

Computer Training Classes July thru December 2008

computer magic 
training



Software Training &
Professional Development
Training that Works...

Like *Magic!*

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!

We can ALSO provide these great services:

- ☆ **Corporate group classes at your site** - with discounts up to 40% for standard or customized classes.
- ☆ **Corporate group classes at our sites** - at Moorpark Avenue or Great Mall Parkway - with discounts up to 20%.
- ☆ **Classroom rentals** - we set up our classrooms so you can deliver your own training at our Moorpark or Great Mall Parkway locations.
- ☆ **Soft Skills Training** - a wide variety of professional development classes customized to meet your needs - business writing, project management, mentoring, 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 do-it-all 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 us! We’re here to help! And it’s free!

FREE REPEAT CLASSES FOR 18 MONTHS

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 18 months – 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!

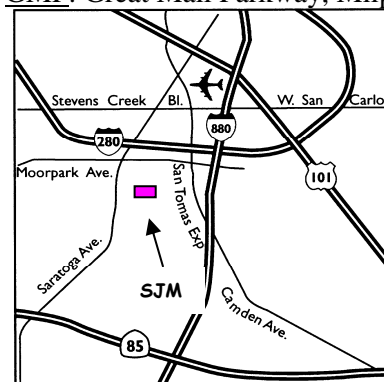
Check out these special discount plans:

- ☆ 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

SJM: 4030 Moorpark Ave., Suite 108, San Jose CA

GMP: Great Mall Parkway, Milpitas CA



Convenient and easy to find! Take Highway 280 and exit onto Saratoga Avenue South. Drive one short block south, turn left onto Moorpark Avenue, then turn right into the West Valley Executive Park.

What's MAGIC about Computer Magic Training?

Founding Principles

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

Mission Statement

Our Mission is to empower our students to improve their computer software and professional development skills, resulting in increased employee productivity, creativity and satisfaction. 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 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 San Jose Moorpark Avenue and Great Mall Parkway 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.

Operating Systems

Computer Basics for New PC Users

9:00am to 12:00pm \$99

Friday	July 11	SJM
Friday	August 15	SJM
Friday	September 12	SJM
Friday	October 10	SJM
Friday	November 7	SJM
Friday	December 12	SJM

MS Windows XP ~ Level 1

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

Tuesday	July 1	SJM
Wednesday	September 3	SJM

Microsoft Vista ~ Level 1

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

Tuesday	August 5	SJM
Wednesday	October 1	SJM



Upgrading to Office 2007 New Features

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

Tuesday	August 12	SJM
Thursday	October 9	SJM
Friday	December 5	SJM

Financials

Intuit Quickbooks ~ Level 1

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

Call for dates

Intuit Quickbooks ~ Level 2

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

Call for dates

Word Processing

Word ~ Level 1

Version 2002, 2003 & Mac 2004

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

Tuesday	July 1	SJM
Tuesday	September 2	SJM
Monday	November 3	SJM

Version 2007

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

Wednesday	August 6	SJM
Tuesday	October 7	SJM

Word ~ Level 2

Version 2002, 2003 & Mac 2004

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

Thursday	July 10	SJM
Wednesday	August 20	SJM
Tuesday	September 30	SJM
Thursday	November 13	SJM

Version 2007

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

Monday	August 11	SJM
Tuesday	October 21	SJM

"The instructor talked about everything and more!"
~ Debra D.

I loved Rebekah's class. She really has a way of making us understand better." ~ Cheryl H.

Word ~ Level 3

Version 2002, 2003 & Mac 2004

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

Wednesday	July 23	SJM
Monday	September 15	SJM
Monday	November 17	SJM

Version 2007

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

Friday	November 21	SJM
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Spreadsheets

Excel ~ Level 1

Version 2002, 2003 & Mac 2004

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

Thursday	July 3	SJM
Monday	July 14	SJM
Thursday	July 24	SJM
Tuesday	August 5	SJM
Monday	August 18	SJM
Thursday	August 28	SJM
Tuesday	September 9	SJM
Friday	September 19	SJM
Wednesday	October 1	SJM
Monday	October 13	SJM
Thursday	October 23	SJM
Tuesday	November 4	SJM
Friday	November 14	SJM
Wednesday	November 26	SJM
Monday	December 8	SJM
Friday	December 19	SJM

