

# Computer Training Classes January thru June 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

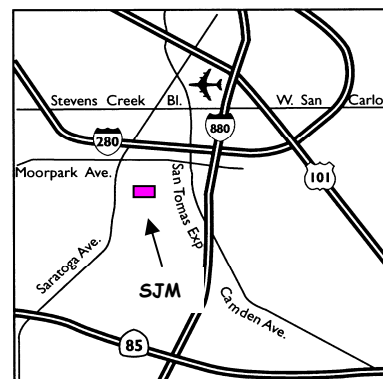
Education is priceless ... and one of the best investments you could ever make. And now, it’s more affordable than ever. Like Magic!

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

Friday	January 16	SJM
Thursday	April 9	SJM
Friday	June 26	SJM

### MS Windows XP ~ Level 1

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

Wednesday	January 14	SJM
Friday	May 22	SJM

### Microsoft Vista ~ Level 1

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

Thursday	January 15	SJM
Friday	May 22	SJM



### Upgrading to Office 2007 New Features

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

Thursday	February 12	SJM
Wednesday	April 15	SJM
Wednesday	June 24	SJM

## Financials

### Intuit Quickbooks 2008 Level 1

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

Tuesday	February 10	SJM
Monday	March 16	SJM
Friday	June 19	SJM

### Intuit Quickbooks 2008 Level 2

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

Monday	March 23	SJM
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## Word Processing

### Word ~ Level 1

Version 2002, 2003 & Mac 2004

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

Tuesday	January 13	SJM
Tuesday	March 3	SJM
Tuesday	May 12	SJM

Version 2007

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

Tuesday	March 10	SJM
Tuesday	June 2	SJM

### Word ~ Level 2

Version 2002, 2003 & Mac 2004

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

Tuesday	January 27	SJM
Thursday	March 12	SJM
Wednesday	May 20	SJM

Version 2007

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

Friday	March 20	SJM
Wednesday	June 10	SJM

The instructor kept the class very interesting. Good style of teaching.  
~ Debra W.

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

Friday	March 20	SJM
Thursday	June 18	SJM

Version 2007

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

Tuesday	March 31	SJM
Thursday	June 25	SJM

## Spreadsheets

### Excel ~ Level 1

Version 2002, 2003 & Mac 2004

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

Wednesday	January 7	SJM
Thursday	January 29	SJM
Wednesday	February 18	SJM
Tuesday	March 3	SJM
Thursday	March 19	SJM
Tuesday	March 31	SJM
Thursday	April 9	SJM
Monday	April 27	SJM
Tuesday	May 12	SJM
Thursday	May 28	SJM
Thursday	June 11	SJM

Version 2007

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

Wednesday	January 28	SJM
Tuesday	March 24	SJM
Wednesday	May 13	SJM



### Excel ~ Level 2

Version 2002, 2003 & Mac 2004

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

Thursday	January 8	SJM
Tuesday	February 3	SJM
Friday	February 20	SJM
Thursday	March 5	SJM
Monday	March 23	SJM
Thursday	April 2	SJM
Tuesday	April 14	SJM
Thursday	April 30	SJM
Thursday	May 14	SJM
Friday	May 29	SJM
Tuesday	June 16	SJM

Version 2007

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

Friday	January 30	SJM
Monday	March 30	SJM
Tuesday	May 19	SJM

**Excel ~ Level 3**

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

Wednesday	January 28	SJM
Wednesday	March 11	SJM
Thursday	April 23	SJM
Friday	June 5	SJM

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

Wednesday	February 11	SJM
Thursday	May 21	SJM

**Excel Charting A to Z**

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

Thursday	May 7	SJM
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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

Wednesday	March 4	SJM
Monday	May 11	SJM

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

Monday	June 15	SJM
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**Excel Tips and Tricks**

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

Wednesday	March 18	SJM
Monday	June 22	SJM

**Excel Getting Started with Macros**

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

Friday	May 8	SJM
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**Excel Visual Basic for Applications (VBA) Level 1**

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

Tues/Wed	April 21-22	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	May 18	SJM
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*Magic...* "Is believing in yourself, if you can do that, you can make anything happen." ~ Goethe

"Barbara was very thorough and able to answer all questions. Her pacing was great" ~ Naomi S.

