



# ExecuTrain<sup>®</sup>

The Computer Training Leader

a division of

 **Executive Technologies**  
Strategies for Today's Business

**JANUARY—FEBRUARY—MARCH 2012**

**CLASS SCHEDULE**

7337 W. Jefferson Blvd., Suite 200  
Fort Wayne, IN 46804  
(260) 432-9077  
[www.etfortwayne.com](http://www.etfortwayne.com)



**Adobe**



**CompTIA**

**Business Objects**

**CASTLE worldwide**  
MULTIPLE CHOICES / ONE RIGHT ANSWER

**AutoCAD**

**PROMETRIC**

**CERTYPORT**

**TOOLINGU**  
confidence to compete

**Microsoft Partner**   
Silver Learning  
Silver Software Development

## TRAINING SPECIALS

**REGISTER NOW TO GET CERTIFIED IN OFFICE 2010!**

**Get MS Office 2010  
certified—FREE!**

Want to get certified in Microsoft Office 2010? ExecuTrain can help! If you sign up for and complete all three levels of training (Basic, Intermediate & Advanced) in Access 2010, Excel 2010, Outlook 2010, or Word 2010, your test voucher is on us!

ExecuTrain is an approved testing site for Microsoft Certifications, so don't forget to call us when you're ready to schedule your testing appointment!

*Call now for more information  
or to schedule your classes!*

*(260) 432-9077 or toll free (866) 257-0316*

**ExecuTrain can supply training for courses not listed on our public schedule, such as Microsoft Office 2003 and Adobe CS3. Please call to schedule these courses.**

FUNDAMENTALS			COST	DAYS	JAN	FEB	MAR
KAZ® (Keyboarding A to Z)			\$195	1	3	2	1
Intro to Computers and Basic Computer Skills	Windows 7 Edition		\$175	1	11	10	7
Windows 7	Basic		\$175	1	5	6	5
Windows 7	Advanced		\$175	1	20	16	14
MICROSOFT OFFICE			COST	DAYS	JAN	FEB	MAR
<i>Earlier versions of Office available. Please call for dates.</i>							
Office 2010 New Features			\$175	1	5	3	6
Office 2007 New Features			\$175	1	24	22	27
ACCESS							
Access 2010	Basic	(MOS)	\$350	2	5-6	6-7	5-6
Access 2010	Intermediate	(MOS)	\$350	2	12-13	13-14	12-13
Access 2010	Advanced	(MOS)	\$175	1	23	24	23
Access 2007	Basic	(MOS)	\$350	2	17-18	15-16	19-20
Access 2007	Intermediate	(MOS)	\$350	2	26-27	28-29	26-27
Access 2007	Advanced	(MOS)	\$175	1	3	8	1
Access 2003	Basic	(MOS)	\$350	2	24-25	20-21	15-16
Access 2003	Intermediate	(MOS)	\$350	2	11-12	9-10	8-9
Access 2003	Advanced	(MOS)	\$175	1	4	2	
EXCEL							
Excel 2010	Basic	(MOS)	\$175	1	19	17	21
Excel 2010	Intermediate	(MOS)	\$175	1	30	29	28
Excel 2010	Advanced	(MOS)	\$175	1	4	1	2
Excel 2007	Basic	(MOS)	\$175	1	9	8	7
Excel 2007	Intermediate	(MOS)	\$175	1	18	20	19
Excel 2007	Advanced	(MOS)	\$175	1	25	22	22
Excel 2007	Power User	(MOS)	\$175	1		27	
Excel 2003	Basic	(MOS)	\$175	1	27	28	29
Excel 2003	Intermediate	(MOS)	\$175	1	6	6	6
Excel 2003	Advanced	(MOS)	\$175	1	16	15	14
Access/Excel VBA (Visual Basic for Applications)			\$390	2	19-20		
OUTLOOK							
Outlook 2010	Basic	(MOS)	\$175	1	9	8	9
Outlook 2010	Intermediate	(MOS)	\$175	1	16	14	13
Outlook 2010	Advanced	(MOS)	\$175	1	23	22	23
Outlook 2007	Basic	(MOS)	\$175	1	11	13	14
Outlook 2007	Intermediate	(MOS)	\$175	1	27	27	21
Outlook 2007	Advanced	(MOS)	\$175	1	3	1	1
POWERPOINT							
PowerPoint 2010	Basic	(MOS)	\$175	1	10	9	12
PowerPoint 2010	Advanced	(MOS)	\$175	1	26	29	28
PowerPoint 2007	Basic	(MOS)	\$175	1	24	21	20
PowerPoint 2007	Advanced	(MOS)	\$175	1	31	14	30
PROJECT							
Project 2010	Basic		\$175	1	17	16	15
Project 2010	Advanced		\$175	1	30	28	30
Project 2007	Basic		\$175	1	12	7	5
Project 2007	Advanced		\$175	1	24	29	22



