Do More With
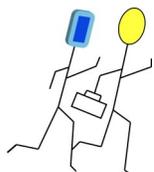## Do More With
Do More With

PC Tutor

Computer Training Center
for home, professional and small business computer users

ONE-ON-ONE CLASS SCHEDULE

19427 W. McNichols Rd.
Detroit, MI 48219
313-362-2898
www.pcTutorDetroit.com
Email: sjeter@pctutordetroit.com

Your Computer
Your Computer
Your Computer

As our name implies, PC Tutor specializes in offering private computer training to individuals, families and friends. Each private computer-training selection is 5 sessions in length—each session is 1.5 hours.

You set up the training with your instructor according to your schedule. You can arrange your sessions once a week for 5 weeks (recommended), twice a week for 2½ weeks, or any arrangement you prefer. You set the class size, which can be "one on one" or you can a take course with a friend -- whatever you decide.

Choose your class from the following subjects or you tell us your interests and we'll customize a class just for you. Also, check out our selection of private computer training classes for children.

ONE ON ONE COMPUTER CLASSES FOR BUSINESS PROFESSIONALS

■ Personal PowerPoint Coach

We coach and guide you to creating eye-catching professional PowerPoint Presentations that enhance your sales and other goals. You will learn how to format pictures, add backgrounds, sounds, transitions, and more. We personally coach you as you practice how to run your slide shows from a projector or stand-alone computer.

Number of Sessions	Days and Times
5	Decide on the day of the week that is best for you then call 313-362-2898 to reserve and setup your class schedule.

Class Fee: $179.00
Additional Textbook Charge

■ Exclusive Training Sessions for the Business Professional

We guide you to the computer applications and techniques that will help you in your career or business. Learn word processing and spreadsheet subjects that will actually help you improve your business. Get introduced to web page development and on the path to creating your own. website In the process, quickly build your confidence and skill levels in a 'safe' environment where mistakes are just stepping-stones to competency. This training is the perfect starting point for improving your professional life with technology.

Number of Sessions	Days and Times
5	Decide on the day of the week that is best for you then call 313-362-2898 to reserve and setup your class schedule.

Class Fee: $179.00
Additional Textbook Charge

■ Private Web Pages for the Business Professional

You may already have a website but don't know how to add to it or make changes. Or maybe you would like to learn how to produce your own site. These private training sessions will teach you the basics of HTML, the main publishing language of the Internet. Create pictures, tables, frames, hyperlinks, etc., and learn what you need to publish your own site on the Internet.

Number of	Days and Times
5	Decide on the day of the week that is best for you then call 313-362-2898 to reserve and setup your class schedule.

Class Fee: $179.00

■ Creating Eye-Catching Flyers and Promotional Pieces One on One

This course was designed for the entrepreneur who needs to be able to effectively get the word out about his or her business venture. You will learn to create high quality post card mailers, flyers, brochures and newsletters with just your computer and printer.

Number of Sessions	Days and Times
6	Decide on the day of the week that is best for you then call 313-362-2898 to reserve and setup your class schedule.

Class Fee: $190.00
Additional Textbook Charge

■ Introduction to Ebay-Make Money on the Web

Author Carol Cram says, "If I had to sum up e-commerce in one word, I'd have to say opportunity." Come learn Ebay, the ultimate e-commerce tool. This "one on one" course will teach you the basics including selling tips, payments and tracking of sales, photography tips, etc. You have heard and seen others make it big. Come and learn how Ebay might work for you, too.

Number of	Days and Times
5	Decide on the day of the week that is best for you then call 313-362-2898 to reserve and setup your class schedule.

Class Fee: $179.00
Additional Textbook Charge

MICROSOFT OFFICE ONE ON ONE
2000, 2003, 2007 and 2010 VERSIONS

■ **Personalized Word Processing I**

This course teaches you the fundamental skills to use your choice of MS Word 2003, 2007 or 2010 on a daily basis in your home or workplace. Topics include: how to create and insert text in a Word document; format text in a document; send and save files in Word; and manage and organize documents.

Number of	Days and Times
5	Decide on the day of the week that is best for you then call 313-362-2898 to reserve and setup your class schedule.

Class Fee: $179.00
Additional Textbook Charge

■ **Personalized Word Processing II**

You tackle intermediate subjects in your choice of MS Word 2003, 2007 or 2010 in this course. You will learn how to work with styles and graphics, merge documents, share Word document information with other programs, and use Word to create a Web site.

Number of Sessions	Days and Times
5	Decide on the day of the week that is best for you then call 313-362-2898 to reserve and setup your class schedule.

