

Computer Training Classes January thru June 2010

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 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 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

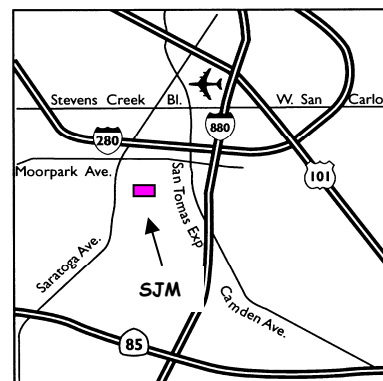
Education is priceless ... and one of the best investments you could ever make. And now, it’s more affordable than ever. Like Magic!

Check out these special discount plans:

- ☆ 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	January 27	SJM
Tuesday	March 30	SJM
Friday	June 18	SJM

MS Windows 7 Level 1

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

Thursday	January 21	SJM
Friday	April 9	SJM

Upgrading to Office 2007 New Features

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

Monday	January 11	SJM
Wednesday	February 17	SJM
Monday	April 5	SJM
Thursday	May 27	SJM



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

Version 2003 & Mac 2004

Tuesday	January 5	SJM
Monday	March 8	SJM
Friday	May 14	SJM

Version 2007

Monday	February 8	SJM
Thursday	April 29	SJM

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



Word Level 2

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

Version 2003 & Mac 2004

Thursday	January 7	SJM
Tuesday	March 16	SJM
Tuesday	June 8	SJM

Version 2007

Friday	February 12	SJM
Thursday	May 20	SJM

Word Level 3

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

Version 2003 & Mac 2004

Tuesday	February 23	SJM
Monday	May 3	SJM

Version 2007

Monday	March 8	SJM
Wednesday	May 26	SJM

Excel Level 1

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

Version 2003 & Mac 2004

Wednesday	January 6	SJM
Wednesday	January 27	SJM
Tuesday	February 23	SJM
Tuesday	March 9	SJM
Wednesday	March 31	SJM
Wednesday	April 14	SJM
Friday	April 30	SJM
Thursday	May 13	SJM
Monday	June 7	SJM

Version 2007

Monday	January 4	SJM
Tuesday	February 9	SJM
Wednesday	March 10	SJM
Thursday	April 8	SJM
Friday	May 7	SJM
Monday	June 14	SJM

"Nothing great was ever achieved without enthusiasm." ~ Emerson



Excel Level 2

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

Version 2003 & Mac 2004

Friday	January 8	SJM
Tuesday	February 2	SJM
Friday	February 26	SJM
Wednesday	March 10	SJM
Thursday	April 1	SJM
Friday	April 16	SJM
Tuesday	May 4	SJM
Wednesday	May 19	SJM
Wednesday	June 9	SJM

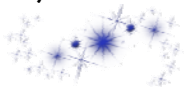
Version 2007

Thursday	January 7	SJM
Thursday	February 11	SJM
Monday	March 15	SJM
Wednesday	April 14	SJM
Thursday	May 13	SJM
Wednesday	June 16	SJM

Excel Level 3		
9:00am to 4:00pm		\$239
Version 2003 & Mac 2004		
Tuesday	January 12	SJM
Wednesday	March 17	SJM
Tuesday	April 20	SJM
Friday	June 11	SJM
Version 2007		
Wednesday	January 13	SJM
Thursday	March 18	SJM
Wednesday	May 19	SJM

Excel Charting From A to Z		
9:00am to 4:00pm		\$349
Version 2003 & Mac 2004		
Monday	April 19	SJM
Version 2007		
Monday	May 17	SJM

“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 Mastering Pivot Tables		
9:00am to 4:00pm		\$349
Version 2003 & Mac 2004		
Tuesday	March 23	SJM
Wednesday	June 16	SJM
Version 2007		
Tuesday	February 16	SJM
Friday	May 14	SJM

Excel Tips & Tricks		
9:00am to 4:00pm		\$349
Version 2003 & Mac 2004		
Thursday	March 25	SJM
Tuesday	May 25	SJM
Version 2007		
Tuesday	May 18	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.

