



Open Enrollment Course Schedule

Updated as of 8/4/10

| Course | Cost | Aug 2010 | Sept 2010 | Oct 2010 | Nov 2010 | Dec 2010 |
|--|--------|--------------------|--------------------|---------------------|---------------------|--------------------|
| CUSTOMER APPRECIATION TRAINING | | | | | | |
| Writing with Clarity for Maximum Effectiveness | No Fee | | 9/16 8:00-10:30 | | | |
| Customer Service for Help Desk | No Fee | | | 10/21 8:00-10:30 | | |
| Bloopers! Avoiding Challenges when Setting up Technology for Presentations | No Fee | | | | | 12/9 8:00-10:30 |
| 8:00 – 8:30: Refreshments & Registration 8:30 – 10:30: Presentation | | | | | | |
| QUICK LEARN SESSIONS | | | | | | |
| Quick Learn Session Excel 2007: Working with Formulas | \$65 | 8/2 9:00-11:30 | | | | |
| Quick Learn Session Excel 2007: Advanced Functions | \$65 | | | | 11/22 9:00-11:30 | |
| Quick Learn Session Excel 2007: Charts and PivotTables | \$65 | | | 10/1 9:00-11:30 | | |
| Quick Learn Session Excel 2007: Linking, Protecting and Creating Macros | \$65 | | 9/1 9:00-11:30 | | | |
| Quick Learn Session Outlook 2007: Organizing Email with Folders, Views and Rules | \$65 | | | 10/1 1:00-3:30 | | |
| Quick Learn Session Outlook 2007: Managing the Calendars & Scheduling | \$65 | 8/9 9:00-11:30 | | | 11/1 9:00-11:30 | |
| Quick Learn Session PowerPoint 2007: Building Effective Presentations | \$65 | 8/16 9:00-11:30 | | | 11/12 9:00-11:30 | |
| Quick Learn Session PowerPoint 2007: Creating a Slide Show | \$65 | | 9/2 9:00-11:30 | | | |
| Quick Learn Session PowerPoint 2007: Slide Masters and Templates | \$65 | | | 10/27 9:00-11:30 | | |
| New! Quick Learn Session Windows 7 New Features | \$65 | 8/2 1:00-3:30 | 9/2 1:00-3:30 | 10/4 9:00-11:30 | 11/8 9:00-11:30 | |
| Quick Learn Session Word 2007: Formatting Tips | \$65 | 8/23 9:00-11:30 | | | 11/15 9:00-11:30 | |
| Quick Learn Session Word 2007: Working with Styles and Templates | \$65 | | 9/1 1:00-3:30 | | | |
| Quick Learn Session Word 2007: Mail Merge | \$65 | | | 10/4 1:00-3:30 | | |

