

PC Applications Schedule

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Day Classes: 9:00 AM - 4:00 PM						
Word Processing and Note Taking		Price	Days	Jan	Feb	Mar
Word Level 1 - Basic documents, tables & graphics		\$325	1		5	
Word Level 2 - Styles, Sections & Templates		\$325	1			
Word Level 3 - Long documents, forms, macros & Mail Merge		\$325	1		26	14
Office M365 OneNote - Develop digital note-taking skills		\$325	1		20	
Spreadsheets		Price	Days	Jan	Feb	Mar
Excel Level 1 - Worksheet essentials		\$325	1	4	11	5
Excel Level 2 - Multiple workbooks, subtotals & advanced charts		\$325	1	8		25
Excel Level 3 - Auditing & analysis tools/importing & exporting data		\$325	1	22		
Amazing Macros in Excel - Automating repetitive functions		\$325	1	13		
Analyzing and Presenting Data with Excel - Power Query, data model, visualization & presentation		\$325	1			10
Excel: Dashboards - Analyze, extract and present data visually		\$325	1		10	
UPDATED! Excel Functions and Formulas - Unpacking advanced functions		\$325	1			
Excel: Tips & Tricks - Time saving shortcuts and skills		\$325	1		12	27
Maximizing PivotTables in Excel - Hone this highly valued skill		\$325	1		6	
Presentations		Price	Days	Jan	Feb	Mar
PowerPoint Level 1 - Creating & Modifying Presentations		\$325	1	13		18
PowerPoint Level 2 - Graphics, Multimedia, Interactive elements		\$325	1		10	
Contact Management & Email		Price	Days	Jan	Feb	Mar
Outlook Level 1 - Email, Calendar & Contact Basics		\$325	1		3	
Outlook Level 2 - Customizing, filters, folders		\$325	1			11
Databases		Price	Days	Jan	Feb	Mar
Access Level 1 - Managing data, table relationships & reports		\$325	1	7		19
Access Level 2 - Controlling data, queries & customized reports		\$325	1		5	
Access Level 3 - SQL Queries, macros & database management		\$325	1	30		
Diagrams		Price	Days	Jan	Feb	Mar
Visio Level 1 - Design, modify, and manage basic diagrams		\$325	1		20	
Visio Level 2 - Advanced graphic features for greater effect		\$325	1			24

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Day Classes: 9:00 AM - 4:00 PM						
Office 365 (Microsoft 365)		Price	Days	Jan	Feb	Mar
Getting Started with Microsoft 365 - Apps and Services, OneDrive		\$325			7	
Microsoft Office 365 - Outlook Web app, Teams, OneDrive, SharePoint		\$325	1		18	
OneDrive and SharePoint - Manage files, stay organized and work with others		\$325	1			21
Microsoft Teams (Desktop and Browser) - Collaborate and connect in the native MS environment		\$325	1		19	12
Using Windows 11 - Make the most out of the new Windows				27		
Google G Suite		Price	Days	Jan	Feb	Mar
Using Google G Suite - Gmail, Docs, Sheets, Slides, Calendar and more		\$325	1		14	
Knowledge Worker		Price	Days	Jan	Feb	Mar
Analyzing and Presenting Data with Excel - Power Query, data model, visualization & presentation		\$995	1			10
Power BI Fundamentals - Knowledge and skills to analyze data		\$1,195	1	Scheduled Upon Request		
NEW! Power BI Report Builder - List and report controls, sub reports		\$1,195	1			
Excel VBA Level 1 - Macros, variables, module structure, coding blocks		\$895	1			
Excel VBA Level 2 - Combine and split worksheets and workbooks, query data, create objects in Excel		\$895	1			
Access VBA Level 1 – Forms and Controls - Data entry and search forms, 1-to-many relationships, security strategies		\$495	1			