

COURSE SCHEDULE
Between September 2019 and March 2020

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Title	Class #	Cost	Day	Date	Time	Note
Windows Basic	13840	\$179.00	Fri	10/04/19	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
	15000	\$179.00	Thu	01/09/20	9:00 AM-12:00 PM	Half-day class
	15001	\$179.00	Wed	02/05/20	9:00 AM-12:00 PM	Half-day class
	15002	\$179.00	Wed	03/04/20	9:00 AM-12:00 PM	Half-day class
Windows File Management	13852	\$179.00	Fri	10/04/19	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
	15012	\$179.00	Thu	01/09/20	1:00 PM-4:00 PM	Half-day class
	15013	\$179.00	Wed	02/05/20	1:00 PM-4:00 PM	Half-day class
	15014	\$179.00	Wed	03/04/20	1:00 PM-4:00 PM	Half-day class
Office 365 Web Apps	16391	\$269.00	Mon	09/16/19	9:00 AM-4:00 PM	Full/Closed
	13864	\$269.00	Tue	10/01/19	9:00 AM-4:00 PM	Full/Closed
	13866	\$269.00	Thu	11/14/19	9:00 AM-4:00 PM	
	16402	\$269.00	Wed	12/04/19	9:00 AM-4:00 PM	
	15024	\$269.00	Mon	01/06/20	9:00 AM-4:00 PM	
	15025	\$269.00	Thu	02/06/20	9:00 AM-4:00 PM	
	15026	\$269.00	Thu	03/05/20	9:00 AM-4:00 PM	
OneNote Essentials	13876	\$179.00	Wed	10/02/19	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
	15036	\$179.00	Mon	01/06/20	9:00 AM-12:00 PM	Half-day class
	15037	\$179.00	Wed	02/05/20	9:00 AM-12:00 PM	Half-day class
	15038	\$179.00	Tue	03/03/20	9:00 AM-12:00 PM	Half-day class
Office 2016 Transition	13887	\$269.00	Fri	09/13/19	9:00 AM-4:00 PM	Full/Closed
	13888	\$269.00	Fri	10/18/19	9:00 AM-4:00 PM	Full/Closed
	13889	\$269.00	Tue	11/12/19	9:00 AM-4:00 PM	
	13890	\$269.00	Fri	12/20/19	9:00 AM-4:00 PM	
	15048	\$269.00	Tue	01/28/20	9:00 AM-4:00 PM	
	15049	\$269.00	Mon	02/17/20	9:00 AM-4:00 PM	
Power BI Data Analysis Practitioner*	13900	\$649.00	Mon	10/14/19	9:00 AM-4:00 PM	Full/Closed
	16466	\$649.00	Mon	10/28/19	9:00 AM-4:00 PM	
	13901	\$649.00	Wed	11/20/19	9:00 AM-4:00 PM	
	13902	\$649.00	Thu	12/19/19	9:00 AM-4:00 PM	
	15326	\$649.00	Tue	01/21/20	9:00 AM-4:00 PM	
	15327	\$649.00	Mon	02/17/20	9:00 AM-4:00 PM	
	15328	\$649.00	Tue	03/10/20	9:00 AM-4:00 PM	
MS Forms	Please contact us for details					
MS Planner	Please contact us for details					
MS Teams	Please contact us for details					
MS SharePoint Online	Please contact us for details					
Word Introduction	13919	\$269.00	Wed	09/18/19	9:00 AM-4:00 PM	Full/Closed
	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	
	13923	\$269.00	Tue	11/26/19	9:00 AM-4:00 PM	Full/Closed
