

PC Applications Schedule



Day Classes: 9:00 AM - 4:00 PM									
Word Processing and Note Taking	Price	Days	Jan	Feb	Mar	Apr	May	Jun	Jul
Word Level 1 - Basic Documents, Tables & Graphics	\$239	1	3	1	4	2	1	3	2
Word Level 2 - Styles, Sections & Templates	\$239	1	17	13	14	11	16	17	17
Word Level 3 - Long Documents, Forms, Macros & Mail Merge	\$289	1	31	28		24		27	30
Word: Templates and Macros	\$289	1	7		20		22		9
Office OneNote - Develop digital note-taking skills	\$239	1	4		28		30		18
Spreadsheets	Price	Days	Jan	Feb	Mar	Apr	May	Jun	Jul
Maximizing PivotTables in Excel	\$289	1		6		3		19	
Useful Excel Formulas and Functions	\$289	1	18		25		29		23
Amazing Macros in Excel	\$289	1	23		21		13		22
Excel: Dashboards & Reports	\$289	1	29		27		23		31
Excel: Tips & Tricks	\$289	1	15		15		21		15
Excel Level 1 - Worksheet Essentials	\$239	1	8	5	5	4	2	4	10
Excel Level 2 - Multiple Workbooks, Subtotals & Advanced Charts	\$239	1	16	12	13	10	8	13	16
Excel Level 3 - Auditing & analysis tools / importing & exporting data	\$239	1	24	20	19	18	15	26	25
Presentations	Price	Days	Jan	Feb	Mar	Apr	May	Jun	Jul
PowerPoint Level 1 - Creating & Modifying Presentations	\$239	1		11		9		6	
PowerPoint Level 2 - Graphics, Multimedia, Interactive elements	\$239	1	10		6		14		11
Contact Management & Email	Price	Days	Jan	Feb	Mar	Apr	May	Jun	Jul
Outlook Level 1 - Email, Calendar & Contact Basics	\$239	1		4		8		5	
Outlook Level 2 - Customizing, Filters, Folders	\$239	1		14		17		18	
Databases	Price	Days	Jan	Feb	Mar	Apr	May	Jun	Jul
Access Level 1 - Managing Data, Table Relationships & Reports	\$239	1	9	7	7	5	7	10	8
Access Level 2 - Controlling Data , Queries & Customized Reports	\$239	1	25	15	18	16	20	20	24
Access Level 3 - SQL Queries, Macros & Database Management	\$239	1	30	26	29	25	31	25	
Planning/Project Management	Price	Days	Jan	Feb	Mar	Apr	May	Jun	Jul
Project Level 1: Creating and modifying a project plan	\$349	1		19		12		24	
Project Level 2 - Managing a Project & Reports	\$349	1	28		26		9		29
Office 365	Price	Days	Jan	Feb	Mar	Apr	May	Jun	Jul
NEW! Office 365 Online Productivity Apps	\$395	1	22		19		6		9
NEW! Office 365® Online (with Skype® for Business)	\$395	1	30		27		17		18
Day Classes: 8:30 AM - 4:00 PM									
Knowledge Worker	Price	Days	Jan	Feb	Mar	Apr	May	Jun	Jul
NEW! Tableau Desktop Part 1	\$995	2	10-11		1-2		2-3		11-12
Power BI Desktop	\$1,195	2	24-25		21-22		9-10		18-19
Excel VBA Level 1	\$895	2	2-3		7-8		16-17		25-26
Excel VBA Level 2	\$895	2		7-8		11-12		20-21	
Access VBA Level 1 – Forms and Controls	\$495	1	11		29		31		17
SQL: Writing Reports & Report Builder L1	\$995	2	17-18		14-15		2-3		11-12
SQL: Writing Reports & Report Builder L2	\$995	2		14-15		25-26		13-14	