

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							
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	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								