

Date	Time	Days	Location	Date	Time	Days	Location	Date	Time	Days	Location
Desktop Applications				Desktop Applications				Desktop Applications			
Databases				Crystal Reports 2008 - Level 1 / \$799				PowerPoint 2007 - Level 2 / \$275			
Access 2007 - Level 1 / \$550				In this course, students will create a basic report by connecting to a database and modifying its presentation.				In this course, students enhance a presentation with features that will transform it into a powerful means of communication. They will customize the PowerPoint interface to suit their requirements. (Second Edition)			
<p>2010</p> <p>12/13 - 12/14 9:00A - 4:30P MT ASH</p> <p>2011</p> <p>01/26 - 01/27 9:00A - 4:30P WTh ASH</p> <p>03/08 - 03/09 9:00A - 4:30P TW ASH</p> <p>05/18 - 05/19 9:00A - 4:30P WTh ASH</p>				<p>2010</p> <p>12/21 - 12/22 9:00A - 4:30P TW ASH</p> <p>2011</p> <p>02/14 - 02/15 9:00A - 4:30P MT ASH</p> <p>04/07 - 04/08 9:00A - 4:30P ThF ASH</p> <p>06/02 - 06/03 9:00A - 4:30P ThF ASH</p>				<p>2011</p> <p>04/29 - 04/29 9:00A - 4:30P F ASH</p> <p>06/03 - 06/03 9:00A - 4:30P F ASH</p>			
Access 2007 - Level 2 / \$550				Crystal Reports 2008 - Level 2 / \$799				PowerPoint 2010 - Level 1 (First Look) / \$275			
In this course, students will create complex Access databases by structuring existing data, writing advanced queries, working with macros, making effective use of forms and reports, and also by performing database maintenance. (Second Edition)				In this course, students create complex reports and data sources using Crystal Reports' tools. They will also increase the speed and efficiency of their reports by using SQL queries.				Students will explore the PowerPoint environment and create a presentation. Students will add graphical objects to a presentation and modify them. Students will also add tables and charts to a presentation to present data in a structured form.			
<p>2010</p> <p>01/03 - 01/04 9:00A - 4:30P MT ASH</p> <p>02/22 - 02/23 9:00A - 4:30P TW ASH</p> <p>04/05 - 04/06 9:00A - 4:30P TW ASH</p> <p>05/31 - 06/01 9:00A - 4:30P TW ASH</p>				<p>2010</p> <p>11/09 - 11/10 9:00A - 4:30P TW ASH</p> <p>2011</p> <p>01/10 - 01/11 9:00A - 4:30P MT ASH</p> <p>03/23 - 03/24 9:00A - 4:30P WTh ASH</p> <p>05/03 - 05/04 9:00A - 4:30P TW ASH</p>				<p>2010</p> <p>12/14 - 12/14 9:00A - 4:30P T ASH</p> <p>2011</p> <p>02/16 - 02/16 9:00A - 4:30P W ASH</p> <p>04/13 - 04/13 9:00A - 4:30P W ASH</p> <p>06/09 - 06/09 9:00A - 4:30P Th ASH</p>			
Access 2007 - Level 3 / \$275				Relational Database Design A Practical Approach / \$275				Desktop Publishing			
In this course, students will exchange data with other applications, automate business processes by using VBA code, and secure and share databases. (Second Edition)				In this course, students will design and create a relational database.				Acrobat 9.0 - Level 1 / \$395			
