

Computer Training Classes July thru December 2010



Call 408-261-2600 to enroll
www.ComputerMagicTraining.com



4030 Moorpark Avenue, San Jose

Computer Magic Training is well-known for our fantastic trainers and comfortable training environments ... the best classes in the industry!

THE MAGIC STARTS HERE

- ★ [Open Enrollment Public Classes](#) – at our training facility at Moorpark Avenue. Check out our Magical Discount Plans.
- ★ [Corporate Group Classes at your Site](#) - with discounts up to 40% for standard or customized classes.
- ★ [Corporate Group Classes at our Site](#) - at Moorpark Avenue - with discounts up to 40%.
- ★ [Classroom Rentals](#) - We set up our classrooms so you can deliver your own training at our Moorpark Avenue training facility.
- ★ [Soft Skills Training](#) - A wide variety of professional development classes customized to meet your needs - business writing, project management, leadership, communications, and many more!
- ★ [Tutoring](#) - We provide focused, personalized training to individuals or small groups to immediately enhance the productivity levels.
- ★ [Consulting](#) - Let us solve your issues or complete special projects with expert advice or turnkey assistance.
- ★ [Coaching](#) – On-going training and support to ensure extended learning success.

Computer Magic Training and logo are registered service marks of Computer Magic Training, LLC. All other company names and software product names mentioned in this publication are the property of their respective owners or manufacturers. Permission to use the Computer Magic Wizard granted by our talented friend Jolene Anderson of Los Gatos, California.

FREE AFTER CLASS SUPPORT

We stand behind our classes! Actually, we teach from the front of the class...and afterwards, we stand behind you all the way. If you have a question on anything we covered in class – just call or email us. We're here to help. It's free for an unlimited duration.

FREE REPEATS FOR 2 YEARS

No more worry about keeping up your computer skills! Just register on a space-available basis, and bring back your training manual to retake the class within 2 years – and it's free!

MAGICAL DISCOUNT PROGRAMS

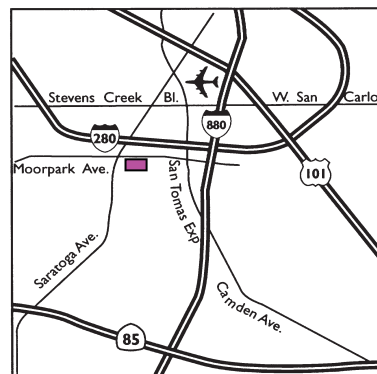
Education is priceless ... and one of the best investments you could ever make. And now, it's more affordable than ever. Like Magic!

Check out these special discount plans on public classes:

- Save \$10 each on 5 classes
- Save \$20 each on 10 classes
- Save \$30 each on 20 classes
- Save \$40 each on 50 classes
- NO contracts to sign.
- NO vouchers to buy in advance.
- EASY on your cash flow.
- EASY to administer.
- Even more savings with corporate group class rates. Save up to 40% off the regular tuition – ask us for details!

HEADQUARTERS LOCATION

4030 Moorpark Ave., Suite 108, San Jose CA



We are easy to find

- Take Highway 280
- Exit Saratoga Avenue South
- Drive one short block South
- Turn left onto Moorpark Avenue
- Turn right into the West Valley Executive Park

KEY SUCCESS FACTORS

Prior to the inception of Computer Magic Training in 1998, Sharon Root connected with over 125 companies in Silicon Valley to assess their training needs and requirements. Asking questions like “What was working, and what wasn’t working so well with their current training providers?” she heard similar stories over and over ... trainers not showing up for classes, trainers not being able to answer questions beyond the scope of the class, students losing tuition for canceling classes within a week, unresponsive customer service, companies having to pay for training a year in advance to buy Vouchers at a discount. Many unhappy, unsatisfied training managers!

Determined to make a positive and uplifting difference in the training world, we established Computer Magic Training based on these Founding Principles:

- ★ Trainers of the very highest quality – extensively and deeply knowledgeable with great communication skills, able – and willing – to answer questions beyond the scope of class
- ★ Reliable trainers who always arrive on time
- ★ More flexibility in rescheduling class registrations on short notice without loss of tuition
- ★ Discounts for loyal customers without paying in advance for services
- ★ Caring and supportive customer service, along with unlimited time after-class support for our students
- ★ Training personalized and guaranteed to meet the needs of all the students in a class, regardless of differences in experience levels



The Fine Print:

You may register online, by phone, fax, email, mail or in person. Tuition fees are payable at the time of registration and must be received at least 2 weeks prior to class, unless other account arrangements are made. We accept Visa, MasterCard, American Express, checks or company purchase orders with approved credit.

