# PC Applications Schedule

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

| Word Processing and Note Taking | Price | Apr | May | Jun | Jul | Aug | Sep |
|---|---|---|---|---|---|---|---|
| **Word Level 1** - Basic Documents, Tables & Graphics | $289 | 5 | 8 | 6 | 2 | 1 | 2 |
| **Word Level 2** - Styles, Sections & Templates | $289 | 19 | 15 | 19 | 9 | 8 | 9 |
| **Word Level 3** - Long Documents, Forms, Macros & Mail Merge | $289 | 30 | 22 | 25 | 16 | 15 | |
| **Office M365 OneNote -** Develop digital note-taking skills | $289 | 29 | 27 | | 23 | | 25 |
| **Spreadsheets** | Price | Apr | May | Jun | Jul | Aug | Sep |
| **Maximizing PivotTables in Excel** | $289 | 22 | | 24 | | 27 | |
| **Excel Functions and Formulas** | $289 | 8 | 20 | | 15 | 13 | |
| **Amazing Macros in Excel** | $289 | 18 | 6 | | 22 | | 10 |
| **Excel: Dashboards** | $289 | 25 | | 20 | | 26 | |
| **Excel: Tips & Tricks** | $289 | 4 | 27 | | 8 | | 12 |
| **Excel Level 1** - Worksheet Essentials | $289 | 1 | 1 | 4 | 5 | 2 | 3 |
| **Excel Level 2** - Multiple Workbooks, Subtotals & Advanced Charts | $289 | 11 | 16 | 17 | 11 | 9 | 6 |
| **Excel Level 3** - Auditing & analysis tools/importing & exporting data | $289 | 29 | 30 | 27 | 25 | 30 | 20 |
| **Presentations** | Price | Apr | May | Jun | Jul | Aug | Sep |
| **PowerPoint Level 1** - Creating & Modifying Presentations | $289 | 3 | 27 | 12 | | 20 | |
| **PowerPoint Level 2** - Graphics, Multimedia, Interactive elements | $289 | | 7 | | 10 | | 27 |
| **Contact Management & Email** | Price | Apr | May | Jun | Jul | Aug | Sep |
| **Outlook Level 1** - Email, Calendar & Contact Basics | $289 | 2 | | 11 | | 7 | |
| **Outlook Level 2** - Customizing, Filters, Folders | $289 | 17 | | 18 | | 14 | |
| **Databases** | Price | Apr | May | Jun | Jul | Aug | Sep |
| **Access Level 1** - Managing Data, Table Relationships & Reports | $289 | 11 | 3 | 3 | 17 | 5 | 4 |
| **Access Level 2** - Controlling Data , Queries & Customized Reports | $289 | 25 | 10 | 7 | 24 | 12 | 11 |
| **Access Level 3** - SQL Queries, Macros & Database Management | $289 | | 17 | 13 | | 19 | |
| **Diagrams** | Price | Apr | May | Jun | Jul | Aug | Sep |
| **Visio Level 1** | $289 | 15 | 2 | 6 | | 9 | |
| **Visio Level 2** | $289 | | 9 | | 29 | | 18 |
| **Office 365 (Microsoft 365)** | Price | Apr | May | Jun | Jul | Aug | Sep |
| **Getting Started with Microsoft 365** | $395 | | | | | | |
| **Microsoft Office 365 Part 1 -** Outlook Web app, Teams, Office Online Apps | $395 | 16 | | 5 | | 6 | |
| **Microsoft Office 365 Part 2 -** OneDrive for Business, SharePoint Online, Tasks, Planner, Managing Security | $395 | | 27 | | 1 | | 5 |
| **Teams** | $395 | | 2 | | 12 | | 30 |
| **Google G Suite** | Price | Apr | May | Jun | Jul | Aug | Sep |
| **Using Google G Suite** | $289 | | | | | | |

