



LANtec Application Course Schedule: June 2011 - September 2011

*Class Hours are 8:30am-4:30pm unless otherwise noted

| Course | Baton Rouge | | | | Lafayette | | | | Lake Charles | | | | Alexandria | | | |
|---|-------------|------|--------|-----------|-----------|------|--------|-----------|--------------|-------|--------|-----------|------------|------|--------|-----------|
| | June | July | August | September | June | July | August | September | June | July | August | September | June | July | August | September |
| OPERATING SYSTEMS | | | | | | | | | | | | | | | | |
| Windows 7 - Basic | 10 | | | | 21 | | | | 9 | | | | | | | |
| Windows 7 - Advanced | | | | | | | | | | | | 7 | | | | |
| MICROSOFT OFFICE SUITE (Word, Excel, Outlook, Power Point) - \$199/day | | | | | | | | | | | | | | | | |
| Word 2007 - Level 1 | 9 | | | | 13,25 | | | | 30 | 10 | | | | | | |
| Word 2007 - Level 2 | 15 | | | | | | | | 2 | 22 | | | 15 | | | |
| Word 2007 - Level 3 | | | | | | | | | 24 | | | | | 28 | | |
| Word 2010 - Level 1 | | | | | 11 | 14 | | | 13 | 24 | 9 | 3 | | | | |
| Word 2010 - Level 2 | 6 | | | | 21 | 25 | | | 29 | | 19 | 18 | | 8 | | |
| Word 2010 - Level 3 | 10 | 22 | | | | | | | 2 | 31 | 2 | | 30 | | 2 | |
| Excel 2007 - Level 1 | 7 | | | | 18 | 29 | | | 10,17 | 11 | | | 26 | | | |
| Excel 2007 - Level 2 | 14 | | | | 26 | | | | 23,31 | 16,29 | | | | | | |
| Excel 2007 - Level 3 | 22 | 27 | | | | | | | | | | | 13,21 | 27 | | |
| Excel 2010 - Level 1 | 30 | 2 | | | | 12 | 20 | 8 | 1 | | 5 | | | | | |
| Excel 2010 - Level 2 | 3 | 16 | | | 22 | 27 | | | 28 | 4 | | 12 | | | | |
| Excel 2010 - Level 3 | 22 | | | | | | | | 16 | 17 | | | 1 | | 1 | |
| Office 2010 - New Features | | | | | | | | | | | | | | | | |
| Outlook 2007 - Level 1 | | | | | 7 | | | | | | | | | | 9 | |
| Outlook 2007 - Level 2 | | | | | 14,20 | | | | | | | | | | | |
| Outlook 2007 - Level 3 | | | | | 27 | | | | 3 | | | | | | | |
| Outlook 2010 - Level 1 | 16 | | | | 18 | | 21 | | | 1 | 17 | | | | | |
| Outlook 2010 - Level 2 | 29 | | | | 26 | | | | | 24 | | | | | | 13 |
| Outlook 2010 - Level 3 | 17 | | | | | | | | 8,24 | | | | | 29 | 22 | |
| PowerPoint 2007 - Level 1 | | 13 | | | | | | | 18 | 8 | | | 8 | | | |
| PowerPoint 2007 - Level 2 | 14 | 29 | | | | | | | | 30 | | | 2,27 | | | |
| PowerPoint 2010 - Level 1 | 2 | | | | 12 | | | 15 | | | | | | | | |
| PowerPoint 2010 - Level 2 | | | | | 1,28 | | | | | | | | | | | |
| DATABASE MANAGEMENT | | | | | | | | | | | | | | | | |
| Access 2007 - Introduction (2 days, \$398) | 2 | | | | | | | | 8 | 3 | | | | | | 7 |
| Access 2007 - Advanced (2 days, \$398) | 27 | | | | | | | | | 29 | | | 28 | | | |
| Access 2010 - Basic (1 day, \$199) | 9 | | | | 27 | | | 26 | | 16 | | | | | | |
| Access 2010 - Intermediate (1 day, \$199) | 21 | | | | | | | 27 | 11 | 23 | | | | | | |
| Access 2010 - Advanced (1 day, \$199) | | | | | | | | | 25 | | | | | 27 | | |
| ACT! 2006 - Levels 1 & 2 (2 days, \$600) | | | | | | | | | | | | | | | | |
| Crystal Reports 11: Designer 1 (2 days, \$600) | | | | | | 28 | | | 22 | | | | | | | |
| Crystal Reports 11: Designer 2 (2 days, \$600) | | | | | | 6 | | | | 25 | | | 28 | | | |
| Crystal Reports 11: Designer 3 (2 days, \$600) | | | | | | 18 | | | | | | | | | | |
| PROJECT PLANNING | | | | | | | | | | | | | | | | |
| MS Project 2007 - Levels 1 & 2 (2 days, \$600) | | | | | | | | | | | | | | | | |
| MS Project 2010 - Levels 1 & 2 (2 days, \$600) | | | | | | | | | | | | | 12 | 8 | | |

