

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

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Title	Class #	Cost	Day	Date	Time	Note
Windows Basic	13837	\$179.00	Fri	07/05/19	9:00 AM-12:00 PM	Half-day class
	13838	\$179.00	Thu	08/01/19	9:00 AM-12:00 PM	Half-day class
	13839	\$179.00	Fri	09/06/19	9:00 AM-12:00 PM	Half-day class
	13840	\$179.00	Fri	10/04/19	9:00 AM-12:00 PM	Half-day class
	13841	\$179.00	Thu	10/31/19	9:00 AM-12:00 PM	Half-day class
	13842	\$179.00	Mon	12/02/19	9:00 AM-12:00 PM	Half-day class
Windows File Management	13849	\$179.00	Fri	07/05/19	1:00 PM-4:00 PM	Half-day class
	13850	\$179.00	Thu	08/01/19	1:00 PM-4:00 PM	Half-day class
	13851	\$179.00	Fri	09/06/19	1:00 PM-4:00 PM	Half-day class
	13852	\$179.00	Fri	10/04/19	1:00 PM-4:00 PM	Half-day class
	13853	\$179.00	Thu	10/31/19	1:00 PM-4:00 PM	Half-day class
	13854	\$179.00	Mon	12/02/19	1:00 PM-4:00 PM	Half-day class
Office 365 Web Apps	13861	\$269.00	Mon	07/01/19	9:00 AM-4:00 PM	
	13862	\$269.00	Fri	08/02/19	9:00 AM-4:00 PM	
	13863	\$269.00	Fri	08/30/19	9:00 AM-4:00 PM	
	13864	\$269.00	Tue	10/01/19	9:00 AM-4:00 PM	
	13865	\$269.00	Mon	10/28/19	9:00 AM-4:00 PM	
	<del>13866</del>	<del>\$269.00</del>	<del>Fri</del>	<del>11/29/19</del>	<del>9:00 AM-4:00 PM</del>	<b>Full/Closed</b>
OneNote Essentials	13873	\$179.00	Mon	07/01/19	9:00 AM-12:00 PM	Half-day class
	13874	\$179.00	Thu	08/01/19	9:00 AM-12:00 PM	Half-day class
	13875	\$179.00	Tue	09/03/19	1:00 PM-4:00 PM	Half-day class
	13876	\$179.00	Wed	10/02/19	9:00 AM-12:00 PM	Half-day class
	13877	\$179.00	Thu	10/31/19	9:00 AM-12:00 PM	Half-day class
	13878	\$179.00	Mon	12/02/19	9:00 AM-12:00 PM	Half-day class
Office 2016 Transition	13884	\$269.00	Fri	06/21/19	9:00 AM-4:00 PM	
	13885	\$269.00	Wed	07/24/19	9:00 AM-4:00 PM	
	13886	\$269.00	Mon	08/12/19	9:00 AM-4:00 PM	
	13887	\$269.00	Fri	09/13/19	9:00 AM-4:00 PM	
	13888	\$269.00	Fri	10/18/19	9:00 AM-4:00 PM	
	13889	\$269.00	Tue	11/12/19	9:00 AM-4:00 PM	
Power BI Data Analysis Practitioner*	13896	\$649.00	Thu	06/27/19	9:00 AM-4:00 PM	
	13897	\$649.00	Tue	07/16/19	9:00 AM-4:00 PM	
	13898	\$649.00	Wed	08/21/19	9:00 AM-4:00 PM	
	13899	\$649.00	Wed	09/11/19	9:00 AM-4:00 PM	
	13900	\$649.00	Wed	10/09/19	9:00 AM-4:00 PM	
	13901	\$649.00	Wed	11/20/19	9:00 AM-4:00 PM	
SharePoint Online	<b>Please contact us for details</b>					
Word Introduction	13912	\$269.00	Mon	06/10/19	9:00 AM-4:00 PM	
	13913	\$269.00	Thu	06/20/19	9:00 AM-4:00 PM	
	13914	\$269.00	Wed	07/03/19	9:00 AM-4:00 PM	
