

# Class Pass

## **Class Pass 2010 Information Packet**

# Class Pass

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# **Class Pass Guidelines**

## **Class Pass 2010 Guidelines**

# Class Pass Guidelines

## **Class Pass Membership Benefits**

Your Class Pass membership includes unlimited classes for your entire staff to the Sage family of products and up to three people from your office can attend unlimited Microsoft classes on our schedule from January – December 2010. We offer five educational tracks with almost 50 classes offered several times a year. Some classes that are very popular like Microsoft Excel, Microsoft Word, Microsoft Access, Crystal Reports and FRx are held quarterly or even monthly.

The new Microsoft Office track includes twelve classes offered more than 90 different times!

If you can't attend a class in our training center, in most cases you may attend via a web session. (The Classroom Only classes are designated as such in the Class Descriptions.)

You will receive preferred registration for our users group meetings.

On their first visit to our training center each attendee from your company receives a Software Solutions tote and a binder with tabs to store each class's curriculum. With your membership we will also provide up to three published reference books for our Microsoft Office and Accounting tracks as well as the Crystal Reports class.

You will receive complete pampering at all our classes. For the morning classes a continental breakfast is available at 8:30 am. The afternoon classes are served fresh hot Otis Spunkmeyer cookies at the break. Beverages are provided.

You will receive priority scheduling of consultants.

Your Class Pass membership must be paid prior to attending the first class. You may pay by company check, MasterCard or VISA.

## **Class Size**

Class size is limited. Please register early! We also offer the ability to attend classes remotely by using a web-conferencing tool. (The Classroom Only classes are designated as such in the Class Descriptions.) When a class has filled, registrants will be placed on a wait list. Once there are two registrants on the wait list, we will add another class at a future date and will notify those on the wait list.

## **Class Start Time**

Most classes are offered in a half day format. Morning classes are in session beginning at 8:45 am, with a continental breakfast available at 8:30 am. Afternoon classes are in session beginning at 1:00 pm.

## **Continuing Professional Education (CPE) Credits**

Continuing Professional Education (CPE) credits are offered for on-site AND web classes.

## **Our Computers**

Classes are interactive and our computers will be installed with the appropriate software and the demo company test data.

# Class Pass Guidelines

## Attending Via the Web

We offer the ability to attend most classes remotely by using a web-conferencing tool. We will email our MAS 90 and MAS 500 class curriculum the business day prior to the class. For classes with a reference book web attendees will purchase the book before the class.

If you are attending one of our MAS 90 or MAS 500 classes via the web, please have your computer installed with the appropriate software and the demo company test data.

If you are attending one of our Microsoft Office classes via the web, you must purchase Microsoft Office 2007 All-in-One Desk Reference for Dummies for the class curriculum.

If you are attending one of our Microsoft Access classes via the web, you must purchase Microsoft Office Access 2007 Workbook for Dummies for the class curriculum.

If you are attending our Crystal Reports Overview class via the web, you must purchase Crystal Reports 10 for Dummies for the class curriculum.

## Notification

Any questions about class syllabi, registration, class changes, cancellations, or substitutions may be made by calling the Class Pass hotline at 804-672-4099 or by emailing [classpass@s-solutions.com](mailto:classpass@s-solutions.com).

## Cancellation or Rescheduling by Class Pass Member

If you cancel or reschedule your confirmed classroom registration, you must notify Software Solutions at least two calendar days prior to the class in order to avoid a \$100 rescheduling fee, as follows:

No rescheduling fee if cancelled at least two calendar days prior to the class.

\$100 rescheduling fee if cancelled on the day of the class, or if you do not show up for the class.

## Cancellation or Rescheduling by Software Solutions

Software Solutions may cancel a class due to an emergency, inclement weather or low attendance. A class may or may not be rescheduled. If a class is cancelled or rescheduled, all registrants will be notified as soon as possible. We will place all registrants on a wait list. Once there are two registrants on the wait list, we will add another class at a future date and will notify those on the wait list.

Software Solutions is not responsible for non-refundable airline tickets or other travel expenses incurred due to cancellation or rescheduling.

## Other Policies

Cell phones must be turned off or muted during class. If your office or family needs to contact you while attending a class, they should call 804-935-1900 to reach the receptionist.

The dress for class is casual. Please keep in mind that the class is conducted in an air conditioned room, so a removable sweater or jacket is recommended.

You should arrive for class at least 15 minutes prior to the class start time. There will be at least one break during the class.

# Class Pass Guidelines

The use of audio or video recorders is not permitted.

## **Hotels**

A list of hotels close to our Glen Allen Training Center is available upon request. We will provide free transportation to and from the hotel to our training center if requested.

# **Class Pass**

**(October 2009 through December 2010)**

## **Class Pass 2010**

### **Class Descriptions**

# Class Pass

## (October 2009 through December 2010)

### Microsoft Office Track

#### Microsoft Access

Three sessions of classes are offered. Session 1 will teach you how to: navigate Access; define and create databases; create data tables, understand field types and uses; use keys, relationship and indexes; modify tables and fields; and link tables to MAS 90. Session 2 will cover: creating and using forms; automatic editing; filtering and sorting; queries; and data calculations. Session 3 will review reporting and advanced concepts. We will use Microsoft Office Access 2007 Workbook for Dummies for the class curriculum.

#### Session 1

*Monday, February 1, 2010; 8:30 am*

*Friday, April 2, 2010; 8:30 am*

*Tuesday, June 8, 2010; 8:30 am*

*Monday, August 23, 2010; 1:00 pm*

*Monday, October 18, 2010; 8:30 am*

*Monday, December 6, 2010; 8:30 am*

**Prerequisite: None**

**Level: Overview**

**Advanced Preparation: None**

**CPE Credits: 3**

**Field of Study: Other**

#### Session 2

*Monday, February 1, 2010; 1:00 pm*

*Friday, April 2, 2010; 1:00 pm*

*Tuesday, June 8, 2010; 1:00 pm*

*Monday, August 23, 2010; 1:00 pm*

*Monday, October 18, 2010; 1:00 pm*

*Monday, December 6, 2010; 1:00 pm*

**Prerequisite: Microsoft Access 1**

**Level: Overview**

**Advanced Preparation: None**

**CPE Credits: 3**

**Field of Study: Other**

#### Session 3

*Wednesday, March 31, 2010; 8:30 am*

*Tuesday, June 22, 2010; 8:30 am*

*Wednesday, September 15, 2010; 8:30 am*

*Monday, December 20, 2010; 8:30 am*

**Prerequisite: Microsoft Access 2**

**Level: Overview**

**Advanced Preparation: None**

**CPE Credits: 3**

**Field of Study: Other**

# Class Pass

## (October 2009 through December 2010)

### Common Microsoft Office Tools

This class will teach you: Microsoft Office nuts and bolts; updates for 2007; how to wrestle with text; speed techniques; proofing tools; how to create tables and charts; how to make a Smart Art diagram; and how to draw and manipulate lines, shapes and other objects. Basic knowledge of Excel and Word required. We will use Microsoft Office 2007 All-in-One Desk Reference for Dummies for the class curriculum.

