



COMPUTER TRAINING COURSE SCHEDULE

5375 Main Street • PO Box 225 • East Petersburg, PA 17520-0225
Phone: 717-560-3552 • Fax: 717-569-1135 • Web: www.pceasy.com • E-mail: info@pceasy.com



March, 2010 – April, 2010 (Page 1 of 2)

Classes are \$120 unless otherwise noted – Only ONE date required per class, except evening classes.

** Evening Class **

E-Bay – Online Buying & Selling (2 Hrs) – \$60
Mon., Apr. 12 (5:30 to 7:30 PM)

** Photoshop Classes **

Photoshop Elements (Home Edition) – (\$175)
Fri., Mar. 5 (1:00 to 5:00 PM)
Fri., Apr. 30 (1:00 to 5:00 PM)

Photoshop Essentials (Professional Edition) – (\$175)
Part 1: Fri., Mar. 19 (1:00 to 5:00 PM)
Part 2: Tues., Mar. 9 (1:00 to 5:00 PM)
Fri., Apr. 16 (1:00 to 5:00 PM)

** “Byte-Size” Classes – \$60 ** 2 Hour Specialized Topics (Hands-On)

Access Queries – All Versions (2 Hrs) – \$60
CALL FOR DATES

Charting In Excel (2 Hrs) – \$60
Versions 97 thru 2003
Fri., Apr. 23 (10:00 AM to Noon)
Version 2007
Mon., Mar. 1 (3:00 PM to 5:00 PM)

Charting in PowerPoint & Excel (2 Hrs) – \$60
Versions 97 thru 2003
Fri., Apr. 23 (8:00 AM to 10:00 AM)
Version 2007
Mon., Apr. 19 (10:00 AM to Noon)

E-Bay – Online Buying & Selling (2 Hrs) – \$60
Mon., Apr. 12 (5:30 to 7:30 PM) ** Evening Class **

Mail Merge (2 Hrs) – \$60
Mon., Apr. 19 (8:00 AM to 10:00 AM)

Protecting Your PC (2 Hrs) – \$60
Fri., Mar. 19 (8:00 AM to 10:00 AM)
Thurs., Apr. 15 (8:00 AM to 10:00 AM)

ABC's of Personal Computing
Mon., Mar. 1 (8:00 AM to Noon)
Thurs., Apr. 1 (8:00 AM to Noon)

Access – Basics (Database) – (\$135)
Versions 97 thru 2003

Thurs., Mar. 4 (1:00 to 5:00 PM)
Tues., Apr. 6 (8:00 AM to Noon)

Version 2007
Tues., Mar. 2 (8:00 AM to Noon)
Thurs., Apr. 1 (1:00 to 5:00 PM)

Access – Intermediate Part I – All Versions – (\$135)

Fri., Mar. 12 (8:00 AM to Noon)
Tues., Apr. 13 (1:00 to 5:00 PM)

Access – Intermediate Part II – All Versions – (\$135)

Tues., Mar. 23 (1:00 to 5:00 PM)
Tues., Apr. 20 (8:00 AM to Noon)

Access Advanced – All Versions – (\$135)

Mon., Mar. 29 (8:00 AM to Noon)
Wed., Apr. 28 (1:00 to 5:00 PM)

Access Queries – All Versions (2 Hrs) – \$60
CALL FOR DATES

ACT! – Basics (Contact Mgr.) – Ver 6.0 thru 2010

Mon., Apr. 26 (8:00 AM to Noon)

Charting In Excel (2 Hrs) – \$60

Versions 97 thru 2003
Fri., Apr. 23 (10:00 AM to Noon)
Version 2007
Mon., Mar. 1 (3:00 PM to 5:00 PM)

Charting in PowerPoint & Excel (2 Hrs) – \$60

Versions 97 thru 2003
Fri., Apr. 23 (8:00 AM to 10:00 AM)
Version 2007
Mon., Apr. 19 (10:00 AM to Noon)

Dreamweaver (Adobe) (Web Dev.) – (\$175)

Basics: Wed., Apr. 21 (8:00 AM to Noon)

E-Bay – Online Buying & Selling (2 Hrs) – \$60
Mon., Apr. 12 (5:30 to 7:30 PM) ** Evening Class **

Excel – Basics (Spreadsheet)

Versions 97 thru 2003
Thurs., Mar. 4 (8:00 AM to Noon)
Mon., Mar. 15 (1:00 to 5:00 PM)
Wed., Apr. 7 (8:00 AM to Noon)
Tues., Apr. 20 (1:00 to 5:00 PM)
Version 2007
Wed., Mar. 3 (1:00 to 5:00 PM)
Mon., Apr. 5 (8:00 AM to Noon)

Excel – Intermediate Part I

Versions 97 thru 2003
Fri., Mar. 12 (1:00 to 5:00 PM)
Mon., Apr. 12 (8:00 AM to Noon)
Version 2007
Thurs., Mar. 11 (1:00 to 5:00 PM)
Fri., Apr. 16 (8:00 AM to Noon)

Excel – Intermediate Part II

Versions 97 thru 2003
Tues., Mar. 23 (8:00 AM to Noon)
Thurs., Apr. 22 (1:00 to 5:00 PM)
Version 2007
Tues., Mar. 23 (8:00 AM to Noon)
Thurs., Apr. 22 (1:00 to 5:00 PM)

