

Title	Day(s)	Start	End	Time	Hrs	Fee
ADOBE ACROBAT PROFESSIONAL						
CALL TO SCHEDULE						
CRYSTAL REPORTS 2011 (NEW!)						
Crystal Reports 2011 - Introduction (NEW!)	Thur - Fri	02/09/2012	02/10/2012	9am-4pm	12	\$600
Crystal Reports 2011 - Introduction (NEW!)	Thursday	03/01/2012	03/02/2012	9am-4pm	12	\$600
Crystal Reports 2011 - Introduction (NEW!) [RESCHEDULE]	Thur - Fri	06/21/2012	06/22/2012	9am-4pm	12	\$600
Crystal Reports 2011 - Advanced (NEW!)	Thur - Fri	05/03/2012	05/04/2012	9am-4pm	12	\$600
MICROSOFT ACCESS 2010						
Access 2010 - Creating Databases	Thur - Fri	02/23/2012	02/24/2012	9am-4pm	12	\$310
Access 2010 - Creating Databases	Thur - Fri	04/19/2012	04/20/2012	9am-4pm	12	\$310
Access 2010 - Advanced Database	Thur - Fri	03/15/2012	03/16/2012	9am-4pm	12	\$350
Access 2010 - Advanced Database	Thur - Fri	06/20/2012	06/21/2012	9am-4pm	12	\$350
Access 2010 - Exam Prep 77-885	Thur - Fri	02/23/2012	03/29/2012	9am-4pm	30	\$1,025
MICROSOFT EXCEL 2010						
Excel 2010 - Introduction	Friday	01/20/2012	01/20/2012	9am-4pm	6	\$200
Excel 2010 - Introduction	Friday	04/13/2012	04/13/2012	9am-4pm	6	\$200
Excel 2010 - Introduction	Tuesday	05/22/2012	05/22/2012	9am-4pm	6	\$200
Excel 2010 - Intermediate	Friday	02/03/2012	02/03/2012	9am-4pm	6	\$200
Excel 2010 - Intermediate	Friday	04/27/2012	04/27/2012	9am-4pm	6	\$200
Excel 2010 - Advanced	Friday	02/17/2012	02/17/2012	9am-4pm	6	\$200
Excel 2010 - Advanced	Friday	05/11/2012	05/11/2012	9am-4pm	6	\$200
Excel 2010 - Collaboration & Macros	Friday	03/09/2012	03/09/2012	9am-4pm	6	\$200
Excel 2010 - Collaboration & Macros	Friday	06/01/2012	06/01/2012	9am-4pm	6	\$200
Excel 2010 - Exam Prep 77-888	Friday	01/20/2012	03/30/2012	9am-4pm	30	\$1,025
Excel 2010 - Exam Prep 77-888	Friday	04/13/2012	06/15/2012	9am-4pm	30	\$1,025
MICROSOFT OFFICE 2010						
Office 2010 - New Features	Tuesday	06/12/2012	06/12/2012	9am-4pm	6	\$200
Office 2010 - New Features	Wednesday	01/18/2012	01/18/2012	9am-4pm	6	\$200
Office 2010 - New Features	Tuesday	04/17/2012	04/17/2012	9am-4pm	6	\$200
MICROSOFT POWERPOINT 2010						
PowerPoint 2010 - Introduction	Tuesday	02/21/2012	02/21/2012	9am-4pm	6	\$200
PowerPoint 2010 - Introduction	Tuesday	05/08/2012	05/08/2012	9am-4pm	6	\$200
PowerPoint 2010 - Advanced	Tuesday	03/06/2012	03/06/2012	9am-4pm	6	\$200
PowerPoint 2010 - Exam Prep 77-883	Tuesday	02/21/2012	04/03/2012	9am-4pm	18	\$625
MICROSOFT WORD 2010						
Word 2010 - Introduction	Tuesday	01/31/2012	01/31/2012	9am-4pm	6	\$200
Word 2010 - Introduction	Tuesday	04/10/2012	04/10/2012	9am-4pm	6	\$200
Word 2010 - Intermediate	Tuesday	02/14/2012	02/14/2012	9am-4pm	6	\$200
Word 2010 - Intermediate	Tuesday	04/24/2012	04/24/2012	9am-4pm	6	\$200
Word 2010 - Advanced	Tuesday	02/28/2012	02/28/2012	9am-4pm	6	\$200