*Wednesday, January 6, 2010; 8:30 am*

*Wednesday, February 3, 2010; 8:30 am*

*Thursday, March 4, 2010; 8:30 am*

*Thursday, April 1, 2010; 8:30 am*

*Wednesday, May 12, 2010; 8:30 am*

*Wednesday, June 2, 2010; 8:30 am*

*Monday, July 19, 2010; 1:00 pm*

*Wednesday, August 4, 2010; 8:30 am*

*Wednesday, September 1, 2010; 8:30 am*

*Monday, October 4, 2010; 8:30 am*

*Monday, November 1, 2010; 8:30 am*

*Wednesday, December 1, 2010; 8:30 am*

**Prerequisite: Basic Knowledge  
of Excel and Word**

**Level: Overview**

**Advanced Preparation: None**

**CPE Credits: 3**

**Field of Study: Other**

### Microsoft Excel

Two sessions of classes will teach you how to: get up and running; refine your worksheet; use formulas and functions for crunching numbers; make a worksheet easier to read and understand; and analyze data. We will use Microsoft Office 2007 All-in-One Desk Reference for Dummies for the class curriculum.

#### Session 1

*Tuesday, January 26, 2010; 8:30 am*

*Thursday, February 18, 2010; 8:30 am*

*Wednesday, March 10, 2010; 8:30 am*

*Monday, April 5, 2010; 8:30 am*

*Wednesday, May 5, 2010; 8:30 am*

*Monday, June 14, 2010; 8:30 am*

*Wednesday, July 21, 2010; 8:30 am*

*Monday, August 9, 2010; 1:00 pm*

*Monday, September 27, 2010; 8:30 am*

*Monday, October 25, 2010; 8:30 am*

*Monday, November 8, 2010; 8:30 am*

*Wednesday, December 8, 2010; 8:30 am*

# Class Pass

## (October 2009 through December 2010)

**Prerequisite: None**

**Level: Overview**

**Advanced Preparation: None**

**CPE Credits: 3**

**Field of Study: Other**

### **Session 2**

*Thursday, January 28, 2010; 8:30 am*

*Friday, February 19, 2010; 8:30 am*

*Thursday, March 11, 2010; 8:30 am*

*Wednesday, April 7, 2010; 8:30 am*

*Friday, May 7, 2010; 8:30 am*

*Wednesday, June 30, 2010; 8:30 am*

*Friday, July 23, 2010; 8:30 am*

*Wednesday, August 11, 2010; 8:30 am*

*Thursday, September 30, 2010; 8:30 am*

*Wednesday, October 27, 2010; 8:30 am*

*Wednesday, November 10, 2010; 8:30 am*

*Thursday, December 9, 2010; 8:30 am*

**Prerequisite: Microsoft Excel 1**

**Level: Overview**

**Advanced Preparation: None**

**CPE Credits: 3**

**Field of Study: Other**

### **Microsoft Office – OneNote and Beyond**

This class will teach you how to: use and integrate note taking with OneNote; handle graphics; decorate files with ClipArt; and the process of automating tasks with macros. We will use Microsoft Office 2007 All-in-One Desk Reference for Dummies for the class curriculum.

*Thursday, February 4, 2010; 8:30 am*

*Wednesday, April 28, 2010; 8:30 am*

*Friday, June 4, 2010; 8:30 am*

*Friday, August 6, 2010; 8:30 am*

*Thursday, October 21, 2010; 8:30 am*

*Thursday, December 2, 2010; 8:30 am*

**Prerequisite: None**

**Level: Overview**

**Advanced Preparation: None**

**CPE Credits: 3**

**Field of Study: Other**

# Class Pass

## (October 2009 through December 2010)

### Microsoft Outlook

This class will introduce you to the new Outlook 2007 to include how to: use electronic business card contacts folder; handle e-mail; manage your calendar; use tasks and reminders; and navigate from one to the other. We will use Microsoft Office 2007 All-in-One Desk Reference for Dummies for the class curriculum.

*Wednesday, January 13, 2010; 8:30 am*

*Friday, April 23, 2010; 8:30 am*

*Friday, July 30, 2010; 8:30 am*

*Monday, October 11, 2010; 8:30 am*

**Prerequisite: None**

**Level: Overview**

**Advanced Preparation: None**

**CPE Credits: 3**

**Field of Study: Other**

### Microsoft PowerPoint

This class will teach the essentials of an effective PowerPoint presentation to include creating slides; choosing your theme; adding content; applying designs, animation, charts, clipart and setting up a presentation. We will be using Microsoft Office 2007 All-in-One Desk Reference for Dummies for the class curriculum.

*Thursday, January 7, 2010; 8:30 am*

*Wednesday, April 21, 2010; 8:30 am*

*Monday, August 30, 2010; 1:00 pm*

*Thursday, October 28, 2010; 8:30 am*

**Prerequisite: None**

**Level: Overview**

**Advanced Preparation: None**

**CPE Credits: 3**

**Field of Study: Other**

### Microsoft Publisher

This class will introduce you to Microsoft Publisher to include creating desktop publishing documents and putting on the finishing touches. We will be using Microsoft Office 2007 All-in-One Desk Reference for Dummies for the class curriculum.

