-2/11 W-T 8:30a-4:30p  
 3/10-3/11 W-T 8:30a-4:30p B  
 4/13-4/14 T-W 8:30a-4:30p B

**Bookkeeping & Accounting**  
 2/17 Wed 8:30a-4:30p  
 3/3 Wed 8:30a-4:30p B  
 3/17 Wed 8:30a-4:30p B  
 3/31 Wed 8:30a-4:30p B

## Crystal Reports

**Crystal Reports 11 Beginning**  
 3/17-3/18 W-T 8:30a-4:30p B

**Microsoft® Office Outlook 2007 II**  
 2/18 Thu 8:30a-4:30p  
 3/18 Thu 8:30a-4:30p B

**Microsoft® Office Outlook 2007 I**  
 2/12 Fri 8:30a-4:30p  
 2/26 Fri 8:30a-4:30p  
 3/12 Fri 8:30a-4:30p B  
 3/26 Fri 8:30a-4:30p B

## Graphics Design High End Applications

**Microsoft® Office Visio® 2007 Beginning**  
 2/9 Tue 8:30a-4:30p  
 3/9 Tue 8:30a-4:30p B

## Databases

**Microsoft® Office Access 2007 III - IV**  
 3/3-3/4 W-T 8:30a-4:30p B

**Microsoft® Office Access 2007 I**  
 3/1 Mon 8:30a-4:30p B  
 3/29 Mon 8:30a-4:30p B

**Microsoft® Office Access 2007 II**  
 3/2 Tue 8:30a-4:30p B  
 3/30 Tue 8:30a-4:30p B

## Labs

**Technical Lab**  
 2/24 Wed 8:00a-5:00p  
 2/25 Thu 8:00a-5:00p  
 3/9 Tue 1:00p-5:00p  
 3/12 Fri 1:00p-5:00p

## Operating Systems

**FREE Computer Training Class**  
 2/9 Tue 9:00a-4:00p  
 2/16 Tue 9:00a-4:00p  
 2/23 Tue 9:00a-4:00p

**Introduction to Computers**  
 2/8 Mon 8:30a-4:30p  
 2/22 Mon 8:30a-4:30p  
 3/8 Mon 8:30a-4:30p B  
 3/22 Mon 8:30a-4:30p B

**Microsoft® Windows® 7 - Introduction**  
 2/12 Fri 8:30a-4:30p  
 3/12 Fri 8:30a-4:30p B  
 5/7 Fri 8:30a-4:30p B  
 6/4 Fri 8:30a-4:30p B  
 7/2 Fri 8:30a-4:30p B

## Presentations

**Microsoft® Office PowerPoint® 2003 Beginning**  
 2/17 Wed 8:30a-4:30p

**Microsoft® Office PowerPoint 2007 III**  
 3/19 Fri 8:30a-4:30p B  
 5/14 Fri 8:30a-4:30p B

**Microsoft® Office PowerPoint 2007 I**  
 2/15 Mon 8:30a-4:30p  
 3/15 Mon 8:30a-4:30p B

**Microsoft® Office PowerPoint 2007 II**  
 2/16 Tue 8:30a-4:30p  
 3/16 Tue 8:30a-4:30p B

## Project Management

**Microsoft® Office Project 2007 Beginning**  
 2/22 Mon 8:30a-4:30p  
 3/22 Mon 8:30a-4:30p B

**Microsoft® Office Project 2007 Intermediate**  
 2/23 Tue 8:30a-4:30p  
 3/23 Tue 8:30a-4:30p B

**Microsoft® Office Project 2007 Advanced**  
 2/24 Wed 8:30a-4:30p  
 3/24 Wed 8:30a-4:30p B

## SpreadSheets

**Microsoft® Office Excel® Macros**  
 2/8 Mon 8:30a-4:30p  
 3/8 Mon 8:30a-4:30p B  
 4/12 Mon 8:30a-4:30p B  
 5/4 Tue 8:30a-4:30p B  
 6/3 Thu 8:30a-4:30p B

**Microsoft® Office Excel® 2003 Beginning**  
 3/1 Mon 8:30a-4:30p  
 4/5 Mon 8:30a-4:30p B  
 4/27 Tue 8:30a-4:30p B  
 5/19 Wed 8:30a-4:30p B

**Microsoft® Office Excel® 2003 Intermediate**  
 3/2 Tue 8:30a-4:30p  
 4/6 Tue 8:30a-4:30p B  
 4/28 Wed 8:30a-4:30p B  
 5/20 Thu 8:30a-4:30p B

**Microsoft® Office Excel® 2003 Advanced**  
 3/4 Thu 8:30a-4:30p  
 4/7 Wed 8:30a-4:30p B  
 4/29 Thu 8:30a-4:30p B  
 5/21 Fri 8:30a-4:30p B

**Microsoft® Office Excel 2007 III**  
 3/5 Fri 8:30a-4:30p B  
 4/2 Fri 8:30a-4:30p B

**Microsoft® Office Excel 2007 I**  
 2/11 Thu 8:30a-4:30p  
 2/15 Mon 8:30a-4:30p  
 2/25 Thu 8:30a-4:30p  
 3/1 Mon 8:30a-4:30p B  
 3/11 Thu 8:30a-4:30p B  
 3/15 Mon 8:30a-4:30p  
 3/25 Thu 8:30a-4:30p B  
 3/29 Mon 8:30a-4:30p B

**Microsoft® Office Excel 2007 II**  
 2/16 Tue 8:30a-4:30p  
 3/2 Tue 8:30a-4:30p B  
 3/16 Tue 8:30a-4:30p B  
 3/30 Tue 8:30a-4:30p B

## Word Processing

**Microsoft® Office Word 2003 Beginning**  
 2/17 Wed 8:30a-4:30p  
 3/5 Fri 8:30a-4:30p  
 4/13 Tue 8:30a-4:30p B  
 5/3 Mon 8:30a-4:30p B  
 6/8 Tue 8:30a-4:30p B

**Microsoft® Office Word 2003 Intermediate**  
 2/18 Thu 8:30a-4:30p  
 3/8 Mon 8:30a-4:30p  
 4/14 Wed 8:30a-4:30p B  
 5/4 Tue 8:30a-4:30p B  
 6/9 Wed 8:30a-4:30p B

**Microsoft® Office Word 2003 Advanced**  
 2/22 Mon 8:30a-4:30p  
 4/16 Fri 8:30a-4:30p B  
 5/5 Wed 8:30a-4:30p B  
 6/10 Thu 8:30a-4:30p B

**Microsoft® Office Word 2007 III**  
 3/25 Thu 8:30a-4:30p B

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**Microsoft® Office Word**

**2007 I**

2/9 Tue 8:30a-4:30p  
2/23 Tue 8:30a-4:30p  
3/9 Tue 8:30a-4:30p **B**  
3/23 Tue 8:30a-4:30p **B**

**Microsoft® Office Word**

**2007 II**

2/10 Wed 8:30a-4:30p  
2/24 Wed 8:30a-4:30p  
3/10 Wed 8:30a-4:30p **B**  
3/24 Wed 8:30a-4:30p **B**

**Microsoft® Office Word**

**2007 IV**

3/26 Fri 8:30a-4:30p **B**  
4/23 Fri 8:30a-4:30p **B**  
5/21 Fri 8:30a-4:30p **B**

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