

Catalogue 2001 for The Computer Workshop

Thank you!



I would like to take this opportunity to thank all of our customers for a great year! In the July 21, 2000 issue of Business First we were listed as the # 1 End-user Training Center in Columbus. Without your support and confidence in our training, we would not have reached this status.



Of course, confidence in our training stems from having an excellent training experience. We work very hard to provide the training necessary to make you a more knowledgeable and productive computer user. From the person that schedules your class to the teacher in the classroom, our employees care about the training you receive and the after class support provided.



We are growing both in Columbus as well as Circleville and Cleveland. Our Cleveland location has been in operation just a little over a year and is showing great strides in that market. We would not have this growth without your continued support.

We want to remain the # 1 training facility, not only in Columbus, but throughout Ohio. In order to do that, we will need to continue providing quality training at a reasonable cost - and I promise you that we will do exactly that.

Thank You,
Thelma C. Tippie
President & CEO

For making us the
#1 End-User
Software Training
Center in Columbus
according to
Business First.

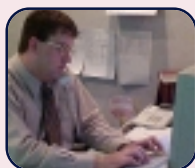
Ride the Waves of Technology!

The solution is in your hands!

Trying to keep up with today's technology is like 'Riding a Wave' on a surfboard – sometimes you are sailing along and all is well – then an unexpected wave comes your way and you find yourself in trouble! Your only choice is to find the next wave to ride! We at The Computer Workshop will help you 'Ride the Wave of Technology'! When you find those unexpected problems or the new upgrade to your software has left you in trouble, you can count on our experienced team of educators and technical support professionals to help! And rest assured – the next wave is just around the corner. To stay on top takes dedication and training! We have many services to offer – below we list those most frequently requested. You are truly holding your technology solutions in your hands!

It's more than training, it's the way you do your job!

Services



David



Bill



Cheri



Amy

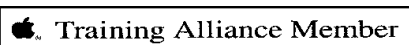


Chris

We believe that the most important part of our job is to provide the customer with the correct training solution.

- ☞ Expert Training for IT Professionals, Web Developers, Graphic Designers and End-users
- ☞ Softskill Seminars - over 50 courses to choose from such as Time Management and Managing your Finances
- ☞ Programming and Application Development
- ☞ Desktop Publishing and Web Design
- ☞ Spreadsheet and Database Design
- ☞ Beyond the Keystrokes- specifically focused half day courses
- ☞ Employee Outsourcing, Help Desk, Network Administration, Special Projects, Equipment and Room Rental

Below are several of the Training Alliances we have with our software vendors. Being part of their alliance gives us the leading edge on new products and extra support that we can pass onto our clients.



Corel® Training Partners



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THE COMPUTER WORKSHOP, INC.

THE COMPANY THAT WORKS FOR YOU!

The Computer Workshop brings to you...

Quality with Value-

The Computer Workshop was named the #1 End-User training facility (See July 21st issue of Business First).

Knowledgeable Instructors-

Our instructors communicate in an easy-to-understand language. We have certified professionals with real-world experience.

Student Focused Curriculum-

We've spent over 13 years developing quality course materials for our core courses. Our Curriculum Director searches the entire country for the best material for the courses we choose to purchase.

Hands-on Training-

We provide each student with their own computer with appropriate software, a course manual, and practice diskette.

Small Classes-

Our small classes allow time for questions and time for the instructor to work with difficult techniques.

Friendly Services-

After-class support cannot be matched! We have unlimited phone support on what is covered in class and up to one year to retake any class.

Locations

- 📍 **Dublin (Columbus)**
5131 Post Road (614) 798.9505
- 📍 **Independence (Cleveland)**
6100 Rockside Woods Blvd. (216) 901.0106
- 📍 **Circleville**
102 West Main Street (740) 474.1511

Satellite Offices*

- 📍 Columbus East * (614) 798.9505
- 📍 Lancaster * (800) 639.3535

* These locations are reserved for groups of 7 to 10 students.

National Training

Do you have locations throughout the US and Canada? We have developed the **Workshop Training Alliance** to service all your locations. We are also part of the Logical Training Alliance and the Microsoft Solution Provider Network of Training and Development companies.

The Workshop Training Alliance - Bringing you the strength of a National Company!

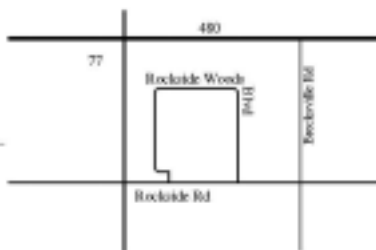
The Computer Workshop, Inc. Dublin, Ohio



From 270, take Exit 17A. Turn left at the first stop light onto Post Road. Go past to the next stop light and turn left. At the back of the lot, you will see 5131 (United Magazine's three-story white & black office building).

5131 Post Road, Suite 201,
Dublin OH 43017
Registration #: 00-09-1559T

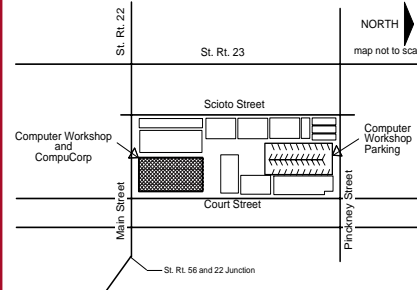
The Computer Workshop, Inc. Cleveland/Independence, Ohio



From 77 take Rockside Road exit, go East on Rockside Road to the 1st traffic light past Denny's restaurant. Turn left on Rockside Woods Blvd. Take the 1st entrance to the right. Parking continues to the side of the building if needed. From the elevator, turn left.

6100 Rockside Woods Blvd., Suite 235,
Independence OH 44131
Registration #: 00-09-1560T

The Computer Workshop, Inc. Circleville, Ohio



To avoid parking charges, we have furnished prepaid parking, for our clients, in the Circleville Cinema parking lot, just behind our building. Both, our building and the parking lot, are easily accessible from SR 23, 56 & 22.

102 W Main St.
(Corner of Court St. & Main St.)
Circleville OH 43113

THE COMPUTER WORKSHOP, INC.

WHERE OUR GOALS ARE YOUR NEEDS...



Thelma Tippie
President/CEO

The President and CEO, Thelma Tippie, has had the opportunity of working on many types of computers -- from mainframes to the Macintosh to IBM Compatibles using DOS to Windows operating systems. "The Computer Workshop, Inc. is in the 'education business' with computer training as one of our products", says Thelma. We are one of the oldest training facilities in the Columbus area (since 1988). Based on the high quality training The Computer Workshop, Inc. provides, we try to remain the most reasonable in the industry. "The flexibility of a small business vs. a large corporation, is only one advantage of working with The Computer Workshop, Inc. which helps us be the #1 End-User Software training facility in Columbus", Thelma says.



Terressa K. Williams-Davy
Vice President of Operations

Terri is a graduate of Appalachian State University with Bachelor of Science degrees in economics, finance and banking. She joined The Computer Workshop team as an account executive; and after she worked in all positions, including teaching, she was promoted to V. P. of Operations. Terri has a clear understanding of what a training center should be to the client. "My goal for 2001 is to make sure our clients have a great learning experience from the registration process to the after class support. The purpose of our training center is to make employees more productive using their software which in turn adds worth to both the employee and their company", Terri says.



Michael M. Soliday
Marketing/Curriculum Director

With an undergraduate degree in business administration and a Master of Arts degree in business education, Mike uses his education and experience to lead a team of professional educators that provides quality training for all of our clients. With his experience as our previous Training Manager and his Master Certification as a trainer, Mike now manages our Curriculum Development and Marketing team. "I believe in providing clients with the best curriculum for their classes. That is why we develop many of our own manuals. We have the knowledge that our clients need and my goal is to transfer that knowledge to a new and improved line of course materials", Mike says.



David Williams
Site Director- Cleveland

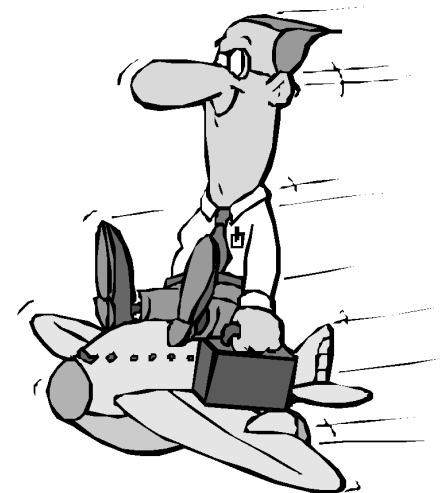
David Williams started with The Computer Workshop, Inc. setting up our classrooms about 8 years ago. After graduation he joined our sales team and quickly became top sales person for the company. He then accepted the challenge of opening our newest location in the Cleveland area.

Mission Statement

The Computer Workshop's experienced team is focused on providing high-quality software training, programming and other related computer services at a reasonable cost. Our dedicated, committed team believes in a "Customer-First" mission, achieved by listening to your needs, assisting with your goals and providing solutions.

Did you know?

- We have Instructors with Master Certifications.
- We are a Microsoft Solution Provider.
- We are a certified member of the Apple Training Alliance.
- We are the only Adobe FrameMaker Registered Training Site in the Columbus area.
- We are a Corel WordPerfect-certified training facility.
- We are a Quark Training Alliance Member.
- We are a FileMaker Training Alliance Member.
- We are known for our great graphics and web development classes.
- We are the #1 End-User Training Center in Columbus according to Business First!



Look On-Line at www.tcworkshop.com for Course Schedules, Descriptions, Specials, Tips & Tricks, Updates, New Releases, and More!

How To Register

For the Dublin area, Students can register for classes by calling 614-798-9505. You may e-mail the information to training@tcworkshop.com. Outside Columbus, call 1-800-639-3535.

For the Cleveland area, call 216.901.0106 or fax to 216.901.0340. Register early due to limited class sizes. Corporate rates and group discounts are available.

Payment Policy

When direct billing has not been prearranged, payment must be received prior to attending a class. The Computer Workshop, Inc. accepts American Express, MasterCard, Visa, and corporate checks.

We are approved for the union sponsored programs with the State of Ohio, UAW-Ford and accept the vouchers and voucher requests for these programs. Vouchers must be sent in prior to class date. If you are a veteran, please check on payment plans.

Cancellation & Confirmation Policy

COURSE DATES IN THIS SCHEDULE ARE SUBJECT TO CHANGE AT ANY TIME DUE TO SCHEDULING CONFLICTS. CALL OUR CUSTOMER SERVICE REPRESENTATIVES TO CONFIRM DATES. We will confirm registration by fax. We do not mail written confirmations so please make a note of the class dates and time. If a scheduling conflict occurs you may transfer to another class time or cancel class. If a scheduling conflict occurs five, or less than five, business days before the class date, you may send a substitute in your place. If you cannot find a substitute five business days prior to class and therefore must cancel, you will be charged the full class price. If you fail to attend the class, you will be charged the full class price. If payment is being made with a coupon, you will be charged a coupon. If you reschedule within the month of cancellation, you will not be charged for the rescheduled class (except if paying with a coupon).

ToolKit Pricing:

You can save over 20% by purchasing your training utilizing our 'ToolKit' prices. Restrictions do apply. Call for details.

Basic Skills ToolKit: \$495.00

Choose any three (3) Basic, Intermediate or Advanced class from any of the Microsoft, WordPerfect or Lotus courses that are \$185.00 or under.

Graphics Tool Kit: \$995.00

Choose any five (5) Basic or Advanced graphics courses with a value of \$245.00 or less.

Web ToolKit: \$1,595.00

Take any 9 Web Design courses that are \$245.00 or less. Must be taken within 1 year.

Master Tool Kit: \$1,495.00

Unlimited classes for a year. Guaranteed at least 10 classes. Some restrictions apply, please call for details.

Course Times:

Most of our courses are FULL DAY (7-8 hours). If an evening, weekend, or half-day course would best suit your schedule, let us know. Following are the times for the various number of hours used in our catalogue:

- 4 hours 8:30 am - 12:30 pm
- 5 hours 8:30 am - 2:30 pm
- 7 hours 8:30 am - 4:30 pm
- 8 hours 8:00 am - 5:00 pm
- 10 hours 8:30 am - 2:30 pm (2 day course)
- 12 hours 8:30 am - 3:30 pm (2 day course)
- 14 hours 8:30 am - 4:30 pm (2 day course)
- 21 hours 8:30 am - 4:30 pm (3 day course)
- 28 hours 8:30 am - 4:30 pm (4 day course)
- 35 hours 8:30 am - 4:30 pm (5 day course)
- Evening 6:00 pm - 9:30 pm

The following information is geared for our tracks of 50 to 300 hours. Call for more details.

Refund Policy for Tracks of 50-300 clock hours per term, quarter, or semester according to Policy 3332-1-10

- 1) A student who starts class and officially withdraws before the period is ten percent completed will be obligated for twenty-five percent of the tuition plus the registration fee.
- 2) A student who starts class and officially withdraws before the period is twenty percent completed will be obligated for fifty percent of the tuition plus the registration fee.
- 3) A student who starts class and officially withdraws before the period is thirty percent completed will be obligated for seventy-five percent of the tuition plus the registration fee.
- 4) A student who starts class and officially withdraws after the period is thirty percent completed will not be entitled to a refund of the tuition nor the registration fee.
- 5) A student has 5 calendar days from the application date to cancel this program or course.

Grievance Procedure for Tracks of 50-300 clock hours per term, quarter, or semester:

Any student who has a grievance with The Computer Workshop should first discuss the problem with the instructor or the Education Director. If a resolution is not reached, the student should make a written complaint and submit it to the Education Director asking for a written response. When a satisfactory resolution of the problem is not obtained, the student may contact the Ohio Board of Proprietary School Registration, 35 E. Gay St., Suite 403, Columbus, OH 43215, Phone: 614.466.2752; Toll Free: 877.275.4219

Program requirements

Students are expected to be on time and attend all scheduled classes. Documentation of the reason for the absences is required for a student returning to class after an absence. A student that is late more than 1 hr will be required to reschedule that day of class. All classes missed by a student will need to be made up by the end of the completion of the track. Any student that performs in an unsatisfactory manner will be given additional time to obtain satisfactory performance.

Standards for Satisfactory Progress

100% attendance & satisfactory completion of course materials is required for course completion.

Probation

A student unable to attain satisfactory completion will be placed on academic probation and given extra assistance in an effort to reach the expected level of performance.

Re-Entrance

Any student who is on probation or has dropped out of the track, may be readmitted by completing a personal interview with the school director and paying all fees due at time of readmission.

Graduation Requirements

Graduation requirements of the track is to compete all courses satisfactory and complete all classroom hours.

Student Conduct and Conditions for Dismissal

Students are expected to act in a mature and considerate manner in all functions in the school.

The following may result in disciplinary action:

1. Vandalism
2. Gambling
3. Physical Abuse or harassment
4. Consumption of alcoholic beverages/drugs.
5. Disruptive in Class.
6. Possession of firearms and weapons.
7. Smoking, Designated areas are provided.

These are some of the reasons for dismissal.

Credit for Previous Education

Documentation of prior training may be used as a prerequisite.

Administrators

| | |
|---------------------|--------------------|
| Thelma Tippie | Director |
| Terri Williams-Davy | Assistant Director |
| Mike Soliday | Education Director |

For a list of Faculty, see page 59 of the catalogue.

The following lists the classes on our schedule. They are arranged by type of software. The technical and advanced technology courses are listed first, followed by the application (end-user) software. The application software is divided with the Windows courses listed first, followed by the Macintosh courses. For descriptions of the courses, see the page indicated. **Look on our web site at www.tcworkshop.com for new releases and additional courses being added during the year!** If you do not see a listing for the software and/or version you are using, please call us. We have only listed the current versions and most popular software packages in this catalogue. If you need help, we will find a suitable solution.

Course Title **Hours** **Prices** **Page #**

A+ Certification:

| | | | |
|---|--------------|--------------|----|
| A+ Certification - PC Hardware | 35 Hrs. | \$1995 | 14 |
| A+ Certification - Operating Systems | 14 Hrs. | \$395 | 14 |
| A+ Certification - The Works (Includes Machine) | 52 Hrs. | \$3700 | 14 |

Web Designer:

| | | | |
|---|--------------|--------------|----|
| Recommended Paths for Web Designer and Web Developer programs | Varies | Varies | 15 |
|---|--------------|--------------|----|

Novell Certified Network Engineer Program (CNE):

| | | | |
|---|--------------|--------------|----|
| NetWare 5.0: Update from Netware 4.11 | 21 Hrs. | \$1195 | 16 |
| NetWare 5.0: System Administration | 35 Hrs. | \$1995 | 16 |
| NetWare 5.0: Networking Fundamentals | 14 Hrs. | \$525 | 16 |
| NetWare 5.0: Principles of Internetworking | 21 Hrs. | \$995 | 16 |
| NetWare 5.0: Advanced System Administration | 35 Hrs. | \$1995 | 16 |
| NetWare 4.11: Design and Implementation | 21 Hrs. | \$1125 | 16 |
| Servicing and Supporting Networks | 35 Hrs. | \$1995 | 16 |
| NetWare 5.0: NT Integration | 28 Hrs. | \$1595 | 16 |
| GroupWise 5.5: Administration | 28 Hrs. | \$1195 | 16 |

Certified Lotus Professional (CLP):

| | | | |
|---------------------------------------|--------------|--------------|----|
| R5 Domino Designer Fast Track | 28 Hrs. | \$1495 | 17 |
| R5 System Administration update | 28 Hrs. | \$1495 | 17 |

MOUS Certification:

| | | | |
|--|-----------|--------------|----|
| Microsoft Office User Specialist courses and testing information | N/A | Varies | 17 |
|--|-----------|--------------|----|

Beyond the Keystrokes:

| | | | |
|---------------------------------------|---------|-------------|----|
| 21 specifically focused classes | 4 | \$129 | 18 |
|---------------------------------------|---------|-------------|----|

Microsoft Certified System Engineer Courses-(See Pgs 12-13 for Info on MCSE 2000 Track)

| | | | |
|---|--------------|--------------|----|
| Network and Operating System Basics..... | 21 Hrs. | \$1175 | 19 |
| Installation and Administration of Windows 2000 | 35 Hrs. | \$1875 | 19 |
| Network Infrastructure Implementation | 35 Hrs. | \$1875 | 19 |
| Administering the Active Directory | 35 Hrs. | \$1875 | 20 |
| Designing a Secure Network | 35 Hrs. | \$1875 | 20 |
| Active Directory Design | 21 Hrs. | \$1175 | 20 |
| Designing Network Services | 35 Hrs. | \$1875 | 20 |
| Windows 2000 Migration Strategy | 14 Hrs. | \$995 | 20 |

General Windows and Macintosh:

| | | | |
|-------------------------------|--------------|-------------|----|
| Windows 2000, Level 1 | 7 Hrs. | \$165 | 21 |
| Windows 2000, Level 2 | 12 Hrs. | \$325 | 21 |
| Macintosh 9.0, Basics | 8 Hrs. | \$185 | 21 |
| Macintosh 9.0, Advanced | 8 Hrs. | \$185 | 21 |

Word Processing:

| | | | |
|--|-------------|-------------|----|
| Word 2000/2001, Basics | 7 Hrs. | \$185 | 22 |
| Word 2000/2001, Intermediate | 7 Hrs. | \$185 | 22 |
| Word 2000/2001, Advanced | 7 Hrs. | \$185 | 22 |
| WordPerfect 9.0, Basics | 7 Hrs. | \$185 | 23 |
| WordPerfect 9.0, Intermediate | 7 Hrs. | \$185 | 23 |
| WordPerfect 9.0, Advanced | 7 Hrs. | \$185 | 23 |
| Moving from WordPefect to Word | 4 Hrs. | \$125 | 23 |
| WordPro Millennium Edition 9.5, Basics | 7 Hrs. | \$185 | 23 |
| WordPro Millennium Edition 9.5, Advanced | 7 Hrs. | \$185 | 23 |

Spreadsheets:

| | | | |
|-------------------------------------|-------------|-------------|----|
| Excel 2000/2001, Basics | 7 Hrs. | \$185 | 24 |
| Excel 2000/2001, Intermediate | 7 Hrs. | \$185 | 24 |
| Excel 2000/2001, Charts | 8 Hrs. | \$185 | 24 |
| Excel 2000/2001, Database | 7 Hrs. | \$185 | 24 |
| Excel 2000/2001, Advanced | 7 Hrs. | \$185 | 25 |

| | | | |
|---|--------|-------|----|
| Lotus 1-2-3 Millennium Edition 9.5, Basics | 7 Hrs. | \$185 | 25 |
| Lotus 1-2-3 Millennium Edition 9.5, Database & Graphs | 7 Hrs. | \$185 | 25 |
| Lotus 1-2-3 Millennium Edition 9.5, Advanced | 7 Hrs. | \$185 | 26 |
| Quattro Pro 9.0, Basics | 7 Hrs. | \$185 | 26 |
| Quattro Pro 9.0, Database & Graphs | 7 Hrs. | \$185 | 26 |

Databases:

| | | | |
|---|---------|-------|----|
| Access 2000, Basics | 7 Hrs. | \$210 | 27 |
| Access 2000, Intermediate | 7 Hrs. | \$210 | 27 |
| Access 2000, Advanced | 7 Hrs. | \$210 | 27 |
| Access 2000, Application and Development | 14 Hrs. | \$449 | 28 |
| Visual FoxPro 6.0, Basics | 7 Hrs. | \$249 | 28 |
| Visual FoxPro 6.0, Advanced | 14 Hrs. | \$479 | 28 |
| Visual FoxPro 6.0, Application and Development..... | 14 Hrs. | \$645 | 28 |
| FileMaker Pro 5.0, Basics | 5 Hrs. | \$195 | 28 |
| FileMaker Pro 5.0, Intermediate | 7 Hrs. | \$210 | 29 |
| FileMaker Pro 5.0, Advanced | 10 Hrs. | \$325 | 29 |
| Approach Millennium Edition 9.5, Basics | 7 Hrs. | \$210 | 29 |
| Approach Millennium Edition 9.5, Advanced | 7 Hrs. | \$210 | 29 |
| Paradox 9.0, Basics | 7 Hrs. | \$210 | 30 |
| Paradox 9.0, Advanced | 7 Hrs. | \$210 | 30 |
| Crystal Reports 8.0, Basics | 14 Hrs. | \$350 | 30 |
| Crystal Reports 8.0, Advanced | 14 Hrs. | \$375 | 30 |

Graphics/Desktop Publishing:

| | | | |
|--|---------|-------|----|
| Photoshop 6.0, QuickStart | 7 Hrs. | \$245 | 31 |
| Photoshop 6.0, Basics-Advanced | 28 Hrs. | \$795 | 31 |
| Photoshop 6.0, Color Correction & Printing | 10 Hrs. | \$370 | 31 |
| Photoshop 6.0, Web Production | 7 Hrs. | \$370 | 31 |
| InDesign 1.5, Basics-Advanced | 21 Hrs. | \$695 | 32 |
| InDesign 1.5, Type Design..... | 7 Hrs. | \$245 | 32 |
| PageMaker 6.5, Basics | 14 Hrs. | \$370 | 32 |
| PageMaker 6.5, Type Design | 7 Hrs. | \$225 | 32 |
| PageMaker 6.5, Advanced | 7 Hrs. | \$225 | 33 |
| Quark XPress 4.1, Basics | 7 Hrs. | \$225 | 33 |
| Quark XPress 4.1, Type Design | 7 Hrs. | \$225 | 33 |
| Quark XPress 4.1, Advanced | 7 Hrs. | \$225 | 33 |
| Quark XPress 4.1, Print Production | 12 Hrs. | \$370 | 34 |
| FrameMaker 6.0, Level 1 | 21 Hrs. | \$995 | 34 |
| MS Publisher 2000, Basics | 7 Hrs. | \$195 | 34 |
| Corel Draw 10.0, Basics | 12 Hrs. | \$425 | 34 |
| Corel Draw 10.0, Advanced | 12 Hrs. | \$425 | 34 |
| Introduction to Graphics Using PrintShop | 5 Hrs. | \$150 | 34 |
| Illustrator 9.0, QuickStart | 7 Hrs. | \$225 | 35 |
| Illustrator 9.0, Basics-Advanced | 14 Hrs. | \$425 | 35 |
| FreeHand 9.0, Basics | 7 Hrs. | \$225 | 35 |
| FreeHand 9.0, Intermediate | 7 Hrs. | \$225 | 35 |
| FreeHand 9.0, Advanced | 7 Hrs. | \$225 | 35 |
| AutoCAD 2000 for Windows, Basics..... | 21Hrs. | \$849 | 36 |
| AutoCAD 2000 for Windows, Advanced..... | 14 Hrs. | \$595 | 36 |
| Visio 2000, Level 1..... | 7 Hrs. | \$325 | 36 |
| Visio 2000, Level 2..... | 7 Hrs. | \$349 | 36 |
| Acrobat 4.0..... | 14 Hrs. | \$495 | 36 |

Desktop Presentation:

| | | | |
|--------------------------------------|--------|-------|----|
| PowerPoint 2000/2001, Basics | 7 Hrs. | \$185 | 37 |
| PowerPoint 2000/2001, Advanced | 7 Hrs. | \$185 | 37 |
| Presentations 9.0, Basics | 7 Hrs. | \$185 | 37 |

Internet and Web Page Design:

| | | | |
|---|--------|-------|----|
| Using the Internet & the World Wide Web, Basics | 7 Hrs. | \$185 | 38 |
| Using the Internet & the World Wide Web, Advanced | 7 Hrs. | \$185 | 38 |
| FrontPage 2000, Basics | 7 Hrs. | \$225 | 38 |
| FrontPage 2000, Intermediate | 7 Hrs. | \$225 | 38 |
| FrontPage 2000, Advanced | 7 Hrs. | \$225 | 39 |

| | | | |
|---|---------|-------|----|
| HTML, Basics | 7 Hrs. | \$245 | 39 |
| HTML, Intermediate | 7 Hrs. | \$245 | 39 |
| HTML, Advanced | 7 Hrs. | \$245 | 39 |
| Dynamic HTML, Basics | 6 Hrs. | \$245 | 39 |
| XML,Basics | 6 Hrs. | \$245 | 40 |
| JavaScript, Basics | 7 Hrs. | \$425 | 40 |
| JavaScript, Advanced | 12 Hrs. | \$425 | 40 |
| VB Scripting for the Web | 7 Hrs. | \$265 | 40 |
| Active Server Pages | 14 Hrs. | \$695 | 41 |
| GoLive 5.0, Basics | 14 Hrs. | \$425 | 41 |
| Microsoft Office: Web Components | 7 Hrs. | \$265 | 41 |
| E-Commerce, Level 1..... | 7 Hrs. | \$425 | 41 |
| E-Commerce, Level 2..... | 14 Hrs. | \$695 | 41 |
| Internetwork and Internet Security..... | 14 Hrs. | \$695 | 42 |
| Flash 5.0, Basics | 7 Hrs. | \$225 | 42 |
| Flash 5.0, Advanced..... | 7 Hrs. | \$225 | 42 |

Communications / Scheduling:

| | | | |
|---|---------|-------|----|
| Outlook 2000, Basics | 7 Hrs. | \$185 | 43 |
| Outlook 2000, Advanced | 7 Hrs. | \$185 | 43 |
| Lotus Notes 5.0, Basics - Mail Features | 7 Hrs. | \$225 | 43 |
| Lotus Notes 5.0, Basics - Database Features | 7 Hrs. | \$225 | 43 |
| Lotus Notes 5.0, Advanced..... | 7 Hrs. | \$225 | 44 |
| Microsoft Project 2000, Basics-Advanced | 14 Hrs. | \$495 | 44 |
| ACT! 2000, Basics | 7 Hrs. | \$245 | 44 |
| ACT! 2000, Advanced | 7 Hrs. | \$245 | 44 |
| Groupwise 5.5, Basics | 7 Hrs. | \$225 | 45 |
| Groupwise 5.5, Advanced | 7 Hrs. | \$225 | 45 |
| Lotus Organizer 5.0, Basics | 7 Hrs. | \$185 | 45 |

Programming Languages:

| | | | |
|---|---------|--------|----|
| Macro Programming Using Visual Basic for Office Applications | 7 Hrs. | \$295 | 46 |
| Visual Basic 6.0, Introduction | 21 Hrs. | \$995 | 46 |
| Creating a Database Project using Data Control w/Visual Basic 6.0 | 21 Hrs. | \$1095 | 46 |
| Java Programming | 35 Hrs. | \$1895 | 46 |

Macintosh (All Courses in Alpha Order):

| | | | |
|--|---------|-------|----|
| Excel 2001 for Macintosh, Basics | 7 Hrs. | \$185 | 24 |
| Excel 2001 for Macintosh, Intermediate | 7 Hrs. | \$185 | 24 |
| Excel 2001 for Macintosh, Charts | 8 Hrs. | \$185 | 24 |
| Excel 2001 for Macintosh, Database | 7 Hrs. | \$185 | 24 |
| Excel 2001 for Macintosh, Advanced | 7 Hrs. | \$185 | 25 |
| FileMaker Pro 5.0 for Macintosh, Basics | 5 Hrs. | \$210 | 28 |
| FileMaker Pro 5.0 for Macintosh, Intermediate | 7 Hrs. | \$210 | 29 |
| FileMaker Pro 5.0 for Macintosh, Advanced | 10 Hrs. | \$325 | 29 |
| FreeHand 9.0 for Macintosh, Basics | 7 Hrs. | \$225 | 31 |
| FreeHand 9.0 for Macintosh, Intermediate..... | 7 Hrs. | \$225 | 31 |
| FreeHand 9.0 for Macintosh, Advanced | 7 Hrs. | \$225 | 31 |
| Illustrator 9.0 for Macintosh, QuickStart | 7 Hrs. | \$225 | 35 |
| Illustrator 9.0 for Macintosh, Basics-Advanced | 14 Hrs. | \$425 | 35 |
| InDesign for Macintosh, Basics-Advanced | 21 Hrs. | \$695 | 33 |
| InDesign Type Design | 7 Hrs. | \$245 | 34 |
| PageMaker 6.5 for Macintosh, Basics | 14 Hrs. | \$370 | 34 |
| PageMaker 6.5 for Macintosh, Type Design | 7 Hrs. | \$225 | 34 |
| PageMaker 6.5 for Macintosh, Advanced | 7 Hrs. | \$225 | 34 |
| Photoshop 6.0 for Macintosh, QuickStart | 7 Hrs. | \$245 | 31 |
| Photoshop 6.0 for Macintosh, Basics-Advanced | 28 Hrs. | \$795 | 32 |
| Photoshop 6.0 for Macintosh, Web Production | 7 Hrs. | \$370 | 32 |
| Photoshop 6.0 for Macintosh, Color Correction & Printing | 12 Hrs. | \$370 | 32 |
| PowerPoint 2001 for Macintosh, Basics | 7 Hrs. | \$185 | 37 |
| PowerPoint 2001 for Macintosh, Advanced | 7 Hrs. | \$185 | 37 |
| Quark XPress 4.0 for Macintosh, Basics | 7 Hrs. | \$225 | 32 |
| Quark XPress 4.0 for Macintosh, Advanced | 7 Hrs. | \$225 | 33 |
| Quark XPress 4.0 for Macintosh, Type Design | 7 Hrs. | \$225 | 33 |
| Quark XPress 4.0 for Macintosh, Print Production | 12 Hrs. | \$370 | 33 |
| Word 2001 for Macintosh, Basics | 7 Hrs. | \$185 | 22 |
| Word 2001 for Macintosh, Intermediate..... | 7 Hrs. | \$185 | 22 |
| Word 2001 for Macintosh, Advanced | 7 Hrs. | \$185 | 22 |

New for 2001

Softskill Courses

The Computer Workshop, Inc. now offers a wide range of programs designed to enhance your job performance or prepare you for a specific career. The courses are specially designed to enhance your personal and professional development and have been approved through an Independent Third Party Review Panel to receive CEU units for the State of Ohio.