*Friday, February 12, 2010; 8:30 am*

*Friday, May 14, 2010; 8:30 am*

*Friday, August 13, 2010; 8:30 am*

*Thursday, November 11, 2010; 8:30 am*

**Prerequisite: None**

**Level: Overview**

**Advanced Preparation: None**

**CPE Credits: 3**

**Field of Study: Other**

# Class Pass

## (October 2009 through December 2010)

### Microsoft Word

Two sessions of classes will teach you how to: navigate the new Microsoft Office 2007; use speed techniques; lay out text and pages; Word styles; use desktop publishing; use Word's help feature with Office chores; and create professional looking documents. We will use Microsoft Office 2007 All-in-One Desk Reference for Dummies for the class curriculum.

#### Session 1

*Thursday, January 21, 2010; 8:30 am*  
*Tuesday, February 23, 2010; 8:30 am*  
*Wednesday, March 24, 2010; 8:30 am*  
*Wednesday, April 14, 2010; 8:30 am*  
*Monday, May 24, 2010; 8:30 am*  
*Monday, June 7, 2010; 8:30 am*  
*Monday, July 26, 2010; 1:00 pm*  
*Wednesday, August 25, 2010; 8:30 am*  
*Wednesday, September 8, 2010; 8:30 am*  
*Wednesday, October 6, 2010; 8:30 am*  
*Wednesday, November 3, 2010; 8:30 am*  
*Monday, December 13, 2010; 8:30 am*

Prerequisite: None

Level: Overview

Advanced Preparation: None

CPE Credits: 3

Field of Study: Other

#### Session 2

*Friday, January 22, 2010; 8:30 am*  
*Thursday, February 25, 2010; 8:30 am*  
*Thursday, March 25, 2010; 8:30 am*  
*Monday, April 19, 2010; 8:30 am*  
*Wednesday, May 26, 2010; 8:30 am*  
*Wednesday, June 9, 2010; 8:30 am*  
*Wednesday, July 28, 2010; 8:30 am*  
*Friday, August 27, 2010; 8:30 am*  
*Thursday, September 9, 2010; 8:30 am*  
*Thursday, October 7, 2010; 8:30 am*  
*Thursday, November 4, 2010; 8:30 am*  
*Wednesday, December 15, 2010; 8:30 am*

Prerequisite: Microsoft Word 1

Level: Overview

Advanced Preparation: None

CPE Credits: 3

Field of Study: Other

# Class Pass

## (October 2009 through December 2010)

### Reporting, Tools and Enhancement Products Track

#### **Sage CRM Overview (Web Only)**

Bring the benefits of Customer Relationship Management (CRM) to your company. Organize the details of your customer relationships in one place for a complete view of the people you do business with. Improve your marketing effectiveness to attract new customers and get more from existing relationships.

*Wednesday, February 10, 2010; 8:30 am*

*Thursday, April 8, 2010; 8:30 am*

*Tuesday, June 15, 2010; 8:30 am*

*Thursday, August 12, 2010; 8:30 am*

*Tuesday, October 19, 2010; 8:30 am*

*Friday, December 17, 2010; 8:30 am*

**Prerequisite: None**

**Level: Overview**

**Advanced Preparation: None**

**CPE Credits: 1**

**Field of Study: Other**

#### **Crystal Reports Overview**

This all-day class teaches you how to add logos, change fonts and type sizes of a report, customize an existing report, copy from one report to another and where custom reports are stored. Understand linking tables together, subtotals and totals within a report and more sophisticated nuances of Crystal Reports. We will use Crystal Reports 10 for Dummies for the class curriculum.

*Thursday, January 14, 2010*

*Tuesday, April 20, 2010*

*Thursday, July 1, 2010*

*Wednesday, October 13, 2010*

**Prerequisite: None**

**Level: Basic**

**Advanced Preparation: None**

**CPE Credits: 3**

**Field of Study: Other**

#### **Sage MAS 90/200 Extended Enterprise Suite Overview (Web Only)**

Attend this live, one-hour webinar to see how Sage MAS 90 and 200 Extended Enterprise Suite can provide a complete system that streamlines your critical business processes.

*Thursday, March 18, 2010; 8:30 am*

*Thursday, September 2, 2010; 8:30 am*

**Prerequisite: None**

**Level: Overview**

**Advanced Preparation: None**

**CPE Credits: 1**

**Field of Study: Other**

# Class Pass

## (October 2009 through December 2010)

### FRx Overview

This is an all-day class that helps MAS 90 and MAS 500 users set up customized financial statements to give users and management strong drill down financial statements.

*Tuesday, March 2, 2010*

*Wednesday, June 16, 2010*

*Tuesday, September 14, 2010*

*Tuesday, December 7, 2010*

**Prerequisite: None**

**CPE Credits: 6**

**Level: Basic**

**Field of Study: Other**

**Advanced Preparation: None**

### FAS Fixed Asset Accounting System Overview

Learn the basics of FAS Fixed Assets for MAS 90 and MAS 500. Understand the integration between the accounting software products and the fixed asset software. Understand how to set up an asset in FAS and the functionality that FAS Fixed Assets brings to the table. If you have FAS and are just starting to use the software or just want to better understand the integration, this is the class for you.

*Friday, June 11, 2010; 8:30 am*

*Friday, December 10, 2010; 8:30 am*

**Prerequisite: None**

**CPE Credits: 3**

**Level: Overview**

**Field of Study: Other**

**Advanced Preparation: None**

### Are You Outgrowing Your QuickBooks, Peachtree or BusinessWorks System? (Web Only)

This web class is focused on users of QuickBooks, Peachtree and BusinessWorks. Learn the top ten warning signs that you have outgrown your system, how to save time automating the processes you are doing manually and how to make smarter financial decisions. Find out when to take the next step.

*Thursday, April 8, 2010; 1:00 pm*

*Tuesday, October 19, 2010; 1:00 pm*

**Prerequisite: None**

**CPE Credits: 1**

**Level: Overview**

**Field of Study: Other**

**Advanced Preparation: None**

# Class Pass

## (October 2009 through December 2010)

### TimeSheet Overview

Learn what the TimeSheet module will do for your business. Understand the integration with Payroll, Job Cost, Project Accounting, Accounts Payable and Accounts Receivable. This class is for the beginner users of TimeSheet or the company considering implementing the module.

***Friday, March 5, 2010; 8:30 am***

***Friday, September 17, 2010; 8:30 am***

**Prerequisite: None**

**CPE Credits: 3**

**Level: Overview**

**Field of Study: Other**

**Advanced Preparation: None**

# Class Pass

## (October 2009 through December 2010)

### MAS 90 Track

#### **MAS 90 Accounts Payable Overview**

Understand the flow of the Accounts Payable module. This half-day class reinforces check run processing, quick print checks, vendor master information, reporting and month- and year-end processing. Understand how to use the paperless office features of Accounts Payable and when you need to add purchase orders for invoice control.

