

COURSE SCHEDULE

Between September 2021 and March 2022

IN-PERSON CLASS

[CLICK HERE TO REGISTER ONLINE](#)

Title	Class #	Cost	Day	Date	Time	Note	
Windows Basic	15346	\$179.00	Wed	09/29/21	9:00 AM-12:00 PM	Half-day class	
	15347	\$179.00	Thu	10/21/21	9:00 AM-12:00 PM	Half-day class	
	15348	\$179.00	Tue	11/30/21	9:00 AM-12:00 PM	Half-day class	
	15349	\$179.00	Thu	12/16/21	9:00 AM-12:00 PM	Half-day class	
	15664	\$179.00	Fri	01/07/22	9:00 AM-12:00 PM	Half-day class	
	15665	\$179.00	Mon	02/07/22	9:00 AM-12:00 PM	Half-day class	
Windows 10 Essentials VIRTUAL	16914	\$179.00	Fri	10/08/21	9:00 AM-12:00 PM	Half-day class	
	16915	\$179.00	Thu	11/04/21	9:00 AM-12:00 PM	Half-day class	
	16916	\$179.00	Mon	12/06/21	9:00 AM-12:00 PM	Half-day class	
Windows File Management	15358	\$179.00	Wed	09/29/21	1:00 PM-4:00 PM	Half-day class	
	15359	\$179.00	Thu	10/21/21	1:00 PM-4:00 PM	Half-day class	
	15360	\$179.00	Tue	11/30/21	1:00 PM-4:00 PM	Half-day class	
	15361	\$179.00	Thu	12/16/21	1:00 PM-4:00 PM	Half-day class	
	15676	\$179.00	Fri	01/07/22	1:00 PM-4:00 PM	Half-day class	
	15677	\$179.00	Mon	02/07/22	1:00 PM-4:00 PM	Half-day class	
OneNote Essentials	15700	\$179.00	Tue	01/04/22	9:00 AM-12:00 PM	Half-day class	
	15701	\$179.00	Tue	02/01/22	9:00 AM-12:00 PM	Half-day class	
OneNote Essentials VIRTUAL	15382	\$179.00	Mon	09/20/21	9:00 AM-12:00 PM	Half-day class	
	16926	\$179.00	Wed	10/06/21	9:00 AM-12:00 PM	Half-day class	
	16927	\$179.00	Tue	11/02/21	9:00 AM-12:00 PM	Half-day class	
	16928	\$179.00	Mon	12/06/21	9:00 AM-12:00 PM	Half-day class	
Microsoft 365 Transition	15395	\$269.00	Fri	10/22/21	9:00 AM-4:00 PM		
	15397	\$269.00	Wed	12/22/21	9:00 AM-4:00 PM		
	15712	\$269.00	Wed	01/26/22	9:00 AM-4:00 PM		
	15713	\$269.00	Tue	02/15/22	9:00 AM-4:00 PM		
Microsoft 365 Transition VIRTUAL	16920	\$269.00	Tue	10/05/21	9:00 AM-4:00 PM		
	16921	\$269.00	Mon	11/01/21	9:00 AM-4:00 PM		
Power BI Data Analysis Practitioner*	16328	\$649.00	Thu - Fri	01/27 - 01/28	9:00 AM-4:00 PM	Two-day class	
Power BI: Data Analysis Practitioner V	17018	\$649.00	Wed - Thu	10/06 - 10/07	9:00 AM-4:00 AM	Two-day class	
	17019	\$649.00	Wed - Thu	11/17 - 11/18	9:00 AM-4:00 AM	Two-day class	
	17020	\$649.00	Thu - Fri	12/16 - 12/17	9:00 AM-4:00 AM	Two-day class	
	16329	\$649.00	Tue - Wed	02/22 - 02/23	9:00 AM-4:00 PM	Two-day class	
MS Forms	Please contact us for details						
MS Planner	Please contact us for details						
MS Teams	Please contact us for details						
MS SharePoint	Please contact us for details						
Word Introduction	15414	\$269.00	Wed	09/22/21	9:00 AM-4:00 PM	Full/Closed	
	15415	\$269.00	Mon	10/04/21	9:00 AM-4:00 PM		
	15418	\$269.00	Mon	11/29/21	9:00 AM-4:00 PM		
	15420	\$269.00	Thu	12/23/21	9:00 AM-4:00 PM		
	15724	\$269.00	Fri	01/21/22	9:00 AM-4:00 PM		
	15725	\$269.00	Tue	02/01/22	9:00 AM-4:00 PM		
Word Introduction VIRTUAL	16936	\$269.00	Fri	10/22/21	9:00 AM-4:00 PM		
	16937	\$269.00	Mon	11/08/21	9:00 AM-4:00 PM		
	16939	\$269.00	Mon	12/13/21	9:00 AM-4:00 PM		

