

Computer Training Classes January thru June 2012

computer magic 
training



Software Training &
Professional Development
Training that Works...
Like *Magic!*

CALL 408-261-2600 To Enroll
WWW.COMPUTERMAGICTRAINING.COM

The Magic Starts Here



Sharon Root, Chief Magic Officer

Computer Magic Training

- ★ **Open Enrollment Public Classes** — At our training facility on Moorpark Avenue at Saratoga Avenue. Check out our Magical Discount Plans!
- ★ **Corporate Group Classes at Your Site** — (or at our site) for standard or customized classes. Great discounts up to 50% for groups.
- ★ **Consulting** — Let us solve your issues or complete special projects with expert advice or turnkey assistance on PowerPoint presentations, Access & FMP databases, Excel spreadsheets, Word forms and templates, macros, VBA and web development.
- ★ **Tutoring** — We provide focused, personalized training to individuals or small groups to immediately enhance productivity levels.
- ★ **Coaching** — On-going training and support to help ensure extended learning success.
- ★ **Classroom Rentals** — Utilize our beautiful well-equipped, classrooms to deliver your own training at our facilities.

Business Magic Training

- ★ **Engineering Reliability, Quality and Manufacturing Classes** — A comprehensive range of training programs, all customizable, to help your company continue to improve your processes, productivity, and profitability.
- ★ **Professional Development and Business Management Classes** — A wide variety of training programs customized to meet your needs - business writing, project management, leadership, communication, supervision, facilitation, training and many more!

Benefits that Make a Difference

Lifetime 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.

AND IT'S FREE FOREVER!

Unlimited Free Class Repeats

No more worry about keeping up your computer skills! Just register on a space-available basis in a public enrollment class of the same version and level and bring back your training manual to retake any class for as long as we offer it. NO time limit. What a great way to keep your skills sharp!

Annual Corporate Discount Programs

Education is priceless ... one of the best investments you could ever make, and now, it's more affordable than ever. You are eligible to earn discounts on both public enrollment classes and group classes.

The Public Class discount is based on the total number of student registrations:

- Save \$10 each on 5-9 classes
- Save \$20 each on 10-19 classes
- Save \$30 each on 20-49 classes
- Save \$40 each on 50 or more classes

Save up to 50% off the regular tuition on Group Classes. Ask us for the details and let the MAGIC begin!

- NO contracts to sign
- NO vouchers to buy in advance
- NO loss of tuition when a student cannot attend class
- EASY on your cash flow
- EASY to administer



Our Brand of Magic

At Computer Magic Training we are dedicated to empowering you to improve your computer software and professional development skills so you can increase your employee contributions, creativity and job satisfaction. YOU are our top priority and we develop solutions that will help you achieve your goals.

Our Trainers



- ★ Are experts who average 18+ years of training experience in their specialty
- ★ Are hand-picked for each class based on their knowledge, communication style, and best client fit
- ★ Answer questions beyond the scope of class
- ★ Teach techniques that save you a significant amount of time on the job
- ★ Love to share their favorite tips and tricks with you



As Our Students You Receive

- ★ Caring, responsive support from our staff and instructors
- ★ Flexibility in rescheduling class registrations on short notice without loss of tuition
- ★ Training that is personalized and tailored to meet your needs
- ★ Techniques that will help you become more efficient and productive
- ★ Discounts and promotions as loyal customers
- ★ Unlimited Free Class Repeats with NO time limit
- ★ Delicious snacks to enJOY in class
- ★ Oohs, aahs, ah-ha moments, and giggles in every class!



