

PC Applications Schedule



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

Graphics, Internet & Professional Applications Schedule



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

Graphics									
	Price	Days	May	Jun	Jul	Aug	Sep	Oct	Nov
Adobe Illustrator Level 1 - Paths, Objects, Layers and Type	\$625	2	5-6		12-13		9-10		1-2
Adobe Illustrator Level 2 - Patterns/Brushes, Advanced Type, Trapping	\$625	2		2-3		3-4		4-5	
Adobe InDesign Level 1 - Basics of Creating Documents	\$625	2		24-25		5-6		6-7	
Adobe InDesign Level 2 - Master Pages, Styles, Text Control, Sectioning	\$625	2	19-20		14-15		13-14		3-4
Adobe Photoshop Level 1 - Layers, Color, Formats, Masking	\$625	2		17-18		30-31		28-29	
Adobe Photoshop Level 2 - Filters, Layers, Lighting, Shadow Effects, Scripts	\$625	2	27-28		22-23		20-21		22-23
Adobe Photoshop Photo Printing & Color	\$625	2	13-14		26-27		2-3		29-30
Publisher 2016 - Create, Manage, Format, Revise, and Distribute Publications	\$239	1		10		11		12	
Internet									
	Price	Days	May	Jun	Jul	Aug	Sep	Oct	Nov
Adobe Acrobat Level 1 - Modify PDF Documents, Create Workflows	\$239	1		11		16		28	
Adobe Acrobat Advanced - Enhancing PDFs, Interactive PDF Forms	\$295	1	26		30		24		29
Introduction to JavaScript	\$1,495	3	3-5		7-9				
Bootstrap Development Course	\$625	2		3-4					
Professional Applications									
	Price	Days	May	Jun	Jul	Aug	Sep	Oct	Nov
QuickBooks for Windows: Introduction	\$295	1	20		7		20		8
QuickBooks for Windows: Advanced	\$295	1		4		20		4	
Crystal Reports 2016 Designer 1	\$695	2		14-15					
Crystal Reports 2016 Designer 2	\$695	2		23-24					
Crystal Reports 2016 Designer 3	\$695	2	17-18		12-13				

Technical Education Schedule



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

Administration, Security & Tools		Price	Days	May	Jun	Jul	Aug	Sep	Oct	Nov
CPEH	Certified Professional Ethical Hacker	\$2,995	4	4-7	15-18	27-30		7-10	19-22	11/30-12/3
CISSO	Certified Information Systems Security Officer-Boot Camp	\$2,995	5	24-28		12-16	23-27		4-8	15-19
ITIL	ITIL Foundation Certification Boot Camp	\$2,695	3		2-4	14-16	23-27		6-8	17-19
PMP	Project Management Professional (PMP) Certification Preparation includes training aids, reference guides, practice exams, simulation and support	\$2,195	4	17-20	6/28-7/1		9-12	20-23		1-4
CompTIA Certification Boot Camps		Price	Days	May	Jun	Jul	Aug	Sep	Oct	Nov
A+	A+ Certification: Boot Camp - Exams inc.	\$2,995	5	17-21	6/28-7/2		9-13	20-24		1-5
	Cloud Essentials+	\$1,995	3	12-14	23-25		4-6	15-17	27-29	
	Cloud+	\$2,995	5	17-21	6/28-7/2		9-13	20-24		1-5
CASP+	CompTIA Advanced Security Practitioner - Exams inc.	\$2,995	5		7-11	19-23	8/30-9/3		11-15	11/29-12/3
CySA+	Cybersecurity Analyst+ - Exams inc.	\$2,995	5	10-14	21-23		2-6	13-17	25-29	
ITF+	IT Fundamentals+	\$2,995	5	17-21	6/28-7/2		9-13	20-24		1-5
L+	Linux+	\$2,995	5	3-7	14-18	26-30	8/30-9/3		18-22	11/29-12/3
N+	Network+ - Boot Camp - Exams inc.	\$2,995	5	24-28		12-16	16-20	9/27-10/1		8-12
	PenTest+	\$2,995	5	10-14	21-25		2-6	13-17	25-29	
	Project+	\$2,995	5	3-7	14-18	26-30	8/30-9/3		18-22	11/29-12/3
S+	Security+ - Boot Camp - Exams inc.	\$2,995	5		7-11	12-16	23-27		4-8	15-19
	Server+	\$2,995	5	3-7	14-18	26-30	8/30-9/3		18-22	11/29-12/3
Cisco		Price	Days	May	June	July	Aug	Sep	Oct	Nov
CCNA	Implementing and Administering Cisco® Solutions	\$4,295	5	3-7	7-11	12-16	9-13	13-17		
ENCOR	Implementing Cisco Enterprise Network Core Technologies	\$4,295	5	3-7	14-18	12-16	9-13	13-17		
SCOR	Implementing and Operating Cisco Security Core Technologies	\$4,295	5		7-11	19-23	8/30-9/3			
CLCOR	Implementing and Operating Cisco Collaboration Core Technologies	\$4,295	5	3-7	14-18	19-23	8/30-9/3			
SQL		Price	Days	May	Jun	Jul	Aug	Sep	Oct	Nov
	SQL Fundamentals	\$495	1	17		12				
	SQL Server I	\$895	2		2-3		2-3			
	SQL Server II (Queries)	\$895	2	20-21		15-16				
	SQL Server III	\$895	2		7-8		9-10			
	SQL Administration	\$495	1	19		21				

