

**Outlook Level 3 (1-Day) \$199**

**Overview** - This course builds on students email and calendaring skills and will provide the skills needed to communicate in real time with other users, personalize mail, organize items, share and link contacts, create forms, and work offline and remotely. / **Prerequisites** - Win XP (New Version) - Level 1 & Level 2, Word 2003 - Level 1, Outlook 2003 - Level 1 & Level 2

**PowerPoint Level 1 (1-Day) \$199**

**Overview** - In this course, students will create effective basic PowerPoint presentations for delivery in front of an audience. / **Prerequisites** - Windows XP (New Version) - Level 1 & Level 2

**PowerPoint Level 2 (1-Day) \$199**

**Overview** - Students will enhance presentations with features that will transform basic presentations into those with a powerful means of communication. / **Prerequisites** - Windows XP (New Version) - Level 1 & Level 2

**Word Level 1 (1-Day) \$199**

**Overview** - (1st Look Edition - Beta Only) Students will create, edit, and enhance standard business documents using MS Office Word 2003. / **Prerequisites** - Win XP (New Version) - Level 1 & 2 / **Next Steps** - Word 2003 - Level 2

**Word Level 2 (1-Day) \$199**

**Overview** - In this course, students increase the complexity of their Microsoft Office Word 2003 documents by adding components such as customized lists, tables, charts, and graphics. They also create personalized Microsoft Office Word 2003 efficiency tools. / **Prerequisites** - Word 2003 - Level 1 / **Next Steps** - Word 2003 - Level 3

**Word Level 3 (1-Day) \$199**

**Overview** - Students will learn how to use Word to create, manage, revise, and distribute long documents, forms, and Web pages. / **Prerequisites** - Word 2003 - Level 1 & 2



**Contact Management**

**ACT! 2000 Level 1 (1-Day) \$199**

**Overview** - Students will learn the fundamentals of contact management using ACT! 2000. / **Next Steps** - ACT! 2000 - Level 2

**ACT! 2000 Level 2 (1-Day) \$199**

**Overview** - Students will learn the advanced features of contact mgmt. / **Prerequisites** - ACT! 2000 - Level 1

**ACT! 2005 - Level 1 (1-Day) \$199**

**Overview** - This course will introduce students to the basics of ACT! 2005. / **Prerequisites** - Windows 2000 - Level 1, Win XP (New Version) - Level 1

**Databases**

**Crystal Reports 10 - Level 1 (2-Day) \$650**

**Overview** - In this course, students will build basic list and group reports that work with almost any database. / **Prerequisites** - This course requires a basic understanding of databases and their underlying purpose. / **Next Steps** - Crystal Reports 10 - Level 2

**Crystal Reports 10 - Level 2 (2-Day) \$650**

**Overview** - In this course, students will learn how to create more sophisticated reports like subreports and cross-tabs. Also, they learn how to increase the speed and efficiency of their reports by using SQL queries and dictionaries. **Prerequisites** - Crystal Reports 10 - Level 1

**Crystal Reports 9 Level 1 (2-Day) \$650**

**Overview** - Students will build basic list and group reports that work with almost any database. **Prerequisites** - This course requires a basic understanding of databases and their underlying purpose. **Next Steps** - Crystal Reports 9.0 - Level 2

**Crystal Reports 9 Level 2 (2-Day) \$650**

**Overview** - In this course, student learn how to create more sophisticated reports like subreports and cross-tabs, students also learn how to increase the speed and efficiency of your reports by using SQL queries and dictionaries. / **Prerequisites** - Crystal Reports 9.0 - Level 1

**Crystal Reports XI - Level 1 (2-Days) \$650**

**Overview** - In this course, students will build basic list and group reports that work with almost any database. / **Prerequisites** - Launch and close programs; navigate to information stored on the computer; manage files and folders; use the Windows user interface; Access 2003 - Level 1

**Desktop Publishing**

**Acrobat 7.0 - Level 1 (1-Day) \$249**

**Overview** - Students will use Acrobat 7 to make your information more portable, accessible, and useful to meet the needs of your target audience. / **Prerequisites** - Minimal experience with computers and common office applications, such as word processing spreadsheet and Web browser applications.