Excel – Advanced

Versions 97 thru 2003
Wed., Mar. 31 (1:00 to 5:00 PM)
Fri., Apr. 30 (8:00 AM to Noon)
Version 2007
Tues., Mar. 30 (1:00 to 5:00 PM)
Thurs., Apr. 29 (8:00 AM to Noon)

FrontPage (Web Dev.) – (\$175)

Basics: CALL FOR DATES
Inter: CALL FOR DATES

InDesign – (Desktop Publishing) (\$175)

Basics: Thurs., Apr. 15 (8:00 AM to Noon)
Inter: Wed., Mar. 24 (1:00 to 5:00 PM)

See page 2 for more classes



COMPUTER TRAINING COURSE SCHEDULE

5375 Main Street • PO Box 225 • East Petersburg, PA 17520-0225
Phone: 717-560-3552 • Fax: 717-569-1135 • Web: www.pceasy.com • E-mail: info@pceasy.com



March, 2010 – April, 2010 (Page 2 of 2)

Classes are \$120 unless otherwise noted – Only ONE date required per class, except evening classes.

Internet – Basics (\$135)

Wed., Mar. 17 (8:00 AM to Noon)

Tues., Apr. 20 (8:00 AM to Noon)

Keyboarding – Basics

CALL FOR DATES

Mail Merge (2 Hrs) – \$60

Mon., Apr. 19 (8:00 AM to 10:00 AM)

Outlook (E-mail/Calendar) – Basics – All Versions

Tues., Mar. 9 (8:00 AM to Noon)

Thurs., Apr. 8 (1:00 to 5:00 PM)

Outlook (E-mail/Calendar) – Intermediate – All Versions

Wed., Mar. 31 (8:00 AM to Noon)

Fri., Apr. 23 (1:00 to 5:00 PM)

Photoshop Elements (Home Edition) – (\$175)

Fri., Mar. 5 (1:00 to 5:00 PM)

Fri., Apr. 30 (1:00 to 5:00 PM)

Photoshop Essentials (Professional Edition) – (\$175)

Part 1: Fri., Mar. 19 (1:00 to 5:00 PM)

Part 2: Tues., Mar. 9 (1:00 to 5:00 PM)

Fri., Apr. 16 (1:00 to 5:00 PM)

PowerPoint – Basics

Versions 97 thru 2003

Mon., Mar. 8 (8:00 AM to Noon)

Fri., Apr. 9 (1:00 to 5:00 PM)

Version 2007

Tues., Mar. 2 (1:00 to 5:00 PM)

Thurs., Apr. 1 (8:00 AM to Noon)

PowerPoint – Intermediate

Versions 97 thru 2003

Fri., Mar. 26 (8:00 AM to Noon)

Wed., Apr. 21 (1:00 to 5:00 PM)

Version 2007

Fri., Mar. 26 (8:00 AM to Noon)

Tues., Apr. 13 (8:00 AM to Noon)

Project (Microsoft) (Project Planner) – All Versions

Basics: Thurs., Apr. 15 (1:00 to 5:00 PM)

Inter: Mon., Apr. 26 (1:00 to 5:00 PM)

Protecting Your PC (2 Hrs) – \$60

Fri., Mar. 19 (8:00 AM to 10:00 AM)

Thurs., Apr. 15 (8:00 AM to 10:00 AM)

Publisher – Basics

Mon., Mar. 1 (8:00 AM to Noon)

QuickBooks – (Accounting) (\$150)

Versions 2006 thru 2010

Thurs., Mar. 11 (8:00 AM to 12:30 PM)

Tues., Mar. 23 (8:00 AM to 12:30 PM)

Mon., Apr. 12 (8:00 AM to 12:30 PM)

Thurs., Apr. 29 (8:00 AM to 12:30 PM)

Visio – Basics

Tues., Apr. 27 (1:00 to 5:00 PM)

Windows – Basics

Versions 98, 2000, XP, and Vista

Wed., Mar. 3 (8:00 AM to Noon)

Mon., Apr. 5 (1:00 to 5:00 PM)

Version Windows 7

Wed., Mar. 3 (8:00 AM to Noon)

Wed., Apr. 7 (1:00 to 5:00 PM)

**** NEW ****

Windows - File Management (Organize Your PC)

CALL FOR DATES

Word – Basics

Versions 97 thru 2003

Tues., Mar. 9 (1:00 to 5:00 PM)

Tues., Apr. 6 (1:00 to 5:00 PM)

Version 2007

Tues., Mar. 9 (1:00 to 5:00 PM)

Thurs., Apr. 8 (8:00 AM to Noon)

Word – Intermediate Part I – All Versions

Mon., Mar. 15 (8:00 AM to Noon)

Fri., Apr. 16 (1:00 to 5:00 PM)

Word – Intermediate Part II – All Versions

Fri., Mar. 26 (1:00 to 5:00 PM)

Thurs., Apr. 22 (8:00 AM to Noon)

Word – Advanced – All Versions

Mon., Mar. 29 (1:00 to 5:00 PM)

Tues., Apr. 27 (8:00 AM to Noon)

Word – Desktop Publishing – All Versions

CALL FOR DATES

If you don't see a class that you are looking for, call us and we will try to set it up.

Why PC Easy?

- ♦ Instructor-led classes
- ♦ Hands-on instruction at your own workstation in our classroom
- ♦ User-friendly documentation written in layman's terms included
- ♦ FREE post-class telephone support
- ♦ FREE one-year retake policy
- ♦ Refreshments provided
- ♦ Handicapped accessible
- ♦ CPE Credits for accounting professionals
- ♦ Classes not cancelled for low enrollment

See page 1 for more classes