

Course Catalogue

All computer courses provide the participant with a hard copy manual. Some courses, where indicated, are available through e-learning (across the web) as well as instructor led. E-learning courses can be done at your own pace. Group discounts available. All courses are customizable.

Course Name	Level	Duration	Price	Outline Available
Computer Fundamentals				
Adobe Acrobat 7 Professional	Complete	1 day	175.00	
Adobe Acrobat 8 Professional	Complete	1 day	175.00	
Computer Basics	Intro	1 day	175.00	
	Intermediate	1 day	175.00	
	Advanced	1 day	175.00	
	Expert	1 day	175.00	
Internet Explorer 6	Complete, also available in e-learning format	1 day	175.00 instructor 30.00 e-learning	
Internet Explorer 7	Complete, also available in e-learning format	1 day	175.00 instructor 30.00 e-learning	
Outlook Express 6	Complete, also available in e-learning format	1 day	175.00 instructor 30.00 e-learning	
PhotoshopCS	Intro, also available in e-learning format	1 day	175.00 instructor 30.00 e-learning	
	Intermediate, also available in e-learning format	1 day	175.00 instructor 30.00 e-learning	
Windows Mail	Complete	4 hours	87.50	
Windows Vista Ultimate	Intro	1 day	175.00 instructor	
	Intermediate	1 day	175.00 instructor	
	Advanced	1 day	175.00 instructor	
	Expert	1 day	175.00 instructor	
Windows XP	Intro, also available in e-learning format	1 day	175.00 instructor 30.00 e-learning	
	Intermediate, also available in e-learning format	1 day	175.00 instructor 30.00 e-learning	

	Advanced, also available in e-learning format	1 day	175.00 instructor 30.00 e-learning	
Word Perfect 12	Intro, also available in e-learning format	1 day	175.00 instructor 30.00 e-learning	
	Intermediate, also available in e-learning format	1 day	175.00 instructor 30.00 e-learning	
	Advanced, also available in e-learning format	1 day	175.00 instructor 30.00 e-learning	
CorelX3				
ParadoxX3	Complete	1 day	175.00	
PresentationsX3	Complete	1 day	175.00	
QuattroProX3	Complete	1 day	175.00	
WordPerfectMail	Complete	1 day	175.00	
WordPerfectX3	Complete	1 day	175.00	
Creative Suite 3				
Adobe Photoshop CS3	Intro	1 day	175.00	
	Intermediate	1 day	175.00	
	Advanced	1 day	175.00	
	Expert	1 day	175.00	
Office 2003				
Access	Intro, also available in e-learning format	1 day	175.00 instructor 30.00 e-learning	
	Intermediate, also available in e-learning format	1 day	175.00 instructor 30.00 e-learning	
	Advanced, also available in e-learning format	1 day	175.00 instructor 30.00 e-learning	
Excel	Intro, also available in e-learning format	1 day	175.00 instructor 30.00 e-learning	
	Intermediate, also available in e-learning format	1 day	175.00 instructor 30.00 e-learning	
	Advanced, also available in e-learning format	1 day	175.00 instructor 30.00 e-learning	
Outlook	Intro, also available in e-learning format	1 day	175.00 instructor	

			30.00 e-learning	
	Intermediate, also available in e-learning format	1 day	175.00 instructor 30.00 e-learning	
	Advanced, also available in e-learning format	1 day	175.00 instructor 30.00 e-learning	
Power Point	Intro, also available in e-learning format	1 day	175.00 instructor 30.00 e-learning	
	Intermediate, also available in e-learning format	1 day	175.00 instructor 30.00 e-learning	
	Advanced, also available in e-learning format	1 day	175.00 instructor 30.00 e-learning	
Project	Intro, also available in e-learning format	1 day	175.00 instructor 30.00 e-learning	
	Intermediate, also available in e-learning format	1 day	175.00 instructor 30.00 e-learning	
	Advanced, also available in e-learning format	1 day	175.00 instructor 30.00 e-learning	
Publisher	Intro, also available in e-learning format	1 day	175.00 instructor 30.00 e-learning	
	Intermediate, also available in e-learning format	1 day	175.00 instructor 30.00 e-learning	
	Advanced, also available in e-learning format	1 day	175.00 instructor 30.00 e-learning	
Word	Intro, also available in e-learning format	1 day	175.00 instructor 30.00 e-learning	
	Intermediate, also available in e-learning format	1 day	175.00 instructor 30.00 e-learning	
	Advanced, also available in e-learning format	1 day	175.00 instructor 30.00 e-learning	
Office 2007				
Access	Intro	1 day	175.00	
	Intermediate	1 day	175.00	
	Advanced	1 day	175.00	

	Expert	1 day	175.00	
Business Contact Manager 3	Complete	1 day	175.00	
Excel	Intro	1 day	175.00	
	Intermediate	1 day	175.00	
	Advanced	1 day	175.00	
	Expert	1 day	175.00	
InfoPath	Intro	1 day	175.00	
	Intermediate	1 day	175.00	
	Advanced	1 day	175.00	
	Expert	1 day	175.00	
OneNote	Complete	1 day	175.00	
Outlook	Intro	1 day	175.00	
	Intermediate	1 day	175.00	
	Advanced	1 day	175.00	
	Expert	1 day	175.00	
Power Point	Intro	1 day	175.00	
	Intermediate	1 day	175.00	
	Advanced	1 day	175.00	
	Expert	1 day	175.00	
Project	Intro	1 day	175.00	
	Intermediate	1 day	175.00	
	Advanced	1 day	175.00	
	Expert	1 day	175.00	
Publisher	Intro	1 day	175.00	
	Intermediate	1 day	175.00	
	Advanced	1 day	175.00	
	Expert	1 day	175.00	
SharePoint Designer	Intro	1 day	175.00	
	Intermediate	1 day	175.00	
	Advanced	1 day	175.00	
	Expert	1 day	175.00	
Visio	Intro	1 day	175.00	
	Intermediate	1 day	175.00	

	Advanced	1 day	175.00	
	Expert	1 day	175.00	
Word	Intro	1 day	175.00	
	Intermediate	1 day	175.00	
	Advanced	1 day	175.00	
	Expert	1 day	175.00	
Quick Books 2008				
	Intro	1 day	175.00	
	Intermediate	1 day	175.00	
	Advanced	1 day	175.00	
	Expert	1 day	175.00	
Upgrading to Office 2007				
To Access	Complete-multiple levels	1 day	175.00	
To Excel	Complete-multiple levels	1 day	175.00	
To Outlook	Complete-multiple levels	1 day	175.00	
PowerPoint	Complete-multiple levels	1 day	175.00	
Project	Complete-multiple levels	1 day	175.00	
Publisher	Complete-multiple levels	1 day	175.00	
Vista	Complete-multiple levels	1 day	175.00	
Word	Complete-multiple levels	1 day	175.00	