

Course Schedule through February 2010

for the members and affiliates of TACS

KINETIC WELCOMES

Disney Institute

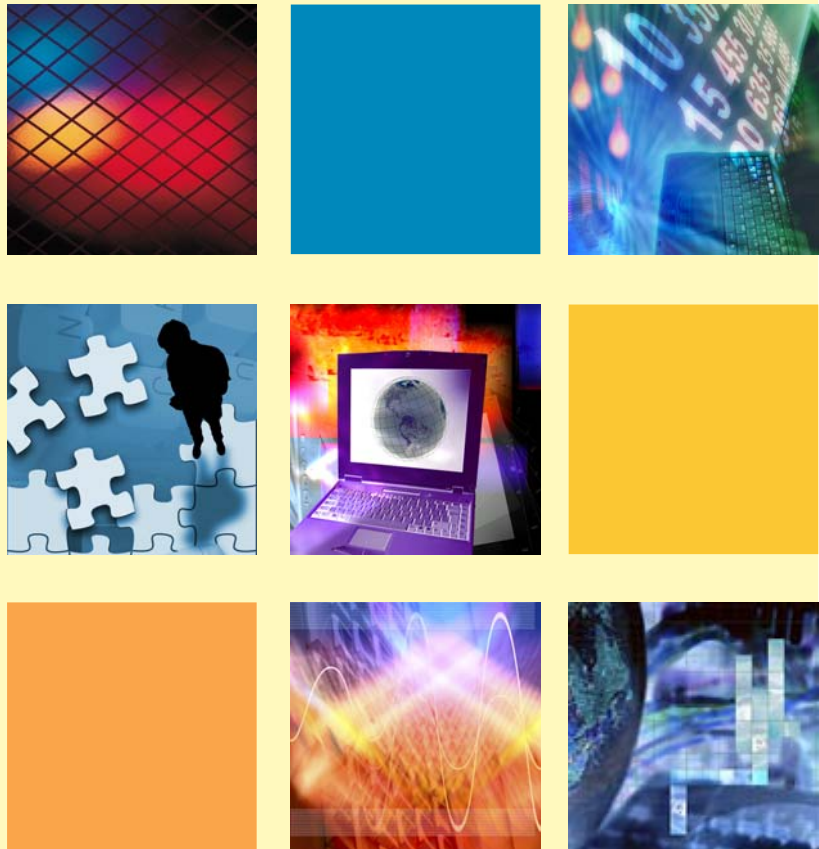
to Portland

for a one-day

special training event

September 29, 2009

- see page 3 for details -



Course Offerings

Microsoft Office 2007, Microsoft Office 2003, Adobe Creative Suite, Crystal Reports, Web Development Tools, SQL Queries, VB Programming

Training Methods

Open enrollment and group classes in Kinetic's custom-designed training facilities in Beaverton and downtown Portland, group classes at client locations, consulting, deskside assistance

Program Management Services

Training program design, needs and skills assessment, project management, custom curriculum development, administration, after-class support, custom application design

Planning an Upgrade to Microsoft Office 2007?

We've designed custom training programs for many corporate and government clients to help with the transition and to take advantage of the great new functionality of Microsoft Office 2007. Training can consist of classroom instruction, overview demos, brown bag sessions, desk-side assist, help desk support - whatever you need to support your employees.

Implementing Microsoft SharePoint?

SharePoint, Microsoft's collaborative work tool, is changing the way work teams work together. Join the many organizations who have implemented SharePoint this year. Our training programs are designed to meet the needs of SharePoint users - Contributors, Site Owners and Site Administrators. Many of our clients are opting for customized training that is specific to the needs of a team.

Need a Classroom or Meeting Room for your Next Event?

If you need to conduct a computer class for your staff or clients, or hold a meeting with no computers, we can provide the facility and take care of all the setup before you arrive. In our downtown Portland and Beaverton facilities we have classrooms with high-end computers, high-speed internet access, ceiling-mounted projectors, screens and white boards. We provide IT and administrative support, as well as beverages and snacks throughout the day. For your instructors and participants traveling to Oregon for your event we have established corporate rates with the neighboring hotels.

Please call us at 503.520.0555

C O N T E N T S

- | | |
|--|---|
| 3 <i>Disney Institute Special Event</i> | 16 <i>QuickBooks Courses</i> |
| 4 <i>Adobe Courses</i>
<i>Acrobat, Dreamweaver,</i>
<i>Illustrator, InDesign, Photoshop</i> | 17 <i>SQL Queries Courses</i> |
| 6 <i>Crystal Reports Courses</i> | 18 <i>Course Information</i> |
| 6 <i>HTML Courses</i> | 19 <i>Facilities, Locations and Maps</i> |
| 7 <i>Microsoft Courses</i>
<i>Access, Excel, FrontPage, OneNote,</i>
<i>Outlook, PowerPoint, Project, Publisher,</i>
<i>SharePoint, Visio, Visual Basic,</i>
<i>Windows, Word</i> | 20 <i>Registration and Pricing</i> |

Kinetic Technology Solutions welcomes *Disney Institute* to Portland!



©Disney

Disney
— Keys to —
BUSINESS
EXCELLENCE



©Disney

September 29, 2009
Hilton Hotel - Downtown Portland
8:00 am - 4:30 pm

TO ENROLL: www.KineticOregon.com or 503.520.0555

Join your local business community as we welcome the world-renowned *Disney Institute* for an incredible day of learning. This is a rare opportunity to take an inside look at the ‘business behind the magic’ from experienced Disney leaders, who will share proven strategies and best practices that are easily adaptable to your organizations.

The full day “Disney Keys to Business Excellence” program is made up of four 90-minute sessions that each focus on a different aspect.

Register Today!
Space is Limited

Leadership, Disney Style
Management, Disney Style
Quality Service, Disney Style
Brand Loyalty, Disney Style

Who Should Attend: The program is ideal for any size business – from small businesses and mid-sized organizations to large companies, nonprofits and government agencies. Whether you’re the newest member of an organization or a seasoned executive, you’ll find enormous value in this program.

Rates: \$449, groups of 4 or more \$399, groups of 7 or more with reserved tables \$389
Fee includes all seminar materials, breakfast, and morning and afternoon break refreshments

Sponsors: Kinetic Technology Solutions is proud to be the selected sponsor of the Disney Keys to Business Excellence program and would like to thank its marketing partners.

OregonBusiness



101.9 + KINK.FM



CASCADE EMPLOYERS
ASSOCIATION

Business

Continuity

Center of Portland

A Division of Kinetic Technology Solutions, Inc.

ADOBE COURSES

Acrobat 9 Level 1

In this 1-day course, you will be introduced to Adobe Acrobat, a tool that allows you to make your information more portable, accessible, and useful to meet the needs of your target audience. This course is taught using Adobe Acrobat 9 and is also suitable for those who use version 8. In this course you will learn how to access information in a PDF document, create PDF documents, navigate to specific content in a PDF document, modify PDF documents, work with multiple PDF documents, review a PDF document, and validate a PDF document. Course Preparation: Windows - Level 1 or equivalent experience. Also, basic experience with Microsoft applications, such as word processing, spreadsheet, and web browser applications. TACS course price: \$215 (reg. \$250).

11/18/09	Wed	Portland	9:00 - 4:30
12/11/09	Fri	Beaverton	9:00 - 4:30
1/11/10	Mon	Portland	9:00 - 4:30
2/16/10	Tue	Beaverton	9:00 - 4:30

Acrobat 9 Level 2

In this 1-day course, you will learn the more intermediate features of Adobe Acrobat including how to convert technical documents to PDF files, enhance and control PDF content accessibility, customize PDF documents for interactive use online, and how to prepare PDFs for commercial printing. Course Preparation: Adobe Acrobat 9 Level 1 or equivalent experience. TACS course price: \$215 (reg. \$250).

12/18/09	Fri	Beaverton	9:00 - 4:30
2/1/10	Mon	Portland	9:00 - 4:30

Captivate Level 1

In this one-day course, you will learn how to develop demonstrations and interactive simulations of software applications using Adobe Captivate, a tool that automates the creation of computer-based software training materials. After exploring the Adobe Captivate interface, you will learn how to work with text captions, pointers, images and Highlight Boxes. You will also learn how to insert animations, record a software demonstration with audio and how to record and work on software simulations with interactivity. You will learn how to add quizzes, and how to insert rollover captions and images. Then you will learn how to update Captivate projects, how to use e-learning features for software simulation projects, and how to publish Captivate projects. Course preparation: Windows Level 1 or equivalent experience. TACS course price: \$375 (reg \$395).

10/19/09	Mon	Beaverton	9:00 - 4:30
12/4/09	Fri	Portland	9:00 - 4:30
1/25/10	Mon	Beaverton	9:00 - 4:30
3/8/10	Mon	Portland	9:00 - 4:30

Dreamweaver CS3 Level 1 & 2

In this 2-day course, you will learn how to use Dreamweaver's graphical page-building interface to efficiently design, build, and upload a website. You will start by learning the basic concepts of web design, and explore the Dreamweaver environment. Next you will learn how to create a website, including how to create and format a web page, organize files and folders, and create templates. You will

Free After-Class Support

Did you know that Kinetic's after-class support is free and has no time limit? Even a year or more down the road, if you're trying to bridge the class instruction to your work and have questions, give us a call. We're glad to help.

learn how to add design elements to web pages such as images, tables and repeating region templates. You will also learn how to work with links and how to upload a website. You will learn how to work with code view including how to use the code tools, how to search for and replace codes, and how to use design notes and comments. You will learn how to format with style sheets, how to create an effective user-navigation interface and how to work with AP elements. Finally, you will learn how to automate tasks and work with forms. Course Preparation: Windows Level 1 or equivalent experience. TACS course price: \$475 (reg. \$495).

10/6/09 - 10/7/09	Tue - Wed	Beaverton	9:00 - 4:30
12/14/09 - 12/15/09	Mon - Tue	Portland	9:00 - 4:30
1/28/10 - 1/29/10	Thu - Fri	Beaverton	9:00 - 4:30
3/4/10 - 3/5/10	Thu - Fri	Portland	9:00 - 4:30

Flash CS3 Level 1

In this 2-day course, you will learn the essential elements of Flash, a tool for enhancing web sites with interactive graphics and animations. You will learn the concepts and technology behind Flash and will learn skills you need to create objects and animations in Flash. Specifically you will learn how to save and manage workspace layouts, work with panels, and set initial movie characteristics using the Property Inspector. You will learn how to use Flash's basic drawing and painting tools, modify the outline and fill properties of objects, and create custom color swatches, gradients, and line styles. You will also learn how to select objects using the selection tools. You will experiment with line and shape interaction, and use the options in Flash to transform and group objects. You will also learn how to import a bitmap image into a Flash document and convert it to a vector image. You will learn how to create text blocks and convert them into shapes. You will also learn how to work with Flash movies that contain multiple layers. You will edit and manipulate the movies and create a visual effect using mask layers. You will also work with the Align panel to quickly arrange objects on multiple layers. You will learn how to work with different types of animations. You will create frame-by-frame, shape-tween, and motion-tween animations. You will also add a motion guide layer to improve the look of motion-tween animations. Finally, you will prepare a Flash movie for publishing on the web. Course preparation: Windows Level 1 or equivalent experience, HTML Level 1 or equivalent experience, and Adobe Dreamweaver Level 1 or equivalent experience (recommended but not required). TACS course price: \$475 (reg \$495).

