

Date	Time	Days	Location	Date	Time	Days	Location	Date	Time	Days	Location
<b>Applications Databases</b>											
<b>Access 2003 - Level 1</b>				<b>Access 2007 - Level 3</b>				<b>PowerPoint 2007 - Level 2</b>			
In this course, you will be introduced to the concept of the relational database and the Microsoft Office Access 2003 relational database application, and information management tools. Also, you will learn how to design and create a new Access database.				In this course, students will exchange data with other applications, automate business processes by using VBA code, and secure and share databases. (Second Edition)				In this course, students enhance a presentation with features that will transform it into a powerful means of communication. They will customize the PowerPoint interface to suit their requirements. (Second Edition)			
<b>2008</b>				<b>2008</b>				<b>2008</b>			
12/03 - 12/04 8:30 AM - 4:30 PM WTh PIA				11/25 8:30 AM - 4:30 PM T PIA				11/26 8:30 AM - 4:30 PM W PIA			
<b>2009</b>				12/29 8:30 AM - 4:30 PM M PIA				12/24 8:30 AM - 4:30 PM W PIA			
01/05 - 01/06 8:30 AM - 4:30 PM MT PIA				<b>2009</b>				<b>2009</b>			
02/02 - 02/03 8:30 AM - 4:30 PM MT PIA				01/29 8:30 AM - 4:30 PM Th PIA				01/22 8:30 AM - 4:30 PM Th PIA			
03/03 - 03/04 8:30 AM - 4:30 PM TW PIA				02/25 8:30 AM - 4:30 PM W PIA				02/23 8:30 AM - 4:30 PM M PIA			
<b>Access 2003 - Level 2</b>				03/17 8:30 AM - 4:30 PM T BLM				03/24 8:30 AM - 4:30 PM T PIA			
In this course, student will extend their knowledge into some of the more specialized and advanced capabilities.				03/31 8:30 AM - 4:30 PM T PIA				03/31 8:30 AM - 4:30 PM T BLM			
<b>2009</b>				<b>Access 2007 New Features</b>				<b>PowerPoint 2007 New Features</b>			
01/21 - 01/22 8:30 AM - 4:30 PM WTh PIA				In this course, students will be introduced to the new features available in Microsoft® Office Access 2007.				In this course, students will work with the new and enhanced features available in Microsoft® Office PowerPoint® 2007.			
02/11 - 02/12 8:30 AM - 4:30 PM WTh BLM				<b>2009</b>				<b>2009</b>			
02/18 - 02/19 8:30 AM - 4:30 PM WTh PIA				02/09 8:30 AM - 4:30 PM M PIA				12/09 1:00 PM - 5:00 PM T BLM			
03/11 - 03/12 8:30 AM - 4:30 PM WTh PIA				03/02 8:30 AM - 4:30 PM M PIA				<b>Desktop Publishing</b>			
<b>Access 2003 - Level 3</b>				<b>Crystal Reports XI - Level 1</b>				<b>Acrobat 8.0 - Level 1</b>			
In this course, students will learn remote database management, how to exchange data with XML and other type applications, and how to automate your business processes by using VBA code.				In this course, students will build basic list and group reports that work with almost any database.				In this course, students will use Adobe Acrobat 8 to make their information more portable, accessible, and useful to meet the needs of their target audience.			
<b>2009</b>				<b>2009</b>				<b>2009</b>			
02/25 8:30 AM - 4:30 PM W PIA				01/26 - 01/27 8:30 AM - 4:30 PM MT PIA				02/19 8:30 AM - 4:30 PM Th PIA			
03/09 8:30 AM - 4:30 PM M BLM				<b>Crystal Reports XI - Level 2</b>				<b>Acrobat 8.0 - Level 2</b>			
03/25 8:30 AM - 4:30 PM W PIA				In this course, students learn how to create more sophisticated reports including subreports and cross-tabs, and how to increase the speed and efficiency of your reports by using SQL queries.				In this course, students will use Adobe Acrobat 8.0 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.			
<b>Access 2003 VBA Programming</b>				<b>2009</b>				<b>2009</b>			
Overview				03/16 - 03/17 8:30 AM - 4:30 PM MT BLM				02/20 8:30 AM - 4:30 PM F BLM			
The course is designed for experienced Access users who want to learn active data objects, control structures, and the basics of VBA programming.				<b>Desktop Presentations</b>				<b>Financial/Business</b>			
<b>2008</b>				<b>PowerPoint 2003 - Level 1</b>				<b>Quickbooks 2008 Level 1</b>			
12/05 8:30 AM - 4:30 PM F PIA				In this course, students will create effective basic PowerPoint presentations for delivery in front of an audience.				In this course, students will use Adobe Acrobat 8.0 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.			