Understanding Softskills and Workshops

The focus of many of these learning opportunities is on softskills development. Softskills refer to those non-technical skills that enable people to perform their job responsibilities at a higher level of proficiency. Examples include interpersonal communication skills, public speaking and presentation skills, effective time management, and understanding how to create and maintain relationships. Our Career and Time Management and Communication workshops are designed with the learner's needs in mind and are geared toward assisting them in their professional development.

Other workshops available from The Computer Workshop have been designed to combine softskills development with the application of technical skills. The result is the student not only learns how to do "something", they learn what it takes to get it done in an actual work environment. They learn how to gain the support of others. They gain knowledge on how to present their ideas so others will listen. Our Office Skill Sets and Office Support Skills Sets provide a wide range of skills development areas to choose from.



Increase Productivity

Increase productivity through knowledge, understanding, and overall efficiency in the way you do your work!

Increase Confidence

Take charge of your future and actively participate in shaping that future.

Self Awareness

While there are only 24 hours in a day you will learn the skills and techniques required to "make more time" available to you.

Looking for a Great Buy? Check out our website for "Quik" Seat Classes!

(These are classes that have a few seats left a few days before the class) -

Savings of up to 50% of the class cost!

If you constantly find yourself saying "I need more time", or "There aren't enough hours in the day to get everything done", then the Time Management workshop is for you!

The Computer Workshop, Inc. now offers several Softskill and Workshop courses that will enhance your job performance, or help you prepare for a specific career. Listed below are the new courses available through this program. The courses are specially designed to enhance your professional development and have been approved through an Independent Third Party Review Panel to receive CEU units for the State of Ohio. For more information and course descriptions, please contact one of our Account Executives at 614-798-9505 for central Ohio; 216-901-0106 for the Cleveland area; 740-474-1511 for southern Ohio; and for all other areas call 1-800-639-3535 or check our Web Site at www.tcworkshop.com.

| <u>Course Title</u> | <u>Hours</u> | <u>Prices</u> | <u>Page #</u> |
|---|--------------|---------------|---------------|
| Career and Time Management: | | | |
| Career Management through Computing | 7 Hrs. | \$125 | 47 |
| Managing Your Time | 14 Hrs. | \$425 | 47 |
| Working Smart | 14 Hrs. | \$325 | 47 |
| Life Management Skills | 24 Hrs. | \$475 | 47 |
| Communication | | | |
| Technical Communications Workshop | 21 Hrs. | \$450 | 47 |
| Basics of Business Communication | 14 Hrs. | \$300 | 48 |
| Speaking for Success | 14 Hrs. | \$325 | 48 |
| Superior Customer Service | 14 Hrs. | \$275 | 48 |
| Managing Your Personal Finances | 16 Hrs. | \$300 | 48 |
| Effective Business Presentations Workshop | 21 Hrs. | \$550 | 48 |
| Graphic Specialists and Newsletter Production | | | |
| Electronic Imaging Workshop, Module 1 | 21 Hrs. | \$500 | 49 |
| Electronic Imaging Workshop, Module 2 | 21 Hrs. | \$500 | 49 |
| Electronic Imaging Workshop, Module 3 | 24 Hrs. | \$650 | 49 |
| Creating Newsletters Workshop, Module 1 | 21 Hrs. | \$600 | 49 |
| Creating Newsletters Workshop, Module 2 | 14 Hrs. | \$425 | 49 |
| AutoCAD Fundamentals Workshop | 21 Hrs. | \$825 | 50 |
| AutoCAD Expert Workshop | 14 Hrs. | \$525 | 50 |
| Introduction to Graphic Design Workshop | 21 Hrs. | \$600 | 50 |
| Publishing Using FrameMaker | 21 Hrs. | \$975 | 50 |
| MacroMedia Director Workshop | 7 Hrs. | \$300 | 50 |
| Principles of Design Workshop | 24 Hrs. | \$975 | 50 |
| Office Skill Sets | | | |
| The Integrated Office | 14 Hrs. | \$400 | 51 |
| Wordprocessing Specialist Workshop | 24 Hrs. | \$400 | 51 |
| Spreadsheet Specialist Workshop | 24 Hrs. | \$400 | 51 |
| Transition to Office 2000 Workshop | 14 Hrs. | \$425 | 51 |
| Technology for Administrative Assistants | 24 Hrs. | \$675 | 51 |
| The Modern Receptionist | 21 Hrs. | \$475 | 51 |
| The Office Assistant | 21 Hrs. | \$525 | 52 |
| The Administrative Secretary | 21 Hrs. | \$525 | 52 |
| Medical Office | 21 Hrs. | \$675 | 52 |
| Finances | | | |
| Managing Your Personal Finances | 16 Hrs. | \$300 | 52 |
| QuickBooks Workshop | 14 Hrs. | \$350 | 52 |
| Office Support Skill Set | | | |
| Building Applications for the Modern Office - 101 | 16 Hrs. | \$425 | 53 |
| Building Applications for the Modern Office - 102 | 24 Hrs. | \$950 | 53 |
| Database Programming Workshop | 24 Hrs. | \$975 | 53 |
| Relational Database Design, A Practical Approach | 7 Hrs. | \$225 | 53 |
| Supporting Groupwise Workshop | 24 Hrs. | \$975 | 53 |
| Supporting Lotus Notes Workshop | 24 Hrs. | \$975 | 54 |
| FileMaker Database Development Workshop | 22 Hrs. | \$700 | 54 |
| Fundamentals of Project Management | 16 Hrs. | \$475 | 54 |
| Introduction to Project Mapping Workshop | 16 Hrs. | \$625 | 54 |
| Microsoft Office 2000: Macro Programming | 7 Hrs. | \$275 | 54 |
| Microsoft Office 2000: Document Integration | 7 Hrs. | \$250 | 55 |
| Web Design Support | | | |
| Fundamentals of Web Design 1 | 24 Hrs. | \$650 | 56 |
| Fundamentals of Web Design 2 | 24 Hrs. | \$675 | 56 |
| Web-site Programming Workshop | 24 Hrs. | \$800 | 56 |
| Electronic Publishing with Acrobat | 16 Hrs. | \$500 | 57 |
| Web Scripting | 7 Hrs. | \$250 | 57 |
| Creating Dynamic Web Sites | 24 Hrs. | \$995 | 57 |
| Web Scripting | 7 Hrs. | \$250 | 57 |
| Microsoft Office 2000: Web Components and Collaboration | 7 Hrs. | \$250 | 57 |
| XML Workshop | 7 Hrs. | \$225 | 57 |

Microsoft Certified System Engineer

MCSE Training...

Your Path to Staying Competitive

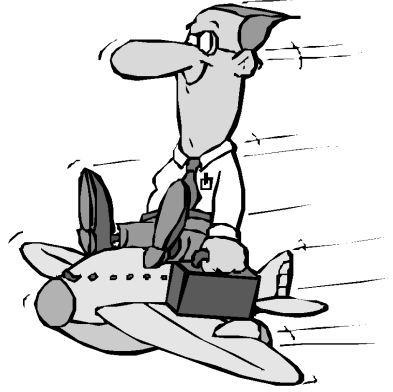
In today's business world, staying ahead of computer technology is an uphill battle. While today's technology makes tasks faster and easier, keeping up with changes in technology is a task in itself. Whether you are manager overseeing an entire IS department or a small business owner, staying ahead is the name of the game.

Employee benefits to MCSE certification:

- ☞ **Increased** career potential
- ☞ **Industry** recognition
- ☞ **Validation** of technical skills
- ☞ **Access** to technical information, subscriptions, and discounts from Microsoft

Company benefits to MCSE certification:

- ☞ **Confidence** that you are meeting high quality standards
- ☞ **Increased** technical competence of your employees, allowing their solutions to be more cost-effective and comprehensive
- ☞ **Increased** customer satisfaction, improved service, increased productivity, more self-sufficiency resulting in lower support costs
- ☞ **Enhanced** credibility within the organization and with customers



The Computer Workshop, Inc. can get you there. In the ongoing race against time, our Microsoft Certified Systems Engineer (MCSE) training program is just the extra push you need to make it to the finish line. The Computer Workshop's MCSE program gives computer professionals first hand insight into Microsoft operating systems, networking tools, BackOffice applications and development tools. The Computer Workshop's primary focus is on training that produces results. We staff networking pros who are also professional instructors.

Includes:

- 5 Core Classes
- MS Windows 2000 Resource Kit!

Special: MCSE Training Pack \$7,475

Plus 20% off Electives



We are Microsoft Certified Solution Providers!

Congratulations to all of our students who passed their MCSE exams in 2000!



Windows 2000 Track

MCSE Candidates in the Windows® 2000 track are required to pass five core exams and two elective exams.

**Core Exam 1
70-210**

Course Names:
Network and Operating Systems Basics & Installation and Administration of Windows 2000
Maps to course 2151 & 2152

**Core Exam 2
70-215**

Course Names:
Network and Operating Systems Basics & Installation and Administration of Windows 2000
Maps to course 2151 & 2152

**Core Exam 3
70-216**

Course Name:
Network Infrastructure Implementation

Maps to course 2153

**Core Exam 4
70-217**

Course Name:
Administering the Active Directory

Maps to course 2154



**Core Exam 5
70-220**

Course Name:
Designing a Secure Network

Maps to course 2150

Choose Two Electives

Exam 70-219, Active Directory Design(Maps to course 1561)
Exam 70-221, Designing Network Services(Maps to course 1562)
Exam 70-222, Windows 2000 Migration Strategy(Maps to course 2010)
Exam 70-228, Microsoft SQL Server 7.0: System Administration(Maps to course 832)

Note: Test candidates who have passed the three Windows NT® 4.0 Exams (70-067, 70-068, and 70-073) can bypass the first four core exams by taking Windows® 2000 Accelerated Exam for MCP's Certified on Microsoft Windows NT® 4.0. **Call today to find out more information on the 5 day Windows 2000 for Windows NT Administrators accelerated course.**

Average Pay Rate of a MCSE in Ohio is \$60,000-\$70,000!

Microsoft Certified Paths Available:

- Windows NT 4.0 Track is still available!!!
 - MCP - Microsoft Certified Professional
 - MCP + Site Building
 - MCP + Internet
 - MCT - Microsoft Certified Technician
 - MCDA - Microsoft Certified Database Administrator
- Call for course content and cost.

See **pages 19-20** for class details, dates, and times or check out our website at www.tcworkshop.com.

A+ CERTIFICATION

The Computer Workshop's Recommended Path

Understanding A+ Certification

A+ Certification is sponsored by the Computing Technology Industry Association (CompTIA). A+ Certification solidifies the competency of Service Technicians in the computer industry. With this proof of technical and professional achievement, Service Technicians increase their range of job opportunities; enhance their opportunities for advancement; and give a high degree of confidence to their customers.

Obtaining an A+ certification means that the individual possesses the knowledge and customer relation skills essential for a computer service technician.

Benefits

- **Lower training costs** -Employers can save money and increase productive work-time when employees eliminate redundant, time-consuming training, and instead require certification as a prerequisite.
- **Customer satisfaction** -When employers have a credential that proves their competency, customer exceptions are more likely met.
- **Self-regulation** -Several states have proposed legislation that would regulate the microcomputer industry.



A+ Certification- PC Hardware

5 days- 35 Hours
Class price varies based on whether or not customer provides computer.

A+ Certification- Operation Systems

2 days- 14 Hours
Class price varies based on whether or not customer provides computer.

A+ - The Works

7 days- 52 Hours

Includes:

- Custom Built Computer
- 36 Piece Deluxe Technician Toolkit
- Digital Multimeter
- Practice Tests
- Three Extra hours of lab time.

Included in our A+ Certification Program:

- A+ Certification: PC Hardware, 5 days, ■ Digital Multimeter, (Optional)
- A+ Certification: PC Operating Systems, 2 days, ■ Practice Exams,
- 36 piece Technician Toolkit, (Optional)
- Complete Computer System to your specifications! (Optional)

For more information on the following:

- Test Objectives
- FAQ

Check out this website
www.comptia.org



Web Designer Track

The Computer Workshop's Recommended Path

Web Designer Candidates are required to take 11 core classes and two electives.

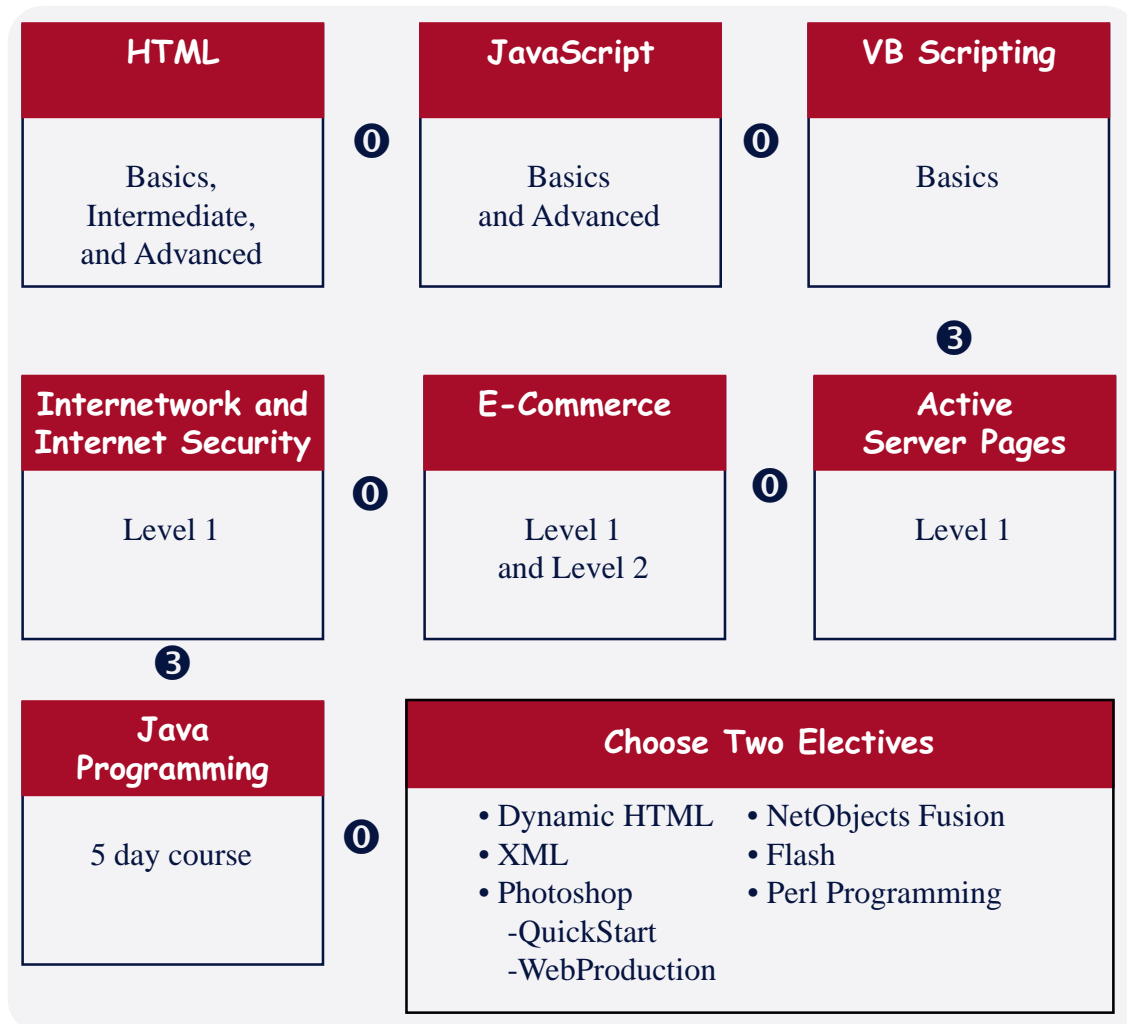
Ask about our Graphics Track!



With the continued growth of network computing, migration of applications to client/server environments, and the unstoppable growth of Internet-driven business models, the computing professional of today is finding it more and more difficult to keep up.

We constantly evaluate our recommended paths to make sure that you have the best training available. We will help prepare you for proficiency and/or certification levels for Web Research, Web Site Design, and Internet Application Development. Call us to help you succeed.

Small business owners benefit tremendously by offering customers a guarantee of quality, service and expertise over and above their competition. Anyone interested in your professional services will immediately know that you have the ability to get the job *done right!*



Novell Certification

The Computer Workshop Recommended Path for the *Novell Certified Network Engineer w/NetWare 5.0 focus*

Success Starts Here...

Call for Dates, Times and Course Descriptions

NetWare 5.0: System Administration (44-440)
 5 days - 35 Hours, Exam 50-639
 Maps to Novell course 560: *NetWare 5 Administration*
 Cost: \$1,995.00

NetWare 5.0: Networking Fundamentals (44-434)
 2 days - 14 Hours, Exam 50-639
 Maps to Novell course 565: *Networking Technologies (self-study portion)*
 Cost: \$525.00

NetWare 5.0: Principles of Internetworking (44-443)
 3 days - 21 Hours, Exam 50-632
 Maps to Novell course 565: *Networking Technologies (ILT Course)*
 Cost: \$995.00

NetWare 5.0: Advanced System Administration (44-441)
 5 days - 35 Hours, Exam 50-640
 Maps to Novell course 570: *NetWare 5 Advanced Administration*
 Cost: \$1,995.00

NetWare 5.0: Design and Implementation NDS (44-436)
 3 days - 21 Hours, Exam 50-634
 Maps to Novell course 575: *NDS Design & Implementation*
 Cost: \$1,195.00

Servicing and Supporting Networks (44-437)
 5 days - 35 Hours, Exam 50-635
 Maps to Novell course 580: *Service and Support*
 Cost: \$1,995.00

Electives: Choose 1
NetWare 5.0: NT Integration (44-438)
 4 days - 28 Hours, Exam 50-644
 Maps to Novell course 555: *Integrating NetWare and Windows NT*
 Cost: \$1,595.00

GroupWise 5.5: Administration (44-610)
 3 days - 28 Hours, Exam 50-633
 Maps to Novell course 350: *GroupWise 5.5: System Administration*
 Cost: \$1,195.00

The Computer Workshop, Inc. in conjunction with Element K gives you another way to prepare for your CNE. To help you make the most of Novell solutions, the Element K team has assembled comprehensive yet flexible paths of study. With courseware options for both NetWare CNE 5.0 and NetWare 4.11 that map to the CNE paths, you can obtain the knowledge needed to pass your exams while keeping the cost reasonable! The NetWare 5.0 courses will cover the five required and one elective exam. If you want information on the course content of either the NetWare 5.0 or 4.11, please call your Account Executive at The Computer Workshop, Inc.

Novell Certification Exams

Certifications are obtained by passing designated exams. Listed below are the available exams. We have provided our recommended path for your NetWare 5.0 CNE - call for information on other certifications.

CNA (Certified Novell Administrator)

1 exam required

Choose from:

- ☞ 50-639 NetWare 5.0: System Administration (44-440)
- ☞ 50-618 GroupWise 5.5 Administration (44-610)

CNE (Certified Novell Engineer)

6 exams required

Required:

- ☞ 50-639 NetWare 5.0: System Administration (44-440)
- ☞ 50-632 NetWare 5.0: Principles of Internetworking (44-443)
- ☞ 50-640 NetWare 5.0: Advanced System Admin. (44-441)
- ☞ 50-634 NetWare 5.0: Design and Implementation (44-436)
- ☞ 50-635 Servicing and Supporting Networks (44-437)

Electives:

- ☞ 50-644 NetWare 5.0: NT Integration (44-438)
- ☞ 50-633 GroupWise 5.5: Administration (44-610)

Check Novell for exam information - specifically, the retirement of exams.

Certified Novell Engineer Update to Netware 5

NetWare 5.0: Update from NetWare 4.11 (44-439)
 3 days, Exam 50-638
 Maps to Novell course 529:
NetWare 4.11 to NetWare 5.0 Update
\$1,195.00



Success ends in more productivity, better jobs, better pay!

Microsoft Office User Specialist (MOUS) Certification

The Computer Workshop, Inc. is proud to be a testing site Authorized Testing Center for the Microsoft Office User Specialist (MOUS) certification program sponsored by Microsoft. We were one of the first training centers in the central Ohio area to recognize that a **certification for end-users is valuable to not only individuals, but also companies, government agencies, and educational institutions.**

Why Certify?

Microsoft Office Users:

- To verify that you possess the knowledge and skills to use Microsoft products which will distinguish you from your peers.
- To increase marketability and gain a competitive edge in a tight job market.
- To grow in your present job.

Corporations, Organizations, Staffing Agencies:

- To measure performance and productivity.
- To measure the effectiveness of your training program.
- Demonstrates competency and helps with job placement and advancement.
- Having specialists on your team can also reduce calls to your Help desk and contribute to a lower total cost of ownership for Office.
- To recognize those who qualify for support positions within your workforce.

Now corporations can maximize the performance of their resources by certifying their workforces!

Schools, Education and Training Centers:

- The program offers world-recognized validation of learning and provides training centers the opportunity to give candidates a valuable credential that demonstrates proficiency.

3 Levels of Certification

Proficient, Expert, and Master Levels

Benefits

Verify knowledge, growth, & gain a competitive edge

Mous Testing

Every Tuesday
7:00am - 7:00pm
Call for Pricing

Certified Lotus Professional (CLP) Notes System Administrator

Why Certify?

Certification demonstrates that you have achieved a high level of knowledge in Lotus Notes and cc:Mail. It distinguishes you as a technical professional. Those who want to hire Lotus Notes professionals can be assured that you have received rigorous training and have met Lotus' stringent certification requirements. As stated on the Lotus web site, "All the Certified Lotus Professional (CLP) exams are designed to measure role-related, or job-related tasks".

R5 Domino Designer Fast Track

4 day course
Maps to Exam 520,
521, and 522.

R5 Systems Administration update

4 day course
Maps to Exam 523

0

How Do You Become Certified as a CLP System Administrator?

An individual who is ready to take the exams for certification as a system administrator should have:

- Experience in building multiple Notes database applications that automate work flow between several departments,
- Expertise in Application Architecture,
- Expertise in Application Development,
- Expertise in Application Security,
- Expertise in Application Documentation.

Ask about other
Notes Certifications
Available.

Beyond the Keystrokes

Our **newest** offering introduces a unique way to take students beyond the traditional classroom through hands-on, business-oriented labs. These labs will help the students to go “beyond the keystrokes” and extend their learning experience by transferring their software knowledge to common business practices in focused half-day sessions. The Computer Workshop offers labs for Office 97, Office 2000, and other applications.

Classes held on
Mondays

Times:
8 - 12 or 1 - 5

Only
\$129!



Interested in these classes?
Call us at **800.639.3535** for
more information!

List of Classes

Class Name

- Analyze Product and Sales Data Using Access
- Bring your Projects in Under Budget and On Time Using MS Project
- Build a Solid Foundation with VBA Using MS Office
- Capture Your Audience—Add Multimedia to Your PowerPoint Presentation
- Create Brochures, Flyers and More Using Word
- Create Legal Forms with Word
- Create Legal Forms with WordPerfect
- Create Unique Effects for Your PowerPoint Slides Using Photography
- Create a Web Portal Using FrontPage
- Deliver Presentations to the Web Using PowerPoint 2000

Class Name

- Enhance Your Document Design and Layout Using Word.
- Get your Graphics Ready for the Web Using PhotoShop
- Integrate Excel Data and Graphs Into a Word Document
- Make Sense of Sales and Product Data with Pivot Tables Using Excel
- Manage, Plan, and Analyze Your Inventory Using Access
- Manage Your Time Effectively with Outlook 98
- Manage Your Web Files Using Office 2000
- Maximize Your PDFs by Creating Interactive Docs Using Acrobat 4.0
- Produce Letters, Lists, and Catalogs Using Access and Word
- Save Time with Functions Using Excel
- Turn Your MS Office Files Into Visuals Using Visio 5.0

Other classes available- Check our website for the most current list.

Network and Operating System Basics

(#010W-NOS) Maps to Course 2151, 2152

21 Hrs. \$1,175

In this course you will cover the overview of Windows 2000 networking, working with system administration basics, working with user and group accounts, working with network components and topologies, covering network protocols, working with TCP/IP and addressing, using subnetting to allocate IP addresses, working with world wide web support, & working with remote access services.