11/2/09 - 11/3/09	Mon - Tue	Beaverton	9:00 - 4:30
1/5/10 - 1/6/10	Tue - Wed	Portland	9:00 - 4:30

Illustrator CS3 Level 1 & 2

In this 2-day course, you will learn the fundamental as well as advanced features of Adobe Illustrator. You will learn how to navigate in the Adobe Illustrator environment and setup a new document. You will learn how to create a custom workspace and how to draw basic shapes with the Shape tools and how to draw paths with the Pencil tool. You will learn how to format and manipulate objects as well as how to insert type. You will also learn how to create a logo using custom paths, and how to duplicate objects and apply graphic styles. You will learn how to create objects with type special effects, including gradients, and type on a path. You will learn how to import graphics, align graphics, apply spot colors, wrap text, and how to export a file. Also, you will learn how to manipulate body type by formatting type with styles, fixing spelling errors, finding and replacing text and inserting typographic characters. You will be introduced to the Adobe Bridge environment for managing assets. You will learn how to create complex illustrations, how to use the Pathfinder commands, create compound paths, apply effects, create symbols, create custom pattern brushes and modify global colors. You will also learn how to provide support for PSD and PDF files. You will learn how to create a vector version of a raster graphic by manually tracing raster images, automatically tracing artwork, adjusting the results of a tracing, applying a custom preset and converting a tracing object to paths. You will also learn how to create a poster by creating clipping masks, creating 3D effects, creating blends and sharing graphic styles. You will learn how to export graphics for Web, including how to convert colors to Web-safe colors, how to create slices, and how to add interactivity to an SVG file. You will learn about applying Color Management. Finally, you will learn out to output documents, both with composite proofs and color separations. Course preparation: Windows Level 1 or equivalent experience. TACS course price: \$475 (reg \$495).

9/22/09 - 9/23/09	Tue - Wed	Beaverton	9:00 - 4:30
11/16/09 - 11/17/09	Mon - Tue	Portland	9:00 - 4:30
2/9/10 - 2/10/10	Tue - Wed	Beaverton	9:00 - 4:30

InDesign CS3 Level 1

In this 2-day course, you will learn the essentials of using InDesign for creating professionally-designed documents. Following an overview of the InDesign environment and workspace you will learn how to create a new document, add text and graphics, add threaded text frames and how to convert other application files to InDesign. You will also learn how to enhance documents by applying colors and swatches; applying fills, gradients and strokes; formatting characters and paragraphs; creating and applying styles; developing layers; and applying transparency and transparency flattener presets. You will learn how to create, modify, and format tables. You will learn how to finalize a document, check a document for problems, package files, prepare PDF files for web distribution, and export PDF files for printing. Course preparation: Windows Level 1 or equivalent experience, and experience with a word processing program. TACS course price: \$475 (reg \$495).

9/24/09 - 9/25/09	Thu - Fri	Beaverton	9:00 - 4:30
10/26/09 - 10/27/09	Mon - Tue	Portland	9:00 - 4:30
12/3/09 - 12/4/09	Thu - Fri	Beaverton	9:00 - 4:30
2/11/10 - 2/12/10	Thu - Fri	Portland	9:00 - 4:30

Adobe InDesign CS3 Level 2

In this 1-day class, you will learn the more advanced features of Adobe InDesign. You will learn how to manage styles, including style overrides, applying styles in a sequence, importing styles from Microsoft Word and redefining styles. You will learn how to develop complex paths, including Bézier paths, compound paths, clipping paths and type outlines. You will also learn how to handle page elements, including inline graphics, text layout, multiple items, anchored objects and libraries. You will learn how to administer external files, including locating files using Adobe Bridge, merging data, importing layered files, exporting PDF files and exporting XHTML files. You will learn how to work with XML, including how to integrate XML into a document, importing XML, exporting documents as XML files, and creating a snippet. You will also learn how to manage long documents by creating hyperlinks, inserting footnotes, inserting text variables, creating a table of contents, generating an index creating document sections and creating a book. Finally, you will learn how to adjust print settings by creating print presets and previewing print output. Course preparation: InDesign Level 1 or equivalent experience. TACS course price: \$275 (reg. \$295).

9/30/09	Wed	Portland	9:00 - 4:30
10/19/09	Mon	Portland	9:00 - 4:30
1/8/10	Fri	Beaverton	9:00 - 4:30
2/24/10	Wed	Portland	9:00 - 4:30

Photoshop CS3 Level 1 & 2

In this 2-day course, you will learn how to use Adobe PhotoShop to modify scanned photographs. You will learn to use several tools for selecting parts of images, and move, duplicate and resize images. You will learn to use layers, and to apply layer effects and filters to create special effects, including lighting and texture effects. Additionally, you will learn how to use the painting tools and blending modes to create shading effects and make adjustments to contrast and color balance. You will also learn how to save images in formats for print and Web use. Course Preparation: Windows - Level 1 or equivalent experience. TACS course price: \$475 (reg. \$495).

10/8/09 - 10/9/09	Thu - Fri	Portland	9:00 - 4:30
12/10/09 - 12/11/09	Thu - Fri	Beaverton	9:00 - 4:30
1/13/10 - 1/14/10	Wed - Thu	Portland	9:00 - 4:30
2/25/10 - 2/26/10	Thu - Fri	Beaverton	9:00 - 4:30

Custom Group Classes

Do employees in your organization need to get up to speed on a custom application, proprietary system or even work procedures and processes? We have designed and delivered many custom training programs - it's actually our forte. Please give us a call to see how we can help.

CRYSTAL REPORTS COURSES

Crystal Reports 2008/XI/10/9 Level 1

In this 2-day course, you will learn the essentials of creating reports in Crystal Reports for versions 2008, XI, 10 and 9. Following an overview of the Crystal Reports environment, you will learn how to create reports. This will include choosing the data source, placing fields on the report, selecting and sizing objects, browsing field data, moving and aligning objects, creating text objects, saving a report, previewing a report, and refreshing the data. You will also learn how to format reports. This will include formatting objects, drawing lines and boxes, inserting graphics, working with page commands, adding fields into a text object and inserting special fields. You will also learn how to select specific records from the database using filtering techniques on text, numbers or dates. In addition, you will learn how to group and sort data for reporting purposes, including how to create multiple groups in a report, and count or summarize data by each group. You will learn how to group data in date/time intervals, calculate percentages and order groups based on their summary data. In addition, you will learn how to combine multiple tables using linking and how to create and use number, date, and string formulas. You will learn how to use conditional formatting to emphasis certain data and how to set page breaks for each group. You will learn how to create summary reports that consolidate data. With summary reports, you will learn how to create charts. Finally, you will learn how to export data to Excel, set defaults options and how to use the report wizards. Course preparation: Microsoft Windows Level 1 or equivalent experience and a level 1 course of any database program. TACS course price: \$565 (reg. \$595).

11/16/09 - 11/17/09	Mon - Tue	Portland	9:00 - 4:30
1/21/10 - 1/22/10	Thu - Fri	Beaverton	9:00 - 4:30

Crystal Reports Crystal Reports XI Level 2

In this two-day course, you will learn the more advanced features of Crystal Reports XI. You will learn how to use conditional formatting on multiple sections for presentation or for conditional messages. You will learn how to compute Running Totals that correctly reflect the data on the surface of a given report, and do not present the underlying dataset. You will learn how to create parameter reports that gather input and present data for Text, Number or Data fields. You will learn how to use the parameter data gathered before the report runs in filtering records, creating groups, sorting data or presenting conditional messages. You will learn about the Alerts feature which can provide filtered reports based on conditions that exist after a report runs, plus can generate Alerts that data is present and needs evaluation. You will learn about creating linked and unlinked sets of reports referred to as subreports to present related or unrelated data. You will learn to customize groups in the report that do not exist in the database, plus how to customize the group tree or group names based on a field or formula. You will learn about the advanced formula features of Crystal Reports, including how data is evaluated in passes, and the use of variables to carry date from section to section. The power of Cross Tab reports is covered in detail, including creating, formatting, and creating charts to accompany the Cross Tab report. You will also learn about report templates,

how to apply them, and how to create your own templates. Course preparation: Crystal Reports Level 1 or equivalent experience. TACS course price: \$565 (reg. \$595).

10/12/09 - 10/13/09	Mon - Tue	Beaverton	9:00 - 4:30
12/2/09 - 12/3/09	Wed - Thu	Portland	9:00 - 4:30
2/11/10 - 2/12/10	Thu - Fri	Beaverton	9:00 - 4:30

HTML COURSES

HTML Level 1 & 2

In this 2-day course, you will be introduced to the tools available for creating and publishing a Web page, including Cascading Style Sheets. You will learn how to create a HTML (HyperText Markup Language) document, format text with HTML and add local and remote links. You will also learn how to add graphics to a page, create tables in HTML and set background and text colors. You will learn proper techniques for designing an attractive page that loads quickly into Web browsers. You will learn how to identify style sheets of various types, understand the advantages and risks of designing with style sheets and how to apply correct style sheet syntax. You will learn how to apply CLASS and ID selectors to customize styles, how to use the DIV and SPAN elements to construct styles, and how to create an external style sheet and link documents to it. You will learn the rules of the cascade and how to create cascading styles. You will also learn how to style text with typographical properties, including alignment, indentation, spacing and other font characteristics. You will learn how to apply text and background colors with a variety of methods, and other background techniques, such as controlling background tiling and position. Additionally, you will learn how to control margins, borders, and padding of page elements, and how to create floating elements and list styles. You will learn how to apply positioning properties to control page layout by absolute and relative coordinates, and how to control the width and overflow, as well as layering of page elements. Finally, you will learn how to create styles that break down gracefully, such as dynamic hyperlinks and cursor styles, and how to apply filters and contextual styles. Course Preparation: Windows Level 1 or equivalent experience, and some Web browsing experience. TACS course price: \$455 (reg. \$475).

