

Date	Time	Days	Location	Date	Time	Days	Location	Date	Time	Days	Location
Desktop Applications				Desktop Applications				Desktop Applications			
Databases				Medical							
Crystal Reports XI - Level 2 / \$750				Automated Medical Office							
<p>In this course, students learn how to create more sophisticated reports including subreports and cross-tabs, and how to increase the speed and efficiency of your reports by using SQL queries.</p> <p>2008 12/03 - 12/04 8:30A - 4:30P WTh JCK</p>				<p>This course introduces students to the Automated Medical Office, the means by which all patient demographics and financial information is entered and managed through final payment.</p> <p>2008 11/13 - 12/11 10:00A - 12:00P MTWTh OLL 11/13 - 12/11 7:30P - 9:30P MTWTh OLL 12/15 - 01/21 10:00A - 12:00P MTWTh OLL 12/15 - 01/21 7:30P - 9:30P MTWTh OLL</p>				<p>2008 11/13 - 12/11 10:00A - 12:00P MTWTh OLL 11/13 - 12/11 7:30P - 9:30P MTWTh OLL 12/15 - 01/21 10:00A - 12:00P MTWTh OLL 12/15 - 01/21 7:30P - 9:30P MTWTh OLL</p>			
Desktop Presentations											
PowerPoint 2003 - Level 1 / \$225											
<p>In the past, you have used paper-based overhead systems to give presentations. Now, you want to upgrade those presentations to an electronic format. You can use Microsoft® Office PowerPoint® 2003 to give electronic presentations. In this course, students will create effective basic PowerPoint presentations for delivery in front of an audience.</p> <p>2008 12/04 - 12/04 5:30P - 7:30P Th JCK</p>				<p>2009 01/22 - 02/19 10:00A - 12:00P MTWTh OLL 01/22 - 02/19 7:30P - 9:30P MTWTh OLL 02/23 - 03/19 10:00A - 12:00P MTWTh OLL 02/23 - 03/19 7:30P - 9:30P MTWTh OLL 03/23 - 04/16 10:00A - 12:00P MTWTh OLL 03/23 - 04/16 7:30P - 9:30P MTWTh OLL 04/20 - 05/14 10:00A - 12:00P MTWTh OLL 04/20 - 05/14 7:30P - 9:30P MTWTh OLL 05/18 - 06/15 10:00A - 12:00P MTWTh OLL 05/18 - 06/15 7:30P - 9:30P MTWTh OLL 06/16 - 07/13 10:00A - 12:00P MTWTh OLL 06/16 - 07/13 7:30P - 9:30P MTWTh OLL 07/14 - 08/10 10:00A - 12:00P MTWTh OLL 07/14 - 08/10 7:30P - 9:30P MTWTh OLL</p>				<p>2009 01/22 - 02/19 10:00A - 12:00P MTWTh OLL 01/22 - 02/19 7:30P - 9:30P MTWTh OLL 02/23 - 03/19 10:00A - 12:00P MTWTh OLL 02/23 - 03/19 7:30P - 9:30P MTWTh OLL 03/23 - 04/16 10:00A - 12:00P MTWTh OLL 03/23 - 04/16 7:30P - 9:30P MTWTh OLL 04/20 - 05/14 10:00A - 12:00P MTWTh OLL 04/20 - 05/14 7:30P - 9:30P MTWTh OLL 05/18 - 06/15 10:00A - 12:00P MTWTh OLL 05/18 - 06/15 7:30P - 9:30P MTWTh OLL 06/16 - 07/13 10:00A - 12:00P MTWTh OLL 06/16 - 07/13 7:30P - 9:30P MTWTh OLL 07/14 - 08/10 10:00A - 12:00P MTWTh OLL 07/14 - 08/10 7:30P - 9:30P MTWTh OLL</p>			
Desktop Publishing											
InDesign CS2 - Level 2 / \$650											