**Acrobat 7.0 - Level 2 (1-Day) \$249**

**Overview** - You will use Acrobat 7.0 Professional to convert technical documents to PDF files, enhance and control PDF content accessibility, customize PDF documents for interactive use online, and prepare PDFs for commercial printing. / **Prerequisites** - Acrobat 7.0 - Level 1

**InDesign CS - Level 1 Creating Basic Pubs (1-Day) \$249**

**Overview** - In this course students will learn the basics of creating documents with InDesign. / **Prerequisites** - A basic understanding of the computer operating system you are using is recommended.

**InDesign CS - Level 2 Creating Sophisticated Type, Graphics, and Cross-Media Publishing (1-Day) \$249**

**Overview** - Students will build upon those skills, using additional techniques to manipulate text, pictures, and pages. You will control type formatting, create and edit graphics, and create and modify layouts with efficiency and accuracy. / **Prerequisites** - InDesign CS - Level 1 Creating Basic Publications

**PageMaker 7 Level 1 (1-Day) \$249**

**Overview** - You will learn basic techniques & skills as you create a four-page color newsletter that will give you a solid understanding of how to create professional publications using PageMaker. / **Next Steps** - PageMaker 7 - L 2

**PageMaker 7 Level 2 (1-Day) \$249**

**Overview** - In this course, you will learn advanced techniques as you create a color advertisement for publication and a catalog with tables in both printed form and as Acrobat PDF file designed for desktop printing or electronic distribution via the Web. / **Prerequisites** - PageMaker 7 - Level 1

**Publisher 2000 Level 1 (1-Day) \$249**

**Overview** - Students will learn to use Microsoft Publisher to create a multiple-page document. / **Next Steps** - Publisher 2000 - Level 2

**Publisher 2000 Level 2 (1-Day) \$249**

**Overview** - Students will use Microsoft Publisher to create a news-letter and a Web site. / **Prerequisites** - Publisher 2000 - Level 1

**Publisher 2002 Level 1 (1-Day) \$249**

**Overview** - Students will create flyers, newsletters, and office stationery working with publication designs, inserting and formatting text, adding, resizing, and cropping graphics, inserting tables and using Publishers drawing tools. / **Prerequisites** - A basic understanding of the computer operating system you are using is recommended., Word 2002 - Level 1

**Publisher 2003 Level 1 (1-Day) \$249**

**Overview** - Students will look at how to create a publication from scratch or use one of the hundreds of business and personal designs available in Publisher. / **Prerequisites** - Win 2000 - L 1, Win XP (New Version) - L 1

**QuarkXPress - Level 1 (2-Day) \$498**

**Overview** - Students will learn how to use the tools and techniques available in QuarkXPress to manage the layout and design of their documents. / **Next Steps** - QuarkXPress - Level 2

**QuarkXPress - Level 2 (1-Day) \$249**

**Overview** - Students will learn how to use the tools in QuarkXPress to setup documents, work with styles and manage long documents. / **Prerequisites** - QuarkXPress 4.0 - Level 1

**Developer**

**HTML 4 Level 1 (1-Day) \$249**

**Overview** - Students will learn HTML code. / **Next Steps** - HTML 4 - Level 2

**HTML 4 Level 2 (1-Day) \$249**

**Overview** - Students will learn how to use HTML to create Web pages. / **Prerequisites** - HTML 4 - Level 1

**Java Script Enhancing Web Pages (1-Day) \$249**

**Overview** - Students will learn how to add various JavaScript enhancements to Web sites.

**Financial**

**Peachtree Level 1 (1-Day) \$199**

**Overview** - Students will learn how to set up a Peachtree company.

**Peachtree Level 2 (1-Day) \$199**

**Overview** - Students will learn how to set up a Peachtree company. / **Prerequisites** - Peachtree - Level 1

**QuickBooks 2002 Level 1 (1-Day) \$199**

**Overview** - Students will learn the basic features of the software. Experienced users will quickly learn the new features and functionality of QuickBooks 2002. / **Prerequisites** - A basic understanding of the computer operating system you are using is recommended. / **Next Steps** - QuickBooks 2002 - L 2