MICROSOFT OFFICE, CONT.		Earlier versions of Office available. Please call for dates.	COST	DAYS	JAN	FEB	MAR
<b>PUBLISHER</b>							
Publisher 2010	Basic		\$175	1	3	1	7
Publisher 2010	Advanced		\$175	1	30	28	28
Publisher 2007	Basic		\$175	1	18	15	21
Publisher 2007	Advanced		\$175	1	6	8	13
<b>VISIO</b>							
Visio Professional 2010	Basic		\$175	1	10	2	8
Visio Professional 2010	Advanced		\$175	1	13	15	16
Visio Professional 2007	Basic		\$175	1	4	3	2
Visio Professional 2007	Advanced		\$175	1	31	27	29
<b>WORD</b>							
Word 2010	Basic	(MOS)	\$175	1	27	23	21
Word 2010	Intermediate	(MOS)	\$175	1	6	3	6
Word 2010	Advanced	(MOS)	\$175	1	10	10	12
Word 2007	Basic	(MOS)	\$175	1	5	7	9
Word 2007	Intermediate	(MOS)	\$175	1	13	13	15
Word 2007	Advanced	(MOS)	\$175	1	30	24	28

ExecuTrain is an authorized testing center for Certiport, Pan, Prometric, CASTLE Worldwide, and Pearson/VUE.



ADOBE CREATIVE SUITE		Earlier CS versions available. Please call for dates.	COST	DAYS	JAN	FEB	MAR
Acrobat 9 Professional	Basic	(ACE)	\$450	2	16-17		15-16
Acrobat 9 Professional	Advanced	(ACE)	\$450	2		13-14	
Illustrator CS4	Basic	(ACE)	\$450	2	5-6	2-3	1-2
Illustrator CS4	Advanced	(ACE)	\$450	2	18-19	16-17	19-20
InDesign CS4	Basic	(ACE)	\$450	2	9-10	9-10	8-9
InDesign CS4	Advanced	(ACE)	\$450	2	25-26	23-24	22-23
Photoshop CS4	Basic	(ACE)	\$450	2	4-5	6-7	5-6
Photoshop CS4	Advanced	(ACE)	\$450	2	23-24	20-21	26-27
Dreamweaver CS4	Basic	(ACE)	\$450	2	11-12	13-14	12-13
Dreamweaver CS4	Advanced	(ACE)	\$450	2	30-31	28-29	29-30
Flash Professional CS4	Basic	(ACE)	\$450	2	12-13	16-17	15-16
Flash Professional CS4	Advanced	(ACE)	\$450	2	26-27	20-21	26-27
SPECIALTY COURSES		Earlier software versions available. Please call for dates.	COST	DAYS	JAN	FEB	MAR
ACT! 2009	Basic		\$195	1	9	9	7
ACT! 2009	Advanced		\$195	1	17	17	14
Crystal Reports 2008	Basic		\$350	1	4	1	2
Crystal Reports 2008	Advanced		\$700	2	19-20	20-21	8-9
Project Management	Essentials	(Theory)	\$195	1	23		16
Project Management	Basic	(Theory)	\$195	1		22	
Project Management	Intermediate	(Theory)	\$195	1	25	23	
Project Management	Advanced	(Theory)	\$195	1		24	
QuickBooks 2009	Basic		\$195	1	9	10	12
QuickBooks 2009	Advanced		\$195	1	26	27	26
Expression Web	Basic/Advanced		\$350	2	19-20		22-23
HTML	Basic/Advanced		\$390	2			
SharePoint® Designer 2007	Basic		\$175	1		7	
SharePoint® Designer 2007	Advanced		\$350	2	16-17		19-20

