

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	

Graphics & Internet Schedule



Day Classes: 9:00 AM - 4:00 PM

Graphics									
	Price	Days	Jan	Feb	Mar	Apr	May	Jun	Jul
Adobe Illustrator Level 1 - Paths, Objects, Layers and Type	\$625	2	14-15		4-5		1-2		1-2
Adobe Illustrator Level 2 - Patterns/Brushes, Advanced Type, Trapping	\$625	2		4-5		1-2		3-4	
Adobe InDesign Level 1 - Basics of Creating Documents	\$625	2		6-7		3-4		5-6	
Adobe InDesign Level 2 - Master Pages, Styles, Text Control, Sectioning	\$625	2	16-17		6-7		6-7		8-9
Adobe Photoshop Level 1 - Layers, Color, Formats, Masking	\$625	2				8-9		10-11	
Adobe Photoshop Level 2 - Filters, Layers, Lighting, Shadow Effects, Scripts	\$625	2	10-11		11-12		8-9		10-11
Adobe Photoshop Photo Printing & Color	\$625	2	22-23		13-14		13-14		15-16
Adobe Photoshop Web Production - Web Graphics, JPEG, PNG, GIF	\$625	2	24-25		18-19		20-21		17-18
NEW! Publisher 2016 - Create, Manage, Format, Revise, and Distribute Publications	\$239	1		8		10		12	
Adobe Captivate: The Essentials	\$625	2			20-21		22-23		22-23
Adobe Captivate: Beyond The Essentials	\$625	2	30-31			11-12		17-18	
Internet									
	Price	Days	Jan	Feb	Mar	Apr	May	Jun	Jul
Adobe Acrobat Level 1 - Modify PDF Documents, Create Workflows	\$239	1		13		15		19	
Flash Level 1 - Explore Tools & Create Animations	\$625	2	28-29		25-26		29-30		24-25
Flash Level 2 - Vector Illustration / Advanced Timeline Animation	\$625	2		14-15		29-30		24-25	
NEW! Responsive Web Design - Intro to HTML5, CSS3 and JavaScript	\$695	2	3-4		28-29		30-31		29-30
NEW! Dynamic Mobile Development - Client-side scripting with JavaScript, DOM, managing events, objects and CSS	\$695	2		19-20		16-17		26-27	
NEW! PHP Programming	\$695	2	10-11		7-8		16-17		15-16
NEW! Database Development Using MySQL	\$1,295	4		21-22		23-24		6-7	
NEW! Search Engine Optimization	\$395	1	18		22				
NEW! E-Commerce Technologies - Develop an e-commerce website - connecting from a browser to database to facilitate sales	\$995	3	24-25		27-29				
NEW! Business Transition to an On-line Environment - Move to e-commerce	\$395	1	31		1				

Technical Education Schedule



Day Classes: 8:30 AM - 4:00 PM

Administration, Security & Tools		Price	Days	Jan	Feb	Mar	Apr	May	Jun	Jul
CPEH	Certified Professional Ethical Hacker	\$2,995	5							
CISSP CISSO	Certified Information Systems Security Professional/Officer-Boot Camp	\$3,595	5							
ITIL	ITIL Foundation Certification-Boot Camp	\$1,995	3							
PMP	Project Management Professional (PMP) Certification Preparation includes training aids, reference guides, practice exams, simulation and post-class support	\$2,495	5							
IAPP	Certified Information Privacy Professional (CIPP)	\$1,995	2							
Cisco		Price	Days	Jan	Feb	Mar	Apr	May	Jun	Jul
SWITCH	Implementing Cisco Switched Networks	\$3,495	5							
ROUTE	Implementing Cisco IP Routing	\$3,495	5							
CCNAX	Interconnecting Cisco Networking Devices Accelerated	\$3,895	5							
CyberOps	NEW! CCNA Cyber Ops - Boot Camp	\$3,895	5	7-11						
ICND 1	Interconnecting Cisco Network Devices Part 1	\$3,495	5							
ICND 2	Interconnecting Cisco Network Devices Part 2	\$3,495	5							
TSHOOT	Troubleshooting & Maintaining Cisco IP Networks	\$3,495	5							
CompTIA		Price	Days	Jan	Feb	Mar	Apr	May	Jun	Jul
A+	A+ Certification: Boot Camp - prep for 220-901 & 902 - Exams inc.	\$3,595	5	7-11	4-8	4-8	1-5	27-31		
L+	Linux+	\$2,475	4							
N+	Network+ - Boot Camp - Exams Inc.	\$3,595	5	14-18	11-15	11-15	8-12	6-10		
S+	Security+ - Boot Camp - Exams Inc.	\$3,595	5	21-25	18-22	18-22	15-19	13-17	10-14	
CySA+	NEW! Cybersecurity Analyst+	\$3,595	5	21-25			8-12		10-14	
PenTest+	NEW! PenTest+	\$3,595	5			25-29		6-10		15-19
Crystal Reports		Price	Days	Jan	Feb	Mar	Apr	May	Jun	Jul
	Crystal Reports XI Level 1	\$695	2							
	Crystal Reports XI Level 2	\$695	2							
SQL		Price	Days	Jan	Feb	Mar	Apr	May	Jun	Jul
	SQL Fundamentals	\$495	1	4		1		17		12
	SQL Server I	\$895	2	31-2/1		7-8		9-10		18-19
	SQL Server II (Queries)	\$895	2			28-29		30-31		25-26
	SQL Server III	\$895	2		21-22		25-26		6-7	
	NEW! SQL: Writing Reports and Report Builder L1	\$995	2	17-18		14-15		2-3		11-12
	NEW! SQL: Writing Reports and Report Builder L2	\$995	2		14-15		25-26		27-28	
	SQL Administration	\$495	1	11		22		23		26
Windows Server 2012/2016		Price	Days	Jan	Feb	Mar	Apr	May	Jun	Jul
20410	Installing & Configuring Windows Server 2012	\$2,695	5	21-25	18-22	18-22	15-19	13-17		
20411	Administering Windows Server 2012	\$2,695	5	21-25	18-22	18-22	15-19	13-17		

