

**COURSE SCHEDULE**  
**Between January 2018 and July 2018**

[CLICK HERE TO REGISTER ONLINE](#)

Title	Class #	Cost	Day	Date	Time	Note
<b>Windows Basic</b>	13501	\$159.00	Thu	02/01/18	9:00 AM-12:00 PM	Half-day class
	13502	\$159.00	Thu	03/01/18	9:00 AM-12:00 PM	Half-day class
	13503	\$159.00	Fri	04/06/18	9:00 AM-12:00 PM	Half-day class
	13504	\$159.00	Wed	05/02/18	9:00 AM-12:00 PM	Half-day class
	13505	\$159.00	Mon	06/04/18	9:00 AM-12:00 PM	Half-day class
	13506	\$159.00	Fri	07/06/18	9:00 AM-12:00 PM	Half-day class
<b>Windows File Management</b>	13513	\$159.00	Thu	02/01/18	1:00 PM-4:00 PM	Half-day class
	13514	\$159.00	Thu	03/01/18	1:00 PM-4:00 PM	Half-day class
	13515	\$159.00	Fri	04/06/18	1:00 PM-4:00 PM	Half-day class
	13516	\$159.00	Wed	05/02/18	1:00 PM-4:00 PM	Half-day class
	13517	\$159.00	Mon	06/04/18	1:00 PM-4:00 PM	Half-day class
	13518	\$159.00	Fri	07/06/18	1:00 PM-4:00 PM	Half-day class
<b>Office 365 Web Apps</b>	13526	\$249.00	Fri	03/02/18	9:00 AM-4:00 PM	
	13527	\$249.00	Tue	04/03/18	9:00 AM-4:00 PM	
	13528	\$249.00	Mon	05/07/18	9:00 AM-4:00 PM	
	13529	\$249.00	Fri	06/01/18	9:00 AM-4:00 PM	
	13530	\$249.00	Mon	07/02/18	9:00 AM-4:00 PM	
<b>OneNote Essentials</b>	13537	\$249.00	Thu	02/01/18	9:00 AM-12:00 PM	Half-day class
	13538	\$249.00	Thu	03/01/18	1:00 PM-4:00 PM	Half-day class
	13539	\$249.00	Wed	04/04/18	9:00 AM-12:00 PM	Half-day class
	13540	\$249.00	Tue	05/01/18	9:00 AM-12:00 PM	Half-day class
	13541	\$249.00	Mon	06/04/18	9:00 AM-12:00 PM	Half-day class
	13542	\$249.00	Mon	07/02/18	9:00 AM-12:00 PM	Half-day class
<b>Office 2016 Transition</b>	13549	\$249.00	Tue	02/13/18	9:00 AM-4:00 PM	
	13550	\$249.00	Fri	03/16/18	9:00 AM-4:00 PM	
	13551	\$249.00	Fri	04/20/18	9:00 AM-4:00 PM	
	13552	\$249.00	Tue	05/15/18	9:00 AM-4:00 PM	
	13553	\$249.00	Fri	06/22/18	9:00 AM-4:00 PM	
<b>Power BI Data Visualizations*</b>	13560	\$499.00	Thu - Fri	01/18 - 01/19	9:00 AM-4:00 PM	Two-day class
	13561	\$499.00	Wed - Thu	02/21 - 02/22	9:00 AM-4:00 PM	Two-day class
	13562	\$499.00	Fri - Sat	03/16 - 03/17	9:00 AM-4:00 PM	Two-day class
	13563	\$499.00	Wed - Thu	04/11 - 04/12	9:00 AM-4:00 PM	Two-day class
	13564	\$499.00	Thu - Fri	05/24 - 05/25	9:00 AM-4:00 PM	Two-day class