**Customized, individual or group training available upon request
Training on other versions available**



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| BASIC SKILLS | | | | | | | |
| | Office 2010 New Features | \$199 | | | 10/12 8:30-4:30 | | |
| | Office 2007 New Features | \$199 | 8/3 8:30-4:30 | | 10/7 8:30-4:30 | | |
| New! | Welcome To Windows 7 | \$129 | 8/9 1:00-4:45 | 9/13 1:00-4:45 | 10/14 8:30-12:15 | 11/22 1:00-4:45 | |
| | Welcome To Windows Vista | \$129 | | 9/16 8:30-12:15 | | 11/4 8:30-12:15 | |
| | Welcome To Windows XP | \$129 | | 9/16 1:00-4:45 | | 11/4 1:00-4:45 | |
| New! | Windows 7 New Features | \$65 | 8/2 1:00-3:30 | 9/2 1:00-3:30 | 10/4 9:00-11:30 | 11/8 9:00-11:30 | |
| BUSINESS SKILLS | | | | | | | |
| | Getting Efficient with Project Management Basics | \$359 | | 9/21 8:30-4:30 & 9/22 8:30-12:15 | | | |
| | <i>Corporate and NYS discounts do not apply to this course</i> | | | | | | |
| | Professional Time Management Strategies Using Outlook | Request | | | | | |
| | Train the Trainer | Request | | | | | |
| BUSINESS TOOLS | | | | | | | |
| | Acrobat 9 Level 1 | \$169 | 8/30 8:30-4:30 | | | 11/4 8:30-4:30 | |
| | Acrobat 9 Creating & Managing Forms | \$129 | 8/16 1:00-4:45 | 9/30 8:30-12:15 | | 11/15 1:00-4:45 | |
| | Captivate 4 | \$299 | 8/2,3 8:30-4:30 | | 10/12,13 8:30-4:30 | | |
| New! | Creating Electronic Surveys Using SurveyGizmo | \$199 | | 9/14 9:00-4:00 | | 11/9 9:00-4:00 | |
| | Project 2007/2003 Basic | \$169 | | 9/27 8:30-4:30 | | 11/4 8:30-4:30 | |
| | Project 2007 Advanced | \$169 | 8/12 8:30-4:30 | | 10/14 8:30-4:30 | | |
| | Project 2003 Advanced | \$169 | | | 10/28 8:30-4:30 | | |
| | Visio 2007 Basic | \$169 | | 9/16 8:30-4:30 | | 11/8 8:30-4:30 | |
| | Visio 2007 Advanced | \$169 | 8/25 8:30-4:30 | | 10/18 8:30-4:30 | | |
| Customized, individual or group training available upon request | | | | | | | |
| Training on other versions available | | | | | | | |
| DATABASES | | | | | | | |
| New! | Access 2010 Basic | \$169 | 8/10 8:30-4:30 | 9/2 8:30-4:30 | 10/13 8:30-4:30 | | |
| New! | Access 2010 Intermediate Essentials | \$169 | 8/27 8:30-4:30 | 9/30 8:30-4:30 | | 11/9 8:30-4:30 | |
| New! | Access 2010 Intermediate Comprehensive | \$299 | | 9/23,24 8:30-4:30 | | 11/15,16 8:30-4:30 | |
| New! | Access 2010 Advanced | \$169 | | 9/8 8:30-4:30 | | 11/23 8:30-4:30 | |



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| Access 2007 Basic | \$169 | 8/17 8:30-4:30 | 9/14 8:30-4:30 | 10/12 8:30-4:30 | 11/16 8:30-4:30 | |
| Access 2007 Intermediate Essentials | \$169 | 8/24 8:30-4:30 | | 10/21 8:30-4:30 | | |
| Access 2007 Intermediate Comprehensive | \$299 | | 9/28,29 8:30-4:30 | | 11/22,23 8:30-4:30 | |
| Access 2007 Advanced | \$169 | 8/30 8:30-4:30 | | 10/29 8:30-4:30 | | |
| Access 2007 Form Design | \$129 | | 9/10 8:30-12:15 | | 11/29 8:30-12:15 | |
| Access 2007 Advanced Form Design | \$129 | | 9/20 8:30-12:15 | | | |
| Access 2007 Report Design | \$129 | | 9/10 1:00-4:45 | | 11/29 1:00-4:45 | |
| Access 2007 Query Design | \$129 | 8/4 8:30-12:15 | | 10/6 8:30-12:15 | | |
| Access 2007/2003 Advanced Query Design | \$229 | 8/12 8:30-4:30 | | 10/13 8:30-4:30 | | |
| Access 2007 VBA Programming | \$199 | 8/31 8:30-4:30 | | 10/25 8:30-4:30 | | |
| Access 2003 Basic | \$169 | | 9/1 8:30-4:30 | | 11/3 8:30-4:30 | |
| Access 2003 Intermediate | \$169 | | 9/15 8:30-4:30 | | 11/10 8:30-4:30 | |
| Access 2003 Advanced | \$169 | 8/9 8:30-4:30 | | 10/4 8:30-4:30 | | |
| Access 2003 VBA Programming | \$199 | 8/24 8:30-4:30 | | 10/26 8:30-4:30 | | |
| Access 2003 Query Design | Request | | | | | |
| Access 2003 Form Design | \$129 | 8/13 8:30-12:15 | | 10/20 8:30-12:15 | | |
| Access 2003 Advanced Form Design | \$129 | | 9/20 1:00-4:45 | | | |
| Access 2003 Report Design | \$129 | 8/13 1:00-4:45 | | 10/20 1:00-4:45 | | |
| SQL Fundamentals | \$199 | | 9/8 8:30-4:30 | | 11/10 8:30-4:30 | |
| SQL Advanced Queries | \$199 | 8/26 8:30-4:30 | | 10/15 8:30-4:30 | | |
| SQL Fundamentals in Oracle | \$245 | | 9/13 8:30-4:30 | | 11/17 8:30-4:30 | |
| XML for Databases | | | | | | |

New!