	13924	\$269.00	Mon	12/09/19	9:00 AM-4:00 PM	
	13925	\$269.00	Mon	12/23/19	9:00 AM-4:00 PM	

Title	Class #	Cost	Day	Date	Time	Note
Word Introduction	16408	\$269.00	Tue	01/07/20	9:00 AM-4:00 PM	
	15060	\$269.00	Thu	01/23/20	9:00 AM-4:00 PM	
	15061	\$269.00	Mon	02/03/20	9:00 AM-4:00 PM	
	15062	\$269.00	Thu	02/20/20	9:00 AM-4:00 PM	
	15063	\$269.00	Mon	03/09/20	9:00 AM-4:00 PM	
Word Intermediate	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	
	13938	\$269.00	Fri	12/13/19	9:00 AM-4:00 PM	
	15083	\$269.00	Wed	01/22/20	9:00 AM-4:00 PM	
	16412	\$269.00	Fri	01/31/20	9:00 AM-4:00 PM	
Word Advanced	15084	\$269.00	Mon	02/17/20	9:00 AM-4:00 PM	
	13948	\$269.00	Fri	10/11/19	9:00 AM-4:00 PM	
	13949	\$269.00	Wed	11/27/19	9:00 AM-4:00 PM	
	13950	\$269.00	Wed	12/18/19	9:00 AM-4:00 PM	
	15096	\$269.00	Thu	01/16/20	9:00 AM-4:00 PM	
	15097	\$269.00	Mon	02/17/20	9:00 AM-4:00 PM	
Excel Introduction	13968	\$269.00	Mon	09/23/19	9:00 AM-4:00 PM	Full/Closed
	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	Full/Closed
	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	
	13974	\$269.00	Tue	12/17/19	9:00 AM-4:00 PM	
	15108	\$269.00	Wed	01/08/20	9:00 AM-4:00 PM	
	15109	\$269.00	Thu	01/30/20	9:00 AM-4:00 PM	
	15110	\$269.00	Wed	02/12/20	9:00 AM-4:00 PM	
	15111	\$269.00	Thu	02/27/20	9:00 AM-4:00 PM	
Excel Intermediate	15112	\$269.00	Tue	03/10/20	9:00 AM-4:00 PM	
	13983	\$269.00	Tue	09/24/19	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	
	15132	\$269.00	Mon	01/27/20	9:00 AM-4:00 PM	
Excel Advanced	15133	\$269.00	Thu	02/27/20	9:00 AM-4:00 PM	
	13995	\$269.00	Thu	09/26/19	9:00 AM-4:00 PM	
	13996	\$269.00	Thu	10/03/19	9:00 AM-4:00 PM	
	13997	\$269.00	Wed	11/13/19	9:00 AM-4:00 PM	
	13998	\$269.00	Mon	12/16/19	9:00 AM-4:00 PM	Full/Closed
	15144	\$269.00	Fri	01/10/20	9:00 AM-4:00 PM	
Excel Data Analysis w/Power Pivot*	15145	\$269.00	Mon	02/10/20	9:00 AM-4:00 PM	
	14008	\$359.00	Tue	10/08/19	9:00 AM-4:00 PM	Full/Closed
	16465	\$359.00	Wed	10/16/19	9:00 AM-4:00 PM	
	14009	\$359.00	Tue	11/12/19	9:00 AM-4:00 PM	
	14010	\$359.00	Wed	12/18/19	9:00 AM-4:00 PM	
	15156	\$359.00	Wed	01/29/20	9:00 AM-4:00 PM	
Access Introduction	15157	\$359.00	Mon	02/24/20	9:00 AM-4:00 PM	
	14025	\$269.00	Mon	09/30/19	9:00 AM-4:00 PM	Full/Closed
	14026	\$269.00	Fri	10/25/19	9:00 AM-4:00 PM	Full/Closed
	14027	\$269.00	Wed	11/27/19	9:00 AM-4:00 PM	
	14028	\$269.00	Tue	12/10/19	9:00 AM-4:00 PM	
