

COMMONWEALTH COMPUTER TRAINING 2012 Schedule—First Quarter

MICROSOFT OFFICE 2007 CLASSES				
One-day (6 hour) classes \$245	LEVEL	JAN	FEB	MAR
ACCESS	1	30		
	2	31		
	3			30
EXCEL	1	23	6	12
	2		17	
	3	6		
	4 (VBA)			
OUTLOOK	1	20		
	2			
POWERPOINT	1		29	
	2	27		23
PUBLISHER	1	3	3	
WORD	1	9		1
	2		1	9
	3	4		
INTRO TO WINDOWS 7		10	10	

MICROSOFT OFFICE 2010 CLASSES				
One-day (6 hour) classes \$245	LEVEL	JAN	FEB	MAR
ACCESS	1	16		27
	2		7	8
	3		27	
EXCEL	1	24	16	22
	2	12	23	
	3		28	15
	4 (VBA)			
OUTLOOK	1		24	
	2			
POWERPOINT	1		2	2
	2			7
PROJECT	1	5		28
PUBLISHER	1	13		
WORD	1	11		5
	2		20	29
	3			
OFFICE 2010 OVERVIEW		18		26

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Classes include a take-home manual, a Certificate of Completion, a 6-month free retake, and you can contact your instructor with questions. Several of our titles come with online access to your class. Ask us for details.

All classes 9 AM—4 PM with an hour lunch except the half-day classes.

Our schedule is flexible and subject to change. If you don't see the dates you need please contact us, we will do our best to work with your availability.

Office 2003 classes available upon request.

Ask us about custom designed training and our skill testing services!

NEW FEATURES CLASSES			
Half-day (3 hour) classes \$185	JAN	FEB	MAR
ACCESS 2010		21 pm	
EXCEL 2010		21 am	16 am
OUTLOOK 2010		13 pm	
POWERPOINT 2010		14 pm	16 pm
WORD 2010		14 am	
WINDOWS 7		13 am	
am: 9 AM—Noon pm: 1—4 PM			

SOFT SKILLS CLASSES			
Half-day (3.5 hour) classes \$195	JAN	FEB	MAR
COMMUNICATING ACROSS CULTURES			13 am
FRONTLINE LEADERSHIP			13 pm
MANAGING CONFLICT			21 am
am: 9 AM—Noon pm: 1—4 PM			
One-day (6 hour) classes \$255	JAN	FEB	MAR
ADVANCED INTERPERSONAL COMMUNICATION		9	
CHANGE MANAGEMENT		15	
DIVERSITY			6
FUNDAMENTALS OF COMMUNICATION	19		
MANAGERIAL LEADERSHIP			
MANAGING ORGANIZATIONAL GOALS		8	
PROBLEM SOLVING			
PROJECT TEAMS		22	
STRATEGIC DECISION MAKING			14

WEB DESIGN / PROGRAMMING CLASSES				
Two-day (12 hour) classes \$475	LEVEL	JAN	FEB	MAR
CRYSTAL REPORTS 2011	1			19-20
DREAMWEAVER CS5	1	25-26		
XHTML 1.0 TRANSITIONAL	1			
One-day (6 hour) classes \$250	LEVEL	JAN	FEB	MAR
DREAMWEAVER CS5	2			



JANUARY 2012				
Mo	Tu	We	Th	Fr
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

FEBRUARY 2012				
Mo	Tu	We	Th	Fr
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29		

MARCH 2012				
Mo	Tu	We	Th	Fr
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30