

# PC Applications Schedule



Day Classes: 9:00 AM - 4:00 PM					
<b>Word Processing and Note Taking</b>					
	Price	Jun	Jul	Aug	Sep
Word Level 1 - Basic Documents, Tables & Graphics	\$289	6	2	1	2
Word Level 2 - Styles, Sections & Templates	\$289	19	9	8	9
Word Level 3 - Long Documents, Forms, Macros & Mail Merge	\$289	25	16	15	
Office M365 OneNote - Develop digital note-taking skills	\$289		23		25
<b>Spreadsheets</b>					
	Price	Jun	Jul	Aug	Sep
Maximizing PivotTables in Excel	\$289	24		27	
Excel Functions and Formulas	\$289		15	13	
Amazing Macros in Excel	\$289		22		10
Excel: Dashboards	\$289	20		26	
Excel: Tips & Tricks	\$289		8		12
Excel Level 1 - Worksheet Essentials	\$289	4	5	2	3
Excel Level 2 - Multiple Workbooks, Subtotals & Advanced Charts	\$289	17	11	9	6
Excel Level 3 - Auditing & analysis tools/importing & exporting data	\$289	27	25	30	20
<b>Presentations</b>					
	Price	Jun	Jul	Aug	Sep
PowerPoint Level 1 - Creating & Modifying Presentations	\$289	12		20	
PowerPoint Level 2 - Graphics, Multimedia, Interactive elements	\$289		10		27
<b>Contact Management &amp; Email</b>					
	Price	Jun	Jul	Aug	Sep
Outlook Level 1 - Email, Calendar & Contact Basics	\$289	11		7	
Outlook Level 2 - Customizing, Filters, Folders	\$289	18		14	
<b>Databases</b>					
	Price	Jun	Jul	Aug	Sep
Access Level 1 - Managing Data, Table Relationships & Reports	\$289	3	17	5	4
Access Level 2 - Controlling Data , Queries & Customized Reports	\$289	7	24	12	11
Access Level 3 - SQL Queries, Macros & Database Management	\$289	13		19	
<b>Diagrams</b>					
	Price	Jun	Jul	Aug	Sep
Visio Level 1	\$289	6		9	
Visio Level 2	\$289		29		18
<b>Office 365 (Microsoft 365)</b>					
	Price	Jun	Jul	Aug	Sep
Getting Started with Microsoft 365	\$395				
Microsoft Office 365 Part 1 - Outlook Web app, Teams, Office Online Apps	\$395	5		6	
Microsoft Office 365 Part 2 - OneDrive for Business, SharePoint Online, Tasks, Planner, Managing Security	\$395		1		5
Teams	\$395		12		30
<b>Google G Suite</b>					
	Price	Jun	Jul	Aug	Sep
Using Google G Suite	\$289				
Day Classes: 8:30 AM - 4:00 PM					
<b>Knowledge Worker</b>					
	Price	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				
<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
Adobe Illustrator Level 1 - Paths, Objects, Layers and Type		\$495	1	14		1	
Adobe Illustrator Level 2 - Patterns/Brushes, Advanced Type, Trapping		\$495	1		30		16
Adobe InDesign Level 1 - Basics of Creating Documents		\$495	1	21		2	
Adobe InDesign Level 2 - Master Pages, Styles, Text Control, Sectioning		\$495	1		31		17
Adobe Photoshop Level 1 - Layers, Color, Formats, Masking		\$495	1	28		5	
Adobe Photoshop Level 2 - Filters, Layers, Lighting, Shadow Effects, Scripts		\$495	1		18		19
Publisher 2016 - Create, Manage, Format, Revise, and Distribute Publications		\$295	1	26		16	
Internet		Price	Days	Jun	Jul	Aug	Sep
Adobe Acrobat Level 1 - Modify PDF Documents, Create Workflows		\$295	1	10		21	
Adobe Acrobat Advanced - Enhancing PDFs, Interactive PDF Forms		\$295	1		3		25
Introduction to JavaScript		\$1,495	3				
HTML Programming: Level 1		\$395	1				
Professional Applications		Price	Days	Jun	Jul	Aug	Sep
QuickBooks for Windows: Introduction		\$295	1	3		21	
QuickBooks for Windows: Advanced		\$295	1	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	Jun	Jul	Aug	Sep
CEH	Certified Ethical Hacker Exam Included	\$3,495	5		8-12	8-23	
CEH Nights	Certified Ethical Hacker - Evenings - Tuesday & Thursday - 6:00 PM to 9:30 PM ET	\$3,495		6/25-7/25			9/3-10/3
CISSP	Certified Information Systems Security Professional Exam Included	\$2,995	5	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				
CHFI	Computer Hacking Forensic Investigator Exam Included	\$3,495	5		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	10-14	15-19		
CompTIA Certification Boot Camps		Price	Days	Jun	Jul	Aug	Sep
A+	A+ (1101 & 1102) Certification Exam Included	\$2,795	5	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	10-14			
CASP+	CompTIA Advanced Security Exam Included	\$2,995	5	17-21		5-9	9-13
CySA+	Cybersecurity Analyst+ Exam Included	\$2,795	5	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	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	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	Jun	Jul	Aug	Sep
CCNA	Implementing and Administering Cisco® Solutions Exam is included	\$2,795	5	10-14	8-12	19-23	16-20
ENCOR	Implementing Cisco Enterprise Network Core Technologies Exam Included	\$2,995	5	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	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	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	17-20			
Windows Server		Price	Days	Jun	Jul	Aug	Sep
	Windows Server Administration - In-person class	\$1,195	2				