	15168	\$269.00	Mon	01/06/20	9:00 AM-4:00 PM	
	15169	\$269.00	Mon	02/03/20	9:00 AM-4:00 PM	

Title	Class #	Cost	Day	Date	Time	Note
Access Introduction	15170	\$269.00	Mon	02/24/20	9:00 AM-4:00 PM	
	15171	\$269.00	Mon	03/09/20	9:00 AM-4:00 PM	
Access Intermediate	14037	\$269.00	Fri	09/20/19	9:00 AM-4:00 PM	Full/Closed
	14038	\$269.00	Fri	10/11/19	9:00 AM-4:00 PM	
	16395	\$269.00	Mon	11/04/19	9:00 AM-4:00 PM	
	14040	\$269.00	Fri	12/20/19	9:00 AM-4:00 PM	
	15190	\$269.00	Mon	01/20/20	9:00 AM-4:00 PM	
	15191	\$269.00	Thu	02/13/20	9:00 AM-4:00 PM	
Access Advanced	13865	\$269.00	Mon	10/28/19	9:00 AM-4:00 PM	Full/Closed
	14047	\$269.00	Fri	11/15/19	9:00 AM-4:00 PM	
	14048	\$269.00	Wed	12/11/19	9:00 AM-4:00 PM	
	16406	\$269.00	Thu	01/02/20	9:00 AM-4:00 PM	
	15202	\$269.00	Wed	02/26/20	9:00 AM-4:00 PM	
	15203	\$269.00	Tue	03/10/20	9:00 AM-4:00 PM	
Access Essentials of Table Design	16393	\$269.00	Mon	09/30/19	9:00 AM-4:00 PM	
	14055	\$269.00	Thu	10/24/19	9:00 AM-4:00 PM	Full/Closed
	14056	\$269.00	Thu	11/21/19	9:00 AM-4:00 PM	
	16403	\$269.00	Wed	12/04/19	9:00 AM-4:00 PM	
	15210	\$269.00	Wed	01/29/20	9:00 AM-4:00 PM	
	16415	\$269.00	Fri	02/21/20	9:00 AM-4:00 PM	
	15211	\$269.00	Thu	03/05/20	9:00 AM-4:00 PM	
PowerPoint Introduction	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	
	16396	\$269.00	Wed	11/06/19	9:00 AM-4:00 PM	
	14071	\$269.00	Mon	11/18/19	9:00 AM-4:00 PM	
	16401	\$269.00	Tue	12/03/19	9:00 AM-4:00 PM	
	14072	\$269.00	Thu	12/19/19	9:00 AM-4:00 PM	
	15218	\$269.00	Wed	01/08/20	9:00 AM-4:00 PM	
	16410	\$269.00	Fri	01/24/20	9:00 AM-4:00 PM	
	15219	\$269.00	Thu	02/13/20	9:00 AM-4:00 PM	
	16416	\$269.00	Tue	02/25/20	9:00 AM-4:00 PM	
PowerPoint Advanced	14079	\$269.00	Fri	09/20/19	9:00 AM-4:00 PM	
	14080	\$269.00	Wed	10/16/19	9:00 AM-4:00 PM	Full/Closed
	14081	\$269.00	Thu	10/31/19	9:00 AM-4:00 PM	
	16400	\$269.00	Mon	11/25/19	9:00 AM-4:00 PM	
	14082	\$269.00	Mon	12/16/19	9:00 AM-4:00 PM	
	16409	\$269.00	Fri	01/17/20	9:00 AM-4:00 PM	
	15236	\$269.00	Thu	02/20/20	9:00 AM-4:00 PM	
Visio Introduction	14089	\$269.00	Thu	10/10/19	9:00 AM-4:00 PM	Full/Closed
	16397	\$269.00	Wed	11/13/19	9:00 AM-4:00 PM	
	14090	\$269.00	Mon	12/23/19	9:00 AM-4:00 PM	
	15246	\$269.00	Wed	01/15/20	9:00 AM-4:00 PM	
	16413	\$269.00	Fri	02/07/20	9:00 AM-4:00 PM	
Publisher Essentials	14095	\$269.00	Thu	10/17/19	9:00 AM-4:00 PM	
	14096	\$269.00	Tue	11/26/19	9:00 AM-4:00 PM	
	16404	\$269.00	Thu	12/05/19	9:00 AM-4:00 PM	