<p>2010</p> <p>12/17 - 12/17 9:00A - 4:30P F ASH</p> <p>2011</p> <p>01/18 - 01/18 9:00A - 4:30P T ASH</p> <p>03/01 - 03/01 9:00A - 4:30P T ASH</p> <p>04/27 - 04/27 9:00A - 4:30P W ASH</p> <p>06/14 - 06/14 9:00A - 4:30P T ASH</p>				<p>2010</p> <p>12/07 - 12/07 9:00A - 4:30P T ASH</p> <p>2011</p> <p>01/10 - 01/10 9:00A - 4:30P M ASH</p> <p>02/07 - 02/07 9:00A - 4:30P M ASH</p> <p>03/02 - 03/02 9:00A - 4:30P W ASH</p> <p>04/18 - 04/18 9:00A - 4:30P M ASH</p> <p>05/17 - 05/17 9:00A - 4:30P T ASH</p> <p>06/28 - 06/28 9:00A - 4:30P T ASH</p>				<p>2010</p> <p>11/12 - 11/12 9:00A - 4:30P F ASH</p> <p>2011</p> <p>01/20 - 01/20 9:00A - 4:30P Th ASH</p> <p>03/24 - 03/24 9:00A - 4:30P Th ASH</p> <p>05/24 - 05/24 9:00A - 4:30P T ASH</p>			
Access 2010 - Level 1 / \$550				Desktop Presentations				Acrobat 9.0 - Level 2 / \$395			
<p>2010</p> <p>02/08 - 02/09 9:00A - 4:30P TW ASH</p> <p>04/21 - 04/22 9:00A - 4:30P ThF ASH</p> <p>06/16 - 06/17 9:00A - 4:30P ThF ASH</p>				PowerPoint 2007 - Level 1 / \$275				In this course, students use Adobe® Acrobat® 9.0 Pro to convert technical documents to PDF files, enhance and control PDF content accessibility, customize PDF documents for interactive use online, and prepare PDFs for commercial printing.			
Access 2010 - Level 2 / \$550				In this course, students will work with Microsoft® Office PowerPoint® 2007 to create electronic presentations. (Second Edition)				<p>2010</p> <p>12/16 - 12/16 9:00A - 4:30P Th ASH</p> <p>2011</p> <p>02/09 - 02/09 9:00A - 4:30P W ASH</p> <p>04/26 - 04/26 9:00A - 4:30P T ASH</p> <p>06/02 - 06/02 9:00A - 4:30P Th ASH</p>			
<p>2010</p> <p>03/21 - 03/22 9:00A - 4:30P MT ASH</p> <p>05/23 - 05/24 9:00A - 4:30P MT ASH</p>				PowerPoint 2007 - Level 2 / \$275				InDesign CS4 - Level 1 / \$790			
Access 2010 - Level 3 / \$275				In this course, students enhance a presentation with features that will transform it into a powerful means of communication. They will customize the PowerPoint interface to suit their requirements. (Second Edition)				In this course, students will work with some of the tools and features to create eye-catching printed documents using InDesign CS4.			
<p>2010</p> <p>04/11 - 04/11 9:00A - 4:30P M ASH</p> <p>06/06 - 06/06 9:00A - 4:30P M ASH</p>				<p>2010</p> <p>11/11 - 11/11 9:00A - 4:30P Th ASH</p> <p>12/08 - 12/08 9:00A - 4:30P W ASH</p> <p>2011</p> <p>01/17 - 01/17 9:00A - 4:30P M ASH</p> <p>03/03 - 03/03 9:00A - 4:30P Th ASH</p> <p>04/08 - 04/08 9:00A - 4:30P F ASH</p> <p>05/20 - 05/20 9:00A - 4:30P F ASH</p> <p>06/27 - 06/27 9:00A - 4:30P M ASH</p>				<p>2010</p> <p>11/17 - 11/18 9:00A - 4:30P WTh ASH</p> <p>2011</p> <p>01/12 - 01/13 9:00A - 4:30P WTh ASH</p> <p>03/09 - 03/10 9:00A - 4:30P WTh ASH</p> <p>05/04 - 05/05 9:00A - 4:30P WTh ASH</p>			
				PowerPoint 2007 - Level 2 / \$275				InDesign CS4 - Level 2 / \$395			
				In this course, students enhance a presentation with features that will transform it into a powerful means of communication. They will customize the PowerPoint interface to suit their requirements. (Second Edition)				In this course, students will deploy the advanced InDesign techniques to enhance the look and functionality of your documents.			
				<p>2010</p> <p>11/19 - 11/19 9:00A - 4:30P F ASH</p> <p>12/22 - 12/22 9:00A - 4:30P W ASH</p> <p>2011</p> <p>02/04 - 02/04 9:00A - 4:30P F ASH</p> <p>03/14 - 03/14 9:00A - 4:30P M ASH</p>				<p>2010</p> <p>12/20 - 12/20 9:00A - 4:30P M ASH</p> <p>2011</p>			

