



Computer Technology Solutions

Training Class Schedule Spring 2010

Course Number	Course Title	Course Length	Feb 2010	Mar 2010	Apr 2010	May 2010
EX-1	Excel Introduction	1 day	2	2	2	4
EX-2	Excel Intermediate	1 day	12	9	6	7
EX-3	Excel Advanced	1 day		22		25
EX-4	Excel Macros & VBA	2 days		Upon Request		
OTLK-1	Outlook Introduction	1 day	22	9		18
OTLK-2	Outlook Advanced	1 day		1		3
ON-1	OneNote Introduction	1/2 day		5		7
PPT-1	PowerPoint Introduction	1 day	10		23	10
PPT-2	PowerPoint Advanced	1 day	23		5	17
WD-1	Word Introduction	1 day	3	15	9	14
WD-2	Word Intermediate	1 day	15	23	23	
WD-3	Word Advanced	1 day	24		30	
AC-1	Access Introduction	1 day	16	3	7	
AC-2	Access Intermediate	1 day		12		28
AC-3	Access Advanced	1 day		Upon Request		
OF07-1	Office 2007 Upgrade	1 day	3, 26	8, 23	2, 12	3, 14
PRJ-1	Project – Creating a Project	1 day	18		15	
PRJ-2	Project – Managing Projects	1 day	19		16	
XP-1	Windows XP Introduction	1 day		Upon Request		
XP-2	Windows XP Advanced	1 day		Upon Request		
VI-1	Vista Introduction	1 day	9	12	8	5
VI-2	Vista Advanced	1 day			13	
VI-3	Vista Upgrade	1 day	11	12	8	7
FP-1	FrontPage 2003 Introduction	1 day		Upon Request		
FP-2	FrontPage 2003 Advanced	1 day		Upon Request		
PB-1	Publisher Introduction	1 day	25			20
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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