Word 2010 - Automation	Tuesday	03/13/2012	03/13/2012	9am-4pm	6	\$200
Word 2010 - Exam Prep 77-887	Tuesday	01/31/2012	03/27/2012	9am-4pm	30	\$1,025
PROJECT MANAGEMENT FUNDAMENTALS						
Project Management Fundamentals	Tuesday	01/24/2012	01/24/2012	9am-4pm	6	\$200
Project Management Fundamentals	Tuesday	03/20/2012	03/20/2012	9am-4pm	6	\$200
Project Management Fundamentals	Tuesday	05/15/2012	05/15/2012	9am-4pm	6	\$200
MICROSOFT PROJECT 2010						
Project Management Using Microsoft Project 2010	Wed - Fri	01/25/2012	01/27/2012	9am-4pm	18	\$595
Project Management Using Microsoft Project 2010	Wed - Fri	05/16/2012	05/18/2012	9am-4pm	18	\$595
Project Management Using Microsoft Project 2010	Wed - Fri	03/21/2012	03/23/2012	9am-4pm	18	\$595
MICROSOFT VISIO 2010						
CALL TO SCHEDULE						
MICROSOFT WINDOWS VISTA or WINDOWS 7						
CALL TO SCHEDULE						
QUICKBOOKS						
QuickBooks Pro/Premier/Enterprise - Introduction	Friday	01/27/2012	01/27/2012	9am-4pm	6	\$275
QuickBooks Pro/Premier/Enterprise - Introduction	Friday	02/17/2012	02/17/2012	9am-4pm	6	\$275
QuickBooks Pro/Premier/Enterprise - Introduction [new date]	Friday	06/22/2012	06/22/2012	9am-4pm	6	\$275
QuickBooks Pro/Premier/Enterprise - Advanced	Friday	03/02/2012	03/02/2012	9am-4pm	6	\$275
QuickBooks Pro/Premier/Enterprise - Advanced	Friday	06/08/2012	06/08/2012	9am-4pm	6	\$275
Basic Bookkeeping Certificate Using QuickBooks	Friday	04/20/2012	05/18/2012	8:30am-4:30pm	35	\$1,050

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JANUARY 2012						
Office 2010 - New Features	Wednesday	01/18/2012	01/18/2012	9am-4pm	6	\$200
Excel 2010 - Exam Prep 77-888	Friday	01/20/2012	03/30/2012	9am-4pm	30	\$1,025
Excel 2010 - Introduction	Friday	01/20/2012	01/20/2012	9am-4pm	6	\$200
Project Management Fundamentals	Tuesday	01/24/2012	01/24/2012	9am-4pm	6	\$200
Project Management Using Microsoft Project 2010	Wed - Fri	01/25/2012	01/27/2012	9am-4pm	18	\$595
QuickBooks Pro/Premier/Enterprise - Introduction	Friday	01/27/2012	01/27/2012	9am-4pm	6	\$275
Word 2010 - Exam Prep 77-887	Tuesday	01/31/2012	03/27/2012	9am-4pm	30	\$1,025
Word 2010 - Introduction	Tuesday	01/31/2012	01/31/2012	9am-4pm	6	\$200
FEBRUARY 2012						
Excel 2010 - Intermediate	Friday	02/03/2012	02/03/2012	9am-4pm	6	\$200
Crystal Reports 2011 - Introduction (NEW!)	Thur - Fri	02/09/2012	02/10/2012	9am-4pm	12	\$600
Word 2010 - Intermediate	Tuesday	02/14/2012	02/14/2012	9am-4pm	6	\$200
Excel 2010 - Advanced	Friday	02/17/2012	02/17/2012	9am-4pm	6	\$200
QuickBooks Pro/Premier/Enterprise - Introduction	Friday	02/17/2012	02/17/2012	9am-4pm	6	\$275
PowerPoint 2010 - Exam Prep 77-883	Tuesday	02/21/2012	04/03/2012	9am-4pm	18	\$625
PowerPoint 2010 - Introduction	Tuesday	02/21/2012	02/21/2012	9am-4pm	6	\$200
