

COURSE SCHEDULE
Between November 2018 and May 2019

[CLICK HERE TO REGISTER ONLINE](#)

Title	Class #	Cost	Day	Date	Time	Note
Windows Basic	13511	\$159.00	Mon	12/03/18	9:00 AM-12:00 PM	Half-day class
	13831	\$159.00	Fri	01/04/19	9:00 AM-12:00 PM	Half-day class
	13832	\$159.00	Thu	01/31/19	9:00 AM-12:00 PM	Half-day class
	13833	\$159.00	Thu	02/28/19	9:00 AM-12:00 PM	Half-day class
	13834	\$159.00	Fri	04/05/19	9:00 AM-12:00 PM	Half-day class
	13835	\$159.00	Wed	05/01/19	9:00 AM-12:00 PM	Half-day class
Windows File Management	13523	\$159.00	Mon	12/03/18	1:00 PM-4:00 PM	Half-day class
	13843	\$159.00	Fri	01/04/19	1:00 PM-4:00 PM	Half-day class
	13844	\$159.00	Thu	01/31/19	1:00 PM-4:00 PM	Half-day class
	13845	\$159.00	Thu	02/28/19	1:00 PM-4:00 PM	Half-day class
	13846	\$159.00	Fri	04/05/19	1:00 PM-4:00 PM	Half-day class
	13847	\$159.00	Wed	05/01/19	1:00 PM-4:00 PM	Half-day class
Office 365 Web Apps	13535	\$249.00	Fri	11/30/18	9:00 AM-4:00 PM	
	13855	\$249.00	Wed	01/02/19	9:00 AM-4:00 PM	
	13856	\$249.00	Fri	02/01/19	9:00 AM-4:00 PM	
	13857	\$249.00	Fri	03/01/19	9:00 AM-4:00 PM	
	13858	\$249.00	Tue	04/02/19	9:00 AM-4:00 PM	
	13859	\$249.00	Mon	05/06/19	9:00 AM-4:00 PM	
OneNote Essentials	13547	\$249.00	Mon	12/03/18	9:00 AM-12:00 PM	Half-day class
	13867	\$249.00	Wed	01/02/19	9:00 AM-12:00 PM	Half-day class
	13868	\$249.00	Thu	01/31/19	9:00 AM-12:00 PM	Half-day class
	13869	\$249.00	Thu	02/28/19	1:00 PM-4:00 PM	Half-day class
	13870	\$249.00	Wed	04/03/19	9:00 AM-12:00 PM	Half-day class
	13871	\$249.00	Tue	04/30/19	9:00 AM-12:00 PM	Half-day class
Office 2016 Transition	13558	\$249.00	Tue	11/13/18	9:00 AM-4:00 PM	Full/Closed
	13559	\$249.00	Fri	12/21/18	9:00 AM-4:00 PM	
	13879	\$249.00	Wed	01/16/19	9:00 AM-4:00 PM	
	13880	\$249.00	Tue	02/12/19	9:00 AM-4:00 PM	
	13881	\$249.00	Fri	03/15/19	9:00 AM-4:00 PM	
	13882	\$249.00	Fri	04/19/19	9:00 AM-4:00 PM	
Power BI Data Visualizations*	13570	\$499.00	Wed - Thu	11/28 - 11/29	9:00 AM-4:00 PM	Two-day class
	13571	\$499.00	Thu - Fri	12/13 - 12/14	9:00 AM-4:00 PM	Full/Closed
	13891	\$499.00	Thu - Fri	01/24 - 01/25	9:00 AM-4:00 PM	Two-day class
	13892	\$499.00	Wed - Thu	02/20 - 02/21	9:00 AM-4:00 PM	Two-day class
	13893	\$499.00	Fri - Sat	03/15 - 03/16	9:00 AM-4:00 PM	Two-day class
	13894	\$499.00	Wed - Thu	04/10 - 04/11	9:00 AM-4:00 PM	Two-day class
SharePoint Online	Please contact us for details					