As Our Clients You Receive

- ★ Caring, responsive and supportive customer service - we personally answer our phones!
- ★ Protection for your tuition investments with flexible class rescheduling
- ★ Training that is personalized to meet the needs of ALL the students in a class, regardless of differences in experience levels
- ★ Customized group classes that are designed around your specific business needs
- ★ A collaborative partner who helps you achieve your corporate goals and learning objectives
- ★ Discounts and promotions as valued clients

Our Training Facilities

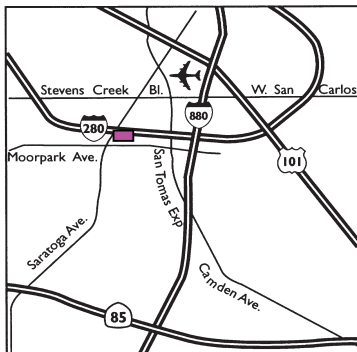
You'll love our classrooms! We have created an inviting learning environment with warm, vibrant colors and beautiful artwork. Our classrooms are equipped with fast Dell computers with 19" Dell Ultra-Sharp LCD monitors and bright ceiling-mounted projectors for the best student experience. Outdoor window 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. Conveniently located with plenty of free, shaded parking.



Headquarters Location



4030 MOORPARK AVENUE, SAN JOSE



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

How To Register

You can register for our classes:

- ★ On our website at www.ComputerMagicTraining.com/courses.php
- ★ By email addressed to info@ComputerMagicTraining.com
- ★ By phone (408) 261-2600
- ★ By fax (408) 247-4882
- ★ In person – come on by!



For cancellations or reschedules, please allow more than 3 full business days for public enrollment classes. For less notice, the class tuition is due immediately and you may register to take the same class at a later date at no additional charge on a space-available basis. Your tuition investment is protected for as long as we offer the class.

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 should any change arise. We reserve the right to correct any inadvertent errors in the printed or online class schedules.



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Public Open-Enrollment Classes

Operating Systems

Computer Basics for New PC Users (½ day)
MS Windows 7, Level 1

Microsoft Office Upgrades

Upgrading to Office 2007 New Features
Upgrading to Office 2010 New Features
What's New in Office 2007 (½ day)
What's New in Office 2010 (½ day)

Microsoft Word

Word Levels 1, 2, & 3
Word Mail Merge (½ day)
Word Forms (½ day)

Microsoft Excel

Excel Levels 1, 2 & 3
Excel Charting in Depth
Excel Tips & Tricks
Excel Formulas & Functions
Excel Mastering Pivot Tables
Excel for Scientists & Engineers (2 days)
Excel Recording Macros
Excel VBA (Visual Basic for Applications) 1 & 2

Microsoft PowerPoint

PowerPoint Levels 1 & 2
PowerPoint Workshop Level 3
Preparing Effective Presentations
Delivering Effective Presentations

Microsoft Outlook

Outlook Levels 1 & 2
Effective Information & Task Management

Databases

Access Levels 1, 2 & 3
Access Reports and Forms (2 days)
Relational Database Design Theory

Project Management

Project Level 1 (2 days)
Project Level 2

Graphic and Desktop Publishing

Visio Levels 1 & 2
Publisher Level 1
Acrobat 9 Level 1
FrameMaker 9 Level 1
Illustrator CS5 Levels 1 & 2
InDesign CS5 Level 1
Photoshop CS5 Levels 1 & 2
XHTML, CSS & HTML4 Website Design Levels 1 & 2
FrontPage 2003 Level 1
Dreamweaver CS5 Levels 1 & 2
Flash CS5 Level 1

Additional Group Classes Available at Your Company Location

Microsoft & Adobe

SharePoint
SQL Server
Excel – Creating More Professional Spreadsheets
Excel for Scientists & Engineers
PowerPoint Tips & Tricks
Integrating Word / Excel / PowerPoint / Access
Adobe Captivate

SAP Business Objects

Crystal Reports

Advanced Programming/Web/Databases/OS

PHP
Object-Oriented Programming
JavaScript/AJAX/JSON
Java/J2EE/Tomcat
jQuery
MySQL
Perl
Visual Basic
LAMP
CVS/Subversion
Unix/Linux

Operating Systems

Computer Basics for New PC Users ^{1/2 DAY}

9:00am to 12:00pm \$159
FRI 1/20 WED 2/1 FRI 4/6

Microsoft Windows 7 Level 1

9:00am to 4:00pm \$239
FRI 1/20 WED 2/1 FRI 4/6



MS Office Upgrades

Upgrading to Office 2007 New Features

9:00am to 4:00pm \$239
TUE 1/17 WED 2/22
THU 4/5 FRI 6/1

Upgrading Office 2003 to 2010 New Features

9:00am to 4:00pm \$239
WED 1/11 TUE 2/28
TUE 4/3 WED 5/30

What's New in Office 2007 ^{1/2 DAY}

9:00am to 12:00pm \$159
WED 1/26 FRI 2/24
WED 4/25 WED 6/27

What's New in Office 2010 ^{1/2 DAY}

1:00pm to 4:00pm \$159
THU 1/26 FRI 2/24
WED 4/25 WED 6/27

“Magic...is believing in yourself. If you can do that, you can make anything happen.” Goethe

