

Office Star

Adobe Acrobat

Adobe Acrobat Pro DC - Advanced / 395 USD / Days: 1

In this course, students will use Adobe Acrobat Pro DC to convert technical documents to PDF files, enhance PDF documents, create interactive PDF forms, and prepare PDF files for commercial printing.

06/06	06/06/19	OLL	7:00 AM - 3:00 PM	SPR
06/06	06/06/19	OLL	7:00 AM - 3:00 PM	DTC
07/16	07/16/19	OLL	7:00 AM - 3:00 PM	SPR
07/16	07/16/19	OLL	7:00 AM - 3:00 PM	DTC
08/02	08/02/19	OLL	7:00 AM - 3:00 PM	DTC
08/02	08/02/19	OLL	7:00 AM - 3:00 PM	SPR
08/16	08/16/19	OLL	7:00 AM - 3:00 PM	SPR
08/16	08/16/19	OLL	7:00 AM - 3:00 PM	DTC
09/17	09/17/19	OLL	9:00 AM - 5:00 PM	DTC
09/17	09/17/19	OLL	9:00 AM - 5:00 PM	SPR
10/16	10/16/19	OLL	7:00 AM - 3:00 PM	SPR
10/16	10/16/19	OLL	7:00 AM - 3:00 PM	DTC
11/14	11/14/19	OLL	7:00 AM - 3:00 PM	SPR
11/14	11/14/19	OLL	7:00 AM - 3:00 PM	DTC
12/16	12/16/19	OLL	7:00 AM - 3:00 PM	DTC
12/16	12/16/19	OLL	7:00 AM - 3:00 PM	SPR

Adobe Acrobat Pro DC - Introduction / 395 USD / Days: 1

Adobe Acrobat Pro DC puts the power of the Portable Document Format, literally, at your fingertips. By taking advantage of the functionality & features available in Acrobat, you will ensure the integrity of your documents regards of who views them.

06/03	06/03/19	OLL	7:00 AM - 3:00 PM	SPR
06/03	06/03/19	OLL	7:00 AM - 3:00 PM	DTC
06/25	06/25/19	OLL	7:00 AM - 3:00 PM	SPR
06/25	06/25/19	OLL	7:00 AM - 3:00 PM	DTC
07/22	07/22/19	OLL	7:00 AM - 3:00 PM	SPR
07/22	07/22/19	OLL	7:00 AM - 3:00 PM	DTC
07/22	07/22/19	OLL	7:00 AM - 3:00 PM	DTC
07/22	07/22/19	OLL	7:00 AM - 3:00 PM	SPR
08/21	08/21/19	OLL	9:00 AM - 5:00 PM	SPR
08/21	08/21/19	OLL	9:00 AM - 5:00 PM	DTC
09/23	09/23/19	OLL	7:00 AM - 3:00 PM	SPR
09/23	09/23/19	OLL	7:00 AM - 3:00 PM	DTC
10/22	10/22/19	OLL	7:00 AM - 3:00 PM	DTC
10/22	10/22/19	OLL	7:00 AM - 3:00 PM	SPR
11/20	11/20/19	OLL	7:00 AM - 3:00 PM	DTC

Adobe Acrobat Pro DC - Introduction / 395 USD / Days: 1

Adobe Acrobat Pro DC puts the power of the Portable Document Format, literally, at your fingertips. By taking advantage of the functionality & features available in Acrobat, you will ensure the integrity of your documents regards of who views them.

11/20	11/20/19	OLL	7:00 AM - 3:00 PM	SPR
12/20	12/20/19	OLL	7:00 AM - 3:00 PM	SPR
12/20	12/20/19	OLL	7:00 AM - 3:00 PM	DTC

Adobe Acrobat XI Pro - Part 1 / 395 USD / Days: 1

Students will learn the power of the Portable Document Format. Taking advantage of the functionality and features available in Acrobat, students will ensure the integrity of electronic documents for any viewer, on any devices, or operating systems.

06/12	06/12/19	OLL	7:00 AM - 3:00 PM	SPR
06/12	06/12/19	OLL	7:00 AM - 3:00 PM	DTC
07/12	07/12/19	OLL	7:00 AM - 3:00 PM	SPR
07/12	07/12/19	OLL	7:00 AM - 3:00 PM	DTC
08/14	08/14/19	OLL	9:00 AM - 5:00 PM	SPR
08/14	08/14/19	OLL	9:00 AM - 5:00 PM	DTC
09/12	09/12/19	OLL	7:00 AM - 3:00 PM	SPR
09/12	09/12/19	OLL	7:00 AM - 3:00 PM	DTC
10/18	10/18/19	OLL	7:00 AM - 3:00 PM	SPR
10/18	10/18/19	OLL	7:00 AM - 3:00 PM	DTC
11/18	11/18/19	OLL	7:00 AM - 3:00 PM	SPR
11/18	11/18/19	OLL	7:00 AM - 3:00 PM	DTC
12/11	12/11/19	OLL	7:00 AM - 3:00 PM	DTC
12/11	12/11/19	OLL	7:00 AM - 3:00 PM	SPR

Adobe Acrobat XI Pro - Part 2 / 395 USD / Days: 1

Students will learn to use Adobe Acrobat XI Pro to convert technical documents to PDF files, enhance PDF documents, create interactive PDF forms, and prepare PDF files for commercial printing.

06/17	06/17/19	OLL	7:00 AM - 3:00 PM	SPR
06/17	06/17/19	OLL	7:00 AM - 3:00 PM	DTC
07/18	07/18/19	OLL	7:00 AM - 3:00 PM	DTC
07/18	07/18/19	OLL	7:00 AM - 3:00 PM	SPR
08/20	08/20/19	OLL	9:00 AM - 5:00 PM	SPR
08/20	08/20/19	OLL	9:00 AM - 5:00 PM	DTC
09/18	09/18/19	OLL	7:00 AM - 3:00 PM	SPR
09/18	09/18/19	OLL	7:00 AM - 3:00 PM	DTC
10/24	10/24/19	OLL	7:00 AM - 3:00 PM	DTC
10/24	10/24/19	OLL	7:00 AM - 3:00 PM	SPR

Adobe Acrobat XI Pro - Part 2 / 395 USD / Days: 1

Students will learn to use Adobe Acrobat XI Pro to convert technical documents to PDF files, enhance PDF documents, create interactive PDF forms, and prepare PDF files for commercial printing.

11/22	11/22/19	OLL	7:00 AM - 3:00 PM	SPR
11/22	11/22/19	OLL	7:00 AM - 3:00 PM	DTC
12/17	12/17/19	OLL	7:00 AM - 3:00 PM	DTC
12/17	12/17/19	OLL	7:00 AM - 3:00 PM	SPR

Microsoft Access

Access 2010 - Part 1 / 590 USD / Days: 2

In this course, students will learn how to use Access 2010 to manage your data, including creating a new database, constructing tables, designing forms and reports, and creating queries to join, filter, and sort data.

06/20	06/21/19	OLL	7:00 AM - 3:00 PM	DTC
06/20	06/21/19	OLL	7:00 AM - 3:00 PM	SPR
07/24	07/25/19	OLL	7:00 AM - 3:00 PM	SPR
07/24	07/25/19	OLL	7:00 AM - 3:00 PM	DTC
08/26	08/27/19	OLL	7:00 AM - 3:00 PM	SPR
08/26	08/27/19	OLL	7:00 AM - 3:00 PM	DTC
10/02	10/03/19	OLL	7:00 AM - 3:00 PM	DTC
10/02	10/03/19	OLL	7:00 AM - 3:00 PM	SPR
11/11	11/12/19	OLL	7:00 AM - 3:00 PM	DTC
11/11	11/12/19	OLL	7:00 AM - 3:00 PM	SPR
12/17	12/18/19	OLL	7:00 AM - 3:00 PM	SPR
12/17	12/18/19	OLL	7:00 AM - 3:00 PM	DTC

Access 2010 - Part 2 / 590 USD / Days: 2

Students will expand their knowledge of Microsoft® Access® 2010 to include relational database design, writing advanced queries, structuring existing data, sharing data across applications, and customizing reports.

06/26	06/27/19	OLL	7:00 AM - 3:00 PM	SPR
06/26	06/27/19	OLL	7:00 AM - 3:00 PM	DTC
09/03	09/04/19	OLL	7:00 AM - 3:00 PM	DTC
09/03	09/04/19	OLL	7:00 AM - 3:00 PM	SPR
11/20	11/21/19	OLL	7:00 AM - 3:00 PM	SPR
11/20	11/21/19	OLL	7:00 AM - 3:00 PM	DTC

Office Star

Access 2013 - Part 1 / 590 USD / Days: 2

In this course, students will learn how to use Access 2013 to manage data, including creating a new database; constructing tables; designing forms and reports; and creating queries to join, filter, and sort data.

06/06	·	06/07/19	OLL	7:00 AM - 3:00 PM	DTC
06/06	·	06/07/19	OLL	7:00 AM - 3:00 PM	SPR
06/10	·	06/11/19	OLL	7:00 AM - 3:00 PM	SPR
06/10	·	06/11/19	OLL	7:00 AM - 3:00 PM	DTC
07/01	·	07/02/19	OLL	7:00 AM - 3:00 PM	SPR
07/01	·	07/02/19	OLL	7:00 AM - 3:00 PM	DTC
07/16	·	07/17/19	OLL	7:00 AM - 3:00 PM	DTC
07/16	·	07/17/19	OLL	7:00 AM - 3:00 PM	SPR
08/12	·	08/13/19	OLL	7:00 AM - 3:00 PM	SPR
08/12	·	08/13/19	OLL	7:00 AM - 3:00 PM	DTC
08/12	·	08/13/19	OLL	7:00 AM - 3:00 PM	SPR
08/12	·	08/13/19	OLL	7:00 AM - 3:00 PM	DTC
09/17	·	09/18/19	OLL	7:00 AM - 3:00 PM	SPR
09/17	·	09/18/19	OLL	7:00 AM - 3:00 PM	DTC
09/18	·	09/19/19	OLL	7:00 AM - 3:00 PM	DTC
09/18	·	09/19/19	OLL	7:00 AM - 3:00 PM	SPR
10/10	·	10/11/19	OLL	7:00 AM - 3:00 PM	DTC
10/10	·	10/11/19	OLL	7:00 AM - 3:00 PM	SPR
10/17	·	10/18/19	OLL	7:00 AM - 3:00 PM	DTC
10/17	·	10/18/19	OLL	7:00 AM - 3:00 PM	SPR
11/07	·	11/08/19	OLL	7:00 AM - 3:00 PM	DTC
11/07	·	11/08/19	OLL	7:00 AM - 3:00 PM	SPR
11/18	·	11/19/19	OLL	7:00 AM - 3:00 PM	SPR
11/18	·	11/19/19	OLL	7:00 AM - 3:00 PM	DTC
12/10	·	12/11/19	OLL	7:00 AM - 3:00 PM	DTC
12/10	·	12/11/19	OLL	7:00 AM - 3:00 PM	SPR
12/12	·	12/13/19	OLL	7:00 AM - 3:00 PM	SPR
12/12	·	12/13/19	OLL	7:00 AM - 3:00 PM	DTC

Access 2013 - Part 2 / 590 USD / Days: 2

In this course, students learn advanced Access features such as database management, advanced form design, packaging a database, encrypting a database, preparing a database for multi-user access and more.

05/23	·	05/24/19	OLL	7:00 AM - 3:00 PM	SPR
05/23	·	05/24/19	OLL	7:00 AM - 3:00 PM	DTC
06/18	·	06/19/19	OLL	7:00 AM - 3:00 PM	DTC
06/18	·	06/19/19	OLL	7:00 AM - 3:00 PM	SPR

Access 2013 - Part 2 / 590 USD / Days: 2

In this course, students learn advanced Access features such as database management, advanced form design, packaging a database, encrypting a database, preparing a database for multi-user access and more.

06/18	·	06/19/19	OLL	7:00 AM - 3:00 PM	SPR
06/18	·	06/19/19	OLL	7:00 AM - 3:00 PM	DTC
07/29	·	07/30/19	OLL	7:00 AM - 3:00 PM	DTC
07/29	·	07/30/19	OLL	7:00 AM - 3:00 PM	SPR
08/19	·	08/20/19	OLL	7:00 AM - 3:00 PM	SPR
08/19	·	08/20/19	OLL	7:00 AM - 3:00 PM	DTC
08/22	·	08/23/19	OLL	7:00 AM - 3:00 PM	SPR
08/22	·	08/23/19	OLL	7:00 AM - 3:00 PM	DTC
09/23	·	09/24/19	OLL	7:00 AM - 3:00 PM	SPR
09/23	·	09/24/19	OLL	7:00 AM - 3:00 PM	DTC
10/23	·	10/24/19	OLL	7:00 AM - 3:00 PM	DTC
10/23	·	10/24/19	OLL	7:00 AM - 3:00 PM	SPR
10/24	·	10/25/19	OLL	7:00 AM - 3:00 PM	SPR
10/24	·	10/25/19	OLL	7:00 AM - 3:00 PM	DTC
11/14	·	11/15/19	OLL	7:00 AM - 3:00 PM	SPR
11/14	·	11/15/19	OLL	7:00 AM - 3:00 PM	DTC
12/16	·	12/17/19	OLL	7:00 AM - 3:00 PM	SPR
12/16	·	12/17/19	OLL	7:00 AM - 3:00 PM	DTC
12/19	·	12/20/19	OLL	7:00 AM - 3:00 PM	SPR
12/19	·	12/20/19	OLL	7:00 AM - 3:00 PM	DTC

Access 2016 - Part 1 / 590 USD / Days: 2

In this course, students will use Access 2016 to manage their data, including creating a new database; constructing tables; designing forms and reports; and creating queries to join, filter, and sort data.

05/23	·	05/24/19	OLL	7:00 AM - 3:00 PM	SPR
05/23	·	05/24/19	OLL	7:00 AM - 3:00 PM	DTC
06/03	·	06/04/19	OLL	7:00 AM - 3:00 PM	SPR
06/03	·	06/04/19	OLL	7:00 AM - 3:00 PM	DTC
06/10	·	06/11/19	OLL	9:00 AM - 5:00 PM	SPR
06/10	·	06/11/19	OLL	9:00 AM - 5:00 PM	DTC
06/17	·	06/18/19	OLL	7:00 AM - 3:00 PM	SPR
06/17	·	06/18/19	OLL	7:00 AM - 3:00 PM	DTC
06/19	·	06/20/19	OLL	7:00 AM - 3:00 PM	DTC
06/19	·	06/20/19	OLL	7:00 AM - 3:00 PM	DTC
06/19	·	06/20/19	OLL	7:00 AM - 3:00 PM	SPR
06/19	·	06/20/19	OLL	7:00 AM - 3:00 PM	SPR

Access 2016 - Part 1 / 590 USD / Days: 2

In this course, students will use Access 2016 to manage their data, including creating a new database; constructing tables; designing forms and reports; and creating queries to join, filter, and sort data.

06/27	·	06/28/19	OLL	7:00 AM - 3:00 PM	SPR
06/27	·	06/28/19	OLL	7:00 AM - 3:00 PM	DTC
06/27	·	06/28/19	OLL	7:00 AM - 3:00 PM	DTC
06/27	·	06/28/19	OLL	7:00 AM - 3:00 PM	SPR
07/01	·	07/02/19	OLL	7:00 AM - 3:00 PM	SPR
07/01	·	07/02/19	OLL	7:00 AM - 3:00 PM	DTC
07/01	·	07/02/19	OLL	7:00 AM - 3:00 PM	SPR
07/01	·	07/02/19	OLL	7:00 AM - 3:00 PM	DTC
07/09	·	07/10/19	OLL	7:00 AM - 3:00 PM	DTC
07/09	·	07/10/19	OLL	7:00 AM - 3:00 PM	SPR
07/09	·	07/10/19	OLL	9:00 AM - 5:00 PM	DTC
07/09	·	07/10/19	OLL	9:00 AM - 5:00 PM	SPR
07/16	·	07/17/19	OLL	7:00 AM - 3:00 PM	SPR
07/16	·	07/17/19	OLL	7:00 AM - 3:00 PM	DTC
07/17	·	07/18/19	OLL	7:00 AM - 3:00 PM	DTC
07/17	·	07/18/19	OLL	7:00 AM - 3:00 PM	SPR
07/25	·	07/26/19	OLL	9:00 AM - 5:00 PM	SPR
07/25	·	07/26/19	OLL	9:00 AM - 5:00 PM	DTC
07/29	·	07/30/19	OLL	7:00 AM - 3:00 PM	SPR
07/29	·	07/30/19	OLL	7:00 AM - 3:00 PM	DTC
08/01	·	08/02/19	OLL	7:00 AM - 3:00 PM	DTC
08/01	·	08/02/19	OLL	7:00 AM - 3:00 PM	SPR
08/05	·	08/06/19	OLL	7:00 AM - 3:00 PM	DTC
08/05	·	08/06/19	OLL	7:00 AM - 3:00 PM	SPR
08/07	·	08/08/19	OLL	7:00 AM - 3:00 PM	DTC
08/07	·	08/08/19	OLL	7:00 AM - 3:00 PM	SPR
08/12	·	08/13/19	OLL	7:00 AM - 3:00 PM	DTC
08/12	·	08/13/19	OLL	7:00 AM - 3:00 PM	SPR
08/15	·	08/16/19	OLL	9:00 AM - 5:00 PM	DTC
08/15	·	08/16/19	OLL	9:00 AM - 5:00 PM	SPR
08/19	·	08/20/19	OLL	7:00 AM - 3:00 PM	SPR
08/19	·	08/20/19	OLL	7:00 AM - 3:00 PM	DTC
08/28	·	08/29/19	OLL	7:00 AM - 3:00 PM	SPR
08/28	·	08/29/19	OLL	7:00 AM - 3:00 PM	DTC
09/05	·	09/06/19	OLL	7:00 AM - 3:00 PM	SPR
09/05	·	09/06/19	OLL	7:00 AM - 3:00 PM	SPR
09/05	·	09/06/19	OLL	7:00 AM - 3:00 PM	DTC

Office Star

Access 2016 - Part 1 / 590 USD / Days: 2

In this course, students will use Access 2016 to manage their data, including creating a new database; constructing tables; designing forms and reports; and creating queries to join, filter, and sort data.

09/05	09/06/19	OLL	7:00 AM - 3:00 PM	DTC
09/10	09/11/19	OLL	7:00 AM - 3:00 PM	DTC
09/10	09/11/19	OLL	7:00 AM - 3:00 PM	SPR
09/12	09/13/19	OLL	9:00 AM - 5:00 PM	DTC
09/12	09/13/19	OLL	9:00 AM - 5:00 PM	SPR
09/12	09/13/19	OLL	9:00 AM - 5:00 PM	SPR
09/12	09/13/19	OLL	9:00 AM - 5:00 PM	DTC
09/18	09/19/19	OLL	7:00 AM - 3:00 PM	SPR
09/18	09/19/19	OLL	7:00 AM - 3:00 PM	DTC
09/23	09/24/19	OLL	7:00 AM - 3:00 PM	SPR
09/23	09/24/19	OLL	7:00 AM - 3:00 PM	DTC
09/26	09/27/19	OLL	7:00 AM - 3:00 PM	DTC
09/26	09/27/19	OLL	7:00 AM - 3:00 PM	SPR
09/30	10/01/19	OLL	7:00 AM - 3:00 PM	SPR
09/30	10/01/19	OLL	7:00 AM - 3:00 PM	DTC
10/02	10/03/19	OLL	7:00 AM - 3:00 PM	SPR
10/02	10/03/19	OLL	7:00 AM - 3:00 PM	DTC
10/07	10/08/19	OLL	7:00 AM - 3:00 PM	SPR
10/07	10/08/19	OLL	7:00 AM - 3:00 PM	DTC
10/08	10/09/19	OLL	7:00 AM - 3:00 PM	SPR
10/08	10/09/19	OLL	7:00 AM - 3:00 PM	DTC
10/09	10/10/19	OLL	7:00 AM - 3:00 PM	DTC
10/09	10/10/19	OLL	7:00 AM - 3:00 PM	SPR
10/15	10/16/19	OLL	7:00 AM - 3:00 PM	SPR
10/15	10/16/19	OLL	7:00 AM - 3:00 PM	DTC
10/21	10/22/19	OLL	7:00 AM - 3:00 PM	DTC
10/21	10/22/19	OLL	7:00 AM - 3:00 PM	SPR
10/22	10/23/19	OLL	9:00 AM - 5:00 PM	SPR
10/22	10/23/19	OLL	9:00 AM - 5:00 PM	DTC
10/29	10/30/19	OLL	7:00 AM - 3:00 PM	SPR
10/29	10/30/19	OLL	7:00 AM - 3:00 PM	DTC
10/30	10/31/19	OLL	7:00 AM - 3:00 PM	SPR
10/30	10/31/19	OLL	7:00 AM - 3:00 PM	DTC
11/07	11/08/19	OLL	9:00 AM - 5:00 PM	SPR
11/07	11/08/19	OLL	9:00 AM - 5:00 PM	DTC
11/13	11/14/19	OLL	7:00 AM - 3:00 PM	SPR
11/13	11/14/19	OLL	7:00 AM - 3:00 PM	DTC

Access 2016 - Part 1 / 590 USD / Days: 2

In this course, students will use Access 2016 to manage their data, including creating a new database; constructing tables; designing forms and reports; and creating queries to join, filter, and sort data.

