

WEB DESIGN

DREAMWEAVER®

LEVEL 1 \$399

Build professional web sites with graphics, hyperlinks, image maps, simple forms and frames, tables, templates, and styles that provide a solid foundation for future incorporation of more advanced features.

Jun 23-24 day Rtn

LEVEL 2 \$399

With Level 1 and practical experience, you are now ready to explore more deeply absolute and relative paths, style sheets, templates, library and behaviors, timelines, and extending Dreamweaver with JavaScript and HTML.

May 28-29 day Rtn

FRONTPAGE®

LEVEL 1 \$149

Take advantage of your Microsoft Office skills by choosing FrontPage for designing and building your web pages! Learn the basics of web site design and how to format text, layout a page with tables, and create hyperlinks.

May 30 day Rtn

HTML

LEVEL 1 \$169

For those times when you can't figure out why your web page does not look the way you want it to, learn tag structure and basic HTML code for using tags, attributes, and values.

Watch for fall dates

SHAREPOINT DESIGNER®/ EXPRESSION WEB®

NEW

Level 1 course intended for users of SharePoint Designer or Expression Web.

LEVEL 1 \$169

Create web sites with templates, style sheets, IDs, and classes. Control layout and spacing, insert, modify, and arrange images, create links & navigation bars, and insert & format tables.

Jun 20 day Rtn

LEVEL 2 \$169

Add sophistication to your site with dynamic components, multimedia, interactive content, layers, tables, and forms. Learn to build data-driven web sites them and how to fix typical problems.

Jul 22 day Rtn

MICROSOFT WINDOWS

WINDOWS VISTA®

LEVEL 1 \$159

NEW

Gain confidence from a comprehensive understanding of the new Windows environment and your computer. In this class, you learn to manage your computer settings, files, and folders. Class includes an intro to Internet Explorer!

Jun 05 day Rtn

Jul 16 day Rtn

SHAREPOINT

WINDOWS SHAREPOINT SERVICES 3.0®: CREATING & MANAGING TEAM WEB SITES

HANDS ON CLASS \$229

Get the skills to design and manage a SharePoint site that will eliminate the confusion of sharing documents for your team. As a site administrator, you build a WSS team site, create lists, add libraries, grant permissions, and gain other skills needed to make your site a big success!

May 14 day Rtn

Jun 02 day Tac

Jul 01 day Sea

Great presentation. Kept it interesting and fun!

PROJECT MANAGEMENT

PROJECT MANAGEMENT FUNDAMENTALS

(NO COMPUTERS) \$169

Learn how to lead a successful project with training on the fundamental concepts of project management and all its terminology. In this class, you learn to effectively manage any project with any software.

May 27 day Rtn

MS PROJECT 2003®

LEVEL 1 (2003) \$319

Keep projects on schedule by learning how to create and revise tasks, sequence tasks, revise a schedule using a critical path, track progress, report variances, and manipulate data.

May 07-08 day Tac

May 20-21 day Sea

Jun 12-13 day Tac

Jun 23-24 day Sea

Jul 09-10 day Tac

Jul 15-16 day Sea

MS PROJECT 2007®

LEVEL 1 \$319

Keep projects on schedule by learning how to create and revise tasks, sequence tasks, revise a schedule using a critical path, track progress, report variances, and manipulate data.

Jun 25-26 day Tac

NEW

The instructor was so engaging that the day just flew by.

MS PROJECT 2003®

LEVEL 2 (2003) \$169

Take control of your project resources! Learn to manage resources, perform cost calculations, and direct multiple projects.

May 28 day Sea

Jun 30 day Sea

Jul 22 day Tac

MICROSOFT EXCEL 2003

EXCEL 2003®

LEVEL 1 (2003) \$149

Why do more people choose Excel training over all other classes? Excel makes math fun as you easily create, edit, format, and print worksheets, as well as efficiently calculate data using formulas.