Title	Class #	Cost	Day	Date	Time	Note
Word Introduction VIRTUAL	17103	\$269.00	Mon	01/03/22	9:00 AM-4:00 PM	
	15726	\$269.00	Fri	02/18/22	9:00 AM-4:00 PM	
Word Intermediate	15430	\$269.00	Fri	09/24/21	9:00 AM-4:00 PM	
	15431	\$269.00	Thu	10/28/21	9:00 AM-4:00 PM	
	15432	\$269.00	Wed	11/03/21	9:00 AM-4:00 PM	
	15433	\$269.00	Thu	12/09/21	9:00 AM-4:00 PM	
	15747	\$269.00	Thu	01/20/22	9:00 AM-4:00 PM	
	15748	\$269.00	Tue	02/15/22	9:00 AM-4:00 PM	
Word Intermediate VIRTUAL	16945	\$269.00	Mon	10/18/21	9:00 AM-4:00 PM	
	16946	\$269.00	Tue	11/09/21	9:00 AM-4:00 PM	
	16947	\$269.00	Fri	12/17/21	9:00 AM-4:00 PM	
	17100	\$269.00	Mon	01/10/22	9:00 AM-4:00 PM	
	17106	\$269.00	Tue	02/08/22	9:00 AM-4:00 PM	
Word Advanced	15444	\$269.00	Thu	12/02/21	9:00 AM-4:00 PM	
	15760	\$269.00	Fri	01/14/22	9:00 AM-4:00 PM	
	15761	\$269.00	Mon	02/14/22	9:00 AM-4:00 PM	
Word Advanced VIRTUAL	16951	\$269.00	Wed	10/20/21	9:00 AM-4:00 PM	
Excel Introduction	15464	\$269.00	Wed	10/13/21	9:00 AM-4:00 PM	
	15466	\$269.00	Fri	11/12/21	9:00 AM-4:00 PM	
	15469	\$269.00	Tue	12/21/21	9:00 AM-4:00 PM	
	15773	\$269.00	Fri	01/28/22	9:00 AM-4:00 PM	
	15774	\$269.00	Thu	02/10/22	9:00 AM-4:00 PM	
	15775	\$269.00	Fri	02/25/22	9:00 AM-4:00 PM	
Excel Introduction VIRTUAL	16959	\$269.00	Mon	09/27/21	9:00 AM-4:00 PM	
	16961	\$269.00	Fri	10/29/21	9:00 AM-4:00 PM	
	16963	\$269.00	Fri	11/19/21	9:00 AM-4:00 PM	
	16964	\$269.00	Tue	12/07/21	9:00 AM-4:00 PM	
	15772	\$269.00	Wed	01/05/22	9:00 AM-4:00 PM	
	17105	\$269.00	Thu	02/24/22	9:00 AM-4:00 PM	
Excel Intermediate	15478	\$269.00	Tue	09/21/21	9:00 AM-4:00 PM	
	15479	\$269.00	Tue	10/19/21	9:00 AM-4:00 PM	
	15480	\$269.00	Wed	11/10/21	9:00 AM-4:00 PM	
	15481	\$269.00	Wed	12/01/21	9:00 AM-4:00 PM	
	15796	\$269.00	Mon	01/24/22	9:00 AM-4:00 PM	
	15797	\$269.00	Fri	02/25/22	9:00 AM-4:00 PM	
Excel Intermediate VIRTUAL	16968	\$269.00	Thu	09/30/21	9:00 AM-4:00 PM	
	16969	\$269.00	Wed	10/27/21	9:00 AM-4:00 PM	Full/Closed
	16970	\$269.00	Thu	11/18/21	9:00 AM-4:00 PM	
	16971	\$269.00	Fri	12/10/21	9:00 AM-4:00 PM	
	17101	\$269.00	Mon	01/10/22	9:00 AM-4:00 PM	
	17104	\$269.00	Wed	02/02/22	9:00 AM-4:00 PM	
Excel Advanced	16975	\$269.00	Thu	10/07/21	9:00 AM-4:00 PM	
	15492	\$269.00	Mon	11/15/21	9:00 AM-4:00 PM	
	15808	\$269.00	Mon	01/10/22	9:00 AM-4:00 PM	
	15809	\$269.00	Mon	02/07/22	9:00 AM-4:00 PM	
Excel Advanced VIRTUAL	16974	\$269.00	Thu	09/23/21	9:00 AM-4:00 PM	Full/Closed
	15491	\$269.00	Fri	10/15/21	9:00 AM-4:00 PM	
	16977	\$269.00	Mon	12/20/21	9:00 AM-4:00 PM	
Excel Data Analysis w/Power Pivot*	15820	\$359.00	Tue	01/25/22	9:00 AM-4:00 PM	
Excel Data Analysis w/Power Pivot VIR	16981	\$359.00	Tue	10/12/21	9:00 AM-4:00 PM	
	16982	\$359.00	Wed	11/24/21	9:00 AM-4:00 PM	
	15821	\$359.00	Tue	02/22/22	9:00 AM-4:00 PM	
Access Introduction	15521	\$269.00	Mon	09/27/21	9:00 AM-4:00 PM	