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

| Knowledge Worker | Price | Apr | May | Jun | Jul | Aug | Sep |
|---|---|---|---|---|---|---|---|
| **Analyzing and Presenting Data with Excel -** Power Query, Data Model, Visualization & Presentation | $995 | | | | | | |
| **Tableau Desktop Part 1** | $995 | | | | | | |
| **Tableau Desktop Part 2** | $995 | | | | | | |
| **Power BI Desktop** | $1,195 | | | | | | |
| **NEW! Power BI Report Builder** | $995 | | | | | | |
| **Excel VBA Level 1** | $895 | | | | | | |
| **Excel VBA Level 2** | $895 | | | | | | |
| **Access VBA Level 1 – Forms and Controls** | $495 | | | | | | |

# Graphics, Internet & Professional Applications Schedule

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

| Graphics | Price | Days | Apr | May | Jun | Jul | Aug | Sep |
|---|---|---|---|---|---|---|---|---|
| **Adobe Illustrator Level 1** - Paths, Objects, Layers and Type | $495 | 1 | 9 | | 14 | | 1 | |
| **Adobe Illustrator Level 2** - Patterns/Brushes, Advanced Type, Trapping | $495 | 1 | | 1 | | 30 | | 16 |
| **Adobe InDesign Level 1** - Basics of Creating Documents | $495 | 1 | 10 | | 21 | | 2 | |
| **Adobe InDesign Level 2** - Master Pages, Styles, Text Control, Sectioning | $495 | 1 | | 2 | | 31 | | 17 |
| **Adobe Photoshop Level 1** - Layers, Color, Formats, Masking | $495 | 1 | 11 | | 28 | | 5 | |
| **Adobe Photoshop Level 2** - Filters, Layers, Lighting, Shadow Effects, Scripts | $495 | 1 | | 13 | | 18 | | 19 |
| **Publisher 2016** - Create, Manage, Format, Revise, and Distribute Publications | $295 | 1 | 15 | | 26 | | 16 | |
| **Internet** | **Price** | **Days** | **Apr** | **May** | **Jun** | **Jul** | **Aug** | **Sep** |
| **Adobe Acrobat Level 1** - Modify PDF Documents, Create Workflows | $295 | 1 | 18 | | 10 | | 21 | |
| **Adobe Acrobat Advanced** - Enhancing PDFs, Interactive PDF Forms | $295 | 1 | | 3 | | 3 | | 25 |
| **Introduction to JavaScript** | $1,495 | 3 | | | | | | |
| **HTML Programming: Level 1** | $395 | 1 | | | | | | |
| **Professional Applications** | **Price** | **Days** | **Apr** | **May** | **Jun** | **Jul** | **Aug** | **Sep** |
| **QuickBooks for Windows: Introduction** | $295 | 1 | | 2 | 3 | | 21 | |
| **QuickBooks for Windows: Advanced** | $295 | 1 | | 23 | 10 | | 28 | |
| **Crystal Reports 2016 Designer 1** | $695 | 2 | | | | | | |
| **Crystal Reports 2016 Designer 2** | $695 | 2 | | | | | | |
| **Crystal Reports 2016 Designer 3** | $695 | 2 | | | | | | |

# Technical Education Schedule

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

| Administration, Security & Tools | | Price | Days | Apr | May | Jun | Jul | Aug | Sep |
|---|---|---|---|---|---|---|---|---|---|
| CEH | **Certified Ethical Hacker** Exam Included | $3,495 | 5 | | 20-24 | | 8-12 | 8-23 | |
| CEH Nights | **Certified Ethical Hacker - Evenings - Tuesday & Thursday - 6:00 PM to 9:30 PM ET** | $3,495 | | 4/16-5/16 | | 6/25-7/25 | | | 9/3-10/3 |
| CISSP | **Certified Information Systems Security Professional** Exam Included | $2,995 | 5 | 4/29-5/3 | | 10-14 | 7/29-8/2 | | 23-27 |
| CISSP Nights | **Certified Information Systems Security Professional - Evenings - Monday & Wednesday - 6:00 PM to 9:30 PM ET** | $2,995 | | | | | 7/30-8/29 | | |
| CISM | **Certified Information Security Manager** Exam Included | $1,995 | 3 | | 21-23 | | | | |
| CHFI | **Computer Hacking Forensic Investigator** Exam Included | $3,495 | 5 | 22-26 | | | 15-19 | | |
| CHFI Nights | **Computer Hacking Forensic Investigator - Evenings - Tuesday & Thursday, 6:00 PM to 9:30 PM ET** | $3,495 | | | | | | | |
| CND | **Certified Network Defender** Exam Included | $3,495 | 5 | | | 3-7 | | | |
| PMP | **Project Management Professional** Exam Included | $2,995 | 5 | 15-19 | 20-24 | 10-14 | 15-19 | | |