<p>In this course, students use the advanced features in InDesign to create documents that are attractive and have the highest degree of perfection.</p> <p>2008 11/19 - 11/20 8:30A - 4:30P WTh JCK</p>				<p>< i a Ub'5 bUrc a n/ 'D\ ng]c`c[mE` 6 cXmGngHfa g`</p> <p>Introduction to the entire Body System, including disease processes and diagnostic procedures. Students will memorize the primary anatomy and basic physiology of these systems, along with word parts that comprise many different medical terms.</p> <p>2008 12/15 - 01/21 10:00A - 12:00P MTWTh OLL 12/15 - 01/21 7:30P - 9:30P MTWTh OLL</p>				<p>< i a Ub'5 bUrc a n/ 'D\ ng]c`c[mE` A YX]WU`HYfa g`</p> <p>Introduction to the entire Body System, including disease processes and diagnostic procedures. Students will memorize the primary anatomy and basic physiology of these systems, along with word parts that comprise many different medical terms.</p> <p>2008 11/13 - 12/11 10:00A - 12:00P MTWTh OLL 11/13 - 12/11 7:30P - 9:30P MTWTh OLL</p>			
Internet											
Dreamweaver 8 - Level 1 / \$325											
<p>In this course, students will describe the basic functions and features of website development using Dreamweaver 8.</p> <p>2008 12/09 - 12/09 8:30A - 4:30P T JCK</p>											
Dreamweaver 8 - Level 2 / \$325											
<p>In this course, students will create and develop professional-looking web pages using Dreamweaver 8.</p> <p>2008 12/29 - 12/30 8:30A - 4:30P MT JCK</p>											
Dreamweaver 8 - Level 3 / \$325											
<p>In this course, students will establish server connectivity as well as create and manage database records.</p> <p>2008 11/12 - 11/12 8:30A - 4:30P W JCK</p>											
Windows SharePoint Services - Level 1 Building Collaborative Solutions with Team Web Sites / \$650											
<p>In this course, students create a virtual team Web site to enable information sharing between project team or department members.</p> <p>2008 12/04 - 12/05 8:30A - 4:30P ThF JCK</p>											

Date	Time	Days	Location
Desktop Applications			
Medical Coding - Surgery, Lab, Radiology, Medicine			
The student is introduced to all coding rules associated with portions of Surgery, Radiology/Lab, and Medicine, with hands-on practices throughout. This coding course may be taken by itself or with the associated coding courses in any order.			
2009			
04/20 - 05/14	7:30P - 9:30P	MTWTh	OLL
07/14 - 08/10	10:00A - 12:00P	MTWTh	OLL
07/14 - 08/10	7:30P - 9:30P	MTWTh	OLL
Medical Insurance - Billing			
@YUfb \UbXgl cb 'g_] 'g'hc 'YbhYf Ug Ub 'Ybhf m'Y' Y'' -bgl fUbwW '6]'Yf UbX '6Ug]W7cXYf UbX k]''VY' dFYdURfX' Zcf WfhZ]WUhc Ub Ug U' 7YfhZ]YX '6]']b[' UbX '7cX]b[' GdYVWU]gH' H]g Vei fgY 'a UmVY HU_Yb Vm]hgY Zcf k]h' A YX]WU' -bgl fUbwW 'E' HrdYg'			
2008			
11/13 - 12/11	10:00A - 12:00P	MTWTh	OLL
11/13 - 12/11	7:30P - 9:30P	MTWTh	OLL
2009			
01/22 - 02/19	10:00A - 12:00P	MTWTh	OLL
01/22 - 02/19	7:30P - 9:30P	MTWTh	OLL
03/23 - 04/16	10:00A - 12:00P	MTWTh	OLL
03/23 - 04/16	7:30P - 9:30P	MTWTh	OLL
05/18 - 06/15	10:00A - 12:00P	MTWTh	OLL
05/18 - 06/15	7:30P - 9:30P	MTWTh	OLL
07/14 - 08/10	10:00A - 12:00P	MTWTh	OLL
07/14 - 08/11	7:30P - 1:59A	MTWTh	OLL
Medical Insurance - Types			
@YUfb \UbXgl cb 'g_] 'g'hc 'YbhYf Ug Ub 'Ybhf m'Y' Y'' -bgl fUbwW '6]'Yf UbX '6Ug]W7cXYf UbX k]''VY' dFYdURfX' Zcf WfhZ]WUhc Ub Ug U' 7YfhZ]YX '6]']b[' UbX '7cX]b[' GdYVWU]gH' H]g Vei fgY 'a UmVY HU_Yb Vm]hgY Zcf k]h' A YX]WU' -bgl fUbwW 'E' '6]']b['			
2008			
12/15 - 01/21	10:00A - 12:00P	MTWTh	OLL
12/15 - 01/21	7:30P - 9:30P	MTWTh	OLL
2009			
02/23 - 03/19	10:00A - 12:00P	MTWTh	OLL