May	02	day	Rtn
May	06	day	Sea
May	12	day	Tac
May	23	day	Sea
Jun	04	day	Sea
Jun	09	day	Tac
Jun	18	day	Sea
Jun	27	day	Tac
Jul	02	day	Sea
Jul	11	day	Tac
Jul	14	day	Rtn
Jul	24	day	Sea

CHARTS (2003) \$99

Impress everyone with a chart that graphically demonstrates your company's financial data. Nobody needs to know that you created it in a few clicks using the tricks from class.

May	09	AM	Tac
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LEVEL 3 (2003) \$159

Take Excel to the power-user level. Wow your colleagues when you use PivotTables to analyze list data. Be ready to show-off your cool, shortcut keys, menu commands, and toolbar buttons that you create for your new macros.

May	14	day	Tac
May	27	day	Sea
Jun	25	day	Sea
Jul	08	day	Tac
Jul	25	day	Sea

EXCEL 2003® (cont.)

LEVEL 2 (2003) \$159

Your efficiency will skyrocket after this class! Become more productive by employing cell references, functions, and names, as well as by implementing workbook management features such as linking, grouping, & freezing.

May	05	day	Sea
May	13	day	Tac
May	15	day	Sea
May	23	day	Rtn
Jun	06	day	Tac
Jun	12	day	Sea
Jun	30	day	Rtn
Jul	01	day	Tac
Jul	17	day	Sea
Jul	21	day	Rtn

PIVOTTABLES (2003) \$99

Put your analytical skills to use using PivotTables to analyze and run calculations on spreadsheet and database data. (Also part of version 2003 L3.)

May	09	PM	Tac
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Instructor was very knowledgeable and engaged students in all activities.

MORE PRIVATE TRAINING

Novell GroupWise
Adobe FrameMaker
FileMaker Pro
Crystal Reports
Principles of Programming

VB Programming
JavaScript
JavaScript Web Pages
Dreamweaver Level 3
HTML Level 2

MICROSOFT EXCEL 2007

EXCEL 2007®

LEVEL 1 (2007) \$149

Why do more people choose Excel training over all others? Excel makes math fun as you create, edit, format, and print worksheets, as well as calculate data efficiently using formulas.

May	20	day	Tac
Jun	02	day	Sea
Jul	10	day	Sea

LEVEL 2 (2007) \$159

Employ cell references, functions, and names, as well as implement workbook management features such as linking, grouping, & freezing. Your efficiency will skyrocket after this class!

May	21	day	Tac
Jun	11	day	Sea
Jul	07	day	Rtn

EXCEL 2007®(cont.)

CHARTS (2007) \$99

Use the new Ribbon to create and format a stylish chart that graphically represents your financial data. Nobody needs to know you created it in a few clicks using tricks from class!

May	22	AM	Tac
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PIVOTTABLES (2007) \$99

Use Excel PivotTables to automatically analyze and run calculations on spreadsheet and database data.

May	22	PM	Tac
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LEVEL 3 (2007) \$159

Import, export, & analyze data in a database, use templates, collaborate on worksheets, and use macros to make your work as easy as $2 + 2 = 4!$

May	19	day	Sea
Jul	18	day	Sea

MICROSOFT POWERPOINT

POWERPOINT 2003®

These PowerPoint courses are intended for people using versions XP or 2003.

LEVEL 1 (2003) \$149

Easily present your ideas visually in a slide show with text, graphics, & animation!

May	02	day	Tac
May	14	day	Sea
Jun	13	day	Sea
Jul	02	day	Tac
Jul	21	day	Sea

LEVEL 2 (2003) \$159

Keep your audience's attention with sounds, video, and animation! Includes templates; linked and embedded objects; collaborative editing & add-ins.

May	29	day	Sea
Jul	18	day	Tac

POWERPOINT 2007®

LEVEL 1 (2007) \$149

The most dramatic change of all Office 2007. Present your ideas visually the fun and easy way in a slide show with text, graphics, and animation!

May	19	day	Tac
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LEVEL 2 (2007) \$159

Get all your Slide Master questions answered in this class! Create more sophisticated presentations using built-in themes, special effects such as a sound and movies, SmartArt, and tables.

