

FEB – MARCH- APRIL 2012

CLASS SCHEDULE

**6402 EAST OAK ISLAND DR.
OAK ISLAND, NC. 28465**

(910) 933-4089



**EXECUTIVE
TECHNOLOGIES
TRAINING
CENTER**

910-933-4089

etoakisland.com

Come learn with us

Certified Courses:

The OIC Executive Technologies Training Center offers Professional training classes for career track and the unemployed. You can get a certification in Micro Soft Applications and Operating Systems. Having these certifications can help you become a more efficient employee.

Each student will get a training workbook with each course and can retake the same course anytime as a refresher.

OICET Workshops:

OICET Workshops are 1 hour sessions given on Monday and Tuesdays. The cost of each of these classes are \$ 20.00 each. Upon completion of the required weeks you will get a certification of completion. Workshops are a more relaxed way to learn and you will have fun doing them.

FUNDAMENTALS			OAK ISLAND	COST	DAYS	FEB	MARCH	APRIL
KAZ® (Keyboarding A to Z)				\$175	1			
Windows XP SP2	Basic			\$175	1			
Windows XP SP2	Advanced			\$175	1			
Introduction to Personal Computers (Vista)				\$175	1			
Windows Vista	Basic	(MCAS)		\$175	1			
Windows Vista	Advanced	(MCAS)		\$175	1			
Windows 7	Basic	NEW!		\$175	1	8	7	18
Windows 7	Advanced	NEW!		\$175	1	9	8	19
Transition from XP to Windows 7				\$175	1	10	9	20
Internet 7				\$175	1			
ACCOUNTING			OAK ISLAND	COST	DAYS	FEB	MARCH	APRIL
QuickBooks 2008*	Basic			\$195	1			
QuickBooks 2008*	Advanced			\$195	1			
QuickBooks 2009*	Basic			\$195	1	15		
QuickBooks 2009*	Advanced			\$195	1	16		
*Other versions of QuickBooks available. Please call for dates.								
COMMUNICATIONS			OAK ISLAND	COST	DAYS	FEB	MARCH	APRIL
Outlook 2003	Basic	(MOS)		\$175	1			
Outlook 2003	Advanced	(MOS)		\$175	1			
Outlook 2007	Basic	(MCAS)		\$175	1			
Outlook 2007	Intermediate	(MCAS)		\$175	1			
Outlook 2007	Advanced	(MCAS)		\$175	1			
Outlook 2010	Basic	(MCAS)		\$175	1	17	21	
Outlook 2010	Intermediate	(MCAS)		\$175	1		22	
Outlook 2010	Advanced	(MCAS)		\$175	1		23	
DATABASE & REPORTING			OAK ISLAND	COST	DAYS	FEB	MARCH	APRIL
Access 2003	Basic	(MOS)		\$175	1			
Access 2003	Intermediate	(MOS)		\$175	1			
Access 2003	Advanced	(MOS)		\$175	1			
Access 2003	VBA (Visual Basic for Applications)			\$175	1			
Access 2007	Basic	(MCAS)		\$175	1			
Access 2007	Intermediate	(MCAS)		\$175	1			
Access 2007	Advanced	(MCAS)		\$175	1			
Access 2007	Macros & Database Management				1/2			
Access 2007	Reports				1/2			
Access 2007	Forms				1/2			
Access 2007	Forms				1/2			
Access 2007	VBA			\$175	1			
Access 2010	Basic	(MCAS)		\$175	1			27
Access 2010	Intermediate	(MCAS)		\$175	1			
Access 2010	Advanced	(MCAS)		\$175	1			
Crystal Reports 2008	Basic			\$175	1			
Crystal Reports 2008	Advanced			\$175	1			
*Other versions of Crystal Reports available. Please call for dates.								
DESKTOP PUBLISHING			OAK ISLAND	COST	DAYS	FEB	MARCH	APRIL
Publisher 2010	Basic			\$175	1	6		25
Publisher 2010	Advanced			\$175	1			26
*Other versions of Publisher available. Please call for dates.								
FLOWCHARTING			OAK ISLAND	COST	DAYS	FEB	MARCH	APRIL
Visio Professional 2003	Basic			\$175	1			
Visio Professional 2003	Advanced			\$175	1			
Visio Professional 2003	Level I				2			
Visio Professional 2007	Basic			\$175	1			
Visio Professional 2007	Advanced			\$175	1			
Visio Professional 2007	Level I				2			
Visio Professional 2007	Level II				2			
*Other versions of Visio available. Please call for dates.								

