

Total Training Solutions Public Class Schedule February through June 2010

Register online or email registration to jcox@ttrain.com; or call 804-334-9553.

FREE continental breakfast & afternoon snacks plus soft drinks and water all day!



Class Location: 1516 Willow Lawn Drive
Class Times: 8:30 – 4:30

Cancellation Policy: 5 days for apps classes,
10 days for premium & technical classes.

Public Classes	February	March	April	May	June
Access 2003 Introduction (2 days)	2/23 & 24		4/8 & 9	5/11 & 12	6/16 & 17
Access 2003 Intermediate (1 day)		3/3	4/16	5/20	6/25
Access 2003 Advanced (2 days)	2/1 & 2		4/1 & 2	5/26 & 27	6/28 & 29
Access 2003 Macros (1 day)	2/18		4/22		6/30
Access 2007 Introduction (2 days)		3/1 & 2	4/12 & 13		6/1 & 2
Access 2007 Intermediate (1 day)		3/12	4/19		6/7
Access 2007 Advanced (1 day)	2/2	3/18	4/27		6/22
*Access 2007 Macros (1 day)	2/8		4/15		6/29
Access 2007: New Features (1/2 day)	Please call				
*Adobe Acrobat 9.0 (1 day)	2/15		4/7		6/10
*Crystal Reports XI Introduction (2 days)		3/8 & 9		5/6 & 7	
*Crystal Reports XI Advanced (2 days)	2/4 & 5	3/25 & 26		5/24 & 25	
*Crystal Reports 2008 Introduction (2 days)				5/4 & 5	
*Crystal Reports 2008 Advanced (2 days)				5/26 & 27	
*Dreamweaver CS4 Introduction (1 day)	2/12		4/23		6/11
*Dreamweaver CS4 Advanced (1 day)					
Excel 2003 Introduction (1 day)	2/17	3/24	4/21	5/18	6/18
Excel 2003 Intermediate (1 day)	2/22	3/30	4/26	5/21	6/23
Excel 2003 Advanced (1 day)	2/25	3/26	4/28	5/24	6/28
*Excel 2003 Macros (1 day)	2/11		4/7		6/4
Excel 2007 Introduction (1 day)	2/26	3/29		5/3	6/9
Excel 2007 Intermediate (1 day)		3/4	4/6	5/13	6/21
Excel 2007 Advanced (1 day)	2/4	3/11	4/15	5/19	
*Excel 2007 Macros (1 day)	2/5	3/5		5/10	
*InDesign CS4 (1 day)	2/1	3/16		5/6	
Keyboarding (2 one-half day sessions 1:00 – 4:30)	2/12 & 19		4/23 & 30		6/21 & 6/28
Office 2007 New Features (Word, Excel, PowerPoint -1 day)		3/5	4/15		6/17
Outlook 2003 Introduction (1 day)	Please call				
Outlook 2003 Intermediate (1 day)	Please call				
Outlook 2003 Advanced (1 day)	Please call				
Outlook 2007 Introduction (1 day)		3/5	4/5		6/4
Outlook 2007 Intermediate (1 day)		3/11	4/19		6/9
Outlook 2007 Advanced (1 day)	2/4	3/19	4/22		6/22
*PhotoShop CS4 Introduction (1 day)		3/16	4/29		6/14
PowerPoint 2003 Introduction (1 day)		3/10	4/14	5/17	6/15
PowerPoint 2003 Advanced (1 day)	2/3	3/17	4/20	5/25	6/24
PowerPoint 2007 Introduction (1 day)	2/16	3/22	4/27		6/2
PowerPoint 2007 Advanced (1 day)	2/19	3/31	4/29		6/14
Project 2003 Introduction (2 days)		3/4 & 5	4/12 & 13		6/3 & 4
Project 2003 Advanced (1 day)		3/19	4/30	5/27	
Project 2007 Introduction (2 days)	2/9 & 10		4/1 & 2		6/1 & 2
Project 2007 Advanced (1 day)	2/18		4/5		6/29
Publisher 2003 Introduction (1 day)	Please call				
Publisher 2007 Introduction (1 day)	2/2	3/19		5/4	
*Visio 2003 Introduction (1 day)		3/23		5/14	
*Visio 2007 Introduction (1 day)		3/15	4/23		6/8
Windows 7: Transition from XP (1/2 day – 1:00 – 4:30)	2/2	3/12	4/22		6/11
Windows 7 Introduction (1 day)	2/15	3/23		5/10	6/30
Windows 7 Advanced (1 day)	2/19		4/5	5/27	
Word 2003 Introduction (1 day)	2/8	3/25		5/24	
Word 2003 Intermediate (1 day)	2/11		4/1		6/7
Word 2003 Advanced (1 day)	2/18		4/7		6/11
Word 2007 Introduction (1 day)		3/18		5/10	
Word 2007 Intermediate (1 day)	2/1	3/23		5/19	
Word 2007 Advanced (1 day)	2/5	3/26		5/24	

