



Location:
2100 E. Fairview Ave.
Suite #12
Meridian, ID. 83642
208-898-9036

www.leapfoxlearning.com

Business Skills

Effective Time Management / \$250

In this course, students will practice techniques that will help them achieve more effective use of their time so that they can direct their energy towards the activities that will further their professional and personal goals.

07/09 - 07/09 8:30am - 4:30pm Th
09/18 - 09/18 8:30am - 4:30pm F
2009

Effective Business Writing / \$250

This course offers effective strategies to sharpen your writing skills by structuring your ideas logically, exercising diplomacy in letters and reports, and shaping your arguments.

07/14 - 07/14 8:30am - 4:30pm T
09/21 - 09/21 8:30am - 4:30pm M
2009

Business Problem Solving / \$250

Understand the fundamentals of problem solving, develop critical thinking skills, and learn how to utilize problems solving techniques in a team environment

Call for information

Business Etiquette / \$250

Understand the concepts of business etiquette and learn how to apply business etiquette rules in a wide variety of typical business situations.

08/31 - 08/31 8:30am - 4:30pm M
2009

Managerial Leadership / \$250

In this course, students will learn how to develop skills to effectively motivate, empower, and lead people.

08/28 - 08/28 8:30am - 4:30pm F
2009

Financial/Business

QuickBooks 2007 - Level 1 / \$300

In this course, students will examine how to use QuickBooks to best meet the needs of your business, by being introduced to its basic features.

07/28 - 07/28 8:30am - 4:30pm T
2009

QuickBooks 2007- Level 2 / \$300

In this course, students will examine some of the more advanced features of QuickBooks to help meet the needs of your business.

07/30 - 07/30 8:30A - 4:30P Th
2009

Operating Systems

Windows XP - Level 1 / \$150

Students will learn the basic skills necessary to operate and maintain a personal computer using Windows XP Professional.

07/13 - 07/13 8:30am - 12:30pm M
08/25 - 08/25 8:30am - 12:30pm T
2009

Windows XP - Level 2 / \$250

In this course, students will share files and resources with co-workers over a network. They will explore how Windows XP takes advantage of the Internet and will learn how to customize and maintain their computers to create an efficient workspace.

09/10 - 09/10 8:30am - 4:30pm Th
2009

Windows Vista - Level 1 / \$150

In this course, students will familiarize themselves with the basics of personal computers, customize Windows Vista, and manage file and folders. They will also work with simple tools and browse the Internet.

07/15 - 07/15 8:30am - 12:30pm W
09/11 - 09/11 8:30am - 12:30P F
2009

Windows Vista - Level 2 / \$250

In this course, students will familiarize themselves with advanced customization techniques and work with applications and programs in Windows Vista.

07/08 - 07/08 8:30am - 4:30pm W
08/12 - 08/12 8:30am - 4:30pm W
2009

Personal Productivity

Outlook 2007 - Level 1 / \$250

In this course, students learn how to compose and send email, schedule appointments and meetings, manage contact information and tasks, and use notes.

07/06 - 07/06 8:30am - 4:30pm M
08/20 - 08/20 8:30am - 4:30pm Th
09/16 - 09/16 8:30am - 4:30pm W
2009

Outlook 2007 - Level 2 / \$250

In this course, students learn to customize their environment, calendar, and email messages to meet their specific requirements and wish to track, share, assign, and locate various Outlook items.

07/22 - 07/22 8:30am - 4:30pm W
09/24 - 09/24 8:30A - 4:30P Th
2009

Outlook 2007 - Level 3 / \$250

This course builds on email and calendaring skills and will provide the skills needed to communicate in real time with other users, personalize mail, organize items, share and link contacts, create forms, and work offline and remotely.

09/29 - 09/29 8:30am - 4:30pm T
2009

Outlook 2003 - Level 1 / \$250

This course will provide students with the skills needed to start sending and responding to email in Microsoft Office Outlook 2003, as well as maintaining the Calendar, scheduling meetings, and working with tasks and notes.