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GRAPHIC DESIGN, WEB DESIGN & MULTIMEDIA		OAK ISLAND	<i>COST</i>	<i>DAYS</i>	<i>FEB</i>	<i>MARCH</i>	<i>APRIL</i>
Adobe Acrobat 9 Professional	Basic	(ACE)	\$450	2			
Adobe Acrobat 9 Professional	Advanced	(ACE)	\$450	2			
Adobe Illustrator CS4	Basic	(ACE)	\$450	2			
Adobe Illustrator CS4	Advanced	(ACE)	\$450	2			
Adobe InDesign CS4	Basic	(ACE)	\$450	2			
Adobe InDesign CS4	Advanced	(ACE)	\$450	2			
Adobe InDesign CS4	Production	(ACE)	\$450	2			
Adobe Photoshop CS4	Basic	(ACE)	\$450	2			
Adobe Photoshop CS4	Advanced	(ACE)	\$450	2			
Adobe Photoshop CS4	Web Design	(ACE)	\$450	2			
Adobe Photoshop CS4	Color Printing	(ACE)	\$450	2			
Adobe Dreamweaver CS4	Basic	(ACE)	\$450	2			
Adobe Dreamweaver CS4	Advanced	(ACE)	\$450	2			
Adobe Fireworks CS4	Basic	(ACE)	\$450	2			
Adobe Fireworks CS4	Advanced	(ACE)	\$450	2			
Adobe Flash Professional CS4	Basic	(ACE)	\$450	2			
Adobe Flash Professional CS4	Advanced	(ACE)	\$450	2			
Web Site Design	Basic		call	1			
HTML	Basic/Advanced		\$390	2			11&12
XML			\$675	3			
PRESENTATIONS		OAK ISLAND	<i>COST</i>	<i>DAYS</i>	<i>FEB</i>	<i>MARCH</i>	<i>APRIL</i>
PowerPoint 2003	Basic	(MOS)	\$175	1			
PowerPoint 2003	Advanced	(MOS)	\$175	1			
PowerPoint 2007	Basic	(MCAS)	\$175	1			
PowerPoint 2007	Advanced	(MCAS)	\$175	1			
PowerPoint 2010	Basic	(MCAS)	\$175	1			13
PowerPoint 2010	Advanced	(MCAS)	\$175	1			
SPREADSHEETS		OAK ISLAND	<i>COST</i>	<i>DAYS</i>	<i>FEB</i>	<i>MARCH</i>	<i>APRIL</i>
Excel 2003	Basic	(MOS)	\$175	1			
Excel 2003	Intermediate	(MOS)	\$175	1			
Excel 2003	Advanced	(MOS)	\$175	1			
Excel 2003	Power User		\$175	1			
Excel 2003	VBA (Visual Basic for Applications)		\$175	1			
Excel 2007	Basic	(MCAS)	\$175	1			
Excel 2007	Intermediate	(MCAS)	\$175	1			
Excel 2007	Advanced	(MCAS)	\$175	1			
Excel 2007	Advanced Functions & List Management		call	½			
Excel 2007	Pivot Tables & Pivot Charts		call	½			
Excel 2007	Macros		call	½			
Excel 2007	VBA		\$175	1			
Excel 2010	Basic	(MCAS)	\$175	1	22		4
Excel 2010	Intermediate	(MCAS)	\$175	1	23		5
Excel 2010	Advanced	(MCAS)	\$175	1	24		6
WORD PROCESSING		OAK ISLAND	<i>COST</i>	<i>DAYS</i>	<i>FEB</i>	<i>MARCH</i>	<i>APRIL</i>
Word 2003	Basic	(MOS)	\$175	1			
Word 2003	Intermediate	(MOS)	\$175	1			
Word 2003	Advanced	(MOS)	\$175	1			
Word 2003	VBA (Visual Basic for Applications)		\$175	1			
Word 2007	Intro	(MCAS)	call	½			
Word 2007	Basic	(MCAS)	\$175	1			
Word 2007	Intermediate	(MCAS)	\$175	1			
Word 2007	Advanced	(MCAS)	\$175	1			
Word 2007	VBA		\$175	1			
Word 2007	Mail Merge, Tables & Forms		call	½			
Word 2010	Basic	(MCAS)	\$175	1	29	28	
Word 2010	Intermediate	(MCAS)	\$175	1		29	
Word 2010	Advanced	(MCAS)	\$175	1		30	
Word 2010	VBA	(MCAS)	\$175	1			



