

		Jan	Feb	March	April	May	June
Access L1-Working with Databases (2 days) (03 or 07 upon request)	\$500	30-31		19-20		29-30	
Access L2-Advanced Topics ( 03 or 07 upon request)	\$250		23		19		7
Making the Switch to Office 2007 or 2010	\$230	call	call	call	call	call	call
<b>Office 2007-2010 Choice of course Levels 1, 2 \$230, Level 3 \$250</b>		6 , 13	3 , 10	2,9,16	13	4 , 11	1,8,15
<b>Office 2007-2010 Choice of course Levels 1, 2 \$230, Level 3 \$250</b>		20 , 27	17 , 24	23 , 30	20 , 27	18 , 25	22 , 29
<b>2007, 2010 courses include : Word level 1, 2, 3 Excel Level 1, 2, 3 PowerPoint Level 1, 2 Contact us for Availability</b>							
2007/2003 Outlook L1 ( this course will be 03 or 07 upon request)	230	11		26		16	28
2007/2003 Outlook L2 ( this course will be 03 or 07 upon request)	230	23		27		17	28
Excel VBA Macros ( 2 days)	\$650	call	21-22	call	call	call	26-27
2003 Excel L1	\$230	4	6	12	16	22	18
2003 Excel L2	\$230	10 , 26	7 , 27	13 , 28	17 , 30	23 , 28	19 , 25
2003 Excel L3	\$250	17	8	14	18	24	20
<b>PowerPoint L1 (ASK about version, 2003 or 2007)</b>	\$230	5	13	7	5	7	11
<b>PowerPoint L2 (ASK about version, 2003 or 2007)</b>	\$250	12	14	8	10	8	12
MS Project	\$650	18-19	28-29		25-26	14-15	
2003 Word L1	\$230	3	1	1	2	1	4
2003 Word L2	\$230	9	2	5	3	2	5
2003 Word L3	\$250	16	call	6	4	3	6
Visio	\$250		9		call	31	call
Adobe Acrobat	\$250		9	15		call	21
QuickBooks	\$450	24-25	15-16	21-22	11-12	9-10	13-14
<b>OPEN DATE CALL TO BOOK A CLASS ON REQUEST</b>	call	24 , 25	15 , 16	29	23 , 24	28 , 31	21,26,27
Advanced Excel Topics (choices listed below)	\$265	call	call	call	call	call	call
Advanced Word OR Advanced PowerPoint (see details below)	\$265	call	call	call	call	call	call

where courses offered on same date, preference given to course for which earliest registration is recieved

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Advanced Excel: Analysing Statistical Data
Advanced Word: Creating Professional Documents & Reports
Advanced PowerPoint : Creating Dynamic Presentations

**Check our Website for "Newly Added Classes" [www.tcet.com/corp-training/index.php](http://www.tcet.com/corp-training/index.php)**

For the following courses , call for scheduling: Emotional Intelligence, Working in Teams, Manager as Coach, Report and Business Case Writing, Clear Writing  
Computer Basics, MS Publisher, Outlook for Business Communications, Project Management Fundamentals  
905-949-0049 Ext 4004 SAP, Six Sigma Black Belt, Bookkeeping, ACCPAC/ ACCPAC ERP, ACT,Quark XPress Network/ CompTIA, Blackberry

[www.tcet.com/corporate](http://www.tcet.com/corporate) VISIT OUR SITE FOR DETAILS OF TRAINING IN SAP, SIX SIGMA BLACK BELT, CULTURAL INTELLIGENCE, ITIL

Call us with your request and we will do our best to accommodate your needs