

Total Training Solutions Public Class Schedule September through December 2011

Register online or email registration
to jcox@ttrain.com; or call 804-334-9553.

Class Location: 1516 Willow Lawn Drive
Class Times: 8:30 – 4:30. ½ classes are 8:30-12:00 AM or 1:00-4:30 PM

Cancellation Policy: 5 days
Classes will be held for 3 or more students.

Public Classes	September	October	November	December
Access 2010 Introduction (1 day)	9/8 & 9	10/6 & 7	11/1 & 2	12/1 & 2
Access 2010 Intermediate (1 day)	9/14	10/13	11/15	12/6
Access 2010 Advanced (1 day)	9/29	10/27	11/18	12/20
Access 2007 Introduction (2 days)		Offered on demand		
Access 2007 Intermediate & Advanced (1 day each)		Offered on demand		
Access 2003 Introduction (2 days)		Offered on demand		
Access 2003 Intermediate & Advanced (1 day each)		Offered on demand		
*Adobe Acrobat 9 (1 day)		Offered on demand		
* Crystal Reports XI Introduction (2 days)		Offered on demand		
*Crystal Reports XI Advanced (2 days)		Offered on demand		
*Crystal Reports 2008 Introduction & Advanced (2 days each)		Offered on demand		
Excel 2010 Introduction (1 day)	9/7	10/5	11/3	12/5
Excel 2010 Intermediate (1 day)	9/12	10/11	11/17	12/13
Excel 2010 Advanced (1 day)	9/27	10/26	11/29	12/19
Excel 2007 Introduction (1 day)		10/5		12/7
Excel 2007 Intermediate (1 day)		10/12		12/12
Excel 2007 Advanced		10/28		12/21
Excel 2003 Introduction, Intermediate & Advanced (1 day each)		Offered on demand		
* InDesign CS5.5 (1 day)		Offered on demand		
Keyboarding (2 one-half day sessions 1:00 – 4:30)		Offered on demand		
Microsoft Office 2010: Transition from Office 2003 (1day)		Offered on demand		
Outlook 2010 Introduction		10/5	11/14	
Outlook 2010 Intermediate		10/12	11/16	
Outlook 2010 Advanced		10/31	11/30	
Outlook 2007 Introduction, Intermediate or Advanced (1 day)		Offered on demand		
Outlook 2003 Introduction, Intermediate or Advanced (1 day)		Offered on demand		
* PhotoShop CS5 Introduction (1 day)		Offered on demand		
PowerPoint 2010 Introduction (1 day)	9/13	10/10	11/11	12/9
PowerPoint 2010 Advanced (1 day)	9/22	10/25	11/16	12/14
PowerPoint 2007 Introduction & Advanced (1 day each)		Offered on demand		
PowerPoint 2003 Introduction & Advanced (1 day each)		Offered on demand		
Project 2010 Introduction (1 day)			11/14 & 15	12/12 & 13
Project 2007 Introduction (2 days)		10/3 & 4		12/15 & 16
Project 2007 Advanced (1 day)		Offered on demand		
Project 2003 Introduction (2 days)				
Publisher 2010 Introduction (1 day)		10/28	11/30	
* Visio 2010 Introduction (1 day)		10/12		12/12
* Visio 2007 Introduction (1 day)		Offered on demand		
* Visio 2003 Introduction (1 day)		Offered on demand		
Windows 7: Transition from XP (1/2 day)		Offered on demand		
Windows 7 Introduction (1 day)		Offered on demand		
Windows 7 Advanced (1 day)		Offered on demand		
Word 2010 Introduction (1 day)		10/5	11/16	
Word 2010 Intermediate (1 day)		10/12	11/30	
Word 2010 Advanced (1 day)		10/31		12/7
Word 2007 Introduction, Intermediate, Advanced (1 day each)		Offered on demand		
Word 2003 Introduction, Intermediate, Advanced (1 day each)		Offered on demand		