

COURSE SCHEDULE
Between October 2021 and April 2022

IN-PERSON CLASS

[CLICK HERE TO REGISTER ONLINE](#)

Title	Class #	Cost	Day	Date	Time	Note
Windows Basic	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	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	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	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	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	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	Full/Closed
	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	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	
	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	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	

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Word Intermediate VIRTUAL	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	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	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	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	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	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	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	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	Full/Closed
	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

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Access Essentials of Table Design	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	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	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	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	
	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*	15622	\$549.00	Mon - Tue	11/15 - 11/16	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 VIRTUAL	17006	\$549.00	Thu - Fri	10/21 - 10/22	9:00 AM-4:00 PM	Two-day class
	17000	\$549.00	Thu - Fri	12/09 - 12/10	9:00 AM-4:00 PM	Full/Closed
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
	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