Version 2007

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

Wednesday	July 2	SJM
Wednesday	September 10	SJM
Tuesday	November 11	SJM



Excel ~ Level 2

Version 2002, 2003 & Mac 2004

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

Monday	July 7	SJM
Wednesday	July 16	SJM
Monday	July 28	SJM
Thursday	August 7	SJM
Wednesday	August 20	SJM
Tuesday	September 2	SJM
Wednesday	September 10	SJM
Tuesday	September 23	SJM
Friday	October 3	SJM
Thursday	October 16	SJM
Monday	October 27	SJM
Monday	November 10	SJM
Tuesday	November 18	SJM
Monday	December 1	SJM
Wednesday	December 10	SJM
Monday	December 22	SJM

Version 2007

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

Thursday	July 17	SJM
Friday	September 19	SJM
Wednesday	November 19	SJM

Excel ~ Level 3

Version 2002, 2003 & Mac 2004
9:00am to 4:00pm \$239

Monday	July 21	SJM
Monday	August 11	SJM
Wednesday	September 3	SJM
Wednesday	September 24	SJM
Friday	October 17	SJM
Thursday	November 13	SJM
Friday	December 5	SJM

Version 2007
9:00am to 4:00pm \$239

Monday	July 21	SJM
Wednesday	September 24	SJM
Friday	December 5	SJM

Excel Charting A to Z

Version 2002, 2003 & Mac 2004
9:00am to 4:00pm \$239

Thursday	August 14	SJM
Friday	October 31	SJM

Version 2007
9:00am to 4:00pm \$239

Wednesday	March 5	SJM
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Excel Mastering Pivot Tables

Version 2002 & 2003
9:00am to 4:00pm \$349

Monday	September 8	SJM
Monday	November 17	SJM



Excel Tips and Tricks

Version 2002 & 2003
9:00am to 4:00pm \$349

Thursday	September 4	SJM
Friday	November 14	SJM
Thursday	September 4	SJM
Friday	November 14	SJM

Excel Getting Started with Macros

Version 2002 & 2003
9:00am to 4:00pm \$349

Thursday	October 30	SJM
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Excel Visual Basic for Applications (VBA) Level 1

Version 2002 & 2003
9:00am to 4:00pm \$695 (2 Days)

Wed/Thurs	November 5-6	SJM
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Excel Visual Basic for Applications (VBA) Level 2

Version 2002 & 2003
9:00am to 4:00pm \$695 (2 Days)

Mon/Mon	February 11-18	SJM
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Excel Focus on Functions

Version 2002 & 2003
9:00am to 4:00pm \$349

Monday	October 20	SJM
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Magic... "Is believing in yourself, if you can do that, you can make anything happen." ~ Goethe

"I really liked Derek's teaching style and added stories to aid in understanding concepts" ~ Julie E.

"The HTML class provided a great foundation" ~ Emma B.

Excel for Financial Applications

Version 2002 & 2003
9:00am to 4:00pm \$695 (2 days)

Thurs/Fri	October 16-17	SJM
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Excel for Scientists & Engineers

Version 2002 & 2003
9:00am to 4:00pm \$695 (2 days)

Mon/Tues	Nov. 10-11	SJM
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www.ComputerMagicTraining.com

Presentations

PowerPoint ~ Level 1

Version 2002, 2003 & Mac 2004
9:00am to 4:00pm \$239

Tuesday	July 22	SJM
Friday	August 8	SJM
Wednesday	August 27	SJM
Tuesday	September 16	SJM
Wednesday	October 8	SJM
Wednesday	October 29	SJM
Thursday	November 20	SJM
Thursday	December 11	SJM

Version 2007
9:00am to 4:00pm \$239

Wednesday	July 2	SJM
Thursday	September 11	SJM
Tuesday	November 11	SJM

PowerPoint ~ Level 2

Version 2002, 2003 & Mac 2004
9:00am to 4:00pm \$239

Friday	July 25	SJM
Thursday	August 21	SJM
Friday	September 26	SJM
Wednesday	October 22	SJM
Monday	November 24	SJM