	13915	\$269.00	Fri	07/19/19	9:00 AM-4:00 PM	
	13916	\$269.00	Wed	07/31/19	9:00 AM-4:00 PM	
	13917	\$269.00	Fri	08/16/19	9:00 AM-4:00 PM	
	13918	\$269.00	Tue	09/03/19	9:00 AM-4:00 PM	
	13919	\$269.00	Wed	09/18/19	9:00 AM-4:00 PM	
	13920	\$269.00	Tue	10/01/19	9:00 AM-4:00 PM	
	13921	\$269.00	Fri	10/18/19	9:00 AM-4:00 PM	
	13922	\$269.00	Mon	11/04/19	9:00 AM-4:00 PM	

Title	Class #	Cost	Day	Date	Time	Note
Word Introduction	13923	\$269.00	Mon	11/25/19	9:00 AM-4:00 PM	
Word Intermediate	13931	\$269.00	Fri	06/14/19	9:00 AM-4:00 PM	
	13932	\$269.00	Wed	07/24/19	9:00 AM-4:00 PM	
	13933	\$269.00	Fri	08/02/19	9:00 AM-4:00 PM	
	13934	\$269.00	Tue	08/13/19	9:00 AM-4:00 PM	
	13935	\$269.00	Fri	09/13/19	9:00 AM-4:00 PM	
	13936	\$269.00	Mon	10/14/19	9:00 AM-4:00 PM	
	13937	\$269.00	Tue	11/05/19	9:00 AM-4:00 PM	
Word Advanced	<del>13944</del>	<del>\$269.00</del>	<del>Wed</del>	<del>06/19/19</del>	<del>9:00 AM-4:00 PM</del>	<b>Full/Closed</b>
	13945	\$269.00	Fri	07/12/19	9:00 AM-4:00 PM	
	13946	\$269.00	Mon	08/12/19	9:00 AM-4:00 PM	
	13947	\$269.00	Tue	09/10/19	9:00 AM-4:00 PM	
	13948	\$269.00	Fri	10/11/19	9:00 AM-4:00 PM	
	<del>13949</del>	<del>\$269.00</del>	<del>Thu</del>	<del>11/28/19</del>	<del>9:00 AM-4:00 PM</del>	<b>Full/Closed</b>
Excel Introduction	13962	\$269.00	Mon	06/24/19	9:00 AM-4:00 PM	
	<del>13963</del>	<del>\$269.00</del>	<del>Thu</del>	<del>07/04/19</del>	<del>9:00 AM-4:00 PM</del>	<b>Full/Closed</b>
	13964	\$269.00	Fri	07/26/19	9:00 AM-4:00 PM	
	13965	\$269.00	Fri	08/09/19	9:00 AM-4:00 PM	
	13966	\$269.00	Fri	08/23/19	9:00 AM-4:00 PM	
	13967	\$269.00	Fri	09/06/19	9:00 AM-4:00 PM	
	13968	\$269.00	Mon	09/23/19	9:00 AM-4:00 PM	
	13969	\$269.00	Wed	10/09/19	9:00 AM-4:00 PM	
	13970	\$269.00	Fri	10/25/19	9:00 AM-4:00 PM	
	13971	\$269.00	Thu	11/07/19	9:00 AM-4:00 PM	
	13972	\$269.00	Fri	11/22/19	9:00 AM-4:00 PM	
	13973	\$269.00	Tue	12/03/19	9:00 AM-4:00 PM	
Excel Intermediate	13980	\$269.00	Wed	06/19/19	9:00 AM-4:00 PM	
	13981	\$269.00	Mon	07/22/19	9:00 AM-4:00 PM	
	13982	\$269.00	Wed	08/21/19	9:00 AM-4:00 PM	
	13983	\$269.00	Tue	09/17/19	9:00 AM-4:00 PM	
	13984	\$269.00	Wed	10/23/19	9:00 AM-4:00 PM	
	13985	\$269.00	Thu	11/14/19	9:00 AM-4:00 PM	
	13986	\$269.00	Fri	12/06/19	9:00 AM-4:00 PM	
Excel Advanced	13992	\$269.00	Mon	06/17/19	9:00 AM-4:00 PM	
	13993	\$269.00	Mon	07/08/19	9:00 AM-4:00 PM	
	13994	\$269.00	Wed	08/07/19	9:00 AM-4:00 PM	
	13995	\$269.00	Thu	09/19/19	9:00 AM-4:00 PM	
	13996	\$269.00	Thu	10/03/19	9:00 AM-4:00 PM	
	13997	\$269.00	Mon	11/11/19	9:00 AM-4:00 PM	