11/14	11/15/19	OLL	7:00 AM - 3:00 PM	DTC
11/14	11/15/19	OLL	7:00 AM - 3:00 PM	SPR
11/21	11/22/19	OLL	7:00 AM - 3:00 PM	SPR
11/21	11/22/19	OLL	7:00 AM - 3:00 PM	DTC
11/25	11/26/19	OLL	7:00 AM - 3:00 PM	SPR
11/25	11/26/19	OLL	7:00 AM - 3:00 PM	DTC
11/25	11/26/19	OLL	7:00 AM - 3:00 PM	SPR
11/25	11/26/19	OLL	7:00 AM - 3:00 PM	DTC
12/02	12/03/19	OLL	7:00 AM - 3:00 PM	DTC
12/02	12/03/19	OLL	7:00 AM - 3:00 PM	SPR
12/03	12/04/19	OLL	7:00 AM - 3:00 PM	DTC
12/03	12/04/19	OLL	7:00 AM - 3:00 PM	SPR
12/09	12/10/19	OLL	7:00 AM - 3:00 PM	SPR
12/09	12/10/19	OLL	7:00 AM - 3:00 PM	DTC
12/10	12/11/19	OLL	7:00 AM - 3:00 PM	DTC
12/10	12/11/19	OLL	7:00 AM - 3:00 PM	SPR
12/16	12/17/19	OLL	9:00 AM - 5:00 PM	SPR
12/16	12/17/19	OLL	9:00 AM - 5:00 PM	DTC
12/19	12/20/19	OLL	7:00 AM - 3:00 PM	SPR
12/19	12/20/19	OLL	7:00 AM - 3:00 PM	DTC
12/26	12/27/19	OLL	7:00 AM - 3:00 PM	SPR
12/26	12/27/19	OLL	7:00 AM - 3:00 PM	DTC

Access 2016 - Part 2 / 590 USD / Days: 2

You've covered many of the basic functions of Microsoft® Office Access® 2016, and now you're ready to learn advanced Access features such as database management, advanced form design, packaging a database, encrypting a database, preparing a database for multi-user access, and more. Knowledge of these features separate database professionals from the casual database users or occasional designers.

05/30	05/31/19	OLL	7:00 AM - 3:00 PM	SPR
05/30	05/31/19	OLL	7:00 AM - 3:00 PM	DTC
06/03	06/04/19	OLL	7:00 AM - 3:00 PM	DTC
06/03	06/04/19	OLL	7:00 AM - 3:00 PM	SPR
06/10	06/11/19	OLL	7:00 AM - 3:00 PM	DTC
06/10	06/11/19	OLL	7:00 AM - 3:00 PM	SPR
06/13	06/14/19	OLL	7:00 AM - 3:00 PM	DTC
06/13	06/14/19	OLL	7:00 AM - 3:00 PM	SPR

Access 2016 - Part 2 / 590 USD / Days: 2

You've covered many of the basic functions of Microsoft® Office Access® 2016, and now you're ready to learn advanced Access features such as database management, advanced form design, packaging a database, encrypting a database, preparing a database for multi-user access, and more. Knowledge of these features separate database professionals from the casual database users or occasional designers.

06/13	06/14/19	OLL	7:00 AM - 3:00 PM	DTC
06/13	06/14/19	OLL	7:00 AM - 3:00 PM	SPR
06/17	06/18/19	OLL	7:00 AM - 3:00 PM	DTC
06/17	06/18/19	OLL	7:00 AM - 3:00 PM	SPR
06/24	06/25/19	OLL	7:00 AM - 3:00 PM	SPR
06/24	06/25/19	OLL	7:00 AM - 3:00 PM	DTC
06/24	06/25/19	OLL	7:00 AM - 3:00 PM	DTC
06/24	06/25/19	OLL	7:00 AM - 3:00 PM	SPR
06/26	06/27/19	OLL	9:00 AM - 5:00 PM	DTC
06/26	06/27/19	OLL	9:00 AM - 5:00 PM	SPR
07/10	07/11/19	OLL	7:00 AM - 3:00 PM	DTC
07/10	07/11/19	OLL	7:00 AM - 3:00 PM	SPR
07/11	07/12/19	OLL	9:00 AM - 5:00 PM	DTC
07/11	07/12/19	OLL	9:00 AM - 5:00 PM	SPR
07/22	07/23/19	OLL	7:00 AM - 3:00 PM	DTC
07/22	07/23/19	OLL	7:00 AM - 3:00 PM	SPR
07/25	07/26/19	OLL	7:00 AM - 3:00 PM	DTC
07/25	07/26/19	OLL	7:00 AM - 3:00 PM	SPR
07/31	08/01/19	OLL	7:00 AM - 3:00 PM	DTC
07/31	08/01/19	OLL	7:00 AM - 3:00 PM	SPR
08/01	08/02/19	OLL	7:00 AM - 3:00 PM	DTC
08/01	08/02/19	OLL	7:00 AM - 3:00 PM	SPR
08/08	08/09/19	OLL	9:00 AM - 5:00 PM	SPR
08/08	08/09/19	OLL	9:00 AM - 5:00 PM	DTC
08/12	08/13/19	OLL	7:00 AM - 3:00 PM	SPR
08/12	08/13/19	OLL	7:00 AM - 3:00 PM	DTC
08/12	08/13/19	OLL	7:00 AM - 3:00 PM	DTC
08/12	08/13/19	OLL	7:00 AM - 3:00 PM	SPR
08/19	08/20/19	OLL	7:00 AM - 3:00 PM	DTC
08/19	08/20/19	OLL	7:00 AM - 3:00 PM	SPR
08/21	08/22/19	OLL	9:00 AM - 5:00 PM	SPR
08/21	08/22/19	OLL	9:00 AM - 5:00 PM	DTC
08/26	08/27/19	OLL	7:00 AM - 3:00 PM	DTC
08/26	08/27/19	OLL	7:00 AM - 3:00 PM	SPR

Office Star

Access 2016 - Part 2 / 590 USD / Days: 2

You've covered many of the basic functions of Microsoft® Office Access® 2016, and now you're ready to learn advanced Access features such as database management, advanced form design, packaging a database, encrypting a database, preparing a database for multi-user access, and more. Knowledge of these features separate database professionals from the casual database users or occasional designers.

09/04 · 09/05/19	OLL	7:00 AM - 3:00 PM	DTC
09/04 · 09/05/19	OLL	7:00 AM - 3:00 PM	SPR
09/11 · 09/12/19	OLL	7:00 AM - 3:00 PM	DTC
09/11 · 09/12/19	OLL	7:00 AM - 3:00 PM	SPR
09/12 · 09/13/19	OLL	7:00 AM - 3:00 PM	DTC
09/12 · 09/13/19	OLL	7:00 AM - 3:00 PM	SPR
09/19 · 09/20/19	OLL	9:00 AM - 5:00 PM	DTC
09/19 · 09/20/19	OLL	9:00 AM - 5:00 PM	SPR
09/23 · 09/24/19	OLL	7:00 AM - 3:00 PM	DTC
09/23 · 09/24/19	OLL	7:00 AM - 3:00 PM	SPR
10/03 · 10/04/19	OLL	7:00 AM - 3:00 PM	DTC
10/03 · 10/04/19	OLL	7:00 AM - 3:00 PM	SPR
10/03 · 10/04/19	OLL	7:00 AM - 3:00 PM	SPR
10/03 · 10/04/19	OLL	7:00 AM - 3:00 PM	DTC
10/03 · 10/04/19	OLL	9:00 AM - 5:00 PM	SPR
10/03 · 10/04/19	OLL	9:00 AM - 5:00 PM	DTC
10/10 · 10/11/19	OLL	7:00 AM - 3:00 PM	DTC
10/10 · 10/11/19	OLL	7:00 AM - 3:00 PM	SPR
10/17 · 10/18/19	OLL	7:00 AM - 3:00 PM	DTC
10/17 · 10/18/19	OLL	7:00 AM - 3:00 PM	SPR
10/21 · 10/22/19	OLL	7:00 AM - 3:00 PM	DTC
10/21 · 10/22/19	OLL	7:00 AM - 3:00 PM	SPR
10/22 · 10/23/19	OLL	7:00 AM - 3:00 PM	DTC
10/22 · 10/23/19	OLL	7:00 AM - 3:00 PM	SPR
10/28 · 10/29/19	OLL	9:00 AM - 5:00 PM	SPR
10/28 · 10/29/19	OLL	9:00 AM - 5:00 PM	DTC
10/29 · 10/30/19	OLL	7:00 AM - 3:00 PM	SPR
10/29 · 10/30/19	OLL	7:00 AM - 3:00 PM	DTC
11/05 · 11/06/19	OLL	7:00 AM - 3:00 PM	SPR
11/05 · 11/06/19	OLL	7:00 AM - 3:00 PM	DTC
11/12 · 11/13/19	OLL	9:00 AM - 5:00 PM	DTC
11/12 · 11/13/19	OLL	9:00 AM - 5:00 PM	SPR
11/13 · 11/14/19	OLL	7:00 AM - 3:00 PM	DTC
11/13 · 11/14/19	OLL	7:00 AM - 3:00 PM	SPR

Access 2016 - Part 2 / 590 USD / Days: 2

You've covered many of the basic functions of Microsoft® Office Access® 2016, and now you're ready to learn advanced Access features such as database management, advanced form design, packaging a database, encrypting a database, preparing a database for multi-user access, and more. Knowledge of these features separate database professionals from the casual database users or occasional designers.

11/18 · 11/19/19	OLL	7:00 AM - 3:00 PM	SPR
11/18 · 11/19/19	OLL	7:00 AM - 3:00 PM	DTC
11/21 · 11/22/19	OLL	7:00 AM - 3:00 PM	SPR
11/21 · 11/22/19	OLL	7:00 AM - 3:00 PM	DTC
11/25 · 11/26/19	OLL	7:00 AM - 3:00 PM	SPR
11/25 · 11/26/19	OLL	7:00 AM - 3:00 PM	DTC
12/05 · 12/06/19	OLL	7:00 AM - 3:00 PM	DTC
12/05 · 12/06/19	OLL	7:00 AM - 3:00 PM	SPR
12/05 · 12/06/19	OLL	7:00 AM - 3:00 PM	SPR
12/05 · 12/06/19	OLL	7:00 AM - 3:00 PM	DTC
12/11 · 12/12/19	OLL	7:00 AM - 3:00 PM	SPR
12/11 · 12/12/19	OLL	7:00 AM - 3:00 PM	DTC
12/16 · 12/17/19	OLL	7:00 AM - 3:00 PM	DTC
12/16 · 12/17/19	OLL	7:00 AM - 3:00 PM	SPR
12/19 · 12/20/19	OLL	7:00 AM - 3:00 PM	DTC
12/19 · 12/20/19	OLL	7:00 AM - 3:00 PM	SPR
12/19 · 12/20/19	OLL	9:00 AM - 5:00 PM	SPR
12/19 · 12/20/19	OLL	9:00 AM - 5:00 PM	DTC

Microsoft Excel

Excel 2010 - Level 4 / 295 USD / Days: 1

In this course, students will use the advanced features of Microsoft® Office Excel® 2010 to attain proficiency as an Excel power user.

07/16 · 07/16/19	OLL	7:00 AM - 3:00 PM	SPR
07/16 · 07/16/19	OLL	7:00 AM - 3:00 PM	DTC
09/19 · 09/19/19	OLL	7:00 AM - 3:00 PM	DTC
09/19 · 09/19/19	OLL	7:00 AM - 3:00 PM	SPR
11/22 · 11/22/19	OLL	7:00 AM - 3:00 PM	SPR
11/22 · 11/22/19	OLL	7:00 AM - 3:00 PM	DTC

Excel 2010 - Part 1 / 295 USD / Days: 1

In this course, students will use Microsoft® Office Excel® 2010 to create spreadsheets and workbooks that they can use to store, manipulate, and share data.

05/24 · 05/24/19	OLL	7:00 AM - 3:00 PM	DTC
05/24 · 05/24/19	OLL	7:00 AM - 3:00 PM	SPR

Excel 2010 - Part 1 / 295 USD / Days: 1

In this course, students will use Microsoft® Office Excel® 2010 to create spreadsheets and workbooks that they can use to store, manipulate, and share data.

06/03 · 06/03/19	OLL	9:00 AM - 5:00 PM	SPR
06/03 · 06/03/19	OLL	9:00 AM - 5:00 PM	DTC
06/21 · 06/21/19	OLL	9:00 AM - 5:00 PM	DTC
06/21 · 06/21/19	OLL	9:00 AM - 5:00 PM	SPR
07/02 · 07/02/19	OLL	7:00 AM - 3:00 PM	DTC
07/02 · 07/02/19	OLL	7:00 AM - 3:00 PM	SPR
07/12 · 07/12/19	OLL	7:00 AM - 3:00 PM	SPR
07/12 · 07/12/19	OLL	7:00 AM - 3:00 PM	DTC
07/15 · 07/15/19	OLL	7:00 AM - 3:00 PM	DTC
07/15 · 07/15/19	OLL	7:00 AM - 3:00 PM	SPR
07/23 · 07/23/19	OLL	9:00 AM - 5:00 PM	SPR
07/23 · 07/23/19	OLL	9:00 AM - 5:00 PM	DTC
08/02 · 08/02/19	OLL	7:00 AM - 3:00 PM	SPR
08/02 · 08/02/19	OLL	7:00 AM - 3:00 PM	DTC
08/13 · 08/13/19	OLL	7:00 AM - 3:00 PM	SPR
08/13 · 08/13/19	OLL	7:00 AM - 3:00 PM	DTC
08/27 · 08/27/19	OLL	7:00 AM - 3:00 PM	DTC
08/27 · 08/27/19	OLL	7:00 AM - 3:00 PM	SPR
09/06 · 09/06/19	OLL	7:00 AM - 3:00 PM	SPR
09/06 · 09/06/19	OLL	7:00 AM - 3:00 PM	DTC
09/20 · 09/20/19	OLL	7:00 AM - 3:00 PM	SPR
09/20 · 09/20/19	OLL	7:00 AM - 3:00 PM	DTC
10/04 · 10/04/19	OLL	7:00 AM - 3:00 PM	DTC
10/04 · 10/04/19	OLL	7:00 AM - 3:00 PM	SPR
10/21 · 10/21/19	OLL	7:00 AM - 3:00 PM	DTC
10/21 · 10/21/19	OLL	7:00 AM - 3:00 PM	SPR
10/31 · 10/31/19	OLL	7:00 AM - 3:00 PM	SPR
10/31 · 10/31/19	OLL	7:00 AM - 3:00 PM	DTC
11/15 · 11/15/19	OLL	7:00 AM - 3:00 PM	DTC
11/15 · 11/15/19	OLL	7:00 AM - 3:00 PM	SPR
11/27 · 11/27/19	OLL	9:00 AM - 5:00 PM	SPR
11/27 · 11/27/19	OLL	9:00 AM - 5:00 PM	DTC
12/06 · 12/06/19	OLL	7:00 AM - 3:00 PM	SPR
12/06 · 12/06/19	OLL	7:00 AM - 3:00 PM	DTC
12/20 · 12/20/19	OLL	7:00 AM - 3:00 PM	SPR
12/20 · 12/20/19	OLL	7:00 AM - 3:00 PM	DTC

Office Star

Excel 2010 - Part 2 / 295 USD / Days: 1

This course builds upon the foundational Microsoft® Office Excel® 2010 knowledge and skills you've already acquired and sets you on the road to creating advanced workbooks and worksheets that will deepen your firm's business intelligence.

05/30	05/30/19	OLL	7:00 AM - 3:00 PM	DTC
05/30	05/30/19	OLL	7:00 AM - 3:00 PM	SPR
06/11	06/11/19	OLL	7:00 AM - 3:00 PM	SPR
06/11	06/11/19	OLL	7:00 AM - 3:00 PM	DTC
06/20	06/20/19	OLL	9:00 AM - 5:00 PM	DTC
06/20	06/20/19	OLL	9:00 AM - 5:00 PM	SPR
07/08	07/08/19	OLL	7:00 AM - 3:00 PM	SPR
07/08	07/08/19	OLL	7:00 AM - 3:00 PM	DTC
07/17	07/17/19	OLL	7:00 AM - 3:00 PM	DTC
07/17	07/17/19	OLL	7:00 AM - 3:00 PM	SPR
07/23	07/23/19	OLL	7:00 AM - 3:00 PM	DTC
07/23	07/23/19	OLL	7:00 AM - 3:00 PM	SPR
07/26	07/26/19	OLL	9:00 AM - 5:00 PM	SPR
07/26	07/26/19	OLL	9:00 AM - 5:00 PM	DTC
08/07	08/07/19	OLL	7:00 AM - 3:00 PM	DTC
08/07	08/07/19	OLL	7:00 AM - 3:00 PM	SPR
08/16	08/16/19	OLL	7:00 AM - 3:00 PM	SPR
08/16	08/16/19	OLL	7:00 AM - 3:00 PM	DTC
08/29	08/29/19	OLL	7:00 AM - 3:00 PM	SPR
08/29	08/29/19	OLL	7:00 AM - 3:00 PM	DTC
09/11	09/11/19	OLL	7:00 AM - 3:00 PM	SPR
09/11	09/11/19	OLL	7:00 AM - 3:00 PM	DTC
09/24	09/24/19	OLL	7:00 AM - 3:00 PM	DTC
09/24	09/24/19	OLL	7:00 AM - 3:00 PM	SPR
10/08	10/08/19	OLL	7:00 AM - 3:00 PM	SPR
10/08	10/08/19	OLL	7:00 AM - 3:00 PM	DTC
10/25	10/25/19	OLL	7:00 AM - 3:00 PM	SPR
10/25	10/25/19	OLL	7:00 AM - 3:00 PM	DTC
11/06	11/06/19	OLL	7:00 AM - 3:00 PM	DTC
11/06	11/06/19	OLL	7:00 AM - 3:00 PM	SPR
11/19	11/19/19	OLL	7:00 AM - 3:00 PM	DTC
11/19	11/19/19	OLL	7:00 AM - 3:00 PM	SPR
12/02	12/02/19	OLL	9:00 AM - 5:00 PM	DTC
12/02	12/02/19	OLL	9:00 AM - 5:00 PM	SPR
12/11	12/11/19	OLL	7:00 AM - 3:00 PM	SPR
12/11	12/11/19	OLL	7:00 AM - 3:00 PM	DTC
12/27	12/27/19	OLL	7:00 AM - 3:00 PM	DTC

Excel 2010 - Part 2 / 295 USD / Days: 1

This course builds upon the foundational Microsoft® Office Excel® 2010 knowledge and skills you've already acquired and sets you on the road to creating advanced workbooks and worksheets that will deepen your firm's business intelligence.

12/27	12/27/19	OLL	7:00 AM - 3:00 PM	SPR
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Excel 2010 - Part 3 / 295 USD / Days: 1

The students will learn about some of the more advanced features of Excel including automating common tasks, auditing workbooks to avoid errors, sharing data with other people, analyzing data, and using Excel data in other applications.

06/14	06/14/19	OLL	7:00 AM - 3:00 PM	DTC
06/14	06/14/19	OLL	7:00 AM - 3:00 PM	SPR
06/28	06/28/19	OLL	9:00 AM - 5:00 PM	SPR
06/28	06/28/19	OLL	9:00 AM - 5:00 PM	DTC
07/02	07/02/19	OLL	9:00 AM - 5:00 PM	SPR
07/02	07/02/19	OLL	9:00 AM - 5:00 PM	DTC
07/11	07/11/19	OLL	7:00 AM - 3:00 PM	DTC
07/11	07/11/19	OLL	7:00 AM - 3:00 PM	SPR
07/31	07/31/19	OLL	9:00 AM - 5:00 PM	SPR
07/31	07/31/19	OLL	9:00 AM - 5:00 PM	DTC
08/01	08/01/19	OLL	7:00 AM - 3:00 PM	SPR
08/01	08/01/19	OLL	7:00 AM - 3:00 PM	DTC
08/22	08/22/19	OLL	7:00 AM - 3:00 PM	DTC
08/22	08/22/19	OLL	7:00 AM - 3:00 PM	SPR
09/13	09/13/19	OLL	7:00 AM - 3:00 PM	SPR
09/13	09/13/19	OLL	7:00 AM - 3:00 PM	DTC
10/11	10/11/19	OLL	7:00 AM - 3:00 PM	SPR
10/11	10/11/19	OLL	7:00 AM - 3:00 PM	DTC
11/04	11/04/19	OLL	9:00 AM - 5:00 PM	SPR
11/04	11/04/19	OLL	9:00 AM - 5:00 PM	DTC
11/08	11/08/19	OLL	7:00 AM - 3:00 PM	DTC
11/08	11/08/19	OLL	7:00 AM - 3:00 PM	SPR

Excel 2013 - Part 1 / 295 USD / Days: 1

In this course, students will use Microsoft® Office Excel® 2013 to create spreadsheets and workbooks that they can use to store, manipulate, and share data.

06/11	06/11/19	OLL	9:00 AM - 5:00 PM	SPR
06/11	06/11/19	OLL	9:00 AM - 5:00 PM	DTC
06/21	06/21/19	OLL	7:00 AM - 3:00 PM	DTC
06/21	06/21/19	OLL	7:00 AM - 3:00 PM	SPR
07/01	07/01/19	OLL	7:00 AM - 3:00 PM	SPR
07/01	07/01/19	OLL	7:00 AM - 3:00 PM	DTC

Excel 2013 - Part 1 / 295 USD / Days: 1

In this course, students will use Microsoft® Office Excel® 2013 to create spreadsheets and workbooks that they can use to store, manipulate, and share data.

