

DESKTOP APPLICATIONS

MICROSOFT WINDOWS DESKTOP OPERATING SYSTEMS		DAYS	MAR	APR	MAY	JUN
NEW	Introduction to Computers in the Workplace (Windows 7)	1	30		11	22
	Introduction to Computers in the Workplace (XP)	1	31			30
NEW	Windows 7: Transition from Windows XP (1:00pm - 4:30pm)	1/2		6		
MICROSOFT EXCEL		DAYS	MAR	APR	MAY	JUN
	Excel 2003 Level 1: Introduction to Excel Spreadsheets	1	3	7, 15	5, 20	3, 10
	Excel 2003 Level 2: Intermediate Topics	1	11	13	12	16
	Excel 2003 Level 3: Advanced Topics	1	10	22		23
NEW	Excel 2003 Level 4: Beyond the Spreadsheet	1		30		
NEW	Excel 2003: Creating and Using Pivot Tables (1/2 Day)	1/2	12		25	
	Excel 2003: Introduction to Programming in VBA	3		12		
	Excel 2007: Transitioning to Excel 2007 (8:30am-12:00pm)	1/2		9		
	Excel 2007 Level 1: Introduction to Excel	1	9, 19	8, 16	6, 21	8, 29
	Excel 2007 Level 2: Intermediate Topics	1	18	21	19	17
	Excel 2007 Level 3: Advanced Topics	1	8		26	
NEW	Excel 2007 Level 4: Beyond the Spreadsheet	1	22			24
NEW	Excel 2007: Creating and Using Pivot Tables (1/2 Day)	1/2	12		25	
MICROSOFT WORD		DAYS	MAR	APR	MAY	JUN
	Word 2003 Level 1: Introduction to Word	1		5		4
	Word 2003 Level 2: Intermediate Topics	1			3	
	Word 2003 Level 3: Advanced Topics	1	29			2
	Word 2007: Transitioning to Word 2007 (1:00pm-4:30pm)	1/2		9		
	Word 2007 Level 1: Introduction to Word	1	17		13	
	Word 2007 Level 2: Intermediate Topics	1		23		21
	Word 2007 Level 3: Advanced Topics	1	4		24	
MICROSOFT POWERPOINT		DAYS	MAR	APR	MAY	JUN
	PowerPoint 2003 Level 1: Introduction to Creating Presentations	1		12		11
	PowerPoint 2003 Level 2: Intermediate Topics	1			10	
	PowerPoint 2007 Level 1: Introduction to PowerPoint	1	15	14		14
	PowerPoint 2007 Level 2: Intermediate Topics	1	5		7	
MICROSOFT OUTLOOK - Full day for \$295		DAYS	MAR	APR	MAY	JUN
	Outlook 2003/2007: Managing Mail and Contacts (8:30am - 12:00pm)	1/2		19		18
	Outlook 2003/2007: Using the Time Management Features (1:00pm - 4:30pm)	1/2		19		18
MICROSOFT ACCESS		DAYS	MAR	APR	MAY	JUN
	Access 2003 Queries & Reports	1			4	
	Access 2003 Level 1: Introduction to Microsoft Access	2		1		
	Access 2003 Level 2: Intermediate Topics	2	25		5	
	Access 2003 Level 3: Advanced Topics	2				7
	Access 2003: Programming in Microsoft Access	3		26		
NEW	Access 2007 Queries & Reports	1				4
	Access 2007 Level 1: Introduction to Microsoft Access	2		5		
	Access 2007 Level 2: Intermediate Topics	2	23		10	
	Access 2007 Level 3: Advanced Topics	2				9
MICROSOFT PUBLISHER		DAYS	MAR	APR	MAY	JUN
	Publisher 2003/2007: Create, Design and Publish With Impact	1	1	28		
MICROSOFT PROJECT - SEE ALSO COMPTIA PROJECT+		DAYS	MAR	APR	MAY	JUN
	Managing Projects Using MS Project 2003/2007 (8:30am-4:30pm)	3			12	
	Advanced Project Management Using MS Project 2003/2007 (8:30am-4:30pm)	2				14
OFFICE 2007		DAYS	MAR	APR	MAY	JUN
	Office 2007: New Features (1:00pm-4:30pm)	1/2	16	27	18	15
VISIO		DAYS	MAR	APR	MAY	JUN
	Visio Professional 2007: Level 1	1		29		