**FORT WAYNE CONTACT INFORMATION**

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<b>AUTOCAD</b>		<b>FORT WAYNE</b>	<b>COST</b>	<b>DAYS</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>
AutoCAD 2008 Fundamentals			\$2000	5		13-17	
<b>CISCO</b>		<b>FORT WAYNE</b>	<b>COST</b>	<b>DAYS</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>
CCNA Bootcamp (Cisco Certified Network Associate Certification)				5			
<b>COMPTIA TECHNICAL CERTIFICATIONS</b>		<b>FORT WAYNE</b>	<b>COST</b>	<b>DAYS</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>
<b>CompTIA Gold Authorized Service Center and Learning Alliance Partner</b>					All CompTIA class prices include exams		
CompTIA A+ Entry-Level Computer Service	Essentials		\$1750	5			12-16
CompTIA A+ Entry-Level Computer Service	Elective		\$1750	5		6-10	
CompTIA CTT+ Certified Technical Trainer			\$700	2	16-17		
CompTIA Network+ Network Support and Administration			\$1750	5			26-30
CompTIA PDI+ Printer and Document Imaging			\$700	2		20-24	
CompTIA Project+ Project Management for IT Professionals			\$1750	5	23-27		
CompTIA Security+ Computer and Information Security			\$1750	5		13-17	
CompTIA Server+ Server Installation, Configuration, and Maintenance			\$1750	5			5-9
<b>MICROSOFT® TECHNICAL CERTIFICATIONS</b>		<b>FORT WAYNE</b>	<b>COST</b>	<b>DAYS</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>
<b>Microsoft® Certified Partner</b>					classes are available as web-based live learning with no waiting for classes to fill.		
<b>SERVER ADMINISTRATION/DEPLOYMENT</b>							
Updating Your Network Infrastructure and Active Directory® Technology Skills to Windows® Server 2008		MS-6416	\$2000	5	16-20		
Configuring, Managing & Maintaining Windows® Server 2008		MS-6419	\$2000	5	16-20		
Configuring & Troubleshooting a Windows® Server 2008 Network Infrastructure		MS-6421	\$2000	5	9-13		
Implementing & Managing Windows® Server 2008 Hyper-V™		MS-6422	\$1200	3			
Configuring Windows® Server 2008 Active Directory® Domain Services		MS-6425	\$2000	5	16-20		
Configuring & Troubleshooting Identity & Access Solutions with Windows® Server 2008 Active Directory®		MS-6426	\$1200	3			
Configuring & Troubleshooting Internet Information Services in Windows® Server 2008		MS-6427	\$1200	3			
Configuring & Troubleshooting Windows® Server 2008 Terminal Services		MS-6428	\$800	2	23-24		
Configuring, Managing and Troubleshooting Microsoft® Exchange Server 2010		MS-10135	\$2000	5			
Automating Windows® Server 2008 Administration with Windows PowerShell™ 2.0		MS-10325	\$2000	5			
Implementing Active Directory® Rights Management Services with Exchange & SharePoint®		MS-50403	\$800	4	9-12		
<b>WINDOWS® 7</b>							
Installing & Configuring Windows® 7 Client		MS-6292	\$1200	3			
Planning & Managing Windows® 7 Desktop Deployments & Environments		MS-6294	\$800	2			
Updating Your Technology Skills from Microsoft® XP to Windows® 7		MS-50311	\$1200	3			
CISSP-Certified Information Systems Security Professional			\$2000	5			
Ethical Hacking & Countermeasures 6.1 Course			\$800	2			
<b>MICROSOFT® SHAREPOINT®</b>							
InfoPath 2010			\$800	2			
SharePoint® 2010 Power End User Course			\$2000	5			
Microsoft® Windows® SharePoint® Foundation 2010: Level 1			\$800	2			
Microsoft® Windows® SharePoint® Foundation 2010: Level 2			\$800	2			
SharePoint® Designer 2010			\$400	1			
Configuring, Managing & Troubleshooting Microsoft® SharePoint® 2010		MS-10174	\$2000	5			
Microsoft® SharePoint® 2010 Application Development		MS-10175	\$2000	5	23-27		
SharePoint® 2010 Business Intelligence		MS-50429	\$2000	5	30-2/3		
PowerPivot for End Users		MS-50433	\$800	2			
Implementing & Administering Microsoft® SharePoint® Foundation 2010		MS-50435	\$800	2			
<b>MICROSOFT® SQL SERVER™ DATABASE</b>							
Writing Queries Using Microsoft® SQL Server™ 2008 Transact-SQL		MS-2778	\$1200	3	4-6		
Maintaining a Microsoft® SQL Server™ 2008 Database		MS-6231	\$2000	5	16-20		
Implementing a Microsoft® SQL Server™ 2008 Database		MS-6232	\$2000	5	9-13		
Implementing and Maintaining Microsoft® SQL Server™ 2008 Analysis Services		MS-6234	\$1200	3	4-6		
Implementing and Maintaining Microsoft® SQL Server™ 2008 Integration Services		MS-6235	\$1200	3			
Implementing and Maintaining Microsoft® SQL Server™ 2008 Reporting Services		MS-6236	\$1200	3	23-25		