Excel Data Analysis w/Power Pivot*	14004	\$359.00	Wed	06/26/19	9:00 AM-4:00 PM	
	14005	\$359.00	Mon	07/15/19	9:00 AM-4:00 PM	
	14006	\$359.00	Tue	08/20/19	9:00 AM-4:00 PM	
	14007	\$359.00	Wed	09/11/19	9:00 AM-4:00 PM	
	14008	\$359.00	Tue	10/08/19	9:00 AM-4:00 PM	
	14009	\$359.00	Tue	11/19/19	9:00 AM-4:00 PM	
Access Introduction	<del>14020</del>	<del>\$269.00</del>	<del>Tue</del>	<del>06/11/19</del>	<del>9:00 AM-4:00 PM</del>	<b>Full/Closed</b>
	14021	\$269.00	Tue	06/25/19	9:00 AM-4:00 PM	
	14022	\$269.00	Wed	07/17/19	9:00 AM-4:00 PM	
	14023	\$269.00	Tue	08/20/19	9:00 AM-4:00 PM	
	14024	\$269.00	Mon	09/09/19	9:00 AM-4:00 PM	
	14025	\$269.00	Mon	09/30/19	9:00 AM-4:00 PM	
	14026	\$269.00	Fri	10/25/19	9:00 AM-4:00 PM	
	14027	\$269.00	Wed	11/27/19	9:00 AM-4:00 PM	
Access Intermediate	14034	\$269.00	Fri	06/21/19	9:00 AM-4:00 PM	
	14035	\$269.00	Tue	07/16/19	9:00 AM-4:00 PM	
	14036	\$269.00	Wed	08/14/19	9:00 AM-4:00 PM	
	14037	\$269.00	Fri	09/20/19	9:00 AM-4:00 PM	

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Access Intermediate	14038	\$269.00	Fri	10/11/19	9:00 AM-4:00 PM	
	14039	\$269.00	Wed	10/30/19	9:00 AM-4:00 PM	
Access Advanced	14044	\$269.00	Wed	06/12/19	9:00 AM-4:00 PM	
	14045	\$269.00	Thu	08/22/19	9:00 AM-4:00 PM	
	14046	\$269.00	Wed	09/04/19	9:00 AM-4:00 PM	
	14047	\$269.00	Fri	11/15/19	9:00 AM-4:00 PM	
Access Essentials of Table Design	14053	\$269.00	Thu	07/25/19	9:00 AM-4:00 PM	
	14054	\$269.00	Fri	08/30/19	9:00 AM-4:00 PM	
	14055	\$269.00	Thu	10/24/19	9:00 AM-4:00 PM	
	<del>14056</del>	<del>\$269.00</del>	<del>Fri</del>	<del>11/29/19</del>	<del>9:00 AM-4:00 PM</del>	<del>Full/Closed</del>
PowerPoint Introduction	14063	\$269.00	Fri	07/05/19	9:00 AM-4:00 PM	
	14064	\$269.00	Tue	07/23/19	9:00 AM-4:00 PM	
	14065	\$269.00	Fri	08/09/19	9:00 AM-4:00 PM	
	14066	\$269.00	Tue	08/27/19	9:00 AM-4:00 PM	
	14067	\$269.00	Mon	09/09/19	9:00 AM-4:00 PM	
	14068	\$269.00	Fri	09/27/19	9:00 AM-4:00 PM	
	14069	\$269.00	Mon	10/07/19	9:00 AM-4:00 PM	
	14070	\$269.00	Tue	10/22/19	9:00 AM-4:00 PM	
	14071	\$269.00	Mon	11/18/19	9:00 AM-4:00 PM	
PowerPoint Advanced	14077	\$269.00	Thu	06/27/19	9:00 AM-4:00 PM	
	14078	\$269.00	Thu	08/15/19	9:00 AM-4:00 PM	
	14079	\$269.00	Fri	09/20/19	9:00 AM-4:00 PM	
	14080	\$269.00	Thu	10/17/19	9:00 AM-4:00 PM	
	14081	\$269.00	Thu	10/31/19	9:00 AM-4:00 PM	
Visio Introduction	<del>14086</del>	<del>\$269.00</del>	<del>Wed</del>	<del>06/26/19</del>	<del>9:00 AM-4:00 PM</del>	<del>Full/Closed</del>
	14087	\$269.00	Thu	07/11/19	9:00 AM-4:00 PM	
