

Chamber Members Receive a 25% Discount* on these Professional Development Courses from MSU Extended University

Summer 2010

Professional Development Courses



MONTANA
STATE UNIVERSITY

EXTENDED
UNIVERSITY

Class	Hours	Dates	Times	Location	Course Fee	CEUs**	OPI units**
MICROSOFT OFFICE 2007							
Excel Basic (am)	9	6/22-24	9am-Noon	EPS 127, MSU	\$98	0.9	9
Excel Basic (pm)	9	M/W 8/16-8/23	5:30-8:30pm	Downtown	\$98	0.9	9
Excel Intermediate	9	6/28 - 6/30	5:30-8:30pm	Downtown	\$98	0.9	9
Excel Advanced	9	7/ 20 - 7/22	5:30-8:30pm	Downtown	\$98	0.9	9
Access Level I	9	6/14, 16, 17	1-4pm	EPS 127, MSU	\$98	0.9	9
Access Level II	9	M/W, 7/12 - 7/19	1-4pm	EPS 127, MSU	\$98	0.9	9
Access Level III	9	8/3 - 8/5	9am-Noon	EPS 127, MSU	\$98	0.9	9
WEB AND GRAPHIC DESIGN							
InDesign Basic	12	Tu/Th, 8/3 - 8/12	5:30-8:30pm	Downtown	\$124	1.2	12
Photoshop Basic	12	Tu/Th, 6/8 - 6/17	5:30-8:30pm	Downtown	\$124	1.2	12
Dreamweaver Basic (pm)	12	M/W, 6/14-23	5:30-8:30pm	Downtown	\$124	1.2	12
Dreamweaver Basic (am)	12	M/W, 7/19 - 7/28	9am-noon	Downtown	\$124	1.2	12
Dreamweaver Advanced	12	M/W, 8/2 - 8/11	5:30-8:30pm	Downtown	\$124	1.2	12
Illustrator Basic	12	Tu/Th, 8/17 - 8/26	5:30-8:30pm	Downtown	\$124	1.2	12
QUICKBOOKS 2010							
Introduction to QuickBooks (pm)	9	6/7, 9, 10	1-4pm	Downtown	\$98 + \$10 material fee	0.9	9
Introduction to QuickBooks (am)	9	7/12, 7/14, 7/15	9am-Noon	Downtown	\$98 + \$10 material fee	0.9	9
QuickBooks Intermediate Special Topics - Payroll and Year End W2's	9	8/9, 8/10, 8/12	1-4pm	Downtown	\$98 + \$10 material fee	0.9	9

* Discount applies to all Extended University courses of \$150 or less. Certain exceptions may apply.

**What are these? Continuing Education Units are required for many licensed professions, such as nursing or social work. OPI units are for teachers, approved through Montana's Office of Public Instruction. OPI units or MSU CEU's are available for most Extended University non-credit courses for an additional \$25 fee, payable after the first day of class. Call 994-6683 for information.

*Computer courses require the purchase of a textbook, available through the MSU Bookstore. Most textbooks are under \$20.

Courses labeled "Downtown" take place at Extended University's Downtown Education Center at 20 E. Olive (Alfred M. Stiff Professional Building)

Register online at <http://eu.montana.edu/profdev/>