

# Total Training Solutions Public Class Schedule

## March through July 2010

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

Configuring Windows 7 (Exam 70-680)

Windows® 7 Enterprise Desktop Support Technician (Exam 70-685)

### Microsoft Windows Server 2008

Windows Server® Enterprise Administration (Exam 70-647)

Configuring Windows Server® 2008 Network Infrastructure (Exam 70-642)

Windows Server® 2008 Administrator (Exam 70-646)

Configuring Windows Server® Virtualization (Exam 70-652)

Configuring Windows Server® 2008 Applications Infrastructure (Exam 70-643)

Configuring Windows Server 2008 Application Platform (Exam 70-643)

### Microsoft SQL Server

Microsoft SQL Server 2008–Implementation and Maintenance (Exam 70-432)

Microsoft SQL Server 2008–Database Development (Exam 70-433)

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