07/08	07/08/19	OLL	7:00 AM - 3:00 PM	SPR
07/08	07/08/19	OLL	7:00 AM - 3:00 PM	DTC
07/09	07/09/19	OLL	7:00 AM - 3:00 PM	DTC
07/09	07/09/19	OLL	7:00 AM - 3:00 PM	SPR
07/18	07/18/19	OLL	7:00 AM - 3:00 PM	SPR
07/18	07/18/19	OLL	7:00 AM - 3:00 PM	DTC
07/25	07/25/19	OLL	9:00 AM - 5:00 PM	SPR
07/25	07/25/19	OLL	9:00 AM - 5:00 PM	DTC
08/06	08/06/19	OLL	7:00 AM - 3:00 PM	SPR
08/06	08/06/19	OLL	7:00 AM - 3:00 PM	DTC
08/14	08/14/19	OLL	7:00 AM - 3:00 PM	DTC
08/14	08/14/19	OLL	7:00 AM - 3:00 PM	SPR
08/22	08/22/19	OLL	7:00 AM - 3:00 PM	DTC
08/22	08/22/19	OLL	7:00 AM - 3:00 PM	SPR
09/04	09/04/19	OLL	9:00 AM - 5:00 PM	DTC
09/04	09/04/19	OLL	9:00 AM - 5:00 PM	SPR
09/09	09/09/19	OLL	7:00 AM - 3:00 PM	DTC
09/09	09/09/19	OLL	7:00 AM - 3:00 PM	SPR
09/16	09/16/19	OLL	7:00 AM - 3:00 PM	SPR
09/16	09/16/19	OLL	7:00 AM - 3:00 PM	DTC
09/25	09/25/19	OLL	7:00 AM - 3:00 PM	DTC
09/25	09/25/19	OLL	7:00 AM - 3:00 PM	SPR
10/07	10/07/19	OLL	7:00 AM - 3:00 PM	DTC
10/07	10/07/19	OLL	7:00 AM - 3:00 PM	SPR
10/16	10/16/19	OLL	9:00 AM - 5:00 PM	DTC
10/16	10/16/19	OLL	9:00 AM - 5:00 PM	SPR
10/25	10/25/19	OLL	7:00 AM - 3:00 PM	SPR
10/25	10/25/19	OLL	7:00 AM - 3:00 PM	DTC
11/01	11/01/19	OLL	7:00 AM - 3:00 PM	DTC
11/01	11/01/19	OLL	7:00 AM - 3:00 PM	SPR
11/12	11/12/19	OLL	7:00 AM - 3:00 PM	SPR
11/12	11/12/19	OLL	7:00 AM - 3:00 PM	DTC
11/20	11/20/19	OLL	9:00 AM - 5:00 PM	SPR
11/20	11/20/19	OLL	9:00 AM - 5:00 PM	DTC
12/03	12/03/19	OLL	7:00 AM - 3:00 PM	SPR
12/03	12/03/19	OLL	7:00 AM - 3:00 PM	DTC
12/10	12/10/19	OLL	7:00 AM - 3:00 PM	DTC
12/10	12/10/19	OLL	7:00 AM - 3:00 PM	SPR

Office Star

Excel 2013 - Part 1 / 295 USD / Days: 1

In this course, students will use Microsoft® Office Excel® 2013 to create spreadsheets and workbooks that they can use to store, manipulate, and share data.

12/18	·	12/18/19	OLL	7:00 AM - 3:00 PM	DTC
12/18	·	12/18/19	OLL	7:00 AM - 3:00 PM	SPR
12/18	·	12/18/19	OLL	7:00 AM - 3:00 PM	DTC
12/18	·	12/18/19	OLL	7:00 AM - 3:00 PM	SPR
12/26	·	12/26/19	OLL	7:00 AM - 3:00 PM	SPR
12/26	·	12/26/19	OLL	7:00 AM - 3:00 PM	DTC

Excel 2013 - Part 2 / 295 USD / Days: 1

Students will build upon the foundational Microsoft® Office Excel® 2013 knowledge and skills already acquired and learn to create advanced workbooks and worksheets, including advanced formulas, tables, PivotTables, PivotCharts and data filtering.

06/05	·	06/05/19	OLL	7:00 AM - 3:00 PM	SPR
06/05	·	06/05/19	OLL	7:00 AM - 3:00 PM	DTC
06/14	·	06/14/19	OLL	9:00 AM - 5:00 PM	SPR
06/14	·	06/14/19	OLL	9:00 AM - 5:00 PM	DTC
07/03	·	07/03/19	OLL	7:00 AM - 3:00 PM	SPR
07/03	·	07/03/19	OLL	7:00 AM - 3:00 PM	DTC
07/12	·	07/12/19	OLL	7:00 AM - 3:00 PM	SPR
07/12	·	07/12/19	OLL	7:00 AM - 3:00 PM	DTC
07/15	·	07/15/19	OLL	7:00 AM - 3:00 PM	DTC
07/15	·	07/15/19	OLL	7:00 AM - 3:00 PM	SPR
07/22	·	07/22/19	OLL	7:00 AM - 3:00 PM	SPR
07/22	·	07/22/19	OLL	7:00 AM - 3:00 PM	DTC
07/30	·	07/30/19	OLL	9:00 AM - 5:00 PM	SPR
07/30	·	07/30/19	OLL	9:00 AM - 5:00 PM	DTC
08/09	·	08/09/19	OLL	7:00 AM - 3:00 PM	DTC
08/09	·	08/09/19	OLL	7:00 AM - 3:00 PM	SPR
08/19	·	08/19/19	OLL	7:00 AM - 3:00 PM	SPR
08/19	·	08/19/19	OLL	7:00 AM - 3:00 PM	DTC
08/27	·	08/27/19	OLL	7:00 AM - 3:00 PM	DTC
08/27	·	08/27/19	OLL	7:00 AM - 3:00 PM	SPR
09/06	·	09/06/19	OLL	9:00 AM - 5:00 PM	SPR
09/06	·	09/06/19	OLL	9:00 AM - 5:00 PM	DTC
09/19	·	09/19/19	OLL	7:00 AM - 3:00 PM	DTC
09/19	·	09/19/19	OLL	7:00 AM - 3:00 PM	SPR
10/01	·	10/01/19	OLL	7:00 AM - 3:00 PM	DTC
10/01	·	10/01/19	OLL	7:00 AM - 3:00 PM	SPR
10/10	·	10/10/19	OLL	7:00 AM - 3:00 PM	DTC
10/10	·	10/10/19	OLL	7:00 AM - 3:00 PM	SPR

Excel 2013 - Part 2 / 295 USD / Days: 1

Students will build upon the foundational Microsoft® Office Excel® 2013 knowledge and skills already acquired and learn to create advanced workbooks and worksheets, including advanced formulas, tables, PivotTables, PivotCharts and data filtering.

10/11	·	10/11/19	OLL	7:00 AM - 3:00 PM	DTC
10/11	·	10/11/19	OLL	7:00 AM - 3:00 PM	SPR
10/18	·	10/18/19	OLL	9:00 AM - 5:00 PM	DTC
10/18	·	10/18/19	OLL	9:00 AM - 5:00 PM	SPR
10/29	·	10/29/19	OLL	7:00 AM - 3:00 PM	DTC
10/29	·	10/29/19	OLL	7:00 AM - 3:00 PM	SPR
11/06	·	11/06/19	OLL	7:00 AM - 3:00 PM	SPR
11/06	·	11/06/19	OLL	7:00 AM - 3:00 PM	DTC
11/15	·	11/15/19	OLL	7:00 AM - 3:00 PM	SPR
11/15	·	11/15/19	OLL	7:00 AM - 3:00 PM	DTC
11/25	·	11/25/19	OLL	9:00 AM - 4:00 PM	DTC
11/25	·	11/25/19	OLL	9:00 AM - 4:00 PM	SPR
12/06	·	12/06/19	OLL	7:00 AM - 3:00 PM	DTC
12/06	·	12/06/19	OLL	7:00 AM - 3:00 PM	SPR
12/13	·	12/13/19	OLL	7:00 AM - 3:00 PM	DTC
12/13	·	12/13/19	OLL	7:00 AM - 3:00 PM	SPR
12/23	·	12/23/19	OLL	7:00 AM - 3:00 PM	SPR
12/23	·	12/23/19	OLL	7:00 AM - 3:00 PM	DTC
12/30	·	12/30/19	OLL	7:00 AM - 3:00 PM	SPR
12/30	·	12/30/19	OLL	7:00 AM - 3:00 PM	DTC

Excel 2013 - Part 3 / 295 USD / Days: 1

In this course, students will learn some of the more advanced features of Excel, including automating common tasks, auditing workbooks to avoid errors, sharing data with other people, analyzing data, and using Excel data in other applications.

06/10	·	06/10/19	OLL	7:00 AM - 3:00 PM	SPR
06/10	·	06/10/19	OLL	7:00 AM - 3:00 PM	DTC
06/19	·	06/19/19	OLL	9:00 AM - 5:00 PM	DTC
06/19	·	06/19/19	OLL	9:00 AM - 5:00 PM	SPR
06/24	·	06/24/19	OLL	7:00 AM - 3:00 PM	SPR
06/24	·	06/24/19	OLL	7:00 AM - 3:00 PM	DTC
07/16	·	07/16/19	OLL	7:00 AM - 3:00 PM	SPR
07/16	·	07/16/19	OLL	7:00 AM - 3:00 PM	DTC
08/02	·	08/02/19	OLL	9:00 AM - 5:00 PM	SPR
08/02	·	08/02/19	OLL	9:00 AM - 5:00 PM	DTC
08/21	·	08/21/19	OLL	7:00 AM - 3:00 PM	SPR
08/21	·	08/21/19	OLL	7:00 AM - 3:00 PM	DTC
08/30	·	08/30/19	OLL	7:00 AM - 3:00 PM	DTC

Excel 2013 - Part 3 / 295 USD / Days: 1

In this course, students will learn some of the more advanced features of Excel, including automating common tasks, auditing workbooks to avoid errors, sharing data with other people, analyzing data, and using Excel data in other applications.

08/30	·	08/30/19	OLL	7:00 AM - 3:00 PM	SPR
09/11	·	09/11/19	OLL	9:00 AM - 5:00 PM	SPR
09/11	·	09/11/19	OLL	9:00 AM - 5:00 PM	DTC
09/23	·	09/23/19	OLL	7:00 AM - 3:00 PM	DTC
09/23	·	09/23/19	OLL	7:00 AM - 3:00 PM	SPR
10/04	·	10/04/19	OLL	7:00 AM - 3:00 PM	SPR
10/04	·	10/04/19	OLL	7:00 AM - 3:00 PM	DTC
10/23	·	10/23/19	OLL	9:00 AM - 5:00 PM	SPR
10/23	·	10/23/19	OLL	9:00 AM - 5:00 PM	DTC
10/31	·	10/31/19	OLL	7:00 AM - 3:00 PM	DTC
10/31	·	10/31/19	OLL	7:00 AM - 3:00 PM	SPR
11/19	·	11/19/19	OLL	7:00 AM - 3:00 PM	SPR
11/19	·	11/19/19	OLL	7:00 AM - 3:00 PM	DTC
11/27	·	11/27/19	OLL	9:00 AM - 5:00 PM	SPR
11/27	·	11/27/19	OLL	9:00 AM - 5:00 PM	DTC
12/17	·	12/17/19	OLL	7:00 AM - 3:00 PM	SPR
12/17	·	12/17/19	OLL	7:00 AM - 3:00 PM	DTC
12/27	·	12/27/19	OLL	7:00 AM - 3:00 PM	SPR
12/27	·	12/27/19	OLL	7:00 AM - 3:00 PM	DTC

Excel 2016 - Part 1 / 295 USD / Days: 1

This course aims to provide students with a foundation for Excel knowledge and skills, which they can build upon to eventually become an expert in data manipulation.

05/22	·	05/22/19	OLL	7:00 AM - 3:00 PM	SPR
05/22	·	05/22/19	OLL	7:00 AM - 3:00 PM	SPR
05/22	·	05/22/19	OLL	7:00 AM - 3:00 PM	DTC
05/22	·	05/22/19	OLL	7:00 AM - 3:00 PM	DTC
05/23	·	05/23/19	OLL	7:00 AM - 3:00 PM	DTC
05/23	·	05/23/19	OLL	7:00 AM - 3:00 PM	SPR
05/28	·	05/28/19	OLL	7:00 AM - 3:00 PM	SPR
05/28	·	05/28/19	ILT	7:00 AM - 3:00 PM	SPR
05/28	·	05/28/19	OLL	7:00 AM - 3:00 PM	DTC
05/28	·	05/28/19	ILT	7:00 AM - 3:00 PM	DTC
05/31	·	05/31/19	OLL	7:00 AM - 3:00 PM	SPR
05/31	·	05/31/19	OLL	7:00 AM - 3:00 PM	DTC
06/04	·	06/04/19	OLL	7:00 AM - 3:00 PM	SPR
06/04	·	06/04/19	OLL	7:00 AM - 3:00 PM	DTC

Office Star

Excel 2016 - Part 1 / 295 USD / Days: 1

This course aims to provide students with a foundation for Excel knowledge and skills, which they can build upon to eventually become an expert in data manipulation.

06/06 · 06/06/19	OLL	7:00 AM - 3:00 PM	DTC
06/06 · 06/06/19	OLL	7:00 AM - 3:00 PM	SPR
06/10 · 06/10/19	OLL	7:00 AM - 3:00 PM	SPR
06/10 · 06/10/19	OLL	7:00 AM - 3:00 PM	DTC
06/10 · 06/10/19	OLL	7:00 AM - 3:00 PM	DTC
06/10 · 06/10/19	OLL	7:00 AM - 3:00 PM	SPR
06/10 · 06/10/19	OLL	9:00 AM - 5:00 PM	SPR
06/10 · 06/10/19	OLL	9:00 AM - 5:00 PM	DTC
06/12 · 06/12/19	OLL	9:00 AM - 5:00 PM	SPR
06/12 · 06/12/19	OLL	9:00 AM - 5:00 PM	DTC
06/13 · 06/13/19	OLL	7:00 AM - 3:00 PM	SPR
06/13 · 06/13/19	OLL	7:00 AM - 3:00 PM	DTC
06/14 · 06/14/19	OLL	7:00 AM - 3:00 PM	SPR
06/14 · 06/14/19	OLL	7:00 AM - 3:00 PM	DTC
06/17 · 06/17/19	OLL	7:00 AM - 3:00 PM	DTC
06/17 · 06/17/19	OLL	7:00 AM - 3:00 PM	SPR
06/17 · 06/17/19	OLL	7:00 AM - 3:00 PM	DTC
06/17 · 06/17/19	OLL	7:00 AM - 3:00 PM	SPR
06/18 · 06/18/19	OLL	7:00 AM - 3:00 PM	SPR
06/18 · 06/18/19	OLL	7:00 AM - 3:00 PM	DTC
06/18 · 06/18/19	OLL	7:00 AM - 3:00 PM	DTC
06/18 · 06/18/19	OLL	7:00 AM - 3:00 PM	SPR
06/20 · 06/20/19	OLL	7:00 AM - 3:00 PM	DTC
06/20 · 06/20/19	OLL	7:00 AM - 3:00 PM	SPR
06/21 · 06/21/19	OLL	7:00 AM - 3:00 PM	DTC
06/21 · 06/21/19	OLL	7:00 AM - 3:00 PM	DTC
06/21 · 06/21/19	OLL	7:00 AM - 3:00 PM	SPR
06/21 · 06/21/19	OLL	7:00 AM - 3:00 PM	SPR
06/26 · 06/26/19	OLL	7:00 AM - 3:00 PM	DTC
06/26 · 06/26/19	OLL	7:00 AM - 3:00 PM	SPR
07/02 · 07/02/19	OLL	7:00 AM - 3:00 PM	DTC
07/02 · 07/02/19	OLL	7:00 AM - 3:00 PM	DTC
07/02 · 07/02/19	OLL	7:00 AM - 3:00 PM	SPR
07/02 · 07/02/19	OLL	7:00 AM - 3:00 PM	SPR
07/08 · 07/08/19	OLL	7:00 AM - 3:00 PM	DTC
07/08 · 07/08/19	OLL	7:00 AM - 3:00 PM	SPR
07/08 · 07/08/19	OLL	7:00 AM - 3:00 PM	DTC

Excel 2016 - Part 1 / 295 USD / Days: 1

This course aims to provide students with a foundation for Excel knowledge and skills, which they can build upon to eventually become an expert in data manipulation.

07/08 · 07/08/19	OLL	7:00 AM - 3:00 PM	SPR
07/09 · 07/09/19	OLL	7:00 AM - 3:00 PM	SPR
07/09 · 07/09/19	OLL	7:00 AM - 3:00 PM	DTC
07/11 · 07/11/19	OLL	7:00 AM - 3:00 PM	SPR
07/11 · 07/11/19	OLL	7:00 AM - 3:00 PM	DTC
07/11 · 07/11/19	OLL	9:00 AM - 5:00 PM	SPR
07/11 · 07/11/19	OLL	9:00 AM - 5:00 PM	DTC
07/12 · 07/12/19	OLL	9:00 AM - 5:00 PM	DTC
07/12 · 07/12/19	OLL	9:00 AM - 5:00 PM	SPR
07/16 · 07/16/19	OLL	7:00 AM - 3:00 PM	DTC
07/16 · 07/16/19	OLL	7:00 AM - 3:00 PM	DTC
07/16 · 07/16/19	OLL	7:00 AM - 3:00 PM	SPR
07/16 · 07/16/19	OLL	7:00 AM - 3:00 PM	SPR
07/19 · 07/19/19	OLL	7:00 AM - 3:00 PM	SPR
07/19 · 07/19/19	OLL	7:00 AM - 3:00 PM	DTC
07/19 · 07/19/19	OLL	9:00 AM - 5:00 PM	DTC
07/19 · 07/19/19	OLL	9:00 AM - 5:00 PM	SPR
07/22 · 07/22/19	OLL	7:00 AM - 3:00 PM	SPR
07/22 · 07/22/19	OLL	7:00 AM - 3:00 PM	DTC
07/22 · 07/22/19	OLL	7:00 AM - 3:00 PM	SPR
07/22 · 07/22/19	OLL	7:00 AM - 3:00 PM	DTC
07/25 · 07/25/19	OLL	7:00 AM - 3:00 PM	SPR
07/25 · 07/25/19	OLL	7:00 AM - 3:00 PM	DTC
07/29 · 07/29/19	OLL	7:00 AM - 3:00 PM	SPR
07/29 · 07/29/19	OLL	7:00 AM - 3:00 PM	SPR
07/29 · 07/29/19	OLL	7:00 AM - 3:00 PM	DTC
07/29 · 07/29/19	OLL	7:00 AM - 3:00 PM	DTC
08/01 · 08/01/19	OLL	7:00 AM - 3:00 PM	SPR
08/01 · 08/01/19	OLL	7:00 AM - 3:00 PM	DTC
08/02 · 08/02/19	OLL	7:00 AM - 3:00 PM	DTC
08/02 · 08/02/19	OLL	7:00 AM - 3:00 PM	SPR
08/05 · 08/05/19	OLL	9:00 AM - 5:00 PM	DTC
08/05 · 08/05/19	OLL	9:00 AM - 5:00 PM	SPR
08/06 · 08/06/19	OLL	7:00 AM - 3:00 PM	SPR
08/06 · 08/06/19	OLL	7:00 AM - 3:00 PM	DTC
08/07 · 08/07/19	OLL	7:00 AM - 3:00 PM	SPR
08/07 · 08/07/19	OLL	7:00 AM - 3:00 PM	DTC

Excel 2016 - Part 1 / 295 USD / Days: 1

This course aims to provide students with a foundation for Excel knowledge and skills, which they can build upon to eventually become an expert in data manipulation.

08/09 · 08/09/19	OLL	9:00 AM - 5:00 PM	SPR
08/09 · 08/09/19	OLL	9:00 AM - 5:00 PM	DTC
08/12 · 08/12/19	OLL	7:00 AM - 3:00 PM	DTC
08/12 · 08/12/19	OLL	7:00 AM - 3:00 PM	SPR
08/14 · 08/14/19	OLL	7:00 AM - 3:00 PM	SPR
08/14 · 08/14/19	OLL	7:00 AM - 3:00 PM	DTC
08/15 · 08/15/19	OLL	7:00 AM - 3:00 PM	DTC
08/15 · 08/15/19	OLL	7:00 AM - 3:00 PM	SPR
08/19 · 08/19/19	OLL	7:00 AM - 3:00 PM	SPR
08/19 · 08/19/19	OLL	7:00 AM - 3:00 PM	DTC
08/19 · 08/19/19	OLL	9:00 AM - 5:00 PM	SPR
08/19 · 08/19/19	OLL	9:00 AM - 5:00 PM	DTC
08/20 · 08/20/19	OLL	7:00 AM - 3:00 PM	DTC
08/20 · 08/20/19	OLL	7:00 AM - 3:00 PM	SPR
08/23 · 08/23/19	OLL	7:00 AM - 3:00 PM	DTC
08/23 · 08/23/19	OLL	7:00 AM - 3:00 PM	SPR
08/23 · 08/23/19	OLL	7:00 AM - 3:00 PM	SPR
08/23 · 08/23/19	OLL	7:00 AM - 3:00 PM	DTC
08/27 · 08/27/19	OLL	7:00 AM - 3:00 PM	DTC
08/27 · 08/27/19	OLL	7:00 AM - 3:00 PM	SPR
08/28 · 08/28/19	OLL	7:00 AM - 3:00 PM	SPR
08/28 · 08/28/19	OLL	7:00 AM - 3:00 PM	DTC
09/03 · 09/03/19	OLL	7:00 AM - 3:00 PM	DTC
09/03 · 09/03/19	OLL	7:00 AM - 3:00 PM	DTC
09/03 · 09/03/19	OLL	7:00 AM - 3:00 PM	SPR
09/03 · 09/03/19	OLL	7:00 AM - 3:00 PM	SPR
09/06 · 09/06/19	OLL	7:00 AM - 3:00 PM	DTC
09/06 · 09/06/19	OLL	7:00 AM - 3:00 PM	SPR
09/06 · 09/06/19	OLL	7:00 AM - 3:00 PM	SPR
09/06 · 09/06/19	OLL	7:00 AM - 3:00 PM	DTC
09/10 · 09/10/19	OLL	7:00 AM - 3:00 PM	SPR
09/10 · 09/10/19	OLL	7:00 AM - 3:00 PM	SPR
09/10 · 09/10/19	OLL	7:00 AM - 3:00 PM	DTC
09/10 · 09/10/19	OLL	7:00 AM - 3:00 PM	DTC
09/12 · 09/12/19	OLL	7:00 AM - 3:00 PM	SPR
09/12 · 09/12/19	OLL	7:00 AM - 3:00 PM	DTC
09/13 · 09/13/19	OLL	7:00 AM - 3:00 PM	SPR

Office Star

Excel 2016 - Part 1 / 295 USD / Days: 1

This course aims to provide students with a foundation for Excel knowledge and skills, which they can build upon to eventually become an expert in data manipulation.

