



Check the [Selsius web site](http://www.selsiustraining.com) frequently for additional seminars

Register online at [www.selsiustraining.com](http://www.selsiustraining.com) or call 618-222-5688

### January 2010 Seminars

<b>Seminar</b>	<b>Date/Time</b>	<b>Price</b>
<b>Fundamentals of Effective Presentations</b>	<b>Jan. 12 &amp; 15 8:30am – 12:30pm</b>	<b>\$225.00</b>
<b>Time Management for Peak Performance</b>	<b>Jan. 13 8:30am – 12:30pm</b>	<b>\$145.00</b>
<b>Acrobat Fundamentals – Version B</b>	<b>Jan. 20 8:30am – 12:30pm</b>	<b>\$155.00</b>
<b>Excel 2003 Basics</b>	<b>Jan. 20 &amp; 21 1:00pm – 5:00pm</b>	<b>\$225.00</b>
<b>Essentials of Leadership</b>	<b>Jan. 21 8:30am – 12:30pm</b>	<b>\$175.00</b>
<b>Acrobat Online Forms – Version 8</b>	<b>Jan. 21 9:00am – 12:00pm</b>	<b>\$125.00</b>
<b>Excel 2007 – Level 1 – Fundamentals</b>	<b>Jan. 26 9:00am – 4:00pm</b>	<b>\$195.00</b>
<b>Windows 7</b>	<b>Jan. 27 8:30am – 12:30pm</b>	<b>\$155.00</b>
<b>Strategies for Effective Communication</b>	<b>Jan. 27 8:30am – 3:30pm</b>	<b>\$175.00</b>
<b>Making the Move from Coworker to Supervisor</b>	<b>Jan. 28 8:30am – 12:30pm</b>	<b>\$140.00</b>

## February 2010 Seminars

<b>Seminar</b>	<b>Date/Time</b>	<b>Price</b>
Dreamweaver CS3 – Level 1 - Fundamentals	Feb. 1 & 3 1:00pm – 5:00pm	\$225.00
Photoshop CS3-Level I – Fundamentals	Feb. 1, 3 & 5 8:30am – 12:30pm	\$295.00
Accountability That Works!	Feb. 2 8:30am – 12:30pm	\$155.00
PowerPoint 2003 – Level 1	Feb. 2 9:00am – 4:00pm	\$195.00
Mastering the Art of Business Writing	Feb. 3 8:30am – 3:30pm	\$175.00
Word 2007 – Level I - Fundamentals	Feb. 4 9:00am – 4:00pm	\$195.00
Coaching Bringing Out the Best in Others	Feb. 4 8:30am – 12:30pm	\$175.00
Access 2007 – Level I - Fundamentals	Feb. 9, 10 & 11 8:30am – 12:30pm	\$295.00
Customer Service – The Great Differentiator	Feb. 10 8:30am – 3:30pm	\$250.00
DiSC – Discovering Your Leadership Style	Feb. 11 8:30am – 12:30pm	\$145.00
Outlook 2007 – Calendars & Tasks	Feb. 11 1:00pm – 4:00pm	\$125.00
Documenting Discipline	Feb. 16 8:30am – 11:30pm	\$130.00
QuickBooks Pro 2010	Feb. 16, 18, 20, 23 & 25 6:00pm – 9:00pm 8:30am – 12:30pm 2/20	\$355.00
Excel 2007 – Level II – Charts, Formatting, & More	Feb. 16 9:00am – 4:00pm	\$195.00
It's the Law: The Legal Side of Management	Feb. 18 8:30am – 12:30pm	\$135.00
Access 2007 – Level II – Queries	Feb. 22 9:00 am – 4:00 pm	\$195.00
Leading Productive Meetings	Feb. 23 8:30am – 12:30pm	\$175.00
Excel 2003 – Advanced Features	Feb. 23 & 25 1:00pm – 5:00pm	\$225.00
Resolving Conflict	Feb. 24 8:30 am – 12:30 pm	\$175.00
Visio 2007 – Level I – Basics	Feb. 24 9:00am – 4:00pm	\$195.00
Transition to Office 2007	Feb. 25 8:30 am – 12:30 pm	\$155.00

## March 2010 Seminars

<b>Seminar</b>	<b>Date/Time</b>	<b>Price</b>
<b>Project 2007 – Level I – Basics</b>	<b>March 2 &amp; 4 8:30am – 12:30pm</b>	<b>\$225.00</b>
<b>Word 2007 – Level III – Mail Merge &amp; Styles</b>	<b>March 3 9:00am – 4:00pm</b>	<b>\$195.00</b>
<b>Bridging the Generation Gap in the Workplace</b>	<b>March 3 8:30am – 12:30pm</b>	<b>\$140.00</b>
<b>Essentials of Leadership</b>	<b>March 4 8:30am – 12:30pm</b>	<b>\$175.00</b>
<b>Fundamentals of Effective Presentations</b>	<b>March 9 &amp; 12 8:30am – 12:30pm</b>	<b>\$225.00</b>
<b>Expression Web Basics - NEW</b>	<b>March 9 &amp; 11 8:30am – 12:30pm</b>	<b>\$225.00</b>
<b>Excel 2003 - Basics</b>	<b>March 9 &amp; 11 1:00pm – 5:00pm</b>	<b>\$225.00</b>
<b>Excel 2007 – Level III – Advanced Functions, Advanced Formatting &amp; Templates</b>	<b>March 10 9:00am – 4:00pm</b>	<b>\$195.00</b>
<b>Making the Move from Coworker to Supervisor</b>	<b>March 10 8:30am – 12:30pm</b>	<b>\$140.00</b>
<b>Managing Performance Problems</b>	<b>March 23 8:30am – 12:30pm</b>	<b>\$175.00</b>
<b>Excel 2007 – Level I - Fundamentals</b>	<b>March 23 9:00am – 4:00pm</b>	<b>\$195.00</b>
<b>PowerPoint 2007 – Level II - Advanced</b>	<b>March 24 9:00am – 4:00pm</b>	<b>\$195.00</b>
<b>Strategies for Effective Communication</b>	<b>March 24 8:30am – 3:30pm</b>	<b>\$175.00</b>
<b>Word 2007 – Level IV – Forms &amp; Long Documents</b>	<b>March 25 9:00am – 4:00pm</b>	<b>\$195.00</b>
<b>Excel 2007 – Level IV – Filtering &amp; Pivot Tables</b>	<b>March 30 9:00am – 4:00pm</b>	<b>\$195.00</b>
<b>PowerPoint 2003 – Level II</b>	<b>March 31 9:00 am – 4:00 pm</b>	<b>\$195.00</b>
<b>Time Management for Peak Performance</b>	<b>March 31 8:30am – 12:30pm</b>	<b>\$145.00</b>