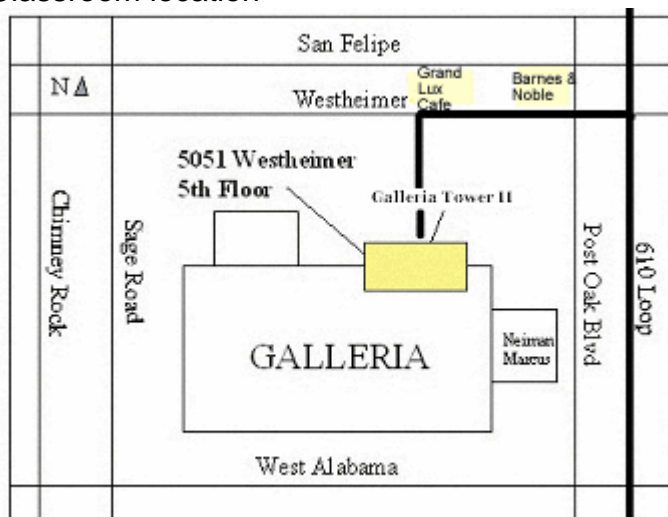


Class Description	Cost	Days	May	June	July	Aug	Sep
Access 2003 Intro	\$225	1	10, 31		5	8	14
Access 2003 Intermed	\$225	1	17	4	18	22	25
Access 2003 Advanced	\$225	1	3, 24	20	25	27	6
Access 2003-Level 4	\$225	1					
Excel 2003 Intro	\$225	1	8, 30	28		3	12
Excel 2003 Intermed	\$225	1	15, 17	6	12	20	17
Excel 2003 Advanced	\$225	1	1, 22	13	24	28	26
Outlook 2003 Intro	\$225	1	9, 29		31		
Outlook 2003 Intermed	\$225	1	16	14	20	5	
Outlook 2003 Advanced	\$225	1		25			20
PowerPoint 2003 Intro	\$225	1	11		2, 30		21
PowerPoint 2003 Adv	\$225	1	18	12	16	23	
Word 2003 Intro	\$225	1	7	1, 26		2	13
Word 2003 Intermediate	\$225	1	14	8	10	24	15
Word 2003 Advanced	\$225	1	21	23		29	

All Classes held at our partner location at 5051 Westheimer, Suite 500 *
Houston, TX 77056 * 713.871.8411

Class times 8:30am to 4:30pm Monday through Friday

Classroom location



Traveling North or South on Loop 610, take the Westheimer exit. Head west on Westheimer. After you pass Post Oak Lane, turn left into Entrance #2 to the Galleria Parking lot (directly opposite Grand Lux Cafe). Proceed to the underground parking area. After parking, follow the sign to the lobby and the LL-8 elevator bank. The training facility is on the 5th floor. Elevators open at 7:30 AM.