Coming
Soon

Customized, individual or group training available upon request
Other applications available upon request:
Lotus Approach, FileMaker Pro, Visual FoxPro, Corel Paradox
Training on other versions available

GRAPHICS AND DESKTOP PUBLISHING

| | | | | | | |
|-------------------------------------|-------|-------------------|--------------------|--|--------------------|--|
| Acrobat 9 Level 1 | \$169 | 8/30 8:30-4:30 | | | 11/4 8:30-4:30 | |
| Acrobat 9 Creating & Managing Forms | \$129 | 8/16 1:00-4:45 | 9/30 8:30-12:15 | | 11/15 1:00-4:45 | |
| Illustrator CS5 Basic & Advanced | \$199 | | | | | |

Coming
Soon



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| | Illustrator CS4/CS3 Basic | \$199 | 8/31 8:30-4:30 | | 10/5 8:30-4:30 | | |
| | Illustrator CS4/CS3 Advanced | \$199 | | | 10/25 8:30-4:30 | | |
| Coming Soon | InDesign CS5 Basic & Advanced | \$199 | | | | | |
| | InDesign CS4/CS3 Basic | \$199 | | 9/14 8:30-4:30 | | 11/29 8:30-4:30 | |
| | InDesign CS4/CS3 Advanced | \$199 | 8/18 8:30-4:30 | | 10/21 8:30-4:30 | | |
| Coming Soon | Photoshop CS5 Basic & Advanced | \$199 | | | | | |
| | Photoshop CS4/CS3 Basic | \$199 | 8/10 8:30-4:30 | 9/21 8:30-4:30 | | 11/19 8:30-4:30 | |
| | Photoshop CS4/CS3 Advanced | \$199 | 8/12 8:30-4:30 | | 10/7 8:30-4:30 | | |
| | Publisher 2007/2003 Basic | \$169 | | 9/16 8:30-4:30 | | 11/17 8:30-4:30 | |

Customized, individual or group training available upon request
Other applications available upon request: PageMaker and QuarkXPress
Training on other versions available

INTERNET, COMMUNICATIONS AND ORGANIZATION

| | | | | | | | |
|-------------|---|-------|-------------------|-------------------|--------------------|--------------------|--|
| New! | Outlook 2010 Basic | \$169 | 8/6 8:30-3:00 | 9/9 8:30-3:00 | 10/5 8:30-3:00 | 11/1 8:30-3:00 | |
| | Outlook 2007 Organizing Email with Folders, Views and Rules | \$65 | | | 10/1 1:00-3:30 | | |
| | Outlook 2007 Managing the Calendar & Scheduling | \$65 | 8/9 9:00-11:30 | | | 11/1 9:00-11:30 | |
| | Outlook 2007 Basic | \$169 | 8/18 8:30-3:00 | 9/21 8:30-3:00 | 10/18 8:30-3:00 | 11/18 8:30-3:00 | |
| | Outlook 2003 Basic | \$169 | | 9/8 8:30-3:00 | | 11/8 8:30-3:00 | |

Customized, individual or group training available upon request
Other applications available upon request:
Groupwise, Lotus Notes, Lotus Organizer, One Note MS Business Contact Manager
Training on other versions available

