

# PC Applications Schedule



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

Word Processing and Note Taking	Price	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Word Level 1 - Basic Documents, Tables & Graphics	\$289	6	2	1	2	1	1	2
Word Level 2 - Styles, Sections & Templates	\$289	19	9	8	9	8	8	9
Word Level 3 - Long Documents, Forms, Macros & Mail Merge	\$289	25	16	15		15	15	23
Office M365 OneNote - Develop digital note-taking skills	\$289		23		25		5	
Spreadsheets	Price	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Maximizing PivotTables in Excel	\$289	24		27		16		30
Excel Functions and Formulas	\$289		15	13		25		30
Amazing Macros in Excel	\$289		22		10		20	
Excel: Dashboards	\$289	20		26		21		20
Excel: Tips & Tricks	\$289		12		12	28		18
Excel Level 1 - Worksheet Essentials	\$289	4	5	2	3	2	4	3
Excel Level 2 - Multiple Workbooks, Subtotals & Advanced Charts	\$289	17	11	9	6	9	11	10
Excel Level 3 - Auditing & analysis tools/importing & exporting data	\$289	27	16	30	20	30	25	23
Presentations	Price	Jun	Jul	Aug	Sep	Oct	Nov	Dec
PowerPoint Level 1 - Creating & Modifying Presentations	\$289	12		20		3		5
PowerPoint Level 2 - Graphics, Multimedia, Interactive elements	\$289		10		27		6	
Contact Management & Email	Price	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Outlook Level 1 - Email, Calendar & Contact Basics	\$289	11				4		6
Outlook Level 2 - Customizing, Filters, Folders	\$289	18		14		11		13
Databases	Price	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Access Level 1 - Managing Data, Table Relationships & Reports	\$289	3	17	5	4	17	14	4
Access Level 2 - Controlling Data , Queries & Customized Reports	\$289	7	24	12	11	24	21	11
Access Level 3 - SQL Queries, Macros & Database Management	\$289	13		19		31	27	27
Diagrams	Price	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Visio Level 1	\$289	6		9		23		12
Visio Level 2	\$289		29		18		13	
Office 365 (Microsoft 365)	Price	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Getting Started with Microsoft 365	\$395							
Microsoft Office 365 Part 1 - Outlook Web app, Teams, Office Online Apps	\$395	5		6		7		12
Microsoft Office 365 Part 2 - OneDrive for Business, SharePoint Online, Tasks, Planner, Managing Security	\$395		3		5		12	
Teams	\$395				30			
Google G Suite	Price	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Using Google G Suite	\$289							
Day Classes: 8:30 AM - 4:00 PM	Price	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Knowledge Worker	Price	Jun	Jul	Aug	Sep	Oct	Nov	Dec
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							
<b>NEW!</b> 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	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Adobe Illustrator Level 1 - Paths, Objects, Layers and Type		\$495	1	14		5		16		2
Adobe Illustrator Level 2 - Patterns/Brushes, Advanced Type, Trapping		\$495	1		22		16		27	
Adobe InDesign Level 1 - Basics of Creating Documents		\$495	1	21		2		17		4
Adobe InDesign Level 2 - Master Pages, Styles, Text Control, Sectioning		\$495	1		17		19		26	
Adobe Photoshop Level 1 - Layers, Color, Formats, Masking		\$495	1	28		6		18		6
Adobe Photoshop Level 2 - Filters, Layers, Lighting, Shadow Effects, Scripts		\$495	1		19		20		19	
Publisher 2016 - Create, Manage, Format, Revise, and Distribute Publications		\$295	1	26				24		
