Summer

**All registrations close on the Thursday
a week before classes begin.**

Check our website, www.freeholdcomputer.com, or call for specials and detailed course descriptions.

Celebrating 30⁺ Years of Excellence!

Summer is a good time to brush up or learn new skills in a professional, yet relaxed atmosphere.

No.	Course	Time	Day(s)	Dates	Hrs.	Fees

First Time Beginner Users Curriculum: Fundamentals, Windows, Intro to WordProcessing, Internet & E-mail

No.	Course	Time	Day(s)	Dates	Hrs.	Fees
300CF	Beginners Curriculum	9:15 am - 12:15 pm	MWThM	Jun 29; Jul 1,2,6	12	$475

Add Word below for an additional $195! Take Beginner's Curriculum with friend for just $275 more.

Basic Office Curriculum - Typical Computer Office Applications

304 — Intro Microsoft Word — *A must! Character, paragraph, and page formatting; setting tabs, creating columns using tables. Letters, memos, and elements of short reports.*

No.	Course	Time	Day(s)	Dates	Hrs.	Fees
		9:15 am - 12:15 pm	WTh	Jul 8,9	6	$245

306 — PowerPoint — *Chance to be creative, fun, easy to learn! Marketing/sales/training slide presentation.*

		9:15 am - 12:15 pm	M	Jul 13	3	$145

305 — Intro Microsoft Excel — *Spreadsheets/lists; business formulas, expense & profit tracking, charting*

		9:15 am - 12:15 pm	WTh	Jul 15,16	6	$245

307 — Outlook — *Beyond email! Contact management, scheduling*

		9:15 am - 12:15 pm	M	Jul 20	3	$145

309 — Intermediate Excel — *Review of basics; templates; data lists: sorting, filtering, subtotaling; more advanced Excel functions: If function, linking multiple worksheets*

		9:15 am - 12:15 pm	WThF	Jul 22,23,24	9	$345

308 — Intermediate Word — *Review of basics, more with tables, templates, envelopes & labels, headers & footers, inserting graphics & WordArt, working with newsletter columns, mailmerge*

		9:15 am - 12:15 pm	WThF	Jul 29,30,31	9	$345

Register for entire 36 hr Basic Office Curriculum for $1320 and save %10!

Structured Private One-on-One Classes

No.	Course	Description	Hrs.	Fees
305X	PowerPoint	Individually arranged over one session	3	$195
300X	Fundamentals	Individually arranged over two or three sessions	6	$295
304/5X	Intro/Int Word or Intro Excel	Individually arranged over two sessions	6	$295
304/5Y	Intro/Int Word or Intro Excel	Individually arranged over three sessions	6	$395
308X	Intermediate Excel	Individually arranged over two sessions	6	$395
314	Microsoft Project	*Project management, scheduling, allocating resources[1]*	6	$395
310	Using Access database	*Navigating Access, data entry, running queries and report*	6	$395

50% discount each for multiple attendees at same time
Sorry, no evenings; must be completed within 3 weeks

Databases for Businesses, Developers-To-Be, and Programmers

No.	Course	Description	Hrs.	Fees
311	Advanced Excel	*If, sumif, countif, range names, conditional formatting, filtering, subtotals, vlookup and pivot tables*	12	*$695*
312	Intermediate Access	*Data structure, creating queries, forms and reports*	12	$695
313	Advanced Access	*Database design, relational tables, advanced queries, designing forms and reports*	12	$695
315	FileMaker Pro, AlphaFive	*Easier and just as powerful as Access*	12	$695
316	Introduction to VBA	Using Excel or Access	12	$895

Fees quoted are for structured classes; customization, consulting, or company project classes are extra!