09/13 · 09/13/19	OLL	7:00 AM - 3:00 PM	DTC
09/13 · 09/13/19	OLL	7:00 AM - 3:00 PM	SPR
09/13 · 09/13/19	OLL	7:00 AM - 3:00 PM	DTC
09/17 · 09/17/19	OLL	9:00 AM - 5:00 PM	DTC
09/17 · 09/17/19	OLL	9:00 AM - 5:00 PM	SPR
09/17 · 09/17/19	OLL	9:00 AM - 5:00 PM	DTC
09/17 · 09/17/19	OLL	9:00 AM - 5:00 PM	SPR
09/19 · 09/19/19	OLL	7:00 AM - 3:00 PM	SPR
09/19 · 09/19/19	OLL	7:00 AM - 3:00 PM	DTC
09/20 · 09/20/19	OLL	7:00 AM - 3:00 PM	SPR
09/20 · 09/20/19	OLL	7:00 AM - 3:00 PM	DTC
09/24 · 09/24/19	OLL	7:00 AM - 3:00 PM	SPR
09/24 · 09/24/19	OLL	7:00 AM - 3:00 PM	DTC
09/25 · 09/25/19	OLL	9:00 AM - 5:00 PM	DTC
09/25 · 09/25/19	OLL	9:00 AM - 5:00 PM	SPR
09/26 · 09/26/19	OLL	7:00 AM - 3:00 PM	SPR
09/26 · 09/26/19	OLL	7:00 AM - 3:00 PM	DTC
09/30 · 09/30/19	OLL	7:00 AM - 3:00 PM	DTC
09/30 · 09/30/19	OLL	7:00 AM - 3:00 PM	SPR
10/01 · 10/01/19	OLL	7:00 AM - 3:00 PM	SPR
10/01 · 10/01/19	OLL	7:00 AM - 3:00 PM	DTC
10/04 · 10/04/19	OLL	7:00 AM - 3:00 PM	SPR
10/04 · 10/04/19	OLL	7:00 AM - 3:00 PM	DTC
10/07 · 10/07/19	OLL	7:00 AM - 3:00 PM	DTC
10/07 · 10/07/19	OLL	7:00 AM - 3:00 PM	SPR
10/10 · 10/10/19	OLL	7:00 AM - 3:00 PM	DTC
10/10 · 10/10/19	OLL	7:00 AM - 3:00 PM	SPR
10/11 · 10/11/19	OLL	9:00 AM - 5:00 PM	DTC
10/11 · 10/11/19	OLL	9:00 AM - 5:00 PM	SPR
10/16 · 10/16/19	OLL	7:00 AM - 3:00 PM	DTC
10/16 · 10/16/19	OLL	7:00 AM - 3:00 PM	SPR
10/16 · 10/16/19	OLL	9:00 AM - 5:00 PM	SPR
10/16 · 10/16/19	OLL	9:00 AM - 5:00 PM	DTC
10/18 · 10/18/19	OLL	7:00 AM - 3:00 PM	DTC
10/18 · 10/18/19	OLL	7:00 AM - 3:00 PM	SPR
10/21 · 10/21/19	OLL	7:00 AM - 3:00 PM	SPR
10/21 · 10/21/19	OLL	7:00 AM - 3:00 PM	DTC

Excel 2016 - Part 1 / 295 USD / Days: 1

This course aims to provide students with a foundation for Excel knowledge and skills, which they can build upon to eventually become an expert in data manipulation.

10/23 · 10/23/19	OLL	7:00 AM - 3:00 PM	SPR
10/23 · 10/23/19	OLL	7:00 AM - 3:00 PM	DTC
10/24 · 10/24/19	OLL	7:00 AM - 3:00 PM	DTC
10/24 · 10/24/19	OLL	7:00 AM - 3:00 PM	SPR
10/28 · 10/28/19	OLL	7:00 AM - 3:00 PM	DTC
10/28 · 10/28/19	OLL	7:00 AM - 3:00 PM	SPR
10/29 · 10/29/19	OLL	7:00 AM - 3:00 PM	DTC
10/29 · 10/29/19	OLL	7:00 AM - 3:00 PM	SPR
11/01 · 11/01/19	OLL	7:00 AM - 3:00 PM	DTC
11/01 · 11/01/19	OLL	7:00 AM - 3:00 PM	SPR
11/04 · 11/04/19	OLL	7:00 AM - 3:00 PM	SPR
11/04 · 11/04/19	OLL	7:00 AM - 3:00 PM	DTC
11/05 · 11/05/19	OLL	7:00 AM - 3:00 PM	DTC
11/05 · 11/05/19	OLL	7:00 AM - 3:00 PM	SPR
11/06 · 11/06/19	OLL	7:00 AM - 3:00 PM	DTC
11/06 · 11/06/19	OLL	7:00 AM - 3:00 PM	SPR
11/07 · 11/07/19	OLL	9:00 AM - 5:00 PM	SPR
11/07 · 11/07/19	OLL	9:00 AM - 5:00 PM	DTC
11/11 · 11/11/19	OLL	7:00 AM - 3:00 PM	DTC
11/11 · 11/11/19	OLL	7:00 AM - 3:00 PM	SPR
11/12 · 11/12/19	OLL	9:00 AM - 5:00 PM	DTC
11/12 · 11/12/19	OLL	9:00 AM - 5:00 PM	SPR
11/15 · 11/15/19	OLL	7:00 AM - 3:00 PM	DTC
11/15 · 11/15/19	OLL	7:00 AM - 3:00 PM	SPR
11/18 · 11/18/19	OLL	7:00 AM - 3:00 PM	DTC
11/18 · 11/18/19	OLL	7:00 AM - 3:00 PM	SPR
11/19 · 11/19/19	OLL	7:00 AM - 3:00 PM	SPR
11/19 · 11/19/19	OLL	7:00 AM - 3:00 PM	DTC
11/21 · 11/21/19	OLL	7:00 AM - 3:00 PM	SPR
11/21 · 11/21/19	OLL	7:00 AM - 3:00 PM	DTC
11/21 · 11/21/19	OLL	7:00 AM - 3:00 PM	DTC
11/21 · 11/21/19	OLL	7:00 AM - 3:00 PM	SPR
11/25 · 11/25/19	OLL	7:00 AM - 3:00 PM	SPR
11/25 · 11/25/19	OLL	7:00 AM - 3:00 PM	DTC
11/25 · 11/25/19	OLL	7:00 AM - 3:00 PM	DTC
11/26 · 11/26/19	OLL	7:00 AM - 3:00 PM	SPR
11/26 · 11/26/19	OLL	7:00 AM - 3:00 PM	DTC
12/04 · 12/04/19	OLL	7:00 AM - 3:00 PM	DTC

Excel 2016 - Part 1 / 295 USD / Days: 1

This course aims to provide students with a foundation for Excel knowledge and skills, which they can build upon to eventually become an expert in data manipulation.

12/04 · 12/04/19	OLL	7:00 AM - 3:00 PM	SPR
12/04 · 12/04/19	OLL	7:00 AM - 3:00 PM	DTC
12/04 · 12/04/19	OLL	7:00 AM - 3:00 PM	SPR
12/09 · 12/09/19	OLL	7:00 AM - 3:00 PM	SPR
12/09 · 12/09/19	OLL	7:00 AM - 3:00 PM	DTC
12/10 · 12/10/19	OLL	9:00 AM - 5:00 PM	DTC
12/10 · 12/10/19	OLL	9:00 AM - 5:00 PM	SPR
12/13 · 12/13/19	OLL	7:00 AM - 3:00 PM	SPR
12/13 · 12/13/19	OLL	7:00 AM - 3:00 PM	SPR
12/13 · 12/13/19	OLL	7:00 AM - 3:00 PM	DTC
12/13 · 12/13/19	OLL	7:00 AM - 3:00 PM	DTC
12/16 · 12/16/19	OLL	7:00 AM - 3:00 PM	DTC
12/16 · 12/16/19	OLL	7:00 AM - 3:00 PM	SPR
12/18 · 12/18/19	OLL	7:00 AM - 3:00 PM	DTC
12/18 · 12/18/19	OLL	7:00 AM - 3:00 PM	SPR
12/18 · 12/18/19	OLL	9:00 AM - 5:00 PM	SPR
12/18 · 12/18/19	OLL	9:00 AM - 5:00 PM	DTC
12/20 · 12/20/19	OLL	7:00 AM - 3:00 PM	DTC
12/20 · 12/20/19	OLL	7:00 AM - 3:00 PM	SPR
12/23 · 12/23/19	OLL	7:00 AM - 3:00 PM	SPR
12/23 · 12/23/19	OLL	7:00 AM - 3:00 PM	SPR
12/23 · 12/23/19	OLL	7:00 AM - 3:00 PM	DTC
12/23 · 12/23/19	OLL	7:00 AM - 3:00 PM	DTC

Excel 2016 - Part 2 / 295 USD / Days: 1

This course builds upon the knowledge presented in the Microsoft® Office Excel® 2016: Part 1 course and helps start students down the road to creating advanced workbooks & worksheets that can help deepen their understanding.

05/23 · 05/23/19	OLL	7:00 AM - 3:00 PM	SPR
05/23 · 05/23/19	OLL	7:00 AM - 3:00 PM	DTC
05/23 · 05/23/19	OLL	7:00 AM - 3:00 PM	SPR
05/23 · 05/23/19	OLL	7:00 AM - 3:00 PM	DTC
05/28 · 05/28/19	OLL	7:00 AM - 3:00 PM	DTC
05/28 · 05/28/19	OLL	7:00 AM - 3:00 PM	SPR
05/28 · 05/28/19	OLL	7:00 AM - 3:00 PM	DTC
05/30 · 05/30/19	OLL	7:00 AM - 3:00 PM	DTC
05/30 · 05/30/19	OLL	7:00 AM - 3:00 PM	SPR
06/04 · 06/04/19	OLL	7:00 AM - 3:00 PM	DTC
06/04 · 06/04/19	OLL	7:00 AM - 3:00 PM	DTC

Office Star

Excel 2016 - Part 2 / 295 USD / Days: 1

This course builds upon the knowledge presented in the Microsoft® Office Excel® 2016: Part 1 course and helps start students down the road to creating advanced workbooks & worksheets that can help deepen their understanding.

06/04	·	06/04/19	OLL	7:00 AM - 3:00 PM	SPR
06/04	·	06/04/19	OLL	7:00 AM - 3:00 PM	SPR
06/04	·	06/04/19	OLL	7:00 AM - 3:00 PM	SPR
06/04	·	06/04/19	OLL	7:00 AM - 3:00 PM	DTC
06/06	·	06/06/19	OLL	7:00 AM - 3:00 PM	SPR
06/06	·	06/06/19	OLL	7:00 AM - 3:00 PM	DTC
06/07	·	06/07/19	OLL	7:00 AM - 3:00 PM	SPR
06/07	·	06/07/19	OLL	7:00 AM - 3:00 PM	DTC
06/10	·	06/10/19	OLL	7:00 AM - 3:00 PM	SPR
06/10	·	06/10/19	OLL	7:00 AM - 3:00 PM	DTC
06/14	·	06/14/19	OLL	7:00 AM - 3:00 PM	DTC
06/14	·	06/14/19	OLL	7:00 AM - 3:00 PM	SPR
06/17	·	06/17/19	OLL	9:00 AM - 5:00 PM	SPR
06/17	·	06/17/19	OLL	9:00 AM - 5:00 PM	SPR
06/17	·	06/17/19	OLL	9:00 AM - 5:00 PM	DTC
06/17	·	06/17/19	OLL	9:00 AM - 5:00 PM	DTC
06/18	·	06/18/19	OLL	9:00 AM - 5:00 PM	SPR
06/18	·	06/18/19	OLL	9:00 AM - 5:00 PM	DTC
06/20	·	06/20/19	OLL	7:00 AM - 3:00 PM	DTC
06/20	·	06/20/19	OLL	7:00 AM - 3:00 PM	SPR
06/20	·	06/20/19	OLL	7:00 AM - 3:00 PM	DTC
06/20	·	06/20/19	OLL	7:00 AM - 3:00 PM	SPR
06/20	·	06/20/19	OLL	9:00 AM - 5:00 PM	DTC
06/20	·	06/20/19	OLL	9:00 AM - 5:00 PM	SPR
06/20	·	06/20/19	OLL	9:00 AM - 5:00 PM	DTC
06/20	·	06/20/19	OLL	9:00 AM - 5:00 PM	SPR
06/21	·	06/21/19	OLL	7:00 AM - 3:00 PM	DTC
06/21	·	06/21/19	OLL	7:00 AM - 3:00 PM	SPR
06/24	·	06/24/19	OLL	7:00 AM - 3:00 PM	SPR
06/24	·	06/24/19	OLL	7:00 AM - 3:00 PM	DTC
06/25	·	06/25/19	OLL	7:00 AM - 3:00 PM	DTC
06/25	·	06/25/19	OLL	7:00 AM - 3:00 PM	SPR
06/25	·	06/25/19	OLL	7:00 AM - 3:00 PM	DTC
06/25	·	06/25/19	OLL	7:00 AM - 3:00 PM	SPR
06/25	·	06/25/19	OLL	7:00 AM - 3:00 PM	DTC
06/25	·	06/25/19	OLL	7:00 AM - 3:00 PM	SPR
06/28	·	06/28/19	OLL	7:00 AM - 3:00 PM	DTC
06/28	·	06/28/19	OLL	7:00 AM - 3:00 PM	SPR
07/01	·	07/01/19	OLL	7:00 AM - 3:00 PM	DTC
07/01	·	07/01/19	OLL	7:00 AM - 3:00 PM	SPR
07/03	·	07/03/19	OLL	7:00 AM - 3:00 PM	SPR

Excel 2016 - Part 2 / 295 USD / Days: 1

This course builds upon the knowledge presented in the Microsoft® Office Excel® 2016: Part 1 course and helps start students down the road to creating advanced workbooks & worksheets that can help deepen their understanding.

07/03	·	07/03/19	OLL	7:00 AM - 3:00 PM	DTC
07/09	·	07/09/19	OLL	9:00 AM - 5:00 PM	SPR
07/09	·	07/09/19	OLL	9:00 AM - 5:00 PM	DTC
07/10	·	07/10/19	OLL	7:00 AM - 3:00 PM	DTC
07/10	·	07/10/19	OLL	7:00 AM - 3:00 PM	SPR
07/10	·	07/10/19	OLL	7:00 AM - 3:00 PM	SPR
07/10	·	07/10/19	OLL	7:00 AM - 3:00 PM	DTC
07/12	·	07/12/19	OLL	7:00 AM - 3:00 PM	DTC
07/12	·	07/12/19	OLL	7:00 AM - 3:00 PM	SPR
07/15	·	07/15/19	OLL	9:00 AM - 5:00 PM	DTC
07/15	·	07/15/19	OLL	9:00 AM - 5:00 PM	SPR
07/16	·	07/16/19	OLL	7:00 AM - 3:00 PM	SPR
07/16	·	07/16/19	OLL	7:00 AM - 3:00 PM	DTC
07/17	·	07/17/19	OLL	9:00 AM - 5:00 PM	DTC
07/17	·	07/17/19	OLL	9:00 AM - 5:00 PM	SPR
07/18	·	07/18/19	OLL	7:00 AM - 3:00 PM	SPR
07/18	·	07/18/19	OLL	7:00 AM - 3:00 PM	DTC
07/19	·	07/19/19	OLL	7:00 AM - 3:00 PM	DTC
07/19	·	07/19/19	OLL	7:00 AM - 3:00 PM	DTC
07/19	·	07/19/19	OLL	7:00 AM - 3:00 PM	SPR
07/19	·	07/19/19	OLL	7:00 AM - 3:00 PM	SPR
07/19	·	07/19/19	OLL	7:00 AM - 3:00 PM	SPR
07/23	·	07/23/19	OLL	7:00 AM - 3:00 PM	SPR
07/23	·	07/23/19	OLL	7:00 AM - 3:00 PM	SPR
07/23	·	07/23/19	OLL	7:00 AM - 3:00 PM	DTC
07/23	·	07/23/19	OLL	7:00 AM - 3:00 PM	DTC
07/26	·	07/26/19	OLL	7:00 AM - 3:00 PM	SPR
07/26	·	07/26/19	OLL	7:00 AM - 3:00 PM	DTC
07/26	·	07/26/19	OLL	7:00 AM - 3:00 PM	SPR
07/26	·	07/26/19	OLL	7:00 AM - 3:00 PM	DTC
07/29	·	07/29/19	OLL	7:00 AM - 3:00 PM	DTC
07/29	·	07/29/19	OLL	7:00 AM - 3:00 PM	SPR
07/31	·	07/31/19	OLL	7:00 AM - 3:00 PM	SPR
07/31	·	07/31/19	OLL	7:00 AM - 3:00 PM	DTC
07/31	·	07/31/19	OLL	9:00 AM - 5:00 PM	DTC
07/31	·	07/31/19	OLL	9:00 AM - 5:00 PM	SPR
08/05	·	08/05/19	OLL	7:00 AM - 3:00 PM	SPR
08/05	·	08/05/19	OLL	7:00 AM - 3:00 PM	DTC

Excel 2016 - Part 2 / 295 USD / Days: 1

This course builds upon the knowledge presented in the Microsoft® Office Excel® 2016: Part 1 course and helps start students down the road to creating advanced workbooks & worksheets that can help deepen their understanding.

08/08	·	08/08/19	OLL	7:00 AM - 3:00 PM	DTC
08/08	·	08/08/19	OLL	7:00 AM - 3:00 PM	SPR
08/08	·	08/08/19	OLL	7:00 AM - 3:00 PM	SPR
08/08	·	08/08/19	OLL	7:00 AM - 3:00 PM	DTC
08/13	·	08/13/19	OLL	9:00 AM - 5:00 PM	SPR
08/13	·	08/13/19	OLL	9:00 AM - 5:00 PM	DTC
08/16	·	08/16/19	OLL	7:00 AM - 3:00 PM	DTC
08/16	·	08/16/19	OLL	7:00 AM - 3:00 PM	SPR
08/16	·	08/16/19	OLL	7:00 AM - 3:00 PM	SPR
08/16	·	08/16/19	OLL	7:00 AM - 3:00 PM	DTC
08/19	·	08/19/19	OLL	7:00 AM - 3:00 PM	SPR
08/19	·	08/19/19	OLL	7:00 AM - 3:00 PM	DTC
08/20	·	08/20/19	OLL	9:00 AM - 5:00 PM	DTC
08/20	·	08/20/19	OLL	9:00 AM - 5:00 PM	SPR
08/22	·	08/22/19	OLL	7:00 AM - 3:00 PM	DTC
08/22	·	08/22/19	OLL	7:00 AM - 3:00 PM	SPR
08/26	·	08/26/19	OLL	7:00 AM - 3:00 PM	SPR
08/26	·	08/26/19	OLL	7:00 AM - 3:00 PM	DTC
08/27	·	08/27/19	OLL	7:00 AM - 3:00 PM	DTC
08/27	·	08/27/19	OLL	7:00 AM - 3:00 PM	SPR
08/27	·	08/27/19	OLL	9:00 AM - 5:00 PM	DTC
08/27	·	08/27/19	OLL	9:00 AM - 5:00 PM	SPR
08/28	·	08/28/19	OLL	7:00 AM - 3:00 PM	DTC
08/28	·	08/28/19	OLL	7:00 AM - 3:00 PM	SPR
08/30	·	08/30/19	OLL	7:00 AM - 3:00 PM	DTC
08/30	·	08/30/19	OLL	7:00 AM - 3:00 PM	SPR
08/30	·	08/30/19	OLL	7:00 AM - 3:00 PM	SPR
08/30	·	08/30/19	OLL	7:00 AM - 3:00 PM	DTC
08/30	·	08/30/19	OLL	7:00 AM - 3:00 PM	SPR
08/30	·	08/30/19	OLL	7:00 AM - 3:00 PM	DTC
09/04	·	09/04/19	OLL	7:00 AM - 3:00 PM	SPR
09/04	·	09/04/19	OLL	7:00 AM - 3:00 PM	DTC
09/05	·	09/05/19	OLL	7:00 AM - 3:00 PM	DTC
09/05	·	09/05/19	OLL	7:00 AM - 3:00 PM	SPR
09/09	·	09/09/19	OLL	7:00 AM - 3:00 PM	SPR
09/09	·	09/09/19	OLL	7:00 AM - 3:00 PM	DTC
09/12	·	09/12/19	OLL	7:00 AM - 3:00 PM	SPR

Office Star

Excel 2016 - Part 2 / 295 USD / Days: 1

This course builds upon the knowledge presented in the Microsoft® Office Excel® 2016: Part 1 course and helps start students down the road to creating advanced workbooks & worksheets that can help deepen their understanding.

