



# COMPUTER COURSES

# SOFTSKILLS SEMINARS

**FEBRUARY 23, 2012  
TO  
MAY 31, 2012**

**TORONTO**

(Toronto Eaton Centre)

**NORTH YORK**

(Hwy 401 & Hwy 404/DVP)

**MISSISSAUGA**

(Dixie Rd. & Hwy. 401)

**NEWMARKET**

(Yonge St. & Mulock Dr.)

**REGISTRATION &**

**ADMINISTRATION**

P.O. Box 241

Newmarket ON L3Y 4X1

**Computer  
Help**

**(416) 494-4912, Fax: (416) 494-9952**

**[www.Computer-Help.ca](http://www.Computer-Help.ca), [info@computer-help.ca](mailto:info@computer-help.ca)**

# Course Calendar – February 23, 2012 to May 31, 2012

All course hours are 9am to 4pm

For course descriptions, visit our web site at [www.Computer-Help.ca](http://www.Computer-Help.ca)

Course	# Days	Course Fee	Toronto	North York	Mississauga	Newmarket
<b>MS Office 2007/2010</b>						
<b>Microsoft Office 2007/2010</b>						
Microsoft Office 2010 Express Upgrade from 2003	1	\$ 275. or 1 Ticket	Mar 12 May 15	Apr 24	Mar 22 May 11	Apr 13 Jun 8
Microsoft Office 2010 Advanced Upgrade from 2003	1	\$ 275. or 1 Ticket	Feb 27	Mar 16	Apr 24	May 18
Tips and Tricks	1	\$ 275. or 1 Ticket	Apr 19	Mar 22	May 9	
<b>Excel 2007/2010</b>						
Introduction	1	\$ 275. or 1 Ticket	Mar 2 Apr 4 May 4	Mar 1 Apr 2 May 2	Mar 5 Apr 10 May 1	Mar 8 Apr 3 May 7
Intermediate Level 1	1	\$ 275. or 1 Ticket	Mar 6 Apr 10 May 8	Feb 10 Mar 5 Apr 13 May 4	Mar 7 Apr 16 May 10	Mar 13 Apr 17 May 14
Formulas	1	\$ 275. or 1 Ticket	Mar 9 Apr 13 May 14	Mar 12 Apr 23 May 10	Feb 10 Mar 16 Apr 19 May 17	Mar 21 Apr 20 May 22
Intermediate Level 2	1	\$ 275. or 1 Ticket	Mar 16 Apr 17 May 18	Mar 21 Apr 25 May 16	Feb 27 Mar 23 Apr 30 May 22	Feb 23 Mar 22 Apr 24 May 25
Functions	1	\$ 275. or 1 Ticket	Mar 23 May 25	Apr 30	Mar 27 May 28	Feb 24 Apr 27
Advanced Level 1	1	\$ 275. or 1 Ticket	Mar 27 May 28	Feb 24 Apr 26	Mar 29 May 25	Mar 26 May 29
Advanced Level 2	1	\$ 275. or 1 Ticket	Apr 26	Mar 14 May 31	Mar 30 May 29	Apr 30
Macros & VBA Level 1	3	\$ 825. or 3 Tickets	Mar 19/20/21		May 14/15/16	Apr 10/11/12
Macros & VBA Level 2	3	\$ 825. or 3 Tickets	Apr 23/24/25			
Macros & VBA Level 3	3	\$ 825. or 3 Tickets	May 22/23/24			
Upgrade from 2003	1	\$ 275. or 1 Ticket	Mar 26	Apr 10	Feb 28	Jun 22

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<b>Access 2007/2010</b>						
Introduction	2	\$ 550. or 2 Tickets	Apr 2/3			Mar 5/6
Intermediate Level 1	3	\$ 825. or 3 Tickets		Apr 10/11/12		
Intermediate Level 2	2	\$ 550. or 2 Tickets			Mar 12/13	
Queries	2	\$ 550. or 2 Tickets		Feb 27/28 Apr 19/20		
Advanced	3	\$ 825. or 3 Tickets		May 28/29/30		
VBA Level 1	3	\$ 825. or 3 Tickets		Mar 14/15/16		
VBA Level 2	3	\$ 1,100. or 4 Tickets		Apr 16/17/18		
Upgrade from 2003	1	\$ 275. or 1 Ticket	May 11	Mar 28	Apr 18	Feb 27
<b>Word 2007/2010</b>						
Introduction	1	\$ 275. or 1 Ticket	Mar 5	Mar 27		
Intermediate	1	\$ 275. or 1 Ticket	Apr 11	Apr 20	Mar 2	Mar 20
Advanced	1	\$ 275. or 1 Ticket	May 10	May 22	Apr 20	Apr 5
Upgrade from 2003	1	\$ 275. or 1 Ticket		Mar 15	Apr 12	Feb 29
<b>PowerPoint 2007/2010</b>						
Introduction	1	\$ 275. or 1 Ticket	Apr 5	Mar 2 May 3	Apr 2	Mar 7 May 8
Intermediate	1	\$ 275. or 1 Ticket	Apr 18	Mar 9 May 11	Mar 6 May 18	Mar 14 May 23
Advanced	1	\$ 275. or 1 Ticket	May 9	May 28	Apr 23	Apr 16
Upgrade from 2003	1	\$ 275. or 1 Ticket	Apr 20	Mar 30	Mar 20	