11/12/09 - 11/13/09	Thu - Fri	Beaverton	9:00 - 4:30
1/11/10 - 1/12/10	Mon - Tue	Portland	9:00 - 4:30
3/1/10 - 3/2/10	Mon - Tue	Beaverton	9:00 - 4:30

MICROSOFT COURSES

Office 2007 New Features

In this 1-day course, you will receive an overview of what's new and different with the core Office 2007 products (Word, Excel, PowerPoint and Outlook). You will learn about the new interface that is part of this substantial upgrade, including the Ribbon and the new common buttons. You will also be introduced to the new features within each of the applications. Course Preparation: Experience with Office 2003 or Office 2002. TACS course price: \$190 (reg \$225).

9/28/09	Mon	Portland	9:00 - 4:30
10/15/09	Thu	Beaverton	9:00 - 4:30
11/4/09	Wed	Portland	9:00 - 4:30
12/21/09	Mon	Beaverton	9:00 - 4:30
1/21/10	Thu	Portland	9:00 - 4:30
2/19/10	Fri	Beaverton	9:00 - 4:30

About Microsoft Office Versions

In our schedule there are separate courses for Microsoft Office 2007 and Microsoft Office versions 2003/2002 because the user interface and features are different between these versions. To maximize your learning experience, it is important to take the class for the version you are currently using. If you have any questions at all please call Kinetic at 503.520.0555

Microsoft Access Courses

Access 2007 Level 1 & 2

In this 2-day course, you will receive a comprehensive introduction to the Microsoft Office Access program. You will begin by adding data to a table, followed by basic sorting, filtering, and arrangement of the table. You will then create a Split Form to search and edit data in a table. Additionally, you will learn the basics of table design and creation, including the concepts of single and multiple Primary Keys. You will also learn about the three types of table relationships, including the concept of Referential Integrity. You will create basic queries to select data from tables, including setting criteria to view only the data you want. You will then create more advanced queries to summarize (group) data and perform math calculations based on the groupings. You will use the new Layout View to create a report that displays data with subtotals, formatted text, and headers and footers. You will then view and filter the report using the new Report View. You will also use the more powerful Design View to make modifications to a report, such as adding additional calculations and page breaks. Finally, you will create a two column report. Course preparation: Windows Level 1 or equivalent experience. TACS course price: \$380 (reg \$425).

10/13/09 - 10/14/09	Tue - Wed	Portland	9:00 - 4:30
11/12/09 - 11/13/09	Thu - Fri	Beaverton	9:00 - 4:30
12/14/09 - 12/15/09	Mon - Tue	Portland	9:00 - 4:30
1/12/10 - 1/13/10	Tue - Wed	Beaverton	9:00 - 4:30
2/8/10 - 2/9/10	Mon - Tue	Portland	9:00 - 4:30

Access 2007 Level 3

In this 2-day course, you will learn advanced techniques for designing tables and working with queries and forms. First, you will review the three types of table relationships, plus learn how to enhance these relationships to provide automatic data updates and deletes. You will learn how to approach the task of designing a system of related tables by learning the rules of table design. These rules (called Normal Forms) must be applied in order to have well designed tables. You will use query wizards to find erroneous data. You will also learn how to join tables in a query using inner, outer, and self-joins to ensure you are seeing the data you want. You will also import and export data into and out of an Access database. Additionally, you will learn to use the action queries to modify data on a mass scale. You will also split one table into several tables to fix data duplication problems. You will use functions to perform advanced calculations in queries. You will create a basic form for a single table, and you will also create forms to accommodate two or three tables with various relationships between them. Finally, you will begin to develop user-friendly forms by adding dropdown lists (combo boxes), radio buttons (option groups), subforms, tabs, functions to calculate data and display custom messages, and command buttons to open other forms and refresh data. Course Preparation: Microsoft Access Level 1&2 or equivalent experience. TACS course price: \$380 (reg \$425).

10/26/09 - 10/27/09	Mon - Tue	Portland	9:00 - 4:30
11/23/09 - 11/24/09	Mon - Tue	Beaverton	9:00 - 4:30
1/19/10 - 1/20/10	Tue - Wed	Portland	9:00 - 4:30

Access 2007 Level 4

In this 2-day course, you will learn how to create a user-friendly interface for an Access database so end users who do not know the Access program can easily use your database. This course will discuss distributing the application in a multi-user environment. This course will also introduce macros and the Visual Basic for Applications programming language so you can automate database processes for yourself and others. Course Preparation: Microsoft Access Level 3 or equivalent experience. TACS course price: \$380 (reg \$425).

10/5/09 - 10/6/09	Mon - Tue	Beaverton	9:00 - 4:30
12/8/09 - 12/9/09	Tue - Wed	Portland	9:00 - 4:30
2/24/10 - 2/25/10	Wed - Thu	Beaverton	9:00 - 4:30

Access 2007/2003 Level 5

In this 2-day course, you will learn how to use the Visual Basic for Applications (VBA) programming language to customize an Access database. Through a series of exercises and examples you will learn how to write VBA code to enhance forms, queries, and reports, making it easier for non-Access users to use your database. You will also learn how to create custom functions that can be used throughout your database. You will learn how to write IF statements and Select Case statements which enable your code to make decisions. You will learn about For Each, For Next, and Do loops to perform a process multiple times. You will also learn how to declare and use variables to store information that changes every time your code runs. This is a programming class for the experienced Access 2007 or Access 2003 user who is a beginning programmer. Course Preparation:

Microsoft Access Level 4 or equivalent experience. TACS course price: \$380 (reg \$425).

11/5/09 - 11/6/09	Thu - Fri	Beaverton	9:00 - 4:30
1/25/10 - 1/26/10	Mon - Tue	Portland	9:00 - 4:30
3/4/10 - 3/5/10	Thu - Fri	Beaverton	9:00 - 4:30

Access 2003/2002 Level 1 & 2

In this 2-day course, you receive a comprehensive introduction to Microsoft Access. You will learn how to add, edit, delete, find, and sort data in a table. You will also learn how to create a database file and build custom tables to store data. Additionally, you will learn how to modify the design of an existing table. You will also learn the three types of table relationships that enable several tables to work together as a unit. You will learn how to create queries that assemble data from multiple tables then select only the data you want to see. You will also create queries that perform math calculations. Additionally, you will create queries that perform calculations based on groupings of data. You will use a wizard to create a basic form for viewing, modifying, and searching data that resides in a single table. Additionally, you will enhance a form by adding combo boxes (dropdown lists) and option groups (radio buttons). You will use a wizard to create a formatted, printable report containing subtotals at the bottom of each group of data. Additionally, you will create printable mailing labels. Finally, you will learn to make a variety of modifications to an existing report, including grouping, sorting, wrapping text, and adding page breaks. Course preparation: Windows Level 1 or equivalent experience. TACS course price: \$380 (reg \$425).

10/5/09 - 10/6/09	Mon - Tue	Beaverton	9:00 - 4:30
10/20/09 - 10/21/09	Tue - Wed	Portland	9:00 - 4:30
11/16/09 - 11/17/09	Mon - Tue	Beaverton	9:00 - 4:30
12/17/09 - 12/18/09	Thu - Fri	Portland	9:00 - 4:30
1/18/10 - 1/19/10	Mon - Tue	Beaverton	9:00 - 4:30
2/16/10 - 2/17/10	Tue - Wed	Portland	9:00 - 4:30

Access 2003/2002 Level 3

In this 2-day course, you will learn advanced techniques for designing tables and working with queries and forms. You will review the three types of table relationships and Referential Integrity, plus learn how to use automatic data update and delete features. You will learn proper table design techniques and normalization of data to ensure accurate, non-duplicated data. You will also learn how to join tables in a query using inner, outer, and self-joins to customize query results. In this class, you will learn how to import and export data into and out of your Access database. You will learn how to work with action queries including Make-Table, Delete, Append, and Update queries. Additionally, you will learn how to split one table into two or more tables to fix data duplication problems. You will also learn how to use three different query wizards to easily create specialized

queries. You will learn how to use functions to perform advanced calculations in queries. Additionally, you will create forms to accommodate two or three tables with various relationship types between them. You will learn how to more fully develop user-friendly forms by adding subforms, tabs, functions to display custom messages, and command buttons to open other forms and refresh data. And finally, you will customize reports to display data in multiple columns and create sections/groups with custom headers that repeat at the top of each column and page. Course Preparation: Microsoft Access Level 2 or equivalent experience. TACS course price: \$380 (reg \$425).

9/28/09 - 9/29/09	Mon - Tue	Beaverton	9:00 - 4:30
10/29/09 - 10/30/09	Thu - Fri	Portland	9:00 - 4:30
11/30/09 - 12/1/09	Mon - Tue	Beaverton	9:00 - 4:30
1/28/10 - 1/29/10	Thu - Fri	Portland	9:00 - 4:30
3/1/10 - 3/2/10	Mon - Tue	Beaverton	9:00 - 4:30

Access 2003/2002 Level 4

In this 2-day course, you will learn how to create a user-friendly interface for a database, making it easy for non-Access users to use your database. Specifically, you will learn how to create custom macros and macro groups to help automate tasks. Additionally, you will learn some fundamentals of the Access Visual Basic programming language to query a combo box, export data to Excel, and open forms filtered for specific data. You will create a custom criteria form, giving non-Access users an easy way to select criteria for a report. You will also add search boxes to a form so users can easily search for the data they choose. You will create custom toolbars and a custom Switchboard form (main menu) from which users can select forms and reports. You will set Startup options so users only see your custom forms and reports. Lastly, you will learn how to distribute a database to multiple users. Course Preparation: Access Level 3 or equivalent experience. TACS course price: \$380 (reg \$425).

9/30/09 - 10/1/09	Wed - Thu	Portland	9:00 - 4:30
12/14/09 - 12/15/09	Mon - Tue	Beaverton	9:00 - 4:30
2/18/10 - 2/19/10	Thu - Fri	Portland	9:00 - 4:30

Access 2007/2003 Level 5

In this 2-day course, you will learn how to use the Visual Basic for Applications (VBA) programming language to customize an Access database. Through a series of exercises and examples you will learn how to write VBA code to enhance forms, queries, and reports, making it easier for non-Access users to use your database. You will also learn how to create custom functions that can be used throughout your database. You will learn how to write IF statements and Select Case statements which enable your code to make decisions. You will learn about For Each, For Next, and Do loops to perform a process multiple times. You will also learn how to declare and use variables to store information that changes every time your code runs. This is a programming class for the experienced Access 2007 or Access 2003 user who is a beginning programmer. Course Preparation: Microsoft Access Level 4 or equivalent experience. TACS course price: \$380 (reg \$425).

9/21/09 - 9/22/09	Mon - Tue	Portland	9:00 - 4:30
11/5/09 - 11/6/09	Thu - Fri	Beaverton	9:00 - 4:30
1/25/10 - 1/26/10	Mon - Tue	Portland	9:00 - 4:30
3/4/10 - 3/5/10	Thu - Fri	Beaverton	9:00 - 4:30

Kinetic's Development Division

If you need a database developed, we can help. Kinetic has a business division dedicated to the design and development of custom databases using Access, Visual Basic and other tools. We have developed many databases which have provided our customers with the critical information they've needed to make the right decisions. Please call us to discuss your needs.