Word Processing

Word Level 1

9:00am to 4:00pm \$239
Version 2003 & Mac
WED 1/25 FRI 3/23
Version 2007 & 2010
TUE 1/10 THU 3/1 THU 5/31

Word Level 2

9:00am to 4:00pm \$239
Version 2003 & Mac
TUES 2/14 FRI 5/11
Version 2007 & 2010
WED 1/18 THU 3/29 TUE 6/12

Word Level 3

9:00am to 4:00pm \$239
Version 2003 & Mac
FRI 2/17 FRI 6/8
Version 2007 & 2010
THU 2/2 TUE 4/24 THU 6/21

Word Mail Merge ^{1/2 DAY}

9:00am to 12:00pm \$159
Version 2007 & 2010
FRI 2/10 FRI 5/4

Word Forms ^{1/2 DAY}

1:00pm to 4:00pm \$159
Version 2007 & 2010
FRI 2/10 FRI 5/4

Spreadsheets

Excel Level 1

9:00am to 4:00pm \$239
Version 2003 & Mac
TUES 1/24 TUES 3/20 WED 5/9
Version 2007 & 2010
TUE 1/10 TUE 1/31 THU 2/23
WED 3/21 TUE 4/10 WED 5/2
WED 5/23 TUE 6/19

Excel Level 2

9:00am to 4:00pm \$239
Version 2003 & Mac
WED 2/15 TUE 4/17 TUE 6/5
Version 2007 & 2010
THU 1/12 WED 2/1 TUE 2/28
TUE 3/27 WED 4/11 THU 5/3
THU 5/24 WED 6/20

Excel Level 3

9:00am to 4:00pm \$239
Version 2003 & Mac
THU 5/10
Version 2007 & 2010
WED 1/25 TUE 3/6 THU 4/12
TUE 5/8 WED 6/6



“I want to THANK the staff along with the teacher for a VERY informative and enjoyable class training at your facility. I will be back for some additional training soon. Thank you.” Melissa D.

Excel Charting in Depth

9:00am to 4:00pm \$239
Version 2007 & 2010
THU 3/29 FRI 6/8

Excel Tips & Tricks

9:00am to 4:00pm \$349
Version 2007 & 2010
FRI 2/10 FRI 4/20 TUE 6/26

Excel Formulas & Functions

9:00am to 4:00pm \$349
All Versions
TUE 2/7 WED 4/4 FRI 6/15

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

Excel Mastering Pivot Tables

9:00am to 4:00pm \$349
Version 2003 & Mac
TUE 3/27 FRI 5/4
Version 2007 & 2010
WED 2/8 THU 4/19 WED 6/13

Excel Scientists & Engineers ^{2 Days}

9:00am to 4:00pm \$695
WED-THU 6/27-6/28



Excel Recording Macros

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

All Versions

THU 3/8 THU 5/24

Excel Visual Basic for Applications 1

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

All Versions

FRI 3/9 THU 6/14

Excel Visual Basic for Applications 2

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

All Versions

FRI 3/16 FRI 6/22



"The trainer was excellent. He was very friendly and helpful. He was able to smoothly move to topics and questions that the class had, making for a very valuable class. He was very friendly and helpful, and worked well with us. I was very impressed with his professionalism, style, and knowledge. Thank you." Kirk M.

