

July – September 2010 Training Calendar

Atlanta Training Calendar of Software, IT, QuickBooks and Microsoft Access, Excel, Word, PowerPoint, Publisher, Project, Outlook Classes.

Contact: 770.498.7333

<http://www.probiztechnology.com/calendar.htm> [**Online Calendar**]

Intro to Small Business SEO (Search Engine Optimization)

Date(s): Tuesday, July 27, 2010

Time: 10:00 am - 11:30 am Eastern (1 Session(s))

Place: Online - Webinar

Total # Hours: 1.5

Description: Offered by the Dekalb Chamber of Commerce. Members attend for \$15. This webinar demystifies search engine optimization for small business owners.

Fee: \$25

Web page:

<http://seowebinaronline.eventbrite.com/>

Affordable, Effective Online Marketing

.. extremely knowledgeable about the subject matter. She draws you into her presentation with real life examples, adding a touch of natural humor. She held my attention throughout the session.

Sandra Nicholls, APR

Professional writing and event planning services

Date(s): Wednesday, July 28 & Friday, July 30, 2010

Time: 10:00 am - 11:30 am (2 Session(s))
OR

6:00 pm - 7:30 pm (2 Session(s))

Place: Online - Webinar

Total # Hours: 3

Description: This course covers proven, low-cost ways to attract traffic to your website.

Fee: \$69

Web page:

http://www.probiztechnology.com/c_affordable-online-marketing.htm

7 Rules for Small Business Social Media Success

Date(s): Thursday, July 29, 2010

Time: 6:00 pm - 7:30 pm (1 Session(s))

Place: West End Library 525 Peoples Street Southwest, Atlanta

Total # Hours: 1.5

Description: Wondering if social media will work for your business? Attend this seminar to learn the 7 rules for small business social media success.

Fee: Fr.e.e

Web page:

<http://www.eventbrite.com/org/298738634?s=1349944>

Great information on social media in layman's terms.

Delivered way more than I expected - learned a lot about how to generate business (or monetize) social media.

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From Contact to Client: Outlook 2007 Lead Management

Date(s): Thursday, July 29, 2010

Time: 10:00 am - 11:30 am (1 Session(s))

Place: Online - Webinar

Total # Hours: 1.5

Description: Learn shortcuts and tips to get data into Outlook and stay in touch with prospects. Includes mail merge.

Fee: \$49

Web page:

http://www.probiztechnology.com/c_outlook_mail_merge.htm

Access 2003 Comprehensive Course

Date(s): August 1, 7, 8, 14, 2010

Time: 9:00 am - 1:00 pm (4 Session(s))

Place: 2321 Fourth Street, Tucker, GA 30084

Total # Hours: 16

Description: This comprehensive Access 2003 course covers tables, queries, forms & reports.

Fee: \$299 early, \$399 regular

Web page:

http://www.probiztechnology.com/c_access-2003-comprehensive-course.htm

Access 2003 Tables

Date(s): August 1, 2010

Time: 9:00 am - 1:00 pm (1 Session(s))

Place: 2321 Fourth Street, Tucker, GA 30084

Total # Hours: 4

Description: This introductory Access 2003 course covers designing and editing Access databases and tables.

Fee: \$109

Web page:

http://www.probiztechnology.com/c_access-2003-tables.htm

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7 Steps to a Profitable Small Business Website

Date(s): Wednesday, August 4, 2010

Time: **6:00 pm - 8:00 pm** (1 Session(s))

Place: Online - Webinar

Total # Hours: 3

Description: Before you hire a web designer or build your website, attend this seminar to learn the 7 steps to a successful small business website.

Fee: \$69

Web page:

http://www.probiztechnology.com/c_7StepsWebsite.htm

Easing your Transition to Office 2007 - Webinar

Date(s): August 5, 2010

Time: **Noon - 1:30 pm Eastern** (1 Session(s))

Place: Online - Webinar

Total # Hours: 1.5

Description: Dramatically shorten your learning curve as you make the transition from Office 2003 to 2007.

Fee: \$25

Web page:

http://www.probiztechnology.com/c_office-2007-online-training.htm

Excel 2007 Pivot Tables

Date(s): August 5, 2010

1 Sessions(s) | 2 Hour(s)

Time: 4:30 pm – 6:00 pm Eastern

Web page: http://www.probiztechnology.com/c_excel-pivot-tables.htm

Excel 2007 Basics

Date(s): Friday, August 6, 2010

Time: **9:00 am - 5:00 pm** (1 Session(s))

Place: 2321 Fourth Street, Tucker, GA 30084

Total # Hours: 7

Description: Learn the fundamentals of Excel 2007.

Fee: \$175 early, \$199 regular Please bring your own laptop.