Microsoft Excel Courses

Excel 2007 Level 1

In this 1-day course, you will learn the essentials of the Excel 2007 program. You will learn how to navigate through a worksheet and select cells. You will also learn to insert, rename, and delete worksheets. You will learn to enter and edit data, and copy and rearrange data. Also, you will learn to create mathematical formulas that contain absolute and relative cell references. You will do additional calculations using basic functions. You will learn to format text and numbers for appearance. Lastly, you will learn to modify print options and preview your spreadsheet before printing. Course Preparation: Microsoft Windows Level 1 or equivalent experience. TACS course price: \$190 (reg \$225).

10/7/09	Wed	Portland	9:00 - 4:30
10/20/09	Tue	Beaverton	9:00 - 4:30
11/2/09	Mon	Portland	9:00 - 4:30
11/17/09	Tue	Beaverton	9:00 - 4:30
12/2/09	Wed	Portland	9:00 - 4:30
12/15/09	Tue	Beaverton	9:00 - 4:30
1/7/10	Thu	Portland	9:00 - 4:30
1/22/10	Fri	Beaverton	9:00 - 4:30
2/3/10	Wed	Portland	9:00 - 4:30
2/15/10	Mon	Beaverton	9:00 - 4:30

Excel 2007 Level 2

In this 1-day intermediate level course, you will learn many new skills and techniques that go well beyond the basics. You will learn how format multiple worksheets at the same time. You will also learn to create formulas and functions that add cells from multiple worksheets. You will learn several intermediate-level mathematical functions and how to nest functions inside other functions. You will also learn to filter, sort, and subtotal a list of data. You will use various techniques for customizing a worksheet, including restricting data entry, protecting cells from modifications, adding comments, using conditional formatting, and creating a template. Additionally, you will learn to create and modify charts, including column, bar, and pie charts. Course Preparation: Microsoft Excel Level 1 or equivalent experience. TACS course price: \$190 (reg \$225).

9/30/09	Wed	Beaverton	9:00 - 4:30
10/16/09	Fri	Portland	9:00 - 4:30
10/27/09	Tue	Beaverton	9:00 - 4:30
11/9/09	Mon	Portland	9:00 - 4:30
11/24/09	Tue	Beaverton	9:00 - 4:30
12/9/09	Wed	Portland	9:00 - 4:30
12/22/09	Tue	Beaverton	9:00 - 4:30
1/14/10	Thu	Portland	9:00 - 4:30
1/29/10	Fri	Beaverton	9:00 - 4:30
2/10/10	Wed	Portland	9:00 - 4:30
2/22/10	Mon	Beaverton	9:00 - 4:30

Excel 2007 Level 3

In this course, you will learn the more advanced features of Microsoft Excel. You will learn how to apply range names. You will learn how to use the VLookup function to retrieve data from a list. You will create styles for storing cell formats and create outlines and views to preserve display options. You will learn how to use auditing tools to track formulas, store scenarios for comparing options, and use problem solving tools such as the FV (future value) function, and Goal Seek. You will learn how to link and consolidate multiple workbooks, and create workspaces to automatically open

and arrange multiple files. You will split text into smaller pieces, and join small pieces of text into larger strings. You will learn to Advanced Filter to find data in a list or copy it to another location. You will learn how to create pivot tables to efficiently summarize and rearrange data. You will also learn how to create a table from a list, sort table data, and customize table formats. Lastly, you will record macros for automating repetitive tasks and procedures. Course Preparation: Microsoft Excel Level 2 or equivalent experience. TACS course price: \$380 (reg \$425).

10/20/09 - 10/21/09	Tue - Wed	Portland	9:00 - 4:30
12/3/09 - 12/4/09	Thu - Fri	Beaverton	9:00 - 4:30
1/5/10 - 1/6/10	Tue - Wed	Portland	9:00 - 4:30
2/4/10 - 2/5/10	Thu - Fri	Beaverton	9:00 - 4:30
3/3/10 - 3/4/10	Wed - Thu	Portland	9:00 - 4:30

Excel 2007 Level 4

In this 2-day course, you will be introduced to Excel's Visual Basic for Applications (VBA) programming language to write macro code. You will learn to use the Visual Basic Editor to write code that cannot be recorded with the macro recorder. Because macros manipulate Excel elements (called objects), you will be introduced to objects and learn about object hierarchy so you can reference objects in your code. You will also learn about variables, how to set the data type and scope of a variable, how to store values in variables, and how to store objects in variables. You will use built-in VBA functions, plus write custom functions and procedures. Additionally, you will use Message Boxes and Input Boxes in your code to communicate with the user. You will also work with conditional statements to let your code make decisions, and use loops to repeat a process multiple times. You will build forms for the end user, including adding many customizations to increase the form's functionality. Finally, you will learn to debug faulty macro code. Course Preparation: Microsoft Excel Level 2 or equivalent experience. TACS course price: \$380 (reg \$425).

10/26/09 - 10/27/09	Mon - Tue	Portland	9:00 - 4:30
1/11/10 - 1/12/10	Mon - Tue	Beaverton	9:00 - 4:30
3/10/10 - 3/11/10	Wed - Thu	Portland	9:00 - 4:30

Excel 2003/2002 Level 1

In this 1-day course, you will learn the fundamentals of Excel for creating and formatting spreadsheets. Following an overview of the program environment and a glimpse of the power of Excel, you will learn how to enter and format data (both text and values), how to move and copy data, how to create formulas and functions to calculate data, and how to specify a formula reference as relative or absolute depending on how you need to use the formula in the worksheet. You will also learn how to format and print spreadsheets. Course preparation: Microsoft Windows Level 1 or equivalent experience. TACS course price: \$190 (reg \$225).

9/25/09	Fri	Beaverton	9:00 - 4:30
10/8/09	Thu	Portland	9:00 - 4:30
10/19/09	Mon	Beaverton	9:00 - 4:30
11/5/09	Thu	Portland	9:00 - 4:30
11/23/09	Mon	Beaverton	9:00 - 4:30
12/10/09	Thu	Portland	9:00 - 4:30
12/23/09	Wed	Beaverton	9:00 - 4:30
1/12/10	Tue	Portland	9:00 - 4:30
1/27/10	Wed	Beaverton	9:00 - 4:30
2/11/10	Thu	Portland	9:00 - 4:30
2/26/10	Fri	Beaverton	9:00 - 4:30

Excel 2003/2002 Level 2

In this 1-day course, you will learn many new skills and techniques in Excel that go well beyond the basics. You will learn how to work with multiple worksheets by modifying several sheets at once and creating math calculations using numbers from several sheets. You will also learn how to use several intermediate-level functions to perform calculations on spreadsheet data. Additionally, you will learn how to work with a list of data, including sorting and filtering the list and creating automatic subtotals. You will learn to use a variety of features to customize your spreadsheets, such as protecting cells from modifications and creating custom templates. Lastly, you will learn how to create charts from spreadsheet data, and how to format and customize the charts. Course preparation: Microsoft Excel Level 1 or equivalent experience. TACS course price: \$190 (reg \$225).

10/2/09	Fri	Beaverton	9:00 - 4:30
10/15/09	Thu	Portland	9:00 - 4:30
11/18/09	Wed	Portland	9:00 - 4:30
11/30/09	Mon	Beaverton	9:00 - 4:30
12/16/09	Wed	Portland	9:00 - 4:30
1/8/10	Fri	Beaverton	9:00 - 4:30
1/19/10	Tue	Portland	9:00 - 4:30
2/2/10	Tue	Beaverton	9:00 - 4:30
2/18/10	Thu	Portland	9:00 - 4:30
3/5/10	Fri	Beaverton	9:00 - 4:30

Excel 2003/2002 Level 3

In this 2-day course, you will learn the more advanced features of Microsoft Excel. You will learn how to apply range names. You will learn to use the VLookup function to retrieve data from a list. You will create styles for storing cell formats and create outlines and views to preserve display options. You will learn how to use auditing tools to track formulas, store scenarios for comparing options, and use problem solving tools such as the FV (future value) function and Goal Seek. You will learn how to link and consolidate multiple workbooks, and create workspaces to automatically open and arrange multiple files. You will split text into smaller pieces, and join small pieces of text into larger strings. You will learn how to use Advanced Filter to find data in a list or copy it to another location. You will also learn how to create pivot tables to efficiently summarize and rearrange data. Lastly, you will record macros for automating repetitive tasks and procedures. Course preparation: Microsoft Excel Level 2 or equivalent experience. TACS course price: \$380 (reg \$425).

9/28/09 - 9/29/09	Mon - Tue	Beaverton	9:00 - 4:30
10/22/09 - 10/23/09	Thu - Fri	Portland	9:00 - 4:30
12/7/09 - 12/8/09	Mon - Tue	Beaverton	9:00 - 4:30
1/26/10 - 1/27/10	Tue - Wed	Portland	9:00 - 4:30
2/15/10 - 2/16/10	Mon - Tue	Beaverton	9:00 - 4:30
3/10/10 - 3/11/10	Wed - Thu	Portland	9:00 - 4:30

Custom Group Classes

Do employees in your organization need to get up to speed on a custom application, proprietary system or even work procedures and processes? We have designed and delivered many custom training programs - it's actually our forte. Please give us a call to see how we can help.

Excel 2003/2002 Level 4

In this 2-day course, you will be introduced to Excel's Visual Basic for Applications (VBA) programming language to write macro code. You will learn to use the Visual Basic Editor to write code that cannot be recorded with the macro recorder. Because macros manipulate Excel elements (called objects), you will be introduced to objects and learn about object hierarchy so you can reference objects in your code. You will also learn about variables, how to set the data type and scope of a variable, how to store values in variables, and how to store objects in variables. You will use built-in VBA functions, plus write custom functions and procedures. Additionally, you will use Message Boxes and Input Boxes in your code to communicate with the user. You will also work with conditional statements to let your code make decisions, and use loops to repeat a process multiple times. You will build forms for the end user, including adding many customizations to increase the form's functionality. Finally, you will learn to debug faulty macro code. Course Preparation: Microsoft Excel Level 2 or equivalent experience. TACS course price: \$380 (reg \$425).

