

| Course Name | Contact Hours | Total Cost |
|--|---------------|------------|
| Excel 2003 Fundamentals | 3 Hours | \$175 |
| Excel 2003 Data Analysis Tools | 3 Hours | \$175 |
| Excel 2003 Select Functions/Formulas | 3 Hours | \$175 |
| Excel 2003 Sorting, Filters, & PivotTables | 3 Hours | \$175 |
| Excel 2003 Creating & Enhancing Charts | 3 Hours | \$175 |
| Excel 2003 Advanced Charting Techniques | 3 Hours | \$175 |
| Excel 2003 Database Functionality | 3 Hours | \$175 |
| Excel 2003 Worksheet Functionality | 3 Hours | \$175 |
| Excel 2003 Working with Macros & Controls | 3 Hours | \$175 |
| Word 2003 Creating & Enhancing Tables | 3 Hours | \$175 |
| Word 2003 Mail Merge | 3 Hours | \$175 |
| Word 2003 Document Styles | 3 Hours | \$175 |
| Word 2003 Columns & Drawing Features | 3 Hours | \$175 |
| Word 2003 Formatting Techniques | 3 Hours | \$175 |
| Word 2003 Template Design | 3 Hours | \$175 |
| Word 2003 Forms & Macros | 3 Hours | \$175 |
| Word 2003 Working with Large Documents | 3 Hours | \$175 |
| Word 2003 Document Sharing & Research | 3 Hours | \$175 |
| PowerPoint 2003 Charts, Graphs, & Embedded Objects | 3 Hours | \$175 |
| PowerPoint 2003 Delivering Powerful Presentations | 3 Hours | \$175 |
| PowerPoint 2003 Drawing Tools | 3 Hours | \$175 |
| PowerPoint 2003 Enhancing Presentations | 3 Hours | \$175 |
| PowerPoint 2003 Multimedia Integration | 3 Hours | \$175 |
| PowerPoint 2003 Template Design & Interaction | 3 Hours | \$175 |
| Outlook 2003 Fundamentals | 3 Hours | \$175 |
| Outlook 2003 Calendars, Contacts, & Tasks | 3 Hours | \$175 |
| MS Office 2007 Transition | 3 Hours | \$175 |
| Excel 2007 New Features & Enhancements | 3 Hours | \$175 |
| Word 2007 New Features & Enhancements | 3 Hours | \$175 |
| PowerPoint 2007 New Features & Enhancements | 3 Hours | \$175 |
| Outlook 2007 New Features and Enhancements | 3 Hours | \$175 |
| Bank Reconciliation | 6 Hours | \$495 |
| Foundation I | 6 Hours | \$495 |
| Foundation II | 6 Hours | \$495 |
| General Ledger I | 6 Hours | \$495 |
| General Ledger II | 6 Hours | \$495 |
| Human Resources | 12 Hours | \$975 |
| Inventory | 6 Hours | \$495 |
| Payables Management I | 6 Hours | \$495 |
| Payables Management II | 6 Hours | \$495 |
| Payroll | 6 Hours | \$495 |
| Process Closing Tips & Tricks | 6 Hours | \$325 |
| Project Series I | 12 Hours | \$975 |
| Project Series II | 12 Hours | \$975 |
| Purchase Order Processing | 6 Hours | \$495 |
| Receivables Management I | 6 Hours | \$495 |
| Receivables Management II | 6 Hours | \$495 |
| Report Writer I | 6 Hours | \$495 |
| Report Writer II | 6 Hours | \$495 |
| Sales Order Processing | 6 Hours | \$495 |
| Integration Manager I | 6 Hours | \$495 |
| Integration Manager II | 6 Hours | \$495 |
| FRx Report Design Essentials I | 12 Hours | \$975 |
| FRx Report Design Essentials II | 12 Hours | \$975 |
| CRM Administration | 12 Hours | \$975 |
| CRM Marketing Automation | 6 Hours | \$495 |
| CRM Sales Management | 6 Hours | \$495 |
| CRM Service Management | 6 Hours | \$495 |
| CRM Service Scheduling | 6 Hours | \$495 |