



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!

<b>Basic Computer Classes</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>		<b>Cost</b>
Introduction to Personal Computers	1	2	1	4	1	1		\$175.00
Introduction to Windows XP	2	3	2	5	2	2		\$175.00
Introduction to Vista	5	4	3	6	3	3		\$175.00
Windows 7				7	4	4		\$175.00

<b>Office 2003 Classes</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>		<b>Cost</b>
Word Level 1	5		14		1			\$175.00
Word Level 2	6		15		2			\$175.00
Word Level 3	7		16		3			\$175.00
Excel Level 1	12		1		8			\$175.00
Excel Level 2	13		2		9			\$175.00
Excel Level 3	14		3		10			\$175.00
Excel Level 4	15		4		11			\$175.00
Access Level 1	19		14		22			\$175.00
Access Level 2	20		15		23			\$175.00
Access Level 3	21		16		24			\$175.00
Access Level 4	22		17		25			\$175.00
Access Bootcamp (5 day intensive training)	12-16		7-11		15-19			\$875.00
Outlook Level 1	1		17		4			\$175.00
Outlook Level 2	2		18		5			\$175.00
Power Point Level 1	1		21		8			\$175.00
Power Point Level 2	2		22		9			\$175.00
Project Level 1	29		17		10			\$175.00
Project Level 2	30		18		11			\$175.00
FrontPage Level 1	15		21		15			\$175.00
FrontPage Level 2	16		22		16			\$175.00
Publisher Level 1	23		4		12			\$175.00
Visio Level 1	12		21		18			\$175.00
Visio Level 2	13		22		19			\$175.00

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

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

	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Cost</b>
Word 03 Level 1 ( 2 Nights)	19-20			4-5		1-2	\$200.00
Word 03 Level 2 ( 2 Nights)	21-22						\$200.00
Word 07 Level 1 ( 2 Nights)		9-10			8-9		\$200.00
Word 07 Level 2 ( 2 Nights)		11-12					\$200.00
Excel 03 Level 1 ( 2 Nights)	5-6			11-12		8-9	\$200.00
Excel 03 Level 2 ( 2 Nights)	8-9						\$200.00
Excel 07 Level 1 ( 2 Nights)		2-3			15-16		\$200.00
Excel 07 Level 2 ( 2 Nights)		5-6					\$200.00
PowerPoint 03 Level 1 ( 2 Nights)	26-27			18-19		15-16	\$200.00
PowerPoint 03 Level 2 ( 2 Nights)	28-29						\$200.00
PowerPoint 07 Level 1 ( 2 Nights)			7-8		22-23		\$200.00
PowerPoint 07 Level 2 ( 2 Nights)			9-10				\$200.00

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

	Oct	Nov	Dec	Jan	Feb	Mar	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**

	Oct	Nov	Dec	Jan	Feb	Mar	Cost
Acrobat 8.0 Level 1	9		10		5		\$200.00
Acrobat 8.0 Level 2	12		11		12		\$200.00
Illustrator CS3 Level 1	7			4		15	\$200.00
Illustrator CS3 Level 2	8			5		16	\$200.00
InDesign CS3 Level 1 (2 Days)	20-21		28-29	26-27		29-30	\$400.00
InDesign CS3 Level 2 (2 Days)	22-23			28-29			\$400.00
Photoshop CS3 Level 1	5			14		25	\$200.00
Photoshop CS3 Level 2	6			15		26	\$200.00
Dreamweaver CS3 Level 1 (2 Days)	5-6	16-17	7-8	18-19		8-9	\$400.00
Dreamweaver CS3 Level 2 (2 Days)	7-8	18-19	9-10	20-21		10-11	\$400.00
Dreamweaver CS3 Level 3 (1 Day)	9	20	11	22		13	\$200.00

**Web Design**

	Oct	Nov	Dec	Jan	Feb	Mar	Cost
HTML Level 1	26			13			\$200.00
HTML Level 2	27			14			\$200.00
HTML Level 3	28			15			\$200.00

**Intuit QuickBooks**

	Oct	Nov	Dec	Jan	Feb	Mar	Cost
Learning QuickBooks Step-by-Step Fundamentals (2 Days)	26-27		28-29	11-12		1-2	\$450.00
Learning QuickBooks Step-by-Step Intermediate (2 Days)	28-29			13-14		3-4	\$450.00

**Autodesk 2008 Products**

	Oct	Nov	Dec	Jan	Feb	Mar	Cost
AutoCAD 2008 Level 1 Fundamentals (3 Days)	26-28		1-3	25-27		1-3	\$975.00
AutoCAD 2008 Level 2 Beyond the Basics (2 Days)		9-10		28-29		4-5	\$675.00
AutoCAD 2008 Level 3 Advanced (3 Days)		11-13				8-10	\$975.00
AutoCAD 2008 Architecture (3 Days)	Call For Dates						\$975.00
Revit Architecture 2008 Level 1 (3 Days)	19-21		7-9		1-3		\$975.00
Revit Architecture 2008 Level 2 (3 Days)		23-25			8-10		\$975.00
Revit Architecture 2008 Level 3 (3 Days)			28-30				\$975.00
Revit MEP 2008 (Mechanical)	Call for dates						\$325
Revit MEP 2008 (Electrical)	Call for dates						\$325
Revit MEP 2008 (Piping)	Call for dates						\$325
AutoCAD P&ID 2008	Call for Dates						\$325.00

<b>Autodesk 2010 Products</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Cost</b>
AutoCAD 2010 Level 1 Fundamentals (3 Days)				18-20		15-17	\$975.00
AutoCAD 2010 Level 2 Beyond the Basics (2 Days)				21-22		18-19	\$675.00
AutoCAD 2010 Level 3 Advanced (3 Days)						22-24	\$975.00
AutoCAD Architecture 2010 (3 Days)	Call For Dates						\$975.00
Revit Architecture 2010 Level 1 (3 Days)					15-17		\$975.00
Revit Architecture 2010 Level 2 (3 Days)					22-24		\$975.00
Revit Architecture 2010 Level 3 (3 Days)							\$975.00
Revit MEP 2010 (Mechanical)			Call for Dates				\$325
Revit MEP 2010 (Electrical)			Call for Dates				\$325
Revit MEP 2010 (Piping)			Call for Dates				\$325
AutoCAD P&ID 2010			Call for Dates				\$325.00

<b>Technical Classes</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Cost</b>
A+ Essentials (5 Days)		2-6			1-5		\$1,295.00
A+ Technician (5 Days)		9-13			8-12		\$1,295.00
Network +	19-23		14-18		22-26		\$1,695.00
Security +		16-20				15-19	\$1,695.00

**SharePoint (Min of 4 Students  
Required to hold class)**

	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Cost</b>
SharePoint 3.0 Level 1 (2 Days)			15-16		17-18		\$1,295.00
SharePoint 3.0 Level 2 (2 Days)				13-14		22-23	\$1,295.00

<b>Special Events</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Cost</b>
Revit Users' Group	7	4	2	6	3	3	Free
AutoCAD Users' Group		18		20		17	Free

<b>Room Rental (per day)</b>	<b>Cost</b>
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](mailto:raxtell@akcb.com)