Technical Education Schedule



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

SQL		Price	Days	May	Jun	Jul	Aug	Sep	Oct	Nov
	SQL: Writing Reports and Report Builder L1	\$995	2		8-9		4-5			
	SQL: Writing Reports and Report Builder L2	\$995	2		16-17		16-17			
Windows Server 2012/2016/2019		Price	Days	May	Jun	Jul	Aug	Sep	Oct	Nov
	Configuring & Administering Hyper-V	\$1,295	2		1-2		11-12			
	Windows PowerShell Fundamentals	\$1,295	2	20-21		21-22				
	Windows PowerShell Level 2	\$1,295	2		10-11		18-19			
20740	NEW! Installation, Storage & Compute with Windows Server 2016	\$2,795	5	10-14	21-25		2-6	13-17	25-29	
20741	Networking with Windows Server 2016	\$2,795	5	17-21	6/28-7/2		9-13	20-24		1-5
20742	Identity with Windows Server 2016	\$2,795	5	24-28	6/28-7/2		16-20	9/27-10/1		8-12
20744	Securing Windows Server 2016	\$2,795	5		7-11	19-23	8/30-9/3		11-15	15-19
WS-011	NEW! Windows Server 2019 Administration	\$2,795	5	10-14	21-25		2-6	13-17	25-29	
Azure		Price	Days	May	Jun	Jul	Aug	Sep	Oct	Nov
AZ-900	Microsoft Certified Azure Fundamentals	\$1,095	2	17-18	28-29		9-10	20-21		1-2
AZ-104	NEW! Microsoft Azure Administrator	\$2,235	4		1-4	13-16	24-27		5-8	16-19
Operating Systems: Windows 10		Price	Days	May	Jun	Jul	Aug	Sep	Oct	Nov
MD-100	NEW! Installing, Configuring, Protecting & Maintaining Windows 10	\$2,795	5	5/31-6/4		12-16	23-27		4-8	15-19
MD-101	NEW! Managing Modern Desktops (Windows 10)	\$2,795	5		7-11	19-23	8/30-9/3		11-15	15-19
SharePoint & Microsoft 365		Price	Days	May	Jun	Jul	Aug	Sep	Oct	Nov
10997	NEW! Office 365 Administration & Troubleshooting	\$1,675	3		9-11	21-23		1-3	13-15	
MS-030	NEW! Office 365 Administrator	\$2,795	5		7-11	19-23	8/30-9/3		11-15	11/29-12/3
MS-040	NEW! Manage SharePoint and OneDrive in Microsoft 365	\$1,675	3	5-7	2-4	14-16	25-27		6-8	
MS-500	NEW! Microsoft 365 Security Administration	\$2,235	4		1-4	13-16	24-27		5-8	16-19
MS-700	NEW! Managing Microsoft Teams	\$2,235	4	10-13	21-24		2-5	13-16	25-28	
MS-900	NEW! Microsoft 365 Fundamentals	\$1,025	1		2	12	23		5	15
55197	NEW! Microsoft SharePoint Server 2016 for the Site Owner/Power User	\$1,050	2		7-8	19-20	30-31		11-12	15-16

