



Current Seminar Schedule by Name						
Date: 11/21/11						
Seminar	# Hrs	Price	Start Date	End Date	Time	
Access 2007 Online	Variable	\$99	11/30/11	11/30/11	1:00 AM-1:00 AM	
Access 2010 - Fundamentals	12	\$295	2/21/12	2/23/12	8:30 AM-12:30 PM	
Accountability That Works!	4	\$155	3/08/12	3/08/12	8:30 AM-12:30 PM	
Achieving Your Leadership Potential (Online)	Variable	\$99	11/30/11	11/30/11	1:00 AM-1:00 AM	
Acrobat X - Fundamentals	4	\$155	12/09/11	12/09/11	8:30 AM-12:30 PM	
Adapting to Change (Online)	Variable	\$99	11/30/11	11/30/11	1:00 AM-1:00 AM	
Building an Environment of Trust	4	\$175	2/08/12	2/08/12	8:30 AM-12:30 PM	
Building an Environment of Trust (Online)	Variable	\$99	11/30/11	11/30/11	1:00 AM-1:00 AM	
Building Trust (Online)	Variable	\$99	11/30/11	11/30/11	1:00 AM-1:00 AM	
Building Winning Partnerships	4	\$175	3/28/12	3/28/12	8:30 AM-12:30 PM	
Cloud Computing with Microsoft Web Apps	4	\$155	1/18/12	1/18/12	8:30 AM-12:30 PM	
Coaching for Improvement (Online)	Variable	\$99	11/30/11	11/30/11	1:00 AM-1:00 AM	
Coaching for Success	4	\$175	2/23/12	2/23/12	8:30 AM-12:30 PM	
Coaching for Success (Online)	Variable	\$99	11/30/11	11/30/11	1:00 AM-1:00 AM	
Communicating and Listening (Online)	Variable	\$99	11/30/11	11/30/11	1:00 AM-1:00 AM	
Communicating with Impact	4	\$175	1/25/12	1/25/12	8:30 AM-12:30 PM	
Communicating with Impact (Online)	Variable	\$99	11/30/11	11/30/11	1:00 AM-1:00 AM	
Contributing to Meeting Success (Online)	Variable	\$99	11/30/11	11/30/11	1:00 AM-1:00 AM	
Creating Forms in Word & Excel 2007	4	\$155	12/06/11	12/06/11	8:30 AM-12:30 PM	
Decision Making (Online)	Variable	\$99	11/30/11	11/30/11	1:00 AM-1:00 AM	

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Delegating for Productivity and Growth (Online)	Variable	\$99	11/30/11	11/30/11	1:00 AM-1:00 AM
Delegating for Results (Online)	Variable	\$99	11/30/11	11/30/11	1:00 AM-1:00 AM
Developing Others (Online)	Variable	\$99	11/30/11	11/30/11	1:00 AM-1:00 AM
DiSC - Discovering Your Leadership Style	4	\$150	3/07/12	3/07/12	8:30 AM-12:30 PM
Dreamweaver CS5 - Fundamentals	8	\$225	3/27/12	3/29/12	8:30 AM-12:30 PM
Essentials of Leadership	4	\$175	2/02/12	2/02/12	8:30 AM-12:30 PM
Essentials of Leadership (Online)	Variable	\$99	11/30/11	11/30/11	1:00 AM-1:00 AM
Excel 2007 - Charts & Multiple Worksheets	6	\$195	3/22/12	3/22/12	9:00 AM-4:00 PM
Excel 2007 - Fundamentals	6	\$195	1/31/12	2/01/12	9:00 AM-12:00 PM
Excel 2007 Online	Variable	\$99	11/30/11	11/30/11	1:00 AM-1:00 AM
Excel 2010 - Fundamentals	6	\$195	2/08/12	2/08/12	9:00 AM-4:00 PM
Excel 2010 - Pivot Tables	4	\$155	3/07/12	3/07/12	8:30 AM-12:30 PM
Excel 2010 Online	Variable	\$99	11/30/11	11/30/11	1:00 AM-1:00 AM
Feedback Fundamentals (Online)	Variable	\$99	11/30/11	11/30/11	1:00 AM-1:00 AM
Fundamentals of Effective Presentations	8	\$225	1/24/12	1/26/12	8:30 AM-12:30 PM
Getting Started as a New Leader (Online)	Variable	\$99	11/30/11	11/30/11	1:00 AM-1:00 AM
Instructor Led Driver Safety Class	4	\$39	11/22/11	11/22/11	4:00 PM-8:00 PM
Instructor Led Driver Safety Class	4	\$39	12/03/11	12/03/11	8:00 AM-12:00 PM
Instructor Led Driver Safety Class	4	\$39	12/12/11	12/12/11	4:00 PM-8:00 PM
Instructor Led Driver Safety Class	4	\$39	12/17/11	12/17/11	8:00 AM-12:00 PM
Leading Change (Online)	Variable	\$99	11/30/11	11/30/11	1:00 AM-1:00 AM
Leading Virtually (Online)	Variable	\$99	11/30/11	11/30/11	1:00 AM-1:00 AM
Making Meetings Work (Online)	Variable	\$99	11/30/11	11/30/11	1:00 AM-1:00 AM
Making the Move from Coworker to Supervisor	4	\$140	2/07/12	2/07/12	8:30 AM-12:30 PM
Managing Performance Problems (Online)	Variable	\$99	11/30/11	11/30/11	1:00 AM-1:00 AM
Navigating Beyond Conflict	4	\$175	2/22/12	2/22/12	8:30 AM-12:30 PM