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The courses below are offered on demand and as private classes. Please call 804-334-9553 for other courses.
A+ Certification (5 days)
Net+ Certification (5 days)
Security + Certification (5 days)
Cisco CCNA Boot Camp with Wireless LAN Focus Exam 640-802
Windows Vista
Configuring Windows Vista Client (Exam 70-620)
Supporting & Troubleshooting Applications on a Windows Vista Client for Enterprise Support Technicians (Exam 70-622)
Microsoft Windows Server 2003 & 2008
Managing and Maintaining a Microsoft Windows 2003 Environment (Exam 70-290)
Implementing, Managing and Maintaining a MS Windows Server 2003 Network Infrastructure (Exam 70-291)
Planning and Maintaining a Microsoft Windows Server 2003 Network Infrastructure (Exam 70-293)
Planning, Implementing and Maintaining a MS Windows Server 2003 Network Infrastructure (Exam 70-293)
Planning, Implementing and Maintaining a MS Windows Server 2003 Active Directory Infrastructure (Exam 70-293)
Configuring Windows Server 2008 Application Platform (Exam 70-643)
Microsoft SQL Server
Microsoft SQL Server 2000 System Administration (Exam 70-228) 5 days
Microsoft SQL Server 2000 Database Design and Implementation (Exam 70-229)
Implementing and Maintaining Microsoft SQL Server 2005 (Exam 70-431)
Programming/Development
Developing Web Applications with Microsoft Visual Basic.NET and MS Visual C#.NET (Exam 70-305)
Microsoft SharePoint
Windows SharePoint Services: Building Collaborative Solutions with Team Web Sites - 2 days
Windows SharePoint Services: Building Extended Collaborative Solutions - 2 days
Microsoft Windows SharePoint Services 3.0: Level 1 – 2 days
Microsoft Windows SharePoint Services 3.0: Level 2 – 2 days
Microsoft Exchange
Implementing and Managing Microsoft Exchange Server 2003 (Exam 70-282)
Configuring Microsoft Exchange 2007 (Exam 70-236)
Business Analyst
Essential Skills of the Business Analyst (4 days)
Project Management
PMP Exam Prep (4 days)
Information Technology Project Management - 5 days
Project Management (for General Management) - 5 days
Advanced Project Management (includes managing multiple projects) - 5 days
Engineering Project Management - 5 days
Systems Development
Identifying & confirming User Requirements – 5 days
Business Process Modeling – 4 days
Structured Systems Analysis and Design – 5 days
Independent Verification & Validation – 3 days
Software Quality Assurance – 3 days
Effective Methods of Software Testing – 3 days
Management Development & Communication
Managerial Skills Development for IT Professionals – 5 days
Managerial Skills Development for Engineering Professionals – 5 days
Building Team Effectiveness – 4 days
Leading Effective Meetings and Presentations – 5 days