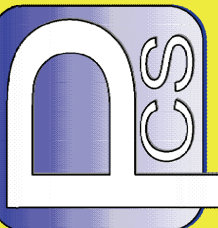


Productivity

You might be surprised but employees only use 20% of the features in Microsoft Office. If we could increase your employee's productivity by just 10%, this would make a tremendous difference for your company and for the employee.

We offer small classes with a maximum of 8 people in a class. Each person has their own PC. The instructor leads the class with computer projected exercises that support the class courseware.

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Our regular 3-hour classes are available in MS Office 2003 and 2007 for \$115. We also offer 6-hour classes in Office 2003 and 2007 for \$190.

Check out our current schedule inside this brochure. Course Descriptions at

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www.pcs-train.com
sharon@pcs-train.com
(517) 784-0637

April 2010 Schedule

MS Office 2003 3-Hour Classes

Access 2003 3	Call	To Schedule
Excel 1	Apr 14	8:30-11:30
Excel 2	Apr 21	8:30-11:30
Excel 3	Call	To Schedule
Excel Macros	Call	To Schedule
PowerPt 1	Apr 19	8:30-11:30
PowerPt 2	Call	To Schedule
Word 1	Apr 14	12:30-3:30
Word 2	Call	To Schedule

Access 2003 or 2007 6-Hour Classes

Access 2003 1	Call	8:30-3:30
Access 2003 2	Call	8:30-3:30
Access 2007 1	Apr 20	8:30-3:30
Access 2007 2	Apr 28	8:30-3:30

MS Office 2007 3-Hour Classes

Access 2007 3	Call	To Schedule
Excel New Features	Apr 07	8:30-11:30
Excel 1	Apr 13	8:30-11:30
Excel 2	Apr 27	8:30-11:30
PowerPt New Features	Apr 27	12:30-3:30
PowerPt 1	Apr 21	12:30-3:30
PowerPt 2	Call	To Schedule
Word New Features	Apr 07	12:30-3:30
Word 1	Apr 13	12:30-3:30
Word 2	Call	To Schedule

www.pcs-train.com

Six hour classes
available upon request.

May 2010 Schedule

MS Office 2003 3-Hour Classes

Access 2003 3	Call	To Schedule
Excel 1	May 12	8:30-11:30
Excel 2	May 19	8:30-11:30
Excel 3	Call	To Schedule
Excel Macros	Call	To Schedule
PowerPt 1	May 17	8:30-11:30
PowerPt 2	Call	To Schedule
Word 1	May 12	12:30-3:30
Word 2	Call	To Schedule

Access 2003 or 2007 6-Hour Classes

Access 2003 1	Call	8:30-3:30
Access 2003 2	Call	8:30-3:30
Access 2007 1	May 18	8:30-3:30
Access 2007 2	May 25	8:30-3:30

MS Office 2007 3-Hour Classes

Access 2007 3	Call	To Schedule
Excel New Features	May 05	8:30-11:30
Excel 1	May 11	8:30-11:30
Excel 2	May 26	8:30-11:30
PowerPt New Features	May 19	12:30-3:30
PowerPt 1	May 26	12:30-3:30
PowerPt 2	Call	To Schedule
Word New Features	May 05	12:30-3:30
Word 1	May 11	12:30-3:30
Word 2	Call	To Schedule

Call (517) 784-0637
to Schedule Classes

June 2010 Schedule

MS Office 2003 3-Hour Classes

Access 2003 3	Call	To Schedule
Excel 1	June 14	8:30-11:30
Excel 2	June 21	8:30-11:30
Excel 3	Call	To Schedule
Excel Macros	Call	To Schedule
PowerPt 1	June 12	8:30-11:30
PowerPt 2	Call	To Schedule
Word 1	June 27	12:30-3:30
Word 2	Call	12:30-3:30

Access 2003 or 2007 6-Hour Classes

Access 2003 1	Call	8:30-3:30
Access 2003 2	Call	8:30-3:30
Access 2007 1	June 13	8:30-3:30
Access 2007 2	June 20	8:30-3:30

MS Office 2007 3-Hour Classes

Access 2007 3	Call	To Schedule
Excel New Features	June 06	8:30-11:30
Excel 1	June 07	8:30-11:30
Excel 2	June 27	8:30-11:30
PowerPt New Features	June 14	12:30-3:30
PowerPt 1	June 21	12:30-3:30
PowerPt 2	Call	To Schedule
Word New Features	June 06	12:30-3:30
Word 1	June 07	12:30-3:30
Word 2	Call	12:30-3:30

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