	14088	\$269.00	Fri	09/06/19	9:00 AM-4:00 PM	
	14089	\$269.00	Thu	10/10/19	9:00 AM-4:00 PM	
Publisher Essentials	14094	\$269.00	Tue	09/03/19	9:00 AM-4:00 PM	
	14095	\$269.00	Tue	10/15/19	9:00 AM-4:00 PM	
	14096	\$269.00	Tue	11/19/19	9:00 AM-4:00 PM	
Outlook Essentials	<del>14103</del>	<del>\$269.00</del>	<del>Tue</del>	<del>06/11/19</del>	<del>9:00 AM-4:00 PM</del>	<del>Full/Closed</del>
	<del>14104</del>	<del>\$269.00</del>	<del>Thu</del>	<del>07/11/19</del>	<del>9:00 AM-4:00 PM</del>	<del>Full/Closed</del>
	14105	\$269.00	Fri	08/02/19	9:00 AM-4:00 PM	
	14106	\$269.00	Wed	09/11/19	9:00 AM-4:00 PM	
	14107	\$269.00	Thu	10/03/19	9:00 AM-4:00 PM	
	14108	\$269.00	Fri	11/01/19	9:00 AM-4:00 PM	
	14109	\$269.00	Wed	11/20/19	9:00 AM-4:00 PM	
Project Creating & Managing*	14116	\$549.00	Thu - Fri	06/27 - 06/28	9:00 AM-4:00 PM	Two-day class
	14117	\$549.00	Tue - Wed	07/16 - 07/17	9:00 AM-4:00 PM	Two-day class
	14118	\$549.00	Wed - Thu	08/14 - 08/15	9:00 AM-4:00 PM	Two-day class
	14119	\$549.00	Thu - Fri	09/05 - 09/06	9:00 AM-4:00 PM	Two-day class
	14120	\$549.00	Tue - Wed	09/24 - 09/25	9:00 AM-4:00 PM	Two-day class
	14121	\$549.00	Wed - Thu	11/06 - 11/07	9:00 AM-4:00 PM	Two-day class
	14122	\$549.00	Thu - Fri	12/05 - 12/06	9:00 AM-4:00 PM	Two-day class
Adobe Forms Essentials	14128	\$179.00	Tue	06/18/19	9:00 AM-12:00 PM	Half-day class
	14129	\$179.00	Wed	08/28/19	9:00 AM-12:00 PM	Half-day class
	14130	\$179.00	Tue	10/08/19	9:00 AM-12:00 PM	Half-day class
	14131	\$179.00	Tue	11/05/19	9:00 AM-12:00 PM	Half-day class
Adobe Acrobat Introduction	14139	\$269.00	Thu	06/13/19	9:00 AM-4:00 PM	
	14140	\$269.00	Wed	07/10/19	9:00 AM-4:00 PM	
	14141	\$269.00	Fri	08/23/19	9:00 AM-4:00 PM	
	14142	\$269.00	Thu	09/12/19	9:00 AM-4:00 PM	
	14143	\$269.00	Thu	10/10/19	9:00 AM-4:00 PM	
	14144	\$269.00	Tue	11/19/19	9:00 AM-4:00 PM	
Crystal Reports Introduction*	14151	\$549.00	Thu - Fri	06/20 - 06/21	9:00 AM-4:00 PM	Two-day class
	14152	\$549.00	Tue - Wed	07/09 - 07/10	9:00 AM-4:00 PM	Two-day class

Title	Class #	Cost	Day	Date	Time	Note
Crystal Reports Introduction*	14153	\$549.00	Wed - Thu	08/14 - 08/15	9:00 AM-4:00 PM	Two-day class
	14154	\$549.00	Thu - Fri	09/05 - 09/06	9:00 AM-4:00 PM	Two-day class
	14155	\$549.00	Tue - Wed	10/15 - 10/16	9:00 AM-4:00 PM	Two-day class
	14156	\$549.00	Mon - Tue	11/11 - 11/12	9:00 AM-4:00 PM	Two-day class
Crystal Reports Advanced*	14160	\$549.00	Wed - Thu	08/07 - 08/08	9:00 AM-4:00 PM	Two-day class
	14161	\$549.00	Thu - Fri	11/14 - 11/15	9:00 AM-4:00 PM	Two-day class