Web page:

http://www.probiztechnology.com/c_Excel_2007_Basics_Atlanta.htm

Thank you so much for conducting the [‘Seven Steps to A Successful Website’](#) workshop for the Center. Based on the evaluations from the attendees, you provided the participants with a lot of valuable ‘take-aways’:

Learning how to use Excel spreadsheets has enabled me to record and interpret data in a MUCH FASTER and more efficient way. I had been putting off how to use Excel, and Jackie greatly relieved my anxiety by showing me the ropes of Excel and making it easy for me to learn.

David Redding, M.D.
Redding Allergy and
Asthma Center

ReddingAllergyCenter.com/

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Access 2003 Queries from the Ground Up

Date(s): August 7, 2010

Time: 9:00 am - 1:00 pm (1 Session(s))

Place: 2321 Fourth Street, Tucker, GA 30084

Total # Hours: 4

Description: This course covers Access queries - including select, update, append, make table, and parameter queries.

Fee: \$109

Web page:

http://www.probiztechnology.com/c_accessqueries.htm

Excel 2007 Lookup Functions

Date(s): August 9, 2010

1 Sessions(s) | 2 Hour(s)

Time: 4:30 pm – 6:00 pm Eastern

Web page:

http://www.probiztechnology.com/c_excel-lookup-functions.htm

Do it yourself Small Business Search Engine Optimization

Date(s): August 11 - September 15, 2010 (Wednesdays)

Time: 6:00 pm - 8:00 pm (6 Session(s))

Place: Online - Webinar

Total # Hours: 12

Description: Attend this course to learn the do-it-yourself step-by-step process to optimizing your website so that your prospects can find your business.

Fee: \$397 early, \$497 regular

Web page:

http://www.probiztechnology.com/c_diy-seo-stepbystep.htm

Excel 2007 Intermediate

Date(s): August 11 & 18, 2010 (Wednesdays)

Time: 9:30 am - 1:30 pm (2 Session(s))

Place: Marietta, GA Computer Training Center

Total # Hours: 8

Description: Excel 2007 Intermediate level class offered in Marietta, GA. Please bring your laptop.

Fee: \$199 or \$119 per session Please bring your own laptop.

Web page:

http://www.probiztechnology.com/c_excel-intermediate-training.htm

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4 Keys to Profitable Email

Date(s): Thursday, August 12, 2010

Time: **6:30:00 PM - 8:00 PM** (1 Session(s))

Place: Online - Webinar

Total # Hours: 1.5

Description: Studies show that for every \$1 invested in email marketing, the average return on investment is \$43. Learn the 4 essentials for a profitable email marketing campaign.

Fee: \$39

Web page:

http://www.probiztechnology.com/c_4keysemail.htm

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Excel 2003 Intermediate

Date(s): August 16 & 17, 2010

Time: **6:00 - 9:00 pm** (2 Session(s))

Place: 2321 Fourth Street, Tucker, GA 30084

Total # Hours: 6

Description: Topics covered in this Excel 2003 Intermediate class include advanced formatting, advanced functions, naming ranges and working with multiple worksheets.

Fee: \$149

Web page:

http://www.probiztechnology.com/c_learn_excel_intermediate_atlanta.htm

Microsoft Word 2007 - Basic

Date(s): August 16 & 17, 2010

Time: **9:00 am - 1:00 pm** (2 Session(s))

Place: 2321 Fourth Street, Tucker, GA 30084

Total # Hours: 7

Description: An introductory MS Word 2007 course, covering setting up documents, exploring the Word environment, inserting graphics and more.

Fee: \$179 Bring your own laptop.

Web page:

http://www.probiztechnology.com/c_word-2007-training-basic.htm

Microsoft Excel 2003 Charts & Graphs

Date(s): August 24, 26, 27

Time: **5:30 pm - 7:30 pm Eastern** (3 Session(s))

Place: Online - Webinar

Total # Hours: 6.5

Description: After taking this class, you will be able to communicate your clearly with professional Excel charts.

Fee: \$149

Web page:

http://www.probiztechnology.com/c_excel-charts-graphs-training.htm

Outlook 2007 - Taming your Inbox

Date(s): September 8, 2010

Time: **10:00 am - 11:30 am** (1 Session(s))

Place: Online - Webinar

Total # Hours: 1.5

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Description: Studies show that dealing with and managing email costs companies billions of dollars a year in lost productivity. Learn Outlook email management tips.

Fee: \$49

Web page:

http://www.probiztechnology.com/c_ol_inbox_2007.htm

7 Steps to a Profitable Small Business Website

Date(s): Thursday, September 9, 2010

Time: **6:00 pm - 7:30 pm** (1 Session(s))

Place: West End Library 525 Peoples Street Southwest, Atlanta

Total # Hours: 1.5

Description: Before you hire a web designer or build your website, attend this seminar to learn the 7 steps to a successful small business website.