10/29/09 - 10/30/09	Thu - Fri	Portland	9:00 - 4:30
1/5/10 - 1/6/10	Tue - Wed	Beaverton	9:00 - 4:30
3/18/10 - 3/19/10	Thu - Fri	Portland	9:00 - 4:30

Microsoft FrontPage Courses

FrontPage 2003 Level 1 and 2

In this 2-day course, you will become familiar with the FrontPage environment and learn how to build a Web site. Specifically, you will learn how to create a new Web site, how to create and import pages, how to add pictures and how to edit pictures. You will also learn how to create links, including hyperlinks, bookmark links and image links. You will learn how to create and edit tables, apply themes, customize themes, and create styles. You will also learn how to design a Web page layout including layouts with tables, and how to create and apply a dynamic Web template. You will learn how to create and edit a navigation structure, and how to publish a Web site. You will learn how to use frames to display several pages of Web content within a single browser window. You will also learn how to add user navigation components to your site, including search, image maps, and a table of contents. You will learn how to create Web forms and save collected data to a file and a database. You will also learn how to add dynamic content to Web pages. Additionally, you will learn how to manage workgroup-based development of FrontPage webs. Finally, you will learn how to maintain a site with FrontPage tools. Course Preparation: Microsoft Windows Level 1 or equivalent experience, HTML Level 1 and 2 or equivalent experience is recommended. TACS course price: \$380 (reg \$425).

10/15/09 - 10/16/09	Thu - Fri	Portland	9:00 - 4:30
12/7/09 - 12/8/09	Mon - Tue	Beaverton	9:00 - 4:30
2/15/10 - 2/16/10	Mon - Tue	Portland	9:00 - 4:30

Microsoft OneNote Courses

OneNote 2007 Level 1

In this one day course you will learn the essentials of Microsoft OneNote, a software package for free-form information gathering, and multi-user collaboration. You will learn the concept of OneNote's interface, an electronic version of a tabbed three-ring binder which can be used directly for making notes, gathering "pages" printed or sent from other applications, embedding graphics and web links and much more. You will learn how to create a Notebook and customize the interface. You will learn how to enter, format and save notes. You will also create Template-Based Notes and learn how to organize, search and print Notes. You will learn how to use OneNote with Outlook, Excel and PowerPoint. Lastly, you will learn how to collaborate with others by sharing Notebooks on a network location and also sharing Notes using SharePoint. Course preparation: Basic knowledge of Microsoft Office 2007 applications, especially Microsoft Word. TACS course price: \$190 (reg \$225).

10/1/09	Thu	Beaverton	9:00 - 4:30
12/1/09	Tue	Portland	9:00 - 4:30
1/27/10	Wed	Beaverton	9:00 - 4:30
3/9/10	Tue	Portland	9:00 - 4:30

Microsoft Outlook Courses

Outlook 2007 Level 1

In this 1-day course, you will learn the essentials of Microsoft Outlook for managing your email, appointments, meetings, and contacts. You will learn how to send and receive email messages. You will learn to spell check you messages, mark them important, and attach files to them. You will also learn to automatically notify coworkers when you are out of the office. You will learn how to create electronic business cards called contacts. You will also learn to create distribution lists to easily send messages to groups of people. You will learn to schedule appointments and invite people to meetings. You will also learn to share your calendar with coworkers. Additionally, you will learn to create electronic "sticky notes." Finally, you will learn about deleting items and automatically archiving Outlook data. Course Preparation: Microsoft Windows Level 1 or equivalent experience. TACS course price: \$190 (reg \$225).

10/14/09	Wed	Beaverton	9:00 - 4:30
11/25/09	Wed	Portland	9:00 - 4:30
12/22/09	Tue	Beaverton	9:00 - 4:30
1/29/10	Fri	Portland	9:00 - 4:30
2/22/10	Mon	Beaverton	9:00 - 4:30

Outlook 2007 Level 2

In this 1-day course, designed for experienced Outlook users, you will learn advanced options for sending email messages, such as drafts, voting, tracking, and signatures. You will also learn ways to organize messages by categories and folders, including creating rules to help automate the organization. Additionally, you will make a template from which to create standard emails messages. You will create tasks for yourself, and you will assign tasks to others and track their progress. Additionally, you will assign a delegate to send email and organize meetings on your behalf. Finally, you will go beyond the AutoArchive feature to manually control the archiving process yourself. Course Preparation: Microsoft Outlook 2007 Level 1 or equivalent experience. TACS course price: \$215 (reg. \$250).

10/23/09	Fri	Beaverton	9:00 - 4:30
12/8/09	Tue	Portland	9:00 - 4:30
1/15/10	Fri	Beaverton	9:00 - 4:30
2/8/10	Mon	Portland	9:00 - 4:30
3/3/10	Wed	Beaverton	9:00 - 4:30

Outlook 2003/2002 Level 1

In this 1-day course, you will learn the essentials of Microsoft Outlook for managing your electronic mail, appointments, contacts, and daily tasks. You will learn how to create, send, read, and delete electronic messages. You will also learn how to organize your email by moving messages into custom folders that you create. Additionally, you will learn how to manage your calendar by changing calendar views, setting appointments, and setting recurring appointments. You will learn about scheduling meetings, including how to invite attendees, view free and busy times of potential attendees, track meeting responses and update meeting requests. In addition, you will learn how to setup a contact list, how to create a task list, and how to create notes. Course preparation: Microsoft Windows Level 1 or equivalent experience. TACS course price: \$190 (reg \$225).

10/2/09	Fri	Portland	9:00 - 4:30
11/16/09	Mon	Beaverton	9:00 - 4:30
1/13/10	Wed	Portland	9:00 - 4:30
2/5/10	Fri	Beaverton	9:00 - 4:30

Outlook 2003/2002 Level 2

In this 1-day course, designed for experienced Outlook users, you will learn how to customize your Outlook environment, calendar and mail messages to meet your specific needs and learn how to track, share, assign, and quickly locate various Outlook items. You will learn how to track work activities using the Journal, including how to record a journal entry automatically, manually, and how to modify a journal entry. You will also learn how to set your calendar options such as work days and times, and free/busy options. You will learn how to set message options such as delivery options and message formats. You will learn how to create and use rules for managing your mail and notifying senders that you will be out of the office. You will also learn how to create and manage distribution lists for sending messages to groups. Additionally, you will learn about folder permissions and roles, how to delegate access to others and access another user's folder. You will learn how to customize the Outlook toolbar and how to customize your work environment. You will also learn how to use various search functions

Free Retakes - Unlimited Timeframe

Did you know that you can retake a class for free for as long we teach that course? That's right, no time limit.

to locate Outlook items, how to filter messages, organize messages and manager your junk e-mail. Course preparation: Microsoft Outlook Level 1 or equivalent experience. TACS course price: \$215 (reg. \$250).

10/28/09	Wed	Portland	9:00 - 4:30
12/23/09	Wed	Beaverton	9:00 - 4:30
1/22/10	Fri	Portland	9:00 - 4:30
3/4/10	Thu	Beaverton	9:00 - 4:30

Microsoft PowerPoint Courses

PowerPoint 2007 Level 1

In this 1-day course, you will learn how to create presentations using Microsoft PowerPoint. You will learn how to navigate through a presentation, create and edit bullet slides, use PowerPoint's drawing tools to add and edit graphics, and insert pictures and clipart into a presentation. You will learn how to add and edit consistent elements in a presentation (bullet shapes, headers/footers, logos, etc.) using the slide masters. You will learn how to show a presentation electronically using slide show features, including how to animate text and objects. Also, you will learn how to setup and print presentations, audience handouts and speakers notes. Course preparation: Microsoft Windows Level 1 or equivalent experience. TACS course price: \$190 (reg \$225).

11/19/09	Thu	Portland	9:00 - 4:30
12/9/09	Wed	Beaverton	9:00 - 4:30
1/11/10	Mon	Portland	9:00 - 4:30
2/12/10	Fri	Beaverton	9:00 - 4:30

PowerPoint 2007 Level 2

In this one-day course, you will learn how to enhance audience experience and presentation delivery by using advanced PowerPoint features. You will learn how to differentiate your presentations by selecting and modifying a Theme and saving it as a template, creating custom colors and using text objects, shapes, tables and organization charts. You will also learn how to deliver complex content using clip art, photographs, and advanced drawing and animation techniques. You will learn how to create a photographic slide background, control the display of embedded graphics and how to build interactive presentations by using hyperlinks. You will also learn how to add and modify charts. Course preparation: Microsoft PowerPoint 2007 Level 1 or equivalent experience. TACS course price: \$190 (reg \$225).

12/1/09	Tue	Portland	9:00 - 4:30
12/16/09	Wed	Beaverton	9:00 - 4:30
1/25/10	Mon	Portland	9:00 - 4:30
2/23/10	Tue	Beaverton	9:00 - 4:30

PowerPoint 2003/2002 Level 1

In this 1-day course, you will learn how to create presentations using Microsoft PowerPoint. You will learn how to navigate through a presentation, create and edit bullet slides, use PowerPoint's drawing tools to add and edit graphics, and insert pictures and clipart into a presentation. You will also learn to create and enhance charts and insert charts created in Microsoft Excel. You will learn how to change the overall appearance of a presentation by using design templates and how to add and edit consistent elements in a presentation (bullet shapes, headers/footers, logos, etc.) using the slide masters. You will learn how to

About Microsoft Office Versions

In our schedule there are separate courses for Microsoft Office 2007 and Microsoft Office versions 2003/2002 because the user interface and features are different between these versions. To maximize your learning experience, it is important to take the class for the version you are currently using. If you have any questions at all please call Kinetic at 503.520.0555

setup an electronic presentation with transitions and builds and learn about slide show options. Finally, you will learn how to setup and print presentations, audience handouts and speakers notes. Course preparation: Microsoft Windows Level 1 or equivalent experience. TACS course price: \$190 (reg \$225).

11/12/09	Thu	Beaverton	9:00 - 4:30
12/7/09	Mon	Portland	9:00 - 4:30
1/6/10	Wed	Beaverton	9:00 - 4:30
2/2/10	Tue	Portland	9:00 - 4:30

PowerPoint 2003/2002 Level 2

In this 1-day course, you will learn how to enhance presentation delivery and audience experience by using advanced PowerPoint features. Differentiate your presentations by selecting and modifying a color scheme, creating custom colors and using text objects and autoshapes. You will also learn how to deliver complex content using custom clip art, photographs, advanced drawing and animation techniques plus sound and video. You will learn how to create a photographic slide background, control the display of embedded graphics and how to build interactive presentations by using hyperlinks and action buttons. Course preparation: Microsoft PowerPoint 2003/2002 Level 1 or equivalent experience. TACS course price: \$190 (reg \$225).

12/2/09	Wed	Beaverton	9:00 - 4:30
12/21/09	Mon	Portland	9:00 - 4:30
1/26/10	Tue	Beaverton	9:00 - 4:30
2/24/10	Wed	Portland	9:00 - 4:30

Microsoft Project Courses

Project Management Project Management Fundamentals Seminar

In this 1-day seminar, you will learn how project management tools and techniques are used to establish a firm foundation for a project and create project plans. You will learn how to choose the most appropriate scheduling method, select and organize a team to perform project tasks, monitor and control ongoing project performance, and close the project upon its completion. You will also learn how to minimize risk throughout the project life cycle by using contingency planning techniques. This course focuses on the conceptual underpinning that you must know in order to move on to a beginning level course in a Project Management software application. Course preparation: None. TACS course price: \$215 (reg. \$250).

