

# Computer Training Classes July thru December 2009

computer magic   
training



Software Training &  
Professional Development  
Training that Works...

Like *Magic!*

Call 408.261.2600 to enroll  
[www.ComputerMagicTraining.com](http://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 site** - at Moorpark Avenue - 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

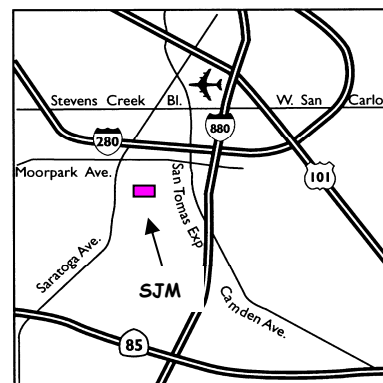
Education is priceless ... and one of the best investments you could ever make. And now, it's more affordable than ever. Like Magic!

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



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 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.

## Operating Systems

### Computer Basics for New PC Users

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

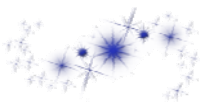
Wednesday	August 5	SJM
Friday	September 25	SJM
Monday	November 30	SJM

### MS Windows XP Level 1

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

Friday	August 21	SJM
Wednesday	November 11	SJM

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



### MS Vista Level 1

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

Friday	September 4	SJM
Thursday	December 3	SJM

## MS Office Upgrade

### Upgrading to Office 2007 New Features

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

Friday	August 14	SJM
Thursday	October 1	SJM
Monday	November 2	SJM
Tuesday	December 1	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

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

Version 2003 & Mac 2004

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

Version 2007

Tuesday	August 4	SJM
Monday	October 19	SJM

### Word Level 2

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

Version 2003 & Mac 2004

Tuesday	July 7	SJM
Tuesday	September 8	SJM
Friday	November 6	SJM

Version 2007

Tuesday	August 11	SJM
Monday	October 26	SJM

### Word Level 3

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

Version 2003 & Mac 2004

Tuesday	September 29	SJM
Tuesday	November 10	SJM

Version 2007

Wednesday	August 19	SJM
Friday	October 30	SJM

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



## Spreadsheets

### Excel Level 1

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

Version 2003 & Mac 2004

Wednesday	July 1	SJM
Thursday	July 23	SJM
Monday	August 17	SJM
Friday	September 11	SJM
Thursday	October 1	SJM
Monday	October 26	SJM
Wednesday	November 18	SJM
Thursday	December 10	SJM

Version 2007


Thursday	July 2	SJM
Thursday	August 6	SJM
Tuesday	September 8	SJM
Friday	October 9	SJM
Tuesday	November 10	SJM
Tuesday	December 8	SJM

Excel Level 2		
9:00am to 4:00pm		\$239
Version 2003 & Mac 2004		
Monday	July 6	SJM
Tuesday	July 28	SJM
Thursday	August 20	SJM
Wednesday	September 16	SJM
Tuesday	October 6	SJM
Thursday	October 29	SJM
Friday	November 20	SJM
Tuesday	December 15	SJM
Version 2007		
Thursday	July 9	SJM
Thursday	August 13	SJM
Tuesday	September 15	SJM
Tuesday	October 13	SJM
Wednesday	November 11	SJM
Wednesday	December 16	SJM

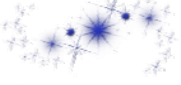
Excel Mastering Pivot Tables		
9:00am to 4:00pm		\$349
Version 2003 & Mac 2004		
Wednesday	August 12	SJM
Wednesday	October 21	SJM
Version 2007		
Thursday	August 20	SJM
Friday	October 23	SJM

Excel Focus on Functions		
9:00am to 4:00pm		\$349
Version 2003 and 2007		
Monday	November 2	SJM

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



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



“Teacher was very well versed and very easy to understand. Nice reference materials” ~ Christine C.