CRITICAL SKILLS

BUSINESS & IT PROFESSIONAL		DAYS	MAR	APR	MAY	JUN
	Change Management: Proactively Managing Organizational Change (8:30am-12:00pm)	1/2				
	Customer Service: How to Provide Quality Service	1			10	
	Organizational Skills: How to Effectively Manage Information and Time (8:30am-12:00pm)	1/2		5		
	Setting Goals: A Reason To Strive For Meaningful Results (8:30am-12:00pm)	1/2			24	
KEYBOARDING		DAYS	MAR	APR	MAY	JUN
	Keyboarding: Introduction to Keyboarding	1				
TRAIN-THE-TRAINER		DAYS	MAR	APR	MAY	JUN
	Train-the-Trainer: Becoming a Terrific Trainer	2	25			

CRYSTAL REPORTS

CRYSTAL REPORTS (8:30am-4:30pm)		DAYS	MAR	APR	MAY	JUN
	Crystal Reports 2008 Designer 1 Workshop	2		28		1
	Crystal Reports 2008 Designer 2 Workshop	2				3
	Crystal Reports 2008 Designer 3 Workshop	2				
	Crystal Reports XI Designer 1 Workshop	2	22		17	
	Crystal Reports XI Designer 2 Workshop	2	24		19	
	Crystal Reports XI Designer 3 Workshop	2		26		

ORACLE

ORACLE DATABASE 11G		DAYS	MAR	APR	MAY	JUN
NEW	Oracle Database 11g: Advanced PL/SQL Programming & Tuning	5				
NEW	Oracle Database 11g: New Features For Administrators	5				
NEW	Oracle Database 11g: PL/SQL Fundamentals	5				
NEW	Oracle Database 11g: SQL Fundamentals	5		12		

WEB & DESIGN

ADOBE DESIGN		DAYS	MAR	APR	MAY	JUN
	Adobe Acrobat 9.0 Pro: Introduction to Acrobat	1			21	
	Adobe Acrobat 9.0 Pro: Intermediate Topics	1		7		
	Adobe InDesign: Introduction to Creating Documents	1		15		
	Adobe InDesign: Intermediate and Advanced Topics	1		30		
	Adobe Photoshop: Introduction	1		13		
	Adobe Photoshop: Intermediate Topics	1			7	
WEB		DAYS	MAR	APR	MAY	JUN
	Dreamweaver: Introduction to Web Design	2		15		17
	Dreamweaver: Advanced	2		15		
	Web Design with XHTML and CSS	3			17	

SHAREPOINT (SEE ALSO MICROSOFT TECHNICAL)

SHAREPOINT SERVICES		DAYS	MAR	APR	MAY	JUN
	Windows SharePoint Services 3.0 for End Users	2			3	
	Windows SharePoint Services 3.0 for Site Managers	2			5	

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SEMINARS & USER GROUPS

USER GROUPS		TIME	MAR	APR	MAY	JUN
	Adopting Rapid e-Learning	9am-4:30pm			3	
	Citrix User Group	9-11:30am				
	SharePoint User Group	2 - 5pm				
	Southern Maine Microsoft User Group	5 - 7:30pm				