For cancellations or reschedules, please allow more than 3 full business days for public enrollment classes; For less notice, the class tuition would be due immediately and you may register to take the same class at a later date at no additional charge on a space-available basis; there is no additional cancellation fee and no loss of your tuition.

Classes may be canceled by Computer Magic Training if enrollment is low, or may be moved to alternate locations. We make every effort to provide as much advance notification as possible for any changes. We reserve the right to correct any inadvertent errors in the printed or online class schedules.

MISSION STATEMENT

At Computer Magic Training, we are dedicated to maximizing workforce productivity and effectiveness with training that works like magic!

We empower our students to improve their computer software and professional development skills, resulting in increased employee contributions, creativity, and satisfaction. By providing inspiring training that motivates individuals to achieve their full potential and by making an ongoing commitment to our clients as our top priority, we help our clients achieve their corporate goals and we ensure a positive impact on the future performance of our client’s business.

We work in partnership with our clients to ensure that courses we offer are specifically designed or thoughtfully adapted to suit their needs. We work towards delivering the material in the highest quality and most appropriate methodologies and technologies to facilitate the desired learning objectives.

We provide the highest level of support, respect and care for our clients, students, trainers, employees, training partners and vendors, developing mutually beneficial long-term relationships.

THE TRAINING FACILITIES



With significant reinvestment in the company and a creative vision of a unique training environment, we have created a remarkably beautiful and comfortable learning environment with warm, vibrant colors and beautiful artwork. Plus great technology including reliable, fast Dell computers with 19” Dell Ultra-Sharp LCD monitors and bright ceiling-mounted projectors in each classroom for the best user experience. Outdoor window views of redwood trees, comfortable computer desks and supportive ergonomic chairs add comfort to our classrooms so our students feel relaxed, welcome and able to learn most effectively.

NEW Class Offerings

Word Processing

Word 2007 Mail Merge	Half day
Word 2007 Forms	Half day
Word Tricks & Tips	Half day

Operating Systems

What's New in Windows 7 (vs. XP and/or Vista)	Half day
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Office Upgrades

What's New in Office 2010	Half day
Upgrading Office 2003 to 2010 New Features	1 day

PowerPoint

PowerPoint Tricks & Tips	Half day
PowerPoint 2003 Workshop Level 3	1 day
PowerPoint 2007 Workshop Level 3	1 day

Email & Organization

Effective Information Management with Outlook 2007	1 day
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Databases

Access Tricks & Tips	Half day
Access 2007 Macros	2 days

Spreadsheets

Creating Professional-Looking Excel Spreadsheets	Half day
Excel – Access Integration	Half day
Excel – PowerPoint/Word Integration	Half day
Excel 2007 Charting in Depth	1 day
Excel 2007 Advanced Charting	1 day
Excel 2003 Formulas & Functions	1 day
Excel 2007 Formulas & Functions	1 day
Excel 2003: Recording Macros	1 day
Excel 2007: Recording Macros	1 day
Excel 2003 VBA 1 Visual Basic for Applications	1 day
Excel 2007 VBA 1 Visual Basic for Applications	1 day
Excel 2003 VBA 2 Visual Basic for Applications	1 day
Excel 2007 VBA 2 Visual Basic for Applications	1 day
Excel 2003 for Financial & Data Analysis 1	1 day
Excel 2007 for Financial & Data Analysis 1	1 day
Excel 2003 for Financial & Data Analysis 2	1 day
Excel 2007 for Financial & Data Analysis 2	1 day

Operating Systems

Computer Basics for New PC Users

9:00am to 12:00pm	\$159
Wed	July 14
Fri	September 3
Mon	October 4
Tues	December 21

What's New ^{NEW} in Windows 7 _{1/2 Day}

9:00am to 12:00pm	\$159
Thurs	August 5
1:00 pm to 4:00pm	\$159
Mon	October 4

Microsoft Windows 7 Level 1

9:00am to 4:00pm	\$239
Thurs	July 15
Mon	September 20
Mon	November 29

Magic...is believing in yourself, if you can do that, you can make anything happen.