Talent Development Schedule



Day Classes: 9:00 AM - 4:00 PM										
Customer Service (CS)	Price	Days	May	Jun	Jul	Aug	Sep	Oct	Nov	
Excellence in Service: Basic - developing basic CS skills	\$325	1		1		2		1		
Excellence in Service: Advanced - service standards	\$325	1	3		9		1		5	
Managing Anger - causes & effects of anger	\$325	1	27		16		24		1	
Dealing with Challenging Customer Interactions	\$325	1		8		20		4		
Leadership and Supervision	Price	Days	May	Jun	Jul	Aug	Sep	Oct	Nov	
Change Management - handling phases of transition process	\$325	1		7		3		5		
Coaching - establishing a positive coaching relationship	\$325	1		21		24		8		
Creating a High Performance Team	\$325	1	10		23		20		12	
Delegation Skills for Leaders - getting work done thru others	\$325	1		15		6		22		
Emotional Intelligence	\$325	1	21		12		27		10	
Leadership Institute: Essentials for Supervisors (3 days)	\$895	3	6,13,20	10,17,24	20-22	10-12	9,16,23	19-21	2,9,16	
Leading Virtual Teams - support vteam cultures	\$325	1	11		28		9		15	
Managerial Leadership - leading to vision fulfillment	\$325	1		29		19		18		
Managing Conflict	\$325	1	5		7		16		18	
Managing Innovation & Creativity - supporting new ideas	\$325	1		22		13		25		
Mentoring - maximize the benefits of mentoring	\$325	1		24		23		29		
Positive Staff Development - developing talent	\$325	1	7		13		21		19	
Parallel Thinking - managing discussions effectively	\$325	1	18		27		2		5	
Managing Difficult People	\$325	1		17		27		27		
Leadership Skills for Women	\$325	1	17		19		28		17	
Project Mgt/Business Analyst	Price	Days	May	Jun	Jul	Aug	Sep	Oct	Nov	
Project Management Fundamentals - principles/methodology	\$325	1	13	22		9		26		
Process Improvement	\$325	1	4		26		29		3	
Human Resources	Price	Days	May	Jun	Jul	Aug	Sep	Oct	Nov	
Effective Recruiting Strategies	\$325	1		28		4		13		
Negotiating	\$325	1	19		14		30		4	
Managing Multigenerational Teams-intergenerational issues	\$325	1		14		18		28		
Organizational Skills - applied balance of time & information	\$325	1	25		22		23		23	
Sexual Harassment Prevention - in the workplace	\$325	1		30		20		12		
Personal Development	Price	Days	May	Jun	Jul	Aug	Sep	Oct	Nov	
Attitude	\$325	1	24		20		10		8	
Business Etiquette - appropriate behavior in the workplace	\$325	1		23		5		12		
Effective Business Writing - practical writing	\$325	1	26		30		15		29	
Effective Office Communication Strategies in the workplace	\$325	1	3		21		17		11	
Writing Effective Email - Make the most of your email	\$325	1		16		25		14		
Facilitation - gain tools for facilitation	\$325	1	12		15		24		29	
Grammar Skills - fundamental language principles	\$325	1	27		6		8		8	
Managing Upward - guide to upward professional mobility	\$325	1	20		8		3		4	
Problem Solving Skills - resolution strategies	\$325	1	7		29		14		1	
Stress Management	\$325	1	11		23		13		30	
Time Management - productive time use	\$325	1	18		30		22		15	
NEW! Be Your Best Virtual Self	\$200	1/2		29		31		15		
Professional Presentation	Price	Days	May	Jun	Jul	Aug	Sep	Oct	Nov	
Effective Presentations - skilled public speaking - creating and doing	\$625	2		21-22		16-17		6-7		
Presentations: Preparing, Developing and Delivery - how to	\$325	1	17		9		10		30	
Train the Trainer - training strategies & methods	\$325	1	14		16		20		11	