Class Fee: $179.00
Additional Textbook Charge

■ **Personalized Spreadsheets I**

You learn the basics of spreadsheets using your choice of MS Excel 2003, 2007 or 2010. Subjects include: building and editing spreadsheets; formatting a spreadsheet; working with charts; working with formulas and functions.

Number of Sessions	Days and Times
5	Decide on the day of the week that is best for you then call 313-362-2898 to reserve and setup your class schedule.

Class Fee: $179.00
Additional Textbook Charge

■ **Personalized Spreadsheets II**

This intermediate course covers subjects including: freezing columns and rows; inserting and deleting sheets; referencing worksheet data; hiding and protecting worksheet areas; controlling page breaks and page numbering. Your choice of MS Excel 2003, 2007 or 2010.

Number of Sessions	Days and Times
5	Decide on the day of the week that is best for you then call 313-362-2898 to reserve and setup your class schedule.

Class Fee: $179.00
Additional Textbook Charge

■ Microsoft Office Advanced - Customized for You

We will customize advanced Microsoft training sessions for your special needs. We will teach you carefully chosen advanced subjects in Access, Excel, PowerPoint and Word. Maybe you know Excel or Word but would like to propel yourself to the next level. Become the new computer guru on your job or in your profession. We will show you how. Your choice of 2003, 2007 or 2010 versions.

Number of Sessions	Days and Times
5	Decide on the day of the week that is best for you then call 313-362-2898 to reserve and setup your class schedule.

Class Fee: $179.00
Additional Textbook Charge

SPECIAL INTEREST PRIVATE COMPUTING CLASSES

Our Special Interest Series of classes encourage students to discover how a computer can help them reach their personal goals. The classes are fun and informative. They offer a great opportunity to tackle technology and win.

■ Windows Vista / Windows 7

Want to narrow the learning curve? -- Then signup for this introduction to Microsoft's Windows Vista **or** the new Windows 7 operating system. We will explain the ends and outs, and will provide you with tips and tricks to help you stay ahead of the pack. Don't go back to your old operating system, instead understand and go forward with this class.

Number of Sessions	Days and Times
5	Decide on the day of the week that is best for you then call 313-362-2898 to reserve

Class Fee: $179.00
Additional Textbook Charge

■ Web Pages for Me

You may already have a website but don't know how to add to it or make changes. Or maybe you would like to learn how to produce your own site. These private training sessions will teach you the basics of HTML, the main publishing language of the Internet. Create pictures, tables, frames, hyperlinks, etc., and learn what you need to publish your own site to the Internet.

Number of Sessions	Days and Times
5	Decide on the day of the week that is best for you then call 313-362-2898 to reserve and setup your class schedule.

Class Fee: $179.00

■ Basic Picture Editing One on One

This course teaches you basic picture editing. You will learn how to modify scanned or digital photographs, use editing tools to select parts of images, isolate images, move, duplicate, and resize images. In addition, learn how to obtain and install the free editing software for your personal use.

Number of Sessions	Days and Times
5	Decide on the day of the week that is best for you then call 313-362-2898 to reserve and setup your class schedule.

Class Fee: $179.00
Additional Textbook Charge

■ **My Digital Camera**

This course is for you if you finally wish to tackle the ins and outs of picture taking with a digital camera. Learn to take pictures, transfer them to the computer, organize and print pictures, and basic photo editing.

Number of Sessions	Days and Times
3	Decide on the day of the week that is best for you then call 313-362-2898 to reserve and setup your class schedule.

Class Fee: $98.00

■ **Learn to Touch Type**

Computer users who do not know how to type take such a long time to work that it impedes their enjoyment and use of the computer. This course teaches the student the keyboard and proper typing technique. Software for student to use at home is included in this course.

Number of Sessions	Days and Times
6	Decide on the day of the week that is best for you then call 313-362-2898 to reserve and setup your class schedule.

Class Fee: $249.00 (includes software)

PRIVATE COMPUTER CLASSES GEARED TO THE BEGINNING STUDENT

■ **Computer Applications One on One**

Whatever your skill level, this course will improve your ability to handle computer technology more effectively and with confidence. You become the center of training, so if you feel comfortable with word processing but need help with Internet research techniques, we will show you how. If you have never touched a computer, you will appreciate our personal approach. We will teach you what you need to know.

Number of Sessions	Days and Times
5	Decide on the day of the week that is best for you then call 313-362-2898 to reserve and setup your class schedule.