PRESENTATIONS

| | | | | | | | |
|-------------|--|-------|--------------------|-------------------|---------------------|--------------------|--|
| New! | PowerPoint 2010 Basic | \$169 | 8/13 8:30-4:30 | 9/10 8:30-4:30 | 10/7 8:30-4:30 | 11/3 8:30-4:30 | |
| New! | PowerPoint 2010 Advanced | \$129 | 8/23 1:00-4:45 | | 10/14 8:30-12:15 | | |
| | PowerPoint 2007: Building Effective Presentations | \$65 | 8/16 9:00-11:30 | | | 11/9 9:00-11:30 | |
| | PowerPoint 2007: Creating a Slide Show | \$65 | | 9/2 9:00-11:30 | | | |
| | PowerPoint 2007: Slide Masters and Templates | \$65 | | | 10/27 9:00-11:30 | | |
| | PowerPoint 2007 Basic | \$169 | | 9/7 8:30-4:30 | | 11/5 8:30-4:30 | |
| | PowerPoint 2007 Advanced | \$129 | 8/5 8:30-12:15 | | 10/14 1:00-4:45 | | |



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| New! | PowerPoint 2007 Creating Dynamic Presentation Using Animation and Transitions | \$129 | | 9/13 8:30-12:15 | | 11/1 1:00-4:45 | |
| | PowerPoint 2003 Basic | \$169 | | 9/15 8:30-4:30 | | 11/18 8:30-4:30 | |
| | PowerPoint 2003 Advanced | \$129 | | 9/24 8:30-12:15 | | 11/30 8:30-12:15 | |

Customized, individual or group training available upon request
Other applications available upon request: Lotus Freelance and Corel Presentations
Training on other versions available

PROGRAMMING

| | | | | | | | |
|--------------------|-----------------------------|-------|-------------------|-------------------|--------------------|--------------------|--|
| | Access 2007 VBA Programming | \$199 | 8/31 8:30-4:30 | | 10/25 8:30-4:30 | | |
| | Access 2003 VBA Programming | \$199 | 8/24 8:30-4:30 | | 10/26 8:30-4:30 | | |
| | SQL Fundamentals | \$199 | | 9/8 8:30-4:30 | | 11/10 8:30-4:30 | |
| | SQL Advanced Queries | \$199 | 8/26 8:30-4:30 | | 10/15 8:30-4:30 | | |
| New! | SQL Fundamentals in Oracle | \$245 | | 9/13 8:30-4:30 | | 11/17 8:30-4:30 | |
| Coming Soon | XML for Databases | | | | | | |

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Training on other versions available

REPORTING

| | | | | | | | |
|--|--------------------------------|-------|----------------------|----------------------|-----------------------|-----------------------|--|
| | Crystal Reports 2008 Basic | \$399 | | 9/22,23 8:30-4:30 | | 11/18,19 8:30-4:30 | |
| | Crystal Reports 2008 Advanced | \$399 | 8/24,25 8:30-4:30 | | 10/26,27 8:30-4:30 | | |
| | Crystal Reports 10/XI Basic | \$399 | | 9/13,14 8:30-4:30 | | 11/29,30 8:30-4:30 | |
| | Crystal Reports 10/XI Advanced | \$399 | 8/10,11 8:30-4:30 | | 10/19,20 8:30-4:30 | | |

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Training on other versions available

SPREADSHEETS

| | | | | | | | |
|-------------|---|-------|-------------------|-------------------|--------------------|---------------------|--|
| New! | Excel 2010 Basic | \$169 | 8/5 8:30-4:30 | 9/1 8:30-4:30 | 10/6 8:30-4:30 | 11/5 8:30-4:30 | |
| New! | Excel 2010 Intermediate | \$169 | 8/19 8:30-4:30 | | 10/14 8:30-4:30 | | |
| New! | Excel 2010 Advanced | \$169 | 8/31 8:30-4:30 | | | 11/30 8:30-4:30 | |
| | Excel 2007: Working with Formulas | \$65 | 8/2 9:00-11:30 | | | | |
| | Excel 2007: Advanced Functions | \$65 | | | | 11/22 9:00-11:30 | |
| | Excel 2007: Charts and PivotTables | \$65 | | | 10/1 9:00-11:30 | | |
| | Excel 2007: Linking, Protecting and Creating Macros | \$65 | | 9/1 9:00-11:30 | | | |



