

WaterColor, LLC is a technology training company and trusted education partner to thousands of individuals and hundreds of organizations throughout Western Montana since 1996.

We offer a large collection of training programs which are delivered in flexible and convenient formats. On-site, off-site, day or night.

Our courses are designed internally with an emphasis on practical real-world applications and are taught by seasoned instructors who specialize in using the very same technologies.

New Classes start every month. Because the real world won't wait until next semester or next quarter.

Group Classes are perfect for teams. WE CUSTOMIZE OUR COURSES to suit your specific business needs and challenges. Check out our half-day Clinic and two-hour Workshop schedules to see what other professional organizations are doing.

Pricing is reasonable to ensure training activities are valuable.

Full-day courses are priced at \$159.

Half-day Clinics are \$119 and

Two hour Workshops are \$59.

Course materials included.

Group course and volume discounts available.

Registration is easy.

Call (406) 542-1573. Visit our web site at www.watercolorct.com. Or stop by our office at 327 E. Broadway in Missoula.

Don't see what you're looking for?

Give us a call. We offer numerous titles not listed in this brochure... including a variety of advanced technology courses. And remember, WaterColor can create a custom course to fit your group's needs!

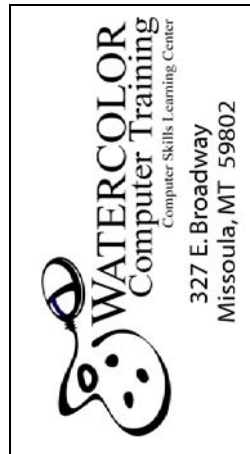
Coming Fall 2010...

Office 2010, Mac OS clinics, Adobe Premiere Elements, and much more!

On-line Classes

Groups or individuals. Call 406.542.1573 for details.

Every effort is made to ensure that information is accurate; however, changes, corrections, or cancellations of courses may occur. WaterColor reserves the right to cancel any class that does not meet minimum enrollment.



Professional Development

Class Schedule

Fall 2010



Business Skills Office & Desktop Applications

Featuring real world, hands-on, interactive training programs for the busy professional.

Learn today, use tomorrow.



327 E. Broadway Missoula

406 542-1573
www.watercolorct.com

WaterColor Computer Training's desktop application courses increase the skills and capabilities of individuals seeking new levels of knowledge and expertise.

The following Open Enrollment courses are available to anyone needing to gain hands-on experience and skills in a particular program. Each course provides a thorough analysis of the most relevant and prominent topics in the shortest time possible. Classes are hands-on, interactive, and fast paced.

WaterColor also offers a large variety of two-hour **Workshops** which are published monthly in a **separate Workshop schedule**.

Full course descriptions and outlines available on request by contacting our Missoula office at (406) 542-1573 or info@watercolorct.com.

Operating Systems

Find out how you can organize your workspace and data files to improve the way you work everyday!

Microsoft Windows - Essentials (Level I)

Full-Day Wed Sep 01 8:30 - 4:00
1/2 Day Clinic Fri Oct 01 8:30 - 12:00
Full-Day Tues Nov 02 8:30 - 4:00
1/2 Day Clinic Tues Dec 07 8:30 - 12:00

Word Processing

Create better documents in less time, effortlessly!

Word - Essentials (Level I)

Full-Day Thurs Sep 09 8:30 - 4:00
1/2 Day Clinic Fri Oct 08 8:30 - 12:00
Full-Day Wed Nov 03 8:30 - 4:00
1/2 Day Clinic Wed Dec 08 8:30 - 12:00

Word - Great Features

Full-Day Thurs Sep 23 8:30 - 4:00
Full-Day Tues Oct 12 8:30 - 4:00
Full-Day Tues Nov 16 8:30 - 4:00
Full-Day Thurs Dec 16 8:30 - 4:00

Word - Power User

Full-Day Thurs Sep 30 8:30 - 4:00

PDF Publication

Share and distribute documents, forms, and fliers using a universal format.

Acrobat Professional - Essentials (Level I)

1/2 Day Clinic Tues Sep 21 1:00 - 4:30
2 hour Workshops Tues Nov 23 9:00 - 11:00

Acrobat Professional/Designer - Creating Forms

1/2 Day Clinic Tues Sep 28 8:30 - 12:00
1/2 Day Clinic Tues Dec 07 8:30 - 12:00

Desktop Publishing

Produce great looking publications in-house for less!