Presentations

PowerPoint Level 1

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

Version 2003 & Mac

THU 2/16 WED 4/18

Version 2007 & 2010

WED 1/11 THU 2/9 WED 3/7
TUE 4/10 WED 5/9 TUE 6/5

PowerPoint Level 2

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

Version 2003 & Mac

WED 3/21 WED 6/6

Version 2007 & 2010

TUE 1/24 THU 2/23 WED 3/28
TUE 4/24 TUE 5/22 THU 6/21

PowerPoint Workshop Level 3

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

Version 2003 & Mac

THU 4/19

Version 2007 & 2010

WED 2/1 THU 4/26 TUE 6/19

Preparing Effective Presentations 1

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

FRI 3/2 FRI 6/15

Delivering Effective Presentations 2

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

FRI 3/9 TUE 6/26

Email & Organization

Outlook Level 1

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

Version 2003 & 2007

TUE 2/21 WED 5/30

Version 2010

FRI 3/30 THU 5/31

Outlook Level 2 PowerUser

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

Version 2003 & 2007

FRI 2/24 FRI 6/22

Version 2010

THU 4/5 WED 6/27

Effective Information & Task Management with Outlook

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

Version 2007 & 2010

FRI 2/17 FRI 6/1

Databases

Access Level 1

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

Version 2003

THU 3/22 TUE 5/8

Version 2007 & 2010

THU 1/26 THU 3/8
WED 4/25 TUE 6/12

Access Level 2

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

Version 2003

FRI 4/20 THU 6/7

Version 2007 & 2010

TUE 1/31 TUE 3/20
THU 4/26 WED 6/20

Access Reports & Forms ^{2 Days}

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

Version 2007 & 2010

TUE-WED 2/7-2/8
TUE-WED 5/1-5/2

Access Level 3

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

Version 2007 & 2010

TUE 2/21 THU 5/10



"Is there magic in this world? Certainly! ... It is the kind of magic that comes from ideas...." Robert Fanney

Relational Database Design Theory

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

FRI 4/13

Computer Magic Training is personal. It's training that works like Magic through engagement and participation!

Project Management

Project Level 1 2 Days

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

All Versions

WED/THU 2/15-2/16
 TUE/WED 4/17-4/18
 WED/THU 6/13-6/14

Project Level 2

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

All Versions

TUE 3/6 TUE 5/22



Graphics & Desktop Publishing

Visio Level 1

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

All Versions

TUE 2/14 WED 5/23

Visio Level 2

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

All Versions

WED 3/7

Publisher Level 1

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

All Versions

FRI 3/30 THU 6/28

Acrobat 9 Level 1

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

THU 1/19 FRI 3/16 TUE 5/15

FrameMaker 9 Level 1

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

MON 3/12 FRI 5/18

Illustrator CS5 Level 1

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

WED 3/14 TUE 5/15

Illustrator CS5 Level 2

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

FRI 5/18

“And where does the magic come from? I think that magic’s in the learning.”
 Dar Williams

InDesign CS5 Level 1

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

THU 3/15 WED 5/16

Photoshop CS5 Level 1

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

WED 1/18 TUE 3/13 MON 5/14

Photoshop CS5 Level 2

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

THU 5/17

Web Design

XHTML, CSS & HTML Website Design Level 1

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

TUE 1/17 WED 3/14 FRI 5/11

XHTML, CSS & HTML Website Design Level 2

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

THU 3/15 WED 5/16

“Instruction was fantastic! Instructor passed along lots of shortcuts and tips. She was very patient yet moved along at a quick and efficient pace. This may have been one of the best classes I’ve taken!” – Ann C.

Life After Layoff = Learning After Layoff!

There IS Life After Layoff, and we’re here to help you learn new things, “re-invent” yourself if need be, and strengthen/acquire new job skills. Times are tough. Layoffs and unemployment have wreaked havoc in many of our lives and we want you to know that we have a program to support you, your friends and families.

We are offering you any of our computer classes for only \$75.00 per day!! All you need to do is submit a current EDD payment stub as proof that you are unemployed within one week of your scheduled class. Your registration will be confirmed on a space-available basis after receipt of your current proof of unemployment.



FrontPage 2003 Level 1

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

WED 3/28

Flash CS5 Level 1

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

TUE/WED 4/3-4/4

Dreamweaver CS5 Level 1

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

FRI 1/20 FRI 3/16 MON 5/14

Dreamweaver CS5 Level 2

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

MON 3/19 THU 5/17