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| Excel 2007 Basic | \$169 | 8/16 8:30-4:30 | 9/9 8:30-4:30 | 10/8 8:30-4:30 | 11/10 8:30-4:30 | |
| Excel 2007 Intermediate | \$169 | 8/23 8:30-4:30 | | 10/21 8:30-4:30 | 11/17 8:30-4:30 | |
| Excel 2007 Advanced | \$169 | | 9/13 8:30-4:30 | | 11/23 8:30-4:30 | |
| Excel 2003 Basic | \$169 | | 9/1 8:30-4:30 | | 11/15 8:30-4:30 | |
| Excel 2003 Intermediate | \$169 | | 9/16 8:30-4:30 | | 11/29 8:30-4:30 | |
| Excel 2003 Advanced | \$169 | 8/4 8:30-4:30 | | 10/15 8:30-4:30 | | |

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Other applications available upon request: Lotus 1-2-3 and Corel Quattro Pro
Training on other versions available

WEB SITE DEVELOPMENT

| | | | | | | |
|-------------|---------------------------------------|-------|----------------------|----------------------|------------------------|--|
| | Creating Web Pages with (X)HTML | \$299 | 8/5,6 8:30-4:30 | | 9/30,10/1 8:30-4:30 | |
| | CSS for Web Design | \$299 | 8/26,27 8:30-4:30 | | 10/4,5 8:30-4:30 | |
| | CSS Advanced | \$199 | | 9/20 8:30-4:30 | 11/1 8:30-4:30 | |
| | Dreamweaver CS4/CS3 Basic | \$199 | | 9/17 8:30-4:30 | 11/3 8:30-4:30 | |
| | Dreamweaver CS4/CS3 Advanced | \$199 | 8/3 8:30-4:30 | | 10/8 8:30-4:30 | |
| New! | Dreamweaver CS4 Database Connectivity | \$199 | | 9/15 8:30-4:30 | 11/2 8:30-4:30 | |
| New! | Developing a Drupal Website | \$299 | 8/23,25 8:30-4:30 | | 10/18,20 8:30-4:30 | |
| New! | Maintaining a Drupal Website | \$169 | 8/5 1:00-4:45 | 9/23 8:30-12:15 | 10/15 8:30-12:15 | |
| New! | SharePoint Designer 2007 Basics | \$199 | | 9/17 8:30-4:30 | 11/16 8:30-4:30 | |
| | Using XML for Web Site Management | \$775 | | 9/15,22 8:30-4:30 | 11/15,22 8:30-4:30 | |

Customized, individual or group training available upon request
Other applications available upon request: JavaScript, Web Accessibility Techniques, Go Live, Active Server Pages
Training on other versions available

Corporate and NYS discounts do not apply to web site development courses

WORD PROCESSING

| | | | | | | |
|-------------|--|-------|--------------------|-------------------|---------------------|--|
| New! | Word 2010 Basic | \$169 | 8/11 8:30-4:30 | 9/20 8:30-4:30 | 10/28 8:30-4:30 | |
| New! | Word 2010 Intermediate | \$169 | 8/24 8:30-4:30 | | 10/19 8:30-4:30 | |
| New! | Word 2010 Advanced | \$169 | | 9/27 8:30-4:30 | 11/28 8:30-4:30 | |
| | Word 2007: Formatting Tips | \$65 | 8/23 9:00-11:30 | | 11/15 9:00-11:30 | |
| | Word 2007: Working with Styles and Templates | \$65 | | 9/1 1:00-3:30 | | |
| | Word 2007: Mail Merge | \$65 | | | 10/4 1:00-3:30 | |



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| Word 2007 Basic | \$169 | 8/19 8:30-4:30 | 9/17 8:30-4:30 | 10/19 8:30-4:30 | 11/19 8:30-4:30 | |
| Word 2007 Intermediate | \$169 | 8/10 8:30-4:30 | | 10/29 8:30-4:30 | | |
| Word 2007 Advanced | \$169 | | 9/3 8:30-4:30 | | 11/9 8:30-4:30 | |
| Word 2003 Basic | \$169 | | 9/10 8:30-4:30 | | 11/2 8:30-4:30 | |
| Word 2003 Intermediate | \$169 | 8/17 8:30-4:30 | | 10/6 8:30-4:30 | | |
| Word 2003 Advanced | \$169 | 8/30 8:30-4:30 | | 10/25 8:30-4:30 | | |

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Other applications available upon request: Corel WordPerfect and Lotus WordPro
Training on other versions available