Office Upgrades

Upgrading to Office 2007 New Features

9:00am to 4:00pm	\$239
Fri	July 30
Fri	September 17

Upgrading Office 2003 to 2010 New Features

9:00am to 4:00pm	\$239
Wed	August 4
Fri	October 1
Mon	November 1
Fri	December 10

What's New ^{NEW} in Office 2010 _{1/2 Day}

9:00am to 12:00pm	\$159
Mon	October 4
1:00pm to 4:00pm	\$159
Thurs	August 5



Financials

Intuit Quickbooks Level 1

9:00am to 4:00pm	\$239
Call for Dates	

Intuit Quickbooks Level 2

9:00am to 4:00pm	\$239
Call for Dates	

Word Processing

Word Level 1

9:00am to 4:00pm	\$239
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Version 2003 & Mac

Wed	July 7
Thurs	September 2
Tues	November 2

Version 2007

Tues	July 20
Wed	September 1
Wed	November 3

All Classes held at this location

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Word Level 2	
9:00am to 4:00pm	\$239
Version 2003 & Mac	
Tues	July 13
Fri	September 17
Fri	November 5
Version 2007	
Wed	July 28
Thurs	September 16
Fri	November 12

"Much more information than I expected. This knowledge will be so useful to me!" - Joan K.



Word Level 3	
9:00am to 4:00pm	\$239
Version 2003 & Mac	
Thurs	August 12
Mon	November 15
Version 2007	
Tues	August 17
Wed	October 27
Mon	November 22

Word 2007 ^{NEW} Mail Merge _{1/2 Day}	
9:00am to 12:00pm	\$159
Thurs	July 29
Fri	September 10
Mon	November 8

Word 2007 ^{NEW} Forms _{1/2 Day}	
1:00pm to 4:00pm	\$159
Thurs	July 29
Fri	September 10
Mon	November 8

Word 2007/2010 Tips & Tricks ^{NEW} _{1/2 Day}	
9:00am to 12:00pm	\$159
Wed	August 11
1:00 pm to 4:00pm	\$159
Tues	October 5

The Magic Starts Here

- The highest quality trainers in the industry.
- Greater reliability of classes.
- Increased flexibility in scheduling.
- Highly responsive and personalized customer service.
- Free after class support with no time limits.
- Competitive prices, with no prepayment for training services.

Spreadsheets

Excel Level 1	
9:00am to 4:00pm	\$239
Version 2003 & Mac	
Fri	July 2
Mon	July 19
Fri	August 13
Wed	September 8
Mon	September 27
Tues	October 19
Wed	November 10
Thurs	December 2
Mon	December 20
Version 2007	
Thurs	July 1
Fri	July 23
Mon	August 16
Thurs	September 9
Tues	September 28
Wed	October 20
Thurs	November 11
Fri	December 3
Tues	December 21

Excel Level 2	
9:00am to 4:00pm	\$239
Version 2003 & Mac	
Tues	July 6
Wed	July 28
Tues	August 17
Fri	September 10
Wed	September 29
Thurs	October 21
Fri	November 12
Mon	December 6
Wed	December 22
Version 2007	
Wed	July 7
Tues	July 27
Wed	August 18
Mon	September 13
Thurs	September 30
Fri	October 22
Mon	November 15
Tues	December 7
Thurs	December 23

"What I have learned was an easier and more efficient way to do things that would normally be an all day project." - Joseph M.



Excel Level 3	
9:00am to 4:00pm	\$239
Version 2003 & Mac	
Thurs	July 8
Tues	September 14
Tues	November 16
Version 2007	
Fri	July 9
Wed	September 15
Wed	November 17

Creating Professional Looking Spreadsheets ^{NEW} _{1/2 Day}	
9:00am to 12:00pm	\$159
Fri	August 27
1:00pm to 4:00pm	\$159
Wed	October 13

Excel 2003 Charting from A to Z	
9:00am to 4:00pm	\$239
Thurs	August 19
Fri	October 29

Excel 2007 ^{NEW} Charting in Depth	
9:00am to 4:00pm	\$239
Fri	August 20
Tues	October 26

Computer Magic Training is known for our fantastic trainers and comfortable training environments...the best classes in the industry!



