

Quality Computer Instruction and Training™

BENEFITS:

- ❖ Professional computer training courses for most of the popular software applications.
- ❖ Computer courses designed for novice and experienced users.
- ❖ Flexible class scheduling available to accommodate busy schedules.
- ❖ Classes held in the convenience of your office, home, or an offsite location.
- ❖ Staff are patient, highly skilled and knowledgeable in computer training and instruction.
- ❖ Group rates available.

E-Commerce

- ❖ *Professional Web Design!*

COURSES:

Intro to Computers

Intro to Computers
Windows 95, Fundamentals
Windows 98, Fundamentals
Windows 2000, Fundamentals

Word Processing

Word 97/2000 I
Word 97/2000 II
Word 97/2000 III

Spreadsheets

Excel 97/2000 I
Excel 97/2000 II
Excel 97/2000 III

Database

Access 97/2000 I
Access 97/2000 II

Graphics

Photoshop I
Photoshop II

Presentation

PowerPoint 97/2000 I
PowerPoint 97/2000 II

COURSES:

Productivity/E-Mail

Outlook 97 I
Outlook 97 II
Outlook 98/2000 I
Outlook 98/2000 II

Internet/World Wide Web

Intro to Internet I
Intro to Internet II
Genealogy
E-Business

Web Publishing

FrontPage
Web Site Design I
Web Site Design II
Web Site Design III

Programming

Visual Basic
JavaScript™
DHTML



www.qctr.com
(602) 787-1020

For scheduling and pricing please
contact us at:

QCITRTM

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(602) 787-1020

Or, by Fax:

(602) 953-3304

E-mail:

info@qcitr.com

or

training@qcitr.com

Cancellation and Refund Policy:

To cancel your registration, please call and leave a voice mail, fax us. or, if you prefer, you may also send an e-mail.

To avoid being charged for the class, we must receive your cancellation a minimum of five working days prior to the class. Non-attendees may be charged for the full amount of the class.



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E-Commerce... Professional Web Site Design!

Computing for Everyone!

QCITRTM

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Computer

Instruction/Training

Classes:-

Introduction to Computers
Windows 95, 98
Windows NT
Office 97, 2000
Word
Excel
PowerPoint
Access
Outlook
Internet/World Wide Web
Overview
Research
Searching
E-Mail
E-Commerce
Web Site Development
FrontPage
HTML
Dynamic HTML
JavaScriptTM
Visual Basic