09/12	·	09/12/19	OLL	7:00 AM - 3:00 PM	DTC
09/12	·	09/12/19	OLL	7:00 AM - 3:00 PM	SPR
09/12	·	09/12/19	OLL	7:00 AM - 3:00 PM	DTC
09/16	·	09/16/19	OLL	7:00 AM - 3:00 PM	SPR
09/16	·	09/16/19	OLL	7:00 AM - 3:00 PM	DTC
09/17	·	09/17/19	OLL	7:00 AM - 3:00 PM	DTC
09/17	·	09/17/19	OLL	7:00 AM - 3:00 PM	SPR
09/19	·	09/19/19	OLL	9:00 AM - 5:00 PM	DTC
09/19	·	09/19/19	OLL	9:00 AM - 5:00 PM	SPR
09/19	·	09/19/19	OLL	9:00 AM - 5:00 PM	DTC
09/23	·	09/23/19	OLL	7:00 AM - 3:00 PM	SPR
09/23	·	09/23/19	OLL	7:00 AM - 3:00 PM	DTC
09/24	·	09/24/19	OLL	7:00 AM - 3:00 PM	DTC
09/24	·	09/24/19	OLL	7:00 AM - 3:00 PM	SPR
09/25	·	09/25/19	OLL	7:00 AM - 3:00 PM	DTC
09/25	·	09/25/19	OLL	7:00 AM - 3:00 PM	SPR
09/27	·	09/27/19	OLL	7:00 AM - 3:00 PM	DTC
09/27	·	09/27/19	OLL	7:00 AM - 3:00 PM	SPR
09/30	·	09/30/19	OLL	7:00 AM - 3:00 PM	SPR
09/30	·	09/30/19	OLL	7:00 AM - 3:00 PM	DTC
09/30	·	09/30/19	OLL	7:00 AM - 3:00 PM	DTC
10/02	·	10/02/19	OLL	9:00 AM - 5:00 PM	SPR
10/02	·	10/02/19	OLL	9:00 AM - 5:00 PM	DTC
10/03	·	10/03/19	OLL	7:00 AM - 3:00 PM	SPR
10/03	·	10/03/19	OLL	7:00 AM - 3:00 PM	DTC
10/09	·	10/09/19	OLL	7:00 AM - 3:00 PM	DTC
10/09	·	10/09/19	OLL	7:00 AM - 3:00 PM	SPR
10/09	·	10/09/19	OLL	7:00 AM - 3:00 PM	DTC
10/11	·	10/11/19	OLL	7:00 AM - 3:00 PM	SPR
10/11	·	10/11/19	OLL	7:00 AM - 3:00 PM	DTC
10/14	·	10/14/19	OLL	9:00 AM - 5:00 PM	SPR
10/14	·	10/14/19	OLL	9:00 AM - 5:00 PM	DTC
10/18	·	10/18/19	OLL	7:00 AM - 3:00 PM	DTC
10/18	·	10/18/19	OLL	7:00 AM - 3:00 PM	DTC

Excel 2016 - Part 2 / 295 USD / Days: 1

This course builds upon the knowledge presented in the Microsoft® Office Excel® 2016: Part 1 course and helps start students down the road to creating advanced workbooks & worksheets that can help deepen their understanding.

10/18	·	10/18/19	OLL	7:00 AM - 3:00 PM	SPR
10/18	·	10/18/19	OLL	7:00 AM - 3:00 PM	SPR
10/22	·	10/22/19	OLL	7:00 AM - 3:00 PM	DTC
10/22	·	10/22/19	OLL	7:00 AM - 3:00 PM	SPR
10/23	·	10/23/19	OLL	7:00 AM - 3:00 PM	DTC
10/23	·	10/23/19	OLL	7:00 AM - 3:00 PM	SPR
10/24	·	10/24/19	OLL	7:00 AM - 3:00 PM	SPR
10/24	·	10/24/19	OLL	7:00 AM - 3:00 PM	DTC
10/25	·	10/25/19	OLL	9:00 AM - 5:00 PM	SPR
10/25	·	10/25/19	OLL	9:00 AM - 5:00 PM	DTC
10/28	·	10/28/19	OLL	7:00 AM - 3:00 PM	SPR
10/28	·	10/28/19	OLL	7:00 AM - 3:00 PM	DTC
10/29	·	10/29/19	OLL	7:00 AM - 3:00 PM	SPR
10/29	·	10/29/19	OLL	7:00 AM - 3:00 PM	DTC
10/31	·	10/31/19	OLL	7:00 AM - 3:00 PM	DTC
10/31	·	10/31/19	OLL	7:00 AM - 3:00 PM	SPR
10/31	·	10/31/19	OLL	7:00 AM - 3:00 PM	SPR
10/31	·	10/31/19	OLL	7:00 AM - 3:00 PM	DTC
11/05	·	11/05/19	OLL	7:00 AM - 3:00 PM	DTC
11/05	·	11/05/19	OLL	7:00 AM - 3:00 PM	SPR
11/08	·	11/08/19	OLL	7:00 AM - 3:00 PM	DTC
11/08	·	11/08/19	OLL	7:00 AM - 3:00 PM	SPR
11/08	·	11/08/19	OLL	7:00 AM - 3:00 PM	DTC
11/08	·	11/08/19	OLL	7:00 AM - 3:00 PM	SPR
11/12	·	11/12/19	OLL	7:00 AM - 3:00 PM	SPR
11/12	·	11/12/19	OLL	7:00 AM - 3:00 PM	DTC
11/14	·	11/14/19	OLL	9:00 AM - 5:00 PM	SPR
11/14	·	11/14/19	OLL	9:00 AM - 5:00 PM	DTC
11/15	·	11/15/19	OLL	7:00 AM - 3:00 PM	SPR
11/15	·	11/15/19	OLL	7:00 AM - 3:00 PM	DTC
11/18	·	11/18/19	OLL	9:00 AM - 5:00 PM	DTC
11/18	·	11/18/19	OLL	9:00 AM - 5:00 PM	SPR
11/20	·	11/20/19	OLL	7:00 AM - 3:00 PM	SPR
11/20	·	11/20/19	OLL	7:00 AM - 3:00 PM	DTC
11/20	·	11/20/19	OLL	7:00 AM - 3:00 PM	SPR
11/20	·	11/20/19	OLL	7:00 AM - 3:00 PM	DTC
11/25	·	11/25/19	OLL	7:00 AM - 3:00 PM	DTC

Excel 2016 - Part 2 / 295 USD / Days: 1

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11/25	·	11/25/19	OLL	7:00 AM - 3:00 PM	SPR
11/25	·	11/25/19	OLL	7:00 AM - 3:00 PM	SPR
11/25	·	11/25/19	OLL	7:00 AM - 3:00 PM	DTC
11/27	·	11/27/19	OLL	7:00 AM - 3:00 PM	SPR
11/27	·	11/27/19	OLL	7:00 AM - 3:00 PM	DTC
11/27	·	11/27/19	OLL	7:00 AM - 3:00 PM	SPR
11/27	·	11/27/19	OLL	7:00 AM - 3:00 PM	DTC
12/02	·	12/02/19	OLL	7:00 AM - 3:00 PM	SPR
12/02	·	12/02/19	OLL	7:00 AM - 3:00 PM	DTC
12/05	·	12/05/19	OLL	7:00 AM - 3:00 PM	DTC
12/05	·	12/05/19	OLL	7:00 AM - 3:00 PM	SPR
12/06	·	12/06/19	OLL	7:00 AM - 3:00 PM	DTC
12/06	·	12/06/19	OLL	7:00 AM - 3:00 PM	SPR
12/12	·	12/12/19	OLL	9:00 AM - 5:00 PM	SPR
12/12	·	12/12/19	OLL	9:00 AM - 5:00 PM	DTC
12/13	·	12/13/19	OLL	7:00 AM - 3:00 PM	SPR
12/13	·	12/13/19	OLL	7:00 AM - 3:00 PM	DTC
12/17	·	12/17/19	OLL	7:00 AM - 3:00 PM	SPR
12/17	·	12/17/19	OLL	7:00 AM - 3:00 PM	SPR
12/17	·	12/17/19	OLL	7:00 AM - 3:00 PM	DTC
12/17	·	12/17/19	OLL	7:00 AM - 3:00 PM	DTC
12/20	·	12/20/19	OLL	7:00 AM - 3:00 PM	SPR
12/20	·	12/20/19	OLL	7:00 AM - 3:00 PM	SPR
12/20	·	12/20/19	OLL	7:00 AM - 3:00 PM	DTC
12/20	·	12/20/19	OLL	7:00 AM - 3:00 PM	DTC
12/23	·	12/23/19	OLL	7:00 AM - 3:00 PM	DTC
12/23	·	12/23/19	OLL	7:00 AM - 3:00 PM	SPR
12/26	·	12/26/19	OLL	7:00 AM - 3:00 PM	SPR
12/26	·	12/26/19	OLL	7:00 AM - 3:00 PM	DTC
01/02	·	01/02/20	OLL	9:00 AM - 5:00 PM	DTC
01/02	·	01/02/20	OLL	9:00 AM - 5:00 PM	SPR
01/03	·	01/03/20	OLL	7:00 AM - 3:00 PM	SPR
01/03	·	01/03/20	OLL	7:00 AM - 3:00 PM	DTC

Office Star

Excel 2016 - Part 3 / 295 USD / Days: 1

This course builds off the knowledge presented in the Microsoft® Office Excel® 2016: Parts 1 & 2 courses to help you get the most of your Excel experience. This course covers Microsoft Office Specialist exam objectives to help students prep for the exam.

05/23	05/23/19	OLL	7:00 AM - 3:00 PM	SPR
05/23	05/23/19	OLL	7:00 AM - 3:00 PM	DTC
05/30	05/30/19	OLL	7:00 AM - 3:00 PM	SPR
05/30	05/30/19	OLL	7:00 AM - 3:00 PM	DTC
06/03	06/03/19	OLL	7:00 AM - 3:00 PM	SPR
06/03	06/03/19	OLL	7:00 AM - 3:00 PM	SPR
06/03	06/03/19	OLL	7:00 AM - 3:00 PM	DTC
06/03	06/03/19	OLL	7:00 AM - 3:00 PM	DTC
06/04	06/04/19	OLL	7:00 AM - 3:00 PM	SPR
06/04	06/04/19	OLL	7:00 AM - 3:00 PM	DTC
06/06	06/06/19	OLL	7:00 AM - 3:00 PM	DTC
06/06	06/06/19	OLL	7:00 AM - 3:00 PM	SPR
06/06	06/06/19	OLL	7:00 AM - 3:00 PM	DTC
06/06	06/06/19	OLL	7:00 AM - 3:00 PM	SPR
06/06	06/06/19	OLL	7:00 AM - 3:00 PM	SPR
06/14	06/14/19	OLL	7:00 AM - 3:00 PM	SPR
06/14	06/14/19	OLL	7:00 AM - 3:00 PM	DTC
06/14	06/14/19	OLL	7:00 AM - 3:00 PM	DTC
06/14	06/14/19	OLL	7:00 AM - 3:00 PM	SPR
06/19	06/19/19	OLL	9:00 AM - 5:00 PM	SPR
06/19	06/19/19	OLL	9:00 AM - 5:00 PM	DTC
06/19	06/19/19	OLL	9:00 AM - 5:00 PM	SPR
06/19	06/19/19	OLL	9:00 AM - 5:00 PM	DTC
06/24	06/24/19	OLL	7:00 AM - 3:00 PM	DTC
06/24	06/24/19	OLL	7:00 AM - 3:00 PM	SPR
06/24	06/24/19	OLL	7:00 AM - 3:00 PM	SPR
06/24	06/24/19	OLL	7:00 AM - 3:00 PM	DTC
06/26	06/26/19	OLL	7:00 AM - 3:00 PM	SPR
06/26	06/26/19	OLL	7:00 AM - 3:00 PM	DTC
06/27	06/27/19	OLL	7:00 AM - 3:00 PM	DTC
06/27	06/27/19	OLL	7:00 AM - 3:00 PM	SPR
06/27	06/27/19	OLL	7:00 AM - 3:00 PM	SPR
06/27	06/27/19	OLL	7:00 AM - 3:00 PM	DTC
06/28	06/28/19	OLL	9:00 AM - 5:00 PM	SPR
06/28	06/28/19	OLL	9:00 AM - 5:00 PM	DTC
07/08	07/08/19	OLL	7:00 AM - 3:00 PM	DTC
07/08	07/08/19	OLL	7:00 AM - 3:00 PM	SPR
07/08	07/08/19	OLL	9:00 AM - 5:00 PM	SPR

Excel 2016 - Part 3 / 295 USD / Days: 1

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07/08	07/08/19	OLL	9:00 AM - 5:00 PM	DTC
07/12	07/12/19	OLL	7:00 AM - 3:00 PM	DTC
07/12	07/12/19	OLL	7:00 AM - 3:00 PM	SPR
07/15	07/15/19	OLL	7:00 AM - 3:00 PM	DTC
07/15	07/15/19	OLL	7:00 AM - 3:00 PM	SPR
07/17	07/17/19	OLL	9:00 AM - 5:00 PM	DTC
07/17	07/17/19	OLL	9:00 AM - 5:00 PM	SPR
07/22	07/22/19	OLL	7:00 AM - 3:00 PM	DTC
07/22	07/22/19	OLL	7:00 AM - 3:00 PM	SPR
07/23	07/23/19	OLL	7:00 AM - 3:00 PM	SPR
07/23	07/23/19	OLL	7:00 AM - 3:00 PM	DTC
07/23	07/23/19	OLL	7:00 AM - 3:00 PM	SPR
07/23	07/23/19	OLL	7:00 AM - 3:00 PM	DTC
07/24	07/24/19	OLL	7:00 AM - 3:00 PM	DTC
07/24	07/24/19	OLL	7:00 AM - 3:00 PM	SPR
07/29	07/29/19	OLL	7:00 AM - 3:00 PM	DTC
07/29	07/29/19	OLL	7:00 AM - 3:00 PM	SPR
07/30	07/30/19	OLL	7:00 AM - 3:00 PM	SPR
07/30	07/30/19	OLL	7:00 AM - 3:00 PM	DTC
08/02	08/02/19	OLL	7:00 AM - 3:00 PM	DTC
08/02	08/02/19	OLL	7:00 AM - 3:00 PM	SPR
08/02	08/02/19	OLL	9:00 AM - 5:00 PM	DTC
08/02	08/02/19	OLL	9:00 AM - 5:00 PM	SPR
08/07	08/07/19	OLL	7:00 AM - 3:00 PM	DTC
08/07	08/07/19	OLL	7:00 AM - 3:00 PM	SPR
08/09	08/09/19	OLL	7:00 AM - 3:00 PM	SPR
08/09	08/09/19	OLL	7:00 AM - 3:00 PM	DTC
08/12	08/12/19	OLL	7:00 AM - 3:00 PM	SPR
08/12	08/12/19	OLL	7:00 AM - 3:00 PM	DTC
08/15	08/15/19	OLL	9:00 AM - 5:00 PM	SPR
08/15	08/15/19	OLL	9:00 AM - 5:00 PM	DTC
08/20	08/20/19	OLL	7:00 AM - 3:00 PM	DTC
08/20	08/20/19	OLL	7:00 AM - 3:00 PM	SPR
08/23	08/23/19	OLL	7:00 AM - 3:00 PM	SPR
08/23	08/23/19	OLL	7:00 AM - 3:00 PM	DTC
08/26	08/26/19	OLL	7:00 AM - 3:00 PM	DTC
08/26	08/26/19	OLL	7:00 AM - 3:00 PM	SPR

Excel 2016 - Part 3 / 295 USD / Days: 1

This course builds off the knowledge presented in the Microsoft® Office Excel® 2016: Parts 1 & 2 courses to help you get the most of your Excel experience. This course covers Microsoft Office Specialist exam objectives to help students prep for the exam.

08/27	08/27/19	OLL	9:00 AM - 5:00 PM	DTC
08/27	08/27/19	OLL	9:00 AM - 5:00 PM	SPR
08/29	08/29/19	OLL	7:00 AM - 3:00 PM	SPR
08/29	08/29/19	OLL	7:00 AM - 3:00 PM	DTC
08/30	08/30/19	OLL	7:00 AM - 3:00 PM	SPR
08/30	08/30/19	OLL	7:00 AM - 3:00 PM	DTC
09/03	09/03/19	OLL	7:00 AM - 3:00 PM	DTC
09/03	09/03/19	OLL	7:00 AM - 3:00 PM	SPR
09/03	09/03/19	OLL	7:00 AM - 3:00 PM	SPR
09/03	09/03/19	OLL	7:00 AM - 3:00 PM	DTC
09/06	09/06/19	OLL	7:00 AM - 3:00 PM	DTC
09/06	09/06/19	OLL	7:00 AM - 3:00 PM	SPR
09/10	09/10/19	OLL	7:00 AM - 3:00 PM	SPR
09/10	09/10/19	OLL	7:00 AM - 3:00 PM	DTC
09/11	09/11/19	OLL	7:00 AM - 3:00 PM	DTC
09/11	09/11/19	OLL	7:00 AM - 3:00 PM	SPR
09/18	09/18/19	OLL	7:00 AM - 3:00 PM	DTC
09/18	09/18/19	OLL	7:00 AM - 3:00 PM	SPR
09/19	09/19/19	OLL	7:00 AM - 3:00 PM	SPR
09/19	09/19/19	OLL	7:00 AM - 3:00 PM	DTC
09/23	09/23/19	OLL	9:00 AM - 5:00 PM	DTC
09/23	09/23/19	OLL	9:00 AM - 5:00 PM	SPR
09/24	09/24/19	OLL	7:00 AM - 3:00 PM	SPR
09/24	09/24/19	OLL	7:00 AM - 3:00 PM	DTC
09/26	09/26/19	OLL	7:00 AM - 3:00 PM	SPR
09/26	09/26/19	OLL	7:00 AM - 3:00 PM	DTC
09/26	09/26/19	OLL	7:00 AM - 3:00 PM	SPR
09/26	09/26/19	OLL	7:00 AM - 3:00 PM	DTC
09/30	09/30/19	OLL	7:00 AM - 3:00 PM	SPR
09/30	09/30/19	OLL	7:00 AM - 3:00 PM	DTC
10/01	10/01/19	OLL	9:00 AM - 5:00 PM	SPR
10/01	10/01/19	OLL	9:00 AM - 5:00 PM	DTC
10/02	10/02/19	OLL	7:00 AM - 3:00 PM	DTC
10/02	10/02/19	OLL	7:00 AM - 3:00 PM	SPR
10/07	10/07/19	OLL	7:00 AM - 3:00 PM	DTC
10/07	10/07/19	OLL	7:00 AM - 3:00 PM	SPR
10/07	10/07/19	OLL	7:00 AM - 3:00 PM	SPR

Office Star

Excel 2016 - Part 3 / 295 USD / Days: 1

This course builds off the knowledge presented in the Microsoft® Office Excel® 2016: Parts 1 & 2 courses to help you get the most of your Excel experience. This course covers Microsoft Office Specialist exam objectives to help students prep for the exam.

10/07	10/07/19	OLL	7:00 AM - 3:00 PM	DTC
10/11	10/11/19	OLL	7:00 AM - 3:00 PM	SPR
10/11	10/11/19	OLL	7:00 AM - 3:00 PM	DTC
10/15	10/15/19	OLL	9:00 AM - 5:00 PM	SPR
10/15	10/15/19	OLL	9:00 AM - 5:00 PM	DTC
10/16	10/16/19	OLL	9:00 AM - 5:00 PM	SPR
10/16	10/16/19	OLL	9:00 AM - 5:00 PM	DTC
10/17	10/17/19	OLL	7:00 AM - 3:00 PM	SPR
10/17	10/17/19	OLL	7:00 AM - 3:00 PM	DTC
10/22	10/22/19	OLL	7:00 AM - 3:00 PM	SPR
10/22	10/22/19	OLL	7:00 AM - 3:00 PM	DTC
10/25	10/25/19	OLL	7:00 AM - 3:00 PM	SPR
10/25	10/25/19	OLL	7:00 AM - 3:00 PM	DTC
10/25	10/25/19	OLL	7:00 AM - 3:00 PM	DTC
10/25	10/25/19	OLL	7:00 AM - 3:00 PM	SPR
10/28	10/28/19	OLL	7:00 AM - 3:00 PM	DTC
10/28	10/28/19	OLL	7:00 AM - 3:00 PM	SPR
10/30	10/30/19	OLL	7:00 AM - 3:00 PM	SPR
10/30	10/30/19	OLL	7:00 AM - 3:00 PM	DTC
11/04	11/04/19	OLL	7:00 AM - 3:00 PM	SPR
11/04	11/04/19	OLL	7:00 AM - 3:00 PM	DTC
11/06	11/06/19	OLL	7:00 AM - 3:00 PM	DTC
11/06	11/06/19	OLL	7:00 AM - 3:00 PM	SPR
11/07	11/07/19	OLL	7:00 AM - 3:00 PM	DTC
11/07	11/07/19	OLL	7:00 AM - 3:00 PM	SPR
11/11	11/11/19	OLL	7:00 AM - 3:00 PM	SPR
11/11	11/11/19	OLL	7:00 AM - 3:00 PM	DTC
11/13	11/13/19	OLL	7:00 AM - 3:00 PM	DTC
11/13	11/13/19	OLL	7:00 AM - 3:00 PM	SPR
11/19	11/19/19	OLL	7:00 AM - 3:00 PM	DTC
11/19	11/19/19	OLL	7:00 AM - 3:00 PM	SPR
11/19	11/19/19	OLL	9:00 AM - 5:00 PM	DTC
11/19	11/19/19	OLL	9:00 AM - 5:00 PM	SPR
11/22	11/22/19	OLL	7:00 AM - 3:00 PM	SPR
11/22	11/22/19	OLL	7:00 AM - 3:00 PM	SPR
11/22	11/22/19	OLL	7:00 AM - 3:00 PM	DTC
11/22	11/22/19	OLL	7:00 AM - 3:00 PM	DTC

Excel 2016 - Part 3 / 295 USD / Days: 1

This course builds off the knowledge presented in the Microsoft® Office Excel® 2016: Parts 1 & 2 courses to help you get the most of your Excel experience. This course covers Microsoft Office Specialist exam objectives to help students prep for the exam.