Prerequisite: Windows 2000, Windows NT Basics or equivalent knowledge.

| | | | |
|--------|---------------------|-------------------|---------------------|
| D or C | Jan 3-5 | Mar 5-7 | May 15-17 |
| D or C | Aug 22-24 | Oct 1-3 | Dec 5-7 |

Installation and Administration of Windows 2000

(#011W-IAW) Maps to Course 2151, 2152

35 Hrs. \$1,875

In this course you will cover installing Windows 2000, working with the boot process, customizing a Windows 2000 installation, managing hard disks, managing users, securing files, managing network storage, manage network printing, optimizing performance, protecting against disaster, & using terminal services.

Prerequisite: Network and Operating System Basics or equivalent knowledge.

| | | | |
|--------|-----------------------------|-----------------------------|----------------------------|
| D or C | Jan 10-12 & 16-17 | Mar 1-2 & 5-7 | May 9-11 & 14-15 |
| D or C | Aug 22-24 & 27-28 | Oct 10-12 & 15-16 | Dec 5-7 & 10-11 |

***NOTE:** Both classes of Network and Operating Systems & Installation and Administration of Windows 2000 are required to pass exam 70-210 and 70-215 of MCSE Track on Page 13.*

Network Infrastructure Implementation (#012W-IANI)

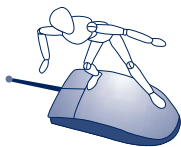
(Exam 70-216) Maps to Course 2153

35 Hrs. \$1,875

In this course you will cover an overview of the network infrastructure; configuring TCP/IP with DHCP; implementing DNS for host name resolution; implementing WINS for NetBIOS name resolution; using the remote access service and troubleshooting; installing and configuring routing; connecting Windows 2000 network to the internet; using Windows 2000 server as a web server; & managing the network infrastructure.

Prerequisite: Installation and Administration of Windows 2000 or equivalent knowledge.

| | | | |
|--------|--------------------------|---------------------------|---------------------------|
| D or C | Feb 1-2 & 5-7 | Apr 4-6 & 9-10 | Jun 6-8 & 11-12 |
| D or C | Jul 5-6 & 9-11 | Sep 5-7 & 10-11 | Nov 1-2 & 5-7 |



Call today for information on our **evening and Saturday** tracks!

“Instructor was great!
Very knowledgeable in a wide array of real-world experiences!”

Windows NT Student
Dublin

MCSE Tracks taught at our Dublin and Cleveland Locations only!

Administering the Active Directory

(Exam 70-217) Maps to Course 2154

(#014W-IADSI)

35 Hrs. \$1,875

In this book you will cover the active directory, managing active directory objects, working with active directory security; work with group policies to manage client work environments and to deploy applications; working with backup solutions; using directory replication; integrating network services with the active directory; working in a multiple domain environment; & using remote installation services.

Prerequisite: Network Infrastructure and Implementation or equivalent knowledge.

| | | | |
|--------|-------------|---------------|-------------|
| | Feb | Apr | Jun |
| D or C | 7-9 & 13-14 | 12-13 & 16-18 | 7-8 & 11-13 |
| | Jul | Sep | Nov |
| D or C | 5-6 & 9-11 | 5-7 & 10-11 | 8-9 & 12-14 |

Designing a Secure Network

(Exam 70-220) Maps to Course 2150

(#015W-DSN)

35 Hrs. \$1,875

In this course you will cover designing an audit policy; delegation of authority strategy; designing of security policies; designing encrypting file system strategy; designing a security group strategy; designing a public key infrastructure; & designing of network services security.

Prerequisite: Administering the Active Directory or equivalent knowledge.

| | | | |
|--------|---------------|---------------|---------------|
| | Feb | Apr | Jun |
| D or C | 15-16 & 20-22 | 18-20 & 23-24 | 20-22 & 25-26 |
| | Jul | Sep | Nov |
| D or C | 19-20 & 23-25 | 19-21 & 24-25 | 15-16 & 19-21 |

Active Directory Design

(Exam 70-219) Maps to Course 1561

(#016W-DDSI)

21 Hrs. \$1,175

In this course you will cover designing the active directory infrastructure; working with the DNS and active directory integration; designing a single active directory domain; work with group policy design strategies; designing multiple active directory domains; designing active directory sites; & planning a sound active directory design.

Call for dates & times

Designing Network Services

(Exam 70-221) Maps to Course 1562

(#017W-DNI)

35 Hrs. \$1,875

In this course you will cover analyzing business requirements; analyzing technical requirements and the impact on the company; designing a TCP/IP, DHCP strategy; designing name resolution services; designing an Internet and extranet access solution; designing a Wide Area Network Infrastructure; & designing a management and implementation strategy for Windows 2000 Networking.

Call for dates & times

Windows 2000 Migration Strategy

(Exam 70-222) Maps to Course 2010

(#018W-MW)

14 Hrs. \$995

In this course you will cover planning for migration to Windows 2000; evaluating the current environment; preparing the environment for migration; planning and deploying a domain upgrade; planning and deploying an Intra-Forest domain restructure and an Inter-Forest domain restructure; & look at troubleshooting ideas.

Call for dates & times

Windows NT 4.0 Track is still available.

Call for more information!

Windows 2000, Level 1 (#100W-B-00) 7 Hrs. \$165

Windows 98 is still available. Contact one of our Account Executives.

In this course you will cover computer terminology, hardware, and software and how to: use the mouse and the start button; change views of a window and work with multiple open windows; use the toolbar and window view options; create folders; copy and move documents; find documents; select multiple objects; delete objects; use the recycle bin; format a floppy disk; change the date and time; create a shortcut; & use software applications in the Windows environment.
Prerequisite: None.

| | Jan | Feb | Mar | Apr | May | Jun |
|------------|-------------|-------------|-----------|------------|-------------|-----------|
| D | 4, 12, 25 | 1, 12, 22 | 2, 14, 27 | 3, 12, 20 | 3, 11, 24 | 5, 13, 28 |
| D, Ev/Sat. | 8 & 9, 20 | 8 & 15, 10 | 6 & 8, 24 | 9 & 11, 21 | 1 & 3, 12 | 4 & 6, 23 |
| C | 5, 12, 26 | 2, 9, 23 | 2, 15, 30 | 4, 12, 20 | 4, 11, 25 | 8, 21, 27 |
| | Jul | Aug | Sep | Oct | Nov | Dec |
| D | 3, 13, 26 | 2, 16, 24 | 4, 13, 26 | 4, 12, 24 | 2, 9, 21 | 3, 12, 27 |
| D, Ev/Sat. | 17 & 24, 14 | 13 & 15, 25 | 5 & 7, 22 | 4 & 11, 27 | 14 & 16, 10 | 4 & 6, 15 |
| C | 5, 17, 24 | 3, 17, 28 | 6, 14, 25 | 1, 8, 23 | 2, 14, 29 | 4, 21, 26 |

Windows 2000, Level 2 (#100W-N-00) 12 Hrs. \$325

Windows 98 is still available. Contact one of our Account Executives.

In this course you will cover how to: share files over the network, protect a folder, create a Web Page with FrontPage Express, create a desktop object, send documents, work with scraps, create a printer shortcut, share information between programs using Object Linking and Embedding, format and copy a disk, remove a program, install a printer, install any hardware devices, work with backing up your files, & set up a Dial-Up network connection and NetMeeting.
Prerequisite: Windows 2000, Level 1 or equivalent knowledge.

| | Jan | Feb | Mar | Apr | May | Jun |
|---|--------------|-------------|--------------|--------------|--------------|--------------|
| D | 4-5, 17-18 | 7-8, 21-22 | 15-16, 26-27 | 3-4, 11-12 | 8-9, 15-16 | 6-7, 14-15 |
| C | 10-11, 25-26 | 1-2, 13-14 | 6-7, 28-29 | 17-18, 26-27 | 10-11, 29-30 | 14-15, 26-27 |
| | Jul | Aug | Sep | Oct | Nov | Dec |
| D | 5-6, 18-19 | 7-8, 28-29 | 5-6, 12-13 | 9-10, 30-31 | 6-7, 15-16 | 5-6, 12-13 |
| C | 16-17, 25-26 | 9-10, 22-23 | 10-11, 27-28 | 10-11, 24-25 | 8-9, 20-21 | 3-4, 27-28 |

Macintosh, Basics (#200M-N-8.1) 7 Hrs. \$185

In this course you will cover the Macintosh system and becoming familiar with the basic concepts used with all Macintosh applications and the hardware; the care of the Mac; using the mouse, formatting and care of disks, folders, working with windows, menus; creating and retrieving documents; the Apple accessories; an overview of Macintosh applications.

Prerequisite: None.

Call for class dates and times.

Macintosh, Advanced (#200M-V-8.1) 7 Hrs. \$185

In this course you will cover how to Record a Script, Edit a Script, Save a Script, Create an Application Script; Use Apple System Profiler, Rebuild the Desktop, Reset the Parameter RAM, Use the Extensions Manager, Initialize the System Folder; Adjust the Disk Cache, Manage Virtual Memory, Create a RAM Disk, Specify Memory Requirements; Define a User, Define a Group, Start File Sharing, Share a Folder, Create a Private Folder, Enable Guest Access.

Prerequisite: Macintosh basics or equivalent knowledge.

Call for class dates and times.



Mike Soliday

Did you know?

Our *graphics section* is one of the best in Columbus! We have Master Trainers that teach Photoshop, Illustrator, Freehand, Quark and many other programs. Mike Soliday has been using Photoshop for over 4 years and has led our team in developing a strong graphics program for our clients.

Check out pages 31-36 for more information.

Word 2000/2001, Basics

(#102W-B-00 Windows) (#202M-B-01 Mac)

7 Hrs. \$185

Word 97/98, Basics is still available. Contact one of our Account Executives.

In this course you will cover the parts of the working area on your screen and how to: use the menu system; enter, insert, delete, and replace text; preview, save, and close documents; use the Go To and Find features; use the Zoom feature; copy and move text; use character formats; apply emphasis; change font and size; use character spacing; & format paragraphs and documents.

Prerequisite: Windows or Macintosh Basics or equivalent knowledge.

| | Jan | Feb | Mar | Apr | May | Jun |
|------------|------------------|------------------|------------------|------------------|------------------|------------------|
| D | 3, 15, 22 | 1, 9, 26 | 1, 13, 29 | 5, 12, 26 | 4, 11, 22 | 1, 14, 26 |
| D, Ev/Sat. | 10 & 11, 20 | 13 & 14, 24 | 7 & 9, 10 | 3 & 5, 14 | 8 & 10, 19 | 5 & 7, 16 |
| C | 8, 17, 24 | 5, 16, 22 | 6, 16, 23 | 3, 19, 24 | 1, 9, 22 | 6, 15, 25 |
| | Jul | Aug | Sep | Oct | Nov | Dec |
| D | 6, 13, 25 | 6, 14, 24 | 4, 11, 25 | 4, 16, 26 | 5, 15, 27 | 4, 13, 27 |
| D, Ev/Sat. | 9 & 11, 21 | 7 & 9, 25 | 6 & 7, 22 | 3 & 4, 13 | 5 & 6, 17 | 5 & 7, 22 |
| C | 2, 16, 24 | 7, 21, 29 | 5, 12, 26 | 2, 17, 23 | 1, 13, 28 | 4, 11, 20 |

Word 2000/2001, Intermediate

(#102W-N-00 Windows) (#202M-N-01 Mac)

7 Hrs. \$185

Word 97/98, Intermediate is still available. Contact one of our Account Executives.

In this course you will cover how to: use autotext, mail merge, sorting, and tabular columns; create, format, and modify tables; use tables for calculations and graphs; and, create and use styles and templates. In addition you will cover a macro overview, page formatting, and document management; and learn new tab features & many more helpful tips.

Prerequisite: Windows or Macintosh Basics and Word Basics or equivalent knowledge.

| | Jan | Feb | Mar | Apr | May | Jun |
|------------|-------------------|------------------|-------------------|------------------|------------------|------------------|
| D | 3, 15, 25 | 5, 12, 23 | 2, 14, 30 | 6, 17, 27 | 4, 14, 23 | 4, 15, 27 |
| D, Ev/Sat. | 18 & 19, 27 | 19, 21 & 23 | 14 & 16, 24 | 9 & 11, 28 | 16 & 18, 26 | 12 & 14, 23 |
| C | 8, 17, 29 | 2, 20, 27 | 7, 20, 27 | 4, 20, 25 | 2, 15, 23 | 7, 18, 26 |
| | Jul | Aug | Sep | Oct | Nov | Dec |
| D | 5, 18, 27 | 6, 21, 28 | 5, 12, 26 | 8, 16, 30 | 6, 20, 28 | 5, 12, 28 |
| D, Ev/Sat. | 18 & 20, 28 | 14 & 16, 25 | 13 & 14, 22 | 10 & 12, 20 | 15 & 16, 24 | 8, 12 & 14 |
| C | 10, 17, 31 | 8, 22, 30 | 10, 17, 25 | 3, 18, 24 | 2, 14, 29 | 7, 18 |

Word 2000/2001, Advanced

(#102W-V-00 Windows) (#202M-V-01 Mac)

7 Hrs. \$185

Word 97 for Windows, Advanced is still available. Contact one of our Account Executives.

In this course you will cover how to: create, apply, and manage styles; create and customize templates and automate them with macros; create forms with advanced features; work with the drawing toolbar to create drawing objects; work with clip art and other graphic effects; create an organization chart; use a master document to produce a report and generate captions; create tables of contents; use sections to control pagination, margins, and page orientation; & work with annotations and revisions to track and review changes to a document.

Prerequisite: Word Intermediate or equivalent knowledge.

| | Jan | Feb | Mar | Apr | May | Jun |
|------------|-------------------|------------------|-------------------|-------------------|------------------|------------------|
| D | 8, 22, 29 | 5, 13, 20 | 6, 15, 27 | 2, 17, 24 | 8, 16, 24 | 4, 13, 28 |
| D, Ev/Sat. | 13, 25 & 26 | 10, 22 & 23 | 21 & 23, 31 | 18 & 20, 28 | 12, 23 & 25 | 19 & 21, 30 |
| C | 11, 18, 25 | 7, 20, 27 | 8, 20, 28 | 10, 18, 26 | 3, 16, 24 | 8, 19, 27 |
| | Jul | Aug | Sep | Oct | Nov | Dec |
| D | 2, 17, 31 | 1, 13, 28 | 6, 13, 27 | 10, 17, 30 | 6, 14, 29 | 3, 11, 28 |
| D, Ev/Sat. | 14, 25 & 27 | 21 & 23, 25 | 8, 20 & 21 | 6, 17 & 19 | 10, 19 & 20 | 15, 19 & 21 |
| C | 10, 23, 30 | 9, 21, 29 | 10, 18, 25 | 2, 16, 30 | 5, 14, 30 | 5, 12, 20 |



Office 2001 was released in October 2000. This version is for the **MACINTOSH** only. Office 2000 is for Windows.

NOTE:

Courses taught on both Windows & Macintosh operating systems will have two course #'s listed.

WordPerfect 9.0, Basics (#103W-B-9.0) 7 Hrs. \$185

WordPerfect 8.0 for Windows, Basics is still available. Contact one of our Account Executives.

In this course you will cover the basic word processing skills, such as how to: open, close, and save documents; enhance page appearance by applying text attributes, such as bold, italics, and underline; change fonts and font sizes; affect the appearance of a document by changing tabs, margins, and line spacing; create tables; & spell check a document.

Prerequisite: Windows 98/2000 Basics or equivalent knowledge.

| | Jan | Feb | Mar | Apr | May | Jun |
|--------|------------|------------|------------|------------|------------|------------|
| D or C | 8, 22 | 1, 13 | 6, 27 | 11, 17 | 3, 18 | 4, 13 |
| | Jul | Aug | Sep | Oct | Nov | Dec |
| D or C | 3, 18 | 2, 22 | 7, 18 | 10, 23 | 5, 21 | 4, 18 |

For Circleville Location: Call for dates & times

WordPerfect 9.0, Intermediate (#103W-N-9.0) 7 Hrs. \$185

WordPerfect 8.0 for Windows, Intermediate is still available. Contact one of our Account Executives.

In this course you will cover how to: modify tables, create styles, use templates, merge documents, sort information, create and edit macros, create newspaper columns, work with graphics, & access the internet.

Prerequisite: Windows 98/2000 Basics and WordPerfect Basics or equivalent knowledge.

| | Jan | Feb | Mar | Apr | May | Jun |
|--------|------------|------------|------------|------------|------------|------------|
| D or C | 10, 17 | 6, 20 | 13, 29 | 12, 20 | 4, 22 | 12, 20 |
| | Jul | Aug | Sep | Oct | Nov | Dec |
| D or C | 5, 17 | 10, 23 | 11, 25 | 10, 24 | 8, 21 | 4, 18 |

For Circleville Location: Call for dates & times

WordPerfect 9.0, Advanced (#103W-V-9.0) 7 Hrs. \$185

WordPerfect 8.0 for Windows, Advanced is still available. Contact one of our Account Executives.

In this course you will cover how to: customize the WordPerfect environment; work with the Corel Address Book; use QuickLinks and comments; compare documents and work with Corel Versions; create graphics; work with master documents; & create a table of contents and an index.

Prerequisite: WordPerfect Intermediate or equivalent knowledge.

| | Jan | Feb | Mar | Apr | May | Jun |
|--------|------------|------------|------------|------------|------------|------------|
| D or C | 17, 24 | 13, 27 | 22, 30 | 16, 26 | 4, 25 | 18, 25 |
| | Jul | Aug | Sep | Oct | Nov | Dec |
| D or C | 11, 25 | 17, 24 | 12, 28 | 8, 24 | 6, 28 | 11, 21 |

For Circleville Location: Call for dates & times

WordPerfect is taught in a Self-paced, Instructor-assisted environment unless class size meets minimum enrollments.

Moving from WordPefect to Word

(#103W-TR-97)

4 Hrs. \$125

In this course you will cover an introduction to macros and how to: create and edit tables; use AutoText; work with merging; & work with newspaper columns and graphics.

Prerequisite: WordPerfect knowledge.

Call for dates & times

WordPro Millennium Edition 9.5, Basics

(#106W-B-00)

7 Hrs. \$185

In this course you will cover creating, editing, saving, viewing, printing, working with formatting text, creating tables, working with tabs, working with headers and footers, & working with SmartMasters.

WordPro Millennium Edition 9.5, Advanced

(#106W-V-00)

7 Hrs. \$185

In this course you will cover customizing the workplace; changing the appearance of text by using styles; creating SmartMasters and editing click-here blocks; how to modify, format, and work with numeric data in a table; merging a document with data to create multiple variations of the document; creating glossary entries and inserting them into a document; how to format text into newspaper columns and add graphics; & creating a drawing and a chart.

WordPro is taught in a Self-paced, Instructor-assisted environment unless class size meets minimum enrollments.

Call for dates & times

Excel 2000/2001, Basics

(#110W-B-00 Windows) (#210M-B-01 Mac)

7 Hrs.

\$185

Excel 97/98, Basics is still available. Contact one of our Account Executives.

In this course you will cover how to: use and format a toolbar; use shortcut menus; open worksheets; select cells, entire worksheets, and discontinuous ranges; create worksheets; enter information, dates, and times; edit cells; build function formulas; address, move, and copy cells; change number formats; work with borders; set page breaks; & use the GoTo and Find commands.

Prerequisite: Windows or Macintosh Basics or equivalent knowledge.

| | Jan | Feb | Mar | Apr | May | Jun |
|------------|------------------|------------------|-------------------|------------------|------------------|------------------|
| D | 5, 16, 25 | 5, 13, 21 | 2, 13, 21 | 4, 12, 24 | 2, 9, 16 | 4, 19, 26 |
| D, Ev/Sat. | 11 & 12, 20 | 5 & 6, 10 | 13 & 14, 31 | 5 & 6, 21 | 2 & 3, 26 | 18 & 20, 30 |
| C | 4, 11, 24 | 7, 14, 28 | 6, 12, 21 | 3, 12, 19 | 1, 11, 22 | 4, 13, 21 |
| | Jul | Aug | Sep | Oct | Nov | Dec |
| D | 2, 12, 24 | 1, 10, 21 | 5, 11, 19 | 2, 11, 18 | 5, 14, 21 | 3, 10, 18 |
| D, Ev/Sat. | 10 & 11, 28 | 9 & 10, 25 | 11 & 13, 22 | 3 & 4, 13 | 5 & 7, 17 | 4 & 5, 15 |
| C | 9, 17, 25 | 6, 14, 28 | 11, 19, 26 | 2, 10, 17 | 2, 14, 28 | 6, 17, 27 |

Excel 2000/2001, Intermediate

(#110W-N-00 Windows) (#210M-N-01 Mac)

7 Hrs.

\$185

Excel 97/98, Intermediate is still available. Contact one of our Account Executives.

In this course you will cover relative vs. absolute cell addressing and how to: protect worksheets and assign passwords for security; determine the difference between formatting and rounding a number; hide parts of a worksheet; create range names, link worksheets and use paste special; & effectively create a macro and a template.

Prerequisite: Windows or Macintosh Basics and Excel Basics or equivalent knowledge.

| | Jan | Feb | Mar | Apr | May | Jun |
|------------|------------------|------------------|------------------|------------------|------------------|------------------|
| D | 3, 10, 17 | 7, 14, 22 | 6, 14, 27 | 3, 17, 25 | 3, 11, 22 | 5, 15, 26 |
| D, Ev/Sat. | 16 & 18, 27 | 5 & 7, 24 | 20 & 22, 31 | 11 & 18, 28 | 8 & 10, 26 | 20 & 21, 30 |
| C | 8, 22, 29 | 7, 15, 22 | 5, 19, 26 | 2, 19, 30 | 2, 15, 23 | 6, 19, 28 |
| | Jul | Aug | Sep | Oct | Nov | Dec |
| D | 9, 18, 25 | 3, 14, 22 | 5, 13, 21 | 2, 10, 17 | 5, 13, 20 | 3, 11, 20 |
| D, Ev/Sat. | 16 & 20, 28 | 15 & 16, 25 | 11 & 13, 22 | 10 & 11, 13 | 10, 15 & 16 | 3 & 5, 15 |
| C | 6, 18, 24 | 1, 8, 22 | 6, 17, 24 | 9, 16, 23 | 1, 14, 28 | 5, 12, 19 |

Excel 2000/2001, Charts

(#110W-C-00 Windows) (#210M-C-01 Mac)

8 Hrs.

\$185

Excel 97/98, Charts is still available. Contact one of our Account Executives.

In this course you will cover how to: create a customized column, bar, pie, line, and an area chart; format and edit all aspects of 2-D and 3-D charts; use Excel's Chart Wizard to create individual and embedded charts; create user-defined chart types; & create combination, trendline, and picture charts.

Prerequisite: Windows or Macintosh Basics and Excel Basics or equivalent knowledge.

| | Jan | Feb | Mar | Apr | May | Jun |
|---|------------------|------------------|------------------|------------------|------------------|-------------------|
| D | 3, 10, 25 | 5, 13, 22 | 5, 14, 29 | 5, 19, 26 | 8, 16, 25 | 7, 15, 26 |
| C | 8, 17, 26 | 2, 14, 21 | 6, 15, 27 | 6, 17, 30 | 9, 17, 24 | 4, 12, 19 |
| | Jul | Aug | Sep | Oct | Nov | Dec |
| D | 2, 9, 18 | 7, 15, 23 | 7, 18, 26 | 2, 9, 24 | 2, 13, 21 | 4, 11, 19 |
| C | 6, 17, 30 | 3, 14, 28 | 5, 14, 25 | 9, 16, 25 | 6, 19, 28 | 12, 18, 27 |



Did you know?

Macro Programming for Word and Excel teaches you how to automate many tasks, increasing productivity!
See page 46.

Excel Hot Tip

Enter today's date into a cell by pressing [Ctrl + :]

Excel 2000/2001, Database

(#110W-D-00 Windows) (#210M-D-01 Mac)

7 Hrs. \$185

Excel 97/98, Database is still available. Contact one of our Account Executives

In this course you will cover how to: create, sort, search, and print a database; develop efficient databases; sort, search, and retrieve information based on complex criteria; use database functions and Pivot Tables; & create complex reports with subtotals.

Prerequisite: Windows or Macintosh Basics and Excel Basics or equivalent knowledge.

| | Jan | Feb | Mar | Apr | May | Jun |
|---|-------------------|------------------|-------------------|-------------------|-------------------|-------------------|
| D | 10, 17, 26 | 7, 19, 28 | 7, 20, 30 | 10, 18, 27 | 9, 15, 24 | 4, 19, 29 |
| C | 8, 18, 29 | 5, 13, 23 | 8, 16, 28 | 4, 11, 24 | 4, 8, 22 | 5, 13, 27 |
| | Jul | Aug | Sep | Oct | Nov | Dec |
| D | 6, 17, 27 | 8, 16, 24 | 5, 14, 25 | 2, 17, 25 | 7, 14, 27 | 3, 12, 19 |
| C | 10, 18, 26 | 7, 20, 28 | 10, 18, 26 | 10, 18, 29 | 12, 20, 29 | 11, 19, 28 |

Excel 2000/2001, Advanced

(#110W-V-00 Windows) (#210M-V-01 Mac)

7 Hrs. \$185

Excel 97/98 for Windows, Advanced is still available. Contact one of our Account Executives.

In this course you will cover how to: use a “what-if” analysis and track it with the Scenario Manager; create and modify a PivotTable; exchange information with other programs like Access and PowerPoint; work with outlining; add comments into a worksheet; & write VBA code in creating Macros.

Prerequisite: Excel Intermediate or equivalent knowledge.

| | Jan | Feb | Mar | Apr | May | Jun |
|------------|---------------|---------------|---------------|---------------|--------------|---------------|
| D | 16, 25 | 12, 20 | 6, 28 | 9, 25 | 16, 30 | 13, 29 |
| D, Ev/Sat. | 9 & 10 | 6 & 8 | 20 & 22 | 23 & 24 | 8 & 9 | 18 & 20 |
| C | 3, 31 | 16, 26 | 8, 30 | 5, 30 | 2, 25 | 12, 26 |
| | Jul | Aug | Sep | Oct | Nov | Dec |
| D | 11, 27 | 8, 20 | 11, 26 | 10, 17 | 6, 26 | 12, 28 |
| D, Ev/Sat. | 23 & 24 | 23 & 24 | 17 & 18 | 22 & 23 | 20 & 21 | 17 & 18 |
| C | 19, 31 | 21, 29 | 19, 28 | 17, 30 | 1, 29 | 4, 19 |

Lotus 1-2-3 Millennium Edition 9.5, Basics

(#111W-B-00)

7 Hrs. \$185

Lotus 97 for Windows, Basics is still available. Contact one of our Account Executives.

In this course you will cover how to: create and save a basic worksheet by entering text, values, and formulas; access different areas of a worksheet by using the keyboard and the mouse; modify a worksheet by editing existing data; create formulas by using 1-2-3's built-in @Functions; use 1-2-3's On-Line Help system; insert rows into a worksheet, move and copy data, and quickly fill ranges with data by using shortcut menus and the SmartFill technique; change the appearance of the worksheet by using the Status Bar and the InfoBox; prepare a document for printing by using the Spell Check feature and a variety of printing options; & learn the basics of using three-dimensional workbooks, creating charts, and using SmartMasters.

Prerequisite: Windows 98/2000 Basics or equivalent knowledge.

| | Jan | Feb | Mar | Apr | May | Jun |
|---|---------------|--------------|--------------|---------------|--------------|--------------|
| D | 3, 15 | 1, 13 | 6, 21 | 3, 26 | 8, 17 | 4, 19 |
| C | 8, 16 | 5, 21 | 8, 27 | 10, 18 | 2, 22 | 5, 12 |
| | Jul | Aug | Sep | Oct | Nov | Dec |
| D | 2, 12 | 1, 16 | 10, 26 | 2, 25 | 8, 21 | 3, 12 |
| C | 11, 18 | 7, 14 | 5, 18 | 8, 17 | 6, 13 | 4, 11 |

Lotus 1-2-3 Millennium Edition 9.5, Database & Graphs

(#111W-DG-00)

7 Hrs. \$185

Lotus 97 for Windows, Database & Graphs is still available. Contact one of our Account Executives.

In this course you will cover how to: display data graphically by selecting a range and creating a chart; enhance chart displays by modifying parts of the chart; display data as parts of a whole by creating and enhancing pie charts; enhance worksheet and chart data by using drawn objects; manage data on a worksheet by sorting the rows; find records in a database table by using a query table; & manage data in a database table by using a query table.

