

## OUR UPCOMING ONLINE TRAINING SCHEDULE

### ACCESS

Type	Date	Price
2007/2010 Level 1 (Basic)	Oct 5	\$705
2013/2016/2019 Level 1 (Basic)	Sept 10 Dec 1	\$705
2007/2010 Level 2 (Advanced)	Aug 11 Oct 21	\$375
2013/2016/2019 Level 2 (Advanced)	Sept 30 Dec 18	\$375
Microsoft Access VBA	Sept 21 Dec 14	\$1,295

### ACROBAT

Type	Date	Price
DC Level 1 (Basic)	Sept 4 Oct 2	\$535
DC Level 2 (Advanced)	Aug 31 Nov 16	\$635

### AGILE AND SCRUM

Type	Date	Price
Fundamentals of Agile Practices	Oct 13	\$750
Fundamentals of Kanban Practices	Oct 28	\$750
Scrum Master Certified (SMC)	Aug 12 Nov 19	\$1,495
Scrum Product Owner Certified (SPOC)	Sept 8 Dec 1	\$1,495

### CRYSTAL REPORTS

Type	Date	Price
Crystal Reports Level 1 (Basic)	Sept 15 Dec 10	\$995
Crystal Reports Level 2 (Advanced)	Aug 19 Nov 26	\$1,195

### DREAMWEAVER

Type	Date	Price
CC/C56 Level 1 (Basic)	Oct 9	\$635
CC/C56 Level 2 (Advanced)	Oct 27	\$735

### EXCEL

Type	Date	Price
Creating Interactive Dashboards in Excel	Sept 22 Dec 15	\$995

### EXCEL CONTINUED

2007/2010 Level 1 (Basic)	Sept 2 Oct 2 Nov 3 Dec 4	\$275
2007/2010 Level 2 (Intermediate)	Aug 11 Sept 15 Oct 16 Nov 12 Dec 11	\$275
2007/2010 Level 3 (Advanced)	Aug 19 Nov 23 Dec 17	\$350
2013/2016/2019/365 Level 1 (Basic)	Oct 14 Dec 10	\$275
2013/2016/2019 Level 2 (Intermediate)	Aug 14 Oct 19 Dec 16	\$275
2013/2016/2019 Level 3 (Advanced)	Aug 25 Oct 29 Dec 14	\$350
2010/2013/2016 Level 1 (Basic) FRENCH	Sept 3 Nov 4	\$335
2010/2013/2016 Level 2 (Intermediate) FRENCH	Sept 14 Nov 13	\$335
2010/2013/2016 Level 3 (Advanced) FRENCH	Aug 17 Oct 30 Dec 18	\$395
Excel Dashboards	Aug 25 Nov 10	\$495 \$500
Excel Functions (Formulas)	Aug 24 Nov 16	\$425
Excel Power Pivot	Aug 27 Nov 24	\$795
Excel Tips, Tricks & Time Savers Complete	Oct 22	\$845
Excel Tips, Tricks & Time Savers Level 1 (Basic)	Oct 22	\$445
Excel Tips, Tricks & Time Savers Level 2 (Advanced)	Oct 23	\$495
Excel VBA Complete	Sept 8 Dec 7	\$825

### ILLUSTRATOR

Type	Date	Price
CC/CS6 Level 1 (Basic)	Nov 3	\$535
CC/CS6 Level 2 (Advanced)	Aug 31 Nov 25	\$635

FOR MORE DATES CONTACT US AT:

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### INDESIGN

2013/2016/2019 Level 2 (Advanced)	Aug 26	\$335
	Nov 18	\$350

Type	Date	Price
CC/CS6 Level 1 (Basic)	Nov 5	\$535
CC/CS6 Level 2 (Advanced)	Aug 26 Nov 19	\$635

### PROJECT

2010 Level 1 (Basic)	Oct 8	\$725
2010 Level 2 (Advanced)	Oct 27	\$390
2013/2016/2019 Level 1 (Basic)	Sept 1 Oct 19 Dec 8	\$275
2013/2016/2019 Level 2 (Advanced)	Aug 13 Nov 9	\$390

