



Training Schedule ~ Winter 2011/2012

Details at www.thelearningcompany.ca
 Your Partner in PERSONAL and PROFESSIONAL DEVELOPMENT
 In The Town Centre ~ 800 Rosser Avenue ~ Brandon, MB
 Phone: 725-7200 ~ Toll Free 1-877-757-7575
 Email: info@thelearningcompany.ca

Core Software Training

Full Days - \$149

Full Days 8:30pm-4:30pm	November	December	January	February
MS Word 2007 Introduction	1		4	
MS Word 2007 Advanced	2		5	
MS Word 2010 Introduction		1	16	28
MS Word 2010 Advanced		2	17	29
MS Excel 2007 Introduction		5		8
MS Excel 2007 Advanced		6		9
MS Excel 2010 Introduction		15	18	
MS Excel 2010 Advanced		16	19	
MS Outlook 2007		7		2
MS Outlook 2010		20		
MS PowerPoint 2007/2010	4		6	
MS Publisher Introduction			10	

Advanced Software Training

Full Days - \$199 - Full Adobe CS4 package (Level 1 or Level 2) \$899

Adobe Photoshop CS4 Level 1		8		6
Adobe Photoshop CS4 Level 2		9		7
Adobe Dreamweaver CS4 Level 1	21			13
Adobe Dreamweaver CS4 Level 2	22			14
Adobe InDesign CS4 (Desktop Publishing) Level 1	24			15
Adobe InDesign CS4 (Desktop Publishing) Level 2	25			16
Adobe Acrobat Pro CS4 (PDF Design) Level 1		21		
Adobe Acrobat Pro CS4 (PDF Design) Level 2		22		
Adobe Illustrator CS4 Level 1			25	
Adobe Illustrator CS4 Level 2			26	
Microsoft FrontPage	9		12	
Microsoft Visio	10		23	

In addition to the common titles listed above, we have a wide variety of software titles available for instruction onsite or in our computer labs, please contact us to see how we can help you with your software training needs.

Professional Software Training

MS Access - \$329	22 & 23		26 & 27	
QuickBooks - \$329	7 & 8	13 & 14	23 & 24	22 & 23
MS Project - \$399		16 & 16		20 & 21

E-Learning - Start Anytime!

1 Title - \$229 , 3 titles - \$499 , All titles - \$1099

Comprehensive MS Access (Includes Intro & Advanced)	Comprehensive MS PowerPoint (Includes Intro & Advanced)
Introduction to Computer Basics	Comprehensive MS Project (Includes Intro & Advanced)
Comprehensive MS Excel (Includes Intro & Advanced)	QuickBooks (Includes Intro & Advanced)
Mac OS X & Mac Word 2004	Using Windows
Comprehensive MS Outlook (Includes Intro & Advanced)	Comprehensive MS Project (Includes Intro & Advanced)

Schedule subject to change at any time without prior notice

Instructional booklets provided for class, additional charges may apply to retain booklets after course



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Soft Skills Training

<i>Full Days 8:30pm-4:30pm</i>	<i>November</i>	<i>December</i>	<i>January</i>	<i>February</i>
Business Writing & Etiquette—\$249	3	8		1
Customer Service—\$249	7		6	
Emotional Intelligence—\$190	8		13	
Managing Your Stress—\$249		23		10
Myers Briggs—\$375	16		20	
Personal & Small Business Bookkeeping—\$599	23		26	
Conflict Management—\$329	30	9		17

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