

Application Schedule

Computer Basics	Length	Jan	Feb	Mar	Apr	May	Jun	Price
Using Windows 10	1 day	-	16	-	-	18	-	\$150.00
Databases	Length	Jan	Feb	Mar	Apr	May	Jun	Price
Access Level 1	1 Day	15	-	19	-	21	-	\$150.00
Access Level 2	1 Day	16	-	20	-	22	-	\$175.00
Access Level 3	1 Day	17	-	21	-	23	-	\$175.00
Email / Groupware	Length	Jan	Feb	Mar	Apr	May	Jun	Price
Outlook Level 1	1 Day	2	-	5	-	7	-	\$150.00
Outlook Level 2	1 Day	3	-	6	-	8	-	\$175.00
Infopath	Length	Jan	Feb	Mar	Apr	May	Jun	Price
InfoPath	1 Day	-	-	-	-	24	-	\$450.00
Migration Training	Length	Jan	Feb	Mar	Apr	May	Jun	Price
Office 2013 New Features	1 Day	-	-	-	-	-	-	\$150.00
Office 365	1 Day	-	-	-	-	-	-	\$150.00
Other Offerings	Length	Jan	Feb	Mar	Apr	May	Jun	Price
Visio Professional Level 1	1 Day	-	7	-	4	-	-	\$225.00
Visio Professional Level 2	1 Day	-	8	-	5	-	-	\$225.00
Working Efficiently with Microsoft Office	Half Day AM	-	-	-	-	9	-	\$99.00
Presentations	Length	Jan	Feb	Mar	Apr	May	Jun	Price
Adobe Acrobat Level 1	1 Day	-	-	22	-	-	6	\$195.00
Adobe Acrobat Level 2	1 Day	-	-	23	-	-	7	\$195.00
PowerPoint Level 1	1 Day	-	5	-	2	-	4	\$150.00
PowerPoint Level 2	1 Day	-	6	-	3	-	5	\$175.00
Publisher	1 Day	-	-	-	30	-	-	\$225.00
Project	Length	Jan	Feb	Mar	Apr	May	Jun	Price
CAPM	4 Days	-	-	26-29	-	-	-	\$1,595.00
MS Project Level 1	1 Day	29	-	7	-	29	-	\$195.00
MS Project Level 2	1 Day	30	-	8	-	30	-	\$220.00
Project Fundamentals	1 Days	-	-	9	-	-	-	\$295.00
Project Management Professional	5 Days	22-26	-	-	23-27	-	-	\$2,500.00
Report Writing	Length	Jan	Feb	Mar	Apr	May	Jun	Price
Crystal Reports Part 1	2 Days	-	-	-	-	1	-	\$450.00

Crystal Reports Part 2	2 Days	-	-	-	-	2	-	\$450.00
Spreadsheets	Length	Jan	Feb	Mar	Apr	May	Jun	Price
Excel Level 1	1 Day	8	13	12	9	14	11	\$150.00
Excel Level 2	1 Day	9	14	13	10	15	12	\$175.00
Excel Level 3	1 Day	10	15	14	11	16	13	\$175.00
Excel PivotTables	Half Day AM	11	-	-	12	-	-	\$99.00
Excel PowerPivot	1 Day	-	16	-	-	-	14	\$225.00
Excel VBA	1 Day	-	-	15	-	17	-	\$225.00
Webinars (9:30 am to 10:30 am)	Length	Jan	Feb	Mar	Apr	May	Jun	Price
Excel 2013 New Features	1 Hour	-	-	-	-	-	-	\$25.00
Outlook 2013 New Features	1 Hour	-	-	-	-	-	-	\$25.00
PowerPoint 2013 New Features	1 Hour	-	-	-	-	-	-	\$25.00
Windows 8 Introduction	1 Hour	-	-	-	-	-	-	\$25.00
Word 2013 New Features	1 Hour	-	-	-	-	-	-	\$25.00
Word Processing	Length	Jan	Feb	Mar	Apr	May	Jun	Price
Word Level 1	1 Day	-	19	-	16	-	18	\$150.00
Word Level 2	1 Day	-	20	-	17	-	19	\$175.00
Word Level 3	1 Day	-	21	-	18	-	20	\$175.00