Excel Tips & Tricks		
9:00am to 4:00pm		\$349
Version 2003 and 2007		
Thursday	September 3	SJM
Thursday	November 5	SJM

Excel Getting Started with Macros		
9:00am to 4:00pm		\$349
Version 2003		
Friday	October 9	SJM
Version 2007		
Friday	October 16	SJM

Excel Charting		
9:00am to 4:00pm		\$239
Version 2003		
Friday	October 23	SJM
Version 2007		
Friday	October 30	SJM

*“Magic...”*  
Is believing in yourself, if you can do that, you can make anything happen.” ~ Goethe

Excel Level 3		
9:00am to 4:00pm		\$239
Version 2003 & Mac 2004		
Thursday	July 16	SJM
Thursday	August 27	SJM
Wednesday	October 7	SJM
Tuesday	November 24	SJM
Version 2007		
Wednesday	July 22	SJM
Tuesday	September 22	SJM
Wednesday	November 18	SJM

Excel Visual Basic for Applications (VBA)		
9:00am to 4:00pm		\$695
Version 2003		
Mon/Tues	July 20, 21	SJM
Mon/Tues	November 23, 24	SJM

Excel for Financial Analysis		
9:00am to 4:00pm (2 days)		\$695
Version 2003 and 2007		
Mon/Tues	November 9-10	SJM

Excel for Scientists & Engineers		
9:00am to 4:00pm (2 days)		\$695
Version 2003 and 2007		
Mon/Tues	November 16-17	SJM

## Presentations

PowerPoint Level 1		
9:00am to 4:00pm \$239		
Version 2003 & Mac 2004		
Tuesday	July 14	SJM
Tuesday	August 25	SJM
Thursday	October 8	SJM
Wednesday	December 2	SJM
Version 2007		
Wednesday	July 15	SJM
Wednesday	August 26	SJM
Wednesday	October 7	SJM
Thursday	December 3	SJM

PowerPoint Level 2		
9:00am to 4:00pm \$239		
Version 2003 & Mac 2004		
Thursday	July 23	SJM
Tuesday	September 15	SJM
Thursday	November 5	SJM
Version 2007		
Wednesday	July 22	SJM
Wednesday	September 16	SJM
Wednesday	November 4	SJM



PowerPoint ~ Expert Level 3		
9:00am to 4:00pm (2 days) \$695		
Version 2003		
Mon/Tues	August 17-18	SJM
Mon/Tues	November 23-24	SJM
Version 2007		
Tues/Weds	December 15-16	SJM

## Email & Organization

Outlook Level 1		
9:00am to 4:00pm \$239		
Version 2003 and 2007		
Thursday	July 9	SJM
Tuesday	September 1	SJM
Friday	November 13	SJM

Outlook ~ PowerUser Level 2		
9:00am to 4:00pm \$239		
Version 2003 and 2007		
Thursday	August 6	SJM
Wednesday	October 21	SJM



## Databases

Relational Database Design Theory		
9:00am to 4:00pm \$239		
Version 2003 and 2007		
Thursday	October 22	SJM

Access Level 1		
9:00am to 4:00pm \$239		
Version 2003		
Wednesday	July 29	SJM
Tuesday	September 1	SJM
Wednesday	October 14	SJM
Thursday	November 12	SJM
Version 2007		
Wednesday	July 15	SJM
Thursday	September 3	SJM
Tuesday	October 20	SJM
Friday	November 13	SJM

Access Level 2		
9:00am to 4:00pm \$239		
Version 2003		
Thursday	July 30	SJM
Wednesday	September 2	SJM
Thursday	October 15	SJM
Tuesday	November 17	SJM
Version 2007		
Tuesday	July 21	SJM
Thursday	September 17	SJM
Friday	November 20	SJM

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

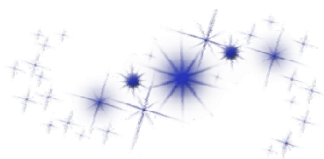
Access Reports & Forms		
9:00am to 4:00pm (2 Days) \$495		
Version 2003		
Tues/Weds	August 11, 12	SJM
Tues/Weds	October 27-28	SJM
Version 2007		
Tues/Weds	October 27-28	SJM

Access Level 3		
9:00am to 4:00pm \$239		
Version 2003		
Wednesday	September 23	SJM
Thursday	November 19	SJM
Version 2007		
Thursday	September 24	SJM
Tuesday	December 1	SJM

Access Macros		
9:00am to 4:00pm (2 days) \$695		
Version 2003		
Mon/Tues	November 16-17	SJM

FileMaker Pro 9 Level 1		
9:00am to 4:00pm \$349		
PC and Mac		
Monday Monday	August 3 October 5	SJM SJM

FileMaker Pro 9 Level 2		
9:00am to 4:00pm \$349		
PC and Mac		
Monday	October 19	SJM



