

WINDOWS

MS Windows XP Introduction \$129

July 20 and 22	M W	1:00-4:00 pm
Aug. 24 and 25	M T	8:15-11:15 am
Oct. 7 and 9	W F	8:15-11:15 am
Dec. 2 and 4	W F	8:15-11:15 am

MS Windows Vista \$129

August 4 and 6	T Th	1:00-4:00 pm
Sept. 21 and 23	M W	8:15-11:15 am
Nov. 2 and 4	M W	8:15-11:15 am
Dec. 15 and 17	T Th	8:15-11:15 am

MS Windows: "How Do I..." \$129

August 3 and 5	M W	8:15-11:15 am
Oct. 13 and 15	T T	8:15-11:15 am
Dec. 9 and 11	W F	8:15-11:15 am

WORD

MS Word 2003 Introduction \$129

July 9 and 10	Th F	1:00-4:00 pm
Aug. 20 and 21	T F	1:00-4:00 pm
Sept. 29 / Oct 1	T Th	8:15-11:15 am
Nov. 9 and 10	M T	8:15-11:15 am
Dec. 16 and 18	W F	8:15-11:15 am

MS Word 2003 Advanced \$129

July 14 and 16	T Th	1:00-4:00 pm
Sept 10 and 11	Th F	8:15-11:15 am
Oct. 13 and 15	T Th	8:15-11:15 am
Dec 1 and 3	T Th	1:00-4:00 pm

MS Word 2007 Introduction \$149

July 28 and 30	T Th	8:15-11:15 am
Aug 31/Sept 2	M W	8:15-11:15 am
Oct. 22 and 23	Th F	8:15-11:15 am
Dec. 1 and 3	T Th	8:15-11:15 am

MS Word 2007 Advanced \$149

August 4 and 6	T Th	8:15-11:15 am
Sept 14 and 15	M T	8:15-11:15 am
Oct. 29 and 30	Th F	1:00-4:00 pm
Dec. 8 and 10	T Th	8:15-11:15 am

EXCEL

MS Excel 2003 Introduction \$129

July 9 and 10	Th F	8:15-11:15 am
August 20 and 21	Th F	8:15-11:15 am
Sept. 15 and 17	T Th	8:15-11:15 am
Oct. 5 and 7	M W	1:00-4:00 pm
Nov. 12 and 13	Th F	8:15-11:15 am
Dec. 7 and 11	M F	1:00-4:00 pm

MS Excel 2003 Advanced – Part 1 \$129

July 20 and 22	M W	8:15-11:15 am
Aug. 27 and 28	Th F	8:15-11:15 am
Sept 22 and 24	T Th	8:15-11:15 am
Oct 22 and 23	Th F	8:15-11:15 am
Nov 19 and 20	Th F	8:15-11:15 am
Dec. 14 and 18	M F	1:00-4:00 pm

MS Excel 2003 Advanced – Part 2 \$129

July 27 and 29	M W	8:15-11:15 am
Sept. 3 and 4	T F	8:15-11:15 am
Sept. 29/Oct 1	T Th	8:15-11:15 am
Nov. 5 and 6	Th F	8:15-11:15 am
Dec. 3 and 4	Th F	8:15-11:15 am

MS Excel 2007 Introduction \$149

July 14 and 16	T Th	1:00-4:00 pm
Sept 9 and 11	W F	8:15-11:15 am
Oct 13 and 15	T Th	1:00-4:00 pm
Nov 23 and 24	M T	8:15-11:15 am

MS Excel 2007 Advanced – Part 1 \$149

July 21 and 23	T Th	1:00-4:00 pm
Sept 21 and 25	M T	8:15-11:15 am
Oct 26 and 27	M T	8:15-11:15 am
Dec 8 and 10	T Th	1:00-4:00 pm

MS Excel 2007 Advanced – Part 2 \$149

July 28 and 30	T Th	1:00-4:00 pm
Sept 28/Oct 2	M F	8:15-11:15 am
Nov 2 and 3	M T	8:15-11:15 am
Dec 15 and 17	T Th	1:00-4:00 pm

POWERPOINT**MS PowerPoint 2003 Introduction \$129**

July 13 and 15	M W	1:00-4:00 pm
Aug 24 and 25	M T	1:00-4:00 pm
Oct 8 and 9	Th F	8:15-11:15 am
Nov 16 and 20	M F	1:00-4:00 pm

MS PowerPoint 2003 Advanced \$129

August 4 and 6	T Th	1:00-4:00 pm
Sept 17 and 18	Th F	1:00-4:00 pm
Oct 22 and 23	T F	1:00-4:00 pm
Nov 23 and 24	M T	8:15-11:15 am

MS PowerPoint 2007 Introduction \$149

July 9 and 10	Th F	1:00-4:00 pm
Sept. 10 and 11	Th F	1:00-4:00 pm
Nov 9 and 10	M T	8:15-11:15 am
Dec 14 and 16	M W	8:15-11:15 am

MS PowerPoint 2007 Advanced \$149

July 15 and 17	W F	1:00-4:00 pm
Sept 24 and 25	Th F	1:00-4:00 pm
Nov 23 and 24	M T	1:00-4:00 pm

OTHER COURSES**Microsoft Publisher \$149**

July 13 and 15	M W	8:15-11:15 am
Nov 12 and 13	Th F	8:15-11:15 am

ACCESS**MS Access 2003 Introduction \$129**

July 13 and 14	M T	8:15-11:15 am
Aug 24 and 25	M T	8:15-11:15 am
Sept 28 and 29	M T	1:00-4:00 pm
Nov 16 and 18	M W	8:15-11:15 am
Dec 17 and 18	Th F	8:15-11:15 am

MS Access 2003 Report/Form Design \$129

Sept 1 and 3	T Th	1:00-4:00 pm
Oct 5 and 6	M T	1:00-4:00 pm

MS Access 2003 Advanced - Part 1 \$129

July 20 and 22	M W	1:00-4:00 pm
Sept 8 and 9	T W	8:15-11:15 am
Oct 26 and 27	M T	1:00-4:00 pm
Nov 30/Dec 2	M W	8:15-11:15 am

MS Access 2003 Advanced - Part 2 \$129

July 27 and 29	M W	1:00-4:00 pm
Sept 17 and 18	Th F	8:15-11:15 am
Nov. 2 and 3	M T	1:00-4:00 pm
Dec 7 and 9	M W	8:15-11:15 am

MS Access 2007 Introduction \$149

July 9 and 10	T F	8:15-11:15 am
Aug 20 and 21	Th F	8:15-11:15 am
Sept 21 and 22	M T	1:00-4:00 pm
Nov 10 and 12	T Th	1:00-4:00 pm
Dec 21 and 22	M T	8:15-11:15 am

MS Access 2007 Advanced – Part 1 \$149

July 16 and 17	Th F	8:15-11:15 am
Aug 27 and 28	Th F	8:15-11:15 am
Oct 5 and 6	M T	8:15-11:15 am
Nov 30/Dec 4	M F	1:00-4:00 pm

MS Access 2007 Advanced - Part 2 \$149

July 23 and 24	Th F	8:15-11:15 am
Oct 29 and 30	Th F	8:15-11:15 am
Dec. 7 and 11	M W	1:00-4:00 pm