12/05 8:30 AM - 4:30 PM F PIA				<b>2009</b>				<b>2009</b>			
12/12 8:30 AM - 4:30 PM F PIA				01/13 8:30 AM - 4:30 PM T PIA				03/03 8:30 AM - 4:30 PM T PIA			
<b>2009</b>				02/10 8:30 AM - 4:30 PM T PIA				<b>Quickbooks 2008 Level 2</b>			
02/13 8:30 AM - 4:30 PM F PIA				03/13 8:30 AM - 4:30 PM F PIA				In this course, students will use Adobe Acrobat 8.0 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.			
<b>Access 2007 - Level 1</b>				<b>PowerPoint 2003 - Level 2</b>				<b>2009</b>			
In the course, students create and modify new databases and their various objects. They learn how to maintain data consistency and integrity; improve queries, forms, and reports; and also integrate Access® 2007 with other applications. (Second Edition)				In this course, students will enhance presentations with features that will transform basic presentations into those with a powerful means of communication.				01/09 8:30 AM - 4:30 PM F BLM			
<b>2008</b>				<b>2009</b>				<b>Graphics/Web Design</b>			
12/11 - 12/12 8:00 AM - 4:00 PM ThF PIA				01/20 8:30 AM - 4:30 PM T PIA				<b>Illustrator CS2 - Level 1</b>			
<b>2009</b>				02/09 8:30 AM - 4:30 PM M BLM				In this course, students start by drawing and manipulating simple shapes to create logos. In addition, students will combine text and graphics to create advertisements.			
01/15 - 01/16 8:30 AM - 4:30 PM ThF BLM				02/20 8:30 AM - 4:30 PM F PIA				<b>2009</b>			
02/04 - 02/05 8:30 AM - 4:30 PM WTh PIA				03/23 8:30 AM - 4:30 PM M PIA				01/15 8:30 AM - 4:30 PM Th PIA			
02/19 - 02/20 8:30 AM - 4:30 PM ThF BLM				<b>PowerPoint 2007 - Level 1</b>				<b>InDesign CS3 - Level 1</b>			
03/09 - 03/10 8:30 AM - 4:30 PM MT PIA				In this course, students will work with Microsoft® Office PowerPoint® 2007 to create electronic presentations. (Second Edition)				In this course, students work with some of the tools and features to create eye-catching printed documents using InDesign CS3.			
<b>Access 2007 - Level 2</b>				<b>2008</b>				<b>2009</b>			
In this course, students will create complex Access databases by structuring existing data, writing advanced queries, working with macros, making effective use of forms and reports, and also by performing database maintenance. (Second Edition)				12/22 8:30 AM - 4:30 PM M PIA				01/30 8:30 AM - 4:30 PM F PIA			
<b>2009</b>				<b>2009</b>							
02/10 - 02/11 8:30 AM - 4:30 PM TW PIA				02/13 8:30 AM - 4:30 PM F PIA							
02/16 - 02/17 8:30 AM - 4:30 PM MT BLM				02/24 8:30 AM - 4:30 PM T BLM							
				03/11 8:30 AM - 4:30 PM W PIA							

Date	Time	Days	Location	Date	Time	Days	Location	Date	Time	Days	Location
<b>InDesign CS3 - Level 2</b> In this course, students will use the advanced features of Adobe InDesign CS3 to create and design content for print and web.				<b>Outlook 2007 - Level 1</b> In this course, students learn how to compose and send email, schedule appointments and meetings, manage contact information and tasks, and use notes. (Second Edition)				<b>Project 2007 - Level 2</b> In this course, students exchange project plan data with other applications, update project plans, create visual reports, and reuse project plan information.			