Title	Class #	Cost	Day	Date	Time	Note
Access Introduction	15522	\$269.00	Mon	10/04/21	9:00 AM-4:00 PM	Full/Closed
	15523	\$269.00	Fri	10/29/21	9:00 AM-4:00 PM	
	15524	\$269.00	Tue	11/16/21	9:00 AM-4:00 PM	
	15525	\$269.00	Wed	12/01/21	9:00 AM-4:00 PM	
	15526	\$269.00	Tue	12/14/21	9:00 AM-4:00 PM	
	15527	\$269.00	Mon	12/20/21	9:00 AM-4:00 PM	
	15832	\$269.00	Mon	01/03/22	9:00 AM-4:00 PM	
	15833	\$269.00	Mon	01/31/22	9:00 AM-4:00 PM	
	15834	\$269.00	Tue	02/22/22	9:00 AM-4:00 PM	
Access Intermediate	15536	\$269.00	Tue	09/28/21	9:00 AM-4:00 PM	
	15537	\$269.00	Tue	10/12/21	9:00 AM-4:00 PM	
	15538	\$269.00	Wed	11/03/21	9:00 AM-4:00 PM	
	15854	\$269.00	Tue	01/11/22	9:00 AM-4:00 PM	
	15855	\$269.00	Fri	02/11/22	9:00 AM-4:00 PM	
Access Advanced	15546	\$269.00	Mon	11/22/21	9:00 AM-4:00 PM	
	15547	\$269.00	Wed	12/15/21	9:00 AM-4:00 PM	
	15866	\$269.00	Thu	02/24/22	9:00 AM-4:00 PM	
Access Essentials of Table Design	15554	\$269.00	Thu	10/20/21	9:00 AM-4:00 PM	Full/Closed
	15555	\$269.00	Fri	12/03/21	9:00 AM-4:00 PM	
	15874	\$269.00	Thu	01/27/22	9:00 AM-4:00 PM	
PowerPoint Introduction	15566	\$269.00	Tue	09/28/21	9:00 AM-4:00 PM	
	15567	\$269.00	Thu	10/14/21	9:00 AM-4:00 PM	
	15570	\$269.00	Mon	11/08/21	9:00 AM-4:00 PM	
	15573	\$269.00	Wed	12/15/21	9:00 AM-4:00 PM	
	15882	\$269.00	Thu	01/06/22	9:00 AM-4:00 PM	
PowerPoint Introduction VIRTUAL	16989	\$269.00	Fri	10/01/21	9:00 AM-4:00 PM	
	16993	\$269.00	Tue	11/23/21	9:00 AM-4:00 PM	
	16994	\$269.00	Wed	12/08/21	9:00 AM-4:00 PM	
	15883	\$269.00	Fri	02/11/22	9:00 AM-4:00 PM	
PowerPoint Advanced	15580	\$269.00	Fri	09/24/21	9:00 AM-4:00 PM	
	15581	\$269.00	Thu	10/21/21	9:00 AM-4:00 PM	
	15582	\$269.00	Thu	11/04/21	9:00 AM-4:00 PM	
	15583	\$269.00	Wed	12/22/21	9:00 AM-4:00 PM	
	15900	\$269.00	Fri	02/18/22	9:00 AM-4:00 PM	
Visio Introduction	15590	\$269.00	Wed	10/13/21	9:00 AM-4:00 PM	Full/Closed
	15910	\$269.00	Thu	01/13/22	9:00 AM-4:00 PM	
Publisher Essentials	15596	\$269.00	Tue	10/19/21	9:00 AM-4:00 PM	
	15597	\$269.00	Tue	11/23/21	9:00 AM-4:00 PM	
Outlook Essentials	15609	\$269.00	Fri	11/05/21	9:00 AM-4:00 PM	
	15924	\$269.00	Mon	01/17/22	9:00 AM-4:00 PM	
Outlook Essentials VIRTUAL	16999	\$269.00	Tue	10/26/21	9:00 AM-4:00 PM	Full/Closed
	17002	\$269.00	Tue	12/14/21	9:00 AM-4:00 PM	
	15925	\$269.00	Fri	02/04/22	9:00 AM-4:00 PM	
Project Creating & Managing*	15621	\$549.00	Wed - Thu	09/29 - 09/30	9:00 AM-4:00 PM	Two-day class
	15622	\$549.00	Wed - Thu	11/10 - 11/11	9:00 AM-4:00 PM	Two-day class
	15938	\$549.00	Wed - Thu	01/19 - 01/20	9:00 AM-4:00 PM	Two-day class
	15939	\$549.00	Wed - Thu	02/16 - 02/17	9:00 AM-4:00 PM	Two-day class
Project Creating and Managing VIRTUA	17006	\$549.00	Thu - Fri	10/21 - 10/22	9:00 AM-4:00 PM	Two-day class
	17008	\$549.00	Thu - Fri	12/09 - 12/10	9:00 AM-4:00 PM	Two-day class
Adobe Forms Essentials	15632	\$179.00	Tue	11/09/21	9:00 AM-12:00 PM	Half-day class
	15633	\$179.00	Tue	12/21/21	9:00 AM-12:00 PM	Half-day class
	15950	\$179.00	Wed	01/26/22	9:00 AM-12:00 PM	Half-day class
Adobe Forms Essentials VIRTUAL	17012	\$179.00	Mon	10/25/21	9:00 AM-12:00 PM	Half-day class