| CompTIA Certification Boot Camps | | Price | Days | Apr | May | Jun | Jul | Aug | Sep |
|---|---|---|---|---|---|---|---|---|---|
| A+ | **A+ (1101 & 1102) Certification** Exam Included | $2,795 | 5 | 22-26 | 13-17 | 10-14 | 8-12 | 5-9 | 23-27 |
| A+ Nights | **A+ Evening Classes - Monday & Wednesday - 6:00 PM - 9:30 PM ET** | $2,795 | | | | | | | |
| | **Cloud+** Exam Included | $2,795 | 5 | 15-19 | | 10-14 | | | |
| CASP+ | **CompTIA Advanced Security** Exam Included | $2,995 | 5 | 22-26 | 20-24 | 17-21 | | 5-9 | 9-13 |
| CySA+ | **Cybersecurity Analyst+** Exam Included | $2,795 | 5 | 15-19 | 13-17 | 10-14 | 7/29-8/2 | 26-30 | 23-27 |
| L+ | **Linux+** Exam Included | $2,995 | 5 | | | 17-21 | | | |
| N+ | **Network+** Exam Included | $2,795 | 5 | | 13-17 | 17-21 | 15-19 | 12-16 | 9-13 |
| N+ Nights | **Network+ - Evening Classes - Tuesday & Thursday, 6:00 PM - 9:30 PM ET** | $2,795 | | | | | | | |
| S+ | **Security+** Exam Included | $2,495 | 5 | 8-12 | 6-10 | 3-7 | 22-26 | 19-23 | 16-20 |
| S+ Nights | **Security+ - Evening Classes - Monday & Wednesday, 6:00 PM - 9:30 PM ET** | $2,495 | | | | | | | |
| | **Server+** Exam Included | $2,795 | 5 | | | 3-7 | | | |

| Cisco | | Price | Days | Apr | May | Jun | Jul | Aug | Sep |
|---|---|---|---|---|---|---|---|---|---|
| CCNA | **Implementing and Administering Cisco® Solutions** Exam is included | $2,795 | 5 | 1-5 | 6-10 | 10-14 | 8-12 | 19-23 | 16-20 |
| ENCOR | **Implementing Cisco Enterprise Network Core Technologies** Exam Included | $2,995 | 5 | 8-12 | 20-24 | 17-21 | 15-19 | 26-30 | 23-27 |
| SCOR | **Implementing and Operating Cisco Security Core Technologies** Exam is included | $3,795 | 5 | | | | 8-12 | 5-9 | |

| SQL | | Price | Days | Apr | May | Jun | Jul | Aug | Sep |
|---|---|---|---|---|---|---|---|---|---|
| | **SQL Fundamentals** | $495 | 1 | | | | | | |
| | **SQL Server I** | $895 | 2 | | | | | | |
| | **SQL Server II (Queries)** | $895 | 2 | | | | | | |
| | **SQL Server III** | $895 | 2 | | | | | | |
| | **SQL Administration** | $495 | 1 | | | | | | |