	13565	\$499.00	Thu - Fri	06/28 - 06/29	9:00 AM-4:00 PM	Two-day class
<b>Word Introduction</b>	13572	\$249.00	Thu	01/11/18	9:00 AM-4:00 PM	
	13574	\$249.00	Fri	02/16/18	9:00 AM-4:00 PM	
	13575	\$249.00	Tue	03/06/18	9:00 AM-4:00 PM	
	13576	\$249.00	Wed	03/21/18	9:00 AM-4:00 PM	
	13577	\$249.00	Tue	04/03/18	9:00 AM-4:00 PM	
	13578	\$249.00	Fri	04/20/18	9:00 AM-4:00 PM	
	13579	\$249.00	Fri	05/11/18	9:00 AM-4:00 PM	
	13580	\$249.00	Fri	05/25/18	9:00 AM-4:00 PM	
	13581	\$249.00	Mon	06/11/18	9:00 AM-4:00 PM	
	13582	\$249.00	Thu	06/21/18	9:00 AM-4:00 PM	
	13583	\$249.00	Wed	07/04/18	9:00 AM-4:00 PM	
<b>Word Intermediate</b>	13596	\$249.00	Tue	02/13/18	9:00 AM-4:00 PM	
	13597	\$249.00	Thu	03/29/18	9:00 AM-4:00 PM	
	13598	\$249.00	Mon	04/16/18	9:00 AM-4:00 PM	

Title	Class #	Cost	Day	Date	Time	Note
<b>Word Intermediate</b>	13599	\$249.00	Wed	05/09/18	9:00 AM-4:00 PM	
	13600	\$249.00	Fri	06/15/18	9:00 AM-4:00 PM	
<b>Word Advanced</b>	13608	\$249.00	Fri	01/12/18	9:00 AM-4:00 PM	
	13609	\$249.00	Mon	02/12/18	9:00 AM-4:00 PM	
	13610	\$249.00	Tue	03/13/18	9:00 AM-4:00 PM	
	13611	\$249.00	Fri	04/13/18	9:00 AM-4:00 PM	
	13612	\$249.00	Fri	05/18/18	9:00 AM-4:00 PM	
	13613	\$249.00	Wed	06/20/18	9:00 AM-4:00 PM	
<b>Excel Introduction</b>	13622	\$249.00	Wed	02/07/18	9:00 AM-4:00 PM	
	13624	\$249.00	Wed	03/07/18	9:00 AM-4:00 PM	
	13625	\$249.00	Mon	03/26/18	9:00 AM-4:00 PM	
	13626	\$249.00	Wed	04/11/18	9:00 AM-4:00 PM	
	13627	\$249.00	Fri	04/27/18	9:00 AM-4:00 PM	
	13628	\$249.00	Wed	05/09/18	9:00 AM-4:00 PM	
	13629	\$249.00	Fri	05/25/18	9:00 AM-4:00 PM	
	13630	\$249.00	Tue	06/05/18	9:00 AM-4:00 PM	
	13631	\$249.00	Mon	06/25/18	9:00 AM-4:00 PM	
	13632	\$249.00	Thu	07/05/18	9:00 AM-4:00 PM	
<b>Excel Intermediate</b>	13644	\$249.00	Mon	01/22/18	9:00 AM-4:00 PM	
	13645	\$249.00	Fri	02/23/18	9:00 AM-4:00 PM	
	13646	\$249.00	Tue	03/20/18	9:00 AM-4:00 PM	
	13647	\$249.00	Wed	04/25/18	9:00 AM-4:00 PM	
	13648	\$249.00	Mon	05/21/18	9:00 AM-4:00 PM	
	13649	\$249.00	Thu	06/14/18	9:00 AM-4:00 PM	
<b>Excel Advanced</b>	13656	\$249.00	Tue	01/09/18	9:00 AM-4:00 PM	
	13657	\$249.00	Mon	02/05/18	9:00 AM-4:00 PM	
	13658	\$249.00	Thu	03/22/18	9:00 AM-4:00 PM	
	13659	\$249.00	Fri	04/06/18	9:00 AM-4:00 PM	