Title	Class #	Cost	Day	Date	Time	Note
Adobe Forms Essentials VIRTUAL	15951	\$179.00	Tue	02/15/22	9:00 AM-12:00 PM	Half-day class
Adobe Acrobat Introduction	15645	\$269.00	Thu	10/14/21	9:00 AM-4:00 PM	
	15646	\$269.00	Mon	11/22/21	9:00 AM-4:00 PM	
	15647	\$269.00	Mon	12/13/21	9:00 AM-4:00 PM	
	15960	\$269.00	Wed	01/12/22	9:00 AM-4:00 PM	
	15962	\$269.00	Thu	02/03/22	9:00 AM-4:00 PM	
	15963	\$269.00	Mon	02/21/22	9:00 AM-4:00 PM	
Crystal Reports Introduction*	15657	\$549.00	Tue - Wed	10/19 - 10/20	9:00 AM-4:00 PM	Two-day class
	15658	\$549.00	Mon - Tue	11/15 - 11/16	9:00 AM-4:00 PM	Two-day class
	15659	\$549.00	Tue - Wed	12/14 - 12/15	9:00 AM-4:00 PM	Two-day class
	15974	\$549.00	Tue - Wed	01/11 - 01/12	9:00 AM-4:00 PM	Two-day class
	15975	\$549.00	Wed - Thu	02/16 - 02/17	9:00 AM-4:00 PM	Two-day class
Crystal Reports Advanced*	15663	\$549.00	Thu - Fri	11/18 - 11/19	9:00 AM-4:00 PM	Two-day class
	15986	\$549.00	Wed - Thu	02/09 - 02/10	9:00 AM-4:00 PM	Two-day class