### Project Management

Project Level 1		
9:00am to 4:00pm (2 days) \$695		
Version 2003 and 2007		
Tues/Weds Tues/Weds	September 22-23 November 3-4	SJM SJM

Project Level 2		
9:00am to 4:00pm \$349		
Version 2003 and 2007		
Thursday	October 29	SJM

### Graphics & Desktop Publishing

Visio Level 1		
9:00am to 4:00pm \$239		
Version 2003 and 2007		
Wednesday Tuesday	August 26 October 13	SJM SJM

Visio Level 2		
9:00am to 4:00pm \$239		
Version 2003 and 2007		
Friday	October 16	SJM



Publisher Level 1		
9:00am to 4:00pm \$239		
Version 2003 and 2007		
Friday Thursday	August 21 October 22	SJM SJM

Adobe Acrobat 8 Level 1		
9:00am to 4:00pm \$349		
PC and Mac		
Thursday Tuesday Wednesday	August 13 October 6 December 2	SJM SJM SJM

Adobe Acrobat 8 Level 2		
9:00am to 4:00pm \$349		
PC and Mac		
<i>Call For Dates</i>		

Adobe FrameMaker 8 Level 1		
9:00am to 4:00pm \$349		
PC and Mac		
Monday Monday	August 3 October 12	SJM SJM

Adobe FrameMaker 8 Level 2		
9:00am to 4:00pm \$349		
PC and Mac		
<i>Call For Dates</i>		

"I've received nothing but positive feedback from my employees. Thank you and your attentive staff for helping my attendees feel comfortable enough to learn without being embarrassed and providing high-yield skill and knowledge training that has become legend around our Company". ~ Shawn B.

Adobe Illustrator CS3 Level 1		
9:00am to 4:00pm \$349		
PC and Mac		
Tuesday Tuesday Thursday	August 25 October 20 December 10	SJM SJM SJM

Adobe Illustrator CS3 Level 2		
9:00am to 4:00pm \$349		
PC and Mac		
Monday	November 9	SJM

Adobe InDesign CS3 Level 1		
9:00am to 4:00pm		\$349
PC and Mac		
Friday	August 14	SJM
Thursday	October 15	SJM
Wednesday	December 9	SJM

Adobe InDesign CS3 Level 2		
9:00am to 4:00pm		\$349
PC and Mac		
Call For Dates		

“Nothing great was ever achieved without enthusiasm.”~ Emerson

Adobe Flash CS3 Level 1		
9:00am to 4:00pm (2 days)		\$695
PC and Mac		
Tues/Weds	October 27-28	SJM

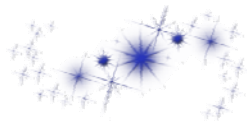
Adobe Flash CS3 Level 2		
9:00am to 4:00pm		\$695
PC and Mac		
Call For Dates		

Adobe Photoshop CS3 Level 1		
9:00am to 4:00pm		\$349
PC and Mac		
Tuesday	July 28	SJM
Thursday	September 24	SJM
Monday	November 30	SJM

Adobe Photoshop CS3 Level 2		
9:00am to 4:00pm		\$349
PC and Mac		
Wednesday	October 14	SJM

Services that Make a Difference

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



**Web Design**

Principles of Effective Website Design		
9:00am to 4:00pm		\$239
PC and Mac		
Thursday	December 17	SJM

HTML for Website Design Level 1		
9:00am to 4:00pm		\$239
PC and Mac		
Wednesday	July 8	SJM
Monday	October 5	SJM

HTML for Website Design Level 2		
9:00am to 4:00pm		\$239
PC and Mac		
Monday	November 16	SJM



FrontPage Level 1		
9:00am to 4:00pm		\$239
Version 2003		
Wednesday	September 9	SJM
Monday	November 9	SJM

FrontPage Level 2		
9:00am to 4:00pm		\$239
Version 2003		
Wednesday	December 9	SJM

Adobe Dreamweaver CS3 Level 1		
9:00am to 4:00pm		\$349
PC and Mac		
Thursday	August 27	SJM
Thursday	October 8	SJM
Tuesday	December 8	SJM

Adobe Dreamweaver CS3 Level 2		
9:00am to 4:00pm		\$349
PC and Mac		
Thursday	September 17	SJM
Thursday	November 12	SJM