Word Introduction	13592	\$249.00	Mon	11/26/18	9:00 AM-4:00 PM	
	13593	\$249.00	Mon	12/10/18	9:00 AM-4:00 PM	Full/Closed
	13594	\$249.00	Thu	12/20/18	9:00 AM-4:00 PM	Full/Closed
	13903	\$249.00	Thu	01/10/19	9:00 AM-4:00 PM	
	13904	\$249.00	Tue	01/29/19	9:00 AM-4:00 PM	
	13905	\$249.00	Fri	02/15/19	9:00 AM-4:00 PM	
	13906	\$249.00	Tue	03/05/19	9:00 AM-4:00 PM	
	13907	\$249.00	Wed	03/20/19	9:00 AM-4:00 PM	
	13908	\$249.00	Tue	04/02/19	9:00 AM-4:00 PM	
	13909	\$249.00	Thu	04/18/19	9:00 AM-4:00 PM	
	13910	\$249.00	Fri	05/10/19	9:00 AM-4:00 PM	

Title	Class #	Cost	Day	Date	Time	Note
Word Intermediate	13606	\$249.00	Wed	11/14/18	9:00 AM-4:00 PM	Full/Closed
	13607	\$249.00	Fri	12/14/18	9:00 AM-4:00 PM	Full/Closed
	13926	\$249.00	Thu	01/17/19	9:00 AM-4:00 PM	
	13927	\$249.00	Tue	02/12/19	9:00 AM-4:00 PM	
	13928	\$249.00	Fri	03/29/19	9:00 AM-4:00 PM	
	13929	\$249.00	Mon	04/15/19	9:00 AM-4:00 PM	
	13930	\$249.00	Wed	05/08/19	9:00 AM-4:00 PM	
Word Advanced	13618	\$249.00	Thu	11/29/18	9:00 AM-4:00 PM	
	13619	\$249.00	Wed	12/19/18	9:00 AM-4:00 PM	
	13939	\$249.00	Fri	01/11/19	9:00 AM-4:00 PM	
	13940	\$249.00	Mon	02/11/19	9:00 AM-4:00 PM	
	13941	\$249.00	Tue	03/12/19	9:00 AM-4:00 PM	
	13942	\$249.00	Fri	04/12/19	9:00 AM-4:00 PM	
Excel Introduction	13640	\$249.00	Tue	11/13/18	9:00 AM-4:00 PM	
	13641	\$249.00	Wed	11/14/18	9:00 AM-4:00 PM	Full/Closed
	13642	\$249.00	Tue	12/04/18	9:00 AM-4:00 PM	
	13643	\$249.00	Tue	12/18/18	9:00 AM-4:00 PM	
	13951	\$249.00	Thu	01/03/19	9:00 AM-4:00 PM	
	13952	\$249.00	Fri	01/25/19	9:00 AM-4:00 PM	
	13953	\$249.00	Thu	02/07/19	9:00 AM-4:00 PM	
	13954	\$249.00	Fri	02/22/19	9:00 AM-4:00 PM	
	13955	\$249.00	Wed	03/06/19	9:00 AM-4:00 PM	
	13956	\$249.00	Mon	03/25/19	9:00 AM-4:00 PM	
	13957	\$249.00	Wed	04/10/19	9:00 AM-4:00 PM	
	13958	\$249.00	Tue	04/23/19	9:00 AM-4:00 PM	
	13959	\$249.00	Wed	05/08/19	9:00 AM-4:00 PM	
	Excel Intermediate	13654	\$249.00	Thu	11/15/18	9:00 AM-4:00 PM
13655		\$249.00	Wed	12/05/18	9:00 AM-4:00 PM	
13975		\$249.00	Fri	01/18/19	9:00 AM-4:00 PM	
13976		\$249.00	Mon	02/25/19	9:00 AM-4:00 PM	
13977		\$249.00	Tue	03/19/19	9:00 AM-4:00 PM	
13978		\$249.00	Wed	04/24/19	9:00 AM-4:00 PM	
Excel Advanced	13666	\$249.00	Mon	11/19/18	9:00 AM-4:00 PM	
	13667	\$249.00	Fri	12/14/18	9:00 AM-4:00 PM	
	13987	\$249.00	Mon	01/07/19	9:00 AM-4:00 PM	
	13988	\$249.00	Mon	02/04/19	9:00 AM-4:00 PM	
	13989	\$249.00	Thu	03/21/19	9:00 AM-4:00 PM	