Version 2007
9:00am to 4:00pm \$239

Wednesday	July 9	SJM
Monday	September 15	SJM
Tuesday	November 18	SJM

**PowerPoint ~ Level 3
Masters Class**

Version 2002 & 2003
9:00am to 1:00pm \$695 (2 Days)

Mon/Tues	August 18-19	SJM
Tues/Wed	October 28-29	SJM

**Preparing Effective
Presentations with
PowerPoint**

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

Wednesday	July 23	SJM
Wednesday	September 17	SJM

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

Email and Organization

Outlook Level 1

Version 2002 & 2003
9:00am to 4:00pm \$239

Thursday	July 3	SJM
Thursday	October 2	SJM

Version 2007
9:00am to 4:00pm \$239

Thursday	July 3	SJM
Thursday	October 2	SJM

**Outlook Level 2
Power User**

Version 2002 & 2003
9:00am to 4:00pm \$239

Monday	July 21	SJM
Monday	October 27	SJM

Version 2007
9:00am to 4:00pm \$239

Monday	July 21	SJM
Monday	October 27	SJM

Databases

**Relational Database
Design Theory**

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

Friday	October 31	SJM
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Access ~ Level 1

Version 2002 & 2003
9:00am to 4:00pm \$239

Tuesday	July 8	SJM
Wednesday	July 30	SJM
Thursday	August 21	SJM
Thursday	September 11	SJM
Monday	October 6	SJM
Tuesday	October 28	SJM
Wednesday	November 19	SJM
Thursday	December 11	SJM

Version 2007
9:00am to 4:00pm \$239

Wednesday	August 13	SJM
Tuesday	October 21	SJM

"The instructor was extremely approachable and responsive to questions" ~ Lubna S.

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

Access ~ Level 2

Version 2002 & 2003
9:00am to 4:00pm \$239

Tuesday	July 15	SJM
Wednesday	August 6	SJM
Thursday	August 28	SJM
Thursday	September 18	SJM
Monday	October 13	SJM
Wednesday	November 5	SJM
Wednesday	November 26	SJM
Thursday	December 18	SJM

Version 2007
9:00am to 4:00pm \$239

Monday	November 24	SJM
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Access Reports & Forms

Version 2002 & 2003
9:00am to 4:00pm \$495 (2 Days)

Wed/Thurs	July 16-17	SJM
Mon/Tues	Sept. 22-23	SJM
Wed/Thurs	December 3-4	SJM

Version 2007
9:00am to 4:00pm \$495

No date scheduled

**Access ~ Level 3
Version 2002 & 2003
9:00am to 4:00pm \$239**

Tuesday	July 22	SJM
Thursday	September 25	SJM
Wednesday	November 12	SJM

Version 2007
9:00am to 4:00pm \$239

No date scheduled

Access Macros

Version 2002 & 2003
9:00am to 4:00pm \$695 (2 days)

Wed/Thurs	October 22-23	SJM
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"Nothing great was ever achieved without enthusiasm." ~ Emerson



FileMaker Pro 9 ~ Level 1

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

Thursday	July 31	GMP
Wednesday	September 24	GMP
Tuesday	November 10	GMP

FileMaker Pro 9 ~ Level 2

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

Tuesday October 14 GMP

Project Management

Project 2003 ~ Level 1
9:00am to 4:00pm \$695 (2 days)

Tues/Wed August 12-13 SJM
Tues/Wed October 14-15 SJM
Tues/Wed December 9-10 SJM

Version 2007
9:00am to 4:00pm \$349

Tuesday August 12 SJM
Tuesday October 14 SJM
Tuesday December 9 SJM

Project 2003 ~ Level 2

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

Thursday September 4 SJM
Thursday November 6 SJM

Version 2007
9:00am to 4:00pm \$349

Wednesday August 13 SJM
Wednesday October 15 SJM
Wednesday December 10 SJM

Project 2007 ~ Level 3
9:00am to 4:00pm \$349

Thursday September 4 SJM
Thursday November 6 SJM



Graphics & Desktop Publishing

Visio ~ Level 1

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

Monday July 7 SJM
Friday September 5 SJM
Tuesday November 25 SJM

Version 2007
9:00am to 4:00pm \$239

Monday July 7 SJM
Friday September 5 SJM
Tuesday November 25 SJM

Visio ~ Level 2

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

Monday August 4 SJM
Monday October 20 SJM

Version 2007
9:00am to 4:00pm \$239

Monday August 4 SJM
Monday October 20 SJM

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

"Maria made the class fun and gave great examples" ~ Sue P.

