



Computer Technology Solutions

Training Class Schedule Fall 2010, Winter 2011

Course Number	Course Title	Course Length	Nov 2010	Dec 2010	Jan 2011	Feb 2011
EX-1	Excel Introduction	1 day	8	1	4	2
EX-2	Excel Intermediate	1 day	15	9	6	8
EX-3	Excel Advanced	1 day		22		24
EX-4	Excel Macros & VBA	2 days		Upon Request		
OTLK-1	Outlook Introduction	1 day	22	6	11	17
OTLK-2	Outlook Advanced	1 day		7		23
ON-1	OneNote Introduction	1/2 day		23		9
PPT-1	PowerPoint Introduction	1 day	10		24	15
PPT-2	PowerPoint Advanced	1 day	23		18	18
WD-1	Word Introduction	1 day	4	15	10	14
WD-2	Word Intermediate	1 day	15	17	25	
WD-3	Word Advanced	1 day	24		30	
AC-1	Access Introduction	1 day		13	19	
AC-2	Access Intermediate	1 day		14		28
AC-3	Access Advanced	1 day		Upon Request		
OF07-1	Office 2007/10 Upgrade	1 day	3, 17	8, 16	5, 12	3, 24
PRJ-1	Project – Creating a Project	1 day		29		21
PRJ-2	Project – Managing Projects	1 day		30		22
XP-1	Windows XP Introduction	1 day		Upon Request		
XP-2	Windows XP Advanced	1 day		Upon Request		
VI-1	Windows 7 Introduction	1 day	9	10	13	7
VI-2	Windows 7 Advanced	1 day			27	
VI-3	Windows 7 Upgrade	1 day	11	10	20	16
FP-1	FrontPage 2003 Introduction	1 day		Upon Request		
FP-2	FrontPage 2003 Advanced	1 day		Upon Request		
PB-1	Publisher Introduction	1 day	30			25
PB-2	Publisher Advanced	1 day		Upon Request		
QB-1	Quickbooks Introduction	1 day		Upon Request		
QB-2	Quickbooks Advanced	1 day		Upon Request		

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