10/7/09	Wed	Beaverton	9:00 - 4:30
11/2/09	Mon	Portland	9:00 - 4:30
1/13/10	Wed	Beaverton	9:00 - 4:30

Project 2007 Level 1

In this 2-day course, you will start by learning about the Microsoft Project 2007 environment. You will learn how to build a schedule by creating tasks, organizing and linking tasks and using the critical path. You will learn how to change and control timelines by using task relationships, constraints, and task deadlines. You will learn how to add resources to your project to track materials, costs, and your project team. Also, you will learn how to work with calendar exceptions and work week tools to adjust the project schedule to reflect your work environment. You will also learn how to enter costs for a variety of resources as well as how to enter an outside budget to compare with resource costs. You will learn how to analyze a variety of changes and scenarios, adjust task types to solve schedule problems and resolve resource conflicts. You will also learn how to begin tracking task completion and progress. Finally, you will also learn ways to view and print all or a part of your project information using sorting, filtering, tables, views and reports. Course preparation: Project Management Fundamentals or an understanding of project management concepts, Microsoft Windows Level 1 or equivalent experience. A basic knowledge of Microsoft Word and Microsoft Excel would be helpful but is not required. TACS course price: \$380 (reg \$425).

10/14/09 - 10/15/09	Wed - Thu	Portland	9:00 - 4:30
11/19/09 - 11/20/09	Thu - Fri	Beaverton	9:00 - 4:30
12/21/09 - 12/22/09	Mon - Tue	Portland	9:00 - 4:30
1/25/10 - 1/26/10	Mon - Tue	Beaverton	9:00 - 4:30
2/25/10 - 2/26/10	Thu - Fri	Portland	9:00 - 4:30

Project 2007 Level 2

In this course, you will learn how to work with a project during the project implementation and close-out phases. You will learn how to quickly move data out of Project as well as import information from Excel. You will learn how to capture and report on baseline or interim plans, both of which may be used to evaluate project planning against project progress on a regular basis. You will also learn how to efficiently track task completion as well as reschedule future work. You will learn advanced techniques for grouping costs, and cost management. You will learn how to work with Visual Reports in Excel and how to reuse common information with templates. You will learn how to work with multiple project files using a resource pool to administer and control commonly-shared resources. Finally, you will learn how to bring multiple files together into a master file. Course preparation: Microsoft Project Level 1 or equivalent experience. TACS course price: \$215 (reg. \$250).

9/25/09	Fri	Beaverton	9:00 - 4:30
10/28/09	Wed	Portland	9:00 - 4:30
12/1/09	Tue	Beaverton	9:00 - 4:30
1/18/10	Mon	Portland	9:00 - 4:30
2/18/10	Thu	Beaverton	9:00 - 4:30
3/9/10	Tue	Portland	9:00 - 4:30

Project 2003/2002 Level 1

In this 2-day course, you will start by learning about the Microsoft Project environment. You will learn how to create tasks, organize tasks, link tasks, observe the critical path, modify task relationships and you will also learn about constraints. You will learn about resources by creating and assigning a base calendar, entering and assigning resources and working with costs. You will learn how to analyze a

project, resolve time restrictions and resolve resource conflicts. You will also learn ways to view Project information and how to generate Project reports. Finally, you will learn how to sort Project data, filter Project data and how to create custom filters. Course preparation: Project Management Fundamentals or an understanding of project management concepts, Microsoft Windows Level 1 or equivalent experience. A basic knowledge of Microsoft Word and Microsoft Excel would be helpful but is not required. TACS course price: \$380 (reg \$425).

10/22/09 - 10/23/09	Thu - Fri	Portland	9:00 - 4:30
11/23/09 - 11/24/09	Mon - Tue	Beaverton	9:00 - 4:30
1/7/10 - 1/8/10	Thu - Fri	Portland	9:00 - 4:30
2/9/10 - 2/10/10	Tue - Wed	Beaverton	9:00 - 4:30

Project 2003/2002 Level 2

In this 1-day course, you will learn how to create a baseline project plan, including previewing a baseline report and clearing a baseline. You will also learn how to track an active project and manage tasks that will occur in the future. You will learn how to work with resource needs, customize resource reports as well as how to customize the Microsoft Project environment. Also, you will learn how to work with data in other applications and work with a resource pool and consolidated projects. Course preparation: Microsoft Project Level 1 or equivalent experience. TACS course price: \$215 (reg. \$250).

10/2/09	Fri	Beaverton	9:00 - 4:30
11/5/09	Thu	Portland	9:00 - 4:30
1/20/10	Wed	Beaverton	9:00 - 4:30
2/22/10	Mon	Portland	9:00 - 4:30

Microsoft Publisher Courses

Publisher 2007/2003 Level 1

In this 1-day course, designed for users of Publisher 2007 and 2003, you will learn the essentials of desktop publishing using Microsoft Publisher, for the purpose of creating newsletters, brochures, flyers, manuals or other publications. You will learn how to create a one-page publication, how to modify a publication's layout and structure, how to edit content in the publication, how to format a publication, how to format pictures, and how to identify the options for distributing a publication. Course Preparation: Microsoft Windows Level 1 or equivalent experience. TACS course price: \$215 (reg. \$250).

10/12/09	Mon	Portland	9:00 - 4:30
11/9/09	Mon	Beaverton	9:00 - 4:30
1/15/10	Fri	Portland	9:00 - 4:30
2/24/10	Wed	Beaverton	9:00 - 4:30

Getting the Most out of Class

Did you know that if you spend just a few minutes prior to class to list your own class objectives, product questions and anything specific you want to learn, you will increase the value of your class significantly? Bringing along work examples is a great idea too.

Microsoft SharePoint Courses

SharePoint Services 3.0 Level 1 & 2

In this 2-day course you will learn the concepts of Microsoft SharePoint for collaborating with others on your work team, learn how to access a SharePoint site as a member and contributor, and learn how to perform essential functions as a site owner. You will learn how to work with lists, libraries, discussion threads, blogs, wikis, and surveys. You will learn how to create a Windows SharePoint Services site. You will learn how to grant permissions to a site, create a workspace on a site, and work with web parts. You will also learn how to create, modify and manage lists, and apply permissions to a list. You will learn how to create a document library, create a picture library, create templates, and apply permissions to libraries. You will also learn how to create a blog, manage blog pages, create a wiki library, manage a wiki library, and apply permissions to wikis and blogs. You will learn how to create custom groups, add users to custom groups, manage access requests and manage users' alerts. Course preparation: Any or all of the courses in the Microsoft Office 2007 curriculum and power user experience with at least one. Also, experience accessing information via a web browser. TACS course price: \$565 (reg \$595).

10/15/09 - 10/16/09	Thu - Fri	Beaverton	9:00 - 4:30
11/19/09 - 11/20/09	Thu - Fri	Portland	9:00 - 4:30
12/16/09 - 12/17/09	Wed - Thu	Beaverton	9:00 - 4:30
1/21/10 - 1/22/10	Thu - Fri	Portland	9:00 - 4:30
2/18/10 - 2/19/10	Thu - Fri	Beaverton	9:00 - 4:30

SharePoint Services 3.0 Level 3

This 2-day course is designed for those who have used the features of a WSS team site and have also performed some basic administration of WSS team sites as a site owner. Once you have mastered these basic skills, your job might require you to perform more advanced administration of sites you own, or even administer multiple sites and the SharePoint environment as a whole. In this course, you will manage team sites as a site owner and as a SharePoint administrator. Course preparation: Microsoft SharePoint Services 3.0 Level 2. TACS course price: \$565 (reg \$595).

11/5/09 - 11/6/09	Thu - Fri	Portland	9:00 - 4:30
2/4/10 - 2/5/10	Thu - Fri	Portland	9:00 - 4:30

SharePoint Designer 2007 Level 1

This 2-day course is designed for SharePoint web designers and SharePoint solution developers, who want to learn to customize SharePoint sites by enhancing the look and feel of a SharePoint site. You will learn to create a subsite and modify the page layout, add text, tables, and images. You will work with cascading style sheets to create external and internal styles. You will learn how to add hyperlinks, create hotspots, bookmark links, and interactive buttons. You will also learn how to add lists and libraries and enhance the navigation structure of the site. Lastly you will learn how to create and modify a workflow. Course preparation: SharePoint Services 3.0 Level 1 & 2. TACS course price: \$565 (reg \$595).

11/9/09 - 11/10/09	Mon - Tue	Beaverton	9:00 - 4:30
12/21/09 - 12/22/09	Mon - Tue	Portland	9:00 - 4:30
2/2/10 - 2/3/10	Tue - Wed	Beaverton	9:00 - 4:30

Comprehensive Course Outlines

In addition to the course descriptions in this catalog, comprehensive course outlines are available for each Kinetic course. You will find them on our web site, www.KineticOregon.com, or give us a call at 503.520.0555 and we will email or fax them to you.

SharePoint Designer 2007 Level 2

This 1- day course is intended for entry-level SharePoint solution developers who are currently capable of creating basic SharePoint sites using the out-of-the-box functionality provided by the built-in SharePoint Designer templates, and who now want to extend or create SharePoint sites with functionality by incorporating server web controls, data controls, customized workflows, and administration. Course preparation: SharePoint Designer 2007 Level 1. TACS course price: \$375 (reg \$395).

10/28/09	Wed	Mentor	9:00 - 4:30
12/2/09	Wed	Beaverton	9:00 - 4:30
1/15/10	Fri	Portland	9:00 - 4:30
2/17/10	Wed	Beaverton	9:00 - 4:30

Microsoft Visio Courses

Visio 2007 Level 1

In this 1-day course, you will learn the essentials of Microsoft Visio Professional to design and manage basic diagrams, workflows, and flowcharts. You will learn how to add shapes to a drawing, manipulate shapes, add and format text and change the stacking order. You will also learn how to enhance a basic diagram by managing and formatting shapes. You will learn how to create a process diagram (flowchart), apply page styles, create a cross-functional flowchart, and create a workflow diagram. Additionally you will learn how to create and modify an organization chart. Course preparation: Microsoft Windows Level 1 or equivalent experience. Experience with another graphics program is recommended but not required. TACS course price: \$190 (reg \$225).