Excel Tips & Tricks	
9:00am to 4:00pm	\$349
Version 2003 & Mac	
Wed	August 25
Wed	November 3
Version 2007	
Mon	August 9
Mon	November 8

Excel ^{NEW} Formulas & Functions

9:00am to 4:00pm \$349

Version 2003 & Mac

Thurs	August 26
Thurs	October 14
Tues	December 14

Version 2007

Thurs	August 26
Thurs	October 14
Tues	December 14

Excel Mastering Pivot Tables

9:00am to 4:00pm \$349

Version 2003 & Mac

Tues	August 24
Fri	October 15
Wed	December 15

Version 2007

Thurs	August 5
Wed	October 6
Mon	December 6

Excel ^{NEW} Financial & Data Analysis 1

9:00am to 4:00pm \$349

Version 2003 & Mac

Tues	August 31
Mon	October 25

Version 2007

Tues	August 31
Mon	October 25



Excel ^{NEW} Financial & Data Analysis 2

9:00am to 4:00pm \$349

Version 2003 & Mac

Thurs	December 23
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Version 2007

Thurs	December 23
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Excel Scientists & Engineers

9:00am to 4:00pm \$695

Version 2003 & Mac

Mon/Tues	December 6-7
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Version 2007

Mon/Tues	December 6-7
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Excel ^{NEW} Recording Macros

9:00am to 4:00pm \$349

Version 2003 & Mac

Mon	July 12
Wed	December 8

Version 2007

Mon	July 26
Mon	November 1

Excel Visual Basic for Applications 1

9:00am to 4:00pm \$349

Version 2003 & Mac

Tues	August 10
Tues	November 30

Version 2007

Tues	August 10
Tues	November 30

Nothing great was
 Nevery achieved
 without enthusiasm.
 - Emerson

Excel Visual Basic for Applications 2

9:00am to 4:00pm \$349

Version 2003 & Mac

Mon	December 13
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Version 2007

Mon	December 13
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Presentations

PowerPoint Level 1

9:00am to 4:00pm \$239

Version 2003 & Mac

Thurs	July 1
Wed	August 18
Thurs	September 30
Tues	November 9

Version 2007

Tues	July 6
Fri	August 13
Tues	September 14
Thurs	October 21
Wed	November 10
Wed	December 8



PowerPoint Level 2

9:00am to 4:00pm \$239

Version 2003 & Mac

Tues	July 27
Wed	September 15
Thurs	November 11

Version 2007

Thurs	July 8
Thurs	August 19
Wed	September 29
Thurs	October 28
Wed	December 1

PowerPoint ^{NEW} Level 3

9:00am to 4:00pm \$239

Version 2003 & Mac

Thurs	July 29
Mon	October 18

Version 2007

Wed	August 4
Tues	October 5

PowerPoint ^{NEW} Level 4

9:00am to 4:00pm \$349

Version 2003 & Mac

Tues	December 7
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Version 2007

Tues	December 7
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All classes held here at the Moorpark Facility

PowerPoint ^{NEW} Tips & Tricks ^{1/2 Day}

Version 2007/2010

9:00 am to 12:00pm \$159

Tues	October 5
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1:00 pm to 4:00pm \$159

Wed	August 11
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Excel - ^{NEW} Word/PowerPoint Integration ^{1/2 Day}

Version 2007

9:00am to 12:00pm \$159

Wed	October 13
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1:00pm to 4:00pm \$159

Fri	August 27
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Email & Organization

Outlook Level 1
 9:00am to 4:00pm \$239

Version 2003 & Mac
 Fri July 2
 Thurs September 16
 Thurs November 4

Version 2007
 Fri July 2
 Thurs September 16
 Thurs November 4

Outlook Level 2 PowerUser
 9:00am to 4:00pm \$239

Version 2003 & Mac
 Tues July 13
 Fri September 24
 Thurs December 2

Version 2007
 Tues July 13
 Fri September 24
 Thurs December 2

"The onsite classes are awesome! As always, I have received a lot of very positive feedback on your fabulous trainers."
 - Tina B

Effective Information Management with Outlook **NEW**
 9:00am to 4:00pm \$239

Version 2007
 Thurs August 12
 Fri October 22
 Tues November 23

Databases

Access Level 1
 9:00am to 4:00pm \$239

Version 2003
 Fri July 9
 Thurs September 9
 Tues October 12
 Tues November 16

Version 2007
 Mon July 12
 Wed September 8
 Tues November 2
 Thurs December 9

Access Level 2
 9:00am to 4:00pm \$239

Version 2003
 Fri July 16
 Mon September 13
 Wed October 20
 Wed December 1

Version 2007
 Mon July 19
 Mon September 20
 Tues November 9
 Wed December 22



Access Reports & Forms
 9:00am to 4:00pm \$495

Version 2003
 Mon/Tues August 2-3
 Tues/Wed October 26-27

Version 2007
 Wed/Thurs July 21-22
 Wed/Thurs September 22-23
 Thurs/Fri November 18-19