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WINDOWS SHAREPOINT		OAK ISLAND	COST	DAYS	FEB	MARCH	APRIL
SharePoint Services 3.0	Basic		\$450	2			
SharePoint Services 3.0	Advanced		\$450	2			
SharePoint Services 3.0	Installation & Configuration		\$450	2			
InfoPath 2007	Creating Forms		\$450	2			
SharePoint Designer 2007	Basic		\$175	1			
SharePoint Designer 2007	Advanced		\$350	2			
AUTOCAD		OAK ISLAND	COST	DAYS	FEB	MARCH	APRIL
AutoCAD 2008 Fundamentals			\$2000	5			
COMPTIA TECHNICAL CERTIFICATIONS *		OAK ISLAND	COST	DAYS	FEB	MARCH	APRIL
ComptIA Gold Authorized Service Center and Learning Alliance Partner							
ComptIA A+ Entry-Level Computer Service	Essentials		\$1750	5			
ComptIA A+ Entry-Level Computer Service	Elective		\$1750	5			
ComptIA CTT+ Certified Technical Trainer			\$700	2			
ComptIA Network+ Network Support and Administration			\$1750	5			
ComptIA PDI+ Printer and Document Imaging			\$700	2			
ComptIA Project+ Project Management for IT Professionals			\$1750	5			
ComptIA Security+ Computer and Information Security			\$1750	5			
ComptIA Server+ Server Installation, Configuration, and Maintenance			\$1750	5			
MICROSOFT TECHNICAL CERTIFICATIONS		OAK ISLAND	COST	DAYS	FEB	MARCH	APRIL

Certified Partner

DESKTOP SUPPORT							
Windows 7 Enterprise Desktop Support Technician			Call				
Windows 7 Configuring Technician Specialist Course			Call				
Maintaining and Troubleshooting Windows Vista Computers	MS-5118		\$1200	3			
Installing and Configuring the Windows Vista Operating System	MS-5115		\$1200	3			
INFRASTRUCTURE							
Managing & Maintaining a Windows Server 2003 Environment	MS-2274		\$2000	5			
Implementing a Microsoft® Windows Server™ 2003 Network Infrastructure: Network Hosts	MS-2276		\$800	2			
Planning, Implementing, and Maintaining a Microsoft® Windows Server™ 2003 Active Directory® Infrastructure	MS-2279		\$2000	5			
Updating Technology Skills to Windows Server 2008	MS-6416		\$2000	5			
Configuring, Managing and Maintaining Windows Server 2008	MS-6419		\$2000	5			
Deploying Windows Server 2008	MS-6418		\$1200	3			
Planning, Deploying and Managing Microsoft Systems Center Configuration Manager 2007	MS-6451		\$2000	5			
Updating Your Skills to Exchange Server 2007	MS-3938		\$1200	3			
Intro to Installing & Managing Exchange Server 2007	MS-5047		\$1200	3			
Implementing SharePoint Server 2007	MS-5061		\$1200	3			
Implementing, Managing & Maintaining a Microsoft® Windows Server™ 2003 Network Infrastructure: Network Services	MS-2277		\$2000	5			
DEVELOPMENT							
Intro to Programming .NET Apps w/Visual Studio 2005	MS-4994		\$2000	5			
Maintaining a Microsoft® SQL Server™ 2005 Database	MS-2780		\$2000	5			
Implementing and Maintaining Microsoft® SQL Server™ 2005 Reporting Services	MS-2793		\$1200	3			
Implementing and Maintaining Microsoft® SQL Server™ 2005 Integration Services	MS-2792		\$1200	3			
Implementing a SQL Server™ 2005 Database	MS-2779		\$2000	5			
Implementing Microsoft Windows SharePoint Services 3.0	MS-5060		\$800	2			
Planning, Implementing, and Maintaining a Microsoft® Windows Server™ 2008			\$1200	3			