Prerequisite: Windows 98/2000 Basics and Lotus Basics or equivalent knowledge.

| | Jan | Feb | Mar | Apr | May | Jun |
|--------|-------|-------|--------|-------|--------|-------|
| D or C | 8, 17 | 5, 15 | 5, 23 | 2, 24 | 11, 22 | 6, 19 |
| | Jul | Aug | Sep | Oct | Nov | Dec |
| D or C | 9, 18 | 8, 17 | 11, 25 | 3, 24 | 9, 26 | 5, 18 |

Lotus 1-2-3 Millennium Edition 9.5, Advanced

(#111W-V-00)

7 Hrs.

\$185

Lotus 97 for Windows, Advanced is still available. Contact one of our Account Executives.

In this course you will cover an introduction to macros and how to: work with complex formulas like the IF or VLOOKUP; protect your worksheet; work with linking multiple files; analyze information with the Backsolver and Outlining tools; create a version; work with printing; & customize a screen.

Prerequisite: Lotus 1-2-3 '97 Basics or equivalent knowledge.

| | Jan | Feb | Mar | Apr | May | Jun |
|---|---------------|---------------|---------------|---------------|---------------|---------------|
| D | 11, 22 | 13, 21 | 9, 27 | 10, 25 | 11, 29 | 5, 22 |
| C | 15, 19 | 14, 22 | 14, 21 | 11, 20 | 15, 22 | 13, 26 |
| | Jul | Aug | Sep | Oct | Nov | Dec |
| D | 9, 18 | 10, 21 | 14, 26 | 12, 22 | 14, 30 | 6, 17 |
| C | 16, 24 | 13, 22 | 12, 24 | 15, 24 | 9, 19 | 4, 12 |

Quattro Pro 9.0, Basics (#112W-B-9.0)

7 Hrs.

\$185

Quattro Pro 8.0 for Windows, Basics is still available. Contact one of our Account Executives.

In this course you will cover an introduction to notebooks and how to: create a basic spreadsheet, modify a spreadsheet, move and copy data, use formatting techniques, edit absolute references, check spelling, & print a spreadsheet.

Prerequisite: Windows 98/2000 Basics or equivalent knowledge.

| | Jan | Feb | Mar | Apr | May | Jun |
|--------|--------|--------|--------|-------|--------|-------|
| D or C | 10, 25 | 19, 28 | 2, 19 | 3, 24 | 14, 23 | 4, 12 |
| | Jul | Aug | Sep | Oct | Nov | Dec |
| D or C | 10, 24 | 8, 23 | 11, 26 | 8, 23 | 6, 20 | 6, 13 |

Quattro Pro is taught in a Self-paced, Instructor-assisted environment unless class size meets minimum enrollments.

Quattro Pro 9.0, Database & Graphs

(#112W-DG-9.0)

7 Hrs.

\$185

Quattro Pro 8.0 for Windows, Database & Graphs is still available. Contact one of our Account Executives.

In this course you will cover: an introduction to charts, data management, and selected database topics, as well as, how to: use the chart expert, enhance charts, use additional charting features, create a slide show, sort data, & extract records.

Prerequisite: Windows 98/2000 Basics and Quattro Pro Basics or equivalent knowledge.

| | Jan | Feb | Mar | Apr | May | Jun |
|--------|--------|--------|--------|--------|--------|--------|
| D or C | 19, 31 | 15, 28 | 13, 27 | 11, 30 | 17, 29 | 15, 25 |
| | Jul | Aug | Sep | Oct | Nov | Dec |
| D or C | 11, 24 | 15, 24 | 18, 26 | 8, 25 | 13, 27 | 4, 14 |

Quattro Pro is taught in a Self-paced, Instructor-assisted environment unless class size meets minimum enrollments.

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|--|----|----|----|----|----|----|---|--|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|--|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|---|----|----|----|---|---|---|--|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|--|----|----|----|----|----|---|---|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|--|--|--|--|--|
| <p>January 2001</p> <table border="1"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td></tr> </table> | S | M | T | W | T | F | S | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | | | | <p>February 2001</p> <table border="1"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td></td><td></td><td></td></tr> </table> | S | M | T | W | T | F | S | | | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | | | | <p>March 2001</p> <table border="1"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td></tr> </table> | S | M | T | W | T | F | S | | | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | <p>April 2001</p> <table border="1"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td></td><td></td><td></td><td></td><td></td></tr> </table> | S | M | T | W | T | F | S | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | | | | | | | | | | | | | | | | | | | |
| S | M | T | W | T | F | S | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 1 | 2 | 3 | 4 | 5 | 6 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 28 | 29 | 30 | 31 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| S | M | T | W | T | F | S | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | 1 | 2 | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 25 | 26 | 27 | 28 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| S | M | T | W | T | F | S | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | 1 | 2 | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| S | M | T | W | T | F | S | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 29 | 30 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>May 2001</p> <table border="1"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td></td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td></tr> </table> | S | M | T | W | T | F | S | | 1 | 2 | 3 | 4 | 5 | | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | | | <p>June 2001</p> <table border="1"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> </table> | S | M | T | W | T | F | S | | | | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | <p>July 2001</p> <table border="1"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td><td></td></tr> </table> | S | M | T | W | T | F | S | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | | | | | <p>August 2001</p> <table border="1"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td></tr> </table> | S | M | T | W | T | F | S | | | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | | | | | | | | | | | | | | |
| S | M | T | W | T | F | S | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 1 | 2 | 3 | 4 | 5 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 27 | 28 | 29 | 30 | 31 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| S | M | T | W | T | F | S | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 3 | 4 | 5 | 6 | 7 | 8 | 9 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| S | M | T | W | T | F | S | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 29 | 30 | 31 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| S | M | T | W | T | F | S | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | 1 | 2 | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>September 2001</p> <table border="1"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td></td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table> | S | M | T | W | T | F | S | | | | | | 1 | | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | | | | | | | <p>October 2001</p> <table border="1"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td></tr> </table> | S | M | T | W | T | F | S | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | | | | <p>November 2001</p> <table border="1"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td></td></tr> </table> | S | M | T | W | T | F | S | | | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | | <p>December 2001</p> <table border="1"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr> </table> | S | M | T | W | T | F | S | | | | | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | | | | | |
| S | M | T | W | T | F | S | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 23 | 24 | 25 | 26 | 27 | 28 | 29 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 7 | 8 | 9 | 10 | 11 | 12 | 13 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 28 | 29 | 30 | 31 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 4 | 5 | 6 | 7 | 8 | 9 | 10 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 25 | 26 | 27 | 28 | 29 | 30 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| S | M | T | W | T | F | S | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 2 | 3 | 4 | 5 | 6 | 7 | 8 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 23 | 24 | 25 | 26 | 27 | 28 | 29 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 30 | 31 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Thanks for making us the #1 training center in Columbus!

Access 2000, Basics (#123W-B-00)

7 Hrs. \$210

Access 97 for Windows, Basics is still available. Contact one of our Account Executives.

In this course you will cover how to: understand database concepts and terminology by observing paper and Access databases; design, create, and modify data tables by using example data; perform calculations; manipulate existing data for editing purposes by using example data; select specific records and fields from tables by using Access queries; generate data forms for viewing and inputting data more easily; & present data from tables by creating reports that summarize and group information into useful formats.

Prerequisite: Windows 98/2000 Basics or equivalent knowledge.

| | Jan | Feb | Mar | Apr | May | Jun |
|------------|------------------|------------------|------------------|------------------|------------------|------------------|
| D | 4, 16, 24 | 1, 12, 20 | 5, 14, 29 | 3, 17, 30 | 3, 11, 22 | 6, 13, 22 |
| D, Ev/Sat. | 16 & 17 | 13 & 15 | 14 & 15 | 3 & 5 | 1 & 2 | 5 & 12 |
| C | 3, 12, 22 | 6, 20, 27 | 1, 19, 27 | 4, 12, 20 | 8, 15, 22 | 4, 11, 28 |
| | Jul | Aug | Sep | Oct | Nov | Dec |
| D | 2, 13, 24 | 1, 14, 23 | 5, 12, 27 | 8, 17, 24 | 1, 9, 21 | 5, 12, 19 |
| D, Ev/Sat. | 9 & 11 | 8 & 10 | 10 & 12 | 2 & 3 | 5 & 6 | 4 & 5 |
| C | 9, 12, 25 | 2, 13, 21 | 5, 12, 25 | 8, 16, 23 | 5, 12, 21 | 4, 11, 21 |

Access 2000, Intermediate (#123W-N-00)

7 Hrs. \$210

Access 97 for Windows, Intermediate is still available. Contact one of our Account Executives.

In this course you will cover how to: normalize tables; establish relationships between tables and enforce referential integrity; maintain data integrity in tables by setting properties; create a Lookup list and indexes; use queries to calculate expressions and extract data from multiple tables; improve form designs by adding bound controls, calculated fields, and a combo box; create and modify data access pages and integrate data with other applications; create and modify reports with the Report Wizard and Design view; add a subreport; & add a calculated control.

Prerequisite: Windows 98/2000 Basics and Access Basics or equivalent knowledge.

| | Jan | Feb | Mar | Apr | May | Jun |
|------------|-------------------|------------------|------------------|------------------|------------------|------------------|
| D | 8, 15, 26 | 5, 13, 23 | 6, 14, 28 | 4, 17, 24 | 8, 15, 25 | 5, 14, 26 |
| D, Ev/Sat. | 16 & 18 | 20 & 21 | 19 & 21 | 10 & 12 | 7 & 8 | 12 & 13 |
| C | 10, 17, 25 | 7, 14, 26 | 6, 20, 28 | 4, 11, 18 | 2, 16, 30 | 6, 20, 27 |
| | Jul | Aug | Sep | Oct | Nov | Dec |
| D | 9, 16, 25 | 1, 15, 24 | 5, 18, 25 | 8, 16, 23 | 5, 13, 26 | 4, 11, 18 |
| D, Ev/Sat. | 12 & 13 | 13 & 15 | 19 & 21 | 10 & 11 | 14 & 15 | 4 & 5 |
| C | 10, 17, 26 | 6, 14, 22 | 4, 11, 26 | 3, 10, 25 | 6, 13, 27 | 3, 10, 17 |

Access 2000, Advanced (#123W-V-00)

7 Hrs. \$210

Access 97 for Windows, Advanced is still available. Contact one of our Account Executives.

In this course you will cover how to: create advanced queries, such as using a parameter query and crosstab query; add complex objects to a form; create basic macros to automate forms; use macros to provide user interaction; automate tasks; use advanced report techniques; & use Access 2000 with the Internet.

Prerequisite: Access Intermediate or equivalent knowledge.

| | Jan | Feb | Mar | Apr | May | Jun |
|------------|-------------------|------------------|------------------|-------------------|-------------------|-------------------|
| D | 8, 16, 23 | 7, 14, 19 | 12, 21, 30 | 10, 25, 27 | 8, 16, 29 | 6, 13, 29 |
| D, Ev/Sat. | 23 & 24 | 14 & 15 | 21 & 28 | 19 & 20 | 14 & 15 | 18 & 20 |
| C | 10, 17, 24 | 6, 13, 26 | 7, 22, 28 | 11, 17, 26 | 11, 22, 30 | 12, 19, 27 |
| | Jul | Aug | Sep | Oct | Nov | Dec |
| D | 9, 19, 26 | 1, 15, 27 | 6, 17, 26 | 10, 18, 29 | 5, 14, 26 | 12, 20, 27 |
| D, Ev/Sat. | 16 & 18 | 20 & 21 | 25 & 27 | 24 & 31 | 20 & 21 | 10 & 11 |
| C | 10, 16, 27 | 6, 15, 23 | 4, 14, 27 | 4, 22, 30 | 12, 27, 29 | 11, 18, 28 |

Instructor Tip for Access

If you put a < symbol in the format property of a field when setting up a table, it will make every letter lowercase.

If you put a > symbol in the format property of a field when setting up a table, it will make every letter uppercase.

by John Kimmel

Did you know?

An IA is what we call an **Instructor Assisted Class**. This class is great for those students that want to learn at their own pace. In the class will be a variety of students learning different software and an Instructor that will help you along and to provide you many tips! Instead of the instructor controlling what you learn, its in your *HANDS!*

Access 2000, Application and Development

(#123W-AD-00)

14 Hrs.

\$449

Access 97 for Windows, Application Development is still available. Contact one of our Account Executives.

In this course you will cover how to: use application design concepts; add command buttons to guide user navigation; automate a dialog-box form with a macro group; create a Switchboard form; work with custom toolbars and menus; create a Splash Screen form; use Visual Basic procedures; & add security to an application.

Prerequisite: Access 2000 Advanced or equivalent knowledge.

| | Jan | Feb | Mar | Apr | May | Jun |
|---|----------------|----------------|----------------|----------------|--------------|----------------|
| D | 3-4 17-18 | 13-14 27-28 | 1-2 14-15 | 9-10 24-25 | 1-2 23-24 | 5-6 19-20 |
| C | 3-4 29-30 | 5-6 15-16 | 6-7 20-21 | 5-6 24-25 | 2-3 24-25 | 4-5 25-26 |
| | Jul | Aug | Sep | Oct | Nov | Dec |
| D | 10-11 23-24 | 7-8 23-24 | 12-13 27-28 | 11-12 24-25 | 8-9 20-21 | 3-4 26-27 |
| C | 12-13 30-31 | 14-15 28-29 | 4-5 27-28 | 2-3 23-24 | 5-6 26-27 | 10-11 20-21 |

Visual FoxPro 6.0, Basics (#120W-BV-6.0)

7 Hrs.

\$249

Visual FoxPro 5.0 for Windows, Basics is still available. Contact one of our Account Executives.

In this course you will cover database concepts and terminology, an introduction to multi-database reports, as well as, how to: create and modify a table; modify and save records in a database; work with browse windows; find, edit, and delete records; sequence and select records and fields; enhance query features using range conditions; invert selection criteria and output options for query results; design and print reports; use, create, modify, and enhance reports; & group report data.

Prerequisite: Windows 98/2000 Basics or equivalent knowledge.

Call for information

Visual FoxPro 6.0, Advanced (#120W-V-5.0)

14 Hrs.

\$479

Visual Foxpro 5.0 for Windows, Advanced is still available. Contact one of our Account Executives.

In this course you will cover how to: build relationships; work with a variety of queries like Multi-Table and Cross-Tab; work with reports; design a simple form; enhance a form by adding combo boxes or check boxes; use containers and code in a form; create custom class objects; design menus; create keyboard shortcuts & build an application.

Prerequisite: Windows 98/2000 and Visual FoxPro Basics or equivalent knowledge.

Call for information

Visual FoxPro 6.0, Application and Development

(#120W-PM-6.0)

14 Hrs.

\$645

Visual Foxpro 6.0 for Windows, Programming will be available. Contact one of our Account Executives.

In this course you will cover how to: work with and customize multi-table databases; design a relational database and relate tables; create advanced queries, advanced reports, custom data-entry screens, and custom menus; automate work by creating keyboard macros and command files; & organize work by creating projects. FoxPro language is not the focus of this course.

Prerequisite: Visual FoxPro Programming experience is essential.

Call for information

FileMaker Pro 5.0, Basics

(#124W-B-5.0 Windows) (#224M-B-5.0 Mac)

5 Hrs.

\$195

FileMaker 4.0, Basics is still available. Contact one of our Account Executives.

In this course you will cover basics of FileMaker Pro, such as, how to: create a new database; define and name fields of various types; find records using single and multiple criteria; sort records by various criteria; format text and numbers in layouts; modify an existing layout; & create new layouts for data entry, columnar reports, and mailing labels.

Prerequisite: Windows or Macintosh Basics or equivalent knowledge.

| | Jan | Feb | Mar | Apr | May | Jun |
|---|--------|-------|--------|--------|-------|--------|
| D | 3, 11 | 5, 19 | 19, 22 | 2, 11 | 2, 24 | 19, 26 |
| C | 5, 12 | 6, 20 | 6, 20 | 4, 10 | 7, 22 | 6, 13 |
| | Jul | Aug | Sep | Oct | Nov | Dec |
| D | 18, 26 | 3, 17 | 5, 12 | 16, 22 | 2, 21 | 3, 17 |
| C | 10, 23 | 3, 17 | 10, 21 | 4, 8 | 2, 20 | 10, 21 |

FileMaker Pro 5.0, Intermediate

(#124W-N-5.0 Windows) (#224M-N-5.0 Mac)

7 Hrs. \$210

FileMaker 4.0 for Windows, Intermediate is still available. Contact one of our Account Executives.

In this course you will cover how to: use repeating fields to allow multiple entries in one field; create checkboxes, radio buttons, and pop-up menus from named value lists; use Auto-Enter options to speed data entry; relate information in multiple databases together to provide a dynamic link between database files; create one-to-one or one to many list records from one database in a related database; & summarize data by several criteria in one database and across databases.

Prerequisite: FileMaker Basics or equivalent knowledge.

| | Jan | Feb | Mar | Apr | May | Jun |
|---|--------|--------|--------|--------|--------|--------|
| D | 12, 25 | 12, 21 | 9, 23 | 11, 25 | 14, 29 | 7, 20 |
| C | 15, 24 | 13, 22 | 13, 22 | 13, 24 | 16, 25 | 12, 21 |
| | Jul | Aug | Sep | Oct | Nov | Dec |
| D | 11, 25 | 13, 23 | 13, 25 | 10, 23 | 13, 21 | 11, 27 |
| C | 13, 24 | 14, 28 | 14, 26 | 3, 17 | 14, 19 | 12, 28 |

FileMaker Pro 5.0, Advanced

(#124W-V-5.0 Windows) (#224M-V-5.0 Mac)

10 Hrs. \$325

FileMaker 4.0, Advanced is still available. Contact one of our Account Executives.

In this course you will cover how to: create an effective system of one-to-many and many-to-many relationships; work with advanced layout tools and techniques; create field validation to ensure accurate and complete entry; apply expert tricks to automate and troubleshoot FileMaker Pro databases; create scripts to automate tasks; create buttons that perform scripts, switch layouts, and trigger commands; & use FileMaker's advanced formatting tools to create letters and forms.

Prerequisite: FileMaker Pro Intermediate or equivalent knowledge.

| | Jan | Feb | Mar | Apr | May | Jun |
|---|-------|-------|-------|-------|-------|-------|
| D | 17-18 | 21-22 | 27-28 | 19-20 | 22-23 | 20-21 |
| C | 30-31 | 13-14 | 13-14 | 23-24 | 29-30 | 26-27 |
| | Jul | Aug | Sep | Oct | Nov | Dec |
| D | 30-31 | 7-8 | 27-28 | 22-23 | 6-7 | 10-11 |
| C | 25-26 | 15-16 | 27-28 | 22-23 | 27-28 | 19-20 |

FileMaker is taught in a Self-paced, Instructor-assisted environment unless class size meets minimum enrollments.

Approach Millennium Edition 9.5, Basics

(#126W-B-00)

Call for information

7 Hrs. \$210

Approach is taught in a Self-paced, Instructor-assisted environment unless class size meets minimum enrollments.

Approach Millennium Edition 9.5, Advanced

(#126W-V-00)

Call for information

7 Hrs. \$210

Approach is taught in a Self-paced, Instructor-assisted environment unless class size meets minimum enrollments.

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Did you know?
We are a Filemaker
Alliance Member

Location Key: D=Dublin, C=Circleville or Cleveland, D or C = Dublin or Cleveland

Paradox 9.0, Basics (#125W-B-9.0) 7 Hrs. \$210

Paradox 8.0 for Windows, Basics is still available. Contact one of our Account Executives.

In this course you will cover the definition of a relational-database management system, data-entry techniques, & how to create tables, forms, queries, and reports. Good database design techniques will also be taught.

Prerequisite: Windows 98/2000 Basics or equivalent knowledge.

| | Jan | Feb | Mar | Apr | May | Jun |
|---|--------------|--------------|--------------|--------------|--------------|--------------|
| D | 3, 22, 25 | 5, 16, 21 | 1, 15, 27 | 10, 19, 30 | 7, 21, 29 | 7, 19, 28 |
| C | 9, 15 | 6, 20 | 6, 20 | 3, 25 | 4, 18 | 1, 13 |
| | Jul | Aug | Sep | Oct | Nov | Dec |
| D | 5, 17, 25 | 1, 13, 23 | 5, 17, 24 | 2, 11, 23 | 2, 15, 21 | 3, 17, 27 |
| C | 2, 30 | 3, 27 | 5, 27 | 8, 22 | 1, 20 | 3, 19 |

Paradox 9.0, Advanced (#125W-V-9.0) 7 Hrs. \$210

Paradox 8.0 for Windows, Advanced is still available. Contact one of our Account Executives.

In this course you will cover how to: design relational databases; create views; utilize more advanced queries, reports, and form techniques; build menus; use macros, projects, applications, SQL, and database tricks and traps; normalize dates by identifying common data problems; work with multiple tables in Paradox for Windows by joining tables; cross-tabulate data by using crosstab object; create and modify multiple design documents; automate design documents; & create enhanced forms.

Prerequisite: Paradox Basics or equivalent knowledge.

| | Jan | Feb | Mar | Apr | May | Jun |
|---|--------------|--------------|---------------|--------------|---------------|---------------|
| D | 15, 26 | 12, 26 | 9, 27 | 17, 30 | 11, 25 | 8, 22 |
| C | 8, 26 | 5, 26 | 12, 26 | 9, 27 | 10, 24 | 15, 29 |
| | Jul | Aug | Sep | Oct | Nov | Dec |
| D | 9, 23 | 7, 24 | 5, 26 | 5, 18 | 6, 29 | 3, 24 |
| C | 6, 30 | 6, 24 | 14, 28 | 8, 22 | 5, 21 | 10, 27 |

Paradox is taught in a Self-paced, Instructor-assisted environment unless class size meets minimum enrollments.

Crystal Reports 8.0, Basics (#128W-B-8.0) 14 Hrs. \$350

In this course you will cover how to: work in the Crystal Reports environment; work with Relational Databases; create reports; sort and group data; format text objects; add and link tables; add parameter fields; use conditional statements in a report; export reports; compile a report; print reports; create HTML files; & examine Dictionaries and Queries.

Prerequisite: Windows 98/2000, Basics or equivalent knowledge. Knowledge of database management a plus.

| | Jan | Feb | Mar | Apr | May | Jun |
|--------|-------|--------|--------|--------|-------|--------|
| D or C | 8, 19 | 5, 19 | 5, 22 | 12, 23 | 4, 14 | 5, 13 |
| | Jul | Aug | Sep | Oct | Nov | Dec |
| D or C | 6, 19 | 13, 28 | 17, 25 | 8, 19 | 1, 14 | 12, 19 |

Offered @ Dublin and Cleveland Locations only, unless groups of 5 or more ~ Call for information

Crystal Reports 8.0, Advanced (#128W-V-8.0) 14 Hrs. \$375

In this course you will cover how to: use functions, such as string, arithmetic functions; use conditional formulas; work with variables; examine two-pass reporting; create cross-tab reports and sub-reports; create form letters and mailing labels; work with multiple sections; & create graphs.

Prerequisite: Windows 98/2000, Basics and Crystal Reports 8.0 Basics, or equivalent knowledge.

| | Jan | Feb | Mar | Apr | May | Jun |
|--------|--------|--------|--------|--------|--------|--------|
| D or C | 15, 29 | 9, 26 | 15, 27 | 18, 30 | 11, 30 | 4, 21 |
| | Jul | Aug | Sep | Oct | Nov | Dec |
| D or C | 11, 25 | 14, 31 | 18, 27 | 10, 24 | 9, 28 | 18, 27 |

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Photoshop 6.0, QuickStart

(#153W-QS-6.0 Windows) (#253M-QS-6.0 Mac)

7 Hrs.

\$245

Photoshop 4.0 for Windows, QuickStart is still available. Contact one of our Account Executives.

In this course you will cover an overview of Photoshop, including, how to: work with images; use the selection tools; change the image modes; select colors; work with the painting tools; & adjust images. This course is best suited for an individual that has not seen Photoshop or similar graphic software before.

Prerequisite: Windows or Macintosh Basics or equivalent knowledge.

| | | | | | | |
|--------|------------|------------|------------|------------|------------|------------|
| | Jan | Feb | Mar | Apr | May | Jun |
| D or C | 4 | 5 | 5 | 3 | 3 | 5 |
| | Jul | Aug | Sep | Oct | Nov | Dec |
| D or C | 3 | 2 | 5 | 9 | 5 | 5 |

Photoshop 6.0, Basics-Advanced

(#153W-B-6.0 Windows) (#253M-B-6.0 Mac)

28 Hrs.

\$795

Photoshop 5.0/5.5, Basics-Advanced is still available. Contact one of our Account Executives.

In this course you will cover: the working environment of Photoshop, using the tools in Photoshop, selecting part of the image by using the selection tools, working with layers, working with the painting tools and choosing colors, using masks and channels, working with basic photo retouching, using the pen tool for selecting and making paths, creating special effects with the filters, and preparing images for use on the Web. A discussion on setting the image up for printing & ImageReady will also be covered.

Prerequisite: Photoshop Quickstart and/or equivalent knowledge.

| | | | | | | |
|--------|--------------------|---------------|----------------|----------------|----------------|----------------|
| | Jan | Feb | Mar | Apr | May | Jun |
| D or C | 17, 24, 31 & Feb 7 | 5-8 | 6-9 | 2-5 | 8-11 | 4-5 & 11-12 |
| | 8, 15, 22 & 29 | 15-16 & 22-23 | 6, 13, 20 & 27 | 17-18 & 24-25 | 2, 9, 16 & 23 | 7, 14, 21 & 28 |
| | Jul | Aug | Sep | Oct | Nov | Dec |
| D or C | 5-6 & 12-13 | 7-10 | 4-7 | 3, 10, 17 & 24 | 6-9 | 4-5 & 11-12 |
| | 9, 16, 23 & 30 | 20-21 & 27-28 | 19-20 & 26-27 | 22-23 & 29-30 | 6, 13, 20 & 27 | 17-20 |

For Circleville Location: Call for dates & times

Photoshop 6.0, Color Correction & Printing

(#153W-CCP-6.0 Win) (#253M-CCP-6.0 Mac)

10 Hrs.

\$370

Photoshop 5.0/5.5, Color Correction & Printing is still available. Contact one of our Account Executives.

In this course you will cover: working with color models and color management, a discussion on calibration, general principles of scanning, working on adjusting the image before printing, creating CMYK Separations, working with color correction, using the sharpening features, working with paths, and working with grayscale & spot colors.

Prerequisite: Windows or Macintosh Basics and Photoshop 5.0 Basics-Advanced or equivalent knowledge.

| | | | | | | |
|--------|------------|------------|------------|------------|------------|------------|
| | Jan | Feb | Mar | Apr | May | Jun |
| D or C | 22-23 | 8-9 | 13-14 | 18 & 25 | 22-23 | 12-13 |
| | Jul | Aug | Sep | Oct | Nov | Dec |
| D or C | 23-24 | 30-31 | 10 & 17 | 17-18 | 27-28 | 13-14 |

For Circleville Location: Call for dates & times

Photoshop 6.0, Web Production

(#153W-WP-6.0 Windows) (#253M-WP-6.0 Mac)

7 Hrs.

\$370

Photoshop 5.0/5.5, Web Production is still available. Contact one of our Account Executives.

In this course you will cover: preparing your images for the web, choosing the right colors to use on the web page, working with color management, working with line art and backgrounds for web pages, deciding on the different file formats to use, & the use of batch processing using the action palette.