07/22 - 07/22 8:30am - 4:30pm W
08/20 - 08/20 8:30am - 4:30pm Th
2009

Outlook 2003 - Level 2 / \$250

This course provides students with the necessary skills to customize their Outlook environment, calendar, and mail messages to meet their specific needs. Students will also learn how to track, share, assign, and quickly locate various Outlook items.

07/24 - 07/24 8:30am - 4:30pm F
09/24 - 09/24 8:30am - 4:30pm Th
2009

Outlook 2003 - Level 3 / \$250

This course builds on students email and calendaring skills and will provide the skills needed to communicate in real time with other users, personalize mail, organize items, share and link contacts, create forms, and work offline and remotely.

09/18 - 09/18 8:30am - 4:30pm F
2009

Windows SharePoint Services 3.0 Level 1 / \$750

In this course, students will use, create and edit Windows SharePoint Services 3.0 content and create and manage a team site.

07/27- 07/28 8:30am - 4:30pm M T
09/09- 09/10 8:30am - 4:30pm W Th
2009

Windows SharePoint Services 3.0 Level 2 / \$750

In this course, students will learn how manage team sites as a site owner and as a SharePoint Services administrator.

08/18 - 08/19 8:30am - 4:30pm T W
2009

Microsoft SharePoint Designer 2007 - Level 1 / \$375

In this course, students will use Microsoft SharePoint Designer 2007 to create and modify a SharePoint site.

Call for information
2009

InfoPath 2007 - Creating InfoPath Forms / \$375

In this course, students will use InfoPath to streamline the process of gathering and sharing information.

Call for information
2009

Spreadsheets

Excel 2003 - Level 1 / \$250

You have basic computer skills such as using a mouse, navigating through windows, and surfing the Internet. You have also used paper-based systems to store data that you run calculations on. You now want to migrate that data to an electronic format. In this course, you will use Microsoft Office Excel 2003 to manage, edit, and print data.

07/13 - 07/13 8:30am - 4:30pm M
08/05 - 08/05 8:30am - 4:30pm W
2009

Excel 2003 - Level 2 / \$250

In Microsoft Office Excel 2003: Level 1, you created, edited, formatted, and printed basic spreadsheets. You now have a need to streamline repetitive tasks and display spreadsheet data in more visually effective ways. In this course, you will use Microsoft Office Excel 2003 to streamline and enhance your spreadsheets with templates, charts, graphics, and formulas.

07/15 - 07/15 8:30am - 4:30pm W
08/31 - 08/31 8:30am - 4:30pm M
2009

Excel 2003 - Level 3 / \$250

In this course, students will learn how to automate common tasks, apply advanced analysis techniques to more complex data sets, collaborate on worksheets with others, and share Excel data with other applications.

07/17 - 07/17 8:30am - 4:30pm F
09/11 - 09/11 8:30am - 4:30pm F
2009

Excel 2007 - Level 1 / \$250

In this course, students create and edit basic Microsoft® Office Excel® 2007 worksheets and workbooks.

07/21 - 07/21 8:30am - 4:30pm T
08/11 - 08/11 8:30am - 4:30pm T
09/14 - 09/14 8:30am - 4:30pm M
2009

Excel 2007 - Level 2 / \$250

In this course, students use Excel® 2007 to streamline and enhance spreadsheets with templates, charts, graphics, and formulas. They will apply visual elements and advanced formulas to a worksheet to display data in various formats.

07/28 - 07/28 8:30am - 4:30pm T
08/21 - 08/21 8:30am - 4:30pm F
09/17 - 09/17 8:30am - 4:30pm Th
2009

Excel 2007 - Level 3 / \$250

In this course, students will learn how to automate common tasks, apply advanced analysis techniques to more complex data sets, collaborate on worksheets with others, and share Excel data with other applications.

