

# COMMONWEALTH COMPUTER TRAINING

## 2012 Schedule—Second Quarter

MICROSOFT OFFICE 2007 CLASSES				
One-day (6 hour) classes \$245	LEVEL	APR	MAY	JUN
ACCESS	1			
	2		21	
	3			1
EXCEL	1			18
	2			
	3	3		
	4 (VBA)			
OUTLOOK	1			
	2			
POWERPOINT	1	5		
	2			
PUBLISHER	1		4	
WORD	1			
	2		14	
	3			
INTRO TO WINDOWS 7			18	

NEW FEATURES CLASSES			
Half-day (3 hour) classes \$185	APR	MAY	JUN
ACCESS 2010			29 am
EXCEL 2010			29 pm
OUTLOOK 2010			8 pm
POWERPT 2010			22 am
WORD 2010			22 pm
WINDOWS 7			8 am
am: 9 AM—Noon    pm: 1—4 PM			

WEB DESIGN / PROGRAMMING CLASSES				
Two-day (12 hour) classes \$475	LEVEL	APR	MAY	JUN
XHTML 1.0 TRANSITIONAL	1	25-26		
One-day (6 hour) Classes \$295				
DREAMWEAVER CS5	2		10	
ILLUSTRATOR CS5	1	23		
INDESIGN CS5	1			5
PHOTOSHOP CS5	1		15	

MICROSOFT OFFICE 2010 CLASSES				
One-day (6 hour) classes \$245	LEVEL	APR	MAY	JUN
ACCESS	1		24	
	2	16		14
	3		22	
EXCEL	1	17	8	19
	2	12	30	26
	3		17	
	4 (VBA)	19		28
OUTLOOK	1		25	
POWERPOINT	1	2	11	20
	2	27		27
*half-day class	3*		2	
PROJECT	1			21
	2		9	
PUBLISHER	1	20		
WORD	1	11		4
	2	30	3	
	3		29	
OFFICE 2010 OVERVIEW			1	

SOFT SKILLS CLASSES				
Half-day (3.5 hour) classes \$195	APR	MAY	JUN	
COMMUNICATING ACROSS CULTURES				
FRONTLINE LEADERSHIP		3 am		
am: 9 AM—12:30 PM    pm: 1—4:30 PM				
One-day (6 hour) classes \$255				
DIVERSITY				
FUNDAMENTALS OF COMMUNICATION	4			11
GETTING RESULTS WITHOUT THE AUTHORITY				12
MANAGERIAL LEADERSHIP		7		
MANAGING ORGANIZATIONAL GOALS	24			
PROBLEM SOLVING				
TIME MANAGEMENT				25
USING DATA TO COMMUNICATE		23		

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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!



APRIL 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				

MAY 2012				
Mo	Tu	We	Th	Fr
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

JUNE 2012				
Mo	Tu	We	Th	Fr
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29