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<b>Publisher 2007/2010</b>						
Introduction	2	\$ 825. or 3 Tickets		Mar 19/20		
<b>Outlook 2007/2010</b>						
Introduction	1	\$ 275. or 1 Ticket		Mar 8		Mar 23
Intermediate	1	\$ 275. or 1 Ticket	Mar 28	May 4	Mar 19	May 15
Upgrade from 2003	1	\$ 275. or 1 Ticket		May 3		
<b>Visio 2003/2007/2010</b>						
Introduction	1	\$ 275. or 1 Ticket	Feb 24	Mar 26		Mar 12
Intermediate	1	\$ 275. or 1 Ticket	Mar 22	Apr 13	Mar 15	May 16
<b>Project 2003/2007/2010</b>						
Introduction	2	\$ 825. or 3 Tickets	May 1/2	Apr 4/5	Mar 8/9	
Intermediate	2	\$ 825. or 3 Tickets		May 17/18		
<b>OneNote 2010</b>						
Introduction	1	\$ 275. or 1 Ticket	Mar 14	Apr 12		May 11
<b>Adobe Products</b>						
<b>Adobe CS5/5.5</b>						
Acrobat X, Introduction	1	\$ 275. or 1 Ticket		Mar 21 May 14		
Dreamweaver, Introduction	2	\$ 825. or 3 Tickets		Mar 5/6		
Dreamweaver, Intermediate	2	\$ 825. or 3 Tickets		Apr 16/17		
Flash, Introduction	2	\$ 825. or 3 Tickets		Mar 22/23		
Illustrator, Introduction	2	\$ 825. or 3 Tickets				

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<b>Adobe CS4/CS5</b>						
Illustrator, Intermediate	2	\$ 825. or 3 Tickets		Apr 18/19		
InDesign, Introduction	2	\$ 825. or 3 Tickets		Mar 28/29		
Photoshop, Introduction	2	\$ 825. or 3 Tickets		May 9/10		
Photoshop, Intermediate	2	\$ 825. or 3 Tickets		May 23/24		
<b>All Other Computer Courses</b>						
<b>Accounting</b>						
QuickBooks Pro 2011, Introduction	3	\$ 825. or 3 Tickets		May 14/15/16		
<b>Reporting</b>						
Crystal Reports XI/2008, Introduction	2	\$ 825. or 3 Tickets		Apr 2/3		
Crystal Reports XI/2008, Intermediate	2	\$ 825. or 3 Tickets		May 7/8		
<b>Social Media</b>						
Facebook, Twitter, YouTube and LinkedIn for Business	1	\$ 275. or 1 Ticket		May 11	Apr 13	Mar 19 Mar 29
<b>BlackBerry</b>						
BlackBerry , User-training	1	\$ 275. or 1 Ticket			Apr 23	
<b>Getting Started</b>						
Keyboarding Skills	1	\$ 275. or 1 Ticket	Mar 15	Apr 25	Mar 28	
Introduction to Computers	1	\$ 275. or 1 Ticket		May 1	Apr 3	

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Course	# Days	Course Fee	Toronto	North York	Mississauga	Newmarket
<b>Soft Skills Seminars</b>						
Anger Management: Understanding Anger - Yours and Others	1	\$ 425. or 2 Tickets			May 24	
Bookkeeping and Accounting	2	\$ 825. or 4 Tickets		May 22/23		
Building Self Esteem and Assertiveness Skills		\$ 425. or 2 Tickets		Apr 27		
Business Etiquette: Gaining That Extra Edge	1	\$ 425. or 2 Tickets				
Coaching: A Leadership Skill	1	\$ 425. or 2 Tickets		May 29		
Conflict Resolution: Getting Along in the Workplace	2	\$ 825. or 4 Tickets			Apr 4/5	
Customer Service: Critical Elements of Customer Service	2	\$ 825. or 4 Tickets		May 17/18		
Dealing with Difficult People	2	\$ 825. or 4 Tickets		Mar 19/20		
Delegation: The Art of Delegating Effectively	1	\$ 425. or 2 Tickets				
Entry Level Managers: The ABC's of Supervising Others	2	\$ 825. or 4 Tickets		May 7/8		
Essential Communications Skills	2	\$ 825. or 4 Tickets		Feb 28/29		
Finance for the Nonfinancial Manager	2	\$ 825. or 4 Tickets				
Human Resources Training: HR for Non-HR Manager	2	\$ 825. or 4 Tickets		Mar 6/7		
Negotiating for Results	2	\$ 825. or 4 Tickets			May 3/4	
Professional Business Writing Skills	2	\$ 825. or 4 Tickets		May 24/25		
Public Speaking & Presenting	2	\$ 825. or 4 Tickets		Mar 1/2		
Skills for the Administrative Assistant	2	\$ 825. or 4 Tickets		Apr 23/24		
Stress Management	1	\$ 425. or 2 Tickets		Apr 3		
The Practical Trainer	2	\$ 825. or 4 Tickets				
Time Management: Get Organized for Peak Performance	1	\$ 425. or 2 Tickets		May 30	Mar 26	