<b>2009</b>				<b>2009</b>				<b>2008</b>			
02/05	8:30 AM - 4:30 PM		PIA	02/03	8:30 AM - 4:30 PM	T	PIA	12/10	8:30 AM - 4:30 PM	W	PIA
<b>Microsoft SharePoint Designer 2007 - Level 1</b> (Preliminary Outline) In this course, students learn how to create web pages and websites in a graphical application.				<b>Outlook 2007 - Level 2</b> In this course, students learn to customize their environment, calendar, and email messages to meet their specific requirements and wish to track, share, assign, and locate various Outlook items. (Second Edition)				<b>Visio Professional 2007 - Level 1</b> In this course, you will learn fundamental skills while creating several types of diagrams using Visio Professional. You will create a directional map, a block diagram, a basic and a cross-functional flowchart, an organization chart, and an office layout			
<b>2009</b>				<b>2009</b>				<b>2009</b>			
01/14	8:30 AM - 4:30 PM	W	PIA	01/21	8:30 AM - 4:30 PM	W	PIA	01/26	8:30 AM - 4:30 PM		PIA
<b>Microsoft SharePoint Designer 2007 - Level 2</b>				<b>Outlook 2007 - Level 3</b> This course builds on 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. (Second Edition)				<b>Visio Professional 2007 - Level 2</b> In this course, students expand their Visio 2003 Professional skills by working with many advanced features, including the drawing tools, creating and working with custom stencils and templates, and sharing their Visio drawings with other applications.			
<b>2009</b>				<b>2009</b>				<b>2009</b>			
01/16	8:30 AM - 4:30 PM	F	PIA	02/17	8:30 AM - 4:30 PM	T	PIA	03/05	8:30 AM - 4:30 PM		PIA
<b>Photoshop CS2 - Level 1</b> In this course, students work with some of the tools and features to edit images using Photoshop CS2.				<b>Outlook 2007 - New Features</b>				<b>Spreadsheets</b>			
<b>2009</b>				<b>2009</b>				<b>Excel 2003 - Level 1</b>			
01/12 - 01/13	8:30 AM - 4:30 PM	MT	PIA	11/24	8:30 AM - 4:30 PM	M	PIA	In this course, you will use Microsoft® Office Excel 2003 to manage, edit, and print data.			
<b>Operating Systems</b>				<b>Project Planning</b>				<b>Excel 2003 - Level 2</b>			
<b>Windows XP - Level 1</b> Students will learn the basic skills necessary to operate and maintain a personal computer using Windows XP Professional.				<b>Project 2003 - Level 1</b> This course is designed for individuals who use Microsoft Office Project Professional 2003. The topics in this course cover the critical skills necessary to create and modify a project plan file that contains tasks, resources, and resource assignments.				In this course, you will use Microsoft Office Excel 2003 to streamline and enhance your spreadsheets with templates, charts, graphics, and formulas.			
<b>2009</b>				<b>2009</b>				<b>2008</b>			
01/16	8:30 AM - 4:30 PM	F	PIA	01/20	8:30 AM - 4:30 PM	T	PIA	12/01	8:30 AM - 4:30 PM	M	PIA
<b>Personal Productivity</b>				<b>Project 2003 - Level 2</b> In Microsoft Project 2003 Level 1, students used project management skills to create a project plan. This course will build upon that knowledge, and give you the opportunity to work with a project plan once it has entered the project implementation phase.				<b>2009</b>			
<b>Outlook 2003 - Level 1</b> This course will provide students with the skills needed to start sending and responding to email in Microsoft Office Outlook 2003, as well as maintaining the Calendar, scheduling meetings, and working with tasks and notes.				<b>Project 2007 - Level 1</b> In this course, students create a project plan containing tasks, organize these tasks in a work breakdown structure containing task relationships, create and assign resources, and finalize the project to implement the project plan.				In this course, students will learn how to automate common tasks, apply advanced analysis techniques to more complex data sets, collaborate on worksheets with others, and share Excel data with other applications.			