	13990	\$249.00	Fri	04/05/19	9:00 AM-4:00 PM	
Excel Data Analysis w/Power Pivot*	13678	\$329.00	Tue	11/20/18	9:00 AM-4:00 PM	Full/Closed
	13679	\$329.00	Thu	12/13/18	9:00 AM-4:00 PM	
	13999	\$329.00	Tue	01/22/19	9:00 AM-4:00 PM	
	14000	\$329.00	Tue	02/19/19	9:00 AM-4:00 PM	
	14001	\$329.00	Wed	03/13/19	9:00 AM-4:00 PM	
	14002	\$329.00	Tue	04/09/19	9:00 AM-4:00 PM	
	Access Introduction	13696	\$249.00	Wed	11/28/18	9:00 AM-4:00 PM
13697		\$249.00	Tue	12/11/18	9:00 AM-4:00 PM	Full/Closed
14011		\$249.00	Tue	01/08/19	9:00 AM-4:00 PM	
14012		\$249.00	Mon	01/28/19	9:00 AM-4:00 PM	
14013		\$249.00	Tue	02/19/19	9:00 AM-4:00 PM	
14014		\$249.00	Mon	03/04/19	9:00 AM-4:00 PM	
14015		\$249.00	Mon	03/18/19	9:00 AM-4:00 PM	
14016		\$249.00	Mon	04/01/19	9:00 AM-4:00 PM	
14017		\$249.00	Fri	04/26/19	9:00 AM-4:00 PM	
Access Intermediate		13709	\$249.00	Mon	12/10/18	9:00 AM-4:00 PM
	14029	\$249.00	Tue	01/15/19	9:00 AM-4:00 PM	
	14030	\$249.00	Fri	02/08/19	9:00 AM-4:00 PM	Full/Closed
	14031	\$249.00	Tue	03/26/19	9:00 AM-4:00 PM	

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Access Intermediate	14032	\$249.00	Fri	04/12/19	9:00 AM-4:00 PM	
	14033	\$249.00	Wed	05/01/19	9:00 AM-4:00 PM	
Access Advanced	13716	\$249.00	Fri	11/16/18	9:00 AM-4:00 PM	
	13717	\$249.00	Wed	12/12/18	9:00 AM-4:00 PM	
	14041	\$249.00	Thu	02/21/19	9:00 AM-4:00 PM	
	14042	\$249.00	Wed	03/06/19	9:00 AM-4:00 PM	
Access Essentials of Table Design	13725	\$249.00	Fri	11/30/18	9:00 AM-4:00 PM	Full/Closed
	14049	\$249.00	Thu	01/24/19	9:00 AM-4:00 PM	
	14050	\$249.00	Fri	03/01/19	9:00 AM-4:00 PM	
	14051	\$249.00	Thu	04/25/19	9:00 AM-4:00 PM	
PowerPoint Introduction	13740	\$249.00	Mon	11/19/18	9:00 AM-4:00 PM	Full/Closed
	13741	\$249.00	Mon	12/10/18	9:00 AM-4:00 PM	
	14057	\$249.00	Thu	01/03/19	9:00 AM-4:00 PM	
	14058	\$249.00	Fri	02/08/19	9:00 AM-4:00 PM	
	14059	\$249.00	Mon	03/11/19	9:00 AM-4:00 PM	
	14060	\$249.00	Mon	04/08/19	9:00 AM-4:00 PM	
	14061	\$249.00	Mon	05/06/19	9:00 AM-4:00 PM	
PowerPoint Advanced	13751	\$249.00	Mon	12/17/18	9:00 AM-4:00 PM	
	14073	\$249.00	Fri	02/15/19	9:00 AM-4:00 PM	
	14074	\$249.00	Fri	03/22/19	9:00 AM-4:00 PM	
	14075	\$249.00	Tue	04/09/19	9:00 AM-4:00 PM	
	14076	\$249.00	Tue	04/30/19	9:00 AM-4:00 PM	
Visio Introduction	13759	\$249.00	Wed	12/12/18	9:00 AM-4:00 PM	
	14083	\$249.00	Thu	01/10/19	9:00 AM-4:00 PM	Full/Closed
	14084	\$249.00	Fri	03/08/19	9:00 AM-4:00 PM	