**QuickBooks 2002 Level 2 (1-Day) \$199**

**Overview** - Students will learn the basic features of the software. Experienced users will quickly learn the new features and functionality of QuickBooks 2002. / **Prerequisites** - A basic understanding of the computer operating system you are using is recommended. QuickBooks 2000 - Level 1

**QuickBooks 2004 Level 1 (1-Day) \$199**

**Overview** - This course covers features that are in QuickBooks Pro Edition 2004. First-time QuickBooks users will learn the basic features of the software. Experienced QuickBooks users will quickly learn the new features and functionality of QuickBooks 2004. / **Prerequisites** - Students should be familiar with the basic functions of their computer's operating system such as creating folders, launching programs, and working with windows.

**QuickBooks 2004 Level 2 (1-Day) \$199**

**Overview** - This course covers features that are in QuickBooks Pro Edition 2004. First-time users will learn the basic features of the software. Experienced users will quickly learn the new features and functionality of QuickBooks 2004. / **Prerequisites** - QuickBooks 2004 - Level 1

**Fundamentals**

**Computers Made Easy (1-Day) \$199**

**Overview** - Students will learn basic computer concepts and skills related to IBM and compatible computers. Students will receive a thorough introduction to the hardware components, practical DOS and Windows techniques and become acquainted with applications.

**Introduction To Networks (1-Day) \$199**

**Overview** - Students will be introduced to the Internet and networks. / **Prerequisites** - A basic understanding of the computer operating system you are using is recommended.

**Graphics/Web Design**

**CorelDRAW 11 Level 1 (2-Day) \$498**

**Overview** - This course is designed for students with little or no experience using CorelDRAW® 11. Students will use their knowledge of graphical design in conjunction with the basic features of CorelDRAW to create engaging and dynamic drawings. **Prerequisites** - Windows XP (New Version) - Level 1 / **Next Steps** - CorelDRAW 11 - Level 2

**CorelDRAW 11 Level 2 (2-Day) \$498**

**Overview** - Students will use their knowledge of the basic features of CorelDRAW, in conjunction with new, more advanced techniques, to create even more engaging and dynamic drawings. / **Prerequisites** - CorelDRAW 11 - L 1

**CorelDRAW 12 - Level 1 (2-Day) \$498**

See description and prereqs as CorelDRAW 11 L1.

**CorelDRAW 12 - Level 2 (1-Day) \$249**

See description and prereqs as CorelDRAW 11 L2.

**Fireworks - 8.0 Level 1 (1-Day) \$249**

**Overview** - You'll use Macromedia Fireworks to create vector graphics, edit bitmap graphics, optimize images, create & assign rollover effects for the Web.

**Fireworks MX - Level 1 (1-Day) \$249**

**Overview** - In this course, students will use Macromedia Fireworks to create vector graphics, edit bitmap graphics, optimize images, and create and assign rollover effects for the Web. / **Prerequisites** - A basic understanding of the computer operating system is recommended.

**Illustrator 10 Level 1 (1-Day) \$249**

**Overview** - This course will introduce you to the basics of Adobe® Illustrator® 10. Adobe Illustrator is a sophisticated graphics program capable of creating complex and attractive illustrations and type effects. / **Prerequisites** - A basic understanding of the computer operating system you are using is recommended. / **Next Steps** - Illustrator 10 - Level 2