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No.	Course	Time	Day(s)	Dates	Hrs	Fees

Accounting, Business Management, Personal Finance, and Time Billing

No.	Course	Time	Day(s)	Dates	Hrs	Fees
376	Intro/Using QuickBooks	Invoicing, accounts receivables, payables, writing checks, bank reconciliation, reports				
		9:15 am - 12:15 pm	F	Jul 10,17	6	$295
377	Intro/Using QuickBooks	2:00 pm - 5:00 pm	M	Jul 20,27	6	$295
378	Intro/Using QuickBooks	Structured class privately for general user or accountant			6	$395
379	Intro/Using QuickBooks	Structured class privately - work on company file			6	$495
380	QuickBooks Consulting/Setups	Individually arranged at Center or on-site.				Call!

Mr. Kagel is a Certified QuickBooksPro, Enterprise, and POS Advisor®

Presentation, Desktop Publishing, Graphics, AutoCAD, Multimedia, MIDI, MP3, Music Notation, Authoring CDs

No.	Course	Time	Day(s)	Dates	Hrs	Fees
350	PowerPoint	Class (other side) or Individually arranged			3	$195
351	Photoshop	A must for the amateur or serious professional photographer				
		2:00 pm - 5:00 pm	W	Jul 12,19	6	$295
352	Photoshop or Photo Elements	Individually arranged			6	$395
353	PageMaker or InDesign	Individually arranged			6	$395
354	QuarkXPress	Individually arranged			6	$395
355	Illustrator	Individually arranged			6	$395
356 *New*	**Adobe Premier Elements**	**Video Editing** - individually arranged			6	$395
357	Beyond Basics in Graphics/Video - Individually Arranged				12	$695

358 Quark, Illustrator - Mac or CorelDraw, Advanced PowerPoint, Advanced PageMaker, Advanced CorelDraw!, Corel Paint Shop Pro, Advanced Quark Xpress, Publisher, AutoCAD, Finale, CakeWalk, Midisoft Studio, Adaptec Easy CD Creator, NERO, Sonic RecordNow, and all other DVD editing, desktop publishing courses, graphics and sound editing programs - individually arranged, call!

Internet, Web Publishing, Web Mastering

No.	Course	Time	Day(s)	Dates	Hrs	Fees
601	HTML Basics & Web Publishing		Individually arranged		6	$395
602	FrontPage or Expression Web		Individually arranged		6	$395
603	Dreamweaver		Individually arranged		6	$395
604	Basic Graphics -*Working with digital photography, importing from memory cards, simple editing, burning CD; for personal, business and web use* - Individually arranged				6	$395
605	More Advanced Web Design Individually arranged				12	$695
606	Cascading Stylesheets, Forms, media streaming, Flash, GoLive, ImageReady - call!				6	$395

Customized Spreadsheets, Databases, Programming, Project Management, Contact Management, and Sales Tracking

No.	Course	Time	Day(s)	Dates	Hrs	Fees
340	Advanced Spreadsheets (analysis & macro programming) - Individually arranged - anytime					Call!
341	Designing Databases with Access - Individually arranged - anytime					Call!
342	Paradox, FoxPro, Dbase, AlphaFour/Five, Approach, FileMaker Pro, advanced databases, VBA, Visual Basic, Microsoft Office solutions- individually arranged					Call!
343	ACT!, Commence, Maximizer, and all other contact manager programs - Individually arranged					Call!

Special Training

No.	Course				Hrs	Fees
2000C	Basic Office Curriculum - Fundamentals, Windows, Word, Excel, PowerPoint, Access, Internet				36	$1320
3500C	Systems Tech Support: Hardware, Networking Basics, Troubleshooting				48	$2995
4000C	Web Design: HTML, FrontPage or DreamWeaver, Graphics, Multimedia, Cascading Stylesheets				45	$2495
4500C	Desktop Publishing: Photoshop, Illustrator, Quark				40	$1995

Remote Access, Webcasting, Webinar

No.	Course
5000	The Center can now provide distance learning or even training on how to use Skype, GoToMeeting, IBM/Lotus Unyte, and other similar tools of remote access. Call!