




# ExecuTrain<sup>®</sup>

OF THE INLAND EMPIRE

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## 2012 COURSE SCHEDULE (Partial Listing)

Class Title	Days	Feb	Mar	Apr	May	Jun
<b>Microsoft WORD</b>						
MS Word 2003 Level 1	1	8	7	4	2	6
MS Word 2003 Level 2	1	15	14	11	9	13
MS Word 2003 Level 3	1	22	21	18	16	20
MS Word 2007/2010 Level 1	1	8	7	4	2	6
MS Word 2007/2010 Level 2	1	15	14	11	9	13
MS Word 2007 Level 3	1	22	21	18	16	20
MS Word 2010 Level 3 (*Expert Topic*)	1	22	21	18	16	20
<b>Microsoft EXCEL</b>						
MS Excel 2007 Level 1	1	2	8	5	3	7
MS Excel 2007 Level 2	1	9	15	12	10	14
MS Excel 2010 Level 1	1	2	7	5	3	7
MS Excel 2010 Level 2	1	9	14	12	10	14
<b>*EXCEL Expert Topic*</b>						
MS Excel 2007 Level 3	1	16	22	19	17	21
MS Excel 2010 Level 3	1	16	21	19	17	21
MS Excel 2003: Intro to VBA	1	23	29	19	17	28
MS Excel 2007: Intro to VBA	1	23	28	26	24	28
MS Excel Pumped-Up Excel	1	23	29	26	24	28
<b>Microsoft ACCESS</b>						
MS Access 2003 Level 1	1	7	6	3	1	5
MS Access 2003 Level 2	1	14	13	10	8	12
MS Access 2003 Level 3	1	21	20	17	15	19
MS Access 2007 Level 1	1	7	6	3	1	5
MS Access 2007 Level 2	1	14	13	10	8	12
MS Access 2007 Level 3	1	21	20	17	15	19
MS Access 2010 Level 1	1	7	6	3	1	5
MS Access 2010 Level 2	1	14	13	10	8	12
<b>ACCESS Expert Topic</b>						
MS Access 2010 Level 3	1	21	20	17	15	19
MS Access 2003 Level 4	1	28	27	24	22	26
MS Access 2007 Level 4	1	28	27	24	22	26
<b>Microsoft POWERPOINT</b>						
MS PowerPoint 2003 Level 1	1	21	20	17	22	19
MS PowerPoint 2003 Level 2	1	28	27	24	29	26
MS PowerPoint 2007/2010 Level 1	1	21	20	17	22	19
MS PowerPoint 2007/2010 Level 2	1	28	27	24	29	26
<b>Microsoft PROJECT</b>						
MS Project 2010 Level 1 *Expert Topic*	1	14	21	18	23	20
MS Project 2010 Level 2 *Expert Topic*	1	15	22	25	30	27
<b>Other Courses</b>						
Intro to Computers						
Windows 7						
New Features 2010						

Class Title	Days	Feb	Mar	Apr	May	Jun
<b>Microsoft OUTLOOK</b>						
MS Outlook 2007/2010 Level 1	1	15	27	24	29	13
MS Outlook 2007/2010 Level 2	1	22	28	25	30	20
MS Outlook 2007/2010 Level 3	1	29	29	26	31	27
<b>*PROFESSIONAL DEVELOPMENT* (Business Skills) Expert Topics</b>						
Time Management	1	Call	Call	Call	Call	Call
Business Writing	1	Call	Call	Call	Call	Call
Technical Project Management*	2	Call	Call	Call	Call	Call
Project Management 1	1	Call	Call	Call	Call	Call
Project Management 2	1	Call	Call	Call	Call	Call
Project Management 3	1	Call	Call	Call	Call	Call
Business Problem Solving	1	Call	Call	Call	Call	Call
Communication Skills	1	Call	Call	Call	Call	Call
Customer Service: You+Customer=Success	1	Call	Call	Call	Call	Call
Implement 'Plain Writing' Into Your Documents	1	Call	Call	Call	Call	Call
Powerful Presentations	1	Call	13	Call	Call	Call
<b>Graphics/Publishing Solutions</b>						
Publisher 2003, 2007 Level 1	1	Call	Call	Call	Call	Call
Visio 2003/2007 Level 1	1	Call	Call	Call	Call	Call
Visio 2003/2007 Level 2	1	Call	Call	Call	Call	Call
<b>*ADOBE Expert Topics*</b>						
Adobe Acrobat Level 1	1	Call	Call	Call	Call	Call
Adobe Acrobat Level 2	1	7	Call	Call	Call	Call
Adobe InDesign Level 1	1	Call	Call	Call	Call	Call
Adobe InDesign Level 2	1	Call	Call	Call	Call	Call
Adobe Illustrator Level 1	2	Call	Call	Call	Call	Call
Adobe Illustrator Level 2	2	Call	Call	Call	Call	Call
Adobe Photoshop Level 1	1	8	Call	Call	Call	Call
Adobe Photoshop Level 2	1	15	Call	Call	Call	Call
<b>Specialty Classes (Call for pricing)</b>						
Maintaining a MS SQL Server	3	Call	Call	Call	Call	Call
Windows 7-Config. Tech. Specialist	3	Call	Call	Call	Call	Call
AutoCAD Level 1	4	Call	Call	Call	Call	Call
AutoCAD Level 2	3	Call	Call	Call	Call	Call
<b>*Technical Topics*</b>						
SQL-Fundamentals	1	Call	Call	Call	Call	Call
SQL-Advanced Querying	1	Call	Call	Call	Call	Call
SQL-Reporting Services	2	Call	Call	Call	Call	Call
SQL Server Integration Services	2	Call	Call	Call	Call	Call
Intro to Networking	1	Call	Call	Call	Call	Call
Exchange Server	2	Call	Call	Call	Call	Call
SharePoint Server	2	Call	Call	Call	Call	Call
Active Directory 2008	2	Call	Call	Call	Call	Call
VM Ware	2	Call	Call	Call	Call	Call
<b>***Don't see a class listed? Please call for a complete listing of classes. Ask about our Custom and Private classes (at our location or yours). We offer volume pricing: Training Coupon Vouchers, Member Deposits, Annual Memberships available.***</b>						
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