MICROSOFT TECHNICAL

CONFIGURATION MANAGER 2007		DAYS	MAR	APR	MAY	JUN
6451	Planning, Deploying and Managing Microsoft System Center Configuration Manager 2007	5			3	
EXCHANGE SERVER 2007		DAYS	MAR	APR	MAY	JUN
3938	Updating Your Skills from Exchange 2000 or 2003 to Exchange 2007	4				1
5047/5051	Installing, Managing, Monitoring and Troubleshooting Microsoft Exchange Server 2007	5		19		
EXCHANGE SERVER 2010		DAYS	MAR	APR	MAY	JUN
10135	Configuring, Managing and Troubleshooting Microsoft Exchange Server 2010	5		26		28
MICROSOFT OFFICE 2007		DAYS	MAR	APR	MAY	JUN
5058	Deploying Microsoft Office 2007 Professional Plus	2		26		
SHAREPOINT SERVER 2007		DAYS	MAR	APR	MAY	JUN
5060	Implementing Windows SharePoint Services 3.0	2			10	
5061	Implementing Microsoft Office SharePoint Server 2007	3			12	
	SharePoint 2007 for Developers	5	29			21
SHAREPOINT SERVER 2010		DAYS	MAR	APR	MAY	JUN
50351	SharePoint 2010 Overview for Developers	2				
50352	SharePoint 2010 Overview for End Users	3				
50353	SharePoint 2010 Overview for IT Professionals	3				
50354	SharePoint 2010 SharePoint Designer	2				
SQL SERVER 2005		DAYS	MAR	APR	MAY	JUN
	Creating Reports Using SQL Server 2005 Reporting Services	2				17
	SQL Server 2005 Analysis Services	3	3			7
	SQL Server 2005 Integration Services	3		21		
	SQL Server 2005 Reporting Services	3		28		
	Writing Queries Using Microsoft SQL Server 2005 Transact-SQL	3				14
2779	Implementing a MS SQL Server 2005 Database	5				
2780	Maintaining a MS SQL Server 2005 Database	5	29			21
2791	Implementing and Maintaining Microsoft SQL Server 2005 Analysis Services	3				
2792	Implementing and Planning Microsoft SQL Server 2005 Integration Services	3				
2793	Implementing and Maintaining Microsoft SQL Server 2005 Reporting Services	3				
SQL SERVER 2008		DAYS	MAR	APR	MAY	JUN
NEW	Creating Reports Using SQL Server 2008 Reporting Services	2				17
	SQL Server 2008 Analysis Services	3				7
	SQL Server 2008 Integration Services	3		21		
	SQL Server 2008 Reporting Services	3		28		
	Writing Queries Using Microsoft SQL Server 2008 Transact-SQL	3				14
2778	2778 Writing Queries Using Microsoft SQL Server 2008 Transact-SQL	3			17	
6158	Updating Your SQL Server 2005 Skills to SQL Server 2008	3			3	
6231	Maintaining a Microsoft SQL Server 2008 Database	5	8			28
6232	Implementing a Microsoft SQL Server 2008 Database	5		12		
6234	Implementing and Maintaining Microsoft SQL Server 2008 Analysis Services	3				7
6235	Implementing and Maintaining Microsoft SQL Server 2008 Integration Services	3		21		
6236	Implementing and Maintaining Microsoft SQL Server 2008 Reporting Services	3		28		

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MICROSOFT TECHNICAL (continued)

VBA & SCRIPTING		DAYS	MAR	APR	MAY	JUN
2433	Microsoft Visual Basic Scripting Edition and Microsoft Windows Script Host Essentials	3				
	Microsoft Windows 2003 Scripting	5	22			21
VIRTUALIZATION		DAYS	MAR	APR	MAY	JUN
6422	Implementing and Managing Windows Server 2008 Hyper-V	3			26	
VISUAL STUDIO 2005 FRAMEWORK 2.0		DAYS	MAR	APR	MAY	JUN
4994	Introduction to Programming Microsoft .NET Framework Applications with Microsoft Visual Studio 2005	5				
4995	Programming with the Microsoft .NET Framework Using Microsoft Visual Studio 2005	5				
VISUAL STUDIO 2008 .NET FRAMEWORK 3.5		DAYS	MAR	APR	MAY	JUN
NEW	Learning to Program Using Visual Basic 2008	3	31			28
NEW	Windows Communication Foundation Using Visual Basic 2008	5		26		
2310	Developing MS ASP .NET Web Applications Using Visual Studio 2008 .NET	5				7
6460	Visual Studio 2008: Windows Presentation Foundation	3				
6461	Visual Studio 2008: Windows Communication Foundation	5		26		
6464	Visual Studio 2008: ADO.NET 3.5	2				
WINDOWS 2003		DAYS	MAR	APR	MAY	JUN
2273	Managing and Maintaining a MS Windows Server 2003 Environment	5			10	
2276/2277	Implementing, Managing, & Maintaining a Server 2003 Network Infrastructure: Network Hosts & Services	5			24	
2279	Planning, Implementing, and Maintaining a MS Windows Server 2003 Active Directory Infrastructure	5			10	
WINDOWS 2008		DAYS	MAR	APR	MAY	JUN
10159	Updating Your Windows Server 2008 Technology Specialist Skills to R2	3				7
6416	Updating Your Network Infrastructure and Active Directory Technology Skills to Windows Server 2008	5		12		
6417	Updating Your Web and Applications Platform Services Technology Skills to Windows Server 2008	3			10	
6418	Deploying Windows Server 2008	3			5	
6419	Configuring, Managing and Maintaining Windows Server 2008 Servers	5	15			14
6420	Fundamentals of Windows Server 2008 Network and Applications Infrastructure	5				21
6421	Configuring and Troubleshooting a Windows Server 2008 Network Infrastructure	5		19		
6423	Implementing and Managing Windows Server 2008 Clustering	3				28
6424	Fundamentals of Windows Server 2008 Active Directory	3	24			28
6425	Configuring and Troubleshooting Windows Server 2008 Active Directory Domain Services	5		5		
6426	Configuring and Troubleshooting Identity and Access Solutions with Windows Server 2008 Active Directory	3			10	
6427	Configuring and Troubleshooting Internet Information Services in Windows Server 2008	3		28		
6428	Configuring and Troubleshooting Windows Server 2008 Terminal	2			13	
6430	Planning for Windows Server 2008 Servers	3				
6435	Designing a Windows Server 2008 Network Infrastructure	5	22			
6436	Designing a Windows Server 2008 Active Directory Infrastructure and Services	5				
6437	Designing a Windows Server 2008 Applications Infrastructure	3	29			
6445	Implementing and Administering Windows Small Business Server 2008	5		26		
6446	Implementing and Administering Windows Essential Business Server 2008	5			24	
WINDOWS 7		DAYS	MAR	APR	MAY	JUN
6292	Installing and Configuring Windows 7 Client	3	1	5		2
6294	Planning and Managing Windows 7 Desktop Deployments and Environments	5	29			7
WINDOWS XP		DAYS	MAR	APR	MAY	JUN
2261/2262	MCDST BUNDLE SPECIAL: Supporting Users Running the MS Windows XP Operating System	5			17	