02/23 - 03/19	7:30P - 9:30P	MTWTh	OLL
04/20 - 05/14	10:00A - 12:00P	MTWTh	OLL
04/20 - 05/14	7:30P - 9:30P	MTWTh	OLL
06/16 - 07/13	10:00A - 12:00P	MTWTh	OLL
06/16 - 07/13	7:30P - 9:30P	MTWTh	OLL
Medical Office Procedures and Administration			
@YUfb d'fcWXXi fYg]b 'U W]b]WU' gYH]b[z d'fcWgg]b['cZ VebZ]YbhU']bZcfa Uh]cb fY'Uh]b['hc 'hY' dUh]YbH]g XYa c[fUd\]Vg UbX 'a YX]WU']bZcfa Uh]cb Z]Yz 'Uk / ' Yh]VgZ UWW fUWmcZgci fW' XcW a Yb]hgZ Vcc__YYd]b[' UbX 'VUb_]b['d'fUW]Wg]b 'hY' a YX]WU' cZ]W''			
2008			
11/13 - 12/11	10:00A - 12:00P	MTWTh	OLL
11/13 - 12/11	7:30P - 9:30P	MTWTh	OLL
12/15 - 01/21	10:00A - 12:00P	MTWTh	OLL
12/15 - 01/21	7:30P - 9:30P	MTWTh	OLL
2009			
01/22 - 02/19	10:00A - 12:00P	MTWTh	OLL
01/22 - 02/19	7:30P - 9:30P	MTWTh	OLL
02/23 - 03/19	10:00A - 12:00P	MTWTh	OLL
02/23 - 03/19	7:30P - 9:30P	MTWTh	OLL
03/23 - 04/16	10:00A - 12:00P	MTWTh	OLL
03/23 - 04/16	7:30P - 9:30P	MTWTh	OLL
04/20 - 05/14	10:00A - 12:00P	MTWTh	OLL

Date	Time	Days	Location
Desktop Applications			
Medical Office Procedures and Administration			
@YUfb d'fcWXXi fYg]b 'U W]b]WU' gYH]b[z d'fcWgg]b['cZ VebZ]YbhU']bZcfa Uh]cb fY'Uh]b['hc 'hY' dUh]YbH]g XYa c[fUd\]Vg UbX 'a YX]WU']bZcfa Uh]cb Z]Yz 'Uk / ' Yh]VgZ UWW fUWmcZgci fW' XcW a Yb]hgZ Vcc__YYd]b[' UbX 'VUb_]b['d'fUW]Wg]b 'hY' a YX]WU' cZ]W''			
2009			
04/20 - 05/14	7:30P - 9:30P	MTWTh	OLL
05/18 - 06/15	10:00A - 12:00P	MTWTh	OLL
05/18 - 06/15	7:30P - 9:30P	MTWTh	OLL
06/16 - 07/13	10:00A - 12:00P	MTWTh	OLL
06/16 - 07/13	7:30P - 9:30P	MTWTh	OLL
07/14 - 08/10	10:00A - 12:00P	MTWTh	OLL
07/14 - 08/10	7:30P - 9:30P	MTWTh	OLL
MultiMedia			
Flash 8 - Level 2 / \$650			
In this course, students will explore the advanced features of Flash 8, such as working with ActionScript, creating simple and complex interactive movies using ActionScript; and also create and customize components.			
2008			
11/17 - 11/18	8:30A - 4:30P	MT	JCK
Personal Productivity			
Outlook 2003 - Level 1 / \$225			
This course will provide students with the skills needed to start sending and responding to email in Microsoft Office Outlook 2003, as well as maintaining the Calendar, scheduling meetings, and working with tasks and notes.			
2008			
11/10 - 11/10	8:30A - 4:30P	M	JCK
11/10 - 11/10	8:30A - 4:30P	M	JCK
Technical			
Cisco			
Interconnecting Cisco® Network Devices (ICND) / \$2,500			
This course focuses on using Cisco Catalyst switches and Cisco routers connected in local-area networks (LANs) and wide-area networks (WANs) typically found at small to medium network sites.			
2008			
12/01 - 12/05	8:30A - 4:30P	MTWThF	JCK
Computer Fundamentals			
Network+ Certification / \$2,125			
In this course students learn skills that help prepare for the CompTIA Network+ certification, 2005 objectives (exam N10-003). The course describes the major networking technologies, systems, skills, and tools used in modern PC-based computer networks.			
2008			
11/17 - 11/21	8:30A - 4:30P	MTWThF	JCK

Date	Time	Days	Location
Technical			
Databases			
SQL Querying - Level 2 Advanced Querying / \$425			
In this course, students create advanced SQL queries, and manipulate and index tables.			