	13660	\$249.00	Mon	05/14/18	9:00 AM-4:00 PM	
	13661	\$249.00	Mon	06/18/18	9:00 AM-4:00 PM	
<b>Excel Data Analysis w/Power Pivot*</b>	13668	\$329.00	Tue	01/30/18	9:00 AM-4:00 PM	
	14172	\$329.00	Thu	02/08/18	9:00 AM-4:00 PM	
	13669	\$329.00	Tue	02/20/18	9:00 AM-4:00 PM	
	13671	\$329.00	Tue	04/10/18	9:00 AM-4:00 PM	
	13672	\$329.00	Wed	05/23/18	9:00 AM-4:00 PM	
	13673	\$329.00	Wed	06/27/18	9:00 AM-4:00 PM	
<b>Access Introduction</b>	13682	\$249.00	Tue	02/20/18	9:00 AM-4:00 PM	
	13683	\$249.00	Mon	03/05/18	9:00 AM-4:00 PM	
	13684	\$249.00	Mon	03/19/18	9:00 AM-4:00 PM	
	13685	\$249.00	Mon	04/02/18	9:00 AM-4:00 PM	
	13686	\$249.00	Fri	04/27/18	9:00 AM-4:00 PM	
	13687	\$249.00	Tue	05/15/18	9:00 AM-4:00 PM	
	13688	\$249.00	Thu	05/31/18	9:00 AM-4:00 PM	
	13689	\$249.00	Tue	06/12/18	9:00 AM-4:00 PM	
	13690	\$249.00	Tue	06/26/18	9:00 AM-4:00 PM	
	<b>Access Intermediate</b>	13699	\$249.00	Fri	02/09/18	9:00 AM-4:00 PM
13700		\$249.00	Tue	03/27/18	9:00 AM-4:00 PM	
13701		\$249.00	Fri	04/13/18	9:00 AM-4:00 PM	
13702		\$249.00	Wed	05/02/18	9:00 AM-4:00 PM	
13703		\$249.00	Fri	06/22/18	9:00 AM-4:00 PM	
<b>Access Advanced</b>	13711	\$249.00	Wed	03/07/18	9:00 AM-4:00 PM	
	13712	\$249.00	Fri	05/18/18	9:00 AM-4:00 PM	
	13713	\$249.00	Wed	06/13/18	9:00 AM-4:00 PM	
<b>Access Essentials of Table Design</b>	13718	\$249.00	Thu	01/25/18	9:00 AM-4:00 PM	
	13719	\$249.00	Fri	03/02/18	9:00 AM-4:00 PM	
	13720	\$249.00	Thu	04/26/18	9:00 AM-4:00 PM	
	13721	\$249.00	Fri	06/01/18	9:00 AM-4:00 PM	

Title	Class #	Cost	Day	Date	Time	Note
<b>PowerPoint Introduction</b>	13727	\$249.00	Fri	02/09/18	9:00 AM-4:00 PM	
	13728	\$249.00	Mon	03/12/18	9:00 AM-4:00 PM	
	13729	\$249.00	Mon	04/09/18	9:00 AM-4:00 PM	
	13730	\$249.00	Mon	05/07/18	9:00 AM-4:00 PM	
	13731	\$249.00	Wed	06/06/18	9:00 AM-4:00 PM	
	13732	\$249.00	Fri	07/06/18	9:00 AM-4:00 PM	
<b>PowerPoint Advanced</b>	13742	\$249.00	Fri	02/16/18	9:00 AM-4:00 PM	
	13743	\$249.00	Fri	03/23/18	9:00 AM-4:00 PM	
	13744	\$249.00	Tue	04/10/18	9:00 AM-4:00 PM	
	13745	\$249.00	Tue	05/01/18	9:00 AM-4:00 PM	
	13746	\$249.00	Thu	06/28/18	9:00 AM-4:00 PM	
<b>Visio Introduction</b>	13752	\$249.00	Thu	01/11/18	9:00 AM-4:00 PM	
