



LV-PITA

Where your **SUCCESS** is our **FIRST** Priority

The Business Informer

LV-PITA OFFERS BUSINESS PRODUCTIVITY TRAINING

As a part of their continued expansion, LV-PITA is now offering one and two day workshops for Business Professionals to utilize software programs more efficiently.

LV-PITA understands that there are unique adult learners with different needs, and a business professional who has experience with software needs to learn tools and tricks to perform their job better.

Our classes are not like other training centers, who have a "standard course outline", but allow for the instructors to customize and teach information that may not necessarily be "in the book."

To learn more about how we can help you, stop by and see us, or call us at 702-853-7482.

LV-PITA CONTINUES TO OFFER HELP TO THE UNEMPLOYED

As a continued way to help the unemployed find jobs, LV-PITA works with many agencies that allow employers to receive tax benefits for hiring.

Silver State Works, Workforce Connections, Bureau of Vocational Services, and Veteran's Administration all have programs that allow employers to receive tax credits, and benefits for hiring employees through their program(s).

If you are interested in learning more about these programs, please contact us at 702-853-7482. Maria Lettow, Career Services has a number of qualified individuals ready to work for you!!

LV-PITA HAS EXPANDED!!

Our training center has expanded to add on Suite B-6. This office provides is our administrative offices and corporate training center. Our A2 Suite houses Technical Training Center and Certified Testing facility. BIA is our Career Training Center.

Stop by and see us sometime!



Excel Class

As the year comes to a close, employers start to think about one thing: Profit and Loss/Taxes!

How are you tracking your P and L? Do you utilize QuickBooks? Do you rely on your CPA or Tax professional? Are you checking on a daily, weekly or monthly basis, just what you are spending and making?

Most business owners are so busy trying to run their business, that many times they don't have the time

or the resources to adequately track and manage their business, and then the year goes by and it's November!

They start asking themselves, "what could I have done differently?" This is where Office Automation software can help. Many businesses use Excel to track operations of their company, but there are many ways you can utilize the Microsoft Office suite for more than just tracking.

At LV-PITA, we offer customized train-

ing that is designed the business owner that are more targeted toward helping you manage your business. We can come onsite to train to your specific needs.

We also work with a number of Accounting and Tax professionals and can provide you some referral sources to assist you.

For more information on our classes and other ways we can assist, please contact us at 702-853-7482.

Professional Institute of Technology, Inc.
<http://www.lv-pita.com>

- > Computer Applications Training & Certification
- > Microsoft IT Academy
- > CompTIA & Cisco Training
- > Adobe Courses
- > Intuit & Accounting Software Training
- > Licensed by the Commission on Post Secondary Education

4270 S Decatur Blvd Ste A2

Las Vegas, NV 89103

702-853-(PITA) 7482

Microsoft® IT Academy Program Member



STRATA GREEN IT TRAINING OFFERED AT LV-PITA

For most organizations, green information technology (IT) is associated with concepts like reduced energy consumption, recycling obsolete products and waste, eliminating hazardous substances and reducing carbon footprint. But green IT can also entail practices that leverage technology to reduce business travel, use of shared resources like cloud computing and resource optimization like virtualization.

LV-PITA is now offering training for GREEN IT. Please see the next page for scheduled dates & times.



LV - PITA

Professional Institute of Technology

Class Schedule

BUSINESS WORKSHOPS



Excel 2007 "Business"

11/1	8:30 am to 4:30 pm
11/8	8:30 am to 4:30 pm
11/15	8:30 am to 4:30 pm
11/22	8:30 am to 4:30 pm
11/29	8:30 am to 4:30 pm
12/6	8:30 am to 4:30 pm
12/13	8:30 am to 4:30 pm

Outlook 2007 "Business"

11/2	8:30 am to 4:30 pm
11/9	8:30 am to 4:30 pm
11/16	8:30 am to 4:30 pm
11/23	8:30 am to 4:30 pm
11/30	8:30 am to 4:30 pm
12/7	8:30 am to 4:30 pm
12/14	8:30 am to 4:30 pm

Word 2007 "Business"

11/7	8:30 am to 4:30 pm
11/14	8:30 am to 4:30 pm
11/21	8:30 am to 4:30 pm
11/28	8:30 am to 4:30 pm
12/5	8:30 am to 4:30 pm
12/12	8:30 am to 4:30 pm

Outlook 2007 "Business"

11/2	8:30 am to 4:30 pm
11/9	8:30 am to 4:30 pm
11/16	8:30 am to 4:30 pm

11/23	8:30 am to 4:30 pm
11/30	8:30 am to 4:30 pm
12/7	8:30 am to 4:30 pm

Computer Workshop-Every Friday 8-12 noon plus one afternoon per week 1-5pm. Call for scheduling

Computer Basics/Job Search

10/17-28	1pm to 5pm
10/31-11/10*	1pm to 5pm
11/14-11/23*	1pm to 5pm
12/12-16	1pm to 5pm

*holidays may change hours

QuickBooks 2011

11/28-12/9	1pm to 5pm
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***Coming Soon QuickBooks Certification!!**

Word Beg/Int-ILT

10/10-14	8-12 n & 1-5 pm
11/7-11	8-12 n & 1-5 pm
12/5-9	8-12 n & 1-5 pm

Excel Beg/Int-ILT

10/17-21	8-12 n & 1-5 pm
11/14-18	8-12 n & 1-5 pm

Outlook Beg/Int-ILT

10/31-11/4	8-12 n & 1-5 pm
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PowerPoint Beg/Int-ILT

10/24-28	8-12 n & 1-5 pm
11/28-12/2	8-12 n & 1-5 pm

Word Advanced-ILT

11/7-11	1pm to 5pm
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Excel Advanced-ILT

11/14-18	1pm to 5pm
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MOS— TEST PREP

10/10-14	1pm to 5pm
11/28/12/2	1pm to 5pm

Mentored program starts every Monday 8-12 noon or 1-5 pm or 6-10 pm

Computers Espanol—Monday thru Friday 1-5 pm & 8-12

Accounting and Bookkeeping Specialist (20 week course)

Starts Every Monday 8-12 noon or 1-5, with software programs, then move into accounting curriculum

AIPB Certification

10-31 -11/18	8 am to 12 noon
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A+ Certification

10/31-12/18	1 pm to 5 pm & 6-10 pm
11/14-1/20	1 pm to 5 pm & 6-10 pm

**A+ class consist of 6 weeks of class and 2 weeks additional test prep*

Network + Certification

11/14-12/16	1 pm to 5 pm & 6-10 pm
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Microsoft MTA/MCITP 98-365, 70-640, 70-642

*new track starts Jan 2012

Microsoft Server 2008 70-646

10/10-11/10	1pm -5pm
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Cisco CCNA

11/14-1/24	1pm to 5pm
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Security +

10/31-12/2	8 am to 12 noon
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LEED Certification

11/7-12/2	9 am to 1 pm
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Project Management

9/12-10/7	1:30—5:30 pm
11/7-12/2	1:30—5:30 pm

AutoCAD 2011 ACA-Cert. Assoc.

10/17-12/16	1:30—5:30 pm
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Graphics/Web Design Specialist Program

7/5-12/16	1 pm to 5 pm
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BOOTCAMP CLASSES

A+ Certification

11/28-12/2	8am to 5 pm
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Green IT

11/8-18 8am to 12 pm & 4-8pm (Tues/Thurs only)

12/6-8	8 am to 5 pm
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Net+ Certification

12/12-16	8am to 5 pm
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Security+ Certification

1/2-6 2010	8am to 5 pm
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More new classes coming soon!