

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
1/2 Day Clinic Tues.....Feb 08..... 9:00 - 12:30

Reporting Software

Turn your data into meaningful information and gain insight into making more effective decisions.

Crystal Reports - 2 Days (Levels I & II)
Classes availablecall for dates and pricing

Project Management

Learn how MS Project can help you manage projects more effectively than ever!

Project - Essentials (Level I)
Full-Day FriMar 11 8:30 - 4:00

Project - Power User (Level II)
Advanced classes available call for titles & schedule

Web Design/Graphics

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

DreamWeaver - Essentials (Level I)
CSS Workshop WedFeb 02 1:00 - 3:00
Full-Day WedFeb 16 8:30 - 4:00

Dreamweaver - Great Features (Level II)
Advanced classes available call for titles & schedule

Flash - Essentials (Level I)
Full-Day WedFeb 23 8:30 - 4:00
Full-Day WedApr 27 8:30 - 4:00

Fireworks - Essentials (Level I)
Full-Day WedMar 02 8:30 - 4:00

Expressions Web - Essentials (Level I)
Full-Day WedMar 16 8:30 - 4:00

Collaboration Software

Understand the general purpose of SharePoint and the main features used in typical team sites as well as what is needed to build an effective team site.

SharePoint - Essentials (Level I)
Full-Day ThursFeb 10 9:00 - 4:30
1/2 Day Clinic ThursApr 14 8:30 - 12:00

SharePoint - Advanced
Advanced classes available call for titles & schedule

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.

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 ThursMar 10 8:30 - 4:00

QuickBooks Pro - Great Features (Level II)
2 hour Workshops available call for titles & schedule

CompTIA

Jump start your technology career with hardware, software, and networking certifications from the Computing Technology Industry Association!

A+ Certification 7-10 Days
Classes available call for dates and pricing

Network+ Certification 5 Days
Classes available call for dates and pricing

Microsoft Advanced Technology

Classes available call for titles, dates and pricing

Pricing Application Classes:

Full-day Courses are priced at \$159.
Half-day Clinics are \$119 and
Two hour Workshops are \$59.

Advanced Technology Classes:

Call for Pricing. (Includes Crystal Reports and CompTIA.)

Course materials included.
Group course and volume discounts available.

Registration:

Call (406) 542-1573 or visit our web site at www.watercolorct.com. Or stop by the 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!

On-Line Classes Now Available!

Groups or individuals. Call 406.542.1573 for details.

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.

Professional Development

Class Schedule Winter/Spring 2011



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

WaterColor offers a variety of formats including two-hour **Workshops**, half-day **Clinics**, and **Traditional** full-day classes.

The following open enrollment courses are available to anyone seeking 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.

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)

1/2 Day Clinic Tues.....Feb 08 8:30 - 12:00
1/2 Day Clinic Tues.....Mar 08 8:30 - 12:00

Microsoft Windows - Great Features (Level II)

Advanced classes available call for titles & schedule

Mac OS 10—Essentials (Level I)

1/2 Day Clinic WedMar 09 8:30 - 12:00

PC/Internet Fundamentals

Gain the fundamental skills & confidence necessary to tackle advanced topics and succeed (and have fun :-)) in today's technology driven world!

PC/Windows Fundamentals (4 Days - Introductory)

Full-Day March..... 11, 18, 25, 29

Internet/Cloud Nuts & Bolts (1 Day - Introductory)

Full-Day Mon.....Feb 14 8:30 - 4:00
Full-Day FriApr 22 8:30 - 4:00

Word Processing

Create better documents in less time, effortlessly!

Word - Essentials (Level I)

Full-Day Tues Feb 22 8:30 - 4:00
1/2 Day Clinic Wed Mar 09 8:30 - 12:00

Word - Great Features (Level II)

Full-Day Wed Feb 16 8:30 - 4:00
Full-Day Thurs Mar 17 8:30 - 4:00

Word - Power User (Level III)

Forms Workshop Fri Feb 25 9:00 - 11:00
Full-Day Fri Mar 18 8:30 - 4:00

Spreadsheets

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

Excel - Essentials (Level I)

Full-Day Thurs Feb 10 8:30 - 4:00
Full-Day Tues Mar 15 8:30 - 4:00

Excel - Great Features (Level II)

Full-Day Tues Feb 15 8:30 - 4:00
Full-Day Tues Mar 22 8:30 - 4:00

Excel - Power User (Level III)

Data Analysis Workshop Wed Feb 23 9:00 - 11:00
1/2 Day Clinic Thurs Mar 24 9:00 - 11:00

Databases

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

Access - Essentials (Level I)

Full-Day Thurs Feb 17 8:30 - 4:00
Full-Day Wed Mar 23 8:30 - 4:00

Access - Great Features (Level II)

Full-Day Wed Feb 24 8:30 - 4:00

Access - Power User (Level III)

1/2 Day Clinic Thurs Mar 17 8:30 - 12:00

PDF Publication

Create, share and distribute documents, forms, and fliers using a the most universally accepted file format.

Acrobat Professional - Essentials (Level I)

Essentials Workshop Thurs Feb 24 9:00 - 11:00
Full-Day Tues Mar 22 8:30 - 4:00

Acrobat Professional/Designer - Creating Forms

1/2 Day Clinic Thurs Mar 24 9:00 - 12:00

Desktop Publishing

Produce great looking publications in-house for less!

Publisher - Essentials (Level I)

1/2 Day Clinic Fri Feb 18 8:30 - 12:00

Publisher - Great Features (Level II)

Advanced Workshop Fri Mar 11 9:00 - 11:00

InDesign - Essentials (Level I)

ull-Day Wed Mar 23 9:00 - 4:30

InDesign - Great Features (Level II)

Full-Day Wed Feb 23 9:00 - 4:30

Presentations

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

PowerPoint - Essentials (Level I)

1/2-Day Clinic Thurs Mar 10 9:00 - 12:00

PowerPoint - Great Features (Level II)

1/2 Day Clinic Thurs Feb 17 8:30 - 12:00

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 Mar 16 8:30 - 4:00

Photoshop - Great Features (Level II)

Advanced classes available call for titles & schedule

Photoshop Elements - Essentials (Level I)

1/2 Day Clinic Wed Feb 02 8:30 - 12:00

Illustrator - Essentials (Level I)

Classes available call for dates

Photo Management

Learn how to move photos from you digital camera to your computer using Windows and much more... organize, order on-line, e-mail , and post your pictures to Facebook and Picasa!

Windows Photo Management

Essentials Workshop Tues Feb 15 10:00 - 12:00
Essentials Workshop Tues Mar 15 9:00 - 11:00

Email/Scheduling

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

Outlook - Essentials (Level I)

Full-Day Tues Mar 15 9:00 - 4:00

Outlook - Great Features (Level II)

Advanced Workshop Fri Mar 25 9:00 - 11:00