	<b>Configuring &amp; Administering Hyper-V</b>	\$1,295	2				
	<b>Windows PowerShell Fundamentals</b>	\$1,295	2				
	<b>Windows PowerShell Level 2</b>	\$1,295	2				
	<b>Azure</b>	<b>Price</b>	<b>Days</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>
AZ-040	<b>Automating Administration with Windows PowerShell</b> Exam is included	\$2,995	5	3-7			
AZ-104	<b>Microsoft Azure Administrator</b> Exam is included	\$2,795	4	11-14			
AZ-500	<b>Microsoft Azure Security Technologies</b> Exam is included	\$2,995	5		8-11		
AZ-700	<b>Designing and Implementing Microsoft Azure</b> Exam is included	\$2,995	3				
AZ-900	<b>Microsoft Certified Azure Fundamentals</b> Exam is included	\$595	1	7			
	<b>Microsoft 365</b>	<b>Price</b>	<b>Days</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>
MD-100/101	<b>Microsoft 365 Modern Desktop Administrator</b>	\$3,995	5				
MS-100/101	<b>Microsoft 365 Enterprise Administrator Expert</b>	\$3,995	5				
MD-100	<b>Windows Client</b>	\$2,995	5				
MD-101	<b>Managing Modern Desktops</b>	\$2,995	5				
MS-100	<b>Microsoft 365 Identity and Services</b>	\$2,995	5				
MS-101	<b>Microsoft 365 Mobility and Security</b>	\$2,995	5				
MS-203	<b>Microsoft 365 Messaging</b>	\$2,995	5				
MS-500	<b>Microsoft 365 Security Administration</b>	\$2,495	4				
MS-700	<b>MS-700: Managing Microsoft Teams</b> Exam is included	\$2,495	4	24-27			
MS-900	<b>MS-900: Microsoft 365 Fundamentals</b> Exam is included	\$595	1	11			

# Talent Development Schedule



Day Classes: 9:00 AM - 4:00 PM						
Customer Service (CS)	Price	Days	Jun	Jul	Aug	Sep
Excellence in Service: Basic - developing basic CS skills	\$325	1	3		6	
Excellence in Service: Advanced - service standards	\$325	1		5		23
Managing Anger - causes & effects of anger	\$325	1		1		24
Dealing with Challenging Customer Interactions	\$325	1	4		7	
Leadership and Supervision	Price	Days	Jun	Jul	Aug	Sep
<b>NEW!</b> - Appreciative Inquiry - implementing change through positivity	\$325	1	5		8	
Building Better Teams - create effective, motivated, productive teams	\$325	1	6		12	
Change Management - handling phases of transition process	\$325	1	7		19	
Creating a High Performance Team	\$325	1		8		26
Delegation Skills for Leaders - getting work done through others	\$325	1	10		20	
<b>NEW!</b> - Diversity, Equity, & Inclusion	\$325	1	11		22	
Emotional Intelligence	\$325	1	13		23	
Leadership Institute: Essentials for Supervisors (3 days) Leadership, Performance Reviews, Team Building, Motivation, Communication, Time Management, Managing Conflict and Change	\$895	3	12-14	22-24	26-28	23-25
<b>NEW!</b> Leadership Institute: More Essentials (2 days) Stress Management, Emotional Intelligence, DEI&Belonging, Coaching, Managing Difficult People, Managing Difficult Conversations, Delegating	\$695	2	24-25	15-16	29-30	26-27
Leadership Skills for Women	\$325	1	17		28	
Leading Virtual Teams - support vteam cultures	\$325	1	17		26	
<b>NEW!</b> - Managing the Virtual Workplace	\$325	1		8		30
Managerial Leadership - leading to vision fulfillment	\$325	1		9		2
Managing Conflict	\$325	1		10		3
<b>NEW!</b> - Managing Difficult Conversations	\$325	1	18		29	
Managing Innovation & Creativity - supporting new ideas	\$325	1		11		4
Coaching & Mentoring - Knowing how and when to coach or mentor	\$325	1	28		30	
Positive Staff Development - developing talent	\$325	1		11		5
Managing Difficult People	\$325	1	19		13	
Managing Multigenerational Teams-intergenerational issues	\$325	1		12		6
Project & Business Management	Price	Days	Jun	Jul	Aug	Sep
Project Management Fundamentals - principles/methodology	\$325	1		17		30
Process Improvement	\$325	1	20		14	
Personal Development	Price	Days	Jun	Jul	Aug	Sep
Attitude	\$325	1		18		13
<b>NEW!</b> - Collaboration	\$325	1	20	15	15	12
<b>NEW!</b> - Creative Thinking and Innovation	\$325	1	21	19	16	11
<b>NEW!</b> - Critical Thinking	\$325	1	26	19	22	10
Effective Business Writing - Practical writing	\$325	1	24		16	
Effective Office Communication Strategies In the workplace	\$325	1		22		16
Writing Effective Email - Make the most of your email	\$325	1	27		23	
Facilitation - Gain tools for facilitation	\$325	1		25		17
Managing Upward - Guide to upward professional mobility	\$325	1		25		18
Organizational Skills - Applied balance of time & information	\$325	1		26		18
Problem Solving Skills - Resolution strategies	\$325	1		26		20
Stress Management	\$325	1		29		20
Time Management - Productive time use	\$325	1	27		27	
Professional Presentation	Price	Days	Jun	Jul	Aug	Sep
Effective Presentations - skilled public speaking - creating and doing	\$625	2		1,2		9
Presentations: Preparing, Developing and Delivery - how to	\$325	1		31		17
Train the Trainer - training strategies & methods	\$325	1		30		23