Prerequisite: Windows or Macintosh Basics and Photoshop 5.0 Basics-Advanced or equivalent knowledge.

| | | | | | | |
|--------|------------|------------|------------|------------|------------|------------|
| | Jan | Feb | Mar | Apr | May | Jun |
| D or C | 8-9 | 7 & 14 | 15-16 | 10-11 | 1-2 | 7-8 |
| | 29-30 | 27-28 | 29-30 | 24-25 | 30-31 | 21-22 |
| | Jul | Aug | Sep | Oct | Nov | Dec |
| D or C | 10-11 | 8 & 15 | 12-13 | 2-3 | 13-14 | 4-5 |
| | 24-25 | 28-29 | 26-27 | 23-24 | 12 & 19 | 11-12 |

For Circleville Location: Call for dates & times

InDesign 1.5, Basics-Advanced

(#147WM-BV-1.0 Win) (#247WM-BV-1.0 Mac)

21 Hrs.

\$695

In this course you will cover: an overview of the work area; changing the views; navigating through your document; working with layers; using the help system; creating a new document using master pages; placeholder frames; adding page numbers; placing text and graphics on pages; modifying text and graphics frames; wrapping text around an object; fitting the content to the frame; transforming a frame; creating and applying colors, tints, and gradients; importing and editing text, including working with styles; working with typography, including adding decorative fonts and special characters, using tabs, creating tables, adding rules to a paragraph, and exporting a document to PDF; importing and linking graphics, including placing a PDF file, using a library, working with clipping paths and understanding vector and bitmap graphics; using all the drawing features; using advanced frame techniques; setting up your monitor and color management; ensuring consistent color; & preparing documents for high-resolution printing.

Prerequisite: Windows or Macintosh Basics or equivalent knowledge.

| | Jan | Feb | Mar | Apr | May | Jun |
|--------|-------|--------|-------|----------|---------|---------|
| D or C | 8-10 | 1,8,15 | 20-22 | 11,18,25 | 9-11 | 4,11,18 |
| | Jul | Aug | Sep | Oct | Nov | Dec |
| D or C | 10-12 | 2,9,16 | 11-13 | 23-25 | 6,13,20 | 4-6 |

InDesign 1.5, Type Design

(#147W-TD-1.0 Windows) (#247M-TD-1.0 Mac)

7 Hrs.

\$245

In this course you will cover: an overview of the work area; changing the views; navigating through your document; working with layers; using the help system; creating a new document using master pages; placeholder frames; adding page numbers; placing text and graphics on pages; modifying text and graphics frames; wrapping text around an object; fitting the content to the frame; transforming a frame; creating and applying colors, tints, and gradients; importing and editing text, including working with styles; working with typography, including adding decorative fonts and special characters, using tabs, creating tables, adding rules to a paragraph, and exporting a document to PDF; importing and linking graphics, including placing a PDF file, using a library, working with clipping paths and understanding vector and bitmap graphics; using all the drawing features; using advanced frame techniques; setting up your monitor and color management; ensuring consistent color; & preparing documents for high-resolution printing.

Prerequisite: Windows or Macintosh Basics or equivalent knowledge.

| | Jan | Feb | Mar | Apr | May | Jun |
|--------|-----|-----|-----|-----|-----|-----|
| D or C | 10 | 13 | 12 | 6 | 17 | 11 |
| | Jul | Aug | Sep | Oct | Nov | Dec |
| D or C | 12 | 10 | 12 | 11 | 14 | 10 |

Offered @ Dublin and Cleveland Locations only, unless groups of 5 or more ~ Call for information

PageMaker 6.5, Basics

(#140W-B-6.5 Windows) (#240M-B-6.5 Mac)

14 Hrs.

\$370

In this course you will cover: the basics of PageMaker environment and tools, importing text and graphics, columnar layouts, threading/linking, text wrap, story editor, adjusting graphics, control panels/measurement palettes, the style palette, rotating text, tabs, inline graphics, master page overview, viewing document layout, & more.

Prerequisite: Windows 98/2000 Basics or equivalent knowledge. Microsoft Word & graphics knowledge is a plus.

| | Jan | Feb | Mar | Apr | May | Jun |
|---|-------|-------|-------|-------|-------|-------|
| D | 3-4 | 6-7 | 5-6 | 3-4 | 3-4 | 4-5 |
| C | 16-17 | 13-14 | 13-14 | 10-11 | 17-18 | 18-19 |
| | Jul | Aug | Sep | Oct | Nov | Dec |
| D | 17-18 | 13-14 | 11-12 | 16-17 | 12-13 | 11-12 |
| C | 10-11 | 2-3 | 5-6 | 3-4 | 5-6 | 4-5 |

PageMaker 6.5, Type Design

(#140W-DS-6.5 Windows) (#240M-DS-6.5 Mac)

7 Hrs.

\$225

In this course you will cover techniques used to work with the text in your PageMaker document. You will set your preferences; create automatic page numbers; create and apply styles; create and edit tables using the Adobe Table add-in; use the Story Editor to edit text; learn typography techniques, such as line length; choose typefaces; set paragraph spacing; set hyphenation and justification; cover kerning and tracking; work with Type Effects, such as pull quotes, drop caps, text shadows, horizontal scale, force justify and baseline offset; learn how to create a Table of Contents; and learn techniques to make working with long documents faster, such as autoflow & creating a book.

Prerequisite: PageMaker Basics or equivalent knowledge. Microsoft Word & graphics knowledge is a plus.

| | Jan | Feb | Mar | Apr | May | Jun |
|--------|--------|-------|--------|-------|-------|--------|
| D or C | 8, 22 | 6, 19 | 6, 22 | 4, 25 | 8, 17 | 12, 27 |
| | Jul | Aug | Sep | Oct | Nov | Dec |
| D or C | 16, 31 | 7, 17 | 10, 20 | 5, 19 | 5, 27 | 3, 27 |

For Circleville Location: Call for dates & times

PageMaker 6.5, Advanced

(#140W-V-6.5 Windows) (#240M-V-6.5 Mac)

7 Hrs. \$225

In this course you will cover how to: import graphics, move and resize graphics, adjust the zero point, skew text, align and distribute graphics, ungroup graphics, mask an object, alter screen patterns, scan grayscale images, use table formatting, linking imported files, create a new template, add new styles, import styles, plan and create a book, create a cross reference, create the table of contents, apply color to elements, balance columns, & add continuation lines.

Prerequisite: PageMaker Basics. Microsoft Word & graphics knowledge is a plus.

| | Jan | Feb | Mar | Apr | May | Jun |
|--------|--------|--------|--------|--------|--------|--------|
| D or C | 22, 29 | 15, 27 | 20, 28 | 17, 25 | 15, 29 | 22, 29 |
| | Jul | Aug | Sep | Oct | Nov | Dec |
| D or C | 9, 30 | 9, 30 | 19, 26 | 22, 31 | 12, 27 | 7, 21 |

Quark XPress 4.1, Basics

(#141W-B-4.0 Windows) (#241M-B-4.0 Mac)

7 Hrs. \$225

In this course you will cover all the basics needed to create publications using Quark XPress, including: navigating in the Quark XPress environment; creating and modifying text and picture boxes; importing text and graphics from other applications; and specifying colors for text, lines, and boxes. You will also: format text using fonts, sizes, type styles, and leading; use alignments, tabs, and indents to align text; use master pages and guides to design a document's layout and to add page numbering; create multiple-column documents; flow several independent stories throughout a document; & wrap text around graphics.

Prerequisite: Windows or Macintosh Basics or equivalent knowledge. Word Basics & graphics knowledge is a plus.

| | Jan | Feb | Mar | Apr | May | Jun |
|--------|----------------|-----------------|----------------|----------------|-----------------|----------------|
| D or C | 4-5 25-26 | 7 & 14 27-28 | 19-20 26-27 | 10-11 24-25 | 1-2 30-31 | 4-5 18-19 |
| | Jul | Aug | Sep | Oct | Nov | Dec |
| D or C | 12-13 26-27 | 8 & 15 28-29 | 13-14 27-28 | 2-3 23-24 | 13-14 8 & 15 | 11-12 27-28 |

Quark XPress 4.1, Type Design

(#141W-TD-4.0 Windows) (#241M-TD-4.0 Mac)

7 Hrs. \$225

In this course you will cover all the basics needed to create publications using Quark XPress, including: using typographic principles to create more attractive, readable documents; adjusting kerning, leading, and tracking locally and globally for precise text spacing; creating drop caps, hanging headlines, fractions, prices, and special characters quickly; creating indexes, tables of contents, and lists; splitting long documents into multiple files with sequential page numbering and combined lists and indexes; creating type effects such as reversed type, shadowing, embossing, and images inside characters; creating hyphenation and justification specifications to control type color & flow

Prerequisite: Quark Basics or equivalent knowledge.

| | Jan | Feb | Mar | Apr | May | Jun |
|---|--------|--------|--------|--------|--------|--------|
| D | 10, 22 | 9, 14 | 13, 20 | 12, 30 | 11, 22 | 6, 21 |
| C | 15, 23 | 12, 23 | 14, 21 | 17, 24 | 15, 24 | 6, 25 |
| | Jul | Aug | Sep | Oct | Nov | Dec |
| D | 10, 24 | 10, 28 | 12, 24 | 8, 23 | 5, 16 | 12, 21 |
| C | 12, 19 | 14, 20 | 14, 25 | 15, 24 | 12, 20 | 13, 27 |

Quark XPress 4.1, Advanced

(#141W-V-4.0 Windows) (#241M-V-4.0 Mac)

7 Hrs. \$225

In this course you will cover: changing preferences that control the way the application, tools, and documents work; creating multiple master page documents for efficient page layout; creating style sheets to automate formatting; using the Find/Change command to replace text and correct formatting errors; creating libraries to hold frequently used text and pictures; creating and editing bezier paths to form irregular text and picture boxes and to flow text on curves; how to group, align, and distribute items accurately; creating sections to change page numbering within a document; and applying numerous hidden shortcuts for faster manipulation of text, graphics, & the QuarkXPress environment.

Prerequisite: Quark Basics or equivalent knowledge.

| | Jan | Feb | Mar | Apr | May | Jun |
|--------|--------|-------|--------|--------|--------|-------|
| D or C | 15, 25 | 5, 14 | 5, 23 | 12, 25 | 16, 25 | 5, 27 |
| | Jul | Aug | Sep | Oct | Nov | Dec |
| D or C | 9, 16 | 7, 31 | 13, 26 | 8, 22 | 13, 19 | 6, 21 |

For Circleville Location: Call for dates & times

Quark XPress 4.1, Print Production

(#141W-PP-4.0 Win) (#241M-PP-4.0 Mac)

12 Hrs. \$370

In this course you will cover all the basics needed to create publications using Quark XPress, including: creating and applying process and spot colors, multi-ink colors, and blends to boxes, text, and images; applying color management to minimize color differences between monitors and printers; managing images efficiently and choosing appropriate file types for imported files; creating and modifying clipping paths to mask parts of imported images; how to group, align, step, repeat, and use shortcuts for manipulating page elements; setting contrast and halftones for imported images; performing trapping to avoid unattractive white gaps due to printing plate misalignment; preflighting documents to prevent printing mistakes; and saving sets of printing preferences for printing color proofs & color separations.

Prerequisite: Quark Advanced or equivalent knowledge.

| | Jan | Feb | Mar | Apr | May | Jun |
|--------|----------------|----------------|--------------|----------------|--------------|----------------|
| D or C | 15-16 29-30 | 14-15 27-28 | 8-9 29-30 | 10-11 26-27 | 8-9 30-31 | 18-19 26-27 |
| | Jul | Aug | Sep | Oct | Nov | Dec |
| D or C | 17-18 30-31 | 7-8 22-23 | 6-7 27-28 | 2-3 30-31 | 8-9 29-30 | 11-12 17-18 |

FrameMaker 6.0, Level 1 (#142WBV-6.0)

21 Hrs. \$995

FrameMaker 5.0 is still available. *Contact one of our Account Executives.*

In this course you will cover how to: apply predefined paragraph formats; write short memos; create custom documents; display the paragraph designer; format headings; create chapter titles; define color and character formats; work with page layouts; insert graphics; document editing; create and insert tables into FrameMaker; use anchoring options; insert and edit cross references; use footnotes; create a book file; work with indexes; use conditional text; use hypertext; & save hypertext as a HTML file.

Prerequisite: Windows 98/2000 Basics or equivalent knowledge or graphic knowledge is a plus.

| | Jan | Feb | Mar | Apr | May | Jun |
|--------|------|-------|-------|-------|-------|-------|
| D or C | 3-5 | 6-8 | 13-15 | 18-20 | 14-16 | 5-7 |
| | Jul | Aug | Sep | Oct | Nov | Dec |
| D or C | 9-11 | 15-17 | 10-12 | 16-18 | 5-7 | 11-13 |

Offered @ Dublin and Cleveland Locations only, unless groups of 5 or more ~ Call for information

MS Publisher 2000, Basics (#145W-B-00)

7 Hrs. \$195

In this course you will cover: working with text frames, working with shapes and pictures, laying out a flyer, working with text and graphics, creating tables, using shortcuts and tools, printing publications, & using a wizard.

Prerequisite: Windows 98/2000 Basics or equivalent knowledge.

| | Jan | Feb | Mar | Apr | May | Jun |
|--------|--------|-------|-------|-------|--------|--------|
| D or C | 15, 24 | 7, 22 | 9, 27 | 6, 30 | 10, 22 | 14, 25 |
| | Jul | Aug | Sep | Oct | Nov | Dec |
| D or C | 6, 17 | 9, 27 | 5, 17 | 8, 15 | 1, 20 | 10, 28 |

Corel Draw 10, Basics (#150W-B-9.0)

12 Hrs. \$425

Corel Draw 9.0 for Windows, Basics is still available. Contact one of our Account Executives.

In this course you will cover: moving around and viewing drawings, selecting and manipulating objects, drawing and shaping objects, arranging objects, working with text, outlining and filling objects, using symbols and clipart, transforming objects, special effects, exporting drawings, & printing.

Prerequisite: Windows 98/2000 Basics or equivalent knowledge.

Call for dates & times

Corel Draw 10, Advanced (#150W-V-9.0)

12 Hrs. \$425

Corel Draw 9.0 for Windows, Basics is still available. Contact one of our Account Executives.

In this course you will cover: customizing options, working with paragraph text, special text effects, special page layouts, arranging objects, using layers, using styles and templates, special effects, custom creation tools, working with bitmaps, using Corel Draw OCR-Trace, & using Corel Draw PhotoPaint.

Prerequisite: Corel Draw Basics or equivalent knowledge.

Call for dates & times

Introduction to Graphics Using PrintShop

(#146W-B)

5 Hrs. \$150

In this course you will cover the basics of graphic design while working on various projects, such as: cards, brochures, postcards, business cards, banners, and flyers; importing and resizing graphics; using various graphic tools; adjusting layout text; printing; creating layouts using templates and 'from scratch'; working with photos from a digital camera (if available) or scanned images; and adjusting text and WordArt. **Great for the small business, beginner or home user!**

Prerequisite: Windows 98/2000 Basics or equivalent knowledge.

Call for dates & times

Illustrator 9.0, QuickStart

(#152W-QS-9.0 Windows) (#252M-QS-9.0 Mac) **7 Hrs. \$225**

In this course you will cover how to: navigate in the Adobe Illustrator environment; use the Freehand tool and pen tool to create paths, rectangles, rounded rectangles, and ovals; edit paths; use the Auto Trace tool to trace a template; apply painting attributes to objects and paths; define process colors, custom spot colors, and gradients; use layers to manage complex illustrations, & create striking text effects. This course is geared for a user that has not seen Illustrator before.

Prerequisite: Windows or Macintosh Basics or equivalent knowledge.

| | Jan | Feb | Mar | Apr | May | Jun |
|--------|--------|--------|-------|-------|-------|-------|
| D or C | 3, 23 | 12, 22 | 2, 19 | 4, 12 | 1, 14 | 1, 12 |
| | Jul | Aug | Sep | Oct | Nov | Dec |
| D or C | 10, 19 | 1, 13 | 5, 14 | 8, 19 | 1, 19 | 5, 20 |

Illustrator 9.0, Basics-Advanced

(#152W-B-9.0 Windows) (#252M-B-9.0 Mac) **14 Hrs. \$425**

In this course you will cover how to: work with the program's shape tools, color, patterns, gradients, lines, curves, and brushes; transform objects; manipulate type; blend shapes and colors; work with the Pathfinder palette; use layers, apply watercolor and airbrush effects; draw 3-D cylinders and boxes with the illusion of depth; create color separations, prepare your work for the printer; work with Photoshop images; & optimize graphics for the Web.

Prerequisite: Windows or Macintosh Basics or equivalent knowledge; Illustrator QuickStart a plus.

| | Jan | Feb | Mar | Apr | May | Jun |
|--------|-------|-------|-------|-------|-------|-------|
| D or C | 8-9 | 7-8 | 1-2 | 9-10 | 10-11 | 5-6 |
| | 22-23 | 20-21 | 29-30 | 25-26 | 23-24 | 28-29 |
| | Jul | Aug | Sep | Oct | Nov | Dec |
| D or C | 12-13 | 1-2 | 5-6 | 11-12 | 7-8 | 11-12 |
| | 26-27 | 21-22 | 18-19 | 30-31 | 26-27 | 27-28 |

FreeHand 9.0, Basics

(#151W-B-9.0 Windows) (#251M-B-9.0 Mac) **7 Hrs. \$225**

Freehand 8.0, Basics is still available. Contact one of our Account Executives.

In this course you will cover how to: navigate in the FreeHand environment; use the FreeHand tool and pen tool to create paths; create and modify basic shapes; apply powerful path editing techniques; apply painting attributes to objects and paths; create process colors, custom spot colors, and gradients; use layers to manage complex illustrations; & create striking text effects.

Prerequisite: Windows or Macintosh Basics or equivalent knowledge.

Freehand is taught in a Self-paced, Instructor-assisted environment unless class size meets minimum enrollments.

FreeHand 9.0, Intermediate

(#151W-N-9.0 Windows) (#251M-N-9.0 Mac) **7 Hrs. \$225**

Freehand 8.0, Intermediate is still available. Contact one of our Account Executives.

In this course you will cover how to: use advanced drawing techniques to create complex shapes; expand single paths into shapes; create ruler guides and convert paths into guides; combine paths to intertwine objects; use transformation tools to scale, rotate, mirror, and skew objects; distort, warp, and modify objects with Xtras; blend objects and colors for subtle or striking effects; use composite paths to cut holes in images and simplify paths; create clipping paths to let images show through type to simulate transparency; & create special effects.

Prerequisite: FreeHand Basics or equivalent knowledge.

Freehand is taught in a Self-paced, Instructor-assisted environment unless class size meets minimum enrollments.

FreeHand 9.0, Advanced

(#151W-V-9.0 Windows) (#251M-V-9.0 Mac) **7 Hrs. \$225**

Freehand 8.0, Advanced is still available. Contact one of our Account Executives.

In this course you will cover how to: create and navigate through multiple page documents with different page sizes; import and export vector and raster images to integrate FreeHand with other desktop publishing applications; create shockwave files for displaying FreeHand's crisp vector artwork on the World Wide Web; autotrace raster images to create editable line art form scans; use typographic commands and shortcuts to integrate text professionally into illustrations; pre-flight documents to ensure smooth gradients and prevent printing problems; perform trapping for color separated output; & create color separations to specify ink settings and printer's marks.

Prerequisite: FreeHand Intermediate or equivalent knowledge.

Freehand is taught in a Self-paced, Instructor-assisted environment unless class size meets minimum enrollments.

AutoCAD 2000 for Windows, Basics

(#155W-B-00)

21 Hrs. \$849

AutoCAD 14 for Windows, Basics is still available. Contact one of our Account Executives.

In this course you will cover: how to work with files, drawing command concepts, selection sets, helpful commands, basic drawing setup, object snap, drawing commands I, modifying commands I, Modifying commands II, viewing commands, layers, line types, colors, object properties, advanced drawing setup, printing and plotting, drawing commands II, inquiry commands, creating and editing text, tiled viewports and paper space viewports, blocks, grip editing, multi-view drawing, pictorial drawings, auxiliary views, dimensioning, modeling basics, viewing and display, user coordinate systems, & advanced solids features.

Prerequisite: Windows 98/2000 Basics or equivalent knowledge. Previous drawing experience helpful.

| | | | | | | |
|--------|------------|------------|------------|------------|------------|------------|
| | Jan | Feb | Mar | Apr | May | Jun |
| D or C | 3-5 | 5-7 | 13-15 | 4-6 | 7-9 | 5-7 |
| | Jul | Aug | Sep | Oct | Nov | Dec |
| D or C | 9-11 | 8-10 | 11-13 | 10-12 | 5-7 | 18-20 |

For Circleville Location: Call for dates & times

AutoCAD 2000 for Windows, Advanced

(#155W-Y-00)

14 Hrs. \$595

AutoCAD 14 for Windows, Advanced is still available. Contact one of our Account Executives.

In this course you will cover how to: define and create a selection set of the objects that are applied to AutoCAD editing processes; use object filters and layer filters to create selection sets based on object properties; create multiple lines with different properties and fill patterns; identify AutoCAD preference settings and system variables; use blocks and attributes to increase productivity; combine drawing files using external references (xrefs); use Object Linking and Embedding (OLE); use Integrate Release 14 with other applications; improve object interpretability; use AutoCAD's 3D modeling features to create three-dimensional surface and solid models; polish your drawings for presentation by adding solid fills, graphic art, and high-quality rendering; include raster images in AutoCAD drawings; work with AutoCAD's model space and paper space drawing environments; create PC2 files and plot multiple drawings with the new batch plotting utility; & improve productivity by customizing AutoCAD.

Prerequisite: AutoCAD 14 or 2000 Basics or equivalent knowledge.

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|--------|------------|------------|------------|------------|------------|------------|
| | Jan | Feb | Mar | Apr | May | Jun |
| D or C | 22-23 | 15-16 | 28-29 | 10-11 | 24-25 | 25-26 |
| | Jul | Aug | Sep | Oct | Nov | Dec |
| D or C | 12-13 | 27-28 | 12-13 | 23-24 | 15-16 | 17-18 |

For Circleville Location: Call for dates & times

Visio 2000, Level 1 (#154W-B-00)

7 Hrs. \$325

Visio 5.0, Level 1 is still available. Contact one of our Account Executives.

In this course you will cover: basic tools and working environment, including the Shape Explorer; use page setup; add, reorder, delete, and navigate between pages; use print preview; create drawings, using Master Shapes; understand the components of shapes and how to select them; use connectors; work with text; create, resize, rotate, align, distribute, and alter shapes; & work with many stencils to create flow-charts and design floor plans.

Prerequisite: Windows 98/2000 Basics or equivalent knowledge.

Call for dates

Visio 2000, Level 2 (#154W-N-00)

7 Hrs. \$349

Visio 5.0 for Windows, Level 2 is still available. Contact one of our Account Executives.

In this course you will cover: working with styles and templates; working with stencils and master shapes; merging shapes; using background pages; working with layers; inserting pictures and objects; working with ShapeSheets, & using special features.

Prerequisite: Visio 2000, Basics or equivalent knowledge.

Call for dates

Acrobat 4.0 (#156W-B-4.0) (#256M-B-4.0)

14 Hrs. \$495

Acrobat 3.0 is still available. Contact one of our Account Executives.

In this course you will cover how to convert, navigate, edit, annotate, and distribute portable documents. The course provides a strong introduction to Acrobat's uses, including specifics on the program's tools, palettes, and navigational elements. One of the tasks involves creating an online version of a book using custom bookmarks. Also covered is how to include interactivity, in addition to a searchable library and catalog. Multimedia rounds out the course, showing how the specifics of sound and movies work to enhance a software tutorial.

Prerequisite: Windows 98/2000 Basics, Macintosh 9.0 Basics or equivalent knowledge.

| | | | | | | |
|--------|------------|------------|------------|------------|------------|------------|
| | Jan | Feb | Mar | Apr | May | Jun |
| D or C | 29-30 | 26-27 | 15 & 22 | 10-11 | 22-23 | 28-29 |
| | Jul | Aug | Sep | Oct | Nov | Dec |
| D or C | 9-10 | 22-23 | 6-7 | 17-18 | 6-7 | 6-7 |

Offered @ Dublin and Cleveland Locations only, unless groups of 5 or more ~ Call for information

PowerPoint 2000/2001, Basics

(#131W-B-00 Windows) (#231M-B-01 Mac)

7 Hrs. \$185

In this course you will cover how to create professional, computer-based presentations, quickly and easily. Learn how to import graphics; use the drawing tools; create, edit, and format bulleted text slides; apply and modify various templates; check spelling; print speaker's notes and audience handouts; add transition; & present a slide show.

Prerequisite: Windows or Macintosh Basics or equivalent knowledge.

| | Jan | Feb | Mar | Apr | May | Jun |
|------------|------------------|------------------|------------------|-------------------|------------------|-------------------|
| D | 8, 18, 24 | 5, 15, 20 | 2, 13, 26 | 10, 17, 24 | 4, 17, 23 | 1, 12, 25 |
| D, Ev/Sat. | 10-11 | 14-15 | 15-16 | 19-20 | 2-3 | 4-5 |
| C | 5, 22, 30 | 5, 15, 28 | 2, 14, 22 | 6, 17, 25 | 8, 16, 25 | 12, 19, 26 |
| | Jul | Aug | Sep | Oct | Nov | Dec |
| D | 3, 13, 23 | 7, 16, 28 | 5, 18, 25 | 9, 17, 23 | 6, 15, 20 | 7, 18, 26 |
| D, Ev/Sat. | 6 & 13 | 14-15 | 5-6 | 3 & 10 | 8 & 9 | 6 & 7 |
| C | 9, 17, 24 | 3, 20, 27 | 5, 18, 25 | 10, 16, 22 | 5, 16, 29 | 5, 12, 19 |

PowerPoint 2000/2001, Advanced

(#131W-V-00 Windows) (#231M-V-01 Mac)

7 Hrs. \$185

In this course you will cover how to: create your own template, change the color scheme, work with clip art, create slides from a Word outline, insert an Excel worksheet, customize the PowerPoint screen, automate slide production, work with animation, build interactive presentations, & explore how to create online meetings. This is a great class to get a better understanding of PowerPoint!

Prerequisite: Windows or Macintosh Basics and PowerPoint Basics or equivalent knowledge.

| | Jan | Feb | Mar | Apr | May | Jun |
|------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| D | 15, 22, 29 | 8, 19, 28 | 8, 15, 29 | 6, 18, 30 | 11, 22, 30 | 7, 19, 27 |
| D, Ev/Sat. | 17-18 | 26-27 | 22-23 | 26-27 | 9-10 | 12-13 |
| C | 15, 22, 29 | 13, 20, 28 | 13, 19, 27 | 4, 19, 25 | 15, 22, 29 | 13, 20, 27 |
| | Jul | Aug | Sep | Oct | Nov | Dec |
| D | 12, 24, 31 | 10, 15, 28 | 13, 21, 28 | 8, 24, 30 | 6, 20, 29 | 11, 20, 28 |
| D, Ev/Sat. | 24-25 | 23-24 | 26-27 | 19 & 26 | 13 & 14 | 13 & 14 |
| C | 10, 18, 26 | 6, 17, 28 | 5, 12, 26 | 15, 22, 29 | 14, 20, 28 | 5, 21, 31 |

Presentations 9.0, Basics (#134W-B-9.0)

7 Hrs. \$185

Presentations 8.0 for Windows, Basics is still available. Contact one of our Account Executives.

In this course you will cover how to: use on-screen features and navigate in a slide show; create and edit bullet slides and use the PerfectExpert to create a slide show; use drawing tools, incorporate ClipArt, and use TextArt to create slides; create and enhance organization charts; create and edit bar graphs; change the overall appearance of a slide show by adding a new master slide and editing templates; run a slide show and become familiar with slide show options, such as transitions and object animation; add speaker notes, examine print options, & save a slide show in HTML format.

Prerequisite: Windows 98/2000 Basic or equivalent knowledge.

| | Jan | Feb | Mar | Apr | May | Jun |
|--------|-----|-----|-----|-----|-----|-----|
| D or C | 15 | 7 | 6 | 9 | 17 | 11 |
| | Jul | Aug | Sep | Oct | Nov | Dec |
| D or C | 10 | 10 | 12 | 11 | 12 | 10 |

For Freelance Graphics, see page 57.

CAD classes for Macintosh users!

Introductory and Advanced Computer Aided Drawing and Design (CAD):

Vectorworks is the newest and best upgrade in the MiniCad line of CAD software for Diehlgraphsoft - including the new photo-realistic rendering plug-in Renderworks! The CAD class is taught by a Master Trainer and Architect James Calhoun. James has over 11 years experience using computer design systems.

Please contact The Computer Workshop for dates and information.

