

Software applications are used daily in the workplace and at home. Learning how to use them to their fullest potential can take more time than you want to spend. Let the training staff at Maple Tronics Computers help you get a jumpstart on mastering the most popular software applications.

Public classes offer hands-on experience during a scheduled class time. The instructor makes use of a whiteboard, large computer monitor and manuals to help teach the course content.

Sometimes demanding schedules just don't allow time for a class - other times you have specific learning needs. Whatever your situation - **personal one-to-one training** is the answer. One of our instructors will work with you, in our facilities or at your location, focusing on teaching what you really need for better job productivity right now. Course content may be customized to best meet the needs of the individual.

Corporate Training provides a tailored, cost effective approach to training your staff. Our instructors will work with you to create a custom class that concentrates on your team's specific needs, held in our facility or at your site. Whatever the method, let our training staff help you achieve your goals!

(70% attendance is required to receive a certificate of completion and a passing score.)

Registration Guidelines

- Payment in full by cash, check or credit card must be received at time of registration. If arrangements have been made, classes may be charged to your MapleTronics account. All class fees are due prior to the class start date.
- A student may retake any class at a 50% discount.
- "No-Shows" forfeit the entire class fee.
- The Training Center reserves the right to cancel a class if minimum enrollment has not been met. Students will be notified in advance and asked to reschedule to the next available class time at no additional charge.
- To pass a class, a student must attend 70% or more of scheduled class time.

Uniform Refund Policy Programs Consisting of 120 Clock Hours or Less

The postsecondary proprietary educational institution shall pay a refund to the student in the amount calculated under the refund policy specified in this section or as otherwise approved by the commission.

The following refund policy applies to each resident postsecondary proprietary educational program consisting of 120 or fewer clock hours.

1. A student is entitled to a full refund if one (1) or more of the following criteria are met:
 - a. The student cancels the enrollment agreement or enrollment application within six (6) business days after signing.
 - b. The student does not meet the postsecondary proprietary educational institution's minimum admission requirements.
 - c. The student's enrollment was procured as a result of a misrepresentation in the written materials utilized by the postsecondary proprietary educational institution.
 - d. If the student has not visited the postsecondary educational institutional prior to enrollment, and upon touring the institution or attending regularly scheduled orientation classes, the student withdrew from the program within three days.
2. A student withdrawing from an instructional program, after starting the instructional program at a postsecondary proprietary institution, is entitled to a pro-rata refund based upon the number of days less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).
3. An institution must make the proper refund based upon the student's last day of attendance. The refund must be made within thirty-one (31) days of the student's request for cancellation or withdrawal.

**Brochure may be updated without notice.
Please call for up-to-date pricing and schedule.**

MAPLE TRONICS

2116 West Wilden Avenue

P.O. Box 136

Goshen, IN 46527-0136

Phone: 574-534-2830

Fax: 574-534-2730

E-mail: training@mapletronics.com

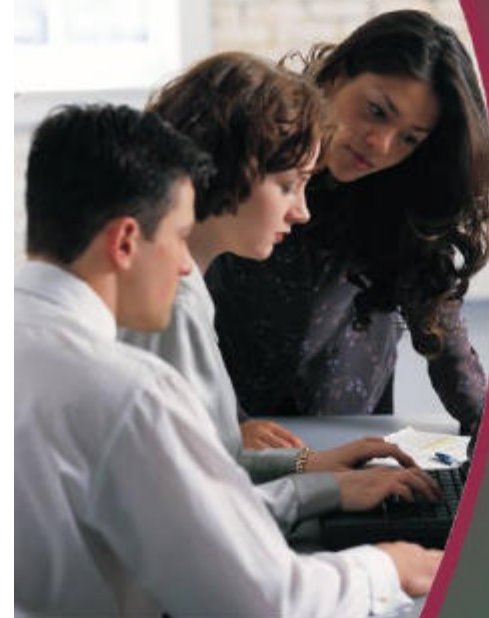
www.mapletraining.net

Print Date: July 12, 2005

MAPLE TRAINING

Single Source Training Solutions

Class Schedule
Corporate Training
Registration Information



...world class training
from professionals
who put you first

Your single
source for
technology
training

SOFTWARE TRAINING

July 2005
Class Schedule



Authorized Testing
Center

Our trainers are certified
Microsoft Office Specialists who
can help you get a jumpstart on
mastering popular software
applications.

