

# October 2010

**Free Seminar  
Oct 7**

## Commonwealth Computer Training

*A Division of Commonwealth Personnel Consultants, Inc.*  
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Patricia W. Haynes, C.P.C., *President/Owner*  
Rachel Sterling Stone, *Director of Operations, Microsoft Office Specialist Master Instructor*

### SOFT SKILLS CLASSES

**TBA** **Using Data to Communicate**  
One-day (6 hours) 9:00 AM—4:00 PM

**October 14** **What Good Managers Do: The First 100 Days**  
Half-day (3 hours) 9:00 AM—Noon

Contact Rachel Stone at 288-8331 for details.

Mon	Tue	Wed	Thu	Fri
QuickBooks Level 1 27	QuickBooks Level 2 28	Excel 2007 Level 3 29	PowerPoint 2007 Level 2 30	Word 2003 Level 1 1
Excel 2003 Level 2 4	Word 2007 Level 3 5	Word 2007 Level 1 6	Free Seminar Office 2010 New Features 7	Word 2003 Level 2 8
Publisher 2007 Level 1 11	PowerPoint 2003 Level 1 12	PowerPoint 2007 Level 1 13	14	Intro to Windows XP 15
Access 2003 Level 1 18	Excel 2003 Level 1 19	Excel 2007 Level 1 20	Access 2007 Level 1 21	Access 2007 Level 2 22
Outlook 2007 Level 1 25	Excel 2003 Level 2 26	Excel 2007 Level 2 27	Word 2007 Level 2 28	PowerPoint 2007 Level 2 29

Our schedule is flexible and subject to change. If you don't see the dates you need please contact us, we are happy to work with you!

## Courses Offered

- 2003, 2007 & 2010 Versions of Microsoft Access, Excel, PowerPoint, Word, Outlook, Publisher
- Introductory Windows and Keyboarding classes for beginners
- QuickBooks, Project, Illustrator, Crystal Reports and more.
- What's New Office 2007 & Office 2010: Word, Excel, PowerPoint, Access, and Outlook
- Soft skills in customer service, communicating, project management and more (contact us for the soft skills schedule).

## E-LEARNING

- Self-paced online learning
- Learn from your home, office or anyplace with an Internet connection
- Multiple levels and languages available

## Course Information

- 6-hour training courses cost \$215, and last from 9 AM to 4 PM with an hour break for lunch. Our 3-hour courses cost \$155 and last from 9 AM to Noon or 1:00 to 4:00 PM.
- 6-hour and 3-hour classes include a take-home training manual, a Certificate of Completion, and contact your instructor after your training with questions.
- Custom designed training available — contact us for a consultation.
- To register, contact us for a Registration Form, or visit our website at [www.commonwealthcomputertraining.com](http://www.commonwealthcomputertraining.com).
- Not sure which class is right for you? We offer free skill assessments to place you in the right class.
- Quantity discounts available.

