

Freehold Computer Training Center
 AT PC WAREHOUSE
 3681 Highway 9 N., Freehold, NJ 07728
 Mail: 22 Alexander Ave, Freehold, NJ 07728
 Voice (732) 577-0606, Fax (732) 577-0666
 fkagel@freeholdcomputer.com

March-April Schedule

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 29 Years of Excellence!

All classes are held at a state-of-the-art training facility at PC Warehouse Freehold

No.	Course	Time	Day(s)	Dates	Hrs.	Fees
First Time Users Curriculum						
301F	Fundamentals & Windows	9:15 am - 12:15 pm	W	Mar 5	3	\$125
302F	Introduction to Word Processing	9:15 am - 12:15 pm	ThF	Mar 6,7	6	\$195
303F	Using the Internet & Email	9:15 am - 12:15 pm	M	Mar 10	3	\$99

**Register for entire 12 hr First Time Users Curriculum for \$377 and save %10!
 Add Word below for just an additional \$175!**

Basic Office Curriculum

304	Intro Microsoft Word	<i>A must! Character, paragraph, and page formatting; setting tabs, creating columns using tables. Letters, memos, and elements of short reports.</i>				
		9:15 am - 12:15 pm	ThF	Mar 13,14	6	\$195
305	PowerPoint	<i>Chance to be creative, fun, easy to learn! Marketing/sales/training slide presentation.</i>				
		9:15 pm - 12:15 pm	M	Mar 17	3	\$145
306	Intro Microsoft Excel	<i>Spreadsheets/lists; business formulas, expense & profit tracking, charting</i>				
		9:15 am - 12:15 pm	WTh	Mar 19,20	6	\$195
Add a 3rd half-day of Word or Excel for only \$50						
307	Outlook	<i>Beyond email! Contact management, scheduling</i>				
		9:15 am - 12:15 pm	M	Mar 31	3	\$145
308	Intermediate/Refresher Word	<i>Review of basics, more with tables, templates, envelopes & labels, headers & footers, inserting graphics & WordArt, working with newsletter columns, mailmerge</i>				
		9:15 am - 12:15 pm	WThF	Apr 2,3,4	9	\$245
309	Intermediate/Refresher Excel	<i>Review of basics; templates; data lists: sorting, filtering, subtotaling; more advanced Excel functions: If function, vlookup, pivot tables; mailmerge with Word</i>				
		9:15 am - 12:15 pm	WThF	Apr 9,10,11	\$245	

Register for entire 36 hr Basic Office Curriculum for \$1050 and save %10!

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

310	Using Access database	<i>Navigating Access, data entry, running queries and reports</i>					
		Individually arranged				6	\$395
311	Intermediate Access	<i>Data structure, creating queries, forms and reports¹</i>					
312	Advanced Access	<i>Database design, relational tables, advanced queries, designing forms and reports, macros, introduction to VBA¹</i>					
						12	\$695
313	FileMaker Pro (PC or Mac)	<i>Easier and just as powerful as Access¹</i>					
						12	\$695
314	Microsoft Project	<i>Project management, scheduling, allocating resources¹</i>					
						6	\$395

¹Courses above are individually arranged.

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

Structured Private One-on-One Classes

321	Fundamentals	Individually arranged over two or three sessions				6	\$295
322	Intro Word or Excel	Individually arranged over two sessions				6	\$295
323	Intermediate Word or Excel	Individually arranged over two or three sessions				6	\$395
324	PowerPoint	Individually arranged over one session				3	\$195
325	Non-Microsoft Office	Individually arranged over two or three sessions				6	\$395

Sorry, no evenings; must be completed within 3 weeks

Accounting, Business Management, Personal Finance, and Time Billing

375	Intro to QuickBooks	<i>Invoicing, accounts receivables, payables, writing checks, bank reconciliation, reports</i>							
		2:00 pm - 5:00 pm	M	Mar 10,17	6	\$295			
376	Intro to QuickBooks	<i>2:00 pm - 5:00 pm</i>							
						M	Mar 31; Apr 7	6	\$295
375X	Intro to QuickBooks Pro - Structured class privately					6	\$395		
376X	QuickBooks Consulting/Setups	Individually arranged at Center or on-site.							
							Call!		