08/20 - 08/20 8:30am - 4:30pm Th

Excel 2007 - VBA / \$250

In this course, students will apply the Visual Basic for Applications (VBA) programming language to simplify many of the tasks that you can perform using various tools and functions in Excel 2007.

Call for information
2009

Word Processing

Word 2007 - Level 1 / \$250

In this course, student will learn basic concepts required to produce basic business documents. They will create, edit, and enhance standard business documents using Microsoft® Office Word 2007.

07/02 - 07/02 8:30am - 4:30pm Th
08/06 - 08/06 8:30am - 4:30pm Th
2009

Word 2007 - Level 2 / \$250

In this course, students create complex documents in Microsoft® Office Word 2007 documents and build personalized efficiency tools in Microsoft® Word 2007

08/24 - 08/24 8:30am - 4:30pm M
09/21 - 09/21 8:30am - 4:30pm M
2009

Word 2007 - Level 3 / \$250

In this course, students will learn how to use Word to create, manage, revise, and distribute long documents, forms.

09/29 - 09/29 8:30am - 4:30pm T
2009

Word 2003 - Level 1 / \$250

Word processing is the use of computers to create, revise, and save documents for printing and future retrieval. This course will provide students with the basic concepts required to produce basic business documents.

07/08 - 07/08 8:30am - 4:30pm W
08/04 - 08/04 8:30am - 4:30pm T
2009

Word 2003 - Level 2 / \$250

In the first course in this series, Microsoft Office Word 2003 - Level 1, you gained all the basic skills that you need to create a wide range of standardized business documents. If you use Microsoft® Office Word 2003 on a regular basis, then once you have mastered the basic skills, the next step is to improve your proficiency. To do so, you can customize and automate the way Microsoft Office Word 2003 works for you, and you can improve the quality of your work by enhancing your documents with customized Microsoft® Office Word 2003 elements. In this course, you will increase the complexity of your Microsoft Office Word 2003 documents by adding components such as customized lists, tables, charts, and graphics. You will also create personalized Microsoft Office Word 2003 efficiency tools.

07/10 - 07/10 8:30am - 4:30pm F
08/10 - 08/10 8:30am - 4:30pm M
2009

Word 2003 - Level 3 / \$250

In this course, students will learn how to use Word to create, manage, revise, and distribute long documents, forms, and Web pages.

09/04 - 09/04 8:30am - 4:30pm F
2009

Presentations

PowerPoint 2003 - Level 1 / \$250

In the past, you have used paper-based overhead systems to give presentations. Now, you want to upgrade those presentations to an electronic format. You can use Microsoft® Office PowerPoint® 2003 to give electronic presentations. In this course, students will create effective basic PowerPoint presentations for delivery in front of an audience.

07/27 - 07/27 8:30am- 4:30pm M
08/07 - 08/07 8:30am -4:30pm F

PowerPoint 2003 - Level 2 / \$250

In this course, students enhance a presentation with features that will transform it into a powerful means of communication. They will customize the PowerPoint interface to suit their requirements.

07/24 - 07/24 8:30am - 4:30pm F
08/03 - 08/03 8:30amA - 4:30pm M
2009

PowerPoint 2007 - Level 1 / \$250

In this course, students will work with Microsoft® Office PowerPoint® 2007 to create electronic presentations.

08/13 - 08/13 8:30am - 4:30pm Th
2009

PowerPoint 2007 - Level 2 / \$250

In this course, students enhance a presentation with features that will transform it into a powerful means of communication. They will customize the PowerPoint interface to suit their requirements.

09/22 - 09/22 8:30am - 4:30pm T
2009

Publisher 2007 - Level 1 / \$350

In this course, students will look at how to create a publication from scratch or use one of the hundreds of business and personal designs available in Publisher. They will create, format, revise, and distribute publications.

09/28 - 09/28 8:30am - 4:30pm M
2009

Publisher 2003 - Level 1 / \$350

In this course, students will look at how to create a publication from scratch or use one of the hundreds of business and personal designs available in Publisher.