All times listed as (GMT -05:00) Eastern Time (US & Canada)

ASH=Nashua, NH

OLL=Online Live

Tuesday, November 09, 2010

Date	Time	Days	Location	Date	Time	Days	Location	Date	Time	Days	Location
Desktop Applications				Desktop Applications				Desktop Applications			
InDesign CS4 - Level 2 / \$395				Quickbooks 2010 - Level 1 / \$275				Internet			
In this course, students will deploy the advanced InDesign techniques to enhance the look and functionality of your documents.				In this course, students will use the basic features of QuickBooks to record and track your business transactions.				In this course, students will use Adobe® Dreamweaver® CS3 to create and administer database-driven sites.			
2011				2011				2011			
02/23 - 02/23	9:00A - 4:30P	W	ASH	02/01 - 02/01	9:00A - 4:30P	T	ASH	02/28 - 02/28	9:00A - 4:30P	M	ASH
04/20 - 04/20	9:00A - 4:30P	W	ASH	05/25 - 05/25	9:00A - 4:30P	W	ASH	04/25 - 04/25	9:00A - 4:30P	M	ASH
06/23 - 06/23	9:00A - 4:30P	Th	ASH					06/20 - 06/20	9:00A - 4:30P	M	ASH
Developer				Quickbooks 2010 - Level 2 / \$275				Dreamweaver CS4 - Level 1 / \$395			
HTML 4.01: Web Authoring - Level 1 / \$395				In this course, students will examine how to use the advanced features in QuickBooks to create estimates, convert estimates into invoices, process sales tax and payroll, generate reports, review client data, and work with other applications.				In this course, students design, build, and upload a website using Dreamweaver.			
Students will learn about how to create Web documents using HTML 4.01.				2011				2011			
2010				02/25 - 02/25	9:00A - 4:30P	F	ASH	01/14 - 01/14	9:00A - 4:30P	F	ASH
12/13 - 12/13	9:00A - 4:30P	M	ASH	04/20 - 04/20	9:00A - 4:30P	W	ASH	03/11 - 03/11	9:00A - 4:30P	F	ASH
2011				07/01 - 07/01	9:00A - 4:30P	F	ASH	05/06 - 05/06	9:00A - 4:30P	F	ASH
03/01 - 03/01	9:00A - 4:30P	T	ASH	Graphics/Web Design				Dreamweaver CS4 - Level 2 / \$395			
05/23 - 05/23	9:00A - 4:30P	M	ASH	Illustrator CS4 - Level 1 / \$395				In this course, students will develop professional-looking web pages using the Adobe® Dreamweaver® CS4 application.			
HTML 4.01: Web Authoring - Level 2 / \$395				In this course, students will use Adobe Illustrator CS4 by drawing and manipulating simple shapes to design a layout for their product.				2010			
This course is meant to provide you with the tools to create your own HTML documents. The course files are meant to provide the student with solutions that are easy to grasp, and to a certain extent, represent realistic applications.				2010				12/17 - 12/17	9:00A - 4:30P	F	ASH
2011				12/09 - 12/09	9:00A - 4:30P	Th	ASH	2011			
01/03 - 01/03	9:00A - 4:30P	M	ASH	2011				02/14 - 02/14	9:00A - 4:30P	M	ASH
01/28 - 01/28	9:00A - 4:30P	F	ASH	02/15 - 02/15	9:00A - 4:30P	T	ASH	04/11 - 04/11	9:00A - 4:30P	M	ASH
04/01 - 04/01	9:00A - 4:30P	F	ASH	04/12 - 04/12	9:00A - 4:30P	T	ASH	06/06 - 06/06	9:00A - 4:30P	M	ASH
06/08 - 06/08	9:00A - 4:30P	W	ASH	06/07 - 06/07	9:00A - 4:30P	T	ASH	MultiMedia			