Fee: Fr.e.e

Web page:

http://www.probiztechnology.com/c_7StepsWebsite.htm

Microsoft Word 2007 - Intermediate

Date(s): September 9 & 10, 2010

Time: **9:00 am - 1:00 pm** (2 Session(s))

Place: 2321 Fourth Street, Tucker, GA 30084

Total # Hours: 7

Description: Intermediate level MS Word course covering themes, styles, templates, building blocks, advanced tables and more.

Fee: \$179 Bring your own laptop.

Web page:

http://www.probiztechnology.com/c_word-2007-training-intermediate.htm

Powerpoint with Pizazz - Advanced Powerpoint Training

Date(s): September 11 & 12, 2010

Time: **10:00 am - 1:00 pm Eastern** (2 Session(s))

Place: Online - Webinar

Total # Hours: 6

Description: Advanced PowerPoint training for sales and business professionals.

Fee: \$149

Thank you so much for conducting the [‘Seven Steps to A Successful Website’](#) workshop for the Center. Based on the evaluations, you provided the participants with a lot of valuable ‘take-aways’:

“I recently attended [the] PowerPoint with Pizazz class and found her to be an excellent business technology training instructor. Jackie’s lesson plan was very well laid out, and she was articulate and easy to follow along with. I highly recommend Jackie’s software and internet marketing classes to anyone seeking to improve their computer skills.”

Tracy B.

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Web page:

http://www.probiztechnology.com/c_powerpoint-with-pizzazz-training.htm

Microsoft Word 2007 - Intermediate

Date(s): September 13 & 14, 2010

Time: **6:00 pm - 9:30 pm** (2 Session(s))

Place: Online - Webinar

Total # Hours: 7

Description: Intermediate level MS Word course covering themes, styles, templates, building blocks, advanced tables and more.

Fee: \$179 Bring your own laptop.

Web page:

http://www.probiztechnology.com/c_word-2007-training-intermediate.htm

Excel 2003 Formulas from A to Z

Date(s): September 16 & 17, 2010

Time: **6:30 pm - 9:30 pm Eastern** (2 Session(s))

Place: Online - Webinar

Total # Hours: 6

Description: Excel formulas and functions class offered online - webinar.

Fee:

Web page:

http://www.probiztechnology.com/c_learn_excel_formulas.htm

Affordable, Effective Online Marketing

Date(s): September 21 & 22, 2010

Time: **Noon - 2PM** (2 Session(s))

Place: Online - Webinar

Total # Hours: 3

Description: This course covers proven, low-cost ways to attract traffic to your website.

Fee: \$69

Web page:

http://www.probiztechnology.com/c_affordable-online-marketing.htm

Build your own Web Site

Date(s): September 22 - October 27, 2010

Time: **6:00 pm - 8:30 pm** (6 Session(s))

Place: Online - Webinar

Total # Hours: 15

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Description: Learn to build your own simple, professional, search engine friendly website.

Fee: \$497

Web page:

http://www.probiztechnology.com/c_build-web-site-class.htm

Microsoft Word 2007 - Advanced

Date(s): September 27, 2010

Time: **9:00 am - 4:00 pm** (1 Session(s))

Place: 2321 Fourth Street, Tucker, GA 30084

Total # Hours: 6

Description: MS Word 2007 Advanced - Topics covered include tables of contents and figures, getting started with Word Macros, customizing the MS Word environment and more.

Fee: \$179 Bring your own laptop

Web page:

http://www.probiztechnology.com/c_word-2007-training-advanced.htm

Microsoft Word 2007 - Advanced

Date(s): September 27 & 28, 2010

Time: **6:00 pm - 9:00 pm** (2 Session(s))

Place: Online - Webinar

Total # Hours: 6

Description: MS Word 2007 Advanced - Topics covered include tables of contents and figures, getting started with Word Macros, customizing the MS Word environment and more.

Fee: \$179 Bring your own laptop

Web page:

http://www.probiztechnology.com/c_word-2007-training-advanced.htm

Access 2007 Comprehensive Course - MCAS Certification Prep

Date(s): September 29, 2010 - October 27, 2010 (Wednesdays)

Time: **9:00 am - 1:00 pm** (5 Session(s))

Place: 2321 Fourth Street, Tucker, GA 30084

Total # Hours: 20

Description: This course covers objectives included in the Access 2007 Certification Class - Microsoft Certified Application Specialist (MCAS) Exam 77-605. 20 hours

Fee: \$499 early, \$599 regular Please bring your own laptop.

Web page:

http://www.probiztechnology.com/c_access-2007-certification-prep.htm

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