*Wednesday, March 17, 2010; 8:30 am*

*Wednesday, September 22, 2010; 8:30 am*

**Prerequisite: None**

**CPE Credits: 3**

**Level: Overview**

**Field of Study: Other**

**Advanced Preparation: None**

#### **MAS 90 Accounts Receivable Overview**

This half-day class gives you a strong understanding of the Accounts Receivable module. Understand the power of the customer master file and adding custom fields to more customer information. Go through a thorough review of cash receipts processing including receipts that are not related to Accounts Receivable. Learn how to use recurring invoices and item codes for a full invoicing experience. Become familiar with key reports and using the Business Insights Explorer to slice and dice Accounts Receivable and customer data. Understand how data flows to Accounts Receivable from TimeSheet for time and billing customers.

*Wednesday, March 17, 2010; 1:00 pm*

*Wednesday, September 22, 2010; 1:00 pm*

**Prerequisite: None**

**CPE Credits: 3**

**Level: Overview**

**Field of Study: Other**

**Advanced Preparation: None**

#### **MAS 90 Business Insights Overview**

Get the most out of your MAS 90 Business Insights. Set up a MAS 90 dashboard for different types of users. Learn how to use the Business Insights reporting wizard including groups and chains of reports. Set up the explorer views to get the data you need when you need it. This is the next step in becoming a MAS 90 power user.

*Wednesday, January 20, 2010; 8:30 am*

*Monday, May 17, 2010; 8:30 am*

*Friday, July 16, 2010; 8:30 am*

**Prerequisite: None**

**CPE Credits: 3**

**Level: Overview**

**Field of Study: Other**

**Advanced Preparation: None**

# Class Pass

## (October 2009 through December 2010)

### **MAS 90 Custom Office Overview**

Take your MAS 90 experience to the next level. Gain an overview of the power of the Custom Office module by adding user defined fields then putting them to your screens. Understand custom tables and Microsoft integration with Word and Excel.

*Friday, January 8, 2010; 8:30 am*

*Monday, July 12, 2010; 1:00 pm*

**Prerequisite: None**

**CPE Credits: 3**

**Level: Overview**

**Field of Study: Other**

**Advanced Preparation: None**

### **MAS 90 General Ledger Overview**

This class teaches the fundamentals of setting up and operating the General Ledger module. You will gain a basic understanding of the General Ledger set up options and learn how to use allocations, standard, recurring, transactional and statistical journal entries. Make sure closing processes are performed properly. You will leave with a better understanding of roll up codes and when the standard reports work and when to graduate to FRx for reporting. Learn to retrieve information quickly, reduce processing time, and increase productivity!

*Monday, April 12, 2010; 8:30 am*

*Wednesday, October 20, 2010; 8:30 am*

**Prerequisite: None**

**CPE Credits: 3**

**Level: Overview**

**Field of Study: Other**

**Advanced Preparation: None**

### **MAS 90 Inventory Overview**

In this class you will review Inventory set up and better understand how to utilize various options for your company. Learn how to set up a item numbering system that works for you, understand alias items, pricing options and valuation methods. Learn how to process inventory transfers and adjustments, physical count processing and the depth of reporting. Learn how to set up and use inventory kits. Understand when inventory kitting will work for you and when it is time to add the Bill of Materials module.

*Wednesday, February 17, 2010; 8:30 am*

*Wednesday, August 18, 2010; 8:30 am*

**Prerequisite: None**

**CPE Credits: 3**

**Level: Overview**

**Field of Study: Other**

**Advanced Preparation: None**

# Class Pass

## (October 2009 through December 2010)

### **MAS 90 Job Cost Overview**

This half-day class gives you a great overview of the Job Cost module. Learn how to structure job numbers, cost codes and cost types to maximize your reporting and cost tracking. Learn how to find the information you need to understand your jobs' profitability. See how Job Cost integrates with other MAS 90 modules and can be used for all types of cost tracking.

***Tuesday, March 16, 2010; 8:30 am***

***Monday, September 13, 2010; 8:30 am***

**Prerequisite: None**

**CPE Credits: 3**

**Level: Overview**

**Field of Study: Other**

**Advanced Preparation: None**

### **MAS 90 Library Master and Security Overview**

This class reviews setting up a new company in MAS 90, using the task schedule to run automatic tasks and updates, setting up security roles and assigning users. Understand the set up of sales tax and the common information areas of MAS 90. An overview of system options and preferences are discussed to maximize the experience of each user.

***Monday, April 12, 2010; 1:00 pm***

***Wednesday, October 20, 2010; 1:00 pm***

**Prerequisite: None**

**CPE Credits: 3**

**Level: Overview**

**Field of Study: Other**

**Advanced Preparation: None**

### **MAS 90 Payroll Overview**

Attendees will leave class with a better understanding of the payroll set up and how many options are available to get the most out of your payroll data. Understand how to add custom fields to make your employee data sing and discover how you can track vacation, sick and personal time within the product. Learn about payroll reports and processing tips and when you may need to add the human resource functionality of Abra HRMS or the web-based timekeeping functionality of the TimeSheet module, both that integrate seamlessly with MAS 90. Touch on outsourcing payroll and when the right time is right to bring outsourced payroll in-house.

***Wednesday, April 14, 2010; 1:00 pm***

***Friday, October 22, 2010; 8:30 am***

**Prerequisite: None**

**CPE Credits: 3**

**Level: Overview**

**Field of Study: Other**

**Advanced Preparation: None**

# Class Pass

## (October 2009 through December 2010)

### **MAS 90 Purchase Order Overview**

This half-day class gives each participant a strong understanding of the Purchase Order module functionality. Understand how master orders, purchase requisitions and purchase orders utilize inventory and miscellaneous items to really track the flow of product into your warehouse. Learn how to use the Purchase Order module even when you don't want to track inventory. Discuss the reporting and month-end aspects of this module.