10/28/09	Wed	Beaverton	9:00 - 4:30
11/25/09	Wed	Portland	9:00 - 4:30
1/7/10	Thu	Beaverton	9:00 - 4:30
2/3/10	Wed	Portland	9:00 - 4:30

Visio 2007 Level 2

In this 1-day course, you will expand on the knowledge you gained in the Visio Level 1 course. You will learn many advanced features, including using the drawing tools, creating and working with custom stencils and templates, and sharing your Visio drawings with other applications. You will also learn how to represent external data in Visio by generating a PivotDiagram, creating an organization chart from external data, importing project plan data into Visio, linking to a database, and importing Microsoft Excel data. Course preparation: Microsoft Visio Level 1 or equivalent experience. TACS course price: \$215 (reg. \$250).

11/4/09	Wed	Beaverton	9:00 - 4:30
12/23/09	Wed	Portland	9:00 - 4:30
1/14/10	Thu	Beaverton	9:00 - 4:30
2/17/10	Wed	Portland	9:00 - 4:30

Visio 2003/2002 Level 1

In this 1-day course, you will learn the essentials of Microsoft Visio Professional to design and manage basic diagrams, workflows, and flowcharts. You will learn how to add shapes to a drawing, manipulate shapes, add and format text and change the stacking order. You will also learn how to enhance a basic diagram by managing and formatting shapes. You will learn how to create a flowchart, apply page styles, and create a cross-functional flowchart. Additionally you will learn how to create and modify an organization chart and create a floor plan. Course preparation: Microsoft Windows Level 1 or equivalent experience. Experience with another graphics program is recommended but not required. TACS course price: \$190 (reg \$225).

11/10/09	Tue	Beaverton	9:00 - 4:30
1/5/10	Tue	Portland	9:00 - 4:30
2/4/10	Thu	Beaverton	9:00 - 4:30

Visio 2003/2002 Level 2

In this 1-day course, you will expand on the knowledge you gained in the Visio Level 1 course. You will learn many advanced features, including using advanced drawing techniques, using custom shapes, and creating and working with custom stencils and stencil masters. You will learn how to work with templates, styles and layers. You will also learn how to share your Visio drawings with other applications (object linking and embedding) and how to work with external data. Course preparation: Microsoft Visio Level 1 or equivalent experience. TACS course price: \$215 (reg. \$250).

12/9/09	Wed	Beaverton	9:00 - 4:30
1/20/10	Wed	Portland	9:00 - 4:30
2/11/10	Thu	Beaverton	9:00 - 4:30

Microsoft Visual Basic .NET Courses Visual Basic .NET Level 1

In this 5-day course, you will learn Visual Basic .NET to create graphical user interface applications. You will learn how to create a user interface in a Windows Forms application. You will also learn how to work with data and variables. You will learn how to control program flow by writing code that reacts to specific situations and produces the correct results for the situation. You will also learn how to work with classes to define new types of objects. You will learn how to enhance user interface functionality by adding form components. You will also learn how to deploy your application so that it runs on other computers. Finally, you will learn how to create Web applications such as Web Forms and Web Services. Course Preparation: solid foundation for working with Visual Studio.NET to create .NET projects. This course is designed for programmers who have written code for at least three months using a procedural language (such as Fortran, Pascal, C, or Cobol) or an object-oriented programming language (such as Java, C++, Delphi, or Powerbuilder). TACS course price: \$2295 (reg \$2395).

10/19/09 - 10/23/09	Mon - Fri	Beaverton	9:00 - 4:30
11/16/09 - 11/20/09	Mon - Fri	Beaverton	9:00 - 4:30
2/8/10 - 2/12/10	Mon - Fri	Portland	9:00 - 4:30

Microsoft Windows Courses

Windows 7 - Transition from XP NEW

This 1/2 day course is intended for computer users who are migrating from Microsoft Windows XP to the new Windows 7 operating system. You will learn the new features in Windows 7 to improve your workflow efficiency and business productivity. This will include new features on the Windows 7 desktop, enhancements to file and folder management, the new and enhanced programs in Windows 7 and the additional security and troubleshooting features. Course preparation: Microsoft Windows XP Level 1 or equivalent experience. TACS course price: \$169.

11/4/09	Wed	Portland	1:00 - 4:00
12/14/09	Mon	Beaverton	1:00 - 4:00
1/21/10	Thu	Beaverton	9:00 - 12:00
2/10/10	Wed	Portland	9:00 - 12:00

Windows XP (and Intro to PCs) Level 1

In this 1-day course, you will learn how to get started with the Windows operating system. You will become familiar with the components of a personal computer and learn how personal computers work. You will learn how to log on to a PC, explore the desktop with the mouse, manipulate open windows, use help and support, and adjust mouse settings. You will also learn how to manage folders and files, including how to use shortcuts, file search tools, and the recycle bin. In addition, you will learn the general procedures for using applications by working with Windows accessories such as the calculator. Course preparation: You should be familiar with the use of a standard computer keyboard. TACS course price: \$190 (reg \$225).

10/22/09	Thu	Beaverton	9:00 - 4:30
11/9/09	Mon	Portland	9:00 - 4:30
12/10/09	Thu	Beaverton	9:00 - 4:30
1/6/10	Wed	Portland	9:00 - 4:30
2/1/10	Mon	Beaverton	9:00 - 4:30

Microsoft Word Courses

Word 2007 Level 1

In this 1-day course, you will learn the essentials of the Microsoft Word 2007 program. You will start by creating a document and entering text. You will learn to edit, move, and copy text. You will also learn many different formatting techniques to make the text in a document look the way you want. Additionally, you will set and use tabs. You will learn to view a document using three different views. You will also learn to modify print settings before you print on paper. You will learn to check for spelling errors and also learn how to add commonly used words, phrases and symbols to the AutoCorrect library for quick access in typing future documents. Course Preparation: Microsoft Windows Level 1 or equivalent experience. TACS course price: \$190 (reg \$225).

10/5/09	Mon	Portland	9:00 - 4:30
11/4/09	Wed	Beaverton	9:00 - 4:30
11/30/09	Mon	Portland	9:00 - 4:30
1/5/10	Tue	Beaverton	9:00 - 4:30
2/5/10	Fri	Portland	9:00 - 4:30

Word 2007 Level 2 & 3

In this 2-day course, you will learn many intermediate to advanced skills and techniques in Microsoft Word 2007. You will learn how to create, modify and manage styles to store and reuse collections of formats. You will also learn how to create and modify tables. Additionally, you will learn how to format sections of a document to have different footers, columns, and watermarks. Also, you will learn to merge documents to create form letters. You will work with templates to speed your use of standard documents. You will also learn how to insert and position graphics into documents. You will learn editing techniques to improve productivity such as advanced selection techniques, advanced navigation techniques, and how to insert special characters and symbols. In addition, you will learn how to manage long documents, collaborate with others, and secure documents. You will learn how to link Word information to other programs such as Excel and PowerPoint. You will learn how to collaborate with others using Word's tools for sending documents to others for review, adding comments, comparing document changes, merging document changes, and reviewing tracked changes. You will learn how to insert bookmarks, footnotes, endnotes, captions, hyperlinks, cross-references, citations and bibliographies. You will also learn how to add covers pages, an index, a table of figures, table of authorities, and how to create a master document. The security features you will learn include updating a document's properties, hiding text, removing personal information from a document, setting editing and formatting restrictions, adding a digital signature, setting a password for a document and restricting document access. You will also learn how to create forms in Word for others to complete electronically. This will include adding form fields, protecting a form, saving form data as plain text, and automating a form. Course Preparation: Microsoft Word Level 1 or equivalent experience. TACS course price: \$380 (reg \$425).

9/29/09 - 9/30/09	Tue - Wed	Beaverton	9:00 - 4:30
10/20/09 - 10/21/09	Tue - Wed	Portland	9:00 - 4:30
11/19/09 - 11/20/09	Thu - Fri	Beaverton	9:00 - 4:30
12/10/09 - 12/11/09	Thu - Fri	Portland	9:00 - 4:30
1/18/10 - 1/19/10	Mon - Tue	Beaverton	9:00 - 4:30
2/25/10 - 2/26/10	Thu - Fri	Portland	9:00 - 4:30

Word 2003/2002 Level 1

In this 1-day course, you will learn the essentials of word processing in Word. You will learn how to create and format memos, letters and multiple page reports. Specifically, you will learn how to edit text, print documents, work with various document views, copy and move text, set margins, create headers/footers, create page breaks, add page numbers, set tabs to create column formatted text blocks, type bulleted and numbered lists, spell check documents and add commonly used words, phrases and symbols to the AutoCorrect library for quick access in typing future documents. Course Preparation: Microsoft Windows Level 1 or equivalent experience. TACS course price: \$190 (reg \$225).

10/1/09	Thu	Beaverton	9:00 - 4:30
11/6/09	Fri	Portland	9:00 - 4:30
12/14/09	Mon	Beaverton	9:00 - 4:30
1/12/10	Tue	Portland	9:00 - 4:30
2/17/10	Wed	Beaverton	9:00 - 4:30

Word 2003/2002 Level 2 & 3

In this 2-day course, you will learn the intermediate to advanced features of Microsoft Word. You will learn how to create and format tables, sort information in a document alphabetically, generate form letters and create paragraph styles for commonly used paragraph formats. You will also learn how to create and use templates, create documents using Wizards, and format a document for multiple columns. You will learn how to manage long documents, collaborate with others, and secure documents. You will learn how to link Word information to other programs such as Excel and PowerPoint. You will learn how to collaborate with others using Word's tools for sending documents to others for review, adding comments, comparing document changes, merging document changes, and reviewing tracked changes. You will learn how to insert bookmarks, footnotes, endnotes, captions, hyperlinks, cross-references, citations and bibliographies. You will also learn how to add a table of contents, an index, a table of figures, a table of authorities, and how to create a master document. The security features you will learn include updating a document's properties, hiding text, saving a document without personal information embedded, limiting formatting restrictions, adding a digital signature, and setting a password for a document. You will also learn how to create forms in Word for others to complete electronically. This will include adding form fields, protecting a form, saving form data as plain text, and automating a form. Course Preparation: Microsoft Word Level 1 or equivalent experience. TACS course price: \$380 (reg \$425).

9/24/09 - 9/25/09	Thu - Fri	Portland	9:00 - 4:30
10/12/09 - 10/13/09	Mon - Tue	Beaverton	9:00 - 4:30
11/12/09 - 11/13/09	Thu - Fri	Portland	9:00 - 4:30
1/7/10 - 1/8/10	Thu - Fri	Beaverton	9:00 - 4:30
2/1/10 - 2/2/10	Mon - Tue	Portland	9:00 - 4:30
3/8/10 - 3/9/10	Mon - Tue	Beaverton	9:00 - 4:30

QUICKBOOKS COURSES

QuickBooks Level 1

In this 1-day course, you will learn the essentials of QuickBooks. You will learn how to navigate in the program, setup QuickBooks and learn common business terms. You will learn how to set up a company, including how to use the Chart of Accounts and how to enter opening balances. You will also learn how to work with lists, including company lists, job lists, employees list, vendors list, and how to manage lists. You will learn how to set up and work with inventory, including entering products, ordering products, receiving inventory, paying for inventory and manually adjusting inventory. You will also learn how to create invoices and billing statements for both products and services. You will learn how to work with bank accounts, including how to write QuickBooks checks, use bank account registers, enter handwritten checks, transfer funds between accounts and reconcile accounts. Finally, you will learn how to handle expenses and pay bills using Accounts Payable. Course preparation: Microsoft Windows Level 1 or equivalent experience. TACS course price: \$215 (reg. \$250).