| SQL - Continued | Price | Days | Apr | May | Jun | Jul | Aug | Sep |
|---|---|---|---|---|---|---|---|---|
| **SQL: Writing Reports and Report Builder L1** | $995 | 2 | | | | | | |
| **SQL: Writing Reports and Report Builder L2** | $995 | 2 | | | | | | |
| DP-300   **Administering Microsoft Azure SQL Solutions** Exam is included | $2,395 | 4 | 9-12 | | 17-20 | | | |
| **Windows Server** | Price | Days | Apr | May | Jun | Jul | Aug | Sep |
| **Windows Server Administration - In-person class** | $1,195 | 2 | | | | | | |
| **Configuring & Administering Hyper-V** | $1,295 | 2 | | | | | | |
| **Windows PowerShell Fundamentals** | $1,295 | 2 | | | | | | |
| **Windows PowerShell Level 2** | $1,295 | 2 | | | | | | |
| **Azure** | Price | Days | Apr | May | Jun | Jul | Aug | Sep |
| AZ-040   **Automating Administration with Windows PowerShell** Exam is included | $2,995 | 5 | 1-5 | | 3-7 | | | |
| AZ-104   **Microsoft Azure Adminstrator** Exam is included | $2,795 | 4 | 1-4 | 7-10 | 11-14 | | | |
| AZ-500   **Microsoft Azure Security Technologies** Exam is included | $2,995 | 5 | | 7-10 | | 8-11 | | |
| AZ-700   **Designing and Implementing Microsoft Azure** Exam is included | $2,995 | 3 | 3-5 | 20-22 | | | | |
| AZ-900   **Microsoft Certified Azure Fundamentals** Exam is included | $595 | 1 | 5 | 3 | 7 | | | |
| **Microsoft 365** | Price | Days | Apr | May | Jun | Jul | Aug | Sep |
| MD-100/101   **Microsoft 365 Modern Desktop Administrator** | $3,995 | 5 | | | | | | |
| MS-100/101   **Microsoft 365 Enterprise Administrator Expert** | $3,995 | 5 | | | | | | |
| MD-100   **Windows Client** | $2,995 | 5 | | | | | | |
| MD-101   **Managing Modern Desktops** | $2,995 | 5 | | | | | | |
| MS-100   **Microsoft 365 Identity and Services** | $2,995 | 5 | | | | | | |
| MS-101   **Microsoft 365 Mobility and Security** | $2,995 | 5 | | | | | | |
| MS-203   **Microsoft 365 Messaging** | $2,995 | 5 | | | | | | |
| MS-500   **Microsoft 365 Security Administration** | $2,495 | 4 | | | | | | |
| MS-700   **MS-700: Managing Microsoft Teams** Exam is included | $2,495 | 4 | 8-11 | 21-24 | 24-27 | | | |
| MS-900   **MS-900: Microsoft 365 Fundamentals** Exam is included | $595 | 1 | 26 | 20 | 11 | | | |

# Talent Development Schedule

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| Customer Service (CS) | Price | Days | Apr | May | Jun | Jul | Aug | Sep |
|---|---|---|---|---|---|---|---|---|
| **Excellence in Service: Basic** - developing basic CS skills | $325 | 1 | 26 | | 3 | | 6 | |
| **Excellence in Service: Advanced** - service standards | $325 | 1 | | 6 | | 5 | | 23 |
| **Managing Anger** - causes & effects of anger | $325 | 1 | | 6 | | 1 | | 24 |
| **Dealing with Challenging Customer Interactions** | $325 | 1 | 24 | | 4 | | 7 | |