Application Schedule

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Baton Rouge: 2638 S.Sherwood, #220 - 225-293-0656
 Lafayette: 900 E. St. Mary Blvd. #209 - 337-233-2016
 Lake Charles: 3505 5th Ave. #C-1 - 337-656-2381
 Alexandria: 1410 Neel Kearby Blvd.



| Course | June | | | | July | | | | August | | | | September | | | |
|--|------|--|--|--|------|----|--|--|--------|--------|---------|----|-----------|----|-----|---------|
| DESKTOP PUBLISHING, PHOTO EDITING, & DESIGN SOFTWARE | | | | | | | | | | | | | | | | |
| MS Publisher 2007 - Levels 1 & 2 (2 days, \$600) | | | | | | | | | | | | | | | | |
| MS Publisher 2010 - Levels 1 & 2 (2 days, \$600) | | | | | | | | | | | | | | | | |
| Adobe Acrobat X Pro - Basic & Advanced (2 days,\$600) | 16 | | | | | | | | | 18 | | | | | 22 | |
| Adobe Illustrator CS5 - Levels 1 & 2 (2 days, \$600) | | | | | | | | | | 4 | | | | | 15 | |
| Adobe InDesign CS5 - Levels 1 & 2 (2 days, \$600) | | | | | | | | | | 30 | | | | | | |
| Adobe Captivate 5.0 (1 days, \$300) | 9 | | | | | | | | | | | | | | | |
| Corel Draw X3 - Levels 1 & 2 (2 days, \$600) | | | | | | | | | | | | | | | | |
| MS Visio 2007 - Levels 1 & 2 (2 days, \$600) | | | | | | | | | | | | | | | | |
| Adobe Photoshop CS5 - Levels 1 & 2 (2 days, \$600) | | | | | | 21 | | | | | 22 | | | | | 19 |
| ACCOUNTING PACKAGES | | | | | | | | | | | | | | | | |
| QuickBooks (2 Days, \$600) | | | | | | | | | | 3 & 10 | 23 & 31 | | | | | 14 & 21 |
| PROFESSIONAL DEVELOPMENT | | | | | | | | | | | | | | | | |
| Excellence in Service: Basic (\$250) | | | | | | | | | | 26 | 17 | | | | | |
| Business Etiquette (\$250) | | | | | | | | | | | | | 1 | | | |
| Frontline Leadership (1/2 Day-\$125) | | | | | | | | | | | | | 30 | | | |
| Correcting Performance Problems (\$250) | | | | | | | | | | | | | | | | |
| Customer Service: Listening/Responding/Resolving(\$500) | | | | | | | | | | 15-16 | | | 8-9 | | 8-9 | 29-30 |
| Conducting Meetings (\$250) | | | | | | | | | | | | 10 | | | | |
| Time Management (\$250) | | | | | | | | | | 14 | 9 | | 2 | | 15 | 12 |
| Sales Skills: Basic (\$250) | | | | | | | | | | | | 24 | | 5 | | |
| Business Accounting (\$250) | | | | | | | | | | | | | | | | |
| Diversity (\$250) | | | | | | | | | | | | | | | | |
| Budgeting (\$250) | | | | | | | | | | | | | | | | |
| Strategic Decision Making (\$250) | | | | | | | | | | | | | | | | |
| Managerial Leadership (\$250) | | | | | | | | | | | | 25 | 3 | 20 | 28 | |
| COLLABORATION PACKAGES, INTERNET APPLICATIONS, & WEB DESIGN | | | | | | | | | | | | | | | | |
| MS SharePoint 2010 Foundations - Level 1 (2 days,\$1195) | | | | | | | | | | | | | | | 8 | |
| MS SharePoint 2010 Foundations - Level 2 (2 days,\$1195) | | | | | | | | | | | | | | | | |
| MS SharePoint 2010 Designer - Levels 1 & 2 (2 days,\$1195) | | | | | | | | | | | 17 | | | | | |
| HTML 4.0 Introduction & Advanced (2 days, \$600) | | | | | | 25 | | | | | | | | | 1 | |
| Adobe Dreamweaver CS4 - Level 1 & 2 (2 days, \$600) | | | | | | 27 | | | | | | | | | | |
| Adobe Dreamweaver CS5 - Levels 1 & 2 (2 days,\$600) | | | | | | | | | | | | | | | | |
| Adobe Flash CS5 - Level 1 (2 days, \$600) | | | | | | | | | | | | | | | | |
| Adobe Flash CS5 - Level 2 (2 days, \$600) | | | | | | | | | | | | | | | | |
| Cascading Style Sheets (2 days, \$600) | | | | | | | | | | 29 | | | | | | |

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