

# September 2010

Mon	Tue	Wed	Thu	Fri
30 Access 2007 Level 1	31 Access 2007 Level 2	1 Word 2010 Level 1	2 Excel 2010 Level 1	3 PowerPoint 2010 Level 1
6 LABOR DAY	7	8 Word 2007 Level 1	9 Word 2003 Level 1	0 Excel 2003 Level 1
13 Excel 2007 Level 1	14 Word 2007 Level 3	15 SharePoint 2010 Level 1	16 Excel 2007 Level 1	17 Excel 2003 Level 2
20 Word 2007 Level 2	21 Outlook 2007 Level 1	22 Excel 2007 Level 2	23 PowerPoint 2007 Level 1	24 Office 2010 New Features
27 QuickBooks Level 1	28 QuickBooks Level 2	29 Excel 2007 Level 3	30 PowerPoint 2007 Level 2	1 Word 2003 Level 1

## Commonwealth Computer Training

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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

**September 21 Fundamentals of Communication**  
One-day (6 hours) 9:00 AM—4:00 PM

**September 28 Effective Management**  
One-day (6 hours) 9:00 AM—4:00 PM

Contact Rachel Stone at 288-8331 for details.

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.