07/30 - 07/30 8:30am - 4:30pm Th
09/08 - 09/08 8:30am - 4:30pm T
2009

Acrobat 9.0 - Level 1 / \$350

In this course, students will use Adobe® Acrobat® 9.0 to make the information more portable, accessible, and useful to meet the needs of the target audience.

08/10 - 08/10 8:30am- 4:30pm M
2009

Acrobat 9.0 - Level 2 / \$350

In this course, students use Adobe® Acrobat® 9.0 Pro to convert technical documents to PDF files, enhance and control PDF content accessibility, customize PDF documents for interactive use online, and prepare PDFs for commercial printing.

09/23- 09/23 8:30am - 4:30pm W
2009

Desk Top Applications

Project 2007 - Level 1 / \$250

In this course, students create a project plan containing tasks, organize these tasks in a work breakdown structure containing task relationships, create and assign resources, and finalize the project to implement the project plan.

07/17 - 07/17 8:30am - 4:30pm F
09/07 - 09/07 8:30am - 4:30pm M
2009

Project 2007 - Level 2 / \$250

In this course, students exchange project plan data with other applications, update project plans, create visual reports, and reuse project plan information.

08/18 - 08/18 8:30am - 4:30pm T
09/04 - 09/04 8:30am - 4:30pm F
2009

Project 2003 - Level 1 / \$250

This course is designed for individuals who will use Microsoft Office Project Professional 2003. The topics in this course cover the critical skills necessary to create and modify a project plan file that contains tasks, resources, and resource assignments.

09/02 - 09/02 8:30am - 4:30pm W
2009

Project 2003 - Level 2 / \$250

In Microsoft Project 2003 Level 1, students used project management skills to create a project plan. This course will build upon that knowledge, and give you the opportunity to work with a project plan once it has entered the project implementation phase.

09/25 - 09/25 8:30am - 4:30pm F
2009

Project 2007 Web Access / \$350

In this course, students will use Microsoft® Office Project 2007 to access project information located on a server, as well as to report progress on assigned project tasks.

Call for information
2009

Visio 2003 Professional - Level 1 / \$350

In this course, students learn fundamental skills while creating several types of diagrams using Microsoft Office Visio Professional.

07/31 - 07/31 8:30am - 4:30pm F
2009

Visio 2003 Professional - Level 2 / \$350

In this course, students expand their Visio 2003 Professional skills by working with many advanced features, including the drawing tools, creating and working with custom stencils and templates, and sharing their Visio drawings with other applications.

08/28 - 08/28 8:30am - 4:30pm F
2009

Databases

Access 2007 - Level 1 / \$500

In this course, students will create complex Access databases by structuring existing data, writing advanced queries, working with macros, making effective use of forms and reports, and also by performing database maintenance.

07/23 - 07/24 8:30am - 4:30pm Th F
09/09 - 09/10 8:30am - 4:30pm W Th
2009

Access 2007 - Level 2 / \$500

In this course, students will create complex Access databases by structuring existing data, writing advanced queries, working with macros, making effective use of forms and reports, and also by performing database maintenance.

09/29- 09/30 8:30am- 4:30pm T W
2009

Access 2007 - Level 3 / \$250

In this course, students will exchange data with other applications, automate business processes by using VBA code, and secure and share databases.

Call for information
2009

Access 2007: VBA Programming \$350

This course is designed for experienced Access 2007 users who want to learn ActiveX Data Objects, control structures, and the basics of VBA programming.

Call for information
2009

Access 2003 - Level 1 / \$500

In this course, students will be introduced to the concept of the relational database and the Microsoft Office Access 2003 relational database application, and information management tools. Also, students will learn how to design and create a new Access database, how to customize database components, and how to share Access data with other applications.

07/23 - 07/24 8:30am - 4:30pm Th F
09/09 - 09/10 8:30am - 4:30pm W h
2009

Access 2003 - Level 2 / \$500

In this course, student will extend their knowledge into some of the more specialized and advanced capabilities.