Mr. Kagel is a Certified QuickBooks Pro Advisor®

Freehold Computer Training Center
 AT PC WAREHOUSE
 3681 Highway 9 N., Freehold, NJ 07728
 Mail: 22 Alexander Ave, Freehold, NJ 07728
 Voice (732) 577-0606, Fax (732) 577-0666
 fkagel@freeholdcomputer.com

March-April Schedule

**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 29 Years of Excellence!

All classes are held at a state-of-the-art training facility at PC Warehouse Freehold

<u>No.</u>	<u>Course</u>	<u>Time</u>	<u>Day(s)</u>	<u>Dates</u>	<u>Hrs</u>	<u>Fees</u>
New 911	<u>How to Use Your Digital Camera</u> Typical camera settings, resolutions, formats; simple editing; uploading pictures to computer; sending/receiving pictures via email; non-technical, fun, informative	2:00 pm - 4:00 pm	F	Mar 7	2	\$125

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

340X	Advanced Spreadsheets (analysis & macro programming) - Individually arranged - anytime				6	\$595
341X	Designing Databases with Access - Individually arranged - anytime				6	\$595
342X	Paradox, FoxPro, Dbase, AlphaFour/Five, Approach, FileMaker Pro, advanced databases, VBA, Visual Basic, Microsoft Office solutions - individually arranged				6	\$595
343X	ACT!, Commence, Maximizer, and all other contact manager programs - Individually arranged				6	\$395
345X	Microsoft Project - Individually arranged				6	\$395

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

350X	PowerPoint	Class (other side) or Individually arranged			3	\$195
351X	Photoshop/PhotoElements	2:00 pm - 5:00 pm	F	Mar 14, 21	6	\$295
351X3	Photoshop or PhotoElements	Individually arranged			6	\$395
352X	PageMaker	Individually arranged			6	\$395
353X	QuarkXPress	Individually arranged			6	\$395
354X	Illustrator	Individually arranged			6	\$395
355X	Beyond Basics DTP	Individually Arranged			12	\$695
356X	Quark, Illustrator - Mac or CorelDraw, Advanced PowerPoint, Advanced PageMaker, Advanced CorelDraw!, Corel Paint Shop Pro, Advanced QuarkXpress, 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

601X	HTML Basics & Web Publishing	Individually arranged			6	\$395
602X	FrontPage or DreamWeaver	Individually arranged			6	\$395
603X	Basic Graphics New	<i>Working with digital photography, importing from memory cards, simple editing, burning CD; for personal, business and web use</i> - Individually arranged			6	\$395
604X	More Advanced Web Design	Individually arranged			12	\$695
605X	Cascading Stylesheets, Flash, Swish, GoLive, ImageReady - call!				6	\$395
606X	Forms, Web Scripting (CGI, VB scripting, Java scripting)	Individually arranged - call!				

Special Training

2000C	Basic Office Curriculum - Fundamentals, Windows, Word, Excel, PowerPoint, Access, Internet	36	\$1050
3500C	Systems Tech Support: Hardware, Networking Basics, Troubleshooting	48	\$2195
4000C	Web Design: HTML, FrontPage or DreamWeaver, Graphics, Multimedia, Cascading Stylesheets	45	\$2495
4500C	Desktop Publishing: Photoshop, Illustrator, Quark	40	\$1995

"Push-button" Courses for Busy Executives or for Administrative Assistants

7000X	WE create shortcuts, macros, and templates, and YOU push the button - Individually arranged - call!		
-------	---	--	--

Computing for Seniors (Age 65 and over)

8000X	20% off structured classes: private, small group, on-site (does not include consulting & tech support) - call!		
-------	--	--	--

Weekend Classes

9000X	A limited number of hours are available for private, only, weekend classes - call!		
-------	--	--	--

All Private Flexible Schedules

Must be completed within five weeks.

10	\$895
----	-------

We do our best to proof read, but we are not responsible for typographical errors.