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MICROSOFT® TECHNICAL CERTIFICATIONS CONTINUED		COST	DAYS	JAN	FEB	MAR
<b>APPLICATION DEVELOPMENT</b>						
Developing Windows® Applications with Microsoft® Visual Studio® 2010	MS-10262	\$2000	5	16-20		
Developing Windows® Communication Foundation Solutions with Microsoft® Visual Studio® 2010	MS-10263	\$2000	5			
Developing Web Applications with Microsoft® Visual Studio® 2010	MS-10264	\$2000	5			
Developing Data Access Solutions using Visual Studio® 2010	MS-10265	\$2000	5			
Programming in C# with Microsoft® Visual Studio® 2010	MS-10266	\$2000	5	9-13		
Introduction to Web Development with Visual Studio® 2010	MS-10267	\$2000	5	17-21		
Use Cases & Requirements Management		\$800	2			
Java Programming Introduction		\$2000	5			
Java Programming Intermediate		\$2000	5			
Object Oriented Analysis & Design (OOAD) and UML		\$2000	5			
JavaScript		\$1600	4			
Web Programming in Java (jsp & servlets)		\$2000	5			

### Mac Configuration and Training

Our IT Services division, ExecuNet, is an Apple Authorized Service Provider and Reseller.

### Professional Business Skills Training

**Do your employees need training in basic business skills and practices? ExecuTrain can help!**

We offer workshops and instruction in:

Business Etiquette	E-mail Etiquette and Grammar	Motivation
Business Writing	Excellence in Service	Negotiating
Call Center Management	Excellence in Supervision	Organizational Skills
Conducting Meetings	HIPAA Overview & Certification	PMP Certification
Conflict Management	Interpersonal Communication	Sales Skills
Cross-Cultural Business Communication	Managerial Leadership	Sexual Harassment
Diversity	Medical Billing & Coding	Time Management
Effective Presentations	Medical Terminology	... and many more!

