



551 W. Dimond Blvd
Anchorage, AK 99515

Please fax registration to (907) 267-4243
Questions please call (907) 267-4216

Weekday classes start at 9 a.m. and typically end at 4 p.m. Evening Classes start at 6 p.m. and end at 9 p.m., unless otherwise noted. To register for a class, complete the enclosed registration form and fax it to 267-4243. If you have any questions, please call 267-4216 or email training@akcb.com.

Ask about our 5, 10, and 20 class punch cards to save lots of \$\$\$ on business application classes!

Basic Computer Classes	Jul	Aug	Sep	Oct	Nov	Dec	Cost
Introduction to Personal Computers	1	3	1	1	2	1	\$175.00
Introduction to Windows XP	2	4	2	2	3	2	\$175.00
Introduction to Vista	3	5	3	5	4	3	\$175.00

Office 2003 Classes	Jul	Aug	Sep	Oct	Nov	Dec	Cost
Word Level 1		26		5		14	\$175.00
Word Level 2		27		6		15	\$175.00
Word Level 3		28		7		16	\$175.00
Excel Level 1		3		12		1	\$175.00
Excel Level 2		4		13		2	\$175.00
Excel Level 3		5		14		3	\$175.00
Excel Level 4		6		15		4	\$175.00
Access Level 1		17		19		14	\$175.00
Access Level 2		18		20		15	\$175.00
Access Level 3		19		21		16	\$175.00
Access Level 4		20		22		17	\$175.00
Access Bootcamp (5 day intensive training)		3-7		12-16		7-11	\$875.00
Outlook Level 1		11		1		17	\$175.00
Outlook Level 2		12		2		18	\$175.00
Power Point Level 1		6		1		21	\$175.00
Power Point Level 2		7		2		22	\$175.00
Project Level 1		10		29		17	\$175.00
Project Level 2		11		30		18	\$175.00
FrontPage Level 1		12		15		21	\$175.00
FrontPage Level 2		13		16		22	\$175.00
Publisher Level 1		31		23		4	\$175.00
Visio Level 1		13		12		21	\$175.00
Visio Level 2		14		13		22	\$175.00

Office 2007 Classes

	Jul	Aug	Sep	Oct	Nov	Dec	Cost
Word 2007 New Features		17		26			\$175.00
Word Level 1	1		1		2		\$175.00
Word Level 2	2		2		3		\$175.00
Word Level 3			3		4		\$175.00
Excel 2007 New Features		18		27			\$175.00
Excel Level 1	6		7		23		\$175.00
Excel Level 2	7		8		24		\$175.00
Excel Level 3	8		9		25		\$175.00
Access 2007 New Features		19		28			\$175.00
Access Level 1	20		1		9		\$175.00
Access Level 2	21		2		10		\$175.00
Access Level 3	22		3		11		\$175.00
Access Level 4	23		4		12		\$175.00
Access Bootcamp (5 day intensive training)	6-10		14-18		16-20		\$875.00
Outlook 2007 New Features		21		29			\$175.00
Outlook Level 1	13		10		5		\$175.00
Outlook Level 2	14		11		6		\$175.00
Power Point 2007 New Features		20		30			\$175.00
Power Point Level 1	9		10		16		\$175.00
Power Point Level 2	10		11		17		\$175.00
Project Level 1	16		14		5		\$175.00
Project Level 2	17		15		6		\$175.00
Visio Level 1	9		16		12		\$175.00
Visio Level 2	10		17		13		\$175.00

Night Classes (Pre Registration Required, Minimum of 4 Students)

	Jul	Aug	Sep	Oct	Nov	Dec	Cost
Word 03 Level 1 (2 Nights)	Call for Dates			19-20			\$200.00
Word 03 Level 2 (2 Nights)	Call for Dates			21-22			\$200.00
Word 07 Level 1 (2 Nights)	Call for Dates				9-10		\$200.00
Word 07 Level 2 (2 Nights)	Call for Dates				11-12		\$200.00
Excel 03 Level 1 (2 Nights)	Call for Dates			5-6			\$200.00
Excel 03 Level 2 (2 Nights)	Call for Dates			8-9			\$200.00
Excel 07 Level 1 (2 Nights)	Call for Dates				2-3		\$200.00
Excel 07 Level 2 (2 Nights)	Call for Dates				5-6		\$200.00
PowerPoint 03 Level 1 (2 Nights)	Call for Dates			26-27			\$200.00
PowerPoint 03 Level 2 (2 Nights)	Call for Dates			28-29			\$200.00
PowerPoint 07 Level 1 (2 Nights)	Call for Dates					7-8	\$200.00
PowerPoint 07 Level 2 (2 Nights)	Call for Dates					9-10	\$200.00