Internet		Price	Days	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Adobe Acrobat Level 1 - Modify PDF Documents, Create Workflows		\$295	1	10				22		9
Adobe Acrobat Advanced - Enhancing PDFs, Interactive PDF Forms		\$295	1		5		26		15	
Introduction to JavaScript		\$1,495	3							
HTML Programming: Level 1		\$395	1							
Professional Applications		Price	Days	Jun	Jul	Aug	Sep	Oct	Nov	Dec
QuickBooks for Windows: Introduction		\$295	1	3						
QuickBooks for Windows: Advanced		\$295	1	10						
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	Jun	Jul	Aug	Sep	Oct	Nov	Dec
CEH	<b>Certified Ethical Hacker</b> Exam Included	\$3,495	5		8-12	8-23		14-18		2-6
CEH Nights	<b>Certified Ethical Hacker - Evenings - Tuesday &amp; Thursday - 6:00 PM to 9:30 PM ET</b>	\$3,495		6/25-7/25			9/3-10/3		11/12-12/12	
CISSP	<b>Certified Information Systems Security Professional</b> Exam Included	\$2,995	5	10-14	7/29-8/2		23-27		4-8	16-20
CISSP Nights	<b>Certified Information Systems Security Professional - Evenings - Monday &amp; Wednesday - 6:00 PM to 9:30 PM ET</b>	\$2,995			7/30-8/29					
CISM	<b>Certified Information Security Manager</b> Exam Included	\$1,995	3					7-9	11-13	18-20
CHFI	<b>Computer Hacking Forensic Investigator</b> Exam Included	\$3,495	5		15-19			7-11		
CHFI Nights	<b>Computer Hacking Forensic Investigator - Evenings - Tuesday &amp; Thursday, 6:00 PM to 9:30 PM ET</b>	\$3,495								
CND	<b>Certified Network Defender</b> Exam Included	\$3,495	5	3-7				14-18		
PMP	<b>Project Management Professional</b> Exam Included	\$2,995	5	10-14	15-19					
CompTIA Certification Boot Camps		Price	Days	Jun	Jul	Aug	Sep	Oct	Nov	Dec
A+	<b>A+ (1101 &amp; 1102) Certification</b> Exam Included	\$2,795	5	10-14	8-12	5-9	23-27	14-18	4-8	2-6
A+ Nights	<b>A+ Evening Classes - Monday &amp; Wednesday - 6:00 PM - 9:30 PM ET</b>	\$2,795								
	<b>Cloud+</b> Exam Included	\$2,795	5	10-14						
CASP+	<b>CompTIA Advanced Security</b> Exam Included	\$2,995	5	17-21		5-9	9-13		11-15	9-13
CySA+	<b>Cybersecurity Analyst+</b> Exam Included	\$2,795	5	10-14	7/29-8/2	26-30	23-27		4-8	2-6
L+	<b>Linux+</b> Exam Included	\$2,995	5	17-21				14-18		16-20
N+	<b>Network+</b> Exam Included	\$2,795	5	17-21	15-19	12-16	9-13	21-25	11-15	9-13
N+ Nights	<b>Network+ - Evening Classes - Tuesday &amp; Thursday, 6:00 PM - 9:30 PM ET</b>	\$2,795								
S+	<b>Security+</b> Exam Included	\$2,495	5	3-7	22-26	19-23	16-20	7-11	18-22	16-20
S+ Nights	<b>Security+ - Evening Classes - Monday &amp; Wednesday, 6:00 PM - 9:30 PM ET</b>	\$2,495								
	<b>Server+</b> Exam Included	\$2,795	5	3-7						
Cisco		Price	Days	Jun	Jul	Aug	Sep	Oct	Nov	Dec
CCNA	<b>Implementing and Administering Cisco® Solutions</b> Exam is included	\$2,795	5	10-14	8-12	19-23	16-20	7-11	18-22	2-6
ENCOR	<b>Implementing Cisco Enterprise Network Core Technologies</b> Exam Included	\$2,995	5	17-21	15-19	26-30	23-27	14-18	4-8	2-6
SCOR	<b>Implementing and Operating Cisco Security Core Technologies</b> Exam is included	\$3,795	5		8-12	5-9			11-15	
SQL		Price	Days	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	<b>SQL Fundamentals</b>	\$495	1							
	<b>SQL Server I</b>	\$895	2							
	<b>SQL Server II (Queries)</b>	\$895	2							
	<b>SQL Server III</b>	\$895	2							
	<b>SQL Administration</b>	\$495	1							