"I enjoyed taking Ted's class. He is a knowledgeable instructor and has a good sense of humor" ~ Gail G.

Publisher ~ Level 1

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

Friday August 29 SJM
Tuesday November 4 SJM

Version 2007
9:00am to 4:00pm \$239

Friday August 29 SJM
Tuesday November 4 SJM

Adobe Acrobat ~ Level 1

PC & Mac
9:00am to 4:00pm \$349

Friday August 22 SJM
Thursday October 16 SJM

Adobe FrameMaker 7 ~ Level 1

PC & Mac
9:00am to 4:00pm \$349

Monday September 22 SJM
Thursday December 4 SJM

Adobe FrameMaker 7 ~ Level 2

PC & Mac
9:00am to 4:00pm \$349

Friday September 26 SJM
Tuesday December 16 SJM

Adobe FrameMaker 7 ~ Level 3

PC & Mac
9:00am to 4:00pm \$349

Call for dates

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

"This was exactly what I was looking for! A great combination of information." ~Denise D.

Adobe Illustrator ~ Level 1

PC & Mac
9:00am to 4:00pm \$349

Monday July 28 SJM
Thursday September 25 SJM
Tuesday December 9 SJM

Adobe Illustrator ~ Level 2

PC & Mac
9:00am to 4:00pm \$349

Thursday August 7 SJM
Monday December 15 SJM

**Adobe InDesign CS3 ~
Level 1**

PC & Mac		
9:00am to 4:00pm \$349		
Monday	August 25	SJM
Thursday	September 18	SJM
Thursday	October 2	SJM
Friday	November 21	SJM

**Adobe Flash CS3
Level 1**

PC & Mac (2 Days) New		
9:00am to 4:00pm \$349		
Mon/Tues	August 25-26	SJM
Wed/Thurs	October 8-9	SJM



**Adobe Photoshop CS3 ~
Level 1**

PC & Mac		
9:00am to 4:00pm \$349		
Tuesday	July 29	SJM
Friday	August 29	SJM
Monday	September 29	SJM
Wednesday	November 12	SJM
Monday	December 8	SJM

**Adobe Photoshop CS3 ~
Level 2**

PC & Mac		
9:00am to 4:00pm \$349		
Wednesday	August 13	SJM
Tuesday	September 30	SJM
Monday	December 15	SJM

Web Design & Internet

**Internet with Internet
Explorer**

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

**Principles of Effective
Website Design**

9:00am to 4:00pm \$239		
PC		
Thursday	October 2	SJM

Services that Make A Difference At Computer Magic Training

- Training ROI
- Free Class Repeat Service
- After-Class Support
- Public Enrollment Classes
- On-Site Group Classes
- Productivity Consulting

**HTML for Web Design ~
Level 1**

9:00am to 4:00pm \$239		
PC & Mac		
Friday	August 8	SJM
Friday	October 24	SJM

**HTML for Web Design ~
Level 2**

9:00am to 4:00pm \$239		
PC & Mac		
Monday	November 10	SJM

**HTML for Web Design ~
Level 3**

9:00am to 4:00pm \$239		
PC & Mac		
Call for dates		

FrontPage 2003 ~ Level 1

9:00am to 4:00pm \$239		
Friday	August 22	SJM
Monday	October 20	SJM

FrontPage 2003 ~ Level 2

9:00am to 4:00pm \$239		
Friday	November 21	SJM

"The handout materials (Courseware Book) will be a good reference later" ~ Tami A.

"Rebekah was clear and concise. She was very knowledgeable in the Access subject matter" ~ Sandra G.

"I really got a lot out of the PowerPoint Class. I loved the extra tips and tricks" ~ Margo G.

**Dreamweaver CS3 ~
Level 1**

PC		
9:00am to 4:00pm \$349		
Thursday	July 10	SJM
Wednesday	September 17	SJM
Thursday	November 20	SJM

**Dreamweaver CS3 ~
Level 2**

PC		
9:00am to 4:00pm \$349		
Thursday	August 14	SJM
Tuesday	November 25	SJM