*Tuesday, February 16, 2010; 1:00 pm*

*Monday, August 16, 2010; 1:00 pm*

**Prerequisite: None**

**CPE Credits: 3**

**Level: Overview**

**Field of Study: Other**

**Advanced Preparation: None**

### **MAS 90 RMA Overview**

Experience the power of the Return Merchandise Authorization module. Track the entire cycle of an item from purchase to sale to return. Create automatic cross ship documents and understand the entire process of returning an item from your customer to your vendor.

*Wednesday, February 17, 2010; 1:00 pm*

*Wednesday, August 18, 2010; 1:00 pm*

**Prerequisite: None**

**CPE Credits: 3**

**Level: Overview**

**Field of Study: Other**

**Advanced Preparation: None**

### **MAS 90 Sales Order Overview**

Attend this class if you want to truly understand the sales order process and how to best apply the functionality of MAS 90 for your company requirements. Learn the power of master and repeating orders, how to check availability and customer purchase history in an order or invoice and the entire process of sending the invoice to the Accounts Receivable module. Utilize the Business Insights Explorer views for quick reporting and to get data you can slice and dice on the fly to know who is buying from you and how you are performing for the customer.

*Tuesday, February 16, 2010; 8:30 am*

*Monday, August 16, 2010; 8:30 am*

**Prerequisite: None**

**CPE Credits: 3**

**Level: Overview**

**Field of Study: Other**

**Advanced Preparation: None**

# Class Pass

## (October 2009 through December 2010)

### **MAS 90 Tips and Tricks**

This is the perfect class for any level of MAS 90 user. Discover tips and tricks from our consultants and power users to include customizing your advanced lookup engine, using custom menus, adding fields and doing calculated fields throughout the program that will give you quick on the fly reporting. Better understand the MAS 90 integration with Word and Excel and discover how to set up templates for mail merge into both products. Move from a satisfied MAS 90 customer to a top notch user in this half-day power class.

*Tuesday, March 9, 2010; 8:30 am*

*Monday, May 17, 2010; 1:00 pm*

*Monday, September 20, 2010; 8:30 am*

**Prerequisite: None**

**Level: Overview**

**Advanced Preparation: None**

**CPE Credits: 3**

**Field of Study: Other**

### **MAS 90 Tidbit Tuesday (Web Only)**

Don't miss our Tuesday Tidbits for MAS 90. The third Tuesday of every month we will spend 30 minutes training our MAS 90 Class Pass holders on a popular topic which will be emailed to Class Pass members prior to the session.

*Tuesday, January 19, 2010; 9:00 am*

*Tuesday, February 16, 2010; 9:00 am*

*Tuesday, March 16, 2010; 9:00 am*

*Tuesday, April 20, 2010; 9:00 am*

*Tuesday, May 18, 2010; 9:00 am*

*Tuesday, June 15, 2010; 9:00 am*

*Tuesday, July 20, 2010; 1:00 pm*

*Tuesday, August 17, 2010; 9:00 am*

*Tuesday, September 21, 2010; 9:00 am*

*Tuesday, October 19, 2010; 9:00 am*

*Tuesday, November 16, 2010; 9:00 am*

*Tuesday, December 21, 2010; 9:00 am*

**Prerequisite: None**

**Level: Overview**

**Advanced Preparation: None**

**CPE Credits: 0**

**Field of Study: Other**

# Class Pass

## (October 2009 through December 2010)

### **MAS 90 Version 4.4 Overview**

Delve into the new features of MAS 90 Version 4.4. The exact features set is expected to be announced in early 2010 and will be included in this powerful half-day class for all MAS 90 users. (Note: there is no curriculum for this class and the class date is dependent upon Sage Software's release date.)

*Tuesday, March 9, 2010; 1:00 pm*

*Wednesday, May 19, 2010; 8:30 am*

*Monday, September 20, 2010; 1:00 pm*

**Prerequisite: None**

**Level: Overview**

**Advanced Preparation: None**

**CPE Credits: 3**

**Field of Study: Other**

### **MAS 90 Visual Integrator Overview**

Become familiar with the importing and exporting functionality of MAS 90. Learn how to schedule import jobs and understand where this functionality can fit into your business.

*Wednesday, January 20, 2010; 1:00 pm*

*Friday, July 16, 2010; 1:00 pm*

**Prerequisite: None**

**Level: Overview**

**Advanced Preparation: None**

**CPE Credits: 3**

**Field of Study: Other**

### **MAS 90 Year-End Processing (Web Only)**

This class covers preparing for and closing a year. Understand accounting best practices as a whole in addition to specific reconciliation reporting for MAS 90 and MAS 500.

*Tuesday, January 12, 2010; 8:30 am*

*Monday, June 28, 2010; 1:00 pm*

*Wednesday, July 14, 2010; 8:30 am*

*Thursday, December 16, 2010; 8:30 am*

**Prerequisite: None**

**Level: Overview**

**Advanced Preparation: None**

**CPE Credits: 1**

**Field of Study: Other**

# Class Pass

## (October 2009 through December 2010)

### MAS 500 Track

#### **MAS 500 Accounts Payable Overview**

This half-day class gives clients a true understanding of the Accounts Payable module. With hands on exercises to process check runs, print checks and close a period you will leave with the complete Accounts Payable picture.

*Tuesday, February 2, 2010; 8:30 am*

*Tuesday, August 31, 2010; 8:30 am*

**Prerequisite: None**

**CPE Credits: 3**

**Level: Overview**

**Field of Study: Other**

**Advanced Preparation: None**

#### **MAS 500 Accounts Receivable Overview**

This half-day class gives you a strong understanding of the Accounts Receivable module. Understand the power of the customer master file and using custom fields to track more customer information. Go through a thorough review of cash receipts processing including receipts that are not related to Accounts Receivable. Learn how to use recurring invoices and item codes for a full invoicing experience. Become familiar with key reports and using the Business Insights Explorer to slice and dice Accounts Receivable and customer data. Understand how data flows to Accounts Receivable from TimeSheet for time and billing customers.

*Friday, April 16, 2010; 1:00 pm*

*Thursday, October 14, 2010; 1:00 pm*

**Prerequisite: None**

**CPE Credits: 3**

**Level: Overview**

**Field of Study: Other**

**Advanced Preparation: None**

#### **MAS 500 Business Insights Overview**

Take a deep dive into the Business Insights Reporter, Analyzer and Explorer.