SQL - Continued		Price	Days	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	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	17-20				7-10		2-5
Windows Server		Price	Days	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	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	Jun	Jul	Aug	Sep	Oct	Nov	Dec
AZ-040	Automating Administration with Windows PowerShell Exam is included	\$2,995	5	3-7	8-12	19-23	9-13	7-11	4-8	2-6
AZ-104	Microsoft Azure Administrator Exam is included	\$2,795	4	11-14	9-12	6-9	10-13	1-4		
AZ-500	Microsoft Azure Security Technologies Exam is included	\$2,995	5		8-11		9-12		12-15	
AZ-700	Designing and Implementing Microsoft Azure Exam is included	\$2,995	3			21-23			18-20	
AZ-900	Microsoft Certified Azure Fundamentals Exam is included	\$595	1	7	22	3	9	14	11	9
Microsoft 365		Price	Days	Jun	Jul	Aug	Sep	Oct	Nov	Dec
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	24-27		26-29		21-24		16-19
MS-900	MS-900: Microsoft 365 Fundamentals Exam is included	\$595	1	11		13		4		4



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

<b>Customer Service (CS)</b>		<b>Price</b>	<b>Days</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>
<b>Excellence in Service: Basic</b> - developing basic CS skills		\$325	1	3				10		6
<b>Excellence in Service: Advanced</b> - service standards		\$325	1		5		23		1	
<b>Managing Anger</b> - causes & effects of anger		\$325	1		1		24		4	
<b>Dealing with Challenging Customer Interactions</b>		\$325	1	4		7		14		5
<b>Leadership and Supervision</b>		<b>Price</b>	<b>Days</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>
<b>NEW! - Appreciative Inquiry</b> - implementing change through positivity		\$325	1	5			5		5	
<b>Building Better Teams</b> - create effective, motivated, productive teams		\$325	1	6			18		5	
<b>Change Management</b> - handling phases of transition process		\$325	1	7			2		6	
<b>Creating a High Performance Team</b>		\$325	1		8		26		7	
<b>Delegation Skills for Leaders</b> - getting work done through others		\$325	1	10				22		3
<b>NEW! - Diversity, Equity, &amp; Inclusion</b>		\$325	1	11		22		30		10
<b>Emotional Intelligence</b>		\$325	1	13		23		23		11
<b>Leadership Institute: Essentials for Supervisors</b> (3 days) Leadership, Performance Reviews, Team Building, Motivation, Communication, Time Management, Managing Conflict and Change		\$895	3	12-14		19-21	23-25		20-22	
<b>NEW! Leadership Institute: More Essentials</b> (2 days) Stress Management, Emotional Intelligence, DEI&Belonging, Coaching, Managing Difficult People, Managing Difficult Conversations, Delegating		\$695	2	24-25			17-18	28-29	11-12	18-19
<b>Leadership Skills for Women</b>		\$325	1	17				30		13
<b>Leading Virtual Teams</b> - support vteam cultures		\$325	1	17				23		13
<b>NEW! - Managing the Virtual Workplace</b>		\$325	1		8		30		8	
<b>Managerial Leadership</b> - leading to vision fulfillment		\$325	1		9		2		12	
<b>Managing Conflict</b>		\$325	1		10		3		13	
<b>NEW! - Managing Difficult Conversations</b>		\$325	1	18				18		16
<b>Managing Innovation &amp; Creativity</b> - supporting new ideas		\$325	1		11		4		14	
<b>Coaching &amp; Mentoring</b> - Knowing how and when to coach or mentor		\$325	1	28				4		17
<b>Positive Staff Development</b> - developing talent		\$325	1				5		13	
<b>Managing Difficult People</b>		\$325	1	19		16		7		17
<b>Managing Multigenerational Teams</b> -intergenerational issues		\$325	1				6		19	
<b>Project &amp; Business Management</b>		<b>Price</b>	<b>Days</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>
<b>Project Management Fundamentals</b> - principles/methodology		\$325	1		29		13		25	
<b>Process Improvement</b>		\$325	1	20		14		8		23
<b>Personal Development</b>		<b>Price</b>	<b>Days</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>
<b>Attitude</b>		\$325	1				13		26	
<b>NEW! - Collaboration</b>		\$325	1	20	15			9		30
<b>NEW! - Creative Thinking and Innovation</b>		\$325	1	21			11		27	
<b>NEW! - Critical Thinking</b>		\$325	1	26			10		19	
<b>Effective Business Writing</b> - Practical writing		\$325	1	24			25			19
<b>Effective Office Communication Strategies</b> In the workplace		\$325	1		22		16		1	
<b>Writing Effective Email</b> - Make the most of your email		\$325	1	27		15		14		19
<b>Facilitation</b> - Gain tools for facilitation		\$325	1		25		17		29	
<b>Managing Upward</b> - Guide to upward professional mobility		\$325	1				18			19
<b>Organizational Skills</b> - Applied balance of time & information		\$325	1		3			15		20
<b>Problem Solving Skills</b> - Resolution strategies		\$325	1		26		20		29	
<b>Stress Management</b>		\$325	1		29		19		22	
<b>Time Management</b> - Productive time use		\$325	1	27			27		25	
<b>Professional Presentation</b>		<b>Price</b>	<b>Days</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>
<b>Effective Presentations</b> - skilled public speaking - creating and doing		\$625	2				9		18	
<b>Presentations: Preparing, Developing and Delivery</b> - how to		\$325	1		31			25		
<b>Train the Trainer</b> - training strategies & methods		\$325	1		30		6		15	