

# 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		25		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	16	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	
Microsoft Teams (Desktop and Browser)	\$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								
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			Jun	Jul	Aug	Sep	Oct	Nov	Dec
<b>Graphics</b>			<b>Price</b>	<b>Days</b>					
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		
<b>Internet</b>			<b>Price</b>	<b>Days</b>					
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							
<b>Professional Applications</b>			<b>Price</b>	<b>Days</b>					
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	Certified Ethical Hacker Exam Included	\$3,495	5		8-12	8-23		14-18		2-6
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		11/12-12/12	
CISSP	Certified Information Systems Security Professional Exam Included	\$2,995	5	10-14	7/29-8/2		23-27		4-8	16-20
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					7-9	11-13	18-20
CHFI	Computer Hacking Forensic Investigator Exam Included	\$3,495	5		15-19			7-11		
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				14-18		
PMP	Project Management Professional Exam Included	\$2,995	5	10-14	15-19					
CompTIA Certification Boot Camps		Price	Days	Jun	Jul	Aug	Sep	Oct	Nov	Dec
A+	A+ (1101 & 1102) Certification Exam Included	\$2,795	5	10-14	8-12	5-9	23-27	14-18	4-8	2-6
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		11-15	9-13
CySA+	Cybersecurity Analyst+ Exam Included	\$2,795	5	10-14	7/29-8/2	26-30	23-27		4-8	2-6
L+	Linux+ Exam Included	\$2,995	5	17-21				14-18		16-20
N+	Network+ Exam Included	\$2,795	5	17-21	15-19	12-16	9-13	21-25	11-15	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	7-11	18-22	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	Oct	Nov	Dec
CCNA	Implementing and Administering Cisco® Solutions Exam is included	\$2,795	5	10-14	8-12	19-23	16-20	7-11	18-22	2-6
ENCOR	Implementing Cisco Enterprise Network Core Technologies Exam Included	\$2,995	5	17-21	15-19	26-30	23-27	14-18	4-8	2-6
SCOR	Implementing and Operating Cisco Security Core Technologies Exam is included	\$3,795	5		8-12	5-9			11-15	
SQL		Price	Days	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	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	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

# Talent Development Schedule



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

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