**Call 1-866-257-0316 or 260-432-9077 and speak with our Educational Services Coordinator for more information!**

### EXECUTRAIN VIRTUAL CAMPUS

**Does your organization need:**

- **To rapidly develop skills across a range of subjects**
- **Instant access to formal and performance support learning resources**
- **A learning solution that meets the needs of the entire organization**
- **A solution of easily blended learning assets to support a variety of learning activities**

**...the ExecuTrain Virtual Campus may be the answer!**

The ExecuTrain Virtual Campus (EVC) provides learners with comprehensive coverage of relevant desktop technologies and desktop skills, including over 380 interactive courses and more than 400 online books on the Microsoft Office Suite of programs alone. EVC is easily accessed from any computer with an Internet connection, letting you learn on-the-go, according to your schedule.

**Pricing is volume-based and starts at just \$25 per user, per title.**

**Call now for more information! 260-432-9077**

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**Volume pricing and early registration discounts available.**  
**For more information, contact our Educational Services Coordinator.**



### CLASS TIMES AND CANCELLATION POLICY

**Class Times:** Class times are 8:30 a.m. to 4:30 p.m. Please plan to arrive by 8:15 a.m. as classes begin promptly at 8:30 a.m. In fairness to all students, anyone arriving after 9:00 a.m. will be rescheduled to another class date.

**Cancellation Policy:** If you are registered for a class and are unable to attend, please contact our office four business days prior to your scheduled class. There is a late cancellation fee of \$75 per person per class if you cancel or reschedule with less than four days notice. Technical classes require a notification of ten full business days prior to the scheduled class. If you cancel or reschedule with less than ten full business days notice, the late cancellation fee for technical classes is 50% of the class cost. If you fail to attend a scheduled class and do not cancel, the full class fee (100%) will be charged. If you are ill, we must receive notification by 8:00 a.m. or the full amount will be charged for the class. This policy also applies to students taking refresher classes (retakes).

**Phone Support and Free Refresher Classes:** All classes include phone support on the topics covered in class (no time limit) and a free refresher class (identical software version) available as long as the class is offered on our public schedule.

**Quick Reference Cards are available for most applications ♦ Only \$12**

### GET CERTIFIED

#### Certification Helps You Get Recognized

Validate your expertise and skills with certification, available for most popular business applications. Our courseware maps directly to test objectives and has been approved for the following certifications:

- Microsoft Office Specialist (MOS) 2003
- Microsoft Certified Application Specialist (MCAS) 2007
- Adobe Certified Expert (ACE) and Associate (ACE)
- CompTIA IT skills (A+, Network+, Project+, etc.)
- Microsoft technical certifications (MCP, MCSE, etc.)

We can also help you prepare for your exams with free assessments and test prep software.

You can even take your exams right here at our facility. We are an authorized testing center for Certiport, Prometric, CASTLE Worldwide, Pan and Pearson/VUE. We are also an authorized testing center for the Certified Business Professional (CBP) exam offered through the International Business Training Association.

Instructors are available to meet with you and assist in planning for your certification.

**Get started on your certification path today and set yourself apart from the crowd!**

### CUSTOM SERVICES

#### Don't see the class you want listed?

Additional class topics are available upon request.

#### Can't get away during the day?

Evening/weekend classes are scheduled on request. One-on-one instruction may be scheduled based on instructor availability.

#### Instructor-led classes don't meet your schedule? Or, maybe you just prefer self-paced training?

Try our online training available anytime, anywhere through ExecuTrain's Virtual Campus (EVC).

#### Need customized training delivered to your entire team?

All of our classes can be customized to meet your organization's specific needs, with classes held at our facility or yours.

#### Need help with a project or additional application support?

ExecuTrain can provide a roaming instructor, programmer or consultant to assist with all your IT projects.

**For more information, contact our Educational Services Coordinator today!**

#### Room Rentals Available

Monday – Saturday 8 a.m. – 5 p.m. ♦ Extended hours available on request ♦ As low as \$450/day  
8-12 student workstations plus instructor station ♦ Projector and screen  
Dry erase board ♦ Free wireless Internet access ♦ Complimentary coffee

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