<b>2009</b>				<b>2009</b>				<b>2008</b>			
01/23	8:30 AM - 4:30 PM	F	BLM	03/11	8:30 AM - 4:30 PM	W	PIA	12/02	8:30 AM - 4:30 PM	T	PIA
02/04	8:30 AM - 4:30 PM	W	PIA	<b>Project 2007 - Level 2</b>				<b>2009</b>			
03/05	8:30 AM - 4:30 PM	Th	PIA	In Microsoft Project 2007 Level 1, students used project management skills to create a project plan. This course will build upon that knowledge, and give you the opportunity to work with a project plan once it has entered the project implementation phase.				01/19	8:30 AM - 4:30 PM	W	PIA
<b>Outlook 2003 - Level 2</b> This course provides students with the necessary skills to customize their Outlook environment, calendar, and mail messages to meet their specific needs. Students will also learn how to track, share, assign, and quickly locate various Outlook items.				<b>Project 2007 - Level 3</b>				01/17			
<b>2008</b>				In this course, students create a project plan containing tasks, organize these tasks in a work breakdown structure containing task relationships, create and assign resources, and finalize the project to implement the project plan.				8:30 AM - 4:30 PM			
12/24	8:30 AM - 4:30 PM	W	PIA	<b>Project 2007 - Level 3</b>				M			
<b>2009</b>				In this course, students create a project plan containing tasks, organize these tasks in a work breakdown structure containing task relationships, create and assign resources, and finalize the project to implement the project plan.				BLM			
02/16	8:30 AM - 4:30 PM	M	PIA	<b>Project 2007 - Level 3</b>				02/05			
02/25	8:30 AM - 4:30 PM	W	BLM	In this course, students create a project plan containing tasks, organize these tasks in a work breakdown structure containing task relationships, create and assign resources, and finalize the project to implement the project plan.				8:30 AM - 4:30 PM			
03/17	8:30 AM - 4:30 PM	T	PIA	<b>Project 2007 - Level 3</b>				Th			
<b>Outlook 2003 - Level 3</b> 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.				<b>Project 2007 - Level 3</b>				M			
<b>2009</b>				In this course, students create a project plan containing tasks, organize these tasks in a work breakdown structure containing task relationships, create and assign resources, and finalize the project to implement the project plan.				PIA			
01/29	8:30 AM - 4:30 PM	Th	BLM	<b>Project 2007 - Level 3</b>				03/09			
02/26	8:30 AM - 4:30 PM	Th	PIA	In this course, students create a project plan containing tasks, organize these tasks in a work breakdown structure containing task relationships, create and assign resources, and finalize the project to implement the project plan.				8:30 AM - 4:30 PM			
03/13	8:30 AM - 4:30 PM	F	BLM	<b>Project 2007 - Level 3</b>				M			
03/26	8:30 AM - 4:30 PM	Th	PIA	In this course, students create a project plan containing tasks, organize these tasks in a work breakdown structure containing task relationships, create and assign resources, and finalize the project to implement the project plan.				PIA			
<b>Outlook 2003 - Level 3</b> 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.				<b>Project 2007 - Level 3</b>				03/18			
<b>2009</b>				In this course, students create a project plan containing tasks, organize these tasks in a work breakdown structure containing task relationships, create and assign resources, and finalize the project to implement the project plan.				8:30 AM - 4:30 PM			
01/29	8:30 AM - 4:30 PM	Th	BLM	<b>Project 2007 - Level 3</b>				W			
02/26	8:30 AM - 4:30 PM	Th	PIA	In this course, students create a project plan containing tasks, organize these tasks in a work breakdown structure containing task relationships, create and assign resources, and finalize the project to implement the project plan.				T			
03/13	8:30 AM - 4:30 PM	F	BLM	<b>Project 2007 - Level 3</b>				PIA			
03/26	8:30 AM - 4:30 PM	Th	PIA	In this course, students create a project plan containing tasks, organize these tasks in a work breakdown structure containing task relationships, create and assign resources, and finalize the project to implement the project plan.				W			
<b>Outlook 2003 - Level 3</b> 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.				<b>Project 2007 - Level 3</b>				03/24			
<b>2009</b>				In this course, students create a project plan containing tasks, organize these tasks in a work breakdown structure containing task relationships, create and assign resources, and finalize the project to implement the project plan.				8:30 AM - 4:30 PM			
01/29	8:30 AM - 4:30 PM	Th	BLM	<b>Project 2007 - Level 3</b>				T			
02/26	8:30 AM - 4:30 PM	Th	PIA	In this course, students create a project plan containing tasks, organize these tasks in a work breakdown structure containing task relationships, create and assign resources, and finalize the project to implement the project plan.				BLM			
03/13	8:30 AM - 4:30 PM	F	BLM	<b>Project 2007 - Level 3</b>				01/28			
