

# Micro Market Training Centre

## Kingston

### Application Training Schedule 2010



#### NOVEMBER

| Mon                       | Tue                              | Wed                       | Thu                     | Fri                         |
|---------------------------|----------------------------------|---------------------------|-------------------------|-----------------------------|
| 1<br>InfoPath 2007        | 2<br>MS SharePoint Designer 2007 | 3<br>MS Outlook           | 4<br>ADOBE Acrobat      | 5<br>MS Word Level I        |
| 8<br>PowerPoint Level 1   | 9<br>MS Excel Level I            | 10<br>MS Access Level I   | 11<br>ADOBE Illustrator | 12<br>MS Word Level II      |
| 15<br>PowerPoint Level II | 16<br>MS Excel Level II          | 17<br>MS Access Level II  | 18<br>ADOBE Photoshop   | 19<br>MS Word Level III     |
| 22<br>MS Project Level I  | 23<br>MS Excel Level III         | 24<br>MS Access Level III | 25<br>ADOBE InDesign    | 26<br>MS Visio Professional |
| 29<br>MS Project Level II | 30<br>MS Excel Level I           |                           |                         |                             |

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

Levels 1 & 2 are: \$215.00 each level per person  
 Levels 3 & 4 are \$255.00 each level per person

#### OTHER COURSES AVAILABLE

**InfoPath 2007** - \$325.00 per person  
**Sharepoint Designer 2007** - \$375.00 each level per person  
**Crystal Reports** - \$1000.00 each level per person  
**Adobe Photoshop** - \$325.00 each level per person  
**Adobe InDesign** - \$325.00 each level per person  
**Adobe Illustrator** - \$325.00 each level per person  
**MS Project** - \$325.00 each level per person  
**MS Visio** - \$325.00 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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