

**COURSE SCHEDULE**  
Between December 2018 and June 2019

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Title	Class #	Cost	Day	Date	Time	Note
Windows Basic	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
	13836	\$159.00	Mon	06/03/19	9:00 AM-12:00 PM	Half-day class
Windows File Management	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
	13848	\$159.00	Mon	06/03/19	1:00 PM-4:00 PM	Half-day class
Office 365 Web Apps	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	
	13860	\$249.00	Fri	05/31/19	9:00 AM-4:00 PM	
OneNote Essentials	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
	13872	\$249.00	Mon	06/03/19	9:00 AM-12:00 PM	Half-day class
Office 2016 Transition	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	
	13883	\$249.00	Tue	05/14/19	9:00 AM-4:00 PM	
Power BI Data Visualizations*	<del>13571</del>	<del>\$499.00</del>	<del>Thu - Fri</del>	<del>12/13 - 12/14</del>	<del>9:00 AM-4:00 PM</del>	<b>Full/Closed</b>
	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
	13895	\$499.00	Thu - Fri	05/23 - 05/24	9:00 AM-4:00 PM	Two-day class
SharePoint Online	<b>Please contact us for details</b>					
Word Introduction	<del>13593</del>	<del>\$249.00</del>	<del>Mon</del>	<del>12/10/18</del>	<del>9:00 AM-4:00 PM</del>	<b>Full/Closed</b>
	14865	\$249.00	Mon	12/17/18	9:00 AM-4:00 PM	
	<del>13594</del>	<del>\$249.00</del>	<del>Thu</del>	<del>12/20/18</del>	<del>9:00 AM-4:00 PM</del>	<b>Full/Closed</b>
	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 Introduction	13911	\$249.00	Fri	05/24/19	9:00 AM-4:00 PM	
Word Intermediate	<del>13607</del>	<del>\$249.00</del>	<del>Fri</del>	<del>12/14/18</del>	<del>9:00 AM-4:00 PM</del>	<del>Full/Closed</del>
	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	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	
	13943	\$249.00	Fri	05/17/19	9:00 AM-4:00 PM	
Excel Introduction	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	
	13960	\$249.00	Fri	05/24/19	9:00 AM-4:00 PM	
	13961	\$249.00	Tue	06/04/19	9:00 AM-4:00 PM	
Excel Intermediate	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	
	13979	\$249.00	Mon	05/20/19	9:00 AM-4:00 PM	
Excel Advanced	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	
	13991	\$249.00	Mon	05/13/19	9:00 AM-4:00 PM	
Excel Data Analysis w/Power Pivot*	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	
	14003	\$329.00	Wed	05/22/19	9:00 AM-4:00 PM	
Access Introduction	<del>13697</del>	<del>\$249.00</del>	<del>Tue</del>	<del>12/11/18</del>	<del>9:00 AM-4:00 PM</del>	<del>Full/Closed</del>
	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	
	14018	\$249.00	Tue	05/14/19	9:00 AM-4:00 PM	
	14019	\$249.00	Thu	05/30/19	9:00 AM-4:00 PM	
Access Intermediate	<del>13709</del>	<del>\$249.00</del>	<del>Mon</del>	<del>12/10/18</del>	<del>9:00 AM-4:00 PM</del>	<del>Full/Closed</del>
	14029	\$249.00	Tue	01/15/19	9:00 AM-4:00 PM	
	<del>14030</del>	<del>\$249.00</del>	<del>Fri</del>	<del>02/08/19</del>	<del>9:00 AM-4:00 PM</del>	<del>Full/Closed</del>
	14031	\$249.00	Tue	03/26/19	9:00 AM-4:00 PM	
	14032	\$249.00	Fri	04/12/19	9:00 AM-4:00 PM	

Title	Class #	Cost	Day	Date	Time	Note
Access Intermediate	14033	\$249.00	Wed	05/01/19	9:00 AM-4:00 PM	
Access Advanced	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	
	14043	\$249.00	Fri	05/17/19	9:00 AM-4:00 PM	
Access Essentials of Table Design	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	
	14052	\$249.00	Fri	05/31/19	9:00 AM-4:00 PM	
PowerPoint Introduction	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	<del>13751</del>	<del>\$249.00</del>	<del>Mon</del>	<del>12/17/18</del>	<del>9:00 AM-4:00 PM</del>	<del>Full/Closed</del>
	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	
	14866	\$249.00	Wed	01/09/19	9:00 AM-4:00 PM	
	<del>14083</del>	<del>\$249.00</del>	<del>Thu</del>	<del>01/10/19</del>	<del>9:00 AM-4:00 PM</del>	<del>Full/Closed</del>
	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	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	
	14093	\$249.00	Tue	05/21/19	9:00 AM-4:00 PM	
Outlook Essentials	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	
	14102	\$249.00	Thu	05/23/19	9:00 AM-4:00 PM	
Project Creating & Managing*	<del>13791</del>	<del>\$499.00</del>	<del>Thu - Fri</del>	<del>12/06 - 12/07</del>	<del>9:00 AM-4:00 PM</del>	<del>Full/Closed</del>
	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	<del>13801</del>	<del>\$159.00</del>	<del>Tue</del>	<del>12/18/18</del>	<del>9:00 AM-12:00 PM</del>	<del>Full/Closed</del>
	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	<del>13814</del>	<del>\$249.00</del>	<del>Thu</del>	<del>12/13/18</del>	<del>9:00 AM-4:00 PM</del>	<del>Full/Closed</del>
	<del>14133</del>	<del>\$249.00</del>	<del>Tue</del>	<del>01/08/19</del>	<del>9:00 AM-4:00 PM</del>	<del>Full/Closed</del>
	14134	\$249.00	Wed	01/30/19	9:00 AM-4:00 PM	
	<del>14135</del>	<del>\$249.00</del>	<del>Mon</del>	<del>02/11/19</del>	<del>9:00 AM-4:00 PM</del>	<del>Full/Closed</del>
	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	
	14138	\$249.00	Tue	05/21/19	9:00 AM-4:00 PM	
Crystal Reports Introduction*	<del>13826</del>	<del>\$499.00</del>	<del>Thu - Fri</del>	<del>12/13 - 12/14</del>	<del>9:00 AM-4:00 PM</del>	<del>Full/Closed</del>
	<del>14146</del>	<del>\$499.00</del>	<del>Mon - Tue</del>	<del>01/07 - 01/08</del>	<del>9:00 AM-4:00 PM</del>	<del>Full/Closed</del>
	14147	\$499.00	Wed - Thu	02/13 - 02/14	9:00 AM-4:00 PM	Two-day class

Title	Class #	Cost	Day	Date	Time	Note
Crystal Reports Introduction*	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
	14150	\$499.00	Mon - Tue	05/13 - 05/14	9:00 AM-4:00 PM	Two-day class
Crystal Reports Advanced*	<del>14158</del>	<del>\$499.00</del>	<del>Wed - Thu</del>	<del>02/06 - 02/07</del>	<del>9:00 AM - 4:00 PM</del>	<b>Full/Closed</b>
	14159	\$499.00	Thu - Fri	05/16 - 05/17	9:00 AM-4:00 PM	Two-day class