03/26	8:30 AM - 4:30 PM	Th	PIA	In this course, students create a project plan containing tasks, organize these tasks in a work breakdown structure containing task relationships, create and assign resources, and finalize the project to implement the project plan.				8:30 AM - 4:30 PM			
<b>Outlook 2003 - Level 3</b> 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.				<b>Project 2007 - Level 3</b>				M			
<b>2009</b>				In this course, students create a project plan containing tasks, organize these tasks in a work breakdown structure containing task relationships, create and assign resources, and finalize the project to implement the project plan.				PIA			
01/29	8:30 AM - 4:30 PM	Th	BLM	<b>Project 2007 - Level 3</b>				02/23			
02/26	8:30 AM - 4:30 PM	Th	PIA	In this course, students create a project plan containing tasks, organize these tasks in a work breakdown structure containing task relationships, create and assign resources, and finalize the project to implement the project plan.				8:30 AM - 4:30 PM			
03/13	8:30 AM - 4:30 PM	F	BLM	<b>Project 2007 - Level 3</b>				W			
03/26	8:30 AM - 4:30 PM	Th	PIA	In this course, students create a project plan containing tasks, organize these tasks in a work breakdown structure containing task relationships, create and assign resources, and finalize the project to implement the project plan.				BLM			
<b>Outlook 2003 - Level 3</b> 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.				<b>Project 2007 - Level 3</b>				03/04			
<b>2009</b>				In this course, students create a project plan containing tasks, organize these tasks in a work breakdown structure containing task relationships, create and assign resources, and finalize the project to implement the project plan.				8:30 AM - 4:30 PM			
01/29	8:30 AM - 4:30 PM	Th	BLM	<b>Project 2007 - Level 3</b>				T			
02/26	8:30 AM - 4:30 PM	Th	PIA	In this course, students create a project plan containing tasks, organize these tasks in a work breakdown structure containing task relationships, create and assign resources, and finalize the project to implement the project plan.				PIA			
03/13	8:30 AM - 4:30 PM	F	BLM	<b>Project 2007 - Level 3</b>				03/04			
03/26	8:30 AM - 4:30 PM	Th	PIA	In this course, students create a project plan containing tasks, organize these tasks in a work breakdown structure containing task relationships, create and assign resources, and finalize the project to implement the project plan.				8:30 AM - 4:30 PM			
<b>Outlook 2003 - Level 3</b> 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.				<b>Project 2007 - Level 3</b>				T			
<b>2009</b>				In this course, students create a project plan containing tasks, organize these tasks in a work breakdown structure containing task relationships, create and assign resources, and finalize the project to implement the project plan.				PIA			
01/29	8:30 AM - 4:30 PM	Th	BLM	<b>Project 2007 - Level 3</b>				03/24			
02/26	8:30 AM - 4:30 PM	Th	PIA	In this course, students create a project plan containing tasks, organize these tasks in a work breakdown structure containing task relationships, create and assign resources, and finalize the project to implement the project plan.				8:30 AM - 4:30 PM			
03/13	8:30 AM - 4:30 PM	F	BLM	<b>Project 2007 - Level 3</b>				W			
03/26	8:30 AM - 4:30 PM	Th	PIA	In this course, students create a project plan containing tasks, organize these tasks in a work breakdown structure containing task relationships, create and assign resources, and finalize the project to implement the project plan.				PIA			

Date	Time	Days	Location	Date	Time	Days	Location	Date	Time	Days	Location	
<b>Excel 2007 - Level 1</b> In this course, students create and edit basic Microsoft® Office Excel® 2007 worksheets and workbooks. (Second Edition)				<b>Word 2003 - Level 3</b> In this course, students will learn how to use Word to create, manage, revise, and distribute long documents, forms, and Web pages.				<b>2008</b> 12/02 - 12/08 1:00 AM - 5:00 PM TWThFSa PIA				
<b>2008</b>	12/29	8:30 AM - 4:30 PM	M	BLM	<b>2009</b>	01/30	8:30 AM - 4:30 PM	F	PIA	<b>Linux+ Certification</b> The CompTIA Linux+ Certification course builds on your existing user-level knowledge and experience with the Linux operating system to present fundamental skills and concepts that you will use on the job in any type of Linux career.		
<b>2009</b>	01/05	8:30 AM - 4:30 PM	M	PIA	02/27	8:30 AM - 4:30 PM	F	PIA	<b>2009</b> 02/09 - 02/13 1:00 PM - 5:00 PM MTWThF PIA			
01/29	8:30 AM - 4:30 PM	Th	BLM	03/06	8:30 AM - 4:30 PM	F	BLM	<b>Security+ Certification</b> In this course, students will build on their knowledge and professional experience with computer hardware, operating systems, and networks as they acquire the specific skills required to implement basic security services on any type of computer network.				