Access Level 3

9:00am to 4:00pm \$239

Version 2003
 Tues September 28
 Fri December 3

Version 2007
 Fri October 1
 Wed November 24

Access Macros
 9:00am to 4:00pm \$695

Version 2003
 Thurs/Fri November 18-19

Version 2007 NEW
 Tues/Wed October 26-27

Excel - NEW 1/2 Day
Access Integration

Version 2007
 9:00am to 12:00pm \$159
 Mon August 23

1:00pm to 4:00pm \$159
 Tues October 12

Access 2007/2010 Tips & Tricks **NEW 1/2 Day**
 9:00am to 12:00pm \$159

Tues October 12

1:00 pm to 4:00pm \$159
 Mon August 23

FileMaker Pro 10 Level 1
 9:00am to 4:00pm \$349

PC or Mac
 Fri July 23
 Tues September 21
 Wed November 17

FileMaker Pro 10 Level 2

9:00am to 4:00pm \$349

PC or Mac
 Mon November 29



Relational Database Design Theory
 9:00am to 4:00pm \$239

Version 2003 & 2007
 Wed October 13

Project Management

Project Level 1
 9:00am to 4:00pm \$695

Version 2003
 Wed/Thurs July 21-22
 Wed/Thurs September 22-23
 Thurs/Fri November 18-19

Version 2007
 Wed/Thurs July 21-22
 Wed/Thurs September 22-23
 Thurs/Fri November 18-19

Project Level 2
 9:00am to 4:00pm \$349

Version 2003
 Mon July 26
 Mon September 27
 Wed November 24

Version 2007
 Mon July 26
 Mon September 27
 Wed November 24

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Graphics & Desktop Publishing

Visio Level 1

9:00am to 4:00pm \$239

Version 2003

Tues July 20
 Tues September 21
 Tues November 23

Version 2007

Tues July 20
 Tues September 21
 Tues November 23

Visio Level 2

9:00am to 4:00pm \$239

Version 2003

Tues November 30

Version 2007

Tues November 30

All classes held at our Moorpark Facility.

Publisher Level 1

9:00am to 4:00pm \$239

Version 2003

Fri July 30
 Fri October 29

Version 2007

Fri July 30
 Fri October 29

Acrobat 9 Level 1

9:00am to 4:00pm \$349

Mon August 23
 Fri October 15
 Wed December 15

FrameMaker 9 Level 1

9:00am to 4:00pm \$349

Mon August 30
 Tues October 19

FrameMaker 9 Level 2

9:00am to 4:00pm \$349

Call for Dates

"The Visio class is very helpful and the instructor was very patient and friendly."
 - John N.



"The trainer was very well versed and very easy to understand. Nice reference materials."
 - Christine C

Illustrator CS4 Level 1

9:00am to 4:00pm \$349

Wed August 25
 Tues October 12

Illustrator CS4 Level 2

9:00am to 4:00pm \$349

Thurs October 14

InDesign CS4 Level 1

9:00am to 4:00pm \$349

Tues August 31
 Wed October 13

InDesign CS4 Level 2

9:00am to 4:00pm \$349

Call for Dates

Photoshop CS4 Level 1

9:00am to 4:00pm \$349

Tues August 24
 Thurs October 7
 Tues December 14

Photoshop CS4 Level 2

9:00am to 4:00pm \$349

Mon October 18

Web Design

Principles of Effective Website Design

9:00am to 4:00pm \$239

Fri Decmeber 10

HTML for Web Design Level 1

9:00am to 4:00pm \$239

Fri August 27
 Fri October 8
 Mon December 13

HTML for Web Design Level 2

9:00am to 4:00pm \$239

Fri December 17

FrontPage 2003 Level 1

9:00am to 4:00pm \$239

Fri August 20
 Thurs December 9

Flash CS4 Level 1

9:00am to 4:00pm \$695

Mon/Tues October 4-5

"Loved all the extra tips and tricks the instructor shared with us. Nice job."
 - Maria J.



"We spent time on exactly what I wanted to learn. This class will definitely help me in my projects at work."
 - Debbie O.

Dreamweaver CS4 Level 1

9:00am to 4:00pm \$349

Thurs August 26
 Wed October 6
 Thurs December 16

Dreamweaver CS4 Level 2

9:00am to 4:00pm \$349

Wed September 1
 Mon December 20