800.639.3535

Location Key: D=Dublin, C=Circleville or Cleveland, D or C = Dublin or Cleveland

Using the Internet & the World Wide Web, Basics (#176W-B-IE5.5) 7 Hrs. \$185

In this course you will cover many resources of the Internet, such as e-mail and web browser software, and learn how to benefit from Internet e-mail, web sites, gopher servers, newsgroups, FTP archives, & Internet search tools.

Prerequisite: Windows 98/2000 Basics or equivalent knowledge.

| | Jan | Feb | Mar | Apr | May | Jun |
|------------|--------------|---------------|--------------|--------------|--------------|--------------|
| D | 3, 15 | 5, 16 | 1, 19 | 5, 18 | 1, 18 | 6, 20 |
| D, Ev/Sat. | 9 & 10 | 14 & 15 | 8 & 9 | 11 & 12 | 3 & 4 | 5 & 6 |
| C | 8, 22 | 12, 20 | 2, 15 | 4, 20 | 7, 17 | 4, 21 |
| | Jul | Aug | Sep | Oct | Nov | Dec |
| D | 3, 13 | 7, 20 | 10, 20 | 8, 17 | 5, 19 | 3, 14 |
| D, Ev/Sat. | 9 & 10 | 22 & 23 | 19 & 26 | 22 & 29 | 8 & 9 | 11 & 13 |
| C | 3, 19 | 2, 17 | 5, 24 | 5, 22 | 6, 19 | 3, 17 |

Using the Internet & the World Wide Web, Advanced (#176W-V-IE5.5) 7 Hrs. \$185

In this course you will cover the goals and methods for getting the maximum return for time spent on the Internet; learn about e-mail attachments, nicknames, address books, and advanced mailing list commands; configure web browsers; set up helper application and use browser plug-ins; construct boolean search strings; and discuss IRC, Internet telephony & conferencing tools.

Prerequisite: Using the Internet & WWW Basics or equivalent knowledge.

| | Jan | Feb | Mar | Apr | May | Jun |
|---|---------------|--------------|---------------|---------------|---------------|---------------|
| D | 12, 29 | 12, 26 | 8, 27 | 10, 27 | 14, 29 | 7, 26 |
| C | 15, 25 | 6, 23 | 7, 27 | 3, 26 | 15, 22 | 11, 22 |
| | Jul | Aug | Sep | Oct | Nov | Dec |
| D | 6, 23 | 9, 27 | 11, 25 | 15, 26 | 8, 20 | 10, 18 |
| C | 10, 24 | 8, 22 | 13, 28 | 10, 29 | 8, 26 | 7, 19 |

FrontPage 2000, Basics (#182W-B-00) 7 Hrs. \$225

Designing Web Pages w/FrontPage 97/98, Basics is still available. Contact one of our Account Executives.

In this course you will cover how to: define and describe Hypertext Markup Language (HTML), Web browsers, Hypertext Transfer Protocol (HTTP) and Uniform Resource Locator (URL); discuss HTML standards; recognize the form and function of HTML tags; describe the installation process for FrontPage, including the components it installs; use FrontPage Editor to form HTML text and documents; import files into an HTML document; preview pages in a browser(s); insert images by importing and using FrontPage clipart; align text with images and edit the image properties; create text and image links to other pages on the Web; create an image map, insert tables into a HTML document and "nest" a table writing another table; change table and cell properties, such as background color, borders, etc.; and use tables for organization or information & page layout.

Prerequisite: Windows 98/2000 Basics or equivalent knowledge & HTML knowledge a big plus.

| | Jan | Feb | Mar | Apr | May | Jun |
|--------|-------|-------|-------|-------|-------|-------|
| D or C | 4, 24 | 5, 16 | 6, 21 | 3, 17 | 3, 22 | 1, 19 |
| | Jul | Aug | Sep | Oct | Nov | Dec |
| D or C | 6, 17 | 2, 20 | 5, 18 | 5, 16 | 1, 19 | 4, 14 |

For Circleville Location: Call for dates & times

FrontPage 2000, Intermediate (#182W-N-00) 7 Hrs. \$225

Designing Web Pages w/FrontPage 97/98, Intermediate is still available. Contact one of our Account Executives.

In this course you will cover how to: use FrontPage templates and wizards to create individual web pages and web sites; create customized templates; explain the purpose and function of a WebBot; describe HTML forms and methods for processing forms; use FrontPage Editor to create and process forms; define frames and how to incorporate frames into HTML documents; use the FrontPage Frame Wizard to change the frame layout, borders, targets and sizing; embed multimedia into web pages; insert video, audio and marquee into web pages; & publish a web.

Prerequisite: FrontPage Basics or equivalent knowledge.

| | Jan | Feb | Mar | Apr | May | Jun |
|--------|--------|--------|--------|--------|-------|-------|
| D or C | 15, 31 | 8, 19 | 12, 27 | 10, 24 | 7, 24 | 8, 25 |
| | Jul | Aug | Sep | Oct | Nov | Dec |
| D or C | 10, 24 | 10, 28 | 11, 27 | 11, 29 | 9, 20 | 5, 19 |

For Circleville Location: Call for dates & times

FrontPage 2000, Advanced (#182W-V-00) 7 Hrs. \$225

Designing Web Pages w/FrontPage 97/98, Advanced is still available. Contact one of our Account Executives.

In this course you will: cover the purpose and function of Cascading Style Sheets; apply embedded, linked and inline style sheets; edit style sheet properties; create hover buttons; apply animation effects; create a search form; insert and maintain banners; work with connecting a database to a webpage through Active Server Pages; & cover an introduction of Image Composer.

Prerequisite: FrontPage Intermediate or equivalent knowledge.

| | Jan | Feb | Mar | Apr | May | Jun |
|--------|--------|--------|--------|--------|--------|--------|
| D or C | 15, 29 | 12, 23 | 12, 29 | 11, 26 | 15, 31 | 12, 29 |
| | Jul | Aug | Sep | Oct | Nov | Dec |
| D or C | 13, 30 | 14, 24 | 5, 27 | 15, 29 | 12, 29 | 13, 28 |

For Circleville Location: Call for dates & times

HTML, Basics (#185WM-B-HTML) 7 Hrs. \$245

In this course you will cover: Hypertext Markup Language (HTML); definitions of hypertext and hypermedia; components of Uniform Resource Locator (URL); components of Web documents (pages); how to use the HTML syntax and markup language; author HTML documents; how to incorporate text and document formatting, META tags, text, and graphics into HTML documents; & how to create links to other Web documents.

Prerequisite: Using the Internet & WWW Basics or equivalent knowledge.

| | Jan | Feb | Mar | Apr | May | Jun |
|--------|-------|-------|--------|-------|-------|-------|
| D or C | 5, 23 | 5, 15 | 6, 20 | 5, 17 | 8, 18 | 6, 19 |
| | Jul | Aug | Sep | Oct | Nov | Dec |
| D or C | 6, 17 | 7, 16 | 11, 18 | 2, 16 | 2, 20 | 4, 21 |

For Circleville Location: Call for dates & times

HTML, Intermediate (#185WM-N-HTML) 7 Hrs. \$245

In this course you will cover how to: incorporate tables and Forms in HTML documents, implement animation in HTML documents, create image maps for HTML documents, implement applets and media objects in HTML documents, test and validate HTML documents, understand the importance of planning a web site before creating web pages, understand design considerations for implementing a web site, & use navigational aids within web sites.

Prerequisite: HTML Basics or equivalent knowledge.

| | Jan | Feb | Mar | Apr | May | Jun |
|--------|--------|--------|--------|--------|--------|-------|
| D or C | 11, 29 | 9, 27 | 12, 23 | 17, 24 | 11, 29 | 7, 15 |
| | Jul | Aug | Sep | Oct | Nov | Dec |
| D or C | 12, 24 | 13, 23 | 7, 25 | 9, 25 | 12, 20 | 5, 21 |

For Circleville Location: Call for dates & times

HTML, Advanced (#185WM-V-HTML) 7 Hrs. \$245

In this course you will cover how to: implement and utilize frames in page design, identify new features as introduced in HTML 4.0, explain the purpose and use of Cascading Style Sheets, implement style sheets in HTML documents, explain the difference between Java and JavaScript, create simple JavaScript applications, and implement & utilize elements of Dynamic HTML in web pages.

Prerequisite: HTML Intermediate or equivalent knowledge.

| | Jan | Feb | Mar | Apr | May | Jun |
|--------|--------|--------|--------|--------|--------|-------|
| D or C | 22, 29 | 19, 28 | 15, 28 | 19, 30 | 15, 29 | 8, 28 |
| | Jul | Aug | Sep | Oct | Nov | Dec |
| D or C | 16, 27 | 16, 28 | 10, 28 | 16, 26 | 15, 28 | 7, 28 |

For Circleville Location: Call for dates & times

Dynamic HTML, Basics (#185WM-DH-HTML) 6 Hrs. \$245

In this course you will cover how to implement Cascading Style Sheets, Cascading Style Sheets-Positioning, multiple document layers, & scripting. Using these tools and techniques, students will cover how to create self-modifying documents, interactive documents, & basic animations.

Prerequisite: HTML Advanced or equivalent knowledge.

| | Jan | Feb | Mar | Apr | May | Jun |
|--------|--------|--------|--------|--------|--------|-------|
| D or C | 22, 31 | 12, 28 | 20, 30 | 20, 30 | 22, 31 | 8, 27 |
| | Jul | Aug | Sep | Oct | Nov | Dec |
| D or C | 17, 30 | 21, 30 | 11, 28 | 8, 30 | 16, 30 | 6, 28 |

For Circleville Location: Call for dates & times

Location Key: D=Dublin, C=Circleville or Cleveland, D or C = Dublin or Cleveland

XML, Basics (#178WM-XML) 6 Hrs. \$245

In this course you will cover how the advantages and disadvantages of both HTML and SGML led to the development of the XML standard, and how to: create an XML-based markup language suitable for publishing a simple document; write a Document Type Definition for the markup language created; test an XML document for well-formedness and validity; describe the types of linking possible between XML documents; describe how style information is incorporated into an XML document; develop a Webcasting channel using Microsoft's Channel Definition Format markup language; name several languages derived from XML and describe how each is used.

Prerequisite: HTML or other Web design knowledge helpful.

| | | | | | | |
|--------|------------|------------|------------|------------|------------|------------|
| | Jan | Feb | Mar | Apr | May | Jun |
| D or C | 11, 24 | 9, 20 | 5, 20 | 4, 20 | 9, 24 | 5, 19 |
| | Jul | Aug | Sep | Oct | Nov | Dec |
| D or C | 2, 19 | 8, 24 | 6, 26 | 11, 26 | 5, 27 | 6, 19 |

For Circleville Location: Call for dates & times

JavaScript, Basics (#188WM-B-JAVA) 7 Hrs. \$425

In this course you will cover how to use JavaScript to make Web pages interactive. The student will write simple Javascript programs; collect data with a prompt box; use variables and arithmetical operators; manipulate string; perform branching; use logical operators; perform looping; and use functions, events and objects. This class will make any static web page into a dynamic one. A great class to get started into JavaScript.

Prerequisite: Solid knowledge of HTML, solid knowledge of standard programming techniques, some knowledge of object-based programming techniques.

| | | | | | | |
|--------|------------|------------|------------|------------|------------|------------|
| | Jan | Feb | Mar | Apr | May | Jun |
| D or C | 4 | 2 | 2 | 4 | 8 | 5 |
| | 23 | 20 | 21 | 20 | 22 | 21 |
| | Jul | Aug | Sep | Oct | Nov | Dec |
| D or C | 5 | 7 | 5 | 4 | 1 | 7 |
| | 17 | 20 | 20 | 15 | 14 | 18 |

Offered @ Dublin and Cleveland Locations only, unless groups of 5 or more ~ Call for information

JavaScript, Advanced (#188WM-V-JAVA) 12 Hrs. \$425

In this course you will cover: working with events; understanding object-based programming by looking at properties, methods, and events; working with forms within JavaScript; using text area objects and forming generated dialog boxes; creating hypertext links dynamically; working with onLoad and Unload events; & using document and window objects.

Prerequisite: JavaScript Basics or solid knowledge of standard programming techniques.

| | | | | | | |
|--------|------------|------------|------------|------------|------------|------------|
| | Jan | Feb | Mar | Apr | May | Jun |
| D or C | 10-11 | 6-7 | 12-13 | 10-11 | 14-15 | 14-15 |
| | 24-25 | 20-21 | 26-27 | 24-25 | 29-30 | 28-29 |
| | Jul | Aug | Sep | Oct | Nov | Dec |
| D or C | 9-10 | 15-16 | 11-12 | 11-12 | 12-13 | 11-12 |
| | 23-24 | 29-30 | 25-26 | 25-26 | 26-27 | 26-27 |

Offered @ Dublin and Cleveland Locations only, unless groups of 5 or more ~ Call for information

VB Scripting for the Web (#175W-SC-6.0) 7 Hrs. \$265

In this course you will: cover the VBScript language; use the browser object model; and work with FrontPage, ActiveX controls, & Active Server pages. If you plan on building interactive Web Pages using VBScript, this class will provide you with a practical and hands-on introduction to VBScript.

Prerequisite: Knowledge of HTML is required. Prior experience with a structured programming language such as C, Java, or Visual Basic is helpful.

| | | | | | | |
|--------|------------|------------|------------|------------|------------|------------|
| | Jan | Feb | Mar | Apr | May | Jun |
| D or C | 22 | 21 | 16 | 27 | 15 | 14 |
| | Jul | Aug | Sep | Oct | Nov | Dec |
| D or C | 23 | 21 | 19 | 9 | 16 | 27 |

For Circleville Location: Call for dates & times

**Check page 15 for our
WEB DESIGNER
TRACK**

Look for our upcoming multimedia
track in the spring of 2001!

Active Server Pages

(#174W-ASP)

14 Hrs. \$695

In this course you will cover: how to create a Active Server Application; how to work with ASP intrinsic objects; work with ASP default components; introduction to ActiveX Data objects; searching a database; updating and deleting database records; using error, command and recordset objects; & working with additional components.

Prerequisite: Familiarity with Visual Basic syntax, HTML programming, and database programming are recommended.

| | | | | | | |
|--------|------------|------------|------------|------------|------------|------------|
| | Jan | Feb | Mar | Apr | May | Jun |
| D or C | 29-31 | 7-9 | 13-15 | 17-19 | 23-25 | 18-20 |
| | Jul | Aug | Sep | Oct | Nov | Dec |
| D or C | 6 & 13 | 6-8 | 5 & 12 | 17-19 | 13-15 | 10 & 17 |

For Circleville Location: Call for dates & times

GoLive 5.0, Basics

(#186W-B-5.0) (#286M-B-5.0)

14 Hrs. \$425

In this course you will cover a discussion on site management and how to: create a web page, work with text, lay out web pages, work with links and frames, use animation in your web site, work with forms, & use cascading style sheets.

Prerequisite: Windows or Macintosh Basics or equivalent knowledge. Knowledge of HTML is helpful.

| | | | | | | |
|--------|------------|------------|------------|------------|------------|------------|
| | Jan | Feb | Mar | Apr | May | Jun |
| D or C | 11, 25 | 9, 23 | 5, 19 | 4, 25 | 10, 24 | 5, 18 |
| | Jul | Aug | Sep | Oct | Nov | Dec |
| D or C | 3, 19 | 8, 24 | 5, 28 | 11, 29 | 2, 20 | 4, 27 |

Microsoft Office: Web Components

(#179W-WC-00)

7 Hrs. \$265

In this course you will cover how to create static and interactive Web documents in all Office applications. In addition, students will cover how to: collect web documents in FrontPage, apply common themes and formatting, and publish the pages as an intranet site. Students will also cover how to collaborate on documents, both in Office applications & from the browser.

Prerequisite: Windows 98/2000 Basics or equivalent knowledge.

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|--------|------------|------------|------------|------------|------------|------------|
| | Jan | Feb | Mar | Apr | May | Jun |
| D or C | 19 | 8 | 21 | 20 | 15 | 14 |
| | Jul | Aug | Sep | Oct | Nov | Dec |
| D or C | 20 | 22 | 20 | 18 | 7 | 21 |

E-Commerce, Level 1 (172W-B-EC)

7 Hrs. \$425

In this course you will cover: live demonstrations of how you can start an E-Commerce company or add an E-Commerce element to an existing company; the student will be shown in a step-by-step fashion how to choose an Internet Service Provider, secure a domain, find a host, write a business plan, raise funds, buy software, market products and services, and sell them on the Web; After attending this class, students will have a thorough understanding of what E-Commerce is-- its nature, influence, strengths, & how it will affect the course of American business.

Prerequisite: Windows 98/2000 Basics or equivalent knowledge.

| | | | | | | |
|--------|------------|------------|------------|------------|------------|------------|
| | Jan | Feb | Mar | Apr | May | Jun |
| D or C | 19 | 8 | 21 | 20 | 15 | 14 |
| | Jul | Aug | Sep | Oct | Nov | Dec |
| D or C | 20 | 22 | 21 | 15 | 7 | 20 |

E-Commerce, Level 2 (172W-V-EC)

14 Hrs. \$695

In this course you will cover: the evolution of E-Commerce; the benefits of using E-Commerce; Describe the demographics of a typical user; know what ISP is, what qualities you would want to have, and what services you are likely to need from them; choose a host based on the services they provide and the prices they charge; write a first-rate business plan; get a domain; create first rate content for your site; write a press release and propagate it on the web; using email lists and web rings; determining which goods and services sell best on the web; knowing what a merchant account is; knowing what a shopping cart software does; knowing how to use major payment systems currently used on the internet; & explain what is electronic data interchange.

Prerequisite: Windows 98/2000 Basics or equivalent knowledge.

| | | | | | | |
|--------|------------|------------|------------|------------|------------|------------|
| | Jan | Feb | Mar | Apr | May | Jun |
| D or C | 29-30 | 27-28 | 15 & 22 | 11-12 | 24-25 | 6 & 13 |
| | Jul | Aug | Sep | Oct | Nov | Dec |
| D or C | 9-10 | 21-22 | 5-6 | 17-18 | 6-7 | 4 & 11 |

Internetwork and Internet Security

(173W-IIS)

14 Hrs. \$695

In this course you will cover an overview in network security; work with system based attacks; setup security through policy; using protection through encryption; using protection through authentication; working with transactional security issues; working with server and IP security issues; setting up Internet Firewalls; & working with Proxy servers

Prerequisite: Windows or Macintosh Basics or equivalent knowledge. Knowledge of HTML is helpful.

| | | | | | | |
|--------|------------|------------|------------|------------|------------|------------|
| | Jan | Feb | Mar | Apr | May | Jun |
| D or C | 8-9 | 7-8 | 1-2 | 9-10 | 10-11 | 5-6 |
| | Jul | Aug | Sep | Oct | Nov | Dec |
| D or C | 12-13 | 1-2 | 10-11 | 11-12 | 7-8 | 10-11 |

For Circleville Location: Call for dates & times

Flash 5.0, Basics

(187W-B-5.0)

7 Hrs. \$225

In this course you will cover how to navigate within the Flash environment to build your projects efficiently, use Flash's drawing tools to create simple and complex objects., manipulate objects on the stage, including selecting, moving, copying, deleting, and transforming them, utilize object interaction on a single layer to combine and segment objects, import artwork, create and format text, perform frame-by-frame and tweened animations, publish your projects for use on the web.

Prerequisite: Windows 98/2000 Basics or equivalent knowledge.

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|--------|------------|------------|------------|------------|------------|------------|
| | Jan | Feb | Mar | Apr | May | Jun |
| D or C | 4, 22 | 2, 19 | 6, 21 | 4, 12 | 1, 14 | 1, 12 |
| | Jul | Aug | Sep | Oct | Nov | Dec |
| D or C | 10, 19 | 7, 16 | 5, 14 | 9, 19 | 1, 19 | 5, 18 |

Flash 5.0, Advanced

(187W-V-5.0)

7 Hrs. \$225

In this course you will cover how: to create animated sequences using frame-by-frame animation and tweened animation; Implement the three types of symbols and instances as a development shortcut and as a method for optimizing file size; Use ActionScript to create basic interactivity, such as image rollovers, go to frame actions, get URL actions, and drag movie clip; Add sound to Flash movies; Apply advanced ActionScript techniques to create interactive forms, evaluate the position of an object, and dynamically set the properties of an object & use the testing environment to optimize Flash movies.

Prerequisite: Flash Intermediate or equivalent knowledge.

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|--------|------------|------------|------------|------------|------------|------------|
| | Jan | Feb | Mar | Apr | May | Jun |
| D or C | 15 | 9 | 21 | 20 | 17 | 12 |
| | Jul | Aug | Sep | Oct | Nov | Dec |
| D or C | 20 | 22 | 20 | 18 | 7 | 21 |

Web Integration with Visual Interdev

(174W-ID-WI)

21 Hrs. \$1,195

This three-day instructor-led course provides developers with an introduction to Web site development with Microsoft's Visual InterDev, including Web page design with FrontPage, Web database programming, Web site security implementation, developing Active Server Pages, and more.

Benefits:

- Provides hands-on experience developing Web sites using Visual InterDev.
- Provides experience using FrontPage, database programming, security implementation, and Active Server Pages.
- Helps students become more marketable in the workplace.

Prerequisite: Familiarity with Visual Basic syntax, HTML programming, and database programming are recommended. FrontPage and Active Server Pages courses are required.

Call for Dates & Times

NetObjects: Authoring Server -- Getting Started with TeamFusion Client

(#182W-TFC-4.0) 7 Hrs. \$350

In this course you will quickly get up and running on NetObjects TeamFusion Client. This course is designed for those creating content under the supervision of a website designer. This class emphasizes the collaborative nature of Authoring Server Suite. Students assume the role of developers, modifying page layouts and the site structures of TeamFusion Client sites. Will also use the collaboration tools and the check-in and check-out process.

NetObjects Fusion: Complete Series

(#182W-NOCS-4.0) 14 Hrs. \$650

In this course you will cover the basics of building and managing websites using NetObjects Fusion 4.0. Learn how to lay out a web page and add graphics and sound. Work with tables and embed objects in text boxes, streamline your work using templates, manage an entire site and import existing sites, make sites interactive using DHTML and cascading style sheets -- without the hassle with scripting, work with Forms, and external data objects and use internal and external targeted frames.

Outlook 2000, Basics (#113W-B-00) 7 Hrs. \$185

Outlook 98 for Windows, Basics is still available. Contact one of our Account Executives.
 In this course you will cover how to: work with your Address Book, create and edit contacts, use e-mail, manage your Calendar, configure Tasks, use the Journal, create and edit notes, print any of the Outlook data, & use the newsreader to read newsgroups.

Prerequisite: Windows 98/2000 Basics or equivalent knowledge.

| | Jan | Feb | Mar | Apr | May | Jun |
|--------|-------|-------|-------|-------|-------|--------|
| D or C | 5, 22 | 5, 15 | 8, 28 | 9, 20 | 3, 22 | 5, 21 |
| | Jul | Aug | Sep | Oct | Nov | Dec |
| D or C | 6, 30 | 7, 30 | 7, 24 | 4, 16 | 2, 29 | 10, 27 |

For Circleville Location: Call for dates & times

Outlook 2000, Advanced (#113W-V-00) 7 Hrs. \$185

Outlook 98 for Windows, Advanced is still available. Contact one of our Account Executives.
 In this course you will cover how to: organize Outlook data using colors, folders, categories, and views; use advanced e-mail features, such as a signature; create and send a fax; use security features; create a custom form; integrate Outlook with Office Applications; use the calendar to schedule meetings; & use Outlook with the Internet.

Prerequisite: Windows 98/2000 Basics, Outlook 98 Basics or equivalent knowledge.

| | Jan | Feb | Mar | Apr | May | Jun |
|--------|--------|--------|--------|--------|--------|--------|
| D or C | 12, 25 | 12, 23 | 15, 30 | 13, 27 | 15, 24 | 15, 29 |
| | Jul | Aug | Sep | Oct | Nov | Dec |
| D or C | 13, 26 | 10, 31 | 18, 26 | 5, 30 | 13, 30 | 12, 28 |

For Circleville Location: Call for dates & times

Lotus Notes 5.0, Basics - Mail Features (#116W-BM-5.0) 7 Hrs. \$225

Lotus Notes 4.6 for Windows, Basics is still available. Contact one of our Account Executives.
 In this course you will cover how to: create messages by using Address Books, explore mail delivery options, reply to and forward messages, attach a file to a message, organize documents by creating folders; copy and move documents to folders, delete folders, create and use rules, use the Calendar to schedule time by setting Calendar preferences and by creating and editing Calendar entries, schedule meetings by creating and replying to meeting invitations, use Notes from a remote location by examining locations and copying and replicating the mail database.

Prerequisite: Windows 98/2000 Basics, or equivalent knowledge.

| | Jan | Feb | Mar | Apr | May | Jun |
|---|--------|-------|--------|-------|--------|--------|
| D | 11, 22 | 2, 21 | 8, 19 | 3, 20 | 10, 22 | 6, 25 |
| C | 15, 25 | 9, 19 | 12, 21 | 5, 23 | 11, 22 | 11, 25 |
| | Jul | Aug | Sep | Oct | Nov | Dec |
| D | 9, 23 | 2, 22 | 7, 25 | 5, 25 | 7, 20 | 10, 21 |
| C | 9, 20 | 6, 23 | 10, 28 | 8, 26 | 8, 26 | 10, 19 |

Lotus Notes 5.0, Basics - Database Features (#116W-BD-5.0) 7 Hrs. \$225

Lotus Notes 4.6 for Windows, Database Features is still available. Contact one of our Account Executives.
 In this course you will cover the basic concepts of Notes, including how to: use different types of Notes databases; be able to create, save, and close both main-topic and response database documents that contain a variety of field types; create documents that take advantage of editing and formatting features; spell check documents; create and apply named styles; add tables; create links, hotspots, and sections; search for information in database documents by using the Search bar and the Search Builder; create and use additional database types, including subscriptions, Microsoft Office Library, and Web Navigator databases; & use Notes efficiently from a remote location by replicating and protecting database information.

Prerequisite: Windows 98/2000 Basics, or equivalent knowledge.

| | Jan | Feb | Mar | Apr | May | Jun |
|---|--------|--------|--------|--------|--------|--------|
| D | 19, 30 | 5, 20 | 16, 26 | 12, 24 | 16, 25 | 15, 29 |
| C | 22, 29 | 5, 23 | 15, 26 | 17, 25 | 21, 31 | 15, 26 |
| | Jul | Aug | Sep | Oct | Nov | Dec |
| D | 17, 24 | 17, 27 | 14, 27 | 12, 24 | 16, 20 | 12, 28 |
| C | 13, 25 | 20, 27 | 17, 28 | 15, 29 | 19, 29 | 17, 28 |

Lotus Notes 5.0, Advanced (#116W-V-5.0) 7 Hrs. \$225

Lotus Notes 4.6 for Windows, Advanced is still available. Contact one of our Account Executives.

In this course you will cover how to: use search features to locate Notes users, Notes databases, Internet e-mail addresses, and Web sites; create programmed tables and tables with special transition effects; enable the automatic spell checking feature; add signatures to every outgoing email message; use the Notes Minder application to check for new mail while Notes is not running; import holidays into a calendar; use archive settings to create a mail archive database and an archive log database; change the Home page and create new Welcome page styles; display SmartIcons, and use the Workspace to organize databases; create a new database from a template; embed information in a document; import a text file into a Notes view and export a Notes view to a Lotus 1-2-3 worksheet file; create a private view, a personal folder, and a bookmark folder; and create, test, run, and schedule an agent.

Prerequisite: Windows 98/2000 Basics or Notes 5.0 Mail Features/Notes 5.0 Database Features or equivalent knowledge.

| | Jan | Feb | Mar | Apr | May | Jun |
|---|---------------|---------------|---------------|---------------|---------------|---------------|
| D | 19, 30 | 19, 28 | 20, 30 | 19, 26 | 22, 29 | 19, 29 |
| C | 22, 29 | 19, 26 | 21, 29 | 18, 27 | 23, 31 | 21, 29 |
| | Jul | Aug | Sep | Oct | Nov | Dec |
| D | 19, 30 | 21, 30 | 20, 28 | 18, 30 | 20, 27 | 18, 28 |
| C | 17, 25 | 22, 30 | 19, 28 | 19, 31 | 20, 29 | 19, 31 |

Microsoft Project 2000, Basics-Advanced (#160W-B-00)

Taught by a Master Trainer!

