

Applications Training Schedule

July 2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August 2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31



MicroAge College Station

1400 University Drive East
College Station, TX 77840

Phone: 979-846-9727

Fax: 979-268-1017

Email: Training@MicroAgeCS.com

Service and solutions that work

Microsoft Office 2007

Cost	Jul	Aug	Sep	Oct
Microsoft Excel 2007 Level 1—Foundations			28	
Microsoft Excel 2007 Editing and Enhancing Worksheets	\$150	30		24
Microsoft Excel 2007 Functions, Formulas and Multiple Workbooks	\$150		11	14
Microsoft Excel 2007 Charts, Graphics, Tables and Database Func.	\$150			22
Microsoft Excel 2007 Analyzing and Automating	\$175		17	29
Microsoft Excel 2007 Going Beyond the Workbook	\$175			
Microsoft Word 2007 Level 1—Foundations	\$150			21
Microsoft Word 2007 Advanced Editing and Formatting	\$150	24		29
Microsoft Word 2007 Tables, Forms, Charts and SmartArt	\$150	31		15
Microsoft Word 2007 Working with Graphics	\$150		19	30
Microsoft Word 2007 Long Documents	\$150		20	
Microsoft Word 2007 Mail Merge, Shared Documents and Macros	\$175		10	27
Microsoft Word 2007 Time Saving Tools	\$175			16
Microsoft PowerPoint 2007 Level 1—Foundations	\$150	22		25
Microsoft PowerPoint 2007 Formatting	\$150		14	12
Microsoft PowerPoint 2007 Tables, Charts and Graphics	\$150		21	26
Microsoft PowerPoint 2007 Producing a Slide Show	\$150	10		2
Microsoft PowerPoint 2007 Macros and Advanced Features	\$175			
Microsoft Visio 2007—Complete	\$300			
Microsoft Access 2007 Level 1—Foundations	\$250		12-13	30
Microsoft Access 2007 Queries	\$150		18	13
Microsoft Access 2007 Forms and Reports	\$150	23		23
Microsoft Access 2007 Macros and SQL	\$175			
Microsoft Access 2007 Advanced Tools	\$175			
Microsoft Project 2007 Level 1—Foundations	\$150		21	
Microsoft Project 2007 Resources, Tasks and Scheduling	\$150		28	
Microsoft Project 2007 Automation, Analysis and Reporting	\$150			9
Microsoft Project 2007 Customization	\$150			
Microsoft Publisher 2007 Level 1 — Foundations	\$150			
Microsoft Windows SharePoint Services 3.0 Level 1	\$300			
Introduction to HTML: Web Design	\$150			
Intermediate HTML: Web Design	\$150			
SMART Notebook Level 1	\$75	10	3	8
SMART Notebook Level 2	\$100	17	5	10
SMART Response	\$150			

- **Register online** at www.MicroAgeCS.com or call (979) 846-9727 to enroll.

- **15% discount available** with purchase of 10 prepaid training vouchers, good for 18 months from date of purchase & good towards any application class, any level. Does NOT include technical/certification courses (i.e. MCP classes). Separate discounts available for technical/certification courses—call for details.

- **Private classes, room rentals, & one-on-one consulting available—**

call for details and scheduling requests.

- **Satisfaction guarantee**—If a student is not satisfied with course or needs a refresher course, MicroAge will allow the individual to retake the same class (same level only), provided the following: seating availability, student brings original materials (no new materials provided), and receipt of payment from original class.

- **Note:** training limited to classroom time only; consulting available upon request & for separate fee.



College Station, TX 77840

Phone: 979-846-9727

Rules of Operation

Class times—Day classes are from 9:00 am to 4:00 pm.

Arrival – Please arrive 10 to 15 minutes prior to the start of class. This will ensure class begins on time and that there are not interruptions from late arrivals.

Breaks – You will be allowed breaks during class at the instructor's discretion. You will also have 1 hour for lunch.

Cell Phones - Please turn off cell phones so they do not disrupt the class. You may use them on breaks.

**Classroom temperatures may vary so you may want to bring a light jacket or sweater.

Payment

Payment must be made three (3) business days in advance of course attendance. Enrollment is not guaranteed until payment is received

Refunds

1. Refund computations will be based on the program time expressed in clock hours
2. The effective date of termination for refund purposes will be the earliest of the following:
 - (a) the last date of attendance; or
 - (b) the date of receipt of written notice from the student.
3. If tuition and fees are collected in advance of entrance, and the student does not enter school, not more than \$100 shall be retained by the school
4. If the student fails to enter the program, withdraws, or is discontinued at any time before completion of the program, the student will be refunded the pro rata portion of tuition, fees, and other charges that the number of class hours remaining in the program after the effective date of termination bears to the total number of class hours in the program.
5. A full refund of all tuition and fees is due in each of the following cases:
 - (a) an enrollee is not accepted by the school;
 - (b) if the program of instruction is discontinued by the school and this prevents the student from completing the program; or
 - (c) if the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or misrepresentations by the owner or representatives of the school.