



Applications Training

Wed: 11/18/2009

The Learning Center

Technology Training Center

Classroom Program

Microsoft Office Suite 2007 Bootcamp - Henderson
12/7-12/11 M-F 8:30a-4:30p

Crystal Reports

Crystal Reports 11 Advanced
12/3-12/4 T-F 8:30a-4:30p
Crystal Reports 11 Beginning
11/16-11/17 M-T 8:30a-4:30p

Databases

Microsoft® Office Access 2007 Beginning
12/14 Mon 8:30a-4:30p
Microsoft® Office Access 2007 Intermediate
12/15 Tue 8:30a-4:30p
Microsoft® Office Access 2007 Advanced
12/16-12/17 W-T 8:30a-4:30p

Desktop Publishing

Microsoft® Office Publisher 2007 Beginning
11/24 Tue 8:30a-4:30p

E-Mail/Client Management

Microsoft® Office Outlook® 2007 Intermediate
11/20 Fri 8:30a-4:30p

Modules

C - Intro to Computers
11/9 Mon 8:30a-4:30p
11/30 Mon 8:30a-4:30p
12/14 Mon 8:30a-4:30p
C - Project Beg
11/6 Fri 8:30a-4:30p
11/20 Fri 8:30a-4:30p
12/11 Fri 8:30a-4:30p

C - Excel Beg
11/12 Thu 8:30a-4:30p
11/16 Mon 8:30a-4:30p
12/3 Thu 8:30a-4:30p
12/7 Mon 8:30a-4:30p
12/17 Thu 8:30a-4:30p

C - Excel Int
11/17 Tue 8:30a-4:30p
12/8 Tue 8:30a-4:30p

C - Quickbooks
11/18-11/19 W-T 8:30a-4:30p
12/9-12/10 W-T 8:30a-4:30p

C - Word Beg
11/10 Tue 8:30a-4:30p
12/1 Tue 8:30a-4:30p
12/15 Tue 8:30a-4:30p

C - Word Int
11/11 Wed 8:30a-4:30p
12/2 Wed 8:30a-4:30p
12/16 Wed 8:30a-4:30p

C - Outlook Beg
11/13 Fri 8:30a-4:30p
12/4 Fri 8:30a-4:30p
12/18 Fri 8:30a-4:30p

Presentations

Microsoft® Office PowerPoint® 2007 Beginning
11/23 Mon 8:30a-4:30p
12/9 Wed 8:30a-4:30p

Microsoft® Office PowerPoint® 2007 Intermediate
11/24 Tue 8:30a-4:30p
12/10 Thu 8:30a-4:30p

Microsoft® Office PowerPoint® 2007 Advanced
11/25 Wed 8:30a-4:30p

Project Management

Microsoft® Office Project 2007 Beginning
11/23 Mon 8:30a-4:30p
Microsoft® Office Project 2007 Intermediate
11/24 Tue 8:30a-4:30p

Microsoft® Office Project 2007 Advanced
11/25 Wed 8:30a-4:30p

SpreadSheets

Microsoft® Office Excel® 2007 Intermediate
11/5 Thu 8:30a-4:30p
12/9 Wed 8:30a-4:30p

Microsoft® Office Excel® 2007 Advanced
11/6 Fri 8:30a-4:30p
12/10 Thu 8:30a-4:30p

Microsoft® Office Excel® Macros
11/9 Mon 8:30a-4:30p

Word Processing

Microsoft® Office Word 2007 Advanced
11/13 Fri 8:30a-4:30p
12/18 Fri 8:30a-4:30p

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