Jun	17	day	Sea
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NEW

MICROSOFT ACCESS 2003

PRINCIPLES OF DATABASE DESIGN

(NO COMPUTERS) \$149

The majority of database problems are the result of bad design. Learn proper design techniques to ensure that your database is an instant success!

May 15 day Rtn

ACCESS®

LEVEL 1 (2003) \$149

A database is the foundation of a company's business records and practices. Guarantee that your databases are solid with our quality training. In this class, you build a database, create and sort queries, and format and print a datasheet.

May 02 day Sea
 May 05 day Tac
 May 13 day Sea
 Jun 04 day Rtn
 Jun 17 day Tac
 Jun 20 day Sea
 Jul 07 day Tac
 Jul 23 day Sea

LEVEL 3 (2003) \$159

Learn advanced concepts such as defining relationships, increasing query function through totaling, crosstabs, and other advanced queries.

May 08 day Sea
 Jun 24 day Tac
 Jul 29 day Sea

REPORTS/FORMS \$319

Users and developers benefit from being able to build user input forms and custom reports with headers and footers, page breaks, totals, and other advanced features.

Jun 26-27 day Rtn

LEVEL 2 (2003) \$159

Work more efficiently by creating expressions (formulas) and parameters within queries. Covers indexing, primary keys, & importing & exporting data.

May 06 day Tac
 May 07 day Sea
 Jun 06 day Rtn
 Jun 16 day Tac
 Jun 26 day Sea
 Jul 16 day Tac
 Jul 28 day Sea

MACROS \$319
 Use Access more efficiently and productively by exploiting shortcuts and more powerful commands through macros.

Jul 09-10 day Rtn

I love your energy and enthusiasm! I've had other instructors over the years who just phone it in and don't care if we're learning. I love these RAMCO classes!

MS OFFICE PROGRAMMING

VBA PROGRAMMING FOR MICROSOFT OFFICE® APPLICATIONS

\$625

Automate Excel, Access, and Word using VBA to create applications from within the Office programs. Accomplish tasks for which there are no built-in menu commands or buttons and automate tasks for more efficient use of Office.

Jul 23-25 day Rtn

MICROSOFT ACCESS 2007

ACCESS 2007®

LEVEL 1 (2007) \$149

A database is the foundation of a company's business records and practices. Guarantee that the databases you build are solid with our quality training. In this class, you build a database, create and sort queries, and format and print a datasheet.

May 16 day Tac
 Jun 05 day Sea
 Jul 14 day Tac

NEW

ACCESS 2007® (cont.)

LEVEL 2 (2007) \$159

Important to both users and developers, the Level 2 class helps you work more efficiently by creating expressions (formulas) and parameters within queries. Also covered are indexing, primary keys, and importing and exporting data.

Jun 19 day Sea
 Jul 24 day Tac

LEVEL 3 (2007) \$159

Learn advanced concepts such as defining relationships, increasing query function through totaling, crosstabs, and other advanced queries.

Jul 15 day Rtn

ADOBE CREATIVE SUITE

ADOBE ACROBAT®

LEVEL 1 \$419

Acrobat PDF provides a solution for your file sharing challenges. In this class, create and convert files to PDF; repurpose the content of PDF files for use in other applications; and use tools for creating forms and managing color. Includes Signatures, security, and the design of documents for online viewing.

Apr/May 30-01 day Rtn
 May 08-09 day Rtn
 Jul 17-18 day Rtn

ADOBE INDESIGN®

LEVEL 1 \$419

Save money when outsourcing your printing by handling the design and digital setup yourself! In this class, learn to produce professional-quality, full-color documents to output to a wide range of devices and formats.

May 21-22 day Rtn
 Jul 02-03 day Rtn

ADOBE PHOTOSHOP®

LEVEL 1 \$419

Achieve the quality results for all of your graphic editing needs using Photoshop like an expert! Learn image editing, painting, layers, selections, color models, and more.

May 19-20 day Rtn
 Jun 16-17 day Rtn

ADOBE ILLUSTRATOR®

LEVEL 1 \$219

In addition to basic drawing features and tools, learn to balance image quality with file size for fast download!