Access 2010 - Exam Prep 77-885	Thur - Fri	02/23/2012	03/29/2012	9am-4pm	30	\$1,025
Access 2010 - Creating Databases	Thur - Fri	02/23/2012	02/24/2012	9am-4pm	12	\$310
Word 2010 - Advanced	Tuesday	02/28/2012	02/28/2012	9am-4pm	6	\$200
MARCH 2012						
Crystal Reports 2011 - Introduction (NEW!)	Thursday	03/01/2012	03/02/2012	9am-4pm	12	\$600
QuickBooks Pro/Premier/Enterprise - Advanced	Friday	03/02/2012	03/02/2012	9am-4pm	6	\$275
PowerPoint 2010 - Advanced	Tuesday	03/06/2012	03/06/2012	9am-4pm	6	\$200
Excel 2010 - Collaboration & Macros	Friday	03/09/2012	03/09/2012	9am-4pm	6	\$200
Word 2010 - Automation	Tuesday	03/13/2012	03/13/2012	9am-4pm	6	\$200
Access 2010 - Advanced Database	Thur - Fri	03/15/2012	03/16/2012	9am-4pm	12	\$350
Project Management Fundamentals	Tuesday	03/20/2012	03/20/2012	9am-4pm	6	\$200
Project Management Using Microsoft Project 2011	Wed - Fri	03/21/2012	03/23/2012	9am-4pm	18	\$595
APRIL 2012						
Word 2010 - Introduction	Tuesday	04/10/2012	04/10/2012	9am-4pm	6	\$200
Excel 2010 - Exam Prep 77-888	Friday	04/13/2012	06/15/2012	9am-4pm	30	\$1,025
Excel 2010 - Introduction	Friday	04/13/2012	04/13/2012	9am-4pm	6	\$200
Office 2010 - New Features	Tuesday	04/17/2012	04/17/2012	9am-4pm	6	\$200
Access 2010 - Creating Databases	Thur - Fri	04/19/2012	04/20/2012	9am-4pm	12	\$310
Basic Bookkeeping Certificate Using QuickBooks	Friday	04/20/2012	05/18/2012	8:30am-4:30pm	35	\$1,050
QuickBooks Pro/Premier/Enterprise - Introduction	Friday	04/20/2012	04/20/2012	9am-4pm	6	\$275
Word 2010 - Intermediate	Tuesday	04/24/2012	04/24/2012	9am-4pm	6	\$200
Excel 2010 - Intermediate	Friday	04/27/2012	04/27/2012	9am-4pm	6	\$200
MAY 2012						
Crystal Reports 2011 - Advanced (NEW!)	Thur - Fri	05/03/2012	05/04/2012	9am-4pm	12	\$600
PowerPoint 2010 - Introduction	Tuesday	05/08/2012	05/08/2012	9am-4pm	6	\$200
Excel 2010 - Advanced	Friday	05/11/2012	05/11/2012	9am-4pm	6	\$200
Project Management Fundamentals	Tuesday	05/15/2012	05/15/2012	9am-4pm	6	\$200
Project Management Using Microsoft Project 2010	Wed - Fri	05/16/2012	05/18/2012	9am-4pm	18	\$595
Excel 2010 - Introduction	Tuesday	05/22/2012	05/22/2012	9am-4pm	6	\$200
JUNE 2012						
Excel 2010 - Collaboration & Macros	Friday	06/01/2012	06/01/2012	9am-4pm	6	\$200
QuickBooks Pro/Premier/Enterprise - Advanced	Friday	06/08/2012	06/08/2012	9am-4pm	6	\$275
Office 2010 - New Features	Tuesday	06/12/2012	06/12/2012	9am-4pm	6	\$200
Crystal Reports 2011 - Introduction (NEW!) [RESCHEDULE]	Thur - Fri	06/21/2012	06/22/2012	9am-4pm	12	\$600
QuickBooks Pro/Premier/Enterprise - Introduction [new date]	Friday	06/22/2012	06/01/2012	9am-4pm	6	\$275
Access 2010 - Advanced Database	Wed - Thu	06/20/2021	06/21/2012	9am-4pm	12	\$350