09/29- 09/30 8:30am - 4:30pm T W
2009

Access 2003 - Level 3 / \$250

In this course, students will learn remote database management, how to exchange data with XML and other type applications, and how to automate your business processes by using VBA code.

Call for information
2009

Crystal Reports XI - Level 1 / \$750

In this course, students will build basic list and group reports that work with almost any database.

09/14- 09/15 8:30am - 4:30pm M T
2009

Crystal Reports XI - Level 2 / \$750

In this course, students learn how to create more sophisticated reports including subreports and crosstabs, and how to increase the speed and efficiency of your reports by using SQL queries.

Call for more information
2009

SQL Querying - Level 1 Fundamentals of Querying / \$375

In this course, students learn how to compose SQL queries to retrieve information from the database.

07/29 - 07/29 8:30am - 4:30pm W
2009

SQL Querying - Level 2 Advanced Querying / \$375

In this course, students create advanced SQL queries, and manipulate and index tables.

07/30 - 07/30 8:30am - 4:30pm Th
2009

Graphics/Web Design/

InDesign CS3 - Level 1 / \$350

In this course, students work with some of the tools and features to create eye-catching printed documents using InDesign CS3.

08/06 - 08/06 8:30am - 4:30pm Th
2009

InDesign CS3 - Level 2 / \$350

In this course, students will deploy the advanced InDesign techniques to enhance the look and functionality of their documents. They will use the advanced features of Adobe InDesign CS3 to create and design content for print and web.

09/17 - 09/17 8:30am - 4:30pm Th
2009

Photoshop CS3 - Level 1 / \$700

In this course, students will use the several tools and features of Photoshop CS3 to work with images.

08/26 - 08/27 8:30A - 4:30P W Th
2009

Photoshop CS3 - Level 2 / \$700

In this course, students work with the advanced tools and features available in Photoshop CS3. They will enhance their ability to create accurate masks and image effects, to retouch images, to work with video files, and to automate repetitive tasks.

Call for information
2009

Photoshop CS3 Web Production / \$350

In this course, students will use Photoshop to create and optimize images for the web. They will stage web

page components, arrange them aesthetically, and add interactivity to them.

Call for information

Illustrator CS3 - Level 1 / \$350

In this course, students will use Adobe Illustrator CS3 to create illustrations such as logos and advertisements that include type and graphics.

08/14 - 08/14 8:30am - 4:30pm F
2009

Illustrator CS3 - Level 2 / \$350

In this course, students will create complex, robust illustrations using Illustrator's basic tools. They will learn how to manage color across a range of devices, and control how illustrations print, appear on the web and preview them in mobile devices.

07/27 - 07/27 8:30am - 4:30pm M
2009

Dreamweaver CS3 - Level 1 / \$350

In this course, students will familiarize themselves with the basic techniques used for creating websites using the Adobe Dreamweaver CS3 application. It also provides the fundamental knowledge and techniques needed to advance to more complex Dreamweaver operations for enhancing the functionality of websites.

07/23 - 07/23 8:30A - 4:30P Th
2009

Dreamweaver CS3 - Level 2 / \$350

In this course, students will use the advanced features of Dreamweaver CS3 to design and develop professional-looking websites.

09/28 - 09/28 8:30A - 4:30P M
2009

Dreamweaver CS3 - Level 3 / \$350

In this course, students will use Adobe® Dreamweaver® CS3 to create and administer database-driven sites

Call for information
2009

Multimedia

HTML 4.01: Web Authoring Level 1 / \$350

This course is the first of three courses on the topic of creating Web pages with Hypertext Markup Language (HTML). This course presents the basics of this foundational Web technology and enables you to create your own functional pages.

09/08 - 09/08 8:30am - 4:30pm T
2009

Flash CS3 - Level 1 / \$700

In this course, students create Flash-based movies that contain graphics, text, and animations.