14 Hrs. \$495

In this course you will cover Microsoft Project, including: an overview of the features, creating a basic project, assigning task relationships, printing reports and saving the project, mousing techniques, project planning, defining information, creating an outline project, viewing levels of detail, working with task dependencies, adding and assigning resources, exploring base calendars, entering and assigning resources, viewing project and resource costs, analyzing and displaying project data, filtering and sorting project data, and analyzing & displaying project data.

Prerequisite: Windows 98/2000 Basics or equivalent knowledge.

| | Jan | Feb | Mar | Apr | May | Jun |
|--------|--------------|--------------|--------------|--------------|--------------|--------------|
| D or C | 4-5 | 12-13 | 6-7 | 5-6 | 8-9 | 6-7 |
| | 29-30 | 26-27 | 22-23 | 26-27 | 29-30 | 19-20 |
| | Jul | Aug | Sep | Oct | Nov | Dec |
| D or C | 5-6 | 6-7 | 11-12 | 4-5 | 7-8 | 4-5 |
| | 26-27 | 21-22 | 17-18 | 25-26 | 19-20 | 19-20 |

This subject has two different courses to choose from based on your experience level and goals - please ask our Customer Service Professionals or your Account Executive for details.

For Circleville Location: Call for dates & times

ACT! 2000, Basics (#118W-B-00) 7 Hrs. \$245

ACT 4.0 for Windows, Basics is still available. Contact one of our Account Executives.

In this course you will cover how to: create a contact database, locate and organize contacts, schedule and work with activities in other ACT windows, create documents with the ACT word processor, & electronically communicate with contacts.

Prerequisite: Windows 98/2000 Basics or equivalent knowledge.

Offered @ Dublin and Cleveland Locations only, unless groups of 5 or more ~ Call for information

ACT! 2000, Advanced (#118W-V-00) 7 Hrs. \$245

ACT 4.0 for Windows, Advanced is still available. Contact one of our Account Executives.

In this course you will cover how to: create and use queries; create macros; import, export, and synchronize data; customize ACT!; work with templates and mail merge; customize report templates; administrate your ACT! Database; & utilize Internet features.

Prerequisite: Windows 98/2000 Basics and ACT! Basics or equivalent knowledge.

Offered @ Dublin Location only, unless groups of 5 or more ~ Call for information



Hot Tip of the Day!
We offer volume pricing on our classes

Did you know?
We offer MOUS Testing in Project 2000

Groupwise 5.5, Basics (#114W-B-5.5)

7 Hrs.

\$225

Groupwise 5.1/5.2, Basics is still available. Contact one of our Account Executives.

In this course you will cover an introduction of GroupWise WebAccess and how to: navigate within GroupWise, work with mail messages, manage mail by using attachments, use the calendar, work with scheduling appointments, & organize the mailbox.

Prerequisite: Windows 98/2000 Basics or equivalent knowledge.

| | Jan | Feb | Mar | Apr | May | Jun |
|--------|-----|-----|-----|-----|-----|-----|
| D or C | 11 | 8 | 2 | 6 | 10 | 7 |
| | 29 | 22 | 22 | 12 | 24 | 21 |
| | Jul | Aug | Sep | Oct | Nov | Dec |
| D or C | 3 | 9 | 14 | 8 | 8 | 7 |
| | 20 | 30 | 27 | 26 | 20 | 21 |

Offered @ Dublin and Cleveland Locations only, unless groups of 5 or more ~ Call for information

Groupwise 5.5, Advanced (#114W-V-5.5)

7 Hrs.

\$225

Groupwise 5.1/5.2 for Windows, Advanced is still available. Contact one of our Account Executives.

In this course you will cover how to: customize GroupWise, use and share information by using discussion threads or address books, use resources and set up a Multi-User view, work with documents using WorkFlow, & work with documents remotely.

Prerequisite: GroupWise Basics or equivalent knowledge.

| | Jan | Feb | Mar | Apr | May | Jun |
|--------|-----|-----|-----|-----|-----|-----|
| D or C | 11 | 8 | 2 | 6 | 10 | 7 |
| | 29 | 22 | 22 | 13 | 24 | 21 |
| | Jul | Aug | Sep | Oct | Nov | Dec |
| D or C | 3 | 9 | 14 | 8 | 8 | 7 |
| | 20 | 30 | 27 | 26 | 20 | 21 |

Offered @ Dublin and Cleveland Locations only, unless groups of 5 or more ~ Call for information

Lotus Organizer 5.0, Basics (#115W-B-5.0)

7 Hrs.

\$185

Offered @ Dublin or Cleveland Locations only, unless groups of 5 or more ~ Call for information



Our website has the latest information on new software, new classes, and monthly specials!

Are your employees using the full capabilities of their software? Studies show that most employees only use about 1/3 of the features available!

ToolKit Pricing:

You can save over 20% by purchasing your training utilizing our 'ToolKit' prices. Restrictions do apply. Call for details.

Basic Skills ToolKit: \$495.00

Choose any three (3) Basic, Intermediate or Advanced class from any of the Microsoft, WordPerfect or Lotus courses that are \$185.00 or under.

Graphics Tool Kit: \$995.00

Choose any five (5) Basic or Advanced graphics courses with a value of \$245.00 or less.

Web ToolKit: \$1,595.00

Take any 9 Web Design courses that are \$245.00 or less. Must be taken within 1 year.

Master Tool Kit: \$1,495.00

Unlimited classes for a year. Guaranteed at least 10 classes. Some restrictions apply, please call for details.

Course Times:

Most of our courses are FULL DAY (7-8 hours). If an evening, weekend, or half-day course would best suit your schedule, let us know. Following are the times for the various number of hours used in our catalogue:

- 4 hours 8:30 am - 12:30 pm
- 5 hours 8:30 am - 2:30 pm
- 7 hours 8:30 am - 4:30 pm
- 8 hours 8:00 am - 5:00 pm
- 10 hours 8:30 am - 2:30 pm (2 day course)
- 12 hours 8:30 am - 3:30 pm (2 day course)
- 14 hours 8:30 am - 4:30 pm (2 day course)
- 21 hours 8:30 am - 4:30 pm (3 day course)
- 28 hours 8:30 am - 4:30 pm (4 day course)
- 35 hours 8:30 am - 4:30 pm (5 day course)
- Evening 6:00 pm - 9:30 pm

Office 2000: Macro Programming Using Visual Basic for Applications (#179W-MP-00) 7 Hrs. \$295

In this course you will cover how to: run macros and work with Visual Basic Module; create relative and absolute recorded macros; write procedures that test conditions; write procedures that execute one or more lines of code repetitively; use loop structures; store Excel macros so they are available in any workbook; create macros in Word 2000; & create macros that will interact with the user.

Prerequisite: Excel 2000 Advanced and Word 2000 Advanced or equivalent knowledge.

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|--------|------------|------------|------------|------------|------------|------------|
| | Jan | Feb | Mar | Apr | May | Jun |
| D or C | 18 | 28 | 23 | 18 | 18 | 14 |
| | Jul | Aug | Sep | Oct | Nov | Dec |
| D or C | 18 | 6 | 28 | 12 | 20 | 21 |

Offered @ Dublin and Cleveland Locations only, unless groups of 5 or more ~ Call for information

Visual Basic 6.0, Introduction (#129W-AD-6.0) 21 Hrs. \$995

Visual Basic 5.0, Application & Development is still available. Contact one of our Account Executives.

In this course you will cover how to: build and run a small application; work with code editing tools in the Code Editor; identify and correct run-time errors; develop multiple-form applications; build common and pop-up menus into an application; write an error-handling routine; create an application by using the VB Application Wizard; create, install, and remove a setup program; & use the data control to access a database table.

Prerequisite: Windows 98/2000 Basics or equivalent knowledge. Programming knowledge a plus.

| | | | | | | |
|--------|------------|------------|------------|------------|------------|------------|
| | Jan | Feb | Mar | Apr | May | Jun |
| D or C | 3-5 | 5-7 | 6-8 | 4-6 | 1-3 | 4-6 |
| | 15-17 | 19-21 | 21-23 | 18-20 | 15-17 | 18-20 |
| | Jul | Aug | Sep | Oct | Nov | Dec |
| D or C | 10-12 | 1-3 | 5-7 | 2 & 9 & 16 | 5-7 | 5-7 |
| | 24-26 | 13-15 | 19-21 | 10-12 | 19-21 | 19-21 |

For Circleville Location: Call for dates & times

Creating a Database Project using Data Control with Visual Basic 6.0 (#129W-DP-6.0) 21 Hrs. \$1095

Visual Basic 5.0, Programming is still available. Contact one of our Account Executives.

In this course you will cover a discussion on the components of a Visual Basic database application and learn how to: create an ODBC driver and connect it to a database, create connection and command objects in the Data Designer, manage record navigation, maintain data in Recordset objects, validate data, create global error trappers, use the SQL editor and SQL statements to create recordsets, create queries with the Query Designer, & produce reports.

Prerequisite: Visual Basic Introduction, or equivalent knowledge.

| | | | | | | |
|--------|------------|------------|------------|------------|------------|------------|
| | Jan | Feb | Mar | Apr | May | Jun |
| D or C | 17-19 | 13-15 | 7-9 | 10-12 | 9-11 | 12-14 |
| | 29-31 | 26-28 | 27-29 | 25-27 | 21-23 | 27-29 |
| | Jul | Aug | Sep | Oct | Nov | Dec |
| D or C | 11-13 | 15-17 | 11-13 | 3-5 | 6-8 | 12-14 |
| | 23-25 | 28-30 | 24-26 | 22-24 | 27-29 | 26-28 |

For Circleville Location: Call for dates & times

Java Programming (#188W-B-JAVA) 35 Hrs. \$1,895

In this course you will cover: the Java environment, a discussion on Java vs. C++, working with classes within Java, using arrays and strings, applying inheritance, writing Java Applets, using the Abstract Windowing Toolkit, how to handle exceptions, the use of I/O streams, & working with Java API.

Prerequisite: Programming experience and familiarity with C are required. An understanding of C++ is desirable.

| | | | | | | |
|--------|---------------|---------------|---------------|---------------|---------------|---------------|
| | Jan | Feb | Mar | Apr | May | Jun |
| D or C | 16-17 & 24-26 | 21-23 & 27-28 | 21-23 & 27-28 | 9-10 & 18-20 | 16-18 & 22-23 | 19-21 & 26-27 |
| | Jul | Aug | Sep | Oct | Nov | Dec |
| D or C | 10-12 & 17-18 | 15-17 & 21-22 | 17-19 & 25-26 | 16-18 & 23-24 | 13-15 & 19-20 | 18-20 & 27-28 |

For Circleville Location: Call for dates & times

Career and Time Management:

Career Management through Computing (190W-CM) 7 Hrs. \$125

In this workshop you will cover how to: create a personalized job search action plan, identify possible employers, generate leads, & practice proper interviewing techniques. If you are currently unemployed or are looking to make a career change, then this class is for you!

| | | | | | | |
|--------|------------|------------|------------|------------|------------|------------|
| | Jan | Feb | Mar | Apr | May | Jun |
| D or C | 19 | 8 | 21 | 20 | 17 | 18 |
| | Jul | Aug | Sep | Oct | Nov | Dec |
| D or C | 20 | 22 | 20 | 18 | 7 | 19 |

For Circleville Location: Call for dates & times

Managing Your Time (190-MT) 14 Hrs. \$425

In this workshop you will cover how to: use your time effectively with a Day-Timer and electronic scheduling programs; prioritize your work; manage interruptions; create a plan; and overcome procrastination. If you don't have enough hours in your day, constantly forget things or fail to complete tasks, then this class is for you.

| | | | | | | |
|--------|------------|------------|------------|------------|------------|------------|
| | Jan | Feb | Mar | Apr | May | Jun |
| D or C | 8-9 | 7-8 | 1-2 | 9-10 | 10-11 | 5-6 |
| | Jul | Aug | Sep | Oct | Nov | Dec |
| D or C | 12-13 | 1-2 | 10-11 | 11-12 | 6-7 | 12-13 |

For Circleville Location: Call for dates & times

Working Smart (190-WS) 14 Hrs. \$325

WORKING SMART focuses on job-keeping skills rather than the job search. Four discrete modules give the employee helpful advice on getting situated, communication skills, employee relationships, and advancement. Topics, problems, and case studies presented in each chapter are relevant to everyday experience and require students to use their critical thinking, problem-solving, and decision-making skills. A number of hands-on activities, including role playing, large and small group discussions, and case studies, make it easy for the student to get involved in the learning process in order to develop job retention skills.

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|--------|------------|------------|------------|------------|------------|------------|
| | Jan | Feb | Mar | Apr | May | Jun |
| D or C | 17-18 | 12-13 | 6-7 | 11-12 | 8-9 | 11-12 |
| | Jul | Aug | Sep | Oct | Nov | Dec |
| D or C | 11-12 | 13-14 | 11-12 | 3-4 | 8-9 | 10-11 |

For Circleville Location: Call for dates & times

Life Management Skills (190W-LMS) 24 Hrs. \$475

This new interactive workbook provides students with the opportunity to develop proficiency in life management skills, including how to set goals, improve thinking skills, communicate effectively and change habits. The workbook is suitable for self-study as well as for use in the classroom, work-based staff development settings, and in support groups. Individual and group activities are provided in each chapter and are aimed at both left-brain and right-brain dominant learning styles. While learning, students can self-assess their level of proficiency by following a provided matrix. All of the SCANS competencies are addressed in this book, making this an up-to-date resource for adult competency and proficiency.

| | | | | | | |
|--------|------------|------------|------------|------------|------------|------------|
| | Jan | Feb | Mar | Apr | May | Jun |
| D or C | 3-5 | 6-8 | 12-14 | 18-20 | 15-17 | 4-6 |
| | Jul | Aug | Sep | Oct | Nov | Dec |
| D or C | 9-11 | 15-17 | 4-6 | 16-18 | 5-7 | 12-14 |

Communication

Technical Communications Workshop (191W-TC) 21 Hrs. \$450

Students practice as they learn to utilize and refine their reading, writing, listening, and speaking skills. They also learn how to write business documents, develop editing skills, practice teamwork, solve problems, develop a portfolio, use leadership skills, and interact with other people. Data disk contains files for editing business communication exercises. This simulation requires students to use all the skills they've learned in a workplace setting. Teamwork and interdisciplinary activities build problem solving skills and encourage collaboration with students in various disciplines such as a lab science, American history, creative writing, or personal economics.

| | | | | | | |
|--------|------------|------------|------------|------------|------------|------------|
| | Jan | Feb | Mar | Apr | May | Jun |
| D or C | 24-26 | 19-21 | 20-22 | 24-26 | 16-18 | 18-20 |
| | Jul | Aug | Sep | Oct | Nov | Dec |
| D or C | 10-12 | 15-17 | 17-19 | 16-18 | 19-21 | 19-21 |

For Circleville Location: Call for dates & times

Basics of Business Communication (191W-BBC) 14 Hrs. \$300

The Basics of Business Communication focuses on the business communication principles and their written applications. Exercises include composing resumes, employment messages, memos, and letters -just to name a few. The course covers: examples of good and poor business communication; short practice and hands-on reinforcement activities; teamwork and technology activities in each chapter; new features for self-analysis and personal goal setting; & critical Thinking Features.

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|--------|------------|------------|------------|------------|------------|------------|
| | Jan | Feb | Mar | Apr | May | Jun |
| D or C | 8-9 | 7-8 | 1-2 | 9-10 | 10-11 | 5-6 |
| | Jul | Aug | Sep | Oct | Nov | Dec |
| D or C | 12-13 | 1-2 | 11-12 | 11-12 | 6-7 | 12-13 |

Speaking for Success (190W-SS) 14 Hrs. \$325

This activity-oriented course is designed to develop and reinforce the skills necessary for success in a variety of interpersonal communication and public speaking situations. Literature selections and workplace cases illustrate the importance of effective communication strategies in professional and social contexts. In this course students will: understand and use the communication process; develop effective listening, language, and nonverbal skills; learn standards for making effective communication choices; develop confidence, courtesy, tact, and understanding; understand the etiquette and protocol of conversations interviews, meetings, telephone conversations, introductions, directions, and criticism; evaluate the effectiveness of their own and others' communication; analyze and apply group dynamics and processes for participating effectively in groups, committees, or teams; research, organize, deliver, and evaluate a variety of formal and informal presentations; and use sources, outlines, notes, visual aids, and technology to support and enhance presentations.

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|--------|------------|------------|------------|------------|------------|------------|
| | Jan | Feb | Mar | Apr | May | Jun |
| D or C | 23-24 | 19-20 | 29-30 | 25-26 | 21-22 | 28-29 |
| | Jul | Aug | Sep | Oct | Nov | Dec |
| D or C | 26-27 | 21-22 | 17-18 | 29-30 | 27-28 | 27-28 |

Superior Customer Service (190-SCS) 14 Hrs. \$275

Today's customer service encompasses much more than just point-of-sale activities. This course introduces students to the new concept of total customer service, applying it to all business areas -- from customer interactions and relationships to the actual sales process.

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| | Jan | Feb | Mar | Apr | May | Jun |
| D or C | 4-5 | 5-6 | 6-7 | 3-4 | 3-4 | 4-5 |
| | Jul | Aug | Sep | Oct | Nov | Dec |
| D or C | 17-18 | 13-14 | 13-14 | 16-17 | 12-13 | 13-14 |

Managing Your Personal Finances (193-MPF) 16 Hrs. \$300

Current and fresh, yet firmly rooted in proven personal financial management techniques, this course features a text book with a conversational writing style that is highly readable and understandable. Areas of coverage include individual roles and financial responsibilities as a student, citizen, family member, consumer, and employee; and current research, laws, technology, and investment strategies. The course workbook challenges students with vocabulary exercises, review questions, problem-solving activities, financial checkups, and template disk activities.

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|--------|------------|------------|------------|------------|------------|------------|
| | Jan | Feb | Mar | Apr | May | Jun |
| D or C | 16-17 | 12-13 | 15-16 | 11-12 | 15-16 | 14-15 |
| | Jul | Aug | Sep | Oct | Nov | Dec |
| D or C | 9-10 | 2-3 | 5-6 | 3-4 | 1-2 | 3-4 |

Effective Business Presentations Workshop (190W-EBP) 21 Hrs. \$550

This workshop covers how to: set up an effective presentation; use backgrounds and different slide types; use transitions and builds to capture an audience's attention; use the slide master and slide notes; time slides; use different views; create and delete slides; and use sound, video, and other media with PowerPoint; In addition students spend a day on effective slide development and guidelines on what is needed to make presentations professional.

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|--------|------------|------------|------------|------------|------------|------------|
| | Jan | Feb | Mar | Apr | May | Jun |
| D or C | 3-5 | 5-7 | 13-15 | 4-6 | 7-9 | 5-7 |
| | Jul | Aug | Sep | Oct | Nov | Dec |
| D or C | 9-11 | 8-10 | 4-6 | 10-12 | 5-7 | 18-20 |

Tip of the Day!

The Computer Workshop, Inc. also offers free retakes of any class within one year of your class date. This is on a 'space available' basis. You will also need to bring back the book you used in class.



Graphic Specialists and Newsletter Production:

Electronic Imaging Workshop, Module 1 (198WM-EI-1)

21 Hrs. \$500

In this workshop you will cover an overview of a major Photo Imaging software program, including how to: use the tools in the program, select part of an image using selection tools, work with layers, work with the painting tools and colors, use masks and channels, follow steps to basic photo retouching, & use the pen tool for creating complex paths.

| | Jan | Feb | Mar | Apr | May | Jun |
|--------|-------|-----|-------|-------|------|-------|
| D or C | 9-11 | 5-7 | 7-9 | 2-4 | 8-10 | 6-8 |
| | Jul | Aug | Sep | Oct | Nov | Dec |
| D or C | 11-13 | 7-9 | 10-12 | 17-19 | 6-8 | 10-12 |

Electronic Imaging Workshop, Module 2 (198WM-EI-2)

21 Hrs. \$500

In this workshop you will cover a discussion on setting an image up for printing and how to: create special effects with filters, prepare images for use on the Web, creating special effects with type for a photograph, & cover tips that will make your workload more productive when dealing with electronic images.

| | Jan | Feb | Mar | Apr | May | Jun |
|--------|-------|------|-------|-------|-------|-------|
| D or C | 29-31 | 7-9 | 13-15 | 17-19 | 23-25 | 18-20 |
| | Jul | Aug | Sep | Oct | Nov | Dec |
| D or C | 9-11 | 8-10 | 4-6 | 17-19 | 19-21 | 10-12 |

Electronic Imaging Workshop, Module 3 (198WM-EI-3)

24 Hrs. \$650

In this workshop you will cover how to: prepare images for the web, choose the right colors to use on a web page, work with line art and backgrounds for web pages, consider different file formats, use batch processing with the action palette, & work with color models and color management. You will also: discuss color management, calibration, and general principles of scanning; work on adjusting an image before printing; create CMYK Separations; work with color correction, paths, grayscale, and spot colors; & use sharpening features. Students will also have 3 hours of lab work to complete.

| | Jan | Feb | Mar | Apr | May | Jun |
|--------|-------|-----|-------|------|------|-------|
| D or C | 8-10 | 7-9 | 6-8 | 9-11 | 9-11 | 5-7 |
| | Jul | Aug | Sep | Oct | Nov | Dec |
| D or C | 10-12 | 1-3 | 10-12 | 9-11 | 5-7 | 12-14 |

Creating Newsletters Workshop, Module 1 (198WM-CNM1)

21 Hrs. \$600

In this workshop you will cover how to create newsletters and other desktop publishing documents using programs such as PageMaker or Quark Xpress. You will also learn all the tools needed to create professional documents; and learn to place text and graphics and then manipulate them in some of the best Desktop Publishing programs available. Plus, you will have one full day in basic design concepts for not only newsletters, but other professional publications.

| | Jan | Feb | Mar | Apr | May | Jun |
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| D or C. | 17-19 | 19-21 | 20-22 | 9-11 | 9-11 | 4-6 |
| | Jul | Aug | Sep | Oct | Nov | Dec |
| D or C | 11-13 | 14-16 | 17-19 | 9-11 | 7-9 | 3-5 |

Creating Newsletters Workshop, Module 2 (198WM-CNM2)

14 Hrs. \$425

In this workshop you will cover: graphic manipulation, how to get the most out of your program by customizing the program settings, many different ways to change type effects, masking objects, and many other advanced features and add-ins. You will discover many techniques to manage long documents and to make your type come alive with special typography techniques and type effects. Hot tips on Newsletter design is discussed.

| | Jan | Feb | Mar | Apr | May | Jun |
|--------|-------|-------|-------|-------|-------|-------|
| D or C | 29-30 | 27-28 | 15-16 | 10-11 | 23-24 | 28-29 |
| | Jul | Aug | Sep | Oct | Nov | Dec |
| D or C | 9-10 | 22-23 | 6-7 | 17-18 | 6-7 | 6-7 |

Check our website at www.tcworkshop.com for more information on monthly specials!

AutoCAD Fundamentals Workshop (198W-FAC)

21 Hrs. \$825

In this workshop you will cover all the basics needed to create professional drawings. This will enable you to maneuver proficiently within the program using all the basic tools and concepts. You will also: understand layers, work with colors and advanced drawing setups, work with both text and graphics in multiview drawings, understand the basics of modeling and dimensioning, & work with all the draw and modify commands. You will be able to create professional drawings after this 3 day class.

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| | Jan | Feb | Mar | Apr | May | Jun |
| D or C | 8-10 | 6-8 | 7-9 | 9-11 | 9-11 | 5-7 |
| | Jul | Aug | Sep | Oct | Nov | Dec |
| D or C | 11-13 | 6-8 | 11-13 | 9-11 | 7-9 | 10-12 |

AutoCAD Expert Workshop (198W-ACE)

14 Hrs. \$525

In this workshop, you will develop a better understanding of external references and how to integrate this program with other applications. You will work with: object interoperability and 3D modeling, high-quality rendering, raster images, & the AutoCAD's model space and paper space drawing environments. You will also become more familiar with the plotting of multiple drawings and you will learn to customize AutoCAD to improve productivity.

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| | Jan | Feb | Mar | Apr | May | Jun |
| D or C | 10-11 | 8-9 | 13-14 | 11-12 | 14-15 | 14-15 |
| | Jul | Aug | Sep | Oct | Nov | Dec |
| D or C | 11-12 | 13-14 | 12-13 | 11-12 | 13-14 | 13-14 |

Introduction to Graphic Design Workshop (198W-GDN)

21 Hrs. \$600

In this workshop you will have a choice of using either Illustrator or Freehand. You will cover how to: create basic shapes, paint, draw straight lines, draw curves, trace over a placed image, create symmetrical drawings, work with type, & MORE! If you are interested in designing letterheads, business cards, or advertisements, this workshop is for you!

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| | Jan | Feb | Mar | Apr | May | Jun |
| D or C | 23-25 | 21-23 | 19-21 | 23-25 | 29-31 | 27-29 |
| | Jul | Aug | Sep | Oct | Nov | Dec |
| D or C | 24-26 | 29-31 | 24-26 | 29-31 | 28-30 | 18-20 |

Publishing using Framemaker (198W-PF)

21 Hrs. \$975

In this workshop you will cover how to: apply predefined paragraph formats; write short memos; create custom documents; display the paragraph designer; format headings; create chapter titles; define color and character formats; work with page layouts; insert graphics; document editing; create and insert tables into FrameMaker; use anchoring options; insert and edit cross references; use footnotes; create a book file; work with indexes; use conditional text; use hypertext; & save hypertext as a HTML file.

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| | Jan | Feb | Mar | Apr | May | Jun |
| D or C | 24-26 | 6-8 | 12-14 | 17-19 | 21-23 | 13-15 |
| | Jul | Aug | Sep | Oct | Nov | Dec |
| D or C | 23-25 | 29-31 | 11-13 | 16-18 | 26-28 | 12-14 |

MacroMedia Director Workshop (198W-MDW)

7 Hrs. \$300

In this course you will cover how to: maneuver within Director, create linear movies, create interactive movies and change its properties, control the playback, change the tempo or transitions, animate the sprites, & output movies.

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| | Jan | Feb | Mar | Apr | May | Jun |
| D or C | 19 | 8 | 21 | 20 | 18 | 18 |
| | Jul | Aug | Sep | Oct | Nov | Dec |
| D or C | 20 | 22 | 20 | 18 | 7 | 19 |

Principles of Design Workshop (198WM-DS)

24 Hrs. \$975

In this workshop you will: cover typography techniques, such as line length; choose typefaces; set paragraph spacing; set hyphenation and justification; cover kerning and tracking; work with Type Effects, such as pull quotes, drop caps, text shadows, horizontal scale, force justify and baseline offset; & learn techniques to make working with long documents more timely. One hundred and one best desktop publishing tips will be covered in the workshop. You will also have up to 3 hours of lab work in one of our Instructor Assisted Labs to work on your desktop publishing document.

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| | Jan | Feb | Mar | Apr | May | Jun |
| D or C | 8-10 | 14-16 | 6-8 | 18-20 | 7-9 | 19-21 |
| | Jul | Aug | Sep | Oct | Nov | Dec |
| D or C | 25-27 | 14-16 | 17-19 | 22-24 | 27-29 | 19-21 |

Office Skill Sets

The Integrated Office (192WM-TIO)

14 Hrs. \$400

Coasters, Etc. is a realistic simulation that integrates the administrative, written communication, and technological skills required to take the user into the 21st century. Working in the marketing department at the amusement park, Coasters, Etc., students work with the Internet, E-mail, and electronic scheduling; & develop presentation graphics and other computerized activities utilizing word processing, spreadsheet, database, and desktop publishing software.

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| | Jan | Feb | Mar | Apr | May | Jun |
| D or C | 4-5 | 12-13 | 6-7 | 5-6 | 8-9 | 6-7 |
| | Jul | Aug | Sep | Oct | Nov | Dec |
| D or C | 5-6 | 6-7 | 11-12 | 4-5 | 6-7 | 4-5 |

Wordprocessing Specialist Workshop (192WM-WPS)

24 Hrs. \$400

In this workshop you will have a choice of using either Word or WordPerfect to cover topics that range from basic to advanced. You will develop a better understanding of how to use a word processor for daily activities, such as, working with forms, creating letterheads, working with merge documents, & MORE! You will also have up to 3 hours of lab work in one of our Instructor Assisted Labs to work on your wordprocessing documents.