HTML 4.01: Web Authoring - Level 3 / \$395				Illustrator CS4 - Level 2 / \$395				Flash CS4 - Level 1 / \$790			
H\jg Wei fgY jg XYgI bYX hc jbfXi W XYj Y'cdYfg hc gca Y cZHY YggYf _bck b cf IUXj UbWXI <HA @ hYVWbjei Yg gi ddcfhYX j b hY Y * \$ [YbYfUjcb cZ VfcK gYfg				In this course, students will create complex, robust illustrations that go beyond those they could create using the basic Illustrator tools.				In this course, students will create and manipulate a wide variety of objects ranging from simple graphic designs to complex animation sequences using the Adobe® Flash® CS4 application.			
2010				2010				2011			
11/30 - 11/30	9:00A - 4:30P	T	ASH	12/01 - 12/01	9:00A - 4:30P	W	ASH	01/10 - 01/11	9:00A - 4:30P	MT	ASH
2011				2011				03/07 - 03/08	9:00A - 4:30P	MT	ASH
04/05 - 04/05	9:00A - 4:30P	T	ASH	03/29 - 03/29	9:00A - 4:30P	T	ASH	05/02 - 05/03	9:00A - 4:30P	MT	ASH
07/01 - 07/01	9:00A - 4:30P	F	ASH	05/18 - 05/18	9:00A - 4:30P	W	ASH	Flash CS4 - Level 2 / \$790			
Financial/Business				Photoshop CS4 - Level 1 / \$790				In this course, students will plan, design, and develop complex Flash projects using the Adobe® Flash® CS4 application.			
QuickBooks 2009 - Level 1 / \$275				In this course, students use various tools and features of Photoshop CS4. They explore the interface, customize it, and use tools for selecting parts of images. They learn to use layers and to apply layer effects and filters for creating special effects.				2010			
In this course, students will examine how to use QuickBooks 2009 to best meet the needs of their business, by being introduced to the basic features.				2010				12/21 - 12/22	9:00A - 4:30P	TW	ASH
2010				01/24 - 01/25	9:00A - 4:30P	MT	ASH	2011			
11/17 - 11/17	9:00A - 4:30P	W	ASH	03/21 - 03/22	9:00A - 4:30P	MT	ASH	02/21 - 02/22	9:00A - 4:30P	MT	ASH
QuickBooks 2009 - Level 2 / \$275				05/16 - 05/17	9:00A - 4:30P	MT	ASH	04/18 - 04/19	9:00A - 4:30P	MT	ASH
In this course, students will examine how to use the advanced features in QuickBooks to create estimates, convert estimates into invoices, process sales tax and payroll, generate reports, and work with other applications.				Photoshop CS4 - Level 2 / \$790				06/13 - 06/14	9:00A - 4:30P	MT	ASH
2010				In this course, students will work with the advanced tools and features available in Photoshop CS4.				Operating Systems			
12/15 - 12/15	9:00A - 4:30P	W	ASH	2010				Windows 7 - Level 1 / \$275			
				12/14 - 12/15	9:00A - 4:30P	TW	ASH	Students will log on to Windows 7, explore its interface, identify the different components in the interface, customize the Windows 7 desktop, manage files and folders, use the common tools and programs available in Windows 7, and browse the Internet.			
				2011				2010			
				02/24 - 02/25	9:00A - 4:30P	ThF	ASH	12/06 - 12/06	9:00A - 4:30P	M	ASH
				04/21 - 04/22	9:00A - 4:30P	ThF	ASH	2011			
				06/16 - 06/17	9:00A - 4:30P	ThF	ASH	01/03 - 01/03	9:00A - 4:30P	M	ASH
								02/07 - 02/07	9:00A - 4:30P	M	ASH
								03/07 - 03/07	9:00A - 4:30P	M	ASH

