

CLASSES FOR SUMMER 2009

JUNE

6/2/09	POWER POINT 2007 LEVEL 1 8:00 A.M. TO 12:00 P.M.
6/4/09	POWER POINT 2007 LEVEL 2 8:00 A.M. TO 12:00 P.M.
6/8/09	COMPUTERS MADE EASY 1:00 P.M. TO 5:00 P.M.
6/10/09	PHOTOSHOP ELEMENTS 8:00 A.M. TO 12:00 P.M.
6/16/09	WORD 2007 LEVEL 1 8:00 A.M. TO 12:00 P.M.
6/18/09	EXCEL 2007 LEVEL 1 8:00 A.M. TO 12:00 P.M.
1/22/09	EXCEL 2007 LEVEL 2 8:00 A.M. TO 12:00 P.M.
1/23/09	EXCEL 2007 LEVEL 3 8:00 A.M. TO 12:00 P.M.
1/25/09	COMPUTERS MADE EASY 1:00 P.M. TO 5:00 P.M.

JULY

7/2/09	WORD 2007 LEVEL 3 8:00 A.M. TO 12:00 P.M.
7/7/09	EXCEL 2007 LEVEL 3 1:00 P.M. TO 5:00 P.M.
7/9/09	IT ESSENTIALS - ALL DAY 8:00 - 12:00 & 1:00 - 5:00
7/13/09	WORD 2007 LEVEL 1 1:00 P.M. TO 5:00 P.M.
7/15/09	WORD 2007 LEVEL 2 1:00 P.M. TO 5:00 P.M.
7/23/09	WORD 2007 LEVEL 3 1:00 P.M. TO 5:00 P.M.
7/27/09	CRYSTAL REPORTS A 8:00 A.M. TO 12:00 P.M.
7/28/09	CRYSTAL REPORTS B 8:00 A.M. TO 12:00 P.M.
7/29/09	CRYSTAL REPORTS C 8:00 A.M. TO 12:00 P.M.
7/30/09	COMPUTERS MADE EASY 8:00 A.M. TO 12:00 P.M.

CLASSES FOR SUMMER 2009

AUGUST

8/4/09	OUTLOOK 2007 LEVEL 1 1:00 P.M. TO 5:00 P.M.
8/6/09	OUTLOOK 2007 LEVEL 2 1:00 P.M. TO 5:00 P.M.
8/10/09	OUTLOOK 2007 LEVEL 3 8:00 A.M. TO 12:00 P.M.
8/11/09	POWER POINT 2007 LEVEL 1 1:00 P.M. TO 5:00 P.M.
8/13/09	POWER POINT 2007 LEVEL 2 1:00 P.M. TO 5:00 P.M.
8/18/09	COMPUTERS MADE EASY 1:00 P.M. TO 5:00 P.M.
8/19/09	WORD 2007 LEVEL 1 8:00 A.M. TO 12:00 P.M.
8/20/09	IT ESSENTIALS - ALL DAY 8:00 - 12:00 & 1:00 - 5:00
8/25/09	EXCEL 2007 LEVEL 2 8:00 A.M. TO 12:00 P.M.
8/27/09	EXCEL 2007 LEVEL 3 1:00 P.M. TO 5:00 P.M.

TO REGISTER, PLEASE CALL:
Neil Shea at (707)776-3717

FOR ALL CLASS OUTLINES GO TO:
<http://www.cityofpetaluma.net/siteinfo/classes.html>



CITY OF
PETALUMA

COMPUTER
TRAINING

Microsoft®
CERTIFIED
Desktop Support

Microsoft®
CERTIFIED
Training

Microsoft Office

TRAINING YOU FOR THE FUTURE

ABOUT THE INSTRUCTOR

Neil Shea started with NCR Corporation as a programmer in 1972 after completing 2 years at Empire College and receiving his Certificate in Computer Science and Accounting. He has spanned more than 35 years working with computers. In the 1970's his primary focus was writing, installing, training, and supporting custom accounting applications on NCR mainframes. In the 1980's his focus shifted from larger computers to PC's, working in the areas of hardware and software sales, hardware installation and repair, customer training and support, with an emphasis on spreadsheets and word processing. In the 1990's, with the proliferation of the World Wide Web, his focus again shifted, this time toward the Internet and computer networking. After returning to college full time in 1999 and receiving a Certificate in Web design and Computer Networking, he taught MS Office, Web Design, Graphics, Networking, and Windows XP for New Horizons Computer Learning Centers in California and Florida until 2005. After returning to Sonoma County in October 2005, Neil has provided part time training for the past 3 years to the City of Petaluma staff, and is now a part time employee.

Neil Shea may be reached at 707-776-3717

CERTIFICATIONS

- Microsoft Certified Trainer
- Microsoft Certified Desktop Support Technician
- Microsoft Certified Professional
- Presently testing for Microsoft Certified Application Specialist
- Certified Internet Webmaster - Site Designer
- Certified CIW Instructor
- Internet Inet+
- California State Special Teaching Credential

LIST OF CLASSES

Microsoft Office 2007 - New Features

Migrating to Microsoft Office 2007
Excel 2007 New Features
Word 2007 New Features
Outlook 2007 New Features
PowerPoint 2007 New Features

Microsoft Office 2003

Excel 2003 (Level 1)
Excel 2003 (Level 2)
Excel 2003 (Level 3)
Word 2003 (Level 1)
Word 2003 (Level 2)
Word 2003 (Level 3)
Outlook 2003 (Level 1)
Outlook 2003 (Level 2)
Outlook 2003 (Level 3)
Power Point 2003 (Level 1)
Power Point 2003 (Level 2)

Microsoft Office 2007

Excel 2007 (Level 1)
Excel 2007 (Level 2)
Excel 2007 (Level 3)
Word 2007 (Level 1)
Word 2007 (Level 2)
Word 2007 (Level 3)
Outlook 2007 (Level 1)
Outlook 2007 (Level 2)
Outlook 2007 (Level 3)
Power Point 2007 (Level 1)
Power Point 2007 (Level 2)

Other Courses

Adobe Acrobat (Level 1)
Adobe Acrobat (Level 2)
Photoshop Elements Basics
Computers Made Easy
IT Essentials
Mobile Worker (Laptop & WiFi)

RATES

At our training center with Internet access::

- \$ 150 per student per 4 hour class.
- \$ 125 per student for 4 or more per company.

At customers' site (no internet access):

- \$90/ hour, minimum 4 hours instructor only;
- plus \$0.55/mile travel; billed portal-portal for trips over 20 miles.
- Add \$200 for City-supplied computers, up to 10 total.

CONTACT INFORMATION



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