

January—March 2012 SDA Course Schedule



Revised:
December 1, 2011

Microsoft Office 2010

Operating Systems

Windows 7 Level 1 (1Day)

Jan 10, Feb 1, Mar 1

Spreadsheet

Excel 2010 Level I (1Day)

Jan 12, Feb 2, Mar 2

Excel 2010 Level II (1Day)

Jan 19, Feb 9, Mar 9

Excel 2010 Level III (1Day)

Jan 26, Feb 16, Mar 16

Word Processing

Word 2010 Level I (1Day)

Jan 11, Feb 1, Mar 1

Word 2010 Level II (1Day)

Jan 18, Feb 8, Mar 8

Word 2010 Level III (1Day)

Jan 25, Feb 15, Mar 15

Presentations

PowerPoint 2010 Level I (1Day)

Jan 17, Feb 7, Mar 7

PowerPoint 2010 Level II (1Day)

Jan 24, Feb 14, Mar 14

Database Management

Access 2010 Level I (1Day)

Jan 16, Feb 23, Mar 12

Access 2010 Level II (1Day)

Jan 31, Feb 24, Mar 19

Access 2010 Level III (1Day)

Feb 29, Mar 26

Other Courses

Outlook 2010 Level I (1Day)

Jan 16, Feb 22, Mar 22

Project 2010 Level I (1Day)

Feb 13, Mar 16

Project 2010 Level II (1Day)

Feb 20, Mar 23

Adobe CS4

Adobe Photoshop CS4 Level 1 & 2

In-Depth 100% Hands-On Workshop (2 Days)



Adobe Photoshop CS4:

Photo Printing & Color

In-Depth 100% Hands-On Workshop (1 Day)



Adobe Photoshop CS4:

Web Production

In-Depth 100% Hands-On Workshop (1 Day)



Adobe Dreamweaver CS4 Level 1 & 2 (2 Days)



Adobe Flash CS4 Level 1 & 2 (2 Days)



Adobe Illustrator CS4 Level 1 & 2

In-Depth 100% Hands-On Workshop
(2 Days)



What 's Inside

Office 2007	2
Who we are	3
Map	3

Special points of interest:

- PMP Course
- ITIL Foundations V3
- Also available Technical Courses for your IT personnel. Get your MCP + MCTS Specialist in Windows Server 2008 certification start from 1,625. Contact us for more information.



Learning Solutions



Call your ExecuTrain Account Manager today at 787-289-7850

January—March 2012 SDA Course Schedule



Revised:
December 1, 2011

Microsoft Office 2007

Operating Systems

Windows 7 Level 1 (1Day)

Jan 10, Feb 1, Mar 1

Spreadsheet

Excel 2007 Level I (1Day)

Jan 23, Feb 6, Mar 6

Excel 2007 Level II (1Day)

Jan 30, Feb 13, Mar 13

Excel 2007 Level III (1Day)

Feb 21, Mar 20

Word Processing

Word 2007 Level I (1Day)

Jan 13, Feb 3, Mar 5

Word 2007 Level II (1Day)

Jan 20, Feb 10, Mar 12

Word 2007 Level III (1Day)

Jan 27, Feb 17, Mar 19

Presentations

PowerPoint 2007 Level I (1Day)

Jan 18, Feb 10, Mar 21

PowerPoint 2007 Level II (1Day)

Jan 25, Feb 17, Mar 28

Database Management

Access 2007 Level I (1Day)

Jan 20, Feb 23, Mar 15

Access 2007 Level II (1Day)

Jan 27, Feb 24, Mar 22

Access 2007 Level III (1Day)

Feb 29, Mar 23

Other Courses

Outlook 2007 Level I (1Day)

Jan 16, Feb 3, Mar 5

Project 2007 Level I (1Day)

Feb 27, Mar 29

Project 2007 Level II (1Day)

Feb 28, Mar 30

Adobe CS4

Adobe Photoshop CS4 Level 1 & 2

In-Depth 100% Hands-On Workshop (2 Days)



Adobe Photoshop CS4:

Photo Printing & Color

In-Depth 100% Hands-On Workshop (1 Day)



Adobe Photoshop CS4:

Web Production

In-Depth 100% Hands-On Workshop (1 Day)



Adobe Dreamweaver CS4 Level 1 & 2 (2 Days)



Adobe Flash CS4 Level 1 & 2 (2 Days)



Adobe Illustrator CS4 Level 1 & 2

In-Depth 100% Hands-On Workshop (2 Days)



What 's Inside

Who we are 2

Map 2

Special points of interest:

- PMP Course
- ITIL Foundations V3
- Also available Technical Courses for your IT personnel. Get your MCP + MCTS Specialist in Windows Server 2008 certification start from 1,625.!! Contact us for more information.