09/10 - 09/11 8:30am - 4:30pm Th F
2009

Information Security

CISSP: Certified Information Systems Security Professional / \$2,995

09/14 - 09/18 8:30am - 4:30pm M T W Th F
2009

Cisco

Cisco® Interconnecting Cisco® Networking Devices Part 1 (ICND1) / \$2,500

This course focuses on providing the skills and knowledge necessary to install, operate, and troubleshoot a small branch office Enterprise network, including configuring a switch, a router, and connecting to a WAN and implementing network

security.

10/26 - 10/30 8:30am - 4:30pm M T W Th F
2009

Microsoft Server 2008

6425 Configuring Windows Server 2008 Active Directory Domain Services / \$2,250

This course provides the knowledge and skills to configure Active Directory Domain Services in a distributed environment, implement Group Policies, perform backup and restore, monitor and troubleshoot Active Directory related issues.

07/24 - 07/28 8:30am - 4:30pm M T W Th F
2009

6421 Configuring and Troubleshooting a Windows Server 2008 Network Infrastructure / \$2,250

This course provides students with the knowledge and skills to configure and troubleshoot a Windows Server 2008 network infrastructure. Students will learn to implement and configure secure network access and implement fault tolerant storage technologies.

09/14 - 09/18 8:30A - 4:30P M T W Th F
2009

Microsoft SQL Server

6232 Implementing a Microsoft SQL Server 2008 Database /\$2250

This course provides students with the knowledge and skills to implement a Microsoft SQL Server 2008 database. The course focuses on teaching individuals how to use SQL Server 2008 product features and tools related to implementing a database.

Call for information
2009

2779 Implementing a Microsoft SQL Server 2005 Database /\$2250

This course provides students with the knowledge and skills to implement a Microsoft SQL Server 2005 database. The course focuses on teaching individuals how to use SQL Server 2005 product features and tools related to implementing a database.

08/03 - 08/07 8:30am - 4:30pm M T W Th F
2009

2793 Microsoft SQL Server 2005 Reporting Tools/\$1350

This course provides students with the knowledge and skills to implement a Microsoft SQL Server 2005 database. The course focuses on teaching individuals how to use SQL Server 2005 product features and tools related to implementing a database.

09/02 - 09/04 8:30pm - 4:30pm W Th F
2009

Exchange

5051 Monitoring and Troubleshooting Microsoft Exchange Server 2007

This workshop teaches messaging specialists to monitor and troubleshoot an Exchange Server 2007 messaging system. Students will learn how to correlate client and server issues and resolve those issues.

Call for information
2009

5047 Introduction to Installing and Managing Microsoft Exchange Server 2007

In this course, students who are new to Exchange Server will learn how to configure and manage a messaging environment in accordance with technical requirements.

Call for information
2009

A+ Essentials / Call for pricing

CompTIA A+ certification validates the latest skills needed by computer support professionals, and confirms a technician's ability to perform tasks such as installation, configuration, diagnosing, preventive maintenance and basic networking.

08/03—08/07 8:30am - 4:30pm M T W Th F
2009

A+ IT Technician / Call for pricing

In this course, students will learn how to support PC hardware in a business setting, including installation, troubleshooting, and component replacement. The target student for this course is responsible for maintaining PCs in their workplace.

09/07—09/11 8:30am - 4:30pm M T W Th F
2009

Security+ Certification / \$2,250

In this course, students will build on your knowledge and professional experience with computer hardware, operating systems, and networks as they acquire the specific skills required to implement basic security services on any type of computer network.

09/21 - 09/25 8:30am - 4:30pm M T W Th F
2009

Network+ Certification (Fourth Edition) 2009 Objectives / \$2,250

In this course students will identify and describe all the major networking technologies, systems, and skill in use in modern PC-based computer networks, and learn information to prepare for the CompTIA Network+ (2009 Objectives) cert exam (N10-004).

08/24 - 08/24 8:30A - 4:30P M T W Th F
2009