



Partner

www.lantecctc.com

LANtec Application Course Schedule: July 2010 - October 2010

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

Course	July			August			September			October		
	Baton Rouge	Lafayette	Lake Charles	Baton Rouge	Lafayette	Lake Charles	Baton Rouge	Lafayette	Lake Charles	Baton Rouge	Lafayette	Lake Charles
OPERATING SYSTEMS												
Windows XP - Introduction												
Windows Vista - Introduction					26							
Windows 7 - Basic				23				15				
Windows 7 - Advanced												
MICROSOFT OFFICE SUITE (Word, Excel, Outlook, Power Point) - \$199/day												
Word XP/2003 - Introduction				20								
Word XP/2003 - Intermediate								28				
Word XP/2003 - Advanced												
Word 2007 - Level 1	9			3		9	27	13				11
Word 2007 - Level 2	30	27		13		25				6	1	27
Word 2007 - Level 3				31	30	31						
Word 2007 - New Features (1/2 Day) \$120												
Excel XP/2003 - Introduction	13							8			20	
Excel XP/2003 - Intermediate				2				24				
Excel XP/2003 - Advanced				27							12	
Excel 2007 - Level 1	8,21	26	16	6,9	13	19	13	20		11	8	4
Excel 2007 - Level 2				4,19	5,23	24	29	30		20	19	20
Excel 2007 - Level 3	23			30	31		7			22	27	29
Excel 2007 - New Features (1/2 Day) \$120												
Office 2007 - New Features												
Outlook XP/2003												
Outlook 2007 - Level 1	6	21	27				15			21		
Outlook 2007 - Level 2	29	30		10		10				27	14	14
Outlook 2007 - Level 3				26							28	
PowerPoint XP/2003- Introduction												
PowerPoint XP/2003 - Advanced												
PowerPoint 2007 - Level 1	22				2	16					11	
PowerPoint 2007 - Level 2				30	17					20		
DATABASE MANAGEMENT												
Access XP/2003 - Introduction (2 days, \$398)	8											
Access XP/2003 - Advanced (2 days, \$398)	19											
Access 2007 - Introduction (2 days, \$398)				11	18	5						
Access 2007 - Advanced (2 days, \$398)							9,30	27	16			
Access 2007 - New Features (1/2 Day) \$120												
Act ! 2006 - Levels 1 & 2 (2 days, \$600)												
Crystal Reports 11: Designer 1 (2 days) \$600	26											
Crystal Reports 11: Designer 2 (2 days) \$600							22					
Crystal Reports 11: Designer 3 (2 days) \$600											18	
PROJECT PLANNING												
MS Project 2003 - Levels 1 & 2 (2 days, \$500)	1											
MS Project 2007 - Levels 1 & 2 (2 days, \$500)				4				9	23			

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	Baton Rouge	Lafayette	Lake Charles	Baton Rouge	Lafayette	Lake Charles	Baton Rouge	Lafayette	Lake Charles	Baton Rouge	Lafayette	Lake Charles
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Course	July	August	September	October
DESKTOP PUBLISHING, PHOTO EDITING, & DESIGN SOFTWARE				
MS Publisher 2007 (\$250)	30	12		
Adobe Acrobat 9.0: Levels 1 & 2 (2 days, \$600)	14		16	4
Adobe Illustrator CS4 - Levels 1 & 2 (2 days, \$600)			2	12
Adobe InDesign CS4 - Levels 1 & 2 (2 days, \$600)				21
Adobe Captivate 4.0 (2 days, \$600)				
Corel Draw X3 - Levels 1 & 2 (2 days, \$600)				
MS Visio 2007-Levels 1 & 2 (2 days, \$500)				
Adobe Photoshop CS4 - Levels 1 & 2 (2 days, \$600)		17 5		28 7
PERSONAL COMMUNICATION & MISC. COLLABORATION				
MS SharePoint Services 3.0: Level 1 (2 days-\$600)			13	
MS SharePoint Services 3.0: Level 2 (2 days-\$600)				11
PC Law (2 days-\$750)				
QuickBooks 2009 (2 Days, \$600)	19-20	30*	2-3 & 29-30	20&25
PROFESSIONAL DEVELOPMENT				
Excellence in Service: Basic (\$250)	22	13,28		
Business Etiquette (\$250)				
Correcting Performance Problems (\$250)				
Customer Service: Listening/Responding/Resolving (\$500)				14-15
Managerial Leadership (\$250)				
INTERNET APPLICATIONS & WEB DESIGN				
MS Sharepoint Designer2007-Levels 1&2 (2 days, \$600)			27	
HTML 4.0 Introduction & Advanced (2 days, \$600)		3		6
MS FrontPage 2003-Levels 1 & 2 (2 days, \$500)				
Adobe Dreamweaver CS4 -Level 1 & 2 (2 days, \$600)			16	25
Adobe Dreamweaver CS4 -Level 3 (1 day, \$300)	16			
Adobe Flash CS4 - Level 1 (2 days, \$600)	6	9	20	
Adobe Flash CS4 - Level 2 (2 days, \$600)				
Adobe Fireworks CS4 - Levels 1 & 2 (2 Days, \$600)		12		
Cascading Style Sheets (2 days, \$600)		6&9		21
MS Expression Web 2007: Level 1 (\$250)				
MS Expression Web 2007: Level 2 (\$250)				

Application Schedule



Microsoft
GOLD CERTIFIED
Partner

Learning Solutions
Information Worker Solutions
Advanced Infrastructure Solutions
Data Management Solutions



Microsoft
Office
Specialist



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