12 in 6 Program (JOBSNow)

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COMPUTER REPAIR	OAK ISLAND	COST	DAYS	FEB	MARCH	APRIL
HRD Employment Skills			1			
Introduction to Computer Skills			1			
Integrated Computer Software			1			
Career Readiness Certification			1			



Young Adults, Teens and Seniors

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COMPUTER REPAIR	OAK ISLAND	COST	DAYS	FEB	MARCH	APRIL
Introduction to Computers			1			
Introduction to Internet			1			
Basic Microsoft Office Skills			1			
Advanced Computer Skills	Oak Island					
Advanced Microsoft Office			1/2			
Advanced Internet Skills			1/2			
Advanced Typing			1/2			
Advanced Computer Maintenance and Processes			1/2			



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OICET Work Shops

(Date-Time)

COMPUTER	OAK ISLAND	COST	FEB	MARCH	APRIL
WS1 – Introduction to Computers	(10 Weeks/1 Hour)	\$20.00	6-10:00	5-10:00	2-10:00
WS2 – Email and Internet	(10 Weeks/1 hour)	\$20.00	6-11:30	5-11:30	2-11:30
WS3 – Using an Iphone	(3 Weeks/1 Hour)	\$20.00	6-1:00 27-4:00	5-8:30 26-2:30	9-4:00 24-2:30
WS4 – Using an Ipad	(3 Weeks/1 Hour)	\$20.00	6-8:30 28-4:00	5-1:00 26-4:00	10-4:00 24-4:00
WS5 – Business Website Development	(4 Weeks/1 Hour)	\$20.00	6-2:30	6-8:30	2-8:30
WS6 – Personal Website Development	(4 Weeks/1 Hour)	\$20.00	6-4:00	6- 10:00	3-8:30
WS7 – Facebook	(2 Weeks/1 Hour)	\$20.00	7-8:30 28-8:30	5-2:30 26-1:00	10-8:30 23-1:00
WS8 – Drop Box Internet File Storage	(2 Weeks/1 Hour)	\$20.00	7-10:00 28-10:00	5-4:00	3-10:00 23-2:30
WS9 – Using Smart Phones	(2 Weeks/1 Hour)	\$20.00		6-11:30	3-11:30
WS10 – Computer Maintenance	(3 Weeks/1 Hour)	\$20.00	7-1:00 28-11:30	6-1:00	2-1:00
WS11 – Using a Flash Drive	(1 Week/1 Hour)	\$20.00	7-2:30 28-1:00	6-2:30 27-2:30	10-10:00
WS12 – Using Internet Explorer	(2 Weeks/1 Hour)	\$20.00	7-4:00	6-4:00 27-4:00	
WS13 – Microsoft Word 2010 Basics	(3 Weeks/1 Hour)	\$20.00	13-8:30	13-8:30	3-1:00
WS14 – Microsoft Excel 2010 Basics	(3 Weeks/1 Hour)	\$20.00	13-1:00	13-10:00	3-2:30
WS15 – Microsoft Power Point Basics	(3 Weeks/1 Hour)	\$20.00	13-2:30	13-11:30	3-4:00