Publisher - Essentials (Level I)

Full-Day Wed Nov 10 8:30 - 4:00
1/2 Day Clinic Tues Dec 21 8:30 - 12:00

Publisher - Great Features

2 hour Workshops available call for titles & schedule

InDesign - Essentials (Level I)

Full-Day Thurs Nov 18 8:30 - 4:00
Full-Day Thurs Dec 09 8:30 - 4:00

InDesign - Great Features

Full-Day Tues Oct 26 8:30 - 4:00
Full-Day Thurs Dec 09 8:30 - 4:00

Presentations

Add pizzazz to your presentations- that's sure to grab everyone's attention!

PowerPoint - Essentials (Level I)

Full-Day Mon Oct 11 8:30 - 4:00
1/2-Day Clinic Fri Nov 19 8:30 - 12:00

PowerPoint - Multi-Media & Motion

1/2-Day Clinic Wed Sep 29 8:30 - 12:00
2 hour Workshops available call for titles & schedule

Photo - Graphics Editing

Learn how to make subtle or striking changes to your visual elements without the high cost of outsourcing!

Photoshop - Essentials (Level I)

Full-Day Wed Nov 17 8:30 - 4:00

Photoshop - Great Features

Full-Day Wed Sep 22 8:30 - 4:00

Illustrator - Essentials (Level I)

Full-Day Fri Sep 24 8:30 - 4:00

Email/Scheduling

Schedule yourself in a whole new way so you can focus on getting the most important things done!

Outlook - Essentials (Level I)

1/2 Day Clinic Mon Nov 08 8:30 - 12:00
Full-Day Wed Dec 15 8:30 - 4:00

Outlook - Power User

2 hour Workshops available call for titles & schedule

Contact Management

Track and monitor business accounts, contacts, projects, marketing campaigns, opportunities and history- from within the familiar Microsoft Office Outlook interface.

Microsoft Business Contact Manager - Get to Know

2 hour Workshops and 1/2 day Clinics Available call for dates.

Spreadsheets

Imagine turning your data into valuable information so you can make better decisions, more confidently!

Excel - Essentials (Level I)

Full-Day Wed Sep 08 8:30 - 4:00
1/2 Day Clinic Tues Oct 05 8:30 - 12:00
Full-Day Thurs Nov 04 8:30 - 4:00
Full-Day Mon Dec 13 8:30 - 4:00

Excel - Great Features

Full-Day Thurs Sep 16 8:30 - 4:00
Full-Day Wed Oct 13 8:30 - 4:00
Full-Day Thurs Nov 18 8:30 - 4:00
Full-Day Tues Dec 14 8:30 - 4:00

Excel - Power User

2 hour Workshops available call for titles & schedule

Databases

Discover how you can find, update, and review customer and sales information automatically!

Access - Essentials (Level I)

Full-Day Thurs Sep 09 8:30 - 4:00
Full-Day Fri Oct 08 8:30 - 4:00
Full-Day Wed Dec 08 8:30 - 4:00

Access - Great Features

Full-Day Thurs Sep 23 8:30 - 4:00
Full-Day Tues Nov 09 8:30 - 4:00

Access - Power User

2 hour Workshops available call for titles & schedule

Web Design

Promote your products and services with rich web content and your own creative flare, more quickly!

Expressions Web - Essentials (Level I)

Full-Day Mon Oct 18 8:30 - 4:00
Full-Day Thurs Dec 02 8:30 - 4:00

DreamWeaver - Essentials (Level I)

Full-Day Wed Oct 06 8:30 - 4:00
Full-Day Wed Dec 15 8:30 - 4:00

DreamWeaver - Great Features

Full-Day Wed Oct 27 8:30 - 4:00

Financial/Accounting

Realize better ways to manage business financials so you can spend more time getting new business!

QuickBooks Pro - Essentials (Level I)

Full-Day Fri Sep 10 8:30 - 4:00
Full-Day Wed Nov 03 8:30 - 4:00

QuickBooks Pro - Great Features

2 hour Workshops available call for titles & schedule