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Seminar	# Hrs	Price	Start Date	End Date	Time
Office 2007 Online Bundle	Variable	\$299	11/30/11	11/30/11	1:00 AM-1:00 AM
Office 2010 Online Bundle	Variable	\$299	11/30/11	11/30/11	1:00 AM-1:00 AM
Outlook 2007 Online	Variable	\$99	11/30/11	11/30/11	1:00 AM-1:00 AM
Outlook 2010 - New Features	2	\$125	1/24/12	1/24/12	9:00 AM-11:00 AM
Outlook 2010 Online	Variable	\$99	11/30/11	11/30/11	1:00 AM-1:00 AM
Personal Empowerment: Taking Initiative (Online)	Variable	\$99	11/30/11	11/30/11	1:00 AM-1:00 AM
Photoshop CS5 - Fundamentals	12	\$295	1/30/12	2/03/12	8:30 AM-12:30 PM
PowerPoint 2007 - Animation & Multimedia	6	\$195	2/28/12	2/28/12	9:00 AM-4:00 PM
PowerPoint 2007 Online	Variable	\$99	11/30/11	11/30/11	1:00 AM-1:00 AM
PowerPoint 2010 Online	Variable	\$99	11/30/11	11/30/11	1:00 AM-1:00 AM
Project 2007 Online	Variable	\$99	11/30/11	11/30/11	1:00 AM-1:00 AM
Reaching Group Agreement (Online)	Variable	\$99	11/30/11	11/30/11	1:00 AM-1:00 AM
Resolving Conflict (Online)	Variable	\$99	11/30/11	11/30/11	1:00 AM-1:00 AM
Retaining Talent (Online)	Variable	\$99	11/30/11	11/30/11	1:00 AM-1:00 AM
Reviewing Performance Progress (Online)	Variable	\$99	11/30/11	11/30/11	1:00 AM-1:00 AM
Setting Performance Expectations (Online)	Variable	\$99	11/30/11	11/30/11	1:00 AM-1:00 AM
SharePoint 2010 Online	Variable	\$99	11/30/11	11/30/11	1:00 AM-1:00 AM
Social Media for Businesses	4	\$125	2/16/12	2/16/12	8:30 AM-12:30 PM
Social Media Open Lab	3	\$95	2/24/12	2/24/12	9:00 AM-12:00 PM
Strategies for Effective Communication	6	\$175	2/14/12	2/14/12	8:30 AM-3:30 PM
Taking Charge of Your Development (Online)	Variable	\$99	11/30/11	11/30/11	1:00 AM-1:00 AM
Taking the Heat (Online)	Variable	\$99	11/30/11	11/30/11	1:00 AM-1:00 AM
Time Management (Online)	Variable	\$99	11/30/11	11/30/11	1:00 AM-1:00 AM
Transition from Office 2003 to Office 2010	6	\$195	12/07/11	12/07/11	9:00 AM-4:00 PM
Transition from Office 2003 to Office 2010	6	\$195	1/25/12	1/25/12	9:00 AM-4:00 PM
Valuing Differences (Online)	Variable	\$99	11/30/11	11/30/11	1:00 AM-1:00 AM

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Visio 2007 - Fundamentals	6	\$195	12/06/11	12/06/11	9:00 AM-4:00 PM
Windows 7	4	\$155	1/12/12	1/12/12	8:30 AM-12:30 PM
Windows 7 Online	Variable	\$99	11/30/11	11/30/11	1:00 AM-1:00 AM
Word 2007 Online	Variable	\$99	11/30/11	11/30/11	1:00 AM-1:00 AM
Word 2010 Online	Variable	\$99	11/30/11	11/30/11	1:00 AM-1:00 AM
Working as a High-Performing Team	4	\$175	3/22/12	3/22/12	8:30 AM-12:30 PM
Working as a Team (Online)	Variable	\$99	11/30/11	11/30/11	1:00 AM-1:00 AM
Working Through Conflict (Online)	Variable	\$99	11/30/11	11/30/11	1:00 AM-1:00 AM