12/02	12/02/19	OLL	7:00 AM - 3:00 PM	SPR
12/02	12/02/19	OLL	7:00 AM - 3:00 PM	DTC
12/02	12/02/19	OLL	7:00 AM - 3:00 PM	SPR
12/02	12/02/19	OLL	7:00 AM - 3:00 PM	DTC
12/02	12/02/19	OLL	9:00 AM - 5:00 PM	DTC
12/02	12/02/19	OLL	9:00 AM - 5:00 PM	SPR
12/06	12/06/19	OLL	7:00 AM - 3:00 PM	DTC
12/06	12/06/19	OLL	7:00 AM - 3:00 PM	SPR
12/11	12/11/19	OLL	7:00 AM - 3:00 PM	DTC
12/11	12/11/19	OLL	7:00 AM - 3:00 PM	SPR
12/16	12/16/19	OLL	7:00 AM - 3:00 PM	DTC
12/16	12/16/19	OLL	7:00 AM - 3:00 PM	SPR
12/16	12/16/19	OLL	9:00 AM - 5:00 PM	SPR
12/16	12/16/19	OLL	9:00 AM - 5:00 PM	DTC
12/19	12/19/19	OLL	7:00 AM - 3:00 PM	DTC
12/19	12/19/19	OLL	7:00 AM - 3:00 PM	SPR
12/23	12/23/19	OLL	7:00 AM - 3:00 PM	SPR
12/23	12/23/19	OLL	7:00 AM - 3:00 PM	SPR
12/23	12/23/19	OLL	7:00 AM - 3:00 PM	DTC
12/23	12/23/19	OLL	7:00 AM - 3:00 PM	DTC
12/27	12/27/19	OLL	7:00 AM - 3:00 PM	DTC
12/27	12/27/19	OLL	7:00 AM - 3:00 PM	SPR
01/03	01/03/20	OLL	7:00 AM - 3:00 PM	SPR
01/03	01/03/20	OLL	7:00 AM - 3:00 PM	DTC

Microsoft InfoPath

InfoPath Designer 2010 with Sharepoint / 395 USD / Days: 1

Students will learn how to use InfoPath to gather and share information by creating and implementing XML-based forms. With the 2010 release, Infopath can now be used as an alternative method to present SharePoint 2010 content within a web browser.

06/04	06/04/19	OLL	7:00 AM - 3:00 PM	DTC
06/04	06/04/19	OLL	7:00 AM - 3:00 PM	SPR

Microsoft Office

Microsoft Office 2016 - Transition from Office 2007/2010 / 295 USD / Days: 1

This course builds upon the foundational Microsoft Office 2007/2010 knowledge & skills. It focuses on the enhanced features students want to leverage to improve the way they manage, organize, present, and distribute their company's data and information.

05/31	05/31/19	ILT	7:00 AM - 3:00 PM	DTC
05/31	05/31/19	OLL	7:00 AM - 3:00 PM	DTC
05/31	05/31/19	ILT	7:00 AM - 3:00 PM	SPR
05/31	05/31/19	OLL	7:00 AM - 3:00 PM	SPR
06/17	06/17/19	OLL	7:00 AM - 3:00 PM	SPR
06/17	06/17/19	OLL	7:00 AM - 3:00 PM	DTC
07/17	07/17/19	OLL	7:00 AM - 3:00 PM	SPR
07/17	07/17/19	OLL	7:00 AM - 3:00 PM	DTC
07/18	07/18/19	OLL	7:00 AM - 3:00 PM	DTC
07/18	07/18/19	OLL	7:00 AM - 3:00 PM	SPR
09/13	09/13/19	OLL	7:00 AM - 3:00 PM	SPR
09/13	09/13/19	OLL	7:00 AM - 3:00 PM	DTC
11/12	11/12/19	OLL	7:00 AM - 3:00 PM	SPR
11/12	11/12/19	OLL	7:00 AM - 3:00 PM	DTC

Office 365 Web Apps (with Skype for Business) / 295 USD / Days: 1

This course is an introduction to Microsoft® Office 365® with Skype® for Business in a cloud-based environment. It can be used as an orientation to the full suite of Office 365 cloud-based tools, or the Skype for Business lessons can be presented separately in a seminar-length presentation with the remaining material available for later student reference.

05/30	05/30/19	ILT	7:00 AM - 3:00 PM	SPR
05/30	05/30/19	ILT	7:00 AM - 3:00 PM	DTC
06/07	06/07/19	OLL	7:00 AM - 3:00 PM	SPR
06/07	06/07/19	OLL	7:00 AM - 3:00 PM	DTC
06/14	06/14/19	OLL	7:00 AM - 3:00 PM	SPR
06/14	06/14/19	OLL	7:00 AM - 3:00 PM	DTC
06/28	06/28/19	OLL	9:00 AM - 5:00 PM	DTC
06/28	06/28/19	OLL	9:00 AM - 5:00 PM	SPR

Microsoft OneNote

OneNote 2013 / 295 USD / Days: 1

The student will learn how to use the key components of the Microsoft® Office OneNote® 2013 application on a desktop, laptop, or Microsoft® Windows® 8 tablet device, when working in or away from the primary office or study environment.

06/07	06/07/19	OLL	7:00 AM - 3:00 PM	DTC
06/07	06/07/19	OLL	7:00 AM - 3:00 PM	SPR

Office Star

OneNote 2013 / 295 USD / Days: 1

The student will learn how to use the key components of the Microsoft® Office OneNote® 2013 application on a desktop, laptop, or Microsoft® Windows® 8 tablet device, when working in or away from the primary office or study environment.

08/01	08/01/19	OLL	7:00 AM - 3:00 PM	DTC
08/01	08/01/19	OLL	7:00 AM - 3:00 PM	SPR
10/03	10/03/19	OLL	7:00 AM - 3:00 PM	SPR
10/03	10/03/19	OLL	7:00 AM - 3:00 PM	DTC
12/05	12/05/19	OLL	7:00 AM - 3:00 PM	DTC
12/05	12/05/19	OLL	7:00 AM - 3:00 PM	SPR

OneNote 2016 / 295 USD / Days: 1

This course provides a way for students to create and collect their notes. This course will introduce students to using OneNote notebooks to store a variety of content in an organized way, access the content from anywhere, and also share it.

06/05	06/05/19	OLL	7:00 AM - 3:00 PM	DTC
06/05	06/05/19	OLL	7:00 AM - 3:00 PM	SPR
06/17	06/17/19	OLL	9:00 AM - 5:00 PM	SPR
06/17	06/17/19	OLL	9:00 AM - 5:00 PM	DTC
06/27	06/27/19	OLL	7:00 AM - 3:00 PM	DTC
06/27	06/27/19	OLL	7:00 AM - 3:00 PM	SPR
07/09	07/09/19	OLL	7:00 AM - 3:00 PM	SPR
07/09	07/09/19	OLL	7:00 AM - 3:00 PM	DTC
07/25	07/25/19	OLL	7:00 AM - 3:00 PM	DTC
07/25	07/25/19	OLL	7:00 AM - 3:00 PM	SPR
07/29	07/29/19	OLL	7:00 AM - 3:00 PM	DTC
07/29	07/29/19	OLL	7:00 AM - 3:00 PM	SPR
08/09	08/09/19	OLL	9:00 AM - 5:00 PM	SPR
08/09	08/09/19	OLL	9:00 AM - 5:00 PM	DTC
08/22	08/22/19	OLL	7:00 AM - 3:00 PM	DTC
08/22	08/22/19	OLL	7:00 AM - 3:00 PM	SPR
08/22	08/22/19	OLL	7:00 AM - 3:00 PM	DTC
09/12	09/12/19	OLL	7:00 AM - 3:00 PM	DTC
09/12	09/12/19	OLL	7:00 AM - 3:00 PM	SPR
09/13	09/13/19	OLL	7:00 AM - 3:00 PM	SPR
09/13	09/13/19	OLL	7:00 AM - 3:00 PM	DTC
09/26	09/26/19	OLL	7:00 AM - 3:00 PM	DTC
09/26	09/26/19	OLL	7:00 AM - 3:00 PM	SPR
10/10	10/10/19	OLL	9:00 AM - 5:00 PM	DTC
10/10	10/10/19	OLL	9:00 AM - 5:00 PM	SPR
10/24	10/24/19	OLL	7:00 AM - 3:00 PM	SPR

OneNote 2016 / 295 USD / Days: 1

This course provides a way for students to create and collect their notes. This course will introduce students to using OneNote notebooks to store a variety of content in an organized way, access the content from anywhere, and also share it.

10/24	10/24/19	OLL	7:00 AM - 3:00 PM	DTC
10/29	10/29/19	OLL	7:00 AM - 3:00 PM	SPR
10/29	10/29/19	OLL	7:00 AM - 3:00 PM	DTC
11/13	11/13/19	OLL	7:00 AM - 3:00 PM	DTC
11/13	11/13/19	OLL	7:00 AM - 3:00 PM	SPR
11/27	11/27/19	OLL	7:00 AM - 3:00 PM	SPR
11/27	11/27/19	OLL	7:00 AM - 3:00 PM	DTC
12/03	12/03/19	OLL	7:00 AM - 3:00 PM	SPR
12/03	12/03/19	OLL	7:00 AM - 3:00 PM	DTC
12/13	12/13/19	OLL	9:00 AM - 5:00 PM	DTC
12/13	12/13/19	OLL	9:00 AM - 5:00 PM	SPR
12/20	12/20/19	OLL	7:00 AM - 3:00 PM	DTC
12/20	12/20/19	OLL	7:00 AM - 3:00 PM	SPR
12/27	12/27/19	OLL	7:00 AM - 3:00 PM	DTC
12/27	12/27/19	OLL	7:00 AM - 3:00 PM	SPR

Microsoft Outlook

Outlook 2010 - Part 1 / 295 USD / Days: 1

In this course, you will explore the Outlook interface, manage Email communications, Calendar, Contacts, create Tasks and Notes for yourself and customize the Outlook interface to serve your own personal needs.

06/04	06/04/19	OLL	7:00 AM - 3:00 PM	DTC
06/04	06/04/19	OLL	7:00 AM - 3:00 PM	SPR

Outlook 2013 - Part 1 / 295 USD / Days: 1

Students will learn the basic skills needed to start using Outlook 2013 to manage email communications, calendar events, contact information, tasks, and notes.

06/11	06/11/19	OLL	7:00 AM - 3:00 PM	SPR
06/11	06/11/19	OLL	7:00 AM - 3:00 PM	DTC
07/15	07/15/19	OLL	7:00 AM - 3:00 PM	SPR
07/15	07/15/19	OLL	7:00 AM - 3:00 PM	DTC
08/16	08/16/19	OLL	7:00 AM - 3:00 PM	SPR
08/16	08/16/19	OLL	7:00 AM - 3:00 PM	DTC
09/17	09/17/19	OLL	7:00 AM - 3:00 PM	DTC
09/17	09/17/19	OLL	7:00 AM - 3:00 PM	SPR
10/18	10/18/19	OLL	7:00 AM - 3:00 PM	SPR
10/18	10/18/19	OLL	7:00 AM - 3:00 PM	DTC
11/12	11/12/19	OLL	7:00 AM - 3:00 PM	DTC

Outlook 2013 - Part 1 / 295 USD / Days: 1

Students will learn the basic skills needed to start using Outlook 2013 to manage email communications, calendar events, contact information, tasks, and notes.

11/12	11/12/19	OLL	7:00 AM - 3:00 PM	SPR
12/12	12/12/19	OLL	7:00 AM - 3:00 PM	DTC
12/12	12/12/19	OLL	7:00 AM - 3:00 PM	SPR

Outlook 2013 - Part 2 / 295 USD / Days: 1

Students will explore the advanced features provided with the Outlook interface, such as advanced message, calendar, and contacts management.

06/17	06/17/19	OLL	7:00 AM - 3:00 PM	SPR
06/17	06/17/19	OLL	7:00 AM - 3:00 PM	DTC
08/21	08/21/19	OLL	7:00 AM - 3:00 PM	SPR
08/21	08/21/19	OLL	7:00 AM - 3:00 PM	DTC
10/24	10/24/19	OLL	7:00 AM - 3:00 PM	SPR
10/24	10/24/19	OLL	7:00 AM - 3:00 PM	DTC
12/20	12/20/19	OLL	7:00 AM - 3:00 PM	SPR
12/20	12/20/19	OLL	7:00 AM - 3:00 PM	DTC

Outlook 2016 - Part 1 / 295 USD / Days: 1

In this course, you will use Outlook to send, receive, and manage email messages, manage your contact information, schedule appointments and meetings, create Tasks and Notes for yourself, and customize the Outlook interface to suit your working style.

05/31	05/31/19	ILT	9:00 AM - 5:00 PM	DTC
05/31	05/31/19	ILT	9:00 AM - 5:00 PM	SPR
06/03	06/03/19	OLL	7:00 AM - 3:00 PM	SPR
06/03	06/03/19	OLL	7:00 AM - 3:00 PM	DTC
06/10	06/10/19	OLL	7:00 AM - 3:00 PM	SPR
06/10	06/10/19	OLL	7:00 AM - 3:00 PM	DTC
06/17	06/17/19	OLL	9:00 AM - 5:00 PM	DTC
06/17	06/17/19	OLL	9:00 AM - 5:00 PM	SPR
06/18	06/18/19	OLL	7:00 AM - 3:00 PM	SPR
06/18	06/18/19	OLL	7:00 AM - 3:00 PM	DTC
06/26	06/26/19	OLL	7:00 AM - 3:00 PM	DTC
06/26	06/26/19	OLL	7:00 AM - 3:00 PM	DTC
06/26	06/26/19	OLL	7:00 AM - 3:00 PM	SPR
06/26	06/26/19	OLL	7:00 AM - 3:00 PM	SPR
07/08	07/08/19	OLL	7:00 AM - 3:00 PM	SPR
07/08	07/08/19	OLL	7:00 AM - 3:00 PM	DTC
07/12	07/12/19	OLL	7:00 AM - 3:00 PM	DTC
07/12	07/12/19	OLL	7:00 AM - 3:00 PM	SPR

Office Star

Outlook 2016 - Part 1 / 295 USD / Days: 1

In this course, you will use Outlook to send, receive, and manage email messages, manage your contact information, schedule appointments and meetings, create Tasks and Notes for yourself, and customize the Outlook interface to suit your working style.

07/16	·	07/16/19	OLL	9:00 AM - 5:00 PM	SPR
07/16	·	07/16/19	OLL	9:00 AM - 5:00 PM	DTC
07/26	·	07/26/19	OLL	7:00 AM - 3:00 PM	SPR
07/26	·	07/26/19	OLL	7:00 AM - 3:00 PM	DTC
08/05	·	08/05/19	OLL	7:00 AM - 3:00 PM	SPR
08/05	·	08/05/19	OLL	7:00 AM - 3:00 PM	DTC
08/06	·	08/06/19	OLL	7:00 AM - 3:00 PM	DTC
08/06	·	08/06/19	OLL	7:00 AM - 3:00 PM	SPR
08/14	·	08/14/19	OLL	7:00 AM - 3:00 PM	SPR
08/14	·	08/14/19	OLL	7:00 AM - 3:00 PM	DTC
08/15	·	08/15/19	OLL	7:00 AM - 3:00 PM	SPR
08/15	·	08/15/19	OLL	7:00 AM - 3:00 PM	DTC
08/21	·	08/21/19	OLL	9:00 AM - 5:00 PM	SPR
08/21	·	08/21/19	OLL	9:00 AM - 5:00 PM	DTC
08/27	·	08/27/19	OLL	9:00 AM - 5:00 PM	DTC
08/27	·	08/27/19	OLL	9:00 AM - 5:00 PM	SPR
09/05	·	09/05/19	OLL	7:00 AM - 3:00 PM	DTC
09/05	·	09/05/19	OLL	7:00 AM - 3:00 PM	SPR
09/12	·	09/12/19	OLL	7:00 AM - 3:00 PM	SPR
09/12	·	09/12/19	OLL	7:00 AM - 3:00 PM	DTC
09/13	·	09/13/19	OLL	7:00 AM - 3:00 PM	DTC
09/13	·	09/13/19	OLL	7:00 AM - 3:00 PM	SPR
09/20	·	09/20/19	OLL	7:00 AM - 3:00 PM	DTC
09/20	·	09/20/19	OLL	7:00 AM - 3:00 PM	SPR
10/01	·	10/01/19	OLL	7:00 AM - 3:00 PM	SPR
10/01	·	10/01/19	OLL	7:00 AM - 3:00 PM	DTC
10/04	·	10/04/19	OLL	7:00 AM - 3:00 PM	DTC
10/04	·	10/04/19	OLL	7:00 AM - 3:00 PM	SPR
10/11	·	10/11/19	OLL	9:00 AM - 5:00 PM	DTC
10/11	·	10/11/19	OLL	9:00 AM - 5:00 PM	SPR
10/17	·	10/17/19	OLL	7:00 AM - 3:00 PM	DTC
10/17	·	10/17/19	OLL	7:00 AM - 3:00 PM	SPR
10/21	·	10/21/19	OLL	7:00 AM - 3:00 PM	SPR
10/21	·	10/21/19	OLL	7:00 AM - 3:00 PM	DTC
10/24	·	10/24/19	OLL	7:00 AM - 3:00 PM	SPR
10/24	·	10/24/19	OLL	7:00 AM - 3:00 PM	DTC

Outlook 2016 - Part 1 / 295 USD / Days: 1

In this course, you will use Outlook to send, receive, and manage email messages, manage your contact information, schedule appointments and meetings, create Tasks and Notes for yourself, and customize the Outlook interface to suit your working style.

10/25	·	10/25/19	OLL	9:00 AM - 5:00 PM	SPR
10/25	·	10/25/19	OLL	9:00 AM - 5:00 PM	DTC
10/30	·	10/30/19	OLL	7:00 AM - 3:00 PM	SPR
10/30	·	10/30/19	OLL	7:00 AM - 3:00 PM	DTC
11/04	·	11/04/19	OLL	7:00 AM - 3:00 PM	SPR
11/04	·	11/04/19	OLL	7:00 AM - 3:00 PM	DTC
11/08	·	11/08/19	OLL	7:00 AM - 3:00 PM	SPR
11/08	·	11/08/19	OLL	7:00 AM - 3:00 PM	DTC
11/19	·	11/19/19	OLL	7:00 AM - 3:00 PM	SPR
11/19	·	11/19/19	OLL	7:00 AM - 3:00 PM	DTC
11/21	·	11/21/19	OLL	7:00 AM - 3:00 PM	DTC
11/21	·	11/21/19	OLL	7:00 AM - 3:00 PM	SPR
11/26	·	11/26/19	OLL	7:00 AM - 3:00 PM	SPR
11/26	·	11/26/19	OLL	7:00 AM - 3:00 PM	DTC
12/04	·	12/04/19	OLL	7:00 AM - 3:00 PM	SPR
12/04	·	12/04/19	OLL	7:00 AM - 3:00 PM	DTC
12/05	·	12/05/19	OLL	7:00 AM - 3:00 PM	DTC
12/05	·	12/05/19	OLL	7:00 AM - 3:00 PM	SPR
12/16	·	12/16/19	OLL	7:00 AM - 3:00 PM	SPR
12/16	·	12/16/19	OLL	7:00 AM - 3:00 PM	DTC
12/16	·	12/16/19	OLL	9:00 AM - 5:00 PM	SPR
12/16	·	12/16/19	OLL	9:00 AM - 5:00 PM	DTC
12/26	·	12/26/19	OLL	7:00 AM - 3:00 PM	DTC
12/26	·	12/26/19	OLL	7:00 AM - 3:00 PM	SPR

Outlook 2016 - Part 2 / 295 USD / Days: 1

This course builds upon the foundational knowledge presented in the Microsoft® Office Outlook® 2016: Part 1 course and will help students customize a communication system well-suited to your work styles.

05/29	·	05/29/19	ILT	7:00 AM - 3:00 PM	DTC
05/29	·	05/29/19	ILT	7:00 AM - 3:00 PM	SPR
06/04	·	06/04/19	OLL	9:00 AM - 5:00 PM	DTC
06/04	·	06/04/19	OLL	9:00 AM - 5:00 PM	SPR
06/06	·	06/06/19	OLL	7:00 AM - 3:00 PM	SPR
06/06	·	06/06/19	OLL	7:00 AM - 3:00 PM	DTC
06/12	·	06/12/19	OLL	7:00 AM - 3:00 PM	SPR
06/12	·	06/12/19	OLL	7:00 AM - 3:00 PM	DTC

Outlook 2016 - Part 2 / 295 USD / Days: 1

This course builds upon the foundational knowledge presented in the Microsoft® Office Outlook® 2016: Part 1 course and will help students customize a communication system well-suited to your work styles.

06/21	·	06/21/19	OLL	7:00 AM - 3:00 PM	SPR
06/21	·	06/21/19	OLL	7:00 AM - 3:00 PM	DTC
06/28	·	06/28/19	OLL	7:00 AM - 3:00 PM	SPR
06/28	·	06/28/19	OLL	7:00 AM - 3:00 PM	SPR
06/28	·	06/28/19	OLL	7:00 AM - 3:00 PM	DTC
06/28	·	06/28/19	OLL	7:00 AM - 3:00 PM	DTC
07/11	·	07/11/19	OLL	9:00 AM - 5:00 PM	DTC
07/11	·	07/11/19	OLL	9:00 AM - 5:00 PM	SPR
07/12	·	07/12/19	OLL	7:00 AM - 3:00 PM	SPR
07/12	·	07/12/19	OLL	7:00 AM - 3:00 PM	DTC
07/23	·	07/23/19	OLL	9:00 AM - 5:00 PM	SPR
07/23	·	07/23/19	OLL	9:00 AM - 5:00 PM	DTC
07/26	·	07/26/19	OLL	7:00 AM - 3:00 PM	SPR
07/26	·	07/26/19	OLL	7:00 AM - 3:00 PM	DTC
08/01	·	08/01/19	OLL	7:00 AM - 3:00 PM	DTC
08/01	·	08/01/19	OLL	7:00 AM - 3:00 PM	SPR
08/12	·	08/12/19	OLL	7:00 AM - 3:00 PM	SPR
08/12	·	08/12/19	OLL	7:00 AM - 3:00 PM	DTC
08/15	·	08/15/19	OLL	7:00 AM - 3:00 PM	DTC
08/15	·	08/15/19	OLL	7:00 AM - 3:00 PM	SPR
08/20	·	08/20/19	OLL	7:00 AM - 3:00 PM	SPR
08/20	·	08/20/19	OLL	7:00 AM - 3:00 PM	DTC
08/30	·	08/30/19	OLL	9:00 AM - 5:00 PM	DTC
08/30	·	08/30/19	OLL	9:00 AM - 5:00 PM	SPR
09/10	·	09/10/19	OLL	7:00 AM - 3:00 PM	DTC
09/10	·	09/10/19	OLL	7:00 AM - 3:00 PM	SPR
09/25	·	09/25/19	OLL	7:00 AM - 3:00 PM	SPR
09/25	·	09/25/19	OLL	7:00 AM - 3:00 PM	DTC
09/26	·	09/26/19	OLL	7:00 AM - 3:00 PM	DTC
09/26	·	09/26/19	OLL	7:00 AM - 3:00 PM	SPR
10/04	·	10/04/19	OLL	7:00 AM - 3:00 PM	SPR
10/04	·	10/04/19	OLL	7:00 AM - 3:00 PM	DTC
10/14	·	10/14/19	OLL	9:00 AM - 5:00 PM	SPR
10/14	·	10/14/19	OLL	9:00 AM - 5:00 PM	DTC
10/15	·	10/15/19	OLL	9:00 AM - 5:00 PM	DTC
10/15	·	10/15/19	OLL	9:00 AM - 5:00 PM	SPR
10/23	·	10/23/19	OLL	7:00 AM - 3:00 PM	DTC

Office Star

Outlook 2016 - Part 2 / 295 USD / Days: 1

This course builds upon the foundational knowledge presented in the Microsoft® Office Outlook® 2016: Part 1 course and will help students customize a communication system well-suited to your work styles.