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Tuesday, November 09, 2010

Date	Time	Days	Location	Date	Time	Days	Location	Date	Time	Days	Location
Desktop Applications				Desktop Applications				Desktop Applications			
Windows 7 - Level 1 / \$275				Project Management				Spreadsheets			
Students will log on to Windows 7, explore its interface, identify the different components in the interface, customize the Windows 7 desktop, manage files and folders, use the common tools and programs available in Windows 7, and browse the Internet.				Project 2007 - Level 1 / \$275				Excel 2003 - Level 1 / \$275			
2010				In this course, students create a project plan containing tasks, organize these tasks in a work breakdown structure containing task relationships, create and assign resources, and finalize the project to implement the project plan.				You have basic computer skills such as using a mouse, navigating through windows, and surfing the Internet. You have also used paper-based systems to store data that you run calculations on. You now want to migrate that data to an electronic format. In this course, you will use Microsoft Office Excel 2003 to manage, edit, and print data.			
04/04 - 04/04	9:00A - 4:30P	M	ASH	2010				2010			
05/02 - 05/02	9:00A - 4:30P	M	ASH	11/17 - 11/17				12/07 - 12/07			
06/01 - 06/01	9:00A - 4:30P	W	ASH	2011				12/07 - 12/07			
Windows 7 - Level 2 / \$275				01/13 - 01/13				Excel 2003 - Level 2 / \$275			
In this course, students will familiarize yourself with the advanced customization techniques and work with applications and programs in Windows® 7. In addition to this, students will also work with Internet Explorer 8.				03/25 - 03/25				In Microsoft Office Excel 2003: Level 1, you created, edited, formatted, and printed basic spreadsheets. You now have a need to streamline repetitive tasks and display spreadsheet data in more visually effective ways. In this course, you will use Microsoft Office Excel 2003 to streamline and enhance your spreadsheets with templates, charts, graphics, and formulas.			
2010				05/10 - 05/10				2010			
11/15 - 11/15	9:00A - 4:30P	M	ASH	Project 2007 - Level 2 / \$275				12/23 - 12/23			
12/20 - 12/20	9:00A - 4:30P	M	ASH	In this course, students exchange project plan data with other applications, update project plans, create visual reports, and reuse project plan information.				Excel 2007 - Level 1 / \$275			
2011				2010				In this course, students create and edit basic Microsoft® Office Excel® 2007 worksheets and workbooks. (Second Edition)			
01/18 - 01/18	9:00A - 4:30P	T	ASH	11/30 - 11/30				2010			
02/21 - 02/21	9:00A - 4:30P	M	ASH	2011				12/09 - 12/09			
03/28 - 03/28	9:00A - 4:30P	M	ASH	01/28 - 01/28				2011			
04/18 - 04/18	9:00A - 4:30P	M	ASH	03/07 - 03/07				01/12 - 01/12			
05/23 - 05/23	9:00A - 4:30P	M	ASH	04/04 - 04/04				02/17 - 02/17			
06/13 - 06/13	9:00A - 4:30P	M	ASH	06/13 - 06/13				03/14 - 03/14			
Personal Productivity				Project Management Fundamentals / \$275				04/06 - 04/06			
Outlook 2007 - Level 1 / \$275				In this course, students will identify effective project management practices and their related processes. They will examine the elements of sound project management and apply the generally recognized practices to successfully manage projects.				05/10 - 05/10			
In this course, students learn how to compose and send email, schedule appointments and meetings, manage contact information and tasks, and use notes. (Second Edition)				2011				05/31 - 05/31			
2010				01/17 - 01/17				Excel 2007 - Level 2 / \$275			
12/15 - 12/15	9:00A - 4:30P	W	ASH	03/16 - 03/16				In this course, students use Excel® 2007 to streamline and enhance spreadsheets with templates, charts, graphics, and formulas. They will apply visual elements and advanced formulas to a worksheet to display data in various formats. (Second Edition)			
2011				05/02 - 05/02				2010			
01/05 - 01/05	9:00A - 4:30P	W	ASH	Visio Professional 2007 - Level 1 / \$275				11/16 - 11/16			
03/16 - 03/16	9:00A - 4:30P	W	ASH	In this course, students learn the essentials of Visio. They design and manage basic diagrams, workflows, and flowcharts.				12/20 - 12/20			
05/11 - 05/11	9:00A - 4:30P	W	ASH	2011				2011			
Outlook 2007 - Level 2 / \$275				01/07 - 01/07				01/24 - 01/24			
In this course, students learn to customize their environment, calendar, and email messages to meet their specific requirements and wish to track, share, assign, and locate various Outlook items. (Second Edition)				03/18 - 03/18				02/28 - 02/28			
2011				05/13 - 05/13				03/29 - 03/29			
01/19 - 01/19	9:00A - 4:30P	W	ASH	Visio Professional 2007 - Level 2 / \$275				04/13 - 04/13			
03/30 - 03/30	9:00A - 4:30P	W	ASH	In this course, students build upon the knowledge gained that will enable them to work with many advanced features, including the drawing tools, creating and working with custom stencils and templates, and sharing Visio drawings with other applications.				05/20 - 05/20			
05/25 - 05/25	9:00A - 4:30P	W	ASH	2010				Excel 2007 - Level 3 / \$275			
Outlook 2010 - Level 1 / \$275				12/10 - 12/10				In this course, students will learn how to automate common tasks, apply advanced analysis techniques to more complex data sets, collaborate on worksheets with others, and share Excel data with other applications. (Second Edition)			
In this course, students will use Microsoft® Office Outlook® 2010 to manage email, calendar entries, tasks, and contacts.				2011				2011			
2010				02/18 - 02/18				01/31 - 01/31			
12/08 - 12/08	9:00A - 4:30P	W	ASH	04/15 - 04/15				03/10 - 03/10			
2011				06/10 - 06/10				05/06 - 05/06			
01/31 - 01/31	9:00A - 4:30P	M	ASH					06/22 - 06/22			
03/30 - 03/30	9:00A - 4:30P	W	ASH								
04/27 - 04/27	9:00A - 4:30P	W	ASH								
06/24 - 06/24	9:00A - 4:30P	F	ASH								