Technical Education Schedule



Day Classes: 8:30 AM - 4:00 PM

Windows Server 2012/2016		Price	Days	Jan	Feb	Mar	Apr	May	Jun	Jul
	Configuring & Administering Hyper-V	\$1,295	2		21-22		4-5		6-7	
	NEW! Windows Server 2016: Installing & Configuring	\$1,295	2		7-8		18-19		13-14	
	NEW! Windows Server 2016: Storage Solutions	\$1,295	2	3-4		7-8		9-10		9-10
	NEW! Windows Server 2016: Essential Services	\$1,295	2	17-18		14-15		16-17		16-17
	NEW! Windows Server 2016: Domain Infrastructure (Active Directory)	\$1,295	2		14-15		11-12		20-21	
	Windows PowerShell Fundamentals	\$1,295	2		7-8		25-26		27-28	
	Windows PowerShell Level 2	\$1,295	2	24-25		21-22		2-3		25-26
20742	Identity with Windows Server 2016	\$2,695	5	21-25	18-22	18-22	15-19	13-17	10-14	
20744	Securing Windows Server 2016	\$2,695	5	21-25	18-22	18-22	15-19	13-17		
Azure		Price	Days	Jan	Feb	Mar	Apr	May	Jun	Jul
10979	Azure Fundamentals	\$1,195	2	14-15	11-12	11-12	8-9	6-7	3-4	
20487	Developing Windows Azure and Web Services	\$2,695	5							
20532	Developing Microsoft Azure Solutions	\$2,195	4							
20533	Implementing Microsoft Azure Infrastructure Solutions	\$2,695	5							
Exchange		Price	Days	Jan	Feb	Mar	Apr	May	Jun	Jul
20345-1	Administering Microsoft Exchange Server 2016	\$2,695	5	7-11	4-8	4-8	29-5/3	27-31		
20345-2	Designing and Deploying Microsoft Exchange Server 2016	\$2,695	5	14-18	11-15	11-15	8-12	6-10		
20341	Core Solutions of Microsoft Exchange Server 2013	\$2,695	5							
20342	Adv. Solutions of Microsoft Exchange Server 2013	\$2,695	5							
	Exchange Administration	\$595	1	9		1		30		19
Operating Systems: Windows 10		Price	Days	Jan	Feb	Mar	Apr	May	Jun	Jul
10982	Supporting and Troubleshooting Windows 10	\$2,695	5	14-18	11-15	11-15	8-12	6-10	3-7	
20697-1	Installing & Configuring Windows 10	\$2,695	5	14-18	11-15	11-15	8-12	6-10	3-7	
20697-2	Deploying & Managing Windows 10 Using Enterprise Services	\$2,695	5	14-18	11-15	11-15	8-12	6-10	3-7	
Office 365		Price	Days	Jan	Feb	Mar	Apr	May	Jun	Jul
20347	Enabling & Managing Office 365	\$2,695	5	25-3/1		25-29	22-26	20-24		
SharePoint		Price	Days	Jan	Feb	Mar	Apr	May	Jun	Jul
	SharePoint 2010 Foundation - Level 1: Create & Manage team sites (9am-4pm)	\$795	2							
	SharePoint 2010 Foundation - Level 2: Manage site collections & components (9am-4pm)	\$795	2							
	NEW! SharePoint Site Owner	\$595	1							
20339-1	Planning and Administering SharePoint 2016	\$2,695	5	21-25	18-22	18-22	15-19	13-17	10-14	
20339-2	Advanced Technologies of SharePoint 2016	\$2,695	5	21-25	18-22	18-22	15-20	13-18	10-15	

Please contact us if you are interested in older classes not listed on this schedule.

