

# COMPUTER TRAINING COURSE SCHEDULE WINTER 2012

<b>Access 2010 Level I</b>	6564	Jan 23-24	\$349
<b>Access 2010 Level II</b>	6565	Feb 20-21	\$349
<b>Access 2010 Level III</b>	6566	Mar 26-27	\$379
<b>Excel 2010 Level I</b>	6472	Jan 26-27	\$349
<b>Excel 2010 Level II</b>	6569	Feb 23-24	\$349
<b>Excel 2010 Level III</b>	6570	Mar 29-30	\$379
<b>Word 2010 Level I</b>	6573	Jan 30-31	\$349
<b>Word 2010 Level II</b>	6574	Feb 29 - Mar 1	\$349
<b>Word 2010 Level III</b>	6575	Mar 19-20	\$379
<b>Dreamweaver CS5 Level I</b>	6567	Feb 6-7	\$479
<b>Dreamweaver CS5 Level II</b>	6568	Mar 22-23	\$479
<b>Photoshop CS5 Level II</b>	6572	Feb 1-2	\$479
<b>InDesign CS5 Level I</b>	6571	Mar 5-6	\$479
<b>Office 2010: New Features</b>	6307	Feb 8	\$215
<b>Visio</b>	6576	Mar 7	\$249

*Courses are subject to HST*

Note: Courses will be held from 8:30am - 2:30pm. Registration is at 8:15am



*Inspiring Minds*

*College of  
Continuing Education*

## To Register or For More Information

- Tel: 1.800.565.1179 or 902.494.6079 (8:00 am – 4:30 pm AST)
- Fax: 902.494.6875
- Email: [cte@dal.ca](mailto:cte@dal.ca)
- Online: [www.cte.dal.ca](http://www.cte.dal.ca)

## Parking

Due to recent changes in the parking regulations at Dalhousie University, parking is extremely limited. Daily parking passes are available and we strongly recommend that you arrive on campus before 7:45 a.m. Parking passes can be purchased for a fee of \$11.18 at the Security Office located in the basement garage (Seymour Street entrance) of the Marian McCain Building (corner of University Avenue and Seymour St). Security will provide you with the location of the parking lots. The lot at the corner of Coburg Road and Oxford Street is the suggested parking lot. Please note you can no longer park in the Dunn Parking lot as it has recently been changed to reserved parking only.

## Discounts

Multiple participants from the same organization who register for the same course at the same time are eligible for the following group discounts:

- 2 participants: **10%**
- 3 participants: **15%**
- 4 or more participants: **25%**
- Dalhousie Alumni Discount: **15%**

Note: Discounts cannot be combined. Lowest qualified discount only will apply.

## Join Our Mailing List

To learn more about these and other upcoming professional development programs, please join our mailing list by calling, writing or visiting our website.

- 902.494.6079 or 1.800.565.8867
- [cte@dal.ca](mailto:cte@dal.ca)
- [www.cte.dal.ca](http://www.cte.dal.ca)

## Customized Training

Dalhousie University College of Continuing Education has been helping organizations achieve success through customized, in-house training for over 30 years. Whether the topic is IT, Engineering, Quality Assurance or General Management, we have the expertise to help your organization adapt, compete and succeed.

## Cancellation Policy

If a withdrawal is made up to 10 business days prior to the start of the course, the full fee will be refunded. If a refund is requested after that date, a 20% administration cost will be deducted. You may substitute another to attend at no additional charge. If the course is cancelled for any reason, we will contact the registrants and provide a full refund. Dalhousie's liability is limited to the return of the registration fee. If a speaker is not available due to unforeseen circumstances, another speaker of equal ability and expertise will be substituted.

College of Continuing Education  
1459 LeMarchant St., Suite 2201  
P.O. Box 15000  
Halifax, NS B3H 4R2