| Leadership and Supervision | Price | Days | Apr | May | Jun | Jul | Aug | Sep |
|---|---|---|---|---|---|---|---|---|
| **NEW! - Appreciative Inquiry** - implementing change through positivity | $325 | 1 | 25 | | 5 | | 8 | |
| **Building Better Teams** - create effective, motivated, productive teams | $325 | 1 | 26 | | 6 | | 12 | |
| **Change Management -** handling phases of transition process | $325 | 1 | 24 | | 7 | | 19 | |
| **Creating a High Performance Team** | $325 | 1 | | 7 | | 8 | | 26 |
| **Delegation Skills for Leaders -** getting work done through others | $325 | 1 | 23 | | 10 | | 20 | |
| **NEW! - Diversity, Equity, & Inclusion** | $325 | 1 | 5 | | 11 | | 22 | |
| **Emotional Intelligence** | $325 | 1 | 4 | | 13 | | 23 | |
| **Leadership Institute: Essentials for Supervisors (3 days)** Leadership, Performance Reviews, Team Building, Motivation, Communication, Time Management, Managing Conflict and Change | $895 | 3 | 15-17 | | 12-14 | 22-24 | 26-28 | 23-25 |
| **NEW! Leadership Institute: More Essentials** (2 days) Stress Management, Emotional Intelligence, DEI&Belonging, Coaching, Managing Difficult People, Managing Difficult Conversations, Delegating | $695 | 2 | 22-23 | | | 15-16 | 29-30 | 26-27 |
| **Leadership Skills for Women** | $325 | 1 | 30 | | 17 | | 28 | |
| **Leading Virtual Teams** - support vteam cultures | $325 | 1 | 29 | | 17 | | 26 | |
| **NEW! - Managing the Virtual Workplace** | $325 | 1 | 19 | | | 8 | | 30 |
| **Managerial Leadership -** leading to vision fulfillment | $325 | 1 | | 8 | | 9 | | 2 |
| **Managing Conflict** | $325 | 1 | | 9 | | 10 | | 3 |
| **NEW! - Managing Difficult Conversations** | $325 | 1 | 2 | | 18 | | 29 | |
| **Managing Innovation & Creativity** - supporting new ideas | $325 | 1 | 3 | | | 11 | | 4 |
| **Coaching & Mentoring** - Knowing how and when to coach or mentor | $325 | 1 | 4 | | 28 | | 30 | |
| **Positive Staff Development** - developing talent | $325 | 1 | | 9 | | 11 | | 5 |
| **Managing Difficult People** | $325 | 1 | 9 | | 19 | | 13 | |
| **Managing Multigenerational Teams**-intergenerational issues | $325 | 1 | | 10 | | 12 | | 6 |

| Project & Business Management | Price | Days | Apr | May | Jun | Jul | Aug | Sep |
|---|---|---|---|---|---|---|---|---|
| **Project Management Fundamentals** - principles/methodology | $325 | 1 | 24 | 9 | | 17 | | 30 |
| **Process Improvement** | $325 | 1 | | | 20 | | 16 | |

| Personal Development | Price | Days | Apr | May | Jun | Jul | Aug | Sep |
|---|---|---|---|---|---|---|---|---|
| **Attitude** | $325 | 1 | | 28 | | 18 | | 13 |
| **NEW! - Collaboration** | $325 | 1 | 22 | 29 | 20 | 15 | 15 | 12 |
| **NEW! - Creative Thinking and Innovation** | $325 | 1 | 1 | 23 | 21 | 19 | 14 | 11 |
| **NEW! - Critical Thinking** | $325 | 1 | 8 | 28 | 26 | 19 | 22 | 10 |
| **Effective Business Writing** - Practical writing | $325 | 1 | | | 24 | | 16 | |
| **Effective Office Communication Strategies** In the workplace | $325 | 1 | | 31 | | 22 | | 16 |
| **Writing Effective Email -** Make the most of your email | $325 | 1 | 10 | | 27 | | 23 | |
| **Facilitation** - Gain tools for facilitation | $325 | 1 | | 31 | | 25 | | 17 |
| **Managing Upward** - Guide to upward professional mobility | $325 | 1 | | 21 | | 25 | | 18 |
| **Organizational Skills** - Applied balance of time & information | $325 | 1 | | 14 | | 26 | | 18 |
| **Problem Solving Skills** - Resolution strategies | $325 | 1 | | 13 | | 26 | | 20 |
| **Stress Management** | $325 | 1 | | 16 | | 29 | | 20 |
| **Time Management** - Productive time use | $325 | 1 | | | 27 | | 27 | |

| Professional Presentation | Price | Days | Apr | May | Jun | Jul | Aug | Sep |
|---|---|---|---|---|---|---|---|---|
| **Effective Presentations** - skilled public speaking - creating and doing | $625 | 2 | | 27-28 | | 1,2 | | 9 |
| **Presentations: Preparing, Developing and Delivery** - how to | $325 | 1 | 1 | 29 | | 31 | | 17 |
| **Train the Trainer** - training strategies & methods | $325 | 1 | 12 | 30 | | 30 | | 23 |