Jul 28 day Rtn

NEW

PUBLISHING/GRAPHICS

VISIO®

LEVEL 1 (2003) \$199

Solve real business problems by creating flowcharts, organization charts, and diagrams. Also use templates!

May	12	day	Sea
Jun	03	day	Tac
Jul	08	day	Sea

LEVEL 2 (2003) \$229

Enhance your Visio skills and create more complex drawings. Create a custom drawing template, use styles, and web-enabling.

Watch for fall dates

PUBLISHER®

LEVEL 1 \$159

Desktop design is simple and fun with Microsoft Publisher! Templates make it easy to create brochures, newsletters, and flyers. Enhance your publication with WordArt, Shapes, Frames, and more!

May	09	day	Sea
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(May class is version 2003)

Jul	29	day	Tac
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(July class is version 2007)



MICROSOFT OUTLOOK

OUTLOOK 2003®

LEVEL 1 \$149

Manage your time, tasks, email, contacts, and more with this great, personal information management tool!

May	05	day	Rtn
Jul	21	day	Tac

LEVEL 2 \$159

Make Outlook work for you by adding automation and customizing Outlook!

Advanced topics for Email, Calendar, Contacts, and Tasks are covered.

Jun	11	day	Tac
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OUTLOOK 2007®

LEVEL 1 (2007) \$149

Manage your time, tasks, email, contacts, and more with this great, personal information management tool!

May	07	day	Rtn
Jun	27	day	Sea

LEVEL 2 (2007) \$159

Make Outlook work for you by adding automation and customizing Outlook!

Advanced topics for Email, Calendar, Contacts, and Tasks are covered.

May	16	day	Sea
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EFFECTIVE INFORMATION MANAGEMENT WITH OUTLOOK 2003®

\$159

This class shows you how to use Outlook to capture your incoming email, projects, contacts, schedule, and actions to achieve greater productivity and to control the overwhelming inflow of information. Learn to manage data and create the organizational structure for quick information retrieval. If you have more than 50 emails in your inbox, this class is perfect for you! Focus is on the methodology more than on Outlook.

May	30	day	Sea
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MICROSOFT WORD

WORD 2003®

LEVEL 1 (2003) \$149

You'll be amazed at how much more efficient you are with Word after this class! Learn to create, edit, format, print, and save documents, as well as organize text in tables.

May	06	day	Rtn
Jun	05	day	Tac
Jul	07	day	Sea

LEVEL 2 (2003) \$159

Take the next step and learn higher-level functions such as advanced formatting, templates, sections and columns, AutoText, & styles.

May	23	day	Tac
Jun	09	day	Sea
Jul	11	day	Sea
Jul	23	day	Tac

LEVEL 3 (2003) \$159

There is so much more Word can do to make your job easier! Perform mail merge, create macro procedures, use Word's workgroup editing features to compare and track changes, use sophisticated table techniques and Word web tools.

May	27	day	Tac
Jul	03	day	Sea

WORD 2007®

LEVEL 1 (2007) \$149

You'll be amazed at how much more efficient you are with Word after this class! Learn to create, edit, format, print, and save documents, as well as organize text in tables.

May	28	day	Tac
Jun	03	day	Sea

LEVEL 2 (2007) \$159

Take the next step and learn higher-level functions such as advanced formatting, templates, sections and columns, building blocks, styles, and preparing a document for publishing.

Jun	16	day	Sea
Jul	30	day	Tac

LEVEL 3 (2007) \$159

This class is packed with power-user features! Create long documents with a table of contents and index; review and edit documents with a group, insert and modify graphics, use tables to layout text, and create and work with macros. Register today!

Jul	31	day	Sea
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OFFICE 2007 NEW FEATURES

OFFICE 2007 NEW FEATURES

The new Microsoft Office user interface features a streamlined, uncluttered workspace that minimizes distractions and enables you to achieve the results you want quickly and easily. Topics include features common to core Office programs, as well as the new components in Word, Excel, PowerPoint, and Outlook.

HANDS ON CLASS \$159

May	01	day	Sea
Jun	04	day	Tac
Jul	11	day	Rtn

I now have an easy to read, guide book for future reference.