10/23	10/23/19	OLL	7:00 AM - 3:00 PM	SPR
10/25	10/25/19	OLL	7:00 AM - 3:00 PM	DTC
10/25	10/25/19	OLL	7:00 AM - 3:00 PM	SPR
11/04	11/04/19	OLL	7:00 AM - 3:00 PM	SPR
11/04	11/04/19	OLL	7:00 AM - 3:00 PM	DTC
11/07	11/07/19	OLL	7:00 AM - 3:00 PM	DTC
11/07	11/07/19	OLL	7:00 AM - 3:00 PM	SPR
11/14	11/14/19	OLL	7:00 AM - 3:00 PM	DTC
11/14	11/14/19	OLL	7:00 AM - 3:00 PM	SPR
11/18	11/18/19	OLL	7:00 AM - 3:00 PM	SPR
11/18	11/18/19	OLL	7:00 AM - 3:00 PM	DTC
12/02	12/02/19	OLL	7:00 AM - 3:00 PM	SPR
12/02	12/02/19	OLL	7:00 AM - 3:00 PM	DTC
12/11	12/11/19	OLL	7:00 AM - 3:00 PM	SPR
12/11	12/11/19	OLL	7:00 AM - 3:00 PM	DTC
12/19	12/19/19	OLL	7:00 AM - 3:00 PM	DTC
12/19	12/19/19	OLL	7:00 AM - 3:00 PM	SPR
12/19	12/19/19	OLL	9:00 AM - 5:00 PM	DTC
12/19	12/19/19	OLL	9:00 AM - 5:00 PM	SPR

Microsoft PowerPoint

PowerPoint 2010 - Part 1 / 295 USD / Days: 1

Using the vast array of features and functionality contained within Microsoft® Office PowerPoint® 2010, students will gain the ability to organize content, enhance it with high-impact visuals, and deliver it with a punch.

06/06	06/06/19	OLL	7:00 AM - 3:00 PM	SPR
06/06	06/06/19	OLL	7:00 AM - 3:00 PM	DTC
06/24	06/24/19	OLL	9:00 AM - 5:00 PM	SPR
06/24	06/24/19	OLL	9:00 AM - 5:00 PM	DTC
07/30	07/30/19	OLL	7:00 AM - 3:00 PM	SPR
07/30	07/30/19	OLL	7:00 AM - 3:00 PM	DTC
09/11	09/11/19	OLL	7:00 AM - 3:00 PM	DTC
09/11	09/11/19	OLL	7:00 AM - 3:00 PM	SPR
10/21	10/21/19	OLL	7:00 AM - 3:00 PM	SPR
10/21	10/21/19	OLL	7:00 AM - 3:00 PM	DTC
12/04	12/04/19	OLL	7:00 AM - 3:00 PM	DTC
12/04	12/04/19	OLL	7:00 AM - 3:00 PM	SPR

PowerPoint 2010 - Part 2 / 295 USD / Days: 1

In this course students will enhance their presentation by using features that will transform it into a powerful means of communication. They will customize the PowerPoint interface to suit the requirements and use features to create presentations.

06/11	06/11/19	OLL	7:00 AM - 3:00 PM	DTC
06/11	06/11/19	OLL	7:00 AM - 3:00 PM	SPR
07/10	07/10/19	OLL	9:00 AM - 5:00 PM	DTC
07/10	07/10/19	OLL	9:00 AM - 5:00 PM	SPR
08/07	08/07/19	OLL	7:00 AM - 3:00 PM	DTC
08/07	08/07/19	OLL	7:00 AM - 3:00 PM	SPR
09/20	09/20/19	OLL	7:00 AM - 3:00 PM	SPR
09/20	09/20/19	OLL	7:00 AM - 3:00 PM	DTC
11/01	11/01/19	OLL	7:00 AM - 3:00 PM	SPR
11/01	11/01/19	OLL	7:00 AM - 3:00 PM	DTC
12/13	12/13/19	OLL	7:00 AM - 3:00 PM	DTC
12/13	12/13/19	OLL	7:00 AM - 3:00 PM	SPR

PowerPoint 2013 - Part 1 / 295 USD / Days: 1

In this course, you will use PowerPoint 2013 to begin creating engaging, dynamic multimedia presentations.

06/05	06/05/19	OLL	7:00 AM - 3:00 PM	SPR
06/05	06/05/19	OLL	7:00 AM - 3:00 PM	DTC
06/19	06/19/19	OLL	7:00 AM - 3:00 PM	SPR
06/19	06/19/19	OLL	7:00 AM - 3:00 PM	DTC
07/29	07/29/19	OLL	9:00 AM - 5:00 PM	DTC
07/29	07/29/19	OLL	9:00 AM - 5:00 PM	SPR
08/16	08/16/19	OLL	7:00 AM - 3:00 PM	SPR
08/16	08/16/19	OLL	7:00 AM - 3:00 PM	DTC
09/04	09/04/19	OLL	7:00 AM - 3:00 PM	DTC
09/04	09/04/19	OLL	7:00 AM - 3:00 PM	SPR
10/25	10/25/19	OLL	9:00 AM - 5:00 PM	DTC
10/25	10/25/19	OLL	9:00 AM - 5:00 PM	SPR
12/09	12/09/19	OLL	7:00 AM - 3:00 PM	SPR
12/09	12/09/19	OLL	7:00 AM - 3:00 PM	DTC

PowerPoint 2013 - Part 2 / 295 USD / Days: 1

PowerPoint® 2013 Part 2 provides the student with advanced tools that can help in delivering presentations in nearly any situation, while saving time and effort.

06/03	06/03/19	OLL	9:00 AM - 5:00 PM	DTC
06/03	06/03/19	OLL	9:00 AM - 5:00 PM	SPR
06/25	06/25/19	OLL	7:00 AM - 3:00 PM	DTC

PowerPoint 2013 - Part 2 / 295 USD / Days: 1

PowerPoint® 2013 Part 2 provides the student with advanced tools that can help in delivering presentations in nearly any situation, while saving time and effort.

06/25	06/25/19	OLL	7:00 AM - 3:00 PM	SPR
08/02	08/02/19	OLL	9:00 AM - 5:00 PM	DTC
08/02	08/02/19	OLL	9:00 AM - 5:00 PM	SPR
08/22	08/22/19	OLL	7:00 AM - 3:00 PM	SPR
08/22	08/22/19	OLL	7:00 AM - 3:00 PM	DTC
09/10	09/10/19	OLL	7:00 AM - 3:00 PM	SPR
09/10	09/10/19	OLL	7:00 AM - 3:00 PM	DTC
10/31	10/31/19	OLL	9:00 AM - 5:00 PM	DTC
10/31	10/31/19	OLL	9:00 AM - 5:00 PM	SPR
12/17	12/17/19	OLL	7:00 AM - 3:00 PM	DTC
12/17	12/17/19	OLL	7:00 AM - 3:00 PM	SPR

PowerPoint 2016 - Part 1 / 295 USD / Days: 1

In this course, students will use PowerPoint 2016 to begin creating engaging, dynamic multimedia presentations.

05/29	05/29/19	OLL	7:00 AM - 3:00 PM	DTC
05/29	05/29/19	OLL	7:00 AM - 3:00 PM	SPR
05/31	05/31/19	OLL	7:00 AM - 3:00 PM	DTC
05/31	05/31/19	OLL	7:00 AM - 3:00 PM	SPR
06/03	06/03/19	OLL	9:00 AM - 5:00 PM	SPR
06/03	06/03/19	OLL	9:00 AM - 5:00 PM	DTC
06/05	06/05/19	OLL	7:00 AM - 3:00 PM	DTC
06/05	06/05/19	OLL	7:00 AM - 3:00 PM	SPR
06/11	06/11/19	OLL	7:00 AM - 3:00 PM	DTC
06/11	06/11/19	OLL	7:00 AM - 3:00 PM	SPR
06/18	06/18/19	OLL	7:00 AM - 3:00 PM	DTC
06/18	06/18/19	OLL	7:00 AM - 3:00 PM	SPR
06/19	06/19/19	OLL	7:00 AM - 3:00 PM	SPR
06/19	06/19/19	OLL	7:00 AM - 3:00 PM	DTC
06/24	06/24/19	OLL	9:00 AM - 5:00 PM	DTC
06/24	06/24/19	OLL	9:00 AM - 5:00 PM	SPR
06/28	06/28/19	OLL	7:00 AM - 3:00 PM	DTC
06/28	06/28/19	OLL	7:00 AM - 3:00 PM	SPR
07/03	07/03/19	OLL	7:00 AM - 3:00 PM	DTC
07/03	07/03/19	OLL	7:00 AM - 3:00 PM	SPR
07/08	07/08/19	OLL	7:00 AM - 3:00 PM	DTC
07/08	07/08/19	OLL	7:00 AM - 3:00 PM	SPR

Office Star

PowerPoint 2016 - Part 1 / 295 USD / Days: 1

In this course, students will use PowerPoint 2016 to begin creating engaging, dynamic multimedia presentations.

07/09 · 07/09/19	OLL	7:00 AM - 3:00 PM	DTC
07/09 · 07/09/19	OLL	7:00 AM - 3:00 PM	SPR
07/18 · 07/18/19	OLL	7:00 AM - 3:00 PM	DTC
07/18 · 07/18/19	OLL	7:00 AM - 3:00 PM	SPR
07/18 · 07/18/19	OLL	9:00 AM - 5:00 PM	DTC
07/18 · 07/18/19	OLL	9:00 AM - 5:00 PM	SPR
07/19 · 07/19/19	OLL	7:00 AM - 3:00 PM	SPR
07/19 · 07/19/19	OLL	7:00 AM - 3:00 PM	DTC
07/22 · 07/22/19	OLL	9:00 AM - 5:00 PM	DTC
07/22 · 07/22/19	OLL	9:00 AM - 5:00 PM	SPR
07/25 · 07/25/19	OLL	7:00 AM - 3:00 PM	SPR
07/25 · 07/25/19	OLL	7:00 AM - 3:00 PM	DTC
07/25 · 07/25/19	OLL	7:00 AM - 3:00 PM	SPR
07/25 · 07/25/19	OLL	7:00 AM - 3:00 PM	DTC
07/31 · 07/31/19	OLL	7:00 AM - 3:00 PM	SPR
07/31 · 07/31/19	OLL	7:00 AM - 3:00 PM	DTC
08/01 · 08/01/19	OLL	7:00 AM - 3:00 PM	SPR
08/01 · 08/01/19	OLL	7:00 AM - 3:00 PM	DTC
08/07 · 08/07/19	OLL	7:00 AM - 3:00 PM	SPR
08/07 · 08/07/19	OLL	7:00 AM - 3:00 PM	DTC
08/08 · 08/08/19	OLL	7:00 AM - 3:00 PM	DTC
08/08 · 08/08/19	OLL	7:00 AM - 3:00 PM	SPR
08/09 · 08/09/19	OLL	7:00 AM - 3:00 PM	DTC
08/09 · 08/09/19	OLL	7:00 AM - 3:00 PM	SPR
08/13 · 08/13/19	OLL	7:00 AM - 3:00 PM	DTC
08/13 · 08/13/19	OLL	7:00 AM - 3:00 PM	SPR
08/19 · 08/19/19	OLL	7:00 AM - 3:00 PM	SPR
08/19 · 08/19/19	OLL	7:00 AM - 3:00 PM	DTC
08/19 · 08/19/19	OLL	7:00 AM - 3:00 PM	DTC
08/19 · 08/19/19	OLL	7:00 AM - 3:00 PM	SPR
08/26 · 08/26/19	OLL	9:00 AM - 5:00 PM	SPR
08/26 · 08/26/19	OLL	9:00 AM - 5:00 PM	DTC
08/28 · 08/28/19	OLL	7:00 AM - 3:00 PM	DTC
08/28 · 08/28/19	OLL	7:00 AM - 3:00 PM	SPR
09/03 · 09/03/19	OLL	7:00 AM - 3:00 PM	SPR
09/03 · 09/03/19	OLL	7:00 AM - 3:00 PM	SPR
09/03 · 09/03/19	OLL	7:00 AM - 3:00 PM	DTC

PowerPoint 2016 - Part 1 / 295 USD / Days: 1

In this course, students will use PowerPoint 2016 to begin creating engaging, dynamic multimedia presentations.

09/03 · 09/03/19	OLL	7:00 AM - 3:00 PM	DTC
09/09 · 09/09/19	OLL	9:00 AM - 5:00 PM	DTC
09/09 · 09/09/19	OLL	9:00 AM - 5:00 PM	SPR
09/12 · 09/12/19	OLL	7:00 AM - 3:00 PM	DTC
09/12 · 09/12/19	OLL	7:00 AM - 3:00 PM	SPR
09/16 · 09/16/19	OLL	7:00 AM - 3:00 PM	DTC
09/16 · 09/16/19	OLL	7:00 AM - 3:00 PM	SPR
09/19 · 09/19/19	OLL	7:00 AM - 3:00 PM	DTC
09/19 · 09/19/19	OLL	7:00 AM - 3:00 PM	SPR
09/23 · 09/23/19	OLL	9:00 AM - 5:00 PM	SPR
09/23 · 09/23/19	OLL	9:00 AM - 5:00 PM	DTC
09/25 · 09/25/19	OLL	7:00 AM - 3:00 PM	SPR
09/25 · 09/25/19	OLL	7:00 AM - 3:00 PM	DTC
10/01 · 10/01/19	OLL	7:00 AM - 3:00 PM	DTC
10/01 · 10/01/19	OLL	7:00 AM - 3:00 PM	SPR
10/02 · 10/02/19	OLL	7:00 AM - 3:00 PM	DTC
10/02 · 10/02/19	OLL	7:00 AM - 3:00 PM	SPR
10/07 · 10/07/19	OLL	7:00 AM - 3:00 PM	SPR
10/07 · 10/07/19	OLL	7:00 AM - 3:00 PM	DTC
10/09 · 10/09/19	OLL	7:00 AM - 3:00 PM	SPR
10/09 · 10/09/19	OLL	7:00 AM - 3:00 PM	DTC
10/14 · 10/14/19	OLL	7:00 AM - 3:00 PM	DTC
10/14 · 10/14/19	OLL	7:00 AM - 3:00 PM	SPR
10/17 · 10/17/19	OLL	7:00 AM - 3:00 PM	SPR
10/17 · 10/17/19	OLL	7:00 AM - 3:00 PM	DTC
10/22 · 10/22/19	OLL	7:00 AM - 3:00 PM	DTC
10/22 · 10/22/19	OLL	7:00 AM - 3:00 PM	SPR
10/28 · 10/28/19	OLL	9:00 AM - 5:00 PM	SPR
10/28 · 10/28/19	OLL	9:00 AM - 5:00 PM	DTC
10/31 · 10/31/19	OLL	7:00 AM - 3:00 PM	DTC
10/31 · 10/31/19	OLL	7:00 AM - 3:00 PM	SPR
11/06 · 11/06/19	OLL	7:00 AM - 3:00 PM	DTC
11/06 · 11/06/19	OLL	7:00 AM - 3:00 PM	SPR
11/07 · 11/07/19	OLL	7:00 AM - 3:00 PM	SPR
11/07 · 11/07/19	OLL	7:00 AM - 3:00 PM	DTC
11/14 · 11/14/19	OLL	7:00 AM - 3:00 PM	SPR
11/14 · 11/14/19	OLL	7:00 AM - 3:00 PM	DTC

PowerPoint 2016 - Part 1 / 295 USD / Days: 1

In this course, students will use PowerPoint 2016 to begin creating engaging, dynamic multimedia presentations.

11/15 · 11/15/19	OLL	7:00 AM - 3:00 PM	DTC
11/15 · 11/15/19	OLL	7:00 AM - 3:00 PM	SPR
11/20 · 11/20/19	OLL	7:00 AM - 3:00 PM	SPR
11/20 · 11/20/19	OLL	7:00 AM - 3:00 PM	DTC
11/25 · 11/25/19	OLL	7:00 AM - 3:00 PM	DTC
11/25 · 11/25/19	OLL	7:00 AM - 3:00 PM	DTC
11/25 · 11/25/19	OLL	7:00 AM - 3:00 PM	SPR
11/25 · 11/25/19	OLL	7:00 AM - 3:00 PM	SPR
12/03 · 12/03/19	OLL	9:00 AM - 5:00 PM	SPR
12/03 · 12/03/19	OLL	9:00 AM - 5:00 PM	DTC
12/06 · 12/06/19	OLL	7:00 AM - 3:00 PM	SPR
12/06 · 12/06/19	OLL	7:00 AM - 3:00 PM	DTC
12/10 · 12/10/19	OLL	7:00 AM - 3:00 PM	SPR
12/10 · 12/10/19	OLL	7:00 AM - 3:00 PM	DTC
12/11 · 12/11/19	OLL	7:00 AM - 3:00 PM	DTC
12/11 · 12/11/19	OLL	7:00 AM - 3:00 PM	SPR
12/17 · 12/17/19	OLL	7:00 AM - 3:00 PM	DTC
12/17 · 12/17/19	OLL	7:00 AM - 3:00 PM	SPR
12/18 · 12/18/19	OLL	7:00 AM - 3:00 PM	DTC
12/18 · 12/18/19	OLL	7:00 AM - 3:00 PM	SPR
12/23 · 12/23/19	OLL	7:00 AM - 3:00 PM	DTC
12/23 · 12/23/19	OLL	7:00 AM - 3:00 PM	SPR
12/27 · 12/27/19	OLL	7:00 AM - 3:00 PM	DTC
12/27 · 12/27/19	OLL	7:00 AM - 3:00 PM	SPR

PowerPoint 2016 - Part 2 / 295 USD / Days: 1

In this course, students learn different tools & features within PowerPoint that will help them deliver content in an informative & memorable manner. Students will create presentations that not only stand out, but also don't consume all of their time.

05/22 · 05/22/19	OLL	7:00 AM - 3:00 PM	SPR
05/22 · 05/22/19	OLL	7:00 AM - 3:00 PM	DTC
05/24 · 05/24/19	OLL	7:00 AM - 3:00 PM	SPR
05/24 · 05/24/19	OLL	7:00 AM - 3:00 PM	DTC
05/30 · 05/30/19	OLL	7:00 AM - 3:00 PM	SPR
05/30 · 05/30/19	OLL	7:00 AM - 3:00 PM	DTC
06/05 · 06/05/19	OLL	7:00 AM - 3:00 PM	DTC
06/05 · 06/05/19	OLL	7:00 AM - 3:00 PM	SPR
06/10 · 06/10/19	OLL	7:00 AM - 3:00 PM	DTC

Office Star

PowerPoint 2016 - Part 2 / 295 USD / Days: 1

In this course, students learn different tools & features within PowerPoint that will help them deliver content in an informative & memorable manner. Students will create presentations that not only stand out, but also don't consume all of their time.

06/10	06/10/19	OLL	7:00 AM - 3:00 PM	SPR
06/13	06/13/19	OLL	7:00 AM - 3:00 PM	SPR
06/13	06/13/19	OLL	7:00 AM - 3:00 PM	DTC
06/14	06/14/19	OLL	7:00 AM - 3:00 PM	SPR
06/14	06/14/19	OLL	7:00 AM - 3:00 PM	DTC
06/20	06/20/19	OLL	7:00 AM - 3:00 PM	SPR
06/20	06/20/19	OLL	7:00 AM - 3:00 PM	DTC
06/21	06/21/19	OLL	7:00 AM - 3:00 PM	DTC
06/21	06/21/19	OLL	7:00 AM - 3:00 PM	SPR
06/24	06/24/19	OLL	7:00 AM - 3:00 PM	SPR
06/24	06/24/19	OLL	7:00 AM - 3:00 PM	DTC
07/11	07/11/19	OLL	7:00 AM - 3:00 PM	SPR
07/11	07/11/19	OLL	7:00 AM - 3:00 PM	DTC
07/15	07/15/19	OLL	7:00 AM - 3:00 PM	DTC
07/15	07/15/19	OLL	7:00 AM - 3:00 PM	SPR
07/16	07/16/19	OLL	7:00 AM - 3:00 PM	SPR
07/16	07/16/19	OLL	7:00 AM - 3:00 PM	DTC
07/23	07/23/19	OLL	9:00 AM - 5:00 PM	DTC
07/23	07/23/19	OLL	9:00 AM - 5:00 PM	SPR
07/30	07/30/19	OLL	7:00 AM - 3:00 PM	SPR
07/30	07/30/19	OLL	7:00 AM - 3:00 PM	DTC
08/01	08/01/19	OLL	7:00 AM - 3:00 PM	DTC
08/01	08/01/19	OLL	7:00 AM - 3:00 PM	SPR
08/05	08/05/19	OLL	7:00 AM - 3:00 PM	SPR
08/05	08/05/19	OLL	7:00 AM - 3:00 PM	DTC
08/08	08/08/19	OLL	7:00 AM - 3:00 PM	DTC
08/08	08/08/19	OLL	7:00 AM - 3:00 PM	SPR
08/13	08/13/19	OLL	7:00 AM - 3:00 PM	SPR
08/13	08/13/19	OLL	7:00 AM - 3:00 PM	DTC
08/13	08/13/19	OLL	7:00 AM - 3:00 PM	SPR
08/13	08/13/19	OLL	7:00 AM - 3:00 PM	DTC
08/16	08/16/19	OLL	9:00 AM - 5:00 PM	DTC
08/16	08/16/19	OLL	9:00 AM - 5:00 PM	SPR
08/21	08/21/19	OLL	7:00 AM - 3:00 PM	DTC
08/21	08/21/19	OLL	7:00 AM - 3:00 PM	SPR
08/26	08/26/19	OLL	7:00 AM - 3:00 PM	DTC

PowerPoint 2016 - Part 2 / 295 USD / Days: 1

In this course, students learn different tools & features within PowerPoint that will help them deliver content in an informative & memorable manner. Students will create presentations that not only stand out, but also don't consume all of their time.