This institution is regulated by:
State of Indiana, Commission of Proprietary Education
302 West Washington Street, Room E201
Indianapolis IN 46204-2767
Phone: 317.232.1320
Toll Free: 800.227.5695

Class	Level	Hours	Class Price <small>(manuals included in price)</small>	Class Dates		Register for a class TODAY! Phone: (574) 534-2830 Email: training@mapletronics.com					
Access	Level I	9	\$159	Aug 3, 10, 17 (9-12)	Sep 12, 19, 26 (6-9)	Oct 26, Nov 2, 9 (1-4)	Dec 8, 15, 22 (9-12)				
Access	Level II	9	\$159	Aug 24, 31, Sep 7 (9-12)	Oct 3, 10, 17 (6-9)	Nov 16, 23, 30 (1-4)	Jan 5, 12, 19 (9-12)				
Access	Level III	9	\$159	Sep 14, 21, 28 (9-12)	Oct 24, 31, Nov 7 (6-9)	Dec 7, 14, 21 (1-4)					
Access	Level IV	9	\$159	Oct 5, 12, 19 (9-12)	Nov 14, 21, 28 (6-9)	Jan 4, 11, 18 (1-4)					
Power up your database with VBA techniques using Access	Lab	6	\$159	Oct 26, Nov 2 (9-12)		Jan 25, Feb 1 (1-4)					
eBay	No Level	6	\$99	Aug 3, 10 (6-9)		Nov 14, 21 (6-9)					
Excel	Level I	9	\$159	Jul 14, 21, 28 (1-4)	Aug 2, 9, 16 (9-12)	Aug 24, 31, Sep 7 (6-9)	Sep 13, 20, 27 (1-4)	Oct 6, 13, 20 (9-12)	Oct 24, 31, Nov 7 (6-9)	Nov 16, 23, 30 (1-4)	Dec 5, 12, 19 (9-12)
Excel	Level II	9	\$159	Aug 4, 11, 18 (1-4)		Sep 14, 21, 28 (6-9)		Oct 27, Nov 3, 10 (9-12)		Dec 7, 14, 21 (1-4)	
Excel	Level III	9	\$159	Aug 25, Sep 1, 8 (1-4)		Oct 5, 12, 19 (6-9)		Nov 17, 22, Dec 1 (9-12) (Th, Tu, Th)		Jan 4, 11, 18 (1-4)	
Front Page	Level I	1 day	\$159	Jun 30 (9-5)		Sep 23 (9-5)					
Front Page	Level II	1 day	\$159	Jul 29 (9-5)		Oct 7 (9-5)					
GroupWise	Level I	1 day	\$159	Jul 12 (9-5)		Sep 26 (9-5)					
GroupWise	Level II	1 day	\$159	Jul 15 (9-5)		Sep 30 (9-5)					
Intro to Computers	No Level	9	\$159	Aug 2, 9, 16 (6-9)		Sep 13, 20, 27 (9-12)		Oct 27, Nov 3, 10 (1-4)		Dec 7, 14, 21 (6-9)	
Microsoft Windows XP	No Level	9	\$159	Aug 23, 30, Sep 6 (6-9)		Oct 4, 11, 18 (9-12)		Nov 14, 21, 28 (1-4)		Jan 4, 11, 18 (6-9)	
Outlook	Level I	1 day	\$159		Aug 24 (9-5)			Nov 4 (9-5)			
Outlook	Level II	1 day	\$159		Aug 31 (9-5)			Nov 11 (9-5)			
Outlook	Level III	1 day	\$159		Sep 7, (9-5)			Nov 18 (9-5)			
Power Point	Level I	9	\$159	Aug 2, 9, 16 (1-4)			Oct 5, 12, 19 (9-12)			Dec 8, 15, 22 (1-4)	
Power Point	Level II	9	\$159	Aug 23, 30, Sep 6 (1-4)			Oct 26, Nov 2, 9 (9-12)			Jan 5, 12, 19 (1-4)	
Publisher	No Level	9	\$159	Aug 3, 10, 17 (1-4)			Oct 25, Nov 1, 8 (9-12)			Dec 5, 12, 19 (1-4)	
QuickBooks	Level I	9	\$159	Aug 3, 10, 17 (1-4)	Aug 23, 30, Sep 6 (9-12)		Oct 6, 13, 20 (6-9)		Oct 24, 31, Nov 7 (1-4)	Dec 7, 14, 21 (9-12)	
QuickBooks	Level II	9	\$159	Jul 14, 21, 28 (6-9)	Sep 13, 20, 27 (9-12)				Nov 14, 21, 28 (1-4)	Jan 4, 11, 18 (9-12)	
Word	Level I	9	\$159	Jul 11, 18, 25(1-4)	Aug 4, 11, 18 (9-12)	Aug 23, 30, Sep 6 (6-9)	Sep 15, 22, 29 (1-4)	Oct 3, 10, 17 (9-12)	Oct 26, Nov 2, 9 (6-9)	Nov 15, 22, 29 (1-4)	Dec 8, 15, 22 (9-12)
Word	Level II	9	\$159	Aug 1, 8, 15 (1-4)		Sep 13, 20, 27 (6-9)		Oct 24, 31, Nov 7 (9-12)		Dec 6, 13, 20 (1-4)	
Word	Level III	9	\$159	Aug 22, 29, Sep 6 (1-4) M, M, T		Oct 4, 11, 18 (6-9)		Nov 14, 21, 28 (9-12)			

Buy 3-pack of classes for \$425.
 applies to 9 hour classes
 Not valid with other special offers.
 Offer expires 6/30/05.

Interested in Other Courses?
 Please call 574.534.2830 and let our training Center know of your interests! Our trainers are capable of training courses that are not currently on our schedule.



Learning Solutions
 Networking Infrastructure Solutions

Our Mission Statement: We are committed to building quality relationships in order to provide reliable technology training solutions.