11/7/09	Sat	Beaverton	9:00 - 4:30
1/16/10	Sat	Beaverton	9:00 - 4:30

QuickBooks Level 2

In this 1-day course, you will learn the more advanced features of QuickBooks. You will learn how to customize forms using templates, how to use QuickBooks accounts, track credit card transactions, work with asset accounts, work with liability accounts and understand equity accounts. You will also learn how to create reports using QuickReports as well as preset reports and how to export reports to Excel. You will learn how to create graphs using QuickInsight and how to customize and print graphs. You will also learn how to do payroll, including payroll tracking, setting up payroll, writing payroll checks, tracking tax liabilities and paying payroll taxes. You will learn how to keep track of jobs including estimating and time tracking. Finally, you will learn how to use the letters and envelope wizard and how to synchronize with contact management software. Course preparation: QuickBooks Level 1 or equivalent experience. TACS course price: \$215 (reg. \$250).

10/17/09	Sat	Beaverton	9:00 - 4:30
12/5/09	Sat	Beaverton	9:00 - 4:30
2/6/10	Sat	Beaverton	9:00 - 4:30

SQL QUERIES COURSES

SQL Queries Level 1

In this 2-day course, you will learn some uses for the SQL language and how to recognize proper syntax for an SQL statement. You will also learn how to use aggregate functions, column aliases, and mathematical expressions in a query statement. You will learn about the WHERE clause to select specific rows of information from a database, how to search for specific character strings or numeric data in a database. Also, you will learn how to write queries that return both aggregate and non-aggregate information simultaneously and queries that select information from two tables simultaneously. Finally, you will learn how to generate a query and its report using Access. Course preparation: A level 1 course of any database application. TACS course price \$475 (reg \$495).

11/3/09 - 11/4/09	Tue - Wed	Portland	9:00 - 4:30
12/17/09 - 12/18/09	Thu - Fri	Beaverton	9:00 - 4:30
1/27/10 - 1/28/10	Wed - Thu	Portland	9:00 - 4:30
3/1/10 - 3/2/10	Mon - Tue	Beaverton	9:00 - 4:30

SQL Queries Level 2

In this 1-day class, you will learn how to query multiple tables with unions and advanced joins. You will also learn how to query with subqueries, add data to a database, change and delete data from a database and create and delete indexes. Additionally, you will learn how to manage how data is altered through the use of transactions, and create and drop databases. Finally, you will learn how to create, use, edit, and delete tables and views. Course preparation: SQL Queries Level 1 or equivalent experience. TACS course price: \$275 (reg \$295).

10/1/09	Thu	Beaverton	9:00 - 4:30
11/10/09	Tue	Portland	9:00 - 4:30
1/14/10	Thu	Beaverton	9:00 - 4:30
2/23/10	Tue	Portland	9:00 - 4:30

KINETIC IS PLEASED TO BRING

Disney Institute

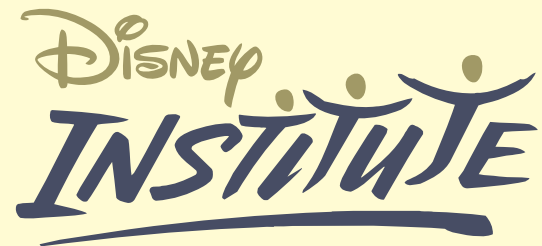
to Portland

for a one-day

special training event

September 29, 2009

- see page 3 for details -



COURSE INFORMATION

COURSE DESCRIPTIONS

In addition to the course descriptions in this catalog, comprehensive course outlines are available for each Kinetic course. You will find them on our web site, or call us and we will email or fax them to you.

PREREQUISITES

The prerequisite classes listed with the courses in this catalog are recommended to maximize your learning experience, as the advanced level courses build on knowledge learned in the previous levels. If you have any questions about class prerequisites and which classes are best for you, please call us—we will be happy to assist you.

COURSE MATERIALS

A complete procedural manual and class files are provided to each participant. Our manuals are excellent learning tools as well as reference guides, and include many graphics, tips, examples and practice exercises.

AFTER-CLASS SUPPORT

Kinetic's follow-up support and service includes an unlimited telephone support line for desktop courses. Participants who have taken a course may call with questions after class.

LEARNING GUARANTEE

If you would like a refresher course, you may take the same course at no additional charge on a space-available basis, provided you bring your course materials with you.

PAYMENT FOR CLASSES

Many of our corporate and government clients are billed monthly for training. We also accept VISA, Mastercard and American Express as well as money orders and company or personal checks.

DIRECTIONS TO CLASS

In addition to the maps displayed here, driving directions are listed on our web site, or call us and we will make sure you have clear directions to your class from your location.

DAY OF CLASS

Please arrive at least 15 minutes prior to class to check in and get situated in your classroom.



Coffee, tea, juice and sodas will be available throughout the day. Snacks will be provided before class and at breaks. Restaurant maps are available to help you plan your lunch break. If

you prefer to bring your lunch, a refrigerator is available as well as a place to eat and relax. Dress is casual and comfortable to allow for the optimum learning environment. Please bring a jacket or sweater as room temperatures may vary.

GETTING THE MOST OUT OF THE CLASS

To make the learning experience as beneficial as possible, we encourage you to carefully review the course description, make a list of your specific objectives for the class as well as any questions you wish to ask the instructor. Feel free to bring examples of your work to class.

RESCHEDULING AND CANCELING

Please notify Kinetic at 503.520.0555 at least 5 business days prior to class if you need to cancel. Late cancellations or no shows will result in a full charge. Late reschedules will result in a full charge, but you can attend the class at a later date with no additional fees. Substitutes are gladly accepted.

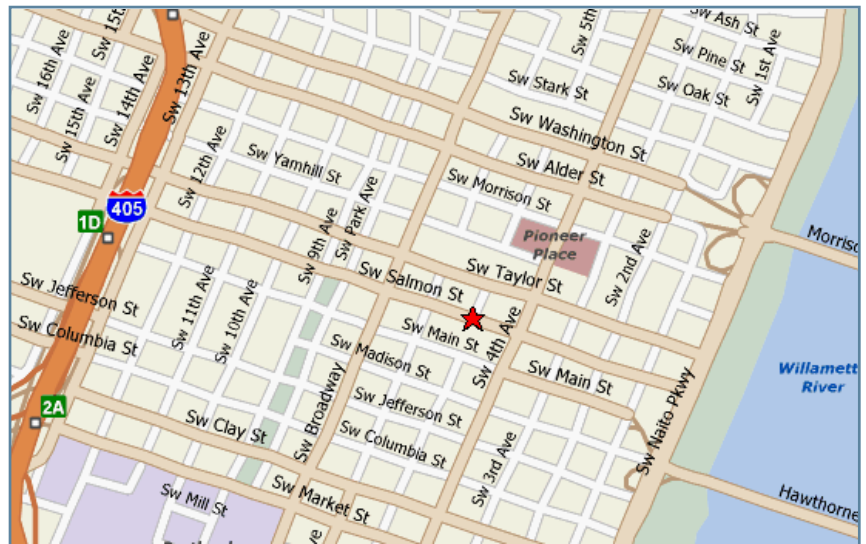
FACILITIES



LOCATIONS

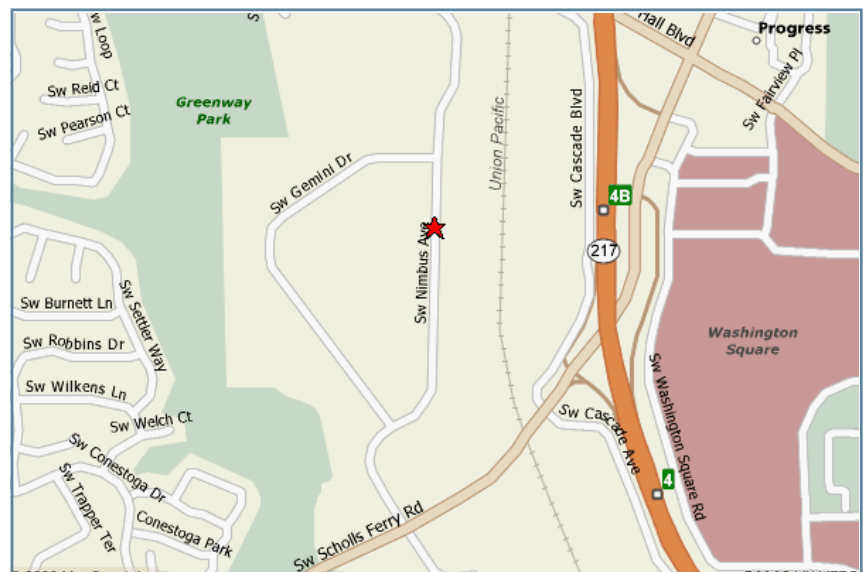
Downtown Portland Congress Center Building

1001 SW Fifth Avenue , Suite 305
Portland, OR 97204-1161



Beaverton

9225 SW Nimbus Avenue
Beaverton, OR 97008-7132



COURSE REGISTRATION

FOUR WAYS TO REGISTER:

- 1) Online:
www.KineticOregon.com
- 2) Phone 503.520.0555
- 3) Fax completed form to
503.520.0556
- 4) E-mail your request to:
register@KineticOregon.com

You will receive a confirmation and a map to Kinetic's learning center. Please print.

If you did not receive this schedule directly, check here if you'd like to be on our e-mail list

ATTENDEE NAME	TODAY'S DATE	
ORGANIZATION		
BILLING ADDRESS		
CITY/STATE/ZIP CODE		
PHONE	FAX	
E-MAIL ADDRESS		
COURSE TITLE/LEVEL	COURSE DATE/TIME	LOCATION (B, P)

Course Prices for TACS

Kinetic has extended discounts to TACS for computer software training. The discounted prices are listed with each course in this schedule.

Implementing Microsoft SharePoint?

SharePoint, Microsoft's collaborative work tool, is changing the way work teams work together. Join the many organizations who have implemented SharePoint this year. Our training programs are designed to meet the needs of SharePoint users - Contributors, Site Owners and Site Administrators. Many of our clients are opting for customized training that is specific to the needs of a team.