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COMPTIA/COMPUTER REPAIR

DAY PROGRAMS (8:30am-4:00pm)		DAYS	MAR	APR	MAY	JUN
	Fundamentals of PC Repair	7				
	CompTIA A+ Certification Essentials: IT Technician	9				
	CompTIA Linux+ Certification FastTrack	5				
	CompTIA Network+ Certification FastTrack	5	22			
	CompTIA Project+ Certification	3				
	CompTIA Security+ Certification FastTrack	5				14
EVENING PROGRAMS (6:00pm-9:00pm)		DAYS	MAR	APR	MAY	JUN
	Fundamentals of PC Repair (EVENING)	16			10E	
NEW	CompTIA Network+ Certification Training (EVENING)	12				14E

LINUX

LINUX		DAYS	MAR	APR	MAY	JUN
NEW	Linux Fundamentals	5	15			
NEW	Enterprise Linux System Administration	5				
	Enterprise Linux Networking Services	5				

CITRIX

CITRIX		DAYS	MAR	APR	MAY	JUN
	Citrix: Administering XenApp 4.5/5.0	5		5		
NEW	Citrix: Installing and Configuring Citrix XenApp 5.0 for Windows Server 2008	5			10	
NEW	Citrix: Installing and Configuring Citrix XenApp 5.0 for Windows Server 2008 Skills Update	3	31			14
NEW	Citrix: Troubleshooting Citrix XenApp 5.0 for Windows Server 2008	5				

SECURITY

SEE ALSO: MICROSOFT-CISCO- COMPTIA SECTIONS		DAYS	MAR	APR	MAY	JUN
NEW	Certified Information Systems Security Professional (CISSP)	5				
	EC-Council Network Security Administrator (ENSA)	5				14
	EC-Council Ethical Hacking and Countermeasures v6.1 (CEH)	5			3	
	EC-Council Certified Network Defense Architect (CNDA)	5			3	
	EC-Council Computer Hacking Forensic Investigator v4.0 (CHF1)	5			24	
NEW	EC-Council Certified Security Analyst (ECSA)	5			17	

CISCO

CISCO		DAYS	MAR	APR	MAY	JUN
	Cisco - CCNA Introduction to Cisco Networking Technologies (ICND)	5		26		
	Cisco - Securing Networks with ASA Fundamentals (SNAF)	5				

VMWARE

VMWARE		DAYS	MAR	APR	MAY	JUN
	VMware vSphere 4.0 Ultimate Bootcamp and Official Certified Virtualization Expert (CVE) (8:00am-6:00pm)	5			24	
NEW	VMWare Hacking Uncovered - CVSE1021 Bootcamp (8:00am-5:00pm)	5		19		

JAVA

JAVA		DAYS	MAR	APR	MAY	JUN
	Java Fundamentals - J2SE 5.0	5				14
	Java Web Development - J2SE 5.0	5				

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