*Tuesday, January 5, 2010; 8:30 am*

*Thursday, May 27, 2010; 8:30 am*

*Thursday, July 8, 2010; 8:30 am*

**Prerequisite: None**

**CPE Credits: 3**

**Level: Overview**

**Field of Study: Other**

**Advanced Preparation: None**

# Class Pass

## (October 2009 through December 2010)

### **MAS 500 General Ledger Overview**

This class provides a strong overview of the General Ledger module. Understand the General Ledger setup including options for your chart of accounts, allocations, basic budgeting and when you may need to add Sage Active Planner for a total budgeting experience. Understand recurring and transactional journal entries and the power behind reference codes. Know when to use Sage MAS 500 standard financial statements and when to move up to FRx.

*Friday, April 16, 2010; 8:30 am*

*Thursday, October 14, 2010; 8:30 am*

**Prerequisite: None**

**CPE Credits: 3**

**Level: Overview**

**Field of Study: Other**

**Advanced Preparation: None**

### **MAS 500 Inventory Overview**

In this class you will review Inventory set up and better understand how to utilize various options for your company. Delve into the differences between inventory item types, customer and vendor items. Learn how to process inventory transfers and adjustments, physical count processing and the depth of reporting. Learn about pricing options including customer pricing, vendor pricing and matrix pricing. Discuss and practice inventory reconciliation for month-end and year-end.

*Friday, April 9, 2010; 8:30 am*

*Friday, October 8, 2010; 8:30 am*

**Prerequisite: None**

**CPE Credits: 3**

**Level: Overview**

**Field of Study: Other**

**Advanced Preparation: None**

### **MAS 500 Project Accounting Overview**

This half-day class gives you a great overview of the Project Accounting module. Learn how to structure project numbers, task and phases to maximize your reporting and cost tracking. Learn how to find the information you need to understand your jobs' profitability. See how Project Accounting integrates with other MAS 500 modules and can be used for all types of cost tracking.

*Friday, March 5, 2010; 1:00 pm*

*Friday, September 17, 2010; 1:00 pm*

**Prerequisite: None**

**CPE Credits: 3**

**Level: Overview**

**Field of Study: Other**

**Advanced Preparation: None**

# Class Pass

## (October 2009 through December 2010)

### **MAS 500 Purchase Order Overview**

Understand the basics of the Purchase Order module. Set up master orders, standard PO's and requisitions. Understand the power of purchase product lines, tolerance codes and bin tracking.

*Tuesday, February 2, 2010; 1:00 pm*

*Tuesday, August 31, 2010; 1:00 pm*

**Prerequisite: None**

**CPE Credits: 3**

**Level: Overview**

**Field of Study: Other**

**Advanced Preparation: None**

### **MAS 500 System Manager and Security Overview**

This class reviews setting up a company options in MAS 500. Learn how to set up security roles and assign users. Understand the set up of sales tax and the common information areas of MAS 500. An overview of system preferences is discussed to maximize the experience of each user.

*Tuesday, January 5, 2010; 1:00 pm*

*Thursday, July 8, 2010; 1:00 pm*

**Prerequisite: None**

**CPE Credits: 3**

**Level: Overview**

**Field of Study: Other**

**Advanced Preparation: None**

### **MAS 500 Tips and Tricks**

This class is for all levels of users that want more out of their MAS 500 system. Learn about custom menus, integration with Microsoft Office and using custom fields to the fullest. Get the most out of your lookup windows and saving settings to quickly go to previous report settings. Learn about the SQL back-end and what that means to MAS 500 users. Each customer will receive the data schema when they attend.

*Tuesday, March 23, 2010; 8:30 am*

*Thursday, May 27, 2010; 1:00 pm*

*Thursday, September 16, 2010; 8:30 am*

**Prerequisite: None**

**CPE Credits: 3**

**Level: Overview**

**Field of Study: Other**

**Advanced Preparation: None**

# Class Pass

## (October 2009 through December 2010)

### **MAS 500 Tidbit Tuesday (Web Only)**

Don't miss our Tuesday Tidbits for MAS 90. The third Tuesday of every month we will spend 30 minutes training our MAS 90 Class Pass holders on a popular topic which will be emailed to Class Pass members prior to the session.

*Tuesday, January 19, 2010; 10:00 am*

*Tuesday, February 16, 2010; 10:00 am*

*Tuesday, March 16, 2010; 10:00 am*

*Tuesday, April 20, 2010; 10:00 am*

*Tuesday, May 18, 2010; 10:00 am*

*Tuesday, June 15, 2010; 10:00 am*

*Tuesday, July 20, 2010; 2:00 pm*

*Tuesday, August 17, 2010; 10:00 am*

*Tuesday, September 21, 2010; 10:00 am*

*Tuesday, October 19, 2010; 10:00 am*

*Tuesday, November 16, 2010; 10:00 am*

*Tuesday, December 21, 2010; 10:00 am*

**Prerequisite: None**

**Level: Overview**

**Advanced Preparation: None**

**CPE Credits: 0**

**Field of Study: Other**

### **MAS 500 Version 7.3 Overview**

Get an overview of how all MAS 500 modules work together in the Version 7.3 of the software. Learn about all of the new features of this update and take a deeper dive by going hands on. (Note: there is no curriculum for this class and the class date is dependent upon Sage Software's release date.)

*Tuesday, March 23, 2010; 1:00 pm*

*Thursday, September 16, 2009; 1:00 pm*

**Prerequisite: None**

**Level: Overview**

**Advanced Preparation: None**

**CPE Credits: 3**

**Field of Study: Other**

### **MAS 500 Year-End Processing (Web Only)**

This class covers preparing for and closing a year. Understand accounting best practices as a whole in addition to specific reconciliation reporting MAS 500.

*Tuesday, January 12, 2010; 1:00 pm*

*Thursday, June 24, 2010; 1:00 pm*

*Wednesday, July 14, 2010; 1:00 pm*

*Thursday, December 16, 2010; 1:00 pm*

**Prerequisite: None**

**Level: Overview**

**Advanced Preparation: None**

**CPE Credits: 1**

**Field of Study: Other**

# Class Pass

## (October 2009 through December 2010)

### Accounting Track – Accounting 101 for Anyone

Two sessions of classes based upon Schaum's Easy Outlines Principles of Accounting Crash Course helps you understand accounting basics. These classroom-only classes are interactive with a textbook and white board exercises.