Excel Getting Started with Macros		
9:00am to 4:00pm		\$349
Version 2003 & Mac 2004		
Thursday	April 22	SJM
Version 2007		
Friday	April 23	SJM

Excel Visual Basic for Applications (VBA)		
9:00am to 4:00pm		\$695 (2 days)
Version 2003 & Mac 2004		
Tues/Wed	May 11-12	SJM

Excel Focus on Functions		
9:00am to 4:00pm		\$349
Version 2003 & Mac 2004		
Friday	March 26	SJM
Version 2007		
Wednesday	March 31	SJM

Excel for Financial Analysis		
9:00am to 4:00pm		\$695 (2 days)
Version 2003 & Mac 2004		
Mon/Tues	May 17-18	SJM
Version 2007		
Thurs/Fri	June 3-4	SJM

Excel for Scientists & Engineers		
9:00am to 4:00pm		\$695 (2 days)
Version 2003 and 2007		
Mon/Tues	May 3-4	SJM

Presentations

PowerPoint Level 1		
9:00am to 4:00pm		\$239
Version 2003 & Mac 2004		
Wednesday	January 13	SJM
Tuesday	March 2	SJM
Wednesday	April 21	SJM
Tuesday	June 8	SJM
Version 2007		
Friday	January 8	SJM
Tuesday	March 9	SJM
Tuesday	April 20	SJM
Tuesday	June 15	SJM

PowerPoint Level 2		
9:00am to 4:00pm		\$239
Version 2003 & Mac 2004		
Thursday	January 28	SJM
Wednesday	March 24	SJM
Monday	May 17	SJM
Version 2007		
Wednesday	February 10	SJM
Wednesday	April 28	SJM
Friday	June 18	SJM

PowerPoint Workshop Level 3		
9:00am to 4:00pm		\$239
Version 2003		
Thursday	April 15	SJM
Thursday	June 17	SJM
Version 2007		
Tuesday	June 22	SJM

PowerPoint Expert Level 4		
9:00am to 4:00pm		\$349
Version 2003 and 2007		
Wednesday	June 30	SJM

“Instructor answered all of our questions. He gave personalized instruction and met each of the student’s needs.” – A Christian



“The class moved quickly. It was easy to follow.”
– K. Dillon

Email & Organization

Outlook Level 1		
9:00am to 4:00pm		\$239
Version 2003		
Tuesday	January 26	SJM
Monday	April 5	SJM
Version 2007		
Tuesday	January 12	SJM
Tuesday	April 6	SJM

Databases

Relational Database Design Theory		
9:00am to 4:00pm		\$239
Version 2003 and 2007		
Thursday	April 29	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.



Access Level 1		
9:00am to 4:00pm		\$239
Version 2003		
Wednesday	January 20	SJM
Wednesday	March 3	SJM
Friday	April 23	SJM
Wednesday	June 9	SJM
Version 2007		
Thursday	January 14	SJM
Friday	March 5	SJM
Tuesday	April 27	SJM
Friday	June 11	SJM

Access Level 2		
9:00am to 4:00pm		\$239
Version 2003		
Monday	February 22	SJM
Tuesday	April 13	SJM
Tuesday	June 15	SJM
Version 2007		
Friday	February 19	SJM
Wednesday	April 7	SJM
Thursday	June 17	SJM

Access Reports & Forms		
9:00am to 4:00pm		\$495 (2 days)
Version 2003		
Wed/Thurs	February 24-25	SJM
Tues/Wed	May 11-12	SJM
Version 2007		
Thurs/Fri	April 15-16	SJM

Access Level 3		
9:00am to 4:00pm		\$239
Version 2003		
Tuesday	March 30	SJM
Wednesday	June 23	SJM
Version 2007		
Wednesday	April 21	SJM
Monday	June 21	SJM




Access Macros		
9:00am to 4:00pm		\$695 (2 days)
Version 2003		
Tues/Wed	May 18-19	SJM

FileMaker Pro 10 Level 1		
9:00am to 4:00pm		\$349
Version 2003 and 2007		
Monday Monday	March 1 May 3	SJM SJM