Talent Development Schedule



Day Classes: 9:00 AM - 4:00 PM

Customer Service (CS)		Price	Days	Jan	Feb	Mar	Apr	May	Jun	Jul
Excellence in Service: Basic - developing basic CS skills		\$325	1		4		4		4	
Excellence in Service: Advanced - service standards		\$325	1		25		30			1
Managing Anger - causes & effects of anger		\$325	1	3		4		20		16
Leadership and Supervision		Price	Days	Jan	Feb	Mar	Apr	May	Jun	Jul
Change Management - handling phases of transition process		\$325	1		1		2		3	
Coaching - establishing a positive coaching relationship		\$325	1		11		1		11	
Creating a High Performance Team		\$325	1	11		8		1		2
Delegation Skills for Leaders - getting work done thru others		\$325	1		20		12		12	
Emotional Intelligence for Managers		\$325	1	9		11		14		8
Leadership Institute (3 days)		\$895	3	28-30	11-13	18-20	15-17	15-17	12-14	17-19
Leading Virtual Teams - support vteam cultures		\$325	1	10		12		7		12
Managerial Leadership - leading to vision fulfillment		\$325	1		27		18		19	
Managing Conflict		\$325	1	17		11		23		17
Managing Innovation & Creativity - supporting new ideas		\$325	1		22		19		24	
Mentoring - maximize the benefits of mentoring		\$325	1		26		24		28	
Positive Staff Development - developing talent		\$325	1	18		5		1		18
NEW! Six Thinking Hats - managing discussions effectively		\$325	1	22		21		13		22
Diverse Team Building		\$325	1		27		25		25	
Leadership Skills for Women		\$325	1	28		22		29		26
Project Mgt/Business Analyst		Price	Days	Jan	Feb	Mar	Apr	May	Jun	Jul
Project Management Fundamentals - principles/methodology		\$325	1		5		3		5	
Project Management Essentials (3 days)		\$895	3	29-31		25-27		29-31		24-26
Business Analyst Fundamentals (2 days)		\$650	2		12-14		29-30		26-27	
NEW! Process Improvement		\$325	1	23		14		20		9
Human Resources		Price	Days	Jan	Feb	Mar	Apr	May	Jun	Jul
Effective Recruiting Strategies		\$325	1		6		5		6	
Interviewing Skills - guidelines to interview effectively		\$325	1	24		28		2		10
Managing Multigenerational Teams-intergenerational issues		\$325	1		15		10		17	
Organizational Skills - applied balance of time & information		\$325	1	16		29		3		15
Sexual Harassment Prevention - in the workplace		\$325	1		22		22		20	
Personal Development		Price	Days	Jan	Feb	Mar	Apr	May	Jun	Jul
Attitude		\$325	1	7		7		6		11
Business Etiquette - appropriate behavior in the workplace		\$325	1		7		8		7	
Effective Business Communication - practical writing		\$325	1		19		11		18	
Effective Office Communication Strategies in the workplace		\$325	1	8		6		8		19
Email Netiquette - communication guidelines		\$325	1		21		23		21	
Email Management - Become more productive & save time		\$325	1		28		29		26	
Writing Effective Email - Make the most of your email		\$325	1		25		30		27	
Facilitation - gain tools for facilitation		\$325	1	4		4		9		29
Grammar Skills - fundamental language principles		\$325	1	11		12		30		23
Managing Upward - guide to upward professional mobility		\$325	1	14		18		31		25
Problem Solving Skills - resolution strategies		\$325	1	29		19		7		24
Stress Management		\$325	1	31		20		6		12
Time Management with Outlook		\$325	1		21		26		28	
Time Management - productive time use		\$325	1	30		13		23		19
Professional Presentation		Price	Days	Jan	Feb	Mar	Apr	May	Jun	Jul
Effective Presentations - skilled public speaking.		\$325	1		8		9		10	
Presentations: Preparing, Developing and Delivery		\$325	1	8		8		22		30
Train the Trainer - learning to be a better instructor		\$325	1	25		15		13		31