#### **Session 1 (Classroom Only)**

**Accounting Concepts: The Accounting Equation and Financial Statements**  
**Adjusting and Closing Procedures**  
**Inventory Valuation Methods**

*Friday, February 12, 2010; 1:00 pm*

*Friday, August 13, 2010; 1:00 pm*

**Prerequisite: None**

**Level: Overview**

**Advanced Preparation: None**

**CPE Credits: 3**

**Field of Study: Other**

#### **Session 2 (Classroom Only)**

**Cash and Its Control**  
**Property Plant and Equipment: Depreciation**  
**Repetitive Transactions and Payroll**

*Friday, May 14, 2010; 1:00 pm*

*Thursday, November 11, 2010; 1:00 pm*

**Prerequisite: None**

**Level: Overview**

**Advanced Preparation: None**

**CPE Credits: 3**

**Field of Study: Other**

# **Class Pass**

**(October 2009 through December 2010)**

## **Class Pass 2010**

### **Class Calendar**

# JANUARY 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 <i>New Years Day</i>	2
3	4	5 M500 Bus Insight M500 Sys Mgr	6 MSO Common Tools —(no pm class)	7 MSO PowerPoint —(no pm class)	8 M90 Custom Off —(no pm class)	9
10	11	12 M90 YE (Web) M500 YE (Web)	13 MSO Outlook —(no pm class)	14 Crystal Reports (all day)	15	16
17	18 <i>Martin Luther King Jr. BD</i>	19 Tidbit Tuesday	20 M90 Bus Insights M90 Visual Int	21 MSO Word 1 —(no pm class)	22 MSO Word 2 —(no pm class)	23
24	25	26 MSO Excel 1 —(no pm class)	27	28 MSO Excel 2 —(no pm class)	29	30
31						

Classes are offered in a half day format. Morning classes, which are listed first, are in session beginning at 8:45 am.

Afternoon classes, which are listed second, are in session beginning at 1:00 pm.

MSO=Microsoft Office; M90= Sage MAS 90/200; M500=Sage MAS 500

# FEBRUARY 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 MSO Access 1 MSO Access 2	2 M500 Acct Pay M500 Purch Ord	3 MSO Common Tools —(no pm class)	4 MSO OneNote —(no pm class)	5	6
7	8	9	10 Sage CRM —(no pm class)	11	12 MSO Publisher Acct Track: Ses 1	13
14	15 <i>Washington's BD</i>	16 Tidbit Tuesday M90 Sales Order M90 Purch Order	17 M90 Inv M90 RMA	18 MSO Excel 1 —(no pm class)	19 MSO Excel 2 —(no pm class)	20
21	22	23 MSO Word 1 —(no pm class)	24	25 MSO Word 2 —(no pm class)	26	27
28						

Classes are offered in a half day format. Morning classes, which are listed first, are in session beginning at 8:45 am.

Afternoon classes, which are listed second, are in session beginning at 1:00 pm.

MSO=Microsoft Office; M90= Sage MAS 90/200; M500=Sage MAS 500

# MARCH 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2 FRx (all day)	3	4 MSO Common Tools —(no pm class)	5 TimeSheet M500 Proj Acctg	6
7	8	9 M90 Tips, Tricks M90 V4.4	10 MSO Excel 1 —(no pm class)	11 MSO Excel 2 —(no pm class)	12	13
14	15	16 Tidbit Tuesday M90 Job Cost —(no pm class)	17 M90 Accts Pay M90 Accts Rec	18 M90 EES —(no pm class)	19	20
21	22	23 M500 Tips, Tricks M500 V7.3	24 MSO Word 1 —(no pm class)	25 MSO Word 2 —(no pm class)	26	27
28	29	30	31 MSO Access 3 —(no pm class)			

Classes are offered in a half day format. Morning classes, which are listed first, are in session beginning at 8:45 am.

Afternoon classes, which are listed second, are in session beginning at 1:00 pm.

MSO=Microsoft Office; M90= Sage MAS 90/200; M500=Sage MAS 500

# APRIL 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 MSO Common Tools —(no pm class)	2 MSO Access 1 MSO Access 2	3
4 <i>Easter</i>	5 MSO Excel 1 —(no pm class)	6	7 MSO Excel 2 —(no pm class)	8 Sage CRM Outgrowing?	9 M500 Inv —(no pm class)	10
11	12 M90 Gen Ledg M90 Lib Master	13	14 MSO Word 1 M90 Payroll	15	16 M500 Gen Ledg M500 Acct Rec	17
18	19 MSO Word 2 —(no pm class)	20 Tidbit Tuesday Crystal Reports (all day)	21 MSO PowerPoint —(no pm class)	22	23 MSO Outlook —(no pm class)	24
25	26	27	28 MSO OneNote —(no pm class)	29	30	

Classes are offered in a half day format. Morning classes, which are listed first, are in session beginning at 8:45 am.

Afternoon classes, which are listed second, are in session beginning at 1:00 pm.

MSO=Microsoft Office; M90= Sage MAS 90/200; M500=Sage MAS 500

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5 MSO Excel 1 —(no pm class)	6	7 MSO Excel 2 —(no pm class)	8
9	10	11	12 MSO Common Tools —(no pm class)	13	14 MSO Publisher Acct Track: Ses 2	15
16	17 M90 Bus Insights M90 Tips, Tricks	18 Tidbit Tuesday	19 M90 V4.4 —(no pm class)	20	21	22
23	24 MSO Word 1 —(no pm class)	25	26 MSO Word 2 —(no pm class)	27 M500 Bus Insight M500 Tips, Tricks	28	29
30	31 <i>Memorial Day</i>					

Classes are offered in a half day format. Morning classes, which are listed first, are in session beginning at 8:45 am.

Afternoon classes, which are listed second, are in session beginning at 1:00 pm.

MSO=Microsoft Office; M90= Sage MAS 90/200; M500=Sage MAS 500

# JUNE 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2 MSO Common Tools —(no pm class)	3	4 MSO OneNote —(no pm class)	5
6	7 MSO Word 1 —(no pm class)	8 MSO Access 1 MSO Access 2	9 MSO Word 2 —(no pm class)	10	11 FAS —(no pm class)	12
13	14 MSO Excel 1 —(no pm class)	15 Tidbit Tuesday Sage CRM —(no pm class)	16 FRx (all day)	17	18	19
20	21	22 MSO Access 3 —(no pm class)	23	24 —(no am class) M500 YE (Web)	25	26
27	28 —(no am class) M90 YE (Web)	29	30 MSO Excel 2 —(no pm class)			

Classes are offered in a half day format. Morning classes, which are listed first, are in session beginning at 8:45 am.