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

**Excel for Financial Applications**

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

Mon/Tues	June 8-9	SJM
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**Excel for Scientists & Engineers**

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

Mon/Tues	June 29-30	SJM
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www.ComputerMagicTraining.com

**Presentations**

**PowerPoint ~ Level 1**

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

Tuesday	January 13	SJM
Wednesday	February 11	SJM
Thursday	March 19	SJM
Tuesday	April 14	SJM
Wednesday	May 13	SJM
Wednesday	June 17	SJM

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

Thursday	February 26	SJM
Tuesday	June 2	SJM

**PowerPoint ~ Level 2**

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

Wednesday	February 4	SJM
Wednesday	March 25	SJM
Friday	May 1	SJM
Wednesday	June 24	SJM

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

Wednesday	April 15	SJM
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**PowerPoint ~ Level 3  
Masters Class**

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

Tues/Wed	March 24-25	SJM
Tues/Wed	June 16-17	SJM

**Preparing Effective  
Presentations with  
PowerPoint ~ Level 1**

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

Wednesday	February 25	SJM
Tuesday	June 9	SJM

**Delivering Effective  
Presentations with  
PowerPoint ~ Level 2**

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

Friday	February 27	SJM
Friday	June 26	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	February 5	SJM
Thursday	April 30	SJM

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

Thursday	February 5	SJM
Thursday	April 30	SJM

**Outlook Level 2  
Power User**

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

Wednesday	February 18	SJM
Wednesday	May 6	SJM

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

Wednesday	February 18	SJM
Wednesday	May 6	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.

**Databases**

**Relational Database  
Design Theory**

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

Thursday	May 21	SJM
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**Access ~ Level 1**

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

Friday	January 16	SJM
Thursday	February 5	SJM
Thursday	March 5	SJM
Monday	March 30	SJM
Friday	April 24	SJM
Thursday	May 14	SJM
Thursday	June 11	SJM

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

Thursday	March 12	SJM
Friday	May 15	SJM

**Access ~ Level 2**

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

Thursday	February 12	SJM
Friday	March 13	SJM
Tuesday	April 28	SJM
Wednesday	May 20	SJM
Thursday	June 18	SJM

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

Tuesday	May 19	SJM
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**Access Reports & Forms**

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

Tues/Wed	March 10-11	SJM
Tues/Wed	May 26-27	SJM

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

Call for Dates

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

Thursday	April 16	SJM
Thursday	June 25	SJM

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

Call for Dates

**Access Macros**

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

Tues/Wed	April 28-29	SJM
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"Nothing great was ever achieved without enthusiasm." ~ Emerson



**FileMaker Pro 9 ~ Level 1**

<b>9:00am to 4:00pm \$349</b>		
Tuesday	April 7	SJM
Monday	June 1	SJM

**FileMaker Pro 9 ~ Level 2**

<b>9:00am to 4:00pm \$349</b>		
Friday	April 24	SJM
Monday	June 29	SJM

**Project 2003 ~ Level 2**

<b>9:00am to 4:00pm \$349</b>		
Thursday	January 29	SJM
Thursday	June 4	SJM

<b>Version 2007</b>		
<b>9:00am to 4:00pm \$349</b>		
Friday	March 27	SJM
Friday	May 29	SJM

**Project 2007 ~ Level 3**

<b>9:00am to 4:00pm \$349</b>		
Thursday	January 29	SJM
Thursday	June 4	SJM

**Publisher ~ Level 1**

<b>Version 2003</b>		
<b>9:00am to 4:00pm \$239</b>		
Friday	February 20	SJM
Wednesday	April 29	SJM

<b>Version 2007</b>		
<b>9:00am to 4:00pm \$239</b>		
Friday	February 20	SJM
Wednesday	April 29	SJM

**Adobe Acrobat ~ Level 1**

<b>PC &amp; Mac</b>		
<b>9:00am to 4:00pm \$349</b>		
Wednesday	March 4	SJM
Wednesday	June 3	SJM

**Adobe FrameMaker 7 Level 1**

<b>PC &amp; Mac</b>		
<b>9:00am to 4:00pm \$349</b>		
Tuesday	February 24	SJM
Monday	May 18	SJM