2008			
11/24 - 11/24	8:30A - 4:30P	M	JCK
Hardware			
A+ Essentials / \$2,125			
CompTIA A+ certification validates the latest skills needed by computer support professionals, and confirms a technician's ability to perform tasks such as installation, configuration, diagnosing, preventive maintenance and basic networking.			
2008			
11/03 - 11/07	8:30A - 4:30P	MTWThF	JCK
A+ IT Technician / \$1,275			
In this course, students will learn how to support PC hardware in a business setting, including installation, troubleshooting, and component replacement. The target student for this course is responsible for maintaining PCs in their workplace.			
2008			
11/24 - 11/26	8:30A - 4:30P	MTW	JCK
Information Security			
Certified Ethical Hacker / \$2,995			
This class will immerse the student into an interactive environment where they will be shown how to scan, test, hack and secure their own systems. Students then learn how intruders escalate privileges and what steps can be taken to secure a system.			
2008			
12/01 - 12/05	8:30A - 4:30P	MTWThF	JCK
CISSP: Certified Information Systems Security Professional / \$2,995			
This course focuses on using Cisco Catalyst switches and Cisco routers connected in local-area networks (LANs) and wide-area networks (WANs) typically found at small to medium network sites.			
2008			
12/01 - 12/05	8:30A - 4:30P	MTWThF	JCK
Forensics Bootcamp / \$2,995			
The Forensics 5-day bootcamp consolidates all content from the 3-day Digital Forensics & Electronic Discovery Training class and the 3-day Advanced Digital Forensic Techniques Training class into a succinct yet comprehensive format.			
2008			
12/01 - 12/05	8:30A - 4:30P	MTWThF	JCK
Microsoft Exchange Server			
2400 Implementing and Managing Microsoft Exchange Server 2003 / \$2,125			
This course provides students with the knowledge and skills that are needed to update and support a reliable, secure infrastructure.			
2008			
12/08 - 12/12	8:30A - 4:30P	MTWThF	JCK

Date	Time	Days	Location	Date	Time	Days	Location
Technical				Technical			
Microsoft Windows - Technical				6425 Configuring Windows Server 2008 Active Directory Domain Services / \$2,495			
2279 Planning, Implementing, and Maintaining a Microsoft Windows Server 2003 Active Directory Infrastructure / \$2,125				This course provides the knowledge and skills to configure Active Directory Domain Services in a distributed environment, implement Group Policies, perform backup and restore, monitor and troubleshoot Active Directory related issues.			
This course provides students with the knowledge and skills to successfully plan, implement, and troubleshoot a Microsoft® Windows® Server 2003 Active Directory® directory service infrastructure.				2008			
2008				12/15 - 12/19 8:30A - 4:30P MTWThF JCK			
11/03 - 11/07 8:30A - 4:30P MTWThF JCK							
) %& ` ðgHJ`]b[`UbX'7 cbZ[i f]b[`H Y` K]bXck g`J]gHJ `CdYfU]b[`GngHya `#` %ä - +							
This course provides students with the knowledge and skills to install and configure Windows Vista desktops. It will focus on four main areas: installing, securing, networking, and browsing. Student learn to install and configure a Windows Vista desktop							
2008							
11/10 - 11/12 8:30A - 4:30P MTW JCK							
5116 Configuring Windows Vista Mobile Computing and Applications / \$998							
This course provides the knowledge and skills to successfully configure mobile computers and applications that run Windows Vista and skills necessary to the configuration of the IT Pro tools and productivity applications that ship with Windows Vista.							
2008							
11/13 - 11/14 8:30A - 4:30P ThF JCK							
5118 Maintaining and Troubleshooting Windows Vista Computers / \$1,497							
This course provides students with the knowledge and skills to successfully maintain and troubleshoot Windows Vista computers.							
2008							
12/01 - 12/03 8:30A - 4:30P MTW JCK							
5119 Supporting Windows Vista Computers with Desktop Images and Application Packages / \$998							
This course provides students with the knowledge and skills to use a Windows Vista operating system image and application package deployment infrastructure to minimize the downtime at the Windows Vista client.							
2008							
12/04 - 12/05 8:30A - 4:30P ThF JCK							
6415 Updating Your Networking Infrastructure Technology Skills to Windows Server 2008 (Beta 3) / \$1,497							
This course provides students with an understanding of Network Infrastructure technology in Windows Server 2008 and for individuals who already have experience with Network Infrastructure technology it will upgrade their skills for Windows Server 2008.							
2008							
11/24 - 11/26 8:30A - 4:30P MTW JCK							