

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						