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## Locations

<b>Toronto</b>	<b>North York</b>	<b>Mississauga</b>	<b>Newmarket</b>
20 Queen Street W, Suite 3306 (Eaton Centre)	2 Lansing Square, Suite 505 (Victoria Park & Sheppard Ave E)	1087 Meyerside Drive, Unit 10 (Dixie Rd. & Hwy. 401)	16635 Yonge Street, Unit 19 (Yonge St. & Mulock Dr.)

## Tickets

Discounts are available based on training volume. Computer Help offers a discount system called "Tickets". By purchasing a package of Training Tickets, you receive a discount. The more you buy, the more you save. (HST is extra.)

<b>Number of Tickets Purchased</b>	<b>Price Each</b>
11 to 25	\$ 215.
26 to 50	\$ 195.
51 to 99	\$ 175.
100 to 199	\$ 150.
200 to 299	\$ 125.
300 or more	\$ 115.

Tickets are valid for 2 years after the purchase date. After that, any remaining Tickets expire and cannot be redeemed. For orders of 100 or more, Ticket life is 3 years.

Tickets can be used for any of our regularly scheduled public Computer Courses and public Soft Skills Seminars, by any person you choose. They cannot be used for Private Training of any kind.

## Private Training

Private training is offered at all of our Training Centres, or at your office. Private Courses are available in all the programs listed in this brochure. Course content can include any of our standard courses, or the topics of your choice (additional fee will apply).

Private course fees are a flat rate per day for up to 10 people. For groups over 10, an additional charge of \$ 50. per person, per day will apply (HST is extra).

<b>Course Name</b>	<b>Your Office (per day)</b>	<b>Our Classroom (per day)</b>
Acrobat, BlackBerry, Keyboarding, Office Express Upgrade, Office Tips&Tricks,Quickbooks, Simply Accounting, Social Media, and Visio	\$ 1395.	\$ 1695.
Crystal Reports, Dreamweaver, Flash, Illustrator, InDesign, Photoshop, Project, Publisher, and all SoftSkills Seminars	\$ 1595.	\$ 1895.
All Other Courses	\$ 1195.	\$ 1495.

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## Registration

To register for a course, call **(416) 494-4912**, or fax this registration form to us at **(416) 494-9952**. If you prefer, visit our web site at [www.Computer-Help.ca](http://www.Computer-Help.ca) to register on-line.

Date: _____  Company: _____  Address: _____  Your Name: _____  Your Email: _____  Your Phone & Ext: _____	Payment: <input type="checkbox"/> Bill Me Later <input type="checkbox"/> Visa <input type="checkbox"/> Mastercard <input type="checkbox"/> Use Previously Purchased Tickets <input type="checkbox"/> Order Tickets Now. Qty: _____  Cardholder Name: _____  Signature: _____  Card Number: _____  Expiry (Month/Year): _____
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	Course 1	Course 2	Course 3	Course 4
Participant				
Direct Line or Ext				
Email				
Course Name (e.g. Excel, Word)				
Course Level (e.g. Introduction)				
Location (e.g. Toronto)				
Course Date				
Your Version of this Software				
Course Fee				

Please remit payment to our Head Office:

Computer Help  
 P.O. Box 241  
 Newmarket ON L3Y 4X1

Sub Total:	_____
HST (13%):	_____
<b>TOTAL:</b>	_____
HST # 12193 9672 RT0001	



Computer Courses / Soft Skills Seminars / Access Database Development  
 Computer Help is a division of MPM Skills Development Inc.  
 Head Office: P.O. Box 241, Newmarket, ON L3Y 4X1  
 Phone: (416) 494-4912, Fax: (416) 494-9952, [www.Computer-Help.ca](http://www.Computer-Help.ca)  
 Classroom Locations: Toronto, North York, Mississauga, Newmarket