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| | Jan | Feb | Mar | Apr | May | Jun |
| D or C | 23-25 | 7-9 | 12-14 | 17-19 | 21-23 | 13-15 |
| | Jul | Aug | Sep | Oct | Nov | Dec |
| D or C | 23-25 | 29-31 | 11-13 | 16-18 | 28-30 | 10-12 |

Spreadsheet Specialist Workshop (192WM-SPS)

24 Hrs. \$400

In this workshop you will have a choice of using either Excel or Lotus to cover topics that range from basic to advanced. You develop a better understanding of how to use a spreadsheet for daily activities, such as, creating a simple worksheet, working with budgets, working with functions, creating links, & MORE! You will also have up to 3 hours of lab work in one of our Instructor Assisted Labs to work on your spreadsheet documents.

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| | Jan | Feb | Mar | Apr | May | Jun |
| D or C | 10-12 | 5-7 | 20-22 | 10-12 | 9-11 | 18-20 |
| | Jul | Aug | Sep | Oct | Nov | Dec |
| D or C | 10-12 | 1-3 | 10-12 | 23-25 | 12-14 | 5-7 |

Transition to Office 2000 Workshop (192W-TR2000)

14 Hrs. \$425

In this workshop you will cover the new techniques in Office 2000. Excel, Word, PowerPoint, and Access will be covered. If you have been working in Office 95 or 97 and just converted over to Office 2000, this is the class for you! Brush up on the new techniques with this workshop!

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| | Jan | Feb | Mar | Apr | May | Jun |
| D or C | 8-9 | 7-8 | 6-7 | 9-10 | 10-11 | 5-6 |
| | Jul | Aug | Sep | Oct | Nov | Dec |
| D or C | 12-13 | 1-2 | 18-19 | 11-12 | 7-8 | 10-11 |

Technology for Administrative Assistants (192W-TAA)

24 Hrs. \$675

This realistic and up-to-date simulation challenges students to assume the responsibilities of an administrative assistant at a medium-sized technology company. Activities refine the skills and competencies necessary for effective job performance, as identified by The Secretaries Commission on Achieving Necessary Skills (SCANS) Report and the American Society for Training and Development (ASTD) Report.

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| | Jan | Feb | Mar | Apr | May | Jun |
| D or C | 29-31 | 20-22 | 21-23 | 25-27 | 29-31 | 18-20 |
| | Jul | Aug | Sep | Oct | Nov | Dec |
| D or C | 25-27 | 21-23 | 17-19 | 23-25 | 12-14 | 19-21 |

The Modern Receptionist (192W-MR)

21 Hrs. \$475

This course puts students to work for four days as receptionists for the New Orleans Times. It provides practical reinforcement/training in many general receptionist skills. Optional audiocassettes provide realistic dramatizations of telephone and office visitor situations.

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| | Jan | Feb | Mar | Apr | May | Jun |
| D or C | 22-24 | 13-15 | 14-16 | 23-25 | 29-31 | 27-29 |
| | Jul | Aug | Sep | Oct | Nov | Dec |
| D or C | 24-26 | 15-17 | 24-26 | 23-25 | 28-30 | 17-19 |

The Office Assistant (192W-OA)

21 Hrs. \$525

In this course/simulation students make the transition from completing textbook assignments to performing office duties. By following instructions and sample documents, students will cover how to work on their own, prioritize tasks, and develop decision-making skills

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| | Jan | Feb | Mar | Apr | May | Jun |
| D or C | 9-11 | 13-15 | 14-16 | 17-19 | 2-4 | 6-8 |
| | Jul | Aug | Sep | Oct | Nov | Dec |
| D or C | 11-13 | 13-15 | 4-6 | 10-12 | 7-9 | 4-6 |

The Administrative Secretary (192W-TAS)

21 Hrs. \$525

As an administrative secretary of Dallas Oil, Inc., students gain an understanding of corporate structure and operations. Students will use a procedures manual--with a glossary of corporate and oil industry terms--to complete jobs. Quick Review Statements will verify their understanding of the concepts covered. The optional template diskette contains data for text-workbook applications.

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| | Jan | Feb | Mar | Apr | May | Jun |
| D or C | 10-12 | 26-28 | 12-14 | 10-12 | 23-25 | 18-20 |
| | Jul | Aug | Sep | Oct | Nov | Dec |
| D or C | 24-26 | 7-9 | 18-20 | 8-10 | 26-28 | 10-12 |

Medical Office (192W-MO)

21 Hrs. \$675

This is a self-contained medical office simulation course designed to provide realistic experiences that are typical of tasks performed by medical secretaries across the country. It represents a 4-day work week (Tuesday-Friday) in the work life of a medical secretary. Students work through four packets of materials. Each packet takes approximately 4-5 hrs. to complete. Students set priorities, follow directions, make decisions, schedule appointments, hold mock telephone conversations, coordinate the use of insurance forms, perform pegboard accounting functions, key and print medical documents, solve patient problems, and learn medical terminology.

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| | Jan | Feb | Mar | Apr | May | Jun |
| D or C | 24-26 | 6-8 | 28-30 | 10-12 | 29-31 | 12-14 |
| | Jul | Aug | Sep | Oct | Nov | Dec |
| D or C | 24-26 | 13-15 | 26-28 | 10-12 | 6-8 | 11-13 |

Finances

Managing your Personal Finances (193-MPF)

16 Hrs. \$300

In this workshop you will cover individual roles and financial responsibilities as a student, citizen, family member, consumer, and employee. Students review coverage of current research, laws, technology, and investment strategies. A workbook challenges students with vocabulary exercises, review questions, problem-solving activities, financial checkups, and template disk activities.

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|--------|------------|------------|------------|------------|------------|------------|
| | Jan | Feb | Mar | Apr | May | Jun |
| D or C | 4-5 | 12-13 | 6-7 | 5-6 | 8-9 | 4-5 |
| | Jul | Aug | Sep | Oct | Nov | Dec |
| D or C | 9-10 | 2-3 | 5-6 | 4-5 | 6-7 | 4-5 |

For Circleville Location: Call for dates & times

Quickbooks Workshop (193W-QB)

14 Hrs. \$350

In this workshop you will cover how to: set up a QuickBooks company; enter account opening balances; create and customize company lists; set up inventory; sell products; set up invoice for services; process customer payments; work with bank accounts; enter and pay bills; use online services; set up a form; work with credit card transactions; work with Asset, Liability and Equity accounts; create and customize reports and graphs; track and pay sales tax; manage payroll; complete job estimates; track time and cost; & create customized letters forms.

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| | Jan | Feb | Mar | Apr | May | Jun |
| D or C | 29-30 | 22-23 | 20-21 | 26-27 | 29-30 | 21-22 |
| | Jul | Aug | Sep | Oct | Nov | Dec |
| D or C | 26-27 | 21-22 | 19-20 | 25-26 | 19-20 | 19-20 |

For Circleville Location: Call for dates & times

Office Support Skill Set

Building Applications for the Modern Office-101 (194W--APP-101)

16 Hrs. \$425

In this workshop you will cover: application design concepts, adding command buttons to guide user navigation, automating a dialog-box form with a macro group, creating a Switchboard form, working with custom toolbars and menus, creating a Splash Screen form, using Visual Basic procedures, & adding security to an application. You will also have up to 2 hours of lab work in one of our Instructor Assisted Labs to work on your programming jobs.

| | Jan | Feb | Mar | Apr | May | Jun |
|--------|------|-------|-------|-------|-------|-------|
| D or C | 3-5 | 6-8 | 12-14 | 18-20 | 15-17 | 4-6 |
| | Jul | Aug | Sep | Oct | Nov | Dec |
| D or C | 9-11 | 15-17 | 4-6 | 16-18 | 5-7 | 12-14 |

Building Applications for the Modern Office-102 (194W--APP-102)

24 Hrs. \$950

In this workshop you will cover how to: build and run a small application; work with code editing tools in the Code Editor; identify and correct run-time errors; develop multiple-form applications; build common and pop-up menus into an application; write an error-handling routine; create an application by using the VB Application Wizard; create, install, and remove a setup program; & use the data control to access a database table.

| | Jan | Feb | Mar | Apr | May | Jun |
|--------|-------|-----|-------|------|-------|-------|
| D or C | 8-10 | 6-8 | 21-23 | 9-11 | 15-17 | 6-8 |
| | Jul | Aug | Sep | Oct | Nov | Dec |
| D or C | 10-12 | 1-3 | 17-19 | 9-11 | 12-14 | 19-21 |

For Circleville Location: Call for dates & times

Database Programming Workshop (194W-VB)

24 Hrs. \$975

In this workshop you will cover all the necessary information needed to build an application using programs such as Visual Basic. Using the latest technology, you will learn coding and debugging. You will also create forms, set up variables, develop procedures and controls, create menus, and learn how to troubleshoot errors. You will learn to take advantage of the many wizards that are pertinent to effective programming. You will also have up to 3 hours of lab work in one of our Instructor Assisted Labs to work on your programming jobs.

| | Jan | Feb | Mar | Apr | May | Jun |
|--------|-------|-------|-------|-------|-------|-------|
| D or C | 24-26 | 12-14 | 7-9 | 24-26 | 9-11 | 11-13 |
| | Jul | Aug | Sep | Oct | Nov | Dec |
| D or C | 24-26 | 1-3 | 17-19 | 15-17 | 14-16 | 3-5 |

Relational Database Design (194W-B-0.0)

7 Hrs. \$225

In this workshop you will cover the basics of Relational Databases, and introduction to SQL, and how to: design effective tables and identify table relationships; & work with Data Integrity and Queries with a Relational Database. The conceptual content of this course is not specific to any software application. Access 97 or 2000 will be used in working with the Query exercises. This class is for the student who needs to design or modify the design of tables to be used in a relational database.

| | Jan | Feb | Mar | Apr | May | Jun |
|--------|-----|-----|-----|-----|-----|-----|
| D or C | 19 | 8 | 21 | 20 | 17 | 18 |
| | Jul | Aug | Sep | Oct | Nov | Dec |
| D or C | 20 | 22 | 21 | 18 | 7 | 19 |

Supporting Groupwise Workshop (194W-PGA)

24 Hrs. \$975

Students will learn how to install, configure, and administer a GroupWise 5.5 System, plus have 3 hours of lab and 1 test

| | Jan | Feb | Mar | Apr | May | Jun |
|--------|-------|-------|-------|-------|-------|-------|
| D or C | 9-11 | 19-21 | 14-16 | 9-11 | 22-24 | 27-29 |
| | Jul | Aug | Sep | Oct | Nov | Dec |
| D or C | 11-13 | 6-8 | 18-20 | 10-12 | 6-8 | 10-12 |

For Circleville Location: Call for dates & times

Supporting Lotus Notes Workshop (194W-LN)

24 Hrs. \$975

In this workshop you will cover controls for forms and formulas, shared fields and computed subforms, @functions to retrieve data from other sources, creating custom views, and security for forms and fields. This course targets students that understand basic application development techniques and have working knowledge of forms, views, actions, and agents. You will also have up to 3 hours of lab work in one of our Instructor Assisted Labs to work on your programming jobs.

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|--------|------------|------------|------------|------------|------------|------------|
| | Jan | Feb | Mar | Apr | May | Jun |
| D or C | 10-12 | 13-15 | 19-21 | 10-12 | 14-16 | 20-22 |
| | Jul | Aug | Sep | Oct | Nov | Dec |
| D or C | 16-18 | 29-31 | 11-13 | 1-3 | 6-8 | 19-21 |

Filemaker Database Development Workshop (194W-DDF)

22 Hrs. \$700

In this workshop you will cover how to create a simple database to work with relational databases using a real-life example. Basic through advanced topics in Filemaker Pro will be covered. If you feel like you are not getting everything out of your Filemaker Pro database, then this workshop is for you!

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| | Jan | Feb | Mar | Apr | May | Jun |
| D or C | 3-5 | 20-22 | 12-14 | 2-4 | 22-24 | 27-29 |
| | Jul | Aug | Sep | Oct | Nov | Dec |
| D or C | 10-12 | 13-15 | 5-7 | 17-19 | 26-28 | 11-13 |

Fundamentals of Project Management (196W-PM)

16 Hrs. \$475

This workshop covers: an introduction to Microsoft Project, touring the features, creating a simple project, assigning task relationships, printing reports and saving the project, mousing techniques, project planning, defining information, creating an outline project, viewing levels of detail, working with task dependencies, adding and assigning resources, exploring base calendars, entering and assigning resources, viewing project and resource costs, analyzing and displaying project data, filtering and sorting project data, & analyzing and displaying project data.

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|--------|------------|------------|------------|------------|------------|------------|
| | Jan | Feb | Mar | Apr | May | Jun |
| D or C | 8-9 | 7-8 | 1-2 | 9-10 | 10-11 | 5-6 |
| | Jul | Aug | Sep | Oct | Nov | Dec |
| D or C | 12-13 | 1-2 | 10-11 | 11-12 | 6-7 | 12-13 |

Introduction to Project Mapping Workshop (196W-PMV)

16 Hrs. \$625

In this workshop you will cover basic tools and working environment, including the Shape Explorer, and how to: use page setup; add, reorder, delete, and navigate between pages; use print preview; create drawings using Master Shapes; understand the components of shapes and how to select them; use connectors; work with text; create, resize, rotate, align, distribute, and alter shapes; work with many stencils to create flow-charts and design floor plans, work with styles and templates; work with stencils and master shapes; merge shapes; use background pages; work with layers; insert pictures and objects; work with ShapeSheets; & use special features.

| | | | | | | |
|--------|------------|------------|------------|------------|------------|------------|
| | Jan | Feb | Mar | Apr | May | Jun |
| D or C | 8-9 | 7-8 | 1-2 | 9-10 | 10-11 | 5-6 |
| | Jul | Aug | Sep | Oct | Nov | Dec |
| D or C | 12-13 | 1-2 | 10-11 | 11-12 | 7-8 | 17-18 |

Microsoft Office 2000 Macro Programming (194W-MP-00)

7 Hrs. \$275

In this workshop you will cover how to: run macros; work with Visual Basic Module; create relative and absolute recorded macros; write procedures that test conditions or execute one or more lines of code repetitively; use loop structures; store Excel macros so they are available in any workbook; create macros in Word 2000; & create macros that will interact with the user.

| | | | | | | |
|--------|------------|------------|------------|------------|------------|------------|
| | Jan | Feb | Mar | Apr | May | Jun |
| D or C | 19 | 8 | 21 | 20 | 17 | 18 |
| | Jul | Aug | Sep | Oct | Nov | Dec |
| D or C | 20 | 22 | 21 | 18 | 7 | 19 |

For Circleville Location: Call for dates & times

Microsoft Office 2000 Document Integration (194W-DI-00)

7 Hrs. \$250

In this workshop you will learn how to create integrated files using information supplied by Microsoft Office 2000 Applications, as well as, how to: increase interaction between Office 2000 programs by manipulating the Microsoft Office Shortcut Bar; use help across applications; move data between Office applications with the collect and paste feature; link and embed data; arrange information in Binders; use shared Microsoft Office tools; & apply special PowerPoint and Outlook integration features.

| | Jan | Feb | Mar | Apr | May | Jun |
|--------|-----|-----|-----|-----|-----|-----|
| D or C | 3 | 13 | 23 | 26 | 11 | 26 |
| | Jul | Aug | Sep | Oct | Nov | Dec |
| D or C | 17 | 23 | 7 | 9 | 15 | 28 |

For Circleville Location: Call for dates & times

Web Design Support

Fundamentals of Web Design 1 (195W-WD1)

24 Hrs. \$650

In this workshop you will cover the basics of Frontpage, and how to: create pages in FrontPage, edit them, insert pictures, create links, & format the page. Also, basic and intermediate topics of HTML will be covered. This will give the student a good starting point in becoming a web designer. You will also have up to 3 hours of lab work in one of our Instructor Assisted Labs to work on your web page.

| | Jan | Feb | Mar | Apr | May | Jun |
|--------|-------|-------|-------|-------|-------|-------|
| D or C | 22-24 | 13-15 | 7-9 | 23-25 | 15-17 | 6-8 |
| | Jul | Aug | Sep | Oct | Nov | Dec |
| D or C | 25-27 | 20-22 | 11-13 | 8-10 | 6-8 | 19-21 |

For Circleville Location: Call for dates & times

Fundamentals of Web Design 2 (195W-WD2)

24 Hrs. \$675

In this workshop you will cover how to: create cascading style sheets, hover buttons, and banners; use push technology; animate images; customize templates; use wizard features, frame layouts, and borders; & embed multimedia on web pages. FrontPage and HTML will be used. You will also have up to 3 hours of lab work in one of our Instructor Assisted Labs to work on your web page.

| | Jan | Feb | Mar | Apr | May | Jun |
|--------|-------|-------|-------|-------|-------|-------|
| D or C | 16-18 | 26-28 | 7-9 | 10-12 | 21-23 | 13-15 |
| | Jul | Aug | Sep | Oct | Nov | Dec |
| D or C | 25-27 | 7-9 | 10-12 | 22-24 | 7-9 | 18-20 |

Web-site Programming Workshop (195W-WE)

24 Hrs. \$800

In this workshop, you will cover how to: make web pages interactive; write programs; collect data; use variables; change a static web page into a dynamic one; learn the object-based programming of properties, methods, and events; & create hypertext links dynamically. You will also have up to 3 hours of lab work in one of our Instructor Assisted Labs to work on your web page.

| | Jan | Feb | Mar | Apr | May | Jun |
|--------|-------|-------|-------|-------|-------|-------|
| D or C | 3-5 | 20-22 | 5-7 | 24-26 | 2-4 | 11-13 |
| | Jul | Aug | Sep | Oct | Nov | Dec |
| D or C | 25-27 | 7-9 | 17-19 | 29-31 | 13-15 | 5-7 |



Ask about
our
government
contract
pricing

Did you know?
We offer free unlim-
ited phone support on
what we cover in the
class!

Electronic Publishing with Acrobat (195W-EPA)

16 Hrs. \$500

In this workshop you will cover how to convert, navigate, edit, annotate, and distribute portable documents. The course provides a strong introduction to Acrobat's uses, including specifics on the program's tools, palettes, and navigational elements. One of the tasks involves creating an online version of a book using custom bookmarks. Also covered, is how to include interactivity, in addition to a searchable library and catalog. Multimedia rounds out the course, showing how the specifics of sound and movies work to enhance a software tutorial. You will also have up to 3 hours of lab work in one of our Instructor Assisted Labs to work on your Acrobat file.

| | | | | | | |
|--------|------------|------------|------------|------------|------------|------------|
| | Jan | Feb | Mar | Apr | May | Jun |
| D or C | 30-31 | 19-20 | 15-16 | 5-6 | 2-3 | 11-12 |
| | Jul | Aug | Sep | Oct | Nov | Dec |
| D or C | 18-19 | 20-21 | 6-7 | 10-11 | 13-14 | 20-21 |

Web Scripting Workshop (195W-WS)

7 Hrs. \$250

In this workshop you will: cover the VBScript language; use the browser object model; & work with FrontPage, ActiveX controls, and Active Server pages. If you plan on building interactive Web Pages using VBScript, this class will provide you with a practical and hands-on introduction to VBScript.

| | | | | | | |
|--------|------------|------------|------------|------------|------------|------------|
| | Jan | Feb | Mar | Apr | May | Jun |
| D or C | 4 | 2 | 5 | 4 | 8 | 7 |
| | Jul | Aug | Sep | Oct | Nov | Dec |
| D or C | 6 | 7 | 7 | 4 | 2 | 5 |

Creating Dynamic Web Sites (195WM-DWS)

24 Hrs. \$995

In this workshop you will cover how to make your web site dynamic- not static- with the use of Dynamic HTML and Javascript. If you plan on building interactive Web Pages, this workshop will provide you with a practical and hands-on introduction to Dynamic HTML and Javascript. You will also have up to 3 hours of lab work in one of our Instructor Assisted Labs to work on your web page.

| | | | | | | |
|--------|------------|------------|------------|------------|------------|------------|
| | Jan | Feb | Mar | Apr | May | Jun |
| D or C | 22-24 | 14-16 | 27-29 | 10-12 | 23-25 | 25-27 |
| | Jul | Aug | Sep | Oct | Nov | Dec |
| D or C | 11-13 | 27-29 | 11-13 | 23-25 | 14-16 | 17-19 |

Microsoft Office 2000: Web Components and Collaboration (179W-WC-00)

7 Hrs. \$250

In this workshop you will cover how to create static and interactive Web documents in all Office applications. In addition, students will cover how to: collect web documents in FrontPage, apply common themes and formatting, publish the pages as an intranet site, & collaborate on documents, both in Office applications and from the browser.

| | | | | | | |
|--------|------------|------------|------------|------------|------------|------------|
| | Jan | Feb | Mar | Apr | May | Jun |
| D or C | 11 | 9 | 14 | 19 | 25 | 19 |
| | Jul | Aug | Sep | Oct | Nov | Dec |
| D or C | 24 | 13 | 21 | 8 | 16 | 20 |

XML Workshop (178WM-XML)

7 Hrs. \$250

This workshop gives the web designer another piece of the code out their in Web designing. This code developed by Microsoft is the up and coming code for webpages, giving HTML a run for its money. See XML in a new light by signing up for this workshop today!

| | | | | | | |
|--------|------------|------------|------------|------------|------------|------------|
| | Jan | Feb | Mar | Apr | May | Jun |
| D or C | 26 | 8 | 21 | 17 | 25 | 7 |
| | Jul | Aug | Sep | Oct | Nov | Dec |
| D or C | 12 | 24 | 10 | 25 | 12 | 21 |

Following is a partial list (alphabetical) of other courses we have available. With the vast amount of software available, it is impossible to list all the courses in this catalogue. If you do not see listed the course you want, please call us for additional information. In addition to classroom instruction, we also have a wide variety of consulting services available.

Other Courses Available

- Active X Controls 21 Hrs.
- Advanced Adobe Acrobat and PDF 7 Hrs.
- Introduction to Apache Web Server 7 Hrs.
- Apple Script 7 Hrs.
- Introduction to C Programming 35 Hrs.
- Advanced C Programming 35 Hrs.
- Comprehensive C++ Programming 35 Hrs.
- Comprehensive Visual C++ Programming 35 Hrs.
- Introduction to DELPHI 21 Hrs.
- Comprehensive DELPHI 35 Hrs.
- Director 7 for Windows 7 Hrs.
- Linux Fundamentals 28 Hrs.
- Linux System Administration 28 Hrs.
- Mastering Linux Shell Scripts 28 Hrs.
- Internetworking with Linux and TCP/IP 28 Hrs.
- Linux Programming 35 Hrs.
- Advanced Macintosh Systems Software (Tips, Tricks & Secrets) 7 Hrs.
- Microsoft Office 2000: New Features 4 Hrs.
- Microsoft Office 2000: Document Integration 7 Hrs.
- Object Oriented Analysis and Design 8 or 16 Hrs.
- Using Oracle: SQL* Plus 21 Hrs.
- Using Oracle: Forms 4.5 21 Hrs.
- Using Oracle: Reports 2.5 21 Hrs.
- Adobe Photoshop 5.0 Certification Exam Preparation Varies
- Powerbuilder 21 Hrs.
- Adobe Premiere 14 to 21 Hrs.
- Quickbooks 99 Basics or Advanced 7 Hrs.
- Introduction to SQL 7 or 14 Hrs.
- Introduction to 3D Modeling 7 or 14 Hrs.
- Introduction to UNIX 21 Hrs.
- Advanced UNIX 21 Hrs.
- UNIX System and Network Administration 21 Hrs.
- Windows 2000: Transition from Macintosh 4 Hrs.
- Keyboard, Basics 8 Hrs.
- Windows 2000: Transition from Windows 98 4 Hrs.
- FreeLance Graphics Millennium Edition 9.5, Basics 7 Hrs.
- FreeLance Graphics Millennium Edition 9.5, Advanced 4 Hrs.



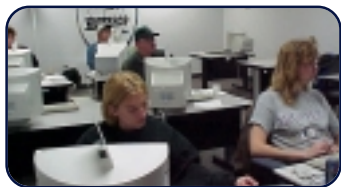
Nancy Luikhart works hard making our curriculum easy to use -- not only in class, but as an after-class reference!

Training Platforms

- Windows 2000,
- Windows 98,
- Windows 95
- Lotus Notes and Domino Server
- Windows NT
- Novell
- Macintosh
- DOS, Windows 3.1

If a course you want is not listed in the catalogue, please contact The Computer Workshop, Inc.

Additional Courses Available



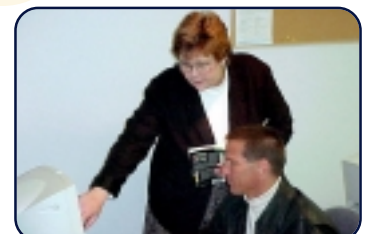
One of our corporate clients in a customized class to learn how to make their PowerPoint presentations more professional using multi-media.

Other Classes Available (Previous Versions)

If you have older versions of software, we have training opportunities for you. We do offer courses in the previous versions of most of the courses listed in this catalogue. These can be taught in an Instructor Assisted, Self-paced setting, through consulting, or with a group of 5 or more students in an Instructor-Led class. Please give us a call and we will discuss the best method for your particular software and situation.



Call The Computer Workshop, Inc. and receive a free analysis to implement a cost-effective training program based on your company's goals!



Pam Newsome teaching a Photoshop 6.0 Web Production Class.



Sarah

Need a course description or outline?

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Will your company or agency need...

- ✔ to have your **staff productive** in the new software suite - yesterday!?
- ✔ to train **new employees**?
- ✔ a vendor with a **wide variety of training courses** for your technical staff, web developers, graphic designers and office staff?
- ✔ assistance with **help-desk, network support, programming, project management, or database design**?
- ✔ a **national** training vendor?
- ✔ **customized classes** for your group - at your location or ours?
- ✔ a **'mobile' classroom** that can accommodate from 8 to 20 students?
- ✔ assistance in analyzing and coordinating your training program to **maximize your training dollars**?
- ✔ to **change or upgrade** hardware or software throughout the organization?
- ✔ to **supplement** your internal training efforts?
- ✔ a vendor that has trained thousands of students and has maintained a 99.34% quality rate?



Carla



Jessica



Tania

Training Options

- ✔ Public classes
- ✔ Closed group classes for your company at our facility (standard or customized)
- ✔ On-site training for groups at your facility (standard or customized)
- ✔ Private instruction or consulting at your facility or ours
- ✔ *Instructor-Lead or Instructor-Assisted (self-paced)* class settings



Peggy

About our Instructors

100% Qualified Educators

All of our instructors are experienced computer users and trainers. We pride ourselves in having “teachers” not “techs”. Most of our instructors have education degrees and backgrounds. All are excellent communicators with the ability to teach at a level the students can understand. Our dedicated staff of instructors is one of the main reasons we are the #1 end-user software training center in Columbus. Our instructors go the extra mile to help our clients increase their software knowledge!

“Our Instructors are well-trained professional educators”

Our Instructors



John Kimmel
Training Manager
Columbus



Sarah Richards
Training Manager
Cleveland



Suzanne



Lisa



John

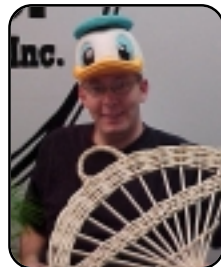
Instructor Statistics

- ☞ Have **experience** teaching 6 to 25 students,
- ☞ Have a wide **variety** of backgrounds and expertise,
- ☞ Have **on-the-job experience** utilizing the programs they teach,
- ☞ Consistently receive **outstanding evaluation scores** for instructor knowledge, presentation skills, concern for students, and enthusiasm about the subject matter -- the average is 4.8 out of 5,
- ☞ Have **degrees in Education** and MOUS Certifications.

We have expert internet and web instructors who not only teach classes, but also design web pages and use the internet on a regular basis. Check out our Web site at www.tcworkshop.com to see some of their work.

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