WS16 – Microsoft Outlook 2010 Basics	(2 Weeks/1 Hour)	\$20.00	13-4:00	13-1:00	2-2:30
WS17 – Photo Shop 7 Basics	(2 Weeks/1 Hour)	\$20.00	14-8:30	13-2:30	2-4:00
WS18 – Quick Books Online Basics	(3 Weeks/1 Hour)	\$20.00			
WS19 – Understanding Wireless	(2 Weeks/1 Hour)	\$20.00	14-4:00 28-2:30	13-4:00	9-8:30 23-4:00
WS20 – Office Networking Basic	(3 Weeks/1 Hour)	\$20.00	20-8:30	12-1:00	9-1:00
WS21 – Office Networking – Advanced	(3 Weeks/1 Hour)	\$20.00	21-8:30	12-2:30	9-2:30
WS22 – Organizing Files & Pictures	(2 Weeks/1 Hour)	\$20.00	20-1:00	12-4:00	10-11:30
WS23 – Using Search Engines	(1 Week/1 Hour)	\$ 20.00	20-2:30	12-8:30	10-1:00
WS24 – Understanding Webmail	(2 Weeks/1 Hour)	\$ 20.00	20-4:00	19-8:30	10-2:30
WS25 – Ebay Buying & Selling	(2 Weeks/1 Hour)	\$ 20.00	21-10:00	19-1:00	16-8:30
WS26 – Microsoft Word 2003 Basics	(2 Weeks/1 Hour)	\$ 20.00	21-11:30	20-8:30	16-1:00
WS27 – Microsoft Excel 2003 Basics	(2 Weeks/1 Hour)	\$ 20.00	21-1:00	20-10:00	16-2:30
WS28 – Microsoft Publisher 2003 Basics	(2 Weeks/1 Hour)	\$ 20.00	21-2:30	20-11:30	16-4:00
WS29 – MS Power Point 2003 Basics	(2 Weeks/1 Hour)	\$ 20.00	21-4:00	20-1:00	24-8:30
WS30 – XP System Maintenance	(1 Week/1 Hour)	\$ 20.00	27-8:30	19-2:30	24-10:00
WS31 – Virtual Network Connections	(1 Week/1 Hour)	\$ 20.00	27-1:00	20-2:30	24-11:30
WS32 – MS Publisher 2010	(1 Week/1 Hour)	\$20.00	27-2:30	19-4:00	24-1:00
LIFE LEARNING WORKSHOP	OAK ISLAND	COST	FEB	MARCH	APRIL
LL1 – Life Seminar – Stress Management	(2 Weeks/1 Hour)	\$20.00	14-10:00	20-4:00	17-8:30
LL2 – Life Seminar – Changing Your Picture	(2 Weeks/1 Hour)	\$20.00	14-11:30	27-10:00	17-10:00
LL3 – Life Seminar – Raising Positive Children	(2 Weeks/1 Hour)	\$20.00	14-1:00	27-11:30	17-11:30
LL4 – Life Seminar – Creating Positive Energy	(1 Week/1 Hour)	\$20.00	14-2:30	27-1:00	17-1:00
Workshops – Misc.	Oak Island	COST	FEB	MARCH	APRIL
C1 – Making Greeting Cards	(3 Weeks/1 Hour)	\$20.00			
C2 – Making Shadow Boxes	(3 Weeks/1 Hour)	\$20.00			
C3 – Making Craft Posters	(1 Week/1 Hour)	\$20.00			
M1 – Poetry Writing	(4 Weeks/1 Hour)	\$20.00		26-8:30	17-2:30
M2 – Writing a Book	(4 Weeks/1 Hour)	\$20.00			17-4:00