**Adobe FrameMaker 7 Level 2**

<b>PC &amp; Mac</b>		
<b>9:00am to 4:00pm \$349</b>		
Friday	September 26	SJM
Tuesday	December 16	SJM

**Adobe FrameMaker 7 Level 3**

<b>PC &amp; Mac</b>		
<b>9:00am to 4:00pm \$349</b>		
Call for dates		

**Graphics & Desktop Publishing**

**Visio ~ Level 1**

<b>Version 2003</b>		
<b>9:00am to 4:00pm \$239</b>		
Thursday	February 26	SJM
Friday	May 15	SJM

<b>Version 2007</b>		
<b>9:00am to 4:00pm \$239</b>		
Thursday	February 26	SJM
Friday	May 15	SJM

**Visio ~ Level 2**

<b>Version 2003</b>		
<b>9:00am to 4:00pm \$239</b>		
Wednesday	May 27	SJM

<b>Version 2007</b>		
<b>9:00am to 4:00pm \$239</b>		
Wednesday	May 27	SJM

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

"Teacher was well versed and very easy to understand. Nice reference material" ~ Joyce N.

"Derek was very patient and easy to understand. The class was fun!" ~ Christine C.

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

"Instructor was very knowledgeable and helpful. A nice style of teaching" ~ Francis B.



**Project Management**

**Project 2003 ~ Level 1**

<b>9:00am to 4:00pm \$695 (2 days)</b>		
Thurs/Fri	March 26-27	SJM
Thurs/Fri	May 28-29	SJM

<b>Version 2007</b>		
<b>9:00am to 4:00pm \$349</b>		
Thursday	March 26	SJM
Thursday	May 28	SJM

**Adobe Illustrator CS3  
Level 1**

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

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Friday	March 13	SJM
Tuesday	June 9	SJM

**Adobe Illustrator CS3  
Level 2**

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

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Friday	June 12	SJM
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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

**Adobe InDesign CS3  
Level 1**

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

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Tuesday	March 17	SJM
Friday	June 5	SJM

**Adobe Flash CS3  
Level 1**

PC & Mac  
9:00am to 4:00pm \$695 (2 Days)

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Thurs/Fri	March 26-27	SJM
Tues/Wed	April 21-22	SJM
Mon/Tues	June 22-23	SJM

**Adobe Photoshop CS3 ~  
Level 1**

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

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Wednesday	February 25	SJM
Thursday	April 23	SJM

**Adobe Photoshop CS3 ~  
Level 2**

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

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Tuesday	May 26	SJM
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**Web Design & Internet**

**Internet with Internet  
Explorer**

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

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Friday	January 30	SJM
Friday	May 22	SJM

**Principles of Effective  
Website Design**

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

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Thursday	June 4	SJM
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**HTML for Web Design ~  
Level 1**

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

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Tuesday	February 24	SJM
Friday	May 1	SJM

**HTML for Web Design ~  
Level 2**

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

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Wednesday	June 3	SJM
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**HTML for Web Design ~  
Level 3**

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

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Call for dates

**FrontPage 2003 ~ Level 1**

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

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Thursday	April 2	SJM
Wednesday	June 10	SJM

**FrontPage 2003 ~ Level 2**

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

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Tuesday	June 23	SJM
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"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

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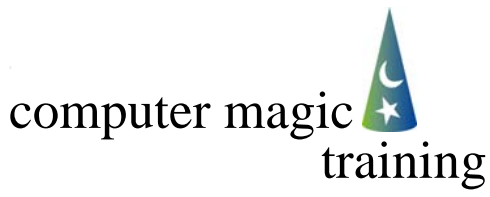
Thursday	February 19	SJM
Thursday	April 16	SJM
Tuesday	June 30	SJM

**Dreamweaver CS3 ~  
Level 2**

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

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Wednesday	March 18	SJM
Tuesday	May 5	SJM



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for Course Outlines, Skills Assessment Tests & On-Line Registration

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For cancellations or reschedules, please allow more than 3 business days for San Jose Moorpark classes; more than 5 business days for San Jose Airport Parkway classes; and more than 10 business days for San Mateo or San Francisco 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.

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.

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