02/02	8:30 AM - 4:30 PM	M	PIA	03/30	8:30 AM - 4:30 PM	M	PIA	<b>2009</b>	01/05 - 01/09 1:00 PM - 5:00 PM	MTWThF	PIA	
02/02	8:30 AM - 4:30 PM	M	BLM	<b>Word 2007 - Level 1</b> In this course, student will learn basic concepts required to produce basic business documents. They will create, edit, and enhance standard business documents using Microsoft® Office Word 2007. (Second Edition)								
03/06	8:30 AM - 4:30 PM	F	BLM	<b>2009</b>	02/03	8:30 AM - 4:30 PM	T	BLM				
<b>Excel 2007 - Level 2</b> In this course, students use Excel® 2007 to streamline and enhance spreadsheets with templates, charts, graphics, and formulas. They will apply visual elements and advanced formulas to a worksheet to display data in various formats. (Second Edition)				02/09	8:30 AM - 4:30 PM	M	PIA					
<b>2009</b>	01/15	8:30 AM - 4:30 PM	Th	PIA	03/05	8:30 AM - 4:30 PM	Th	PIA				
02/06	8:30 AM - 4:30 PM	F	BLM	<b>Word 2007 - Level 2</b> In this course, students create complex documents in Microsoft® Office Word 2007 documents and build personalized efficiency tools in Microsoft® Word 2007. (Second Edition)								
02/12	8:30 AM - 4:30 PM	Th	PIA	<b>2009</b>	01/20	8:30 AM - 4:30 PM	T	PIA				
03/16	8:30 AM - 4:30 PM	M	PIA	02/04	8:30 AM - 4:30 PM	W	BLM					
<b>Excel 2007 - Level 3</b> In this course, students will learn how to automate common tasks, apply advanced analysis techniques to more complex data sets, collaborate on worksheets with others, and share Excel data with other applications. (Second Edition)				02/18	8:30 AM - 4:30 PM	W	PIA					
<b>2009</b>	02/24	8:30 AM - 4:30 PM	T	PIA	03/20	8:30 AM - 4:30 PM	F	PIA				
03/23	8:30 AM - 4:30 PM	M	BLM	<b>Word 2007 - Level 3</b> In this course, students will learn how to use Word to create, manage, revise, and distribute long documents, forms. (Second Edition)								
03/25	8:30 AM - 4:30 PM	W	PIA	<b>2008</b>	11/24	8:30 AM - 4:30 PM	M	PIA				
<b>Excel 2007 New Features</b> In this course, students will work with the new and enhanced features in Microsoft® Office Excel® 2007.				12/23	8:30 AM - 4:30 PM	T	PIA					
<b>2009</b>	01/14	1:00 PM - 5:00 PM	W	BLM	<b>2009</b>	01/28	8:30 AM - 4:30 PM	W	PIA			
02/23	8:30 AM - 4:30 PM	M	PIA	02/27	8:30 AM - 4:30 PM	F	PIA					
<b>Excel VBA 2007</b> Student will learn to create and run macros, use the VB editor, learn the use of Interface Boxes, variables and Conditional Routines.				03/26	8:30 AM - 4:30 PM	Th	PIA					
<b>2009</b>	02/18	8:30 AM - 4:30 PM	W	PIA	03/27	8:30 AM - 4:30 PM	F	BLM				
<b>Word Processing</b>				<b>Word 2007 New Features</b> In this course, students will be introduced to the new and enhanced features available in Microsoft Office Word 2007.								
<b>Word 2003 - Level 1</b> In this course, students will create, edit, and enhance standard business documents using Microsoft Office Word 2003.				<b>2009</b>	01/14	8:00 AM - 12:00 PM	W	PIA				
<b>2009</b>	01/09	8:30 AM - 4:30 PM	F	PIA	02/09	1:00 PM - 5:00 PM	M	PIA				
02/06	8:30 AM - 4:30 PM	F	PIA	<b>Technical Mentored Learning</b>								
03/02	8:30 AM - 4:30 PM	M	PIA	<b>2277 Implementing Managing and Maintaining a Microsoft Windows Server 2003 Network</b> This course provides students with the knowledge and skills to implement and manage a Microsoft® Windows® Server 2003 network infrastructure.								
<b>Word 2003 - Level 2</b> 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.				<b>2008</b>	12/01 - 12/05 1:00 PM - 5:00 PM	MTWThF	PIA					
<b>2009</b>	01/23	8:30 AM - 4:30 PM	F	PIA	<b>2279 Planning, Implementing, and Maintaining a Microsoft Windows Server 2003 Active Directory</b> This course provides students with the knowledge and skills to successfully plan, implement, and troubleshoot a Microsoft® Windows® Server 2003 Active Directory® directory service infrastructure.							
02/12	8:30 AM - 4:30 PM	Th	PIA									
02/27	8:30 AM - 4:30 PM	F	BLM									
03/10	8:30 AM - 4:30 PM	T	PIA									