Class Fee: $179.00
Additional Textbook Charge

■ **Word Processing Basics**

The pace of this class is the right pace for beginners. Beginners are an elite group who are on a path that all computer users have traveled. Your complete understanding is the most important thing. We teach the basics of Word in a manner that is easy to grasp, so sign up and get started today to advance to the next level of computing.

Number of Sessions	Days and Times
5	Decide on the day of the week that is best for you then call 313-362-2898 to reserve

Class Fee: $179.00
Additional Textbook Charge

PC Tutor

■ Spreadsheet Basics

The pace of this class is the right pace for beginner's. Spreadsheets are amazing and amazingly simple to learn. We teach the basics of Excel in a manner that is easy to grasp, so sign up and get started today to conquer the next level of computing.

Number of Sessions	Days and Times
5	Decide on the day of the week that is best for you then call 313-362-2898 to reserve and setup your class schedule.

Class Fee: $179.00
Additional Textbook Charge

■ Learn Touch Typing

The ability to touch type will help you use computers better. This course encourages you to use the keyboard without looking at the keys. Students first work on accuracy and then move to increase their typing speed.

Number of Sessions	Days and Times
10	Decide on the day of the week that is best for you then call 313-362-2898 to reserve and setup your class schedule.

Class Fee: $229.00
Typing software included in price.

QUICK LESSON

It could be that you have a presentation to make and need to know how to use the graph function of your spreadsheet program. Maybe you would like to understand the query function in Microsoft Access for an upcoming project. These are one lesson subjects that until now would require you to take a full course to learn. For this reason PC Tutor is offering the "Quick Lesson." You pick the subject and we will design a 1½ hour class session to teach you what you need to know, right now.

Number of Sessions	Days and Times
1	Decide on the day of the week that is best for you then call 313-362-2898 to reserve and setup your class schedule.

Class Fee: $55.00

CUSTOM CORPORATE TRAINING

PC Tutor's corporate training provides custom computer training classes for businesses. We design private, customized training at our training center to meet your scheduling needs. Class size can range from individual, one-on-one training to small groups up to six participants.

■ COURSE SELECTION

Course selection can include any of the subjects in this brochure. In addition, we specialize in the Microsoft Office Suite of computer applications, and training can be arranged for beginner, intermediate or advanced levels of the following subjects:

- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Microsoft Outlook
- Microsoft Access
- Windows XP
- Keyboarding

■ PRICING

Corporate training rates are as follows:

$259.00 per person

Price includes five-1½ hour sessions of training. Clients are able to request that custom materials be included without additional charge.

Textbooks are an additional charge. Assessment and written evaluation: $75.00 test (call 313-362-2898 for more information).

■ ASSESSMENT SERVICES

Establishing your current computing skill level can be important to the career minded individual. Our assessment services will help you determine your strengths and reveal your weaknesses so you can make improvements before you seek that better job or opportunity. We provide a full range of testing options and written feedback to the individual and corporate organization.

■ HOW TO ARRANGE CUSTOM BUSINESS TRAINING

Simply call our offices at 313-362-2898 to pick a date and time for your individual or small group training today.

ENROLLMENT

How to enroll in a class:

1. Complete an enrollment form.
2. Decide start date of training and call PC Tutor at 313-362-2898 or visit at 19427 W. McNichols Rd. to check availability of the dates you prefer.
3. All computer training classes are prepaid. Finalized class reservations are made upon receipt of payment.
4. Submit Enrollment Form along with payment as outlined in this schedule. PC Tutor accepts Major Credit Card (in-person only), Cash, Check or Money Order. Form can be submitted in-person or via mail at 19427 W. McNichols Rd., Detroit, MI 48219. For your protection, please do not mail cash.

■ Course Fees and Tuition
There are no additional registration fees for any computer training class. The price listed for each course is the only fee. Courses may require that students purchase a textbook.

■ Make-Ups
It is the student's responsibility to make up any missed computer training classes. We allow and encourage you to make up any missed class.

ENROLLMENT FORM

Name:_____

Company:_____

Address:_____

City/State/Zip_____

Phone:_____

Alternate Phone:_____

Email:_____

Course:_____

Start Date:_____ Time:_____

Course:_____

Start Date:_____ Time:_____

Course:_____

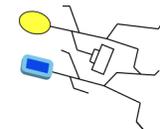Start Date:_____ Time:_____

Total Payment Attached: _____

Note: We will contact you to confirm date and time.

Class schedule revised June 2, 2008

Especially for
Computer Users

PC Tutor

19427 W. McNichols Road
Detroit, MI 48219

"Do more with
your computer!"