Call your ExecuTrain Account Manager today at 787-289-7850



Who we are

ExecuTrain is the world leader in Information Technology skills enhancement. Established in 1984 in Atlanta, Georgia the company enhances the IT skills of more than 1.5 million professionals every year throughout a global network of 265 centers in 40 countries. More than 5,000 satisfied professionals in Puerto Rico have enhanced their information technology and e-skills with ExecuTrain since we began operations locally in 1997.

ExecuTrain de PR
The Atrium Office Center
Ave. De La Constitución
San Juan, P.R. 00901
Tel.: (787) 289-7850
Fax: (787) 289-8747
www.executrainpr.com
E-mail:
train@executrainpr.com

Our Vision

Become the best and most reliable provider of training in Puerto Rico to enhance professional skills to improve performance in organizations.

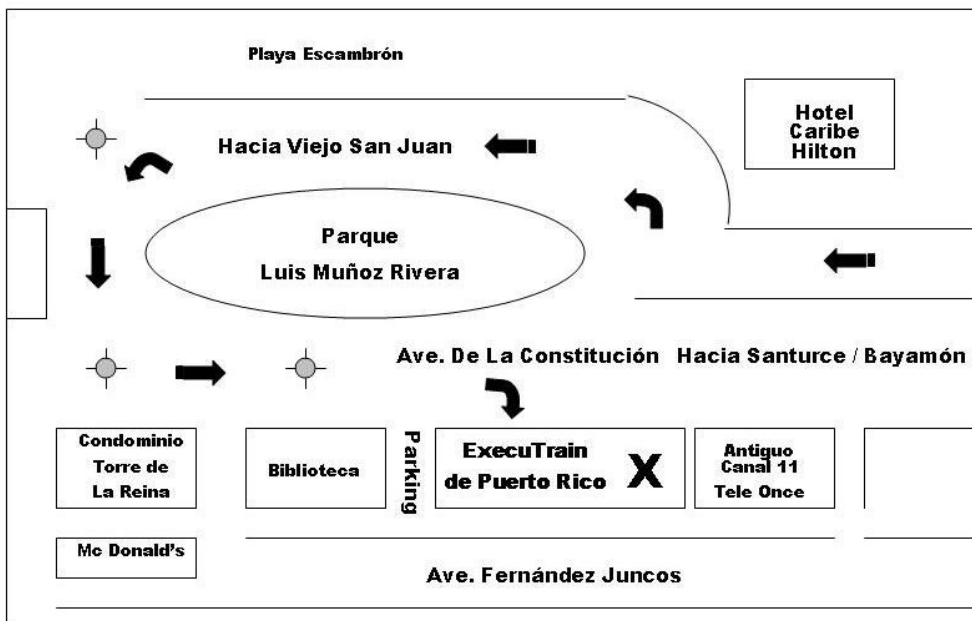
Our Mission

ExecuTrain de PR enhances the information capabilities of organizations in the private and public sector as they endeavor towards full economic capability. We empower individuals with skills that allow them to obtain gainful employment and improve their family's standards of living and quality of life. We focus on valuable learning experience with programs that feature transfer of knowledgeable functional and practical value-added Best Practices on IT Service Management (ITIL), GMP's, GDP's, GLP's, Project Management and Information-technology skills. We conduct our business with strict, sound and efficient commercial practices.

We're on the Web!

www.executrainpr.com

Our Training Center Location



Course Times

Full-Day Courses
8:30a.m.-5:00p.m.

Please arrive at
least 15 minutes early

Call your ExecuTrain Account Manager today at 787-289-7850