### MICROSOFT 365

Type	Date	Price
Microsoft 365 – The Essentials	Sept 21 Nov 27	\$350

### ONENOTE

Type	Date	Price
2010/2013/2016/2019 Complete	Sept 18 Dec 9	\$365

### SHAREPOINT

Type	Date	Price
2010 Designer Level 1 (Basic)	Oct 19	\$695
2010 Designer Level 2 (Advanced)	Oct 30	\$795
2010 Foundation Level 1 (Basic)	Sept 28 Dec 7	\$995
2010 Foundation Level 2 (Advanced)	Oct 21	\$1,095
2013 Designer	Oct 14	\$695
2013 Site Administrator	Oct 5	\$795
2013 Site Owner	Nov 4	\$695
2013 Site User	Aug 27 Nov 18	\$595
2016 Advanced Site Owner with Workflow Administration	Aug 21 Sept 18 Dec 11	\$795
2016 Site Owner	Oct 7 Dec 3	\$695
2016 Site User	Sept 25	\$595

### OUTLOOK

Type	Date	Price
2010 Level 1 (Basic)	Oct 1	\$295
2010 Level 2 (Advanced)	Oct 22	\$345
2013/2016/2019 Level 1 (Basic)	Nov 5	\$295
2013/2016/2019 Level 2 (Advanced)	Aug 24 Nov 30	\$345

### PHOTOSHOP

Type	Date	Price
CC/CS6 Level 1 (Basic)	Dec 2	\$535
CC/CS6 Level 2 (Advanced)	Oct 6	\$635

### POWER BI

Type	Date	Price
Becoming a Pro with Power BI	Nov 10	\$1,895
Discovering the Power of Excel Power Pivot Data	Nov 12	\$1,895
Analytic Expressions (DAX)		
Microsoft Power BI Boot Camp	Nov 9	\$3,995
The Fundamentals of Power BI	Nov 9	\$1,895

### SQL

Level 1 – Basics of Querying	Oct 15	\$545
Level 2 – Advanced Querying	Oct 29	\$620

### TEAMS

Type	Date	Price
Teams	Sept 10 Oct 20 Nov 23 Dec 7	\$245

### POWERPOINT

Type	Date	Price
2007/2010 Level 1 (Basic)	Sept 4 Dec 3	\$275
2007/2010 Level 2 (Advanced)	Aug 20 Nov 6	\$335 \$350
2013/2016/2019 Level 1 (Basic)	Sept 1 Dec 8	\$275

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### VISIO

Type	Date	Price
2010 Level 1 (Basic)	Oct 7	\$370
2010 Level 2 (Advanced)	Aug 11	\$390
	Nov 17	
2013/2016/2019 Level 1 (Basic)	Nov 11	\$370
2013/2016/2019 Level 2 (Advanced)	Aug 18	\$390
	Nov 26	

### WORD

Type	Date	Price
2007/2010 Level 1 (Basic)	Oct 13	\$275
2007/2010 Level 2 (Intermediate)	Oct 26	\$275
2007/2010 Level 3 (Advanced)	Nov 2	\$350
2013/2016/2019 Level 1 (Basic)	Oct 15	\$275
2013/2016/2019 Level 2 (Intermediate)	Aug 21	\$275
	Nov 20	
2013/2016/2019 Level 3 (Advanced)	Sept 16	\$350
	Dec 3	

### PROFESSIONAL SKILLS TRAINING

Type	Date	Price
Advanced Writing Skills	Oct 8	\$525
Building Better Teams	Aug 14	\$525
	Nov 6	
Business Etiquette – Gaining That Extra Edge	Sept 17	\$525
	Dec 9	
Business Writing that Works	Oct 26	\$525
Communication Strategies	Sept 11	\$525
	Dec 15	
Customer Service Training: Managing Customer Service	Aug 18	\$525
	Nov 17	
Effective Oral Briefings	Dec 17	\$525
Government Briefing Notes	Nov 24	\$525
Meeting Management: The Art of Making Meetings Work	Sept 24	\$525
	Dec 4	
Project Planning Breakthroughs	Nov 2	\$1,695
The Professional Supervisor	Oct 16	\$525
Writing Reports and Proposals	Aug 21	\$525
	Nov 2	

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