	16411	\$269.00	Fri	01/31/20	9:00 AM-4:00 PM	
	16414	\$269.00	Tue	02/11/20	9:00 AM-4:00 PM	
	15254	\$269.00	Mon	03/09/20	9:00 AM-4:00 PM	
Outlook Essentials	14107	\$269.00	Thu	10/03/19	9:00 AM-4:00 PM	Full/Closed
	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	Full/Closed

Title	Class #	Cost	Day	Date	Time	Note
Outlook Essentials	14110	\$269.00	Tue	12/10/19	9:00 AM-4:00 PM	
	15260	\$269.00	Fri	01/17/20	9:00 AM-4:00 PM	
	15261	\$269.00	Thu	02/06/20	9:00 AM-4:00 PM	
Project Creating & Managing*	14120	\$549.00	Mon - Tue	09/30 - 10/01	9:00 AM-4:00 PM	Full/Closed
	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
	15274	\$549.00	Mon - Tue	01/20 - 01/21	9:00 AM-4:00 PM	Two-day class
	15275	\$549.00	Tue - Wed	02/18 - 02/19	9:00 AM-4:00 PM	Two-day class
Adobe Forms Essentials	16390	\$179.00	Mon	09/16/19	9:00 AM-12:00 PM	Full/Closed
	14130	\$179.00	Tue	10/08/19	9:00 AM-12:00 PM	Half-day class
	14131	\$179.00	Fri	11/08/19	9:00 AM-12:00 PM	Half-day class
	14132	\$179.00	Tue	12/17/19	9:00 AM-12:00 PM	Half-day class
	15286	\$179.00	Tue	01/28/20	9:00 AM-12:00 PM	Half-day class
	15287	\$179.00	Mon	02/17/20	9:00 AM-12:00 PM	Half-day class
	15288	\$179.00	Tue	03/03/20	9:00 AM-12:00 PM	Half-day class
Adobe Acrobat Introduction	14142	\$269.00	Thu	09/12/19	9:00 AM-4:00 PM	
	14143	\$269.00	Mon	10/21/19	9:00 AM-4:00 PM	
	14144	\$269.00	Tue	11/19/19	9:00 AM-4:00 PM	
	14145	\$269.00	Thu	12/12/19	9:00 AM-4:00 PM	
	15296	\$269.00	Tue	01/14/20	9:00 AM-4:00 PM	
	15298	\$269.00	Wed	02/05/20	9:00 AM-4:00 PM	
	15297	\$269.00	Wed	02/05/20	9:00 AM-4:00 PM	
	15299	\$269.00	Mon	02/24/20	9:00 AM-4:00 PM	
Crystal Reports Introduction*	14155	\$549.00	Thu - Fri	10/24 - 10/25	9:00 AM-4:00 PM	Two-day class
	14156	\$549.00	Mon - Tue	11/25 - 11/26	9:00 AM-4:00 PM	Full/Closed
	14157	\$549.00	Thu - Fri	12/12 - 12/13	9:00 AM-4:00 PM	Full/Closed
	15310	\$549.00	Mon - Tue	01/13 - 01/14	9:00 AM-4:00 PM	Two-day class
	15311	\$549.00	Tue - Wed	02/18 - 02/19	9:00 AM-4:00 PM	Two-day class
Crystal Reports Advanced*	16392	\$549.00	Wed - Thu	09/25 - 09/26	9:00 AM-4:00 PM	Full/Closed
	16394	\$549.00	Tue - Wed	10/29 - 10/30	9:00 AM-4:00 PM	Full/Closed
	14161	\$549.00	Thu - Fri	11/14 - 11/15	9:00 AM-4:00 PM	Two-day class
	16405	\$549.00	Thu - Fri	12/19 - 12/20	9:00 AM-4:00 PM	Two-day class
	16407	\$549.00	Thu - Fri	01/02 - 01/03	9:00 AM-4:00 PM	Two-day class
	15322	\$549.00	Tue - Wed	02/11 - 02/12	9:00 AM-4:00 PM	Two-day class