



Distance Learning Courses

January - February 2011



QuickBooks

COURSES:

HOW IT WORKS:

● MICROSOFT OFFICE 2010

Word – Basics 1/21 – 2/4
Word – Master Class 1/21 – 2/4

● ADOBE

Acrobat X 1/21 – 2/4
Captivate 1/21 - 2/18

● ACCOUNTING SYSTEMS

QuickBooks 1/21 – 2/4

- 1 Register online and receive confirmation.
- 2 Download class materials.
- 3 Upload completed assignments.

Instructor Availability:

Course instructors are available via e-mail during normal business hours. Students can also schedule telephone or Skype sessions.

Contact Us:

Call or e-mail Brandpointe for details regarding distance learning courses.

info@brandpointeonline.com
214.233.6495

Course Fees:

- Adobe Acrobat X \$175
- Accounting Systems
 - QuickBooks \$175
 - Captivate \$499**
- Microsoft Office:
 - Word – Basics \$175
 - Word – Master Class \$175

** Contact us for information regarding our group fee structure, and discounts for school districts and educational associations.