

November 2009 Class Schedule

[PowerPoint 2003 with Pizazz \(Audio, Video & More!\)](#)

Date(s): Saturday & Sunday, November 14 & 15
Time(s): 2:00 pm - 5:15 pm
2 sessions, 6.5 hours
Location: Tucker, GA Computer Center
Web page:
<http://powerpoint-pizazz-training-atlanta.eventbrite.com/>

[QuickBooks Pro](#)

Date(s):
Saturdays & Sundays (Nov 14, 15, 21, 22)
Time(s): 9:00 am - 1:00 pm
4 sessions, 16 hours
Location: Tucker, GA Computer Center
Web page:
<http://www.QuickbooksTrainingAtlanta.com>

[Excel 2003 Charts & Graphs](#)

Date(s): Sat. & Sun.,
November 21 & 22
Time(s): 2:00 pm - 5:15 pm
2 sessions, 6.5 hours
Location: Tucker, GA
Computer Center
Web page: <http://excel-charts-training-atlanta.eventbrite.com/>

[Affordable, Effective Online Marketing](#)

Date(s): Monday & Tuesday, November 16 & 17
Time(s): 7:00 pm - 8:30 pm
2 sessions, 3 hours
Location: Online (webinar)
Web page: <http://online-marketing-course.eventbrite.com>

[Intro to Word 2003](#)

Date(s): Wed. & Thurs., November 18 & 19
Time(s): 1:00 pm - 4:15 pm
2 sessions, 6.5 hours
Location: Tucker Computer Training Center
Early registration: \$99
Regular registration: \$149
Web page: <http://intro-word-2003-atlanta.eventbrite.com>

[Intro to Excel 2003](#)

Date(s): Wed. & Thurs., November 18 & 19
Time(s): 6:30 pm - 9:45 pm
2 sessions, 6.5 hours
Location: Tucker Computer Training Center
Web page: <http://excel-101-atlanta.eventbrite.com>

[Excel 2003 Charts & Graphs](#)

Date(s): Saturday & Sunday, November 21 & 22
Time(s): 2:00 pm - 5:15 pm
2 sessions, 6.5 hours
Location: Tucker Computer Training Center
Web page: <http://excel-charts-training-atlanta.eventbrite.com>

[Word 2003 Formatting \(Styles, Templates, Tables, etc.\)](#)

Date(s): Monday & Tuesday,
November 23 & 24
Time(s): 1:00 pm - 4:15 pm
2 sessions, 6.5 hours
Location: Tucker Computer
Training Center
Web page: <http://word-training-atlanta-formatting.eventbrite.com>

*I've been doing **PowerPoint** presentations for about 4 years and **I've learned so much I didn't know.** This was definitely worth my time.*

T. Burley

[Get that Website OFF your Mind and ON Line](#)

Date(s): Monday, November 23, 2009
Time(s): 7:00 pm - 8:30 pm
1 session, 1.5 hours
Location: Online (tele-seminar)
Early registration: \$10
Regular registration: \$25
Web page:
<http://www.eventbrite.com/event/472929545>
Proceeds from this tele-seminar will be donated to charity

Training Options:

1-on-1
Public Group Classes
Private Group Classes

December – January Class Schedule

[Shortcuts to Successful Business Blogs](#)

Date(s): December 2, 2009
Time(s): 7:00 pm - 8:30 pm
1 session, 1.5 hours
Location: Online (webinar)
Web page: <http://successful-business-blogs.eventbrite.com>

[Access 2003 Comprehensive Class \(Weekends\)](#)

Date(s): Weekends (Dec 5, 6, 12, 13, 19)
Time(s): 2:00 pm - 5:30 pm
5 sessions, 17.5 hours
Location: Tucker Computer Training Center
Web page: <http://atlanta-access-2003-training.eventbrite.com/>

[QuickBooks Pro](#)

Date(s): Sat & Sun (Dec 5, 6, 12, 13)
Time(s): 9:00 am - 1:00 pm
4 sessions, 16 hours
Location: Tucker, GA Computer Center
Web page: <http://www.QuickbooksTrainingAtlanta.com>

[Access 2007 Comprehensive Class \(Weekdays\)](#)

Curriculum prepares students for MCAS certification
Date(s): December 14 - 18, 2009
Time(s): 2:00 pm - 5:30 pm
5 sessions, 17.5 hours
Location: Marietta, Georgia Computer Training Center
Web page: <http://atlanta-access-2007-training.eventbrite.com>

[Word 2003 - Managing Long Documents](#) (Tables of Contents, Indexes, etc.)

Date(s): December 21, 2009
Time(s): 9:30 am - 1:30 pm
1 session, 4 hours
Location: Tucker Computer Training Center

*The class was very **well taught and held my attention to the very end.** (Instructor) did an excellent job showing her mastery of the ins and outs of **Microsoft Access.***

Caroline E.

[Get that Website OFF your Mind and ON Line](#)

Date(s): Monday, December 21, 2009
Time(s): 7:00 pm - 8:30 pm
1 session, 1.5 hours
Location: Online (tele-seminar)
Web page: <http://www.eventbrite.com/event/472997749>
Proceeds from this tele-seminar will be donated to charity

[Excel 2007 Comprehensive Class \(Weekdays\)](#)

Curriculum prepares students for MCAS certification.
Date(s): January 11 - 15, 2010
Time(s): 2:00 pm - 5:30 pm
5 sessions, 17.5 hours
Web page: <http://atlanta-excel-2007-class.eventbrite.com/>

Location: Marietta, Georgia Computer Training Center

*I highly recommend the **Excel Beginner's** class to anybody who wants to learn the basics of Excel (the class is taught) at a pace that is enjoyable. You can learn a lot from this class **even if you have never seen Excel before.***

David Redding, M.D.

[Intro to Excel 2007](#)

Dates: January 11 & 12, 2007
Time(s): 2:00 pm – 5:30 pm
Web Page: <http://atlanta-excel-2007-training.eventbrite.com>

Training Options:

1-on-1
Public Group Classes
Private Group Classes