**Night Classes cont. (Pre Registration
Required, Minimum of 4 Students)**

	Jul	Aug	Sep	Oct	Nov	Dec	Cost
AutoCAD Level 1 Fundamentals (6 Nights)	Call for Dates						\$1,050.00
AutoCAD Level 2 Beyond the Basics (4 Nights)	Call for Dates						\$750.00

Adobe Classes

	Jul	Aug	Sep	Oct	Nov	Dec	Cost
Acrobat 8.0 Level 1		10		9		10	\$200.00
Acrobat 8.0 Level 2		11		12		11	\$200.00
Illustrator CS3 Level 1		12		7			\$200.00
Illustrator CS3 Level 2		13		8			\$200.00
InDesign CS3 Level 1 (2 Days)		24-25		20-21		28	\$400.00
InDesign CS3 Level 2 (2 Days)		26-27		22-23		29	\$400.00
Photoshop CS3 Level 1	13		20	5			\$200.00
Photoshop CS3 Level 2	14		21	6			\$200.00
Dreamweaver CS3 Level 1 (2 Days)	20-21	24-25	7-8	5-6	16-17	7-8	\$400.00
Dreamweaver CS3 Level 2 (2 Days)	22-23	26-27	9-10	7-8	18-19	9-10	\$400.00
Dreamweaver CS3 Level 3 (1 Day)	24	28		9	20	11-12	\$200.00

Web Design

	Jul	Aug	Sep	Oct	Nov	Dec	Cost
HTML Level 1	1		21	26			\$200.00
HTML Level 2	2		22	27			\$200.00
HTML Level 3			23	28			\$200.00

Intuit QuickBooks

	Jul	Aug	Sep	Oct	Nov	Dec	Cost
Learning QuickBooks Step-by-Step Fundamentals (2 Days)	27-28		28-29	26-27		28-29	\$450.00
Learning QuickBooks Step-by-Step Intermediate (2 Days)	29-30			28-29			\$450.00

Autodesk

	Jul	Aug	Sep	Oct	Nov	Dec	Cost
AutoCAD Level 1 Fundamentals (3 Days)	13-15		7-9	26-28		1-3	\$975.00
AutoCAD Level 2 Beyond the Basics (2 Days)	30-31		10-11		9-10		\$675.00
AutoCAD Level 3 Advanced (3 Days)		12-14			11-13		\$975.00
AutoCAD Architecture (3 Days)	Call For Dates						\$975.00
Revit Architecture Level 1 (3 Days)	27-29		14-16	19-21		7-9	\$975.00
Revit Architecture Level 2 (3 Days)		17-19	23-25		23-25		\$975.00
Revit Architecture Level 3 (3 Days)		24-26				28-30	\$975.00
Revit MEP (Basic/Platform)		3		5		14	\$325
Revit MEP (Mechanical)		4		6		15	\$325
Revit MEP (Electrical)		5		7		16	\$325
Revit MEP (Piping)		6		8		17	\$325
AutoCAD P&ID	Call for Dates						\$325.00

Technical Classes

	Jul	Aug	Sep	Oct	Nov	Dec	Cost
A+ Essentials (5 Days)	13-17		21-25		2-6		\$1,295.00
A+ Technician (5 Days)	20-24				9-13		\$1,295.00
Network +	6-10		14-18	19-23		14-18	\$1,695.00
Security +		17-21			16-20		\$1,695.00

Special Events

	Jul	Aug	Sep	Oct	Nov	Dec	Cost
A Taste of Revit: an Intro to Revit Architecture Registration Required		21			9		\$250.00
A Taste of AutoCAD: an Intro to AutoCAD Registration Required	24			16		4	\$250.00
Revit Users' Group	1	5	2	7	4	2	Free
AutoCAD Users' Group		19		21		16	Free

Room Rental (per day)

	Cost
Class Room with computers and instructor	\$1,400.00
Class Room with computers no ACB instructor	\$1,000.00
Room Rental no computers up to 40 people	\$750.00
Rent an instructor at your office	\$1,200.00



Training Department



We offer training in Microsoft Office 2003 and 2007

Word - 3 Levels
Excel - 3 Levels
Access - 4 Levels

Outlook - 3 Levels
PowerPoint - 2 Levels
FrontPage - 2 Levels

Project - 2 Levels
Visio - 2 Levels
Publisher - 1 Level

Punch cards are available in other denominations too!

Try 5, 10, and 20 class punch cards or talk to Rob about larger cards to fit your needs!

Buy a 20 class punch card now and save lots of \$\$\$

- Use today, tomorrow, next month, or even next year- we don't care!!
- Can be used by anyone in your organization at any time!
- Get 20 business application classes for \$2975!
- That's only \$148.75 for each class, a **savings of \$525!**
- Enroll one person or the whole office in training and save!

For more information please contact our Training Center Manager
Robert Axtell at 267-4216 or raxtell@akcb.com