FileMaker Pro 10 Level 2		
9:00am to 4:00pm		\$349
Version 2003 and 2007		
Thursday	June 10	SJM

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





Project Management

Project Level 1		
9:00am to 4:00pm		\$695 (2 days)
Version 2003 and 2007		
Wed/Thurs Wed/Thurs	February 24-25 May 5-6	SJM SJM

Project Level 2		
9:00am to 4:00pm		\$349
Version 2003 and 2007		
Friday Thursday	March 12 June 10	SJM SJM

Graphics & Desktop Publishing

Visio Level 1		
9:00am to 4:00pm		\$239
Version 2003 and 2007		
Thursday Tuesday	March 11 May 4	SJM SJM

Visio Level 2		
9:00am to 4:00pm		\$239
Version 2003 and 2007		
Monday	May 10	SJM

Publisher Level 1		
9:00am to 4:00pm		\$239
Version 2003 and 2007		
Friday Friday	February 26 May 7	SJM SJM




Adobe Acrobat 8 Level 1		
9:00am to 4:00pm		\$349
PC and Mac		
Thursday Thursday Thursday	January 21 March 18 June 24	SJM SJM SJM

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

Adobe FrameMaker 7 Level 1		
9:00am to 4:00pm		\$349
PC and Mac		
Tuesday Thursday	February 16 May 27	SJM SJM

Adobe FrameMaker 7 Level 2		
9:00am to 4:00pm		\$349
PC and Mac		
Call For Dates		

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



Adobe Illustrator CS4 Level 1		
9:00am to 4:00pm		\$349
PC and Mac		
Tuesday Tuesday	March 23 June 29	SJM SJM

Adobe Illustrator CS4 Level 2		
9:00am to 4:00pm		\$349
PC and Mac		
Thursday	April 8	SJM

Adobe InDesign CS4 Level 1		
9:00am to 4:00pm	\$349	
PC and Mac		
Friday	March 19	SJM
Friday	June 25	SJM

Adobe InDesign CS4 Level 2		
9:00am to 4:00pm	\$349	
PC and Mac		
<i>Call For Dates</i>		

Adobe Photoshop CS4 Level 1		
9:00am to 4:00pm	\$349	
PC and Mac		
Wednesday	January 20	SJM
Wednesday	March 17	SJM
Tuesday	June 22	SJM

Adobe Photoshop CS4 Level 2		
9:00am to 4:00pm	\$349	
PC and Mac		
Wednesday	May 26	SJM

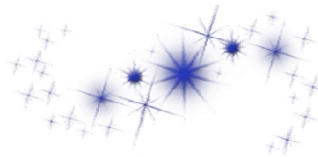


Web Design

Principles of Effective Website Design		
9:00am to 4:00pm	\$239	
PC and Mac		
Wednesday	April 28	SJM

HTML for Website Design Level 1		
9:00am to 4:00pm	\$239	
PC and Mac		
Thursday	January 14	SJM
Wednesday	March 24	SJM
Thursday	June 24	SJM

HTML for Website Design Level 2		
9:00am to 4:00pm	\$239	
PC and Mac		
Monday	May 10	SJM



FrontPage Level 1		
9:00am to 4:00pm	\$239	
Version 2003		
Tuesday	February 2	SJM
Tuesday	April 27	SJM

FrontPage Level 2		
9:00am to 4:00pm	\$239	
Version 2003		
Monday	June 7	SJM

Adobe Dreamweaver CS4 Level 1		
9:00am to 4:00pm	\$349	
PC and Mac		
Wednesday	February 17	SJM
Tuesday	April 6	SJM
Wednesday	June 23	SJM

Adobe Dreamweaver CS4 Level 2		
9:00am to 4:00pm	\$349	
PC and Mac		
Tuesday	March 16	SJM
Tuesday	May 25	SJM

Adobe Flash CS4 Level 1		
9:00am to 4:00pm	\$695 (2 days)	
PC and Mac		
Thurs/Fri	February 18-19	SJM
Thurs/Fri	May 20-21	SJM

Adobe Flash CS4 Level 2		
9:00am to 4:00pm	\$695 (2 days)	
PC and Mac		
<i>Call For Dates</i>		