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Tuesday, November 09, 2010

Date	Time	Days	Location	Date	Time	Days	Location	Date	Time	Days	Location
Desktop Applications				Desktop Applications				Technical			
Excel 2007 - Level 4 / \$275				Word 2007 - Level 2 / \$275				A+ Certification - Practical Application (2009 Objectives) / \$2,195			
In this course, students will use the advanced features of Microsoft® Office Excel® 2007 to attain a high degree of proficiency as an Excel power user.				In this course, students create complex documents in Microsoft® Office Word 2007 documents and build personalized efficiency tools in Microsoft® Word 2007. (Second Edition)				In this course students will install, upgrade, repair, configure, optimize, troubleshoot, and perform preventative maintenance on basic personal computer hardware and operating systems.			
2010				2010				2010			
11/29 - 11/29	9:00A - 4:30P	M	ASH	12/02 - 12/02	9:00A - 4:30P	Th	ASH	12/20 - 12/23	8:00A - 5:30P	MTWTh	ASH
Excel 2007 - VBA / \$275				12/23 - 12/23 9:00A - 4:30P Th ASH				2011			
In this course, students will apply the Visual Basic for Applications (VBA) programming language to simplify many of the tasks that you can perform using various tools and functions in Excel 2007.				2011				02/28 - 03/04	8:30A - 4:30P	MTWThF	ASH
2010				01/21 - 01/21 9:00A - 4:30P F ASH				04/25 - 04/29	8:30A - 4:30P	MTWThF	ASH
11/23 - 11/23	9:00A - 4:30P	T	ASH	03/04 - 03/04 9:00A - 4:30P F ASH				06/27 - 07/01	8:30A - 4:30P	MTWThF	ASH
2011				03/31 - 03/31 9:00A - 4:30P Th ASH				Network+ Certification (Fourth Edition) 2009 Objectives / \$2,195			
02/10 - 02/10	9:00A - 4:30P	Th	ASH	05/12 - 05/12 9:00A - 4:30P Th ASH				This course provides the skills and knowledge necessary to prepare for the CompTIA Network+ 2009 Certification Exam. The course certification proves competence in managing, troubleshooting, installing, and configuring a basic network infrastructure.			
05/11 - 05/11	9:00A - 4:30P	W	ASH	Word 2007 - Level 3 / \$275				2010			
Excel 2010 - Level 2 / \$275				In this course, students will learn how to use Word to create, manage, revise, and distribute long documents, forms. (Second Edition)				11/15 - 11/19	8:30A - 4:30P	MTWThF	ASH
In this course, students will apply visual elements and advanced formulas to a worksheet to display data in various formats.				2011				2011			
2011				01/04 - 01/04 9:00A - 4:30P T ASH				01/10 - 01/14	8:30A - 4:30P	MTWThF	ASH
03/15 - 03/15	9:00A - 4:30P	T	ASH	03/15 - 03/15 9:00A - 4:30P T ASH				03/21 - 03/25	8:30A - 4:30P	MTWThF	ASH
05/16 - 05/16	9:00A - 4:30P	M	ASH	05/19 - 05/19 9:00A - 4:30P Th ASH				05/16 - 05/20	8:30A - 4:30P	MTWThF	ASH
Excel 2010 - Level 3 / \$275				Word 2010 - Level 1 (First Look) / \$275				Technical			
In this course students will automate some common Excel tasks, apply advanced analysis techniques to more complex data sets, troubleshoot errors, collaborate on worksheets, and share Excel data with other applications.				In this course, students will create, edit, and enhance standard business documents using Microsoft® Office Word 2010.				Databases			