	14085	\$249.00	Thu	04/11/19	9:00 AM-4:00 PM	
Publisher Essentials	13765	\$249.00	Tue	11/20/18	9:00 AM-4:00 PM	
	14091	\$249.00	Tue	03/05/19	9:00 AM-4:00 PM	
	14092	\$249.00	Tue	04/16/19	9:00 AM-4:00 PM	
Outlook Essentials	13778	\$249.00	Wed	11/21/18	9:00 AM-4:00 PM	
	13779	\$249.00	Tue	12/11/18	9:00 AM-4:00 PM	
	14097	\$249.00	Mon	01/14/19	9:00 AM-4:00 PM	
	14098	\$249.00	Fri	02/01/19	9:00 AM-4:00 PM	
	14099	\$249.00	Wed	03/13/19	9:00 AM-4:00 PM	
	14100	\$249.00	Thu	04/04/19	9:00 AM-4:00 PM	
	14101	\$249.00	Fri	05/03/19	9:00 AM-4:00 PM	
	Project Creating & Managing*	13791	\$499.00	Thu - Fri	12/06 - 12/07	9:00 AM-4:00 PM
14111		\$499.00	Tue - Wed	01/15 - 01/16	9:00 AM-4:00 PM	Two-day class
14112		\$499.00	Wed - Thu	02/13 - 02/14	9:00 AM-4:00 PM	Two-day class
14113		\$499.00	Thu - Fri	03/07 - 03/08	9:00 AM-4:00 PM	Two-day class
14114		\$499.00	Tue - Wed	04/02 - 04/03	9:00 AM-4:00 PM	Two-day class
14115		\$499.00	Wed - Thu	05/08 - 05/09	9:00 AM-4:00 PM	Two-day class
Adobe Forms Essentials	13801	\$159.00	Tue	12/18/18	9:00 AM-12:00 PM	Half-day class
	14123	\$159.00	Wed	01/23/19	9:00 AM-12:00 PM	Half-day class
	14124	\$159.00	Tue	02/26/19	9:00 AM-12:00 PM	Half-day class
	14125	\$159.00	Wed	02/27/19	9:00 AM-12:00 PM	Half-day class
	14126	\$159.00	Tue	04/09/19	9:00 AM-12:00 PM	Half-day class
	14127	\$159.00	Tue	05/07/19	9:00 AM-12:00 PM	Half-day class
	Adobe Acrobat Introduction	13813	\$249.00	Tue	11/20/18	9:00 AM-4:00 PM
13814		\$249.00	Thu	12/13/18	9:00 AM-4:00 PM	Full/Closed
14133		\$249.00	Wed	01/09/19	9:00 AM-4:00 PM	
14134		\$249.00	Wed	01/30/19	9:00 AM-4:00 PM	
14135		\$249.00	Mon	02/11/19	9:00 AM-4:00 PM	
14136		\$249.00	Thu	03/14/19	9:00 AM-4:00 PM	
14137		\$249.00	Thu	04/11/19	9:00 AM-4:00 PM	
Crystal Reports Introduction*	13825	\$499.00	Tue - Wed	11/13 - 11/14	9:00 AM-4:00 PM	Full/Closed
	13826	\$499.00	Thu - Fri	12/13 - 12/14	9:00 AM-4:00 PM	Full/Closed

Title	Class #	Cost	Day	Date	Time	Note
Crystal Reports Introduction*	14146	\$499.00	Tue - Wed	01/08 - 01/09	9:00 AM-4:00 PM	Two-day class
	14147	\$499.00	Wed - Thu	02/13 - 02/14	9:00 AM-4:00 PM	Two-day class
	14148	\$499.00	Thu - Fri	03/07 - 03/08	9:00 AM-4:00 PM	Two-day class
	14149	\$499.00	Tue - Wed	04/16 - 04/17	9:00 AM-4:00 PM	Two-day class
Crystal Reports Advanced*	13830	\$499.00	Thu - Fri	11/15 - 11/16	9:00 AM - 4:00 PM	Full/Closed
	14158	\$499.00	Wed - Thu	02/06 - 02/07	9:00 AM - 4:00 PM	Full/Closed