

Micro Market Training Centre

Kingston Application Training Schedule 2012



JANUARY

Mon	Tue	Wed	Thu	Fri
HOLIDAY	3 MS Outlook	4 MS Access Level I	5 ADOBE Illustrator	6 MS Word Level I
9 PowerPoint Level 1	10 MS Excel Level I	11 MS Access Level II	12 ADOBE Photoshop	13 MS Word Level II
16 PowerPoint Level II	17 MS Excel Level II	18 MS Access Level III	19 ADOBE InDesign	20 MS Word Level III
23 MS Project Level I	24 MS Excel Level III	25 MS SharePoint Designer 2007	26 ADOBE Acrobat	27 MS Visio Professional
30 MS Project Level II	31 MS Excel Level I			

ALL MS OFFICE -WORD, EXCEL, ACCESS AND POWERPOINT COURSES

Levels 1 or 2 are \$215.00 each level per person plus HST
 Level 3 is \$255.00 per person plus HST

OTHER COURSES AVAILABLE

- SharePoint Foundation 2010** - \$375.00 each level per person
- Sharepoint Designer 2007** - \$375.00 each level per person
- Crystal Reports** - \$950.00 each level per person
- Adobe Photoshop** - \$375.00 each level per person
- Adobe InDesign** - \$375.00 each level per person
- Adobe Illustrator** - \$375.00 each level per person
- MS Project** - \$375.00 each level per person
- MS Visio** - \$375.00 per person
- MS Outlook** - \$255.00 per person

Dates for courses are tentative until the minimum class requirements are met.

Corporate group rates & on-site prices available upon request

ROOM RENTAL

All classrooms are fully equipped and can seat up to 14 participants. Each classroom rental includes the very latest technology - high speed Internet, video projection systems and a wide range of operating systems to choose from.

Room Features

- High speed internet connections
- Networked, up to date equipment
- Technical support on site
- Administrative staff on site
- Onsite catering available
- Special rates for long-term rental

For all Training Inquiries please contact us at:

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