	13753	\$249.00	Fri	03/09/18	9:00 AM-4:00 PM	
	13754	\$249.00	Thu	04/12/18	9:00 AM-4:00 PM	
	13755	\$249.00	Wed	06/27/18	9:00 AM-4:00 PM	
<b>Publisher Essentials</b>	13760	\$249.00	Tue	03/06/18	9:00 AM-4:00 PM	
	13761	\$249.00	Tue	04/17/18	9:00 AM-4:00 PM	
	13762	\$249.00	Tue	05/22/18	9:00 AM-4:00 PM	
<b>Outlook Essentials</b>	13766	\$249.00	Tue	01/16/18	9:00 AM-4:00 PM	
	13767	\$249.00	Fri	02/02/18	9:00 AM-4:00 PM	
	13768	\$249.00	Wed	03/14/18	9:00 AM-4:00 PM	
	13769	\$249.00	Thu	04/05/18	9:00 AM-4:00 PM	
	13770	\$249.00	Fri	05/04/18	9:00 AM-4:00 PM	
	13771	\$249.00	Thu	05/24/18	9:00 AM-4:00 PM	
	13772	\$249.00	Tue	06/12/18	9:00 AM-4:00 PM	
<b>Project Creating &amp; Managing*</b>	13781	\$499.00	Wed - Thu	02/14 - 02/15	9:00 AM-4:00 PM	Two-day class
	13782	\$499.00	Thu - Fri	03/08 - 03/09	9:00 AM-4:00 PM	Two-day class
	13783	\$499.00	Tue - Wed	04/03 - 04/04	9:00 AM-4:00 PM	Two-day class
	13784	\$499.00	Wed - Thu	05/09 - 05/10	9:00 AM-4:00 PM	Two-day class
	13785	\$499.00	Thu - Fri	06/28 - 06/29	9:00 AM-4:00 PM	Two-day class
<b>Adobe Forms Essentials</b>	13793	\$159.00	Tue	02/13/18	9:00 AM-12:00 PM	Half-day class
	13794	\$159.00	Wed	02/28/18	9:00 AM-12:00 PM	Half-day class
	13795	\$159.00	Tue	04/10/18	9:00 AM-12:00 PM	Half-day class
	13796	\$159.00	Tue	05/08/18	9:00 AM-12:00 PM	Half-day class
	13797	\$159.00	Tue	06/19/18	9:00 AM-12:00 PM	Half-day class
<b>Adobe Acrobat Introduction</b>	13802	\$249.00	Wed	01/10/18	9:00 AM-4:00 PM	
	13803	\$249.00	Thu	02/01/18	9:00 AM-4:00 PM	
	13804	\$249.00	Mon	02/19/18	9:00 AM-4:00 PM	
	13805	\$249.00	Thu	03/15/18	9:00 AM-4:00 PM	
	13806	\$249.00	Thu	04/12/18	9:00 AM-4:00 PM	
	13807	\$249.00	Tue	05/22/18	9:00 AM-4:00 PM	
	13808	\$249.00	Thu	06/14/18	9:00 AM-4:00 PM	
<b>Crystal Reports Introduction*</b>	13816	\$499.00	Wed - Thu	02/14 - 02/15	9:00 AM-4:00 PM	Two-day class
	13817	\$499.00	Thu - Fri	03/08 - 03/09	9:00 AM-4:00 PM	Two-day class
	13818	\$499.00	Tue - Wed	04/17 - 04/18	9:00 AM-4:00 PM	Two-day class
	13820	\$499.00	Thu - Fri	06/21 - 06/22	9:00 AM-4:00 PM	Two-day class
<b>Crystal Reports Advanced*</b>	13827	\$499.00	Wed - Thu	02/07 - 02/08	9:00 AM-4:00 PM	Two-day class
	13828	\$499.00	Thu - Fri	05/17 - 05/18	9:00 AM-4:00 PM	Two-day class