Afternoon classes, which are listed second, are in session beginning at 1:00 pm.

MSO=Microsoft Office; M90= Sage MAS 90/200; M500=Sage MAS 500

# JULY 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 Crystal Reports (all day)	2	3
4	5 <i>Independence Day</i>	6	7	8 M500 Bus Insight M500 Sys Mgr	9	10
11	12 —(no am class) M90 Custom Off	13	14 M90 YE (Web) M500 YE (Web)	15	16 M90 Bus Insights M90 Vis Integ	17
18	19 —(no am class) MSO Common Tools	20 Tidbit Tuesday	21 MSO Excel 1 —(no pm class)	22	23 MSO Excel 2 —(no pm class)	24
25	26 —(no am class) MSO Word 1	27	28 MSO Word 2 —(no pm class)	29	30 MSO Outlook —(no pm class)	31

Classes are offered in a half day format. Morning classes, which are listed first, are in session beginning at 8:45 am.

Afternoon classes, which are listed second, are in session beginning at 1:00 pm.

MSO=Microsoft Office; M90= Sage MAS 90/200; M500=Sage MAS 500

# AUGUST 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4 MSO Common Tools —(no pm class)	5	6 MSO OneNote —(no pm class)	7
8	9 —(no am class) MSO Excel 1	10	11 MSO Excel 2 —(no pm class)	12 Sage CRM —(no pm class)	13 MSO Publisher Acct Track: Ses 1	14
15	16 M90 Sales Order M90 Purch Order	17 Tidbit Tuesday	18 M90 Inv M90 RMA	19	20	21
22	23 MSO Access 1 MSO Access 2	24	25 MSO Word 1 —(no pm class)	26	27 MSO Word 2 —(no pm class)	28
29	30 —(no am class) MSO PowerPoint	31 M500 Acct Pay M500 Purch Ord				

Classes are offered in a half day format. Morning classes, which are listed first, are in session beginning at 8:45 am.

Afternoon classes, which are listed second, are in session beginning at 1:00 pm.

MSO=Microsoft Office; M90= Sage MAS 90/200; M500=Sage MAS 500

# SEPTEMBER 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 MSO Common Tools —(no pm class)	2 M90 EES —(no pm class)	3	4
5	6 <i>Labor Day</i>	7	8 MSO Word 1 —(no pm class)	9 MSO Word 2 —(no pm class)	10	11
12	13 M90 Job Cost —(no pm class)	14 FRx (all day)	15 MSO Access 3 —(no pm class)	16 M500 Tips, Tricks M500 V7.3	17 TimeSheet M500 Proj Acctg	18
19	20 M90 Tips, Tricks M90 V4.4	21 Tidbit Tuesday	22 M90 Accts Pay M90 Accts Rec	23	24	25
26	27 MSO Excel 1 —(no pm class)	28	29	30 MSO Excel 2 —(no pm class)		

Classes are offered in a half day format. Morning classes, which are listed first, are in session beginning at 8:45 am.

Afternoon classes, which are listed second, are in session beginning at 1:00 pm.

MSO=Microsoft Office; M90= Sage MAS 90/200; M500=Sage MAS 500

# OCTOBER 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4 MSO Common Tools —(no pm class)	5	6 MSO Word 1 —(no pm class)	7 MSO Word 2 —(no pm class)	8 M500 Inv —(no pm class)	9
10	11 <i>Columbus Day</i> MSO Outlook —(no pm class)	12	13 Crystal Reports (all day)	14 M500 Gen Ledg M500 Acct Rec	15	16
17	18 MSO Access 1 MSO Access 2	19 Tidbit Tuesday Sage CRM Outgrowing?	20 M90 Gen Ledg M90 Lib Master	21 MSO OneNote —(no pm class)	22 M90 Payroll —(no pm class)	23
24	25 MSO Excel 1 —(no pm class)	26	27 MSO Excel 2 —(no pm class)	28 MSO PowerPoint —(no pm class)	29	30
31						

Classes are offered in a half day format. Morning classes, which are listed first, are in session beginning at 8:45 am.

Afternoon classes, which are listed second, are in session beginning at 1:00 pm.

MSO=Microsoft Office; M90= Sage MAS 90/200; M500=Sage MAS 500

# NOVEMBER 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 MSO Common Tools —(no pm class)	2	3 MSO Word 1 —(no pm class)	4 MSO Word 2 —(no pm class)	5	6
7	8 MSO Excel 1 —(no pm class)	9	10 MSO Excel 2 —(no pm class)	11 <i>Veterans Day</i> MSO Publisher Acct Track: Ses 2	12	13
14	15	16 <i>Tidbit Tuesday</i>	17 Users Group-Richmond	18 Users Group-Tidewater	19	20
21	22	23	24	25 <i>Thanksgiving Day</i>	26	27
28	29	30				

Classes are offered in a half day format. Morning classes, which are listed first, are in session beginning at 8:45 am.

Afternoon classes, which are listed second, are in session beginning at 1:00 pm.

MSO=Microsoft Office; M90= Sage MAS 90/200; M500=Sage MAS 500

# DECEMBER 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 MSO Common Tools —(no pm class)	2 MSO OneNote —(no pm class)	3	4
5	6 MSO Access 1 MSO Access 2	7 FRx (all day)	8 MSO Excel 1 —(no pm class)	9 MSO Excel 2 —(no pm class)	10 FAS —(no pm class)	11
12	13 MSO Word 1 —(no pm class)	14	15 MSO Word 2 —(no pm class)	16 M90 YE (Web) M500 YE (Web)	17 Sage CRM —(no pm class)	18
19	20 MSO Access 3 —(no pm class)	21 Tidbit Tuesday	22	23	24	25 <i>Christmas Day</i>
26	27	28	29	30	31	

Classes are offered in a half day format. Morning classes, which are listed first, are in session beginning at 8:45 am.

Afternoon classes, which are listed second, are in session beginning at 1:00 pm.

MSO=Microsoft Office; M90= Sage MAS 90/200; M500=Sage MAS 500