2011				2010				SQL Querying - Level 1 Fundamentals of Querying / \$395			
04/26 - 04/26	9:00A - 4:30P	T	ASH	11/15 - 11/15 9:00A - 4:30P M ASH				In this course, students will compose SQL queries to retrieve desired information from a database.			
06/08 - 06/08	9:00A - 4:30P	W	ASH	12/20 - 12/20 9:00A - 4:30P M ASH				2010			
Excel 2010 Transition from Excel 2003 (First Look) / \$275				2011				12/08 - 12/08	9:00A - 4:30P	W	ASH
In this course students will use the new and enhanced features in Microsoft Office Excel 2010.				01/18 - 01/18 9:00A - 4:30P T ASH				2011			
2010				03/25 - 03/25 9:00A - 4:30P F ASH				02/21 - 02/21	9:00A - 4:30P	M	ASH
12/06 - 12/06	9:00A - 4:30P	M	ASH	05/09 - 05/09 9:00A - 4:30P M ASH				04/19 - 04/19	9:00A - 4:30P	T	ASH
2011				Technical				06/30 - 06/30	9:00A - 4:30P	Th	ASH
02/11 - 02/11	9:00A - 4:30P	F	ASH	Databases				Hardware			
04/14 - 04/14	9:00A - 4:30P	Th	ASH	SQL Querying - Level 1 Fundamentals of Querying / \$395				A+ Certification - Essentials (2009 Objectives) / \$2,195			
06/21 - 06/21	9:00A - 4:30P	T	ASH	In this course, students will compose SQL queries to retrieve desired information from a database.				In this course students will acquire the essential skills and information needed to install, upgrade, repair, configure, troubleshoot, optimize, and perform preventative maintenance of basic personal computer hardware and operating systems.			
Word Processing				2010				2010			
Word 2007 - Level 1 / \$275				12/08 - 12/08 9:00A - 4:30P W ASH				12/06 - 12/10	8:30A - 4:30P	MTWThF	ASH
In this course, student will learn basic concepts required to produce basic business documents. They will create, edit, and enhance standard business documents using Microsoft® Office Word 2007. (Second Edition)				2011				2011			
2010				02/21 - 02/21 9:00A - 4:30P M ASH				02/07 - 02/11	8:30A - 4:30P	MTWThF	ASH
11/09 - 11/09	9:00A - 4:30P	T	ASH	04/19 - 04/19 9:00A - 4:30P T ASH				04/04 - 04/08	8:30A - 4:30P	MTWThF	ASH
12/07 - 12/07	9:00A - 4:30P	T	ASH	06/30 - 06/30 9:00A - 4:30P Th ASH				06/06 - 06/10	8:30A - 4:30P	MTWThF	ASH
2011				Hardware							
01/06 - 01/06	9:00A - 4:30P	Th	ASH	A+ Certification - Essentials (2009 Objectives) / \$2,195							
02/03 - 02/03	9:00A - 4:30P	Th	ASH	In this course students will acquire the essential skills and information needed to install, upgrade, repair, configure, troubleshoot, optimize, and perform preventative maintenance of basic personal computer hardware and operating systems.							
03/17 - 03/17	9:00A - 4:30P	Th	ASH	2010							
04/28 - 04/28	9:00A - 4:30P	Th	ASH	12/06 - 12/10 8:30A - 4:30P MTWThF ASH							
05/26 - 05/26	9:00A - 4:30P	Th	ASH	2011							
06/30 - 06/30	9:00A - 4:30P	Th	ASH	02/07 - 02/11 8:30A - 4:30P MTWThF ASH							
				04/04 - 04/08 8:30A - 4:30P MTWThF ASH							
				06/06 - 06/10 8:30A - 4:30P MTWThF ASH							

All times listed as (GMT -05:00) Eastern Time (US & Canada)

ASH=Nashua, NH

OLL=Online Live

Tuesday, November 09, 2010