08/26	08/26/19	OLL	7:00 AM - 3:00 PM	SPR
08/30	08/30/19	OLL	9:00 AM - 5:00 PM	SPR
08/30	08/30/19	OLL	9:00 AM - 5:00 PM	DTC
09/06	09/06/19	OLL	7:00 AM - 3:00 PM	DTC
09/06	09/06/19	OLL	7:00 AM - 3:00 PM	SPR
09/11	09/11/19	OLL	7:00 AM - 3:00 PM	SPR
09/11	09/11/19	OLL	7:00 AM - 3:00 PM	DTC
09/16	09/16/19	OLL	7:00 AM - 3:00 PM	SPR
09/16	09/16/19	OLL	7:00 AM - 3:00 PM	DTC
09/18	09/18/19	OLL	7:00 AM - 3:00 PM	DTC
09/18	09/18/19	OLL	7:00 AM - 3:00 PM	SPR
09/26	09/26/19	OLL	7:00 AM - 3:00 PM	SPR
09/26	09/26/19	OLL	7:00 AM - 3:00 PM	DTC
09/27	09/27/19	OLL	9:00 AM - 5:00 PM	SPR
09/27	09/27/19	OLL	9:00 AM - 5:00 PM	DTC
10/03	10/03/19	OLL	7:00 AM - 3:00 PM	SPR
10/03	10/03/19	OLL	7:00 AM - 3:00 PM	DTC
10/04	10/04/19	OLL	7:00 AM - 3:00 PM	DTC
10/04	10/04/19	OLL	7:00 AM - 3:00 PM	SPR
10/10	10/10/19	OLL	7:00 AM - 3:00 PM	DTC
10/10	10/10/19	OLL	7:00 AM - 3:00 PM	SPR
10/14	10/14/19	OLL	7:00 AM - 3:00 PM	DTC
10/14	10/14/19	OLL	7:00 AM - 3:00 PM	SPR
10/16	10/16/19	OLL	7:00 AM - 3:00 PM	SPR
10/16	10/16/19	OLL	7:00 AM - 3:00 PM	DTC
10/21	10/21/19	OLL	9:00 AM - 5:00 PM	DTC
10/21	10/21/19	OLL	9:00 AM - 5:00 PM	SPR
10/22	10/22/19	OLL	7:00 AM - 3:00 PM	DTC
10/22	10/22/19	OLL	7:00 AM - 3:00 PM	SPR
10/25	10/25/19	OLL	7:00 AM - 3:00 PM	DTC
10/25	10/25/19	OLL	7:00 AM - 3:00 PM	SPR
11/01	11/01/19	OLL	9:00 AM - 5:00 PM	DTC
11/01	11/01/19	OLL	9:00 AM - 5:00 PM	SPR
11/06	11/06/19	OLL	7:00 AM - 3:00 PM	SPR
11/06	11/06/19	OLL	7:00 AM - 3:00 PM	DTC
11/11	11/11/19	OLL	7:00 AM - 3:00 PM	SPR

PowerPoint 2016 - Part 2 / 295 USD / Days: 1

In this course, students learn different tools & features within PowerPoint that will help them deliver content in an informative & memorable manner. Students will create presentations that not only stand out, but also don't consume all of their time.

11/11	11/11/19	OLL	7:00 AM - 3:00 PM	DTC
11/12	11/12/19	OLL	7:00 AM - 3:00 PM	SPR
11/12	11/12/19	OLL	7:00 AM - 3:00 PM	DTC
11/20	11/20/19	OLL	7:00 AM - 3:00 PM	SPR
11/20	11/20/19	OLL	7:00 AM - 3:00 PM	DTC
11/21	11/21/19	OLL	7:00 AM - 3:00 PM	SPR
11/21	11/21/19	OLL	7:00 AM - 3:00 PM	DTC
11/27	11/27/19	OLL	7:00 AM - 3:00 PM	DTC
11/27	11/27/19	OLL	7:00 AM - 3:00 PM	SPR
12/05	12/05/19	OLL	7:00 AM - 3:00 PM	DTC
12/05	12/05/19	OLL	7:00 AM - 3:00 PM	SPR
12/06	12/06/19	OLL	9:00 AM - 5:00 PM	DTC
12/06	12/06/19	OLL	9:00 AM - 5:00 PM	SPR
12/10	12/10/19	OLL	7:00 AM - 3:00 PM	DTC
12/10	12/10/19	OLL	7:00 AM - 3:00 PM	SPR
12/16	12/16/19	OLL	7:00 AM - 3:00 PM	DTC
12/16	12/16/19	OLL	7:00 AM - 3:00 PM	SPR
12/20	12/20/19	OLL	7:00 AM - 3:00 PM	SPR
12/20	12/20/19	OLL	7:00 AM - 3:00 PM	DTC
12/23	12/23/19	OLL	7:00 AM - 3:00 PM	DTC
12/23	12/23/19	OLL	7:00 AM - 3:00 PM	SPR
12/30	12/30/19	OLL	7:00 AM - 3:00 PM	SPR
12/30	12/30/19	OLL	7:00 AM - 3:00 PM	DTC

Microsoft Project

Project 2010 - Level 1 / 395 USD / Days: 1

In this course, students will create and manage a project schedule using Microsoft® Project 2010.

05/22	05/22/19	ILT	7:00 AM - 3:00 PM	SPR
05/22	05/22/19	OLL	7:00 AM - 3:00 PM	SPR
05/22	05/22/19	OLL	7:00 AM - 3:00 PM	DTC
05/22	05/22/19	ILT	7:00 AM - 3:00 PM	DTC
07/19	07/19/19	OLL	7:00 AM - 3:00 PM	SPR
07/19	07/19/19	OLL	7:00 AM - 3:00 PM	DTC
09/20	09/20/19	OLL	7:00 AM - 3:00 PM	DTC
09/20	09/20/19	OLL	7:00 AM - 3:00 PM	SPR
11/13	11/13/19	OLL	7:00 AM - 3:00 PM	DTC

Office Star

Project 2010 - Level 1 / 395 USD / Days: 1

In this course, students will create and manage a project schedule using Microsoft® Project 2010.

11/13 · 11/13/19 **OLL** 7:00 AM - 3:00 PM SPR

Project 2010 - Level 2 / 395 USD / Days: 1

Students will manage and customize project plans during the implementation stage of a project.

06/06 · 06/06/19 **OLL** 7:00 AM - 3:00 PM DTC

06/06 · 06/06/19 **OLL** 7:00 AM - 3:00 PM SPR

07/24 · 07/24/19 **OLL** 7:00 AM - 3:00 PM DTC

07/24 · 07/24/19 **OLL** 7:00 AM - 3:00 PM SPR

09/25 · 09/25/19 **OLL** 7:00 AM - 3:00 PM DTC

09/25 · 09/25/19 **OLL** 7:00 AM - 3:00 PM SPR

11/19 · 11/19/19 **OLL** 7:00 AM - 3:00 PM DTC

11/19 · 11/19/19 **OLL** 7:00 AM - 3:00 PM SPR

Project 2013 - Part 1 / 395 USD / Days: 1

This course is designed to familiarize you with the basic features and functions of Microsoft Project Professional 2013 so that you can use it effectively and efficiently in a real-world environment.

06/11 · 06/11/19 **OLL** 7:00 AM - 3:00 PM DTC

06/11 · 06/11/19 **OLL** 7:00 AM - 3:00 PM SPR

07/31 · 07/31/19 **OLL** 7:00 AM - 3:00 PM DTC

07/31 · 07/31/19 **OLL** 7:00 AM - 3:00 PM SPR

09/24 · 09/24/19 **OLL** 9:00 AM - 5:00 PM DTC

09/24 · 09/24/19 **OLL** 9:00 AM - 5:00 PM SPR

11/21 · 11/21/19 **OLL** 7:00 AM - 3:00 PM DTC

11/21 · 11/21/19 **OLL** 7:00 AM - 3:00 PM SPR

Project 2013 - Part 2 / 395 USD / Days: 1

Students will learn the advanced features and functions of Microsoft Project Professional 2013.

05/22 · 05/22/19 **OLL** 7:00 AM - 3:00 PM DTC

05/22 · 05/22/19 **OLL** 7:00 AM - 3:00 PM SPR

06/17 · 06/17/19 **OLL** 7:00 AM - 3:00 PM SPR

06/17 · 06/17/19 **OLL** 7:00 AM - 3:00 PM DTC

08/07 · 08/07/19 **OLL** 7:00 AM - 3:00 PM SPR

08/07 · 08/07/19 **OLL** 7:00 AM - 3:00 PM DTC

09/30 · 09/30/19 **OLL** 9:00 AM - 5:00 PM SPR

09/30 · 09/30/19 **OLL** 9:00 AM - 5:00 PM DTC

11/26 · 11/26/19 **OLL** 7:00 AM - 3:00 PM DTC

11/26 · 11/26/19 **OLL** 7:00 AM - 3:00 PM SPR

Project 2016 - Part 1 / 395 USD / Days: 1

This course is designed to familiarize students with the basic features and functions of Microsoft Project Professional 2016 so they can use it effectively and efficiently in a real-world environment.

06/03 · 06/03/19 **OLL** 7:00 AM - 3:00 PM SPR

06/03 · 06/03/19 **OLL** 7:00 AM - 3:00 PM DTC

06/05 · 06/05/19 **OLL** 7:00 AM - 3:00 PM SPR

06/05 · 06/05/19 **OLL** 7:00 AM - 3:00 PM SPR

06/05 · 06/05/19 **OLL** 7:00 AM - 3:00 PM SPR

06/05 · 06/05/19 **OLL** 7:00 AM - 3:00 PM DTC

06/05 · 06/05/19 **OLL** 7:00 AM - 3:00 PM DTC

06/05 · 06/05/19 **OLL** 7:00 AM - 3:00 PM DTC

06/10 · 06/10/19 **OLL** 7:00 AM - 3:00 PM SPR

06/10 · 06/10/19 **OLL** 7:00 AM - 3:00 PM DTC

06/12 · 06/12/19 **OLL** 7:00 AM - 3:00 PM DTC

06/12 · 06/12/19 **OLL** 7:00 AM - 3:00 PM SPR

06/13 · 06/13/19 **OLL** 7:00 AM - 3:00 PM SPR

06/13 · 06/13/19 **OLL** 7:00 AM - 3:00 PM DTC

06/21 · 06/21/19 **OLL** 9:00 AM - 5:00 PM DTC

06/21 · 06/21/19 **OLL** 9:00 AM - 5:00 PM SPR

06/27 · 06/27/19 **OLL** 7:00 AM - 3:00 PM SPR

06/27 · 06/27/19 **OLL** 7:00 AM - 3:00 PM DTC

07/10 · 07/10/19 **OLL** 9:00 AM - 5:00 PM SPR

07/10 · 07/10/19 **OLL** 9:00 AM - 5:00 PM DTC

07/15 · 07/15/19 **OLL** 7:00 AM - 3:00 PM SPR

07/15 · 07/15/19 **OLL** 7:00 AM - 3:00 PM DTC

07/18 · 07/18/19 **OLL** 7:00 AM - 3:00 PM SPR

07/18 · 07/18/19 **OLL** 7:00 AM - 3:00 PM DTC

07/26 · 07/26/19 **OLL** 7:00 AM - 3:00 PM DTC

07/26 · 07/26/19 **OLL** 7:00 AM - 3:00 PM SPR

08/06 · 08/06/19 **OLL** 7:00 AM - 3:00 PM DTC

08/06 · 08/06/19 **OLL** 7:00 AM - 3:00 PM SPR

08/12 · 08/12/19 **OLL** 9:00 AM - 5:00 PM SPR

08/12 · 08/12/19 **OLL** 9:00 AM - 5:00 PM DTC

08/14 · 08/14/19 **OLL** 7:00 AM - 3:00 PM SPR

08/14 · 08/14/19 **OLL** 7:00 AM - 3:00 PM DTC

08/16 · 08/16/19 **OLL** 7:00 AM - 3:00 PM SPR

08/16 · 08/16/19 **OLL** 7:00 AM - 3:00 PM DTC

08/19 · 08/19/19 **OLL** 7:00 AM - 3:00 PM SPR

08/19 · 08/19/19 **OLL** 7:00 AM - 3:00 PM DTC

08/23 · 08/23/19 **OLL** 9:00 AM - 5:00 PM SPR

Project 2016 - Part 1 / 395 USD / Days: 1

This course is designed to familiarize students with the basic features and functions of Microsoft Project Professional 2016 so they can use it effectively and efficiently in a real-world environment.

08/23 · 08/23/19 **OLL** 9:00 AM - 5:00 PM DTC

08/30 · 08/30/19 **OLL** 7:00 AM - 3:00 PM SPR

08/30 · 08/30/19 **OLL** 7:00 AM - 3:00 PM DTC

09/03 · 09/03/19 **OLL** 7:00 AM - 3:00 PM DTC

09/03 · 09/03/19 **OLL** 7:00 AM - 3:00 PM SPR

09/11 · 09/11/19 **OLL** 7:00 AM - 3:00 PM SPR

09/11 · 09/11/19 **OLL** 7:00 AM - 3:00 PM DTC

09/16 · 09/16/19 **OLL** 7:00 AM - 3:00 PM SPR

09/16 · 09/16/19 **OLL** 7:00 AM - 3:00 PM DTC

09/19 · 09/19/19 **OLL** 7:00 AM - 3:00 PM SPR

09/19 · 09/19/19 **OLL** 7:00 AM - 3:00 PM DTC

09/27 · 09/27/19 **OLL** 9:00 AM - 5:00 PM SPR

09/27 · 09/27/19 **OLL** 9:00 AM - 5:00 PM DTC

10/01 · 10/01/19 **OLL** 9:00 AM - 5:00 PM DTC

10/01 · 10/01/19 **OLL** 9:00 AM - 5:00 PM SPR

10/08 · 10/08/19 **OLL** 7:00 AM - 3:00 PM SPR

10/08 · 10/08/19 **OLL** 7:00 AM - 3:00 PM DTC

10/11 · 10/11/19 **OLL** 7:00 AM - 3:00 PM DTC

10/11 · 10/11/19 **OLL** 7:00 AM - 3:00 PM SPR

10/16 · 10/16/19 **OLL** 7:00 AM - 3:00 PM SPR

10/16 · 10/16/19 **OLL** 7:00 AM - 3:00 PM DTC

10/24 · 10/24/19 **OLL** 7:00 AM - 3:00 PM DTC

10/24 · 10/24/19 **OLL** 7:00 AM - 3:00 PM SPR

10/24 · 10/24/19 **OLL** 7:00 AM - 3:00 PM DTC

11/01 · 11/01/19 **OLL** 7:00 AM - 3:00 PM DTC

11/01 · 11/01/19 **OLL** 7:00 AM - 3:00 PM SPR

11/01 · 11/01/19 **OLL** 7:00 AM - 3:00 PM SPR

11/01 · 11/01/19 **OLL** 7:00 AM - 3:00 PM DTC

11/08 · 11/08/19 **OLL** 9:00 AM - 5:00 PM DTC

11/08 · 11/08/19 **OLL** 9:00 AM - 5:00 PM SPR

11/14 · 11/14/19 **OLL** 7:00 AM - 3:00 PM SPR

11/14 · 11/14/19 **OLL** 7:00 AM - 3:00 PM DTC

11/18 · 11/18/19 **OLL** 7:00 AM - 3:00 PM DTC

11/18 · 11/18/19 **OLL** 7:00 AM - 3:00 PM SPR

11/25 · 11/25/19 **OLL** 7:00 AM - 3:00 PM SPR

11/25 · 11/25/19 **OLL** 7:00 AM - 3:00 PM DTC

Office Star

Project 2016 - Part 1 / 395 USD / Days: 1

This course is designed to familiarize students with the basic features and functions of Microsoft Project Professional 2016 so they can use it effectively and efficiently in a real-world environment.

12/02	12/02/19	OLL	7:00 AM - 3:00 PM	SPR
12/02	12/02/19	OLL	7:00 AM - 3:00 PM	DTC
12/03	12/03/19	OLL	7:00 AM - 3:00 PM	SPR
12/03	12/03/19	OLL	7:00 AM - 3:00 PM	DTC
12/12	12/12/19	OLL	9:00 AM - 5:00 PM	SPR
12/12	12/12/19	OLL	9:00 AM - 5:00 PM	DTC
12/13	12/13/19	OLL	7:00 AM - 3:00 PM	SPR
12/13	12/13/19	OLL	7:00 AM - 3:00 PM	DTC
12/20	12/20/19	OLL	9:00 AM - 5:00 PM	DTC
12/20	12/20/19	OLL	9:00 AM - 5:00 PM	SPR
12/23	12/23/19	OLL	7:00 AM - 3:00 PM	SPR
12/23	12/23/19	OLL	7:00 AM - 3:00 PM	DTC

Project 2016 - Part 2 / 395 USD / Days: 1

This course covers the skills a project manager needs to update a project plan during the execution, monitoring, and controlling phases of a project. This course will enable students to manage the project so that it is completed on time & within budget.

05/30	05/30/19	OLL	7:00 AM - 3:00 PM	SPR
05/30	05/30/19	OLL	7:00 AM - 3:00 PM	DTC
06/10	06/10/19	OLL	7:00 AM - 3:00 PM	SPR
06/10	06/10/19	OLL	7:00 AM - 3:00 PM	DTC
06/10	06/10/19	OLL	7:00 AM - 3:00 PM	SPR
06/10	06/10/19	OLL	7:00 AM - 3:00 PM	DTC
06/18	06/18/19	OLL	7:00 AM - 3:00 PM	SPR
06/18	06/18/19	OLL	7:00 AM - 3:00 PM	DTC
06/19	06/19/19	OLL	7:00 AM - 3:00 PM	SPR
06/19	06/19/19	OLL	7:00 AM - 3:00 PM	DTC
06/25	06/25/19	OLL	7:00 AM - 3:00 PM	SPR
06/25	06/25/19	OLL	7:00 AM - 3:00 PM	DTC
07/01	07/01/19	OLL	7:00 AM - 3:00 PM	DTC
07/01	07/01/19	OLL	7:00 AM - 3:00 PM	SPR
07/11	07/11/19	OLL	7:00 AM - 3:00 PM	SPR
07/11	07/11/19	OLL	7:00 AM - 3:00 PM	DTC
07/16	07/16/19	OLL	9:00 AM - 5:00 PM	SPR
07/16	07/16/19	OLL	9:00 AM - 5:00 PM	DTC
07/30	07/30/19	OLL	7:00 AM - 3:00 PM	DTC
07/30	07/30/19	OLL	7:00 AM - 3:00 PM	SPR

Project 2016 - Part 2 / 395 USD / Days: 1

This course covers the skills a project manager needs to update a project plan during the execution, monitoring, and controlling phases of a project. This course will enable students to manage the project so that it is completed on time & within budget.

08/09	08/09/19	OLL	7:00 AM - 3:00 PM	DTC
08/09	08/09/19	OLL	7:00 AM - 3:00 PM	SPR
08/20	08/20/19	OLL	7:00 AM - 3:00 PM	DTC
08/20	08/20/19	OLL	7:00 AM - 3:00 PM	SPR
08/20	08/20/19	OLL	9:00 AM - 5:00 PM	DTC
08/20	08/20/19	OLL	9:00 AM - 5:00 PM	SPR
08/26	08/26/19	OLL	7:00 AM - 3:00 PM	SPR
08/26	08/26/19	OLL	7:00 AM - 3:00 PM	DTC
08/28	08/28/19	OLL	9:00 AM - 5:00 PM	DTC
08/28	08/28/19	OLL	9:00 AM - 5:00 PM	SPR
09/09	09/09/19	OLL	7:00 AM - 3:00 PM	SPR
09/09	09/09/19	OLL	7:00 AM - 3:00 PM	DTC
09/16	09/16/19	OLL	7:00 AM - 3:00 PM	DTC
09/16	09/16/19	OLL	7:00 AM - 3:00 PM	SPR
09/23	09/23/19	OLL	7:00 AM - 3:00 PM	DTC
09/23	09/23/19	OLL	7:00 AM - 3:00 PM	SPR
09/23	09/23/19	OLL	7:00 AM - 3:00 PM	DTC
09/23	09/23/19	OLL	7:00 AM - 3:00 PM	SPR
10/03	10/03/19	OLL	9:00 AM - 5:00 PM	DTC
10/03	10/03/19	OLL	9:00 AM - 5:00 PM	SPR
10/11	10/11/19	OLL	7:00 AM - 3:00 PM	DTC
10/11	10/11/19	OLL	7:00 AM - 3:00 PM	SPR
10/16	10/16/19	OLL	9:00 AM - 5:00 PM	SPR
10/16	10/16/19	OLL	9:00 AM - 5:00 PM	DTC
10/21	10/21/19	OLL	7:00 AM - 3:00 PM	DTC
10/21	10/21/19	OLL	7:00 AM - 3:00 PM	DTC
10/21	10/21/19	OLL	7:00 AM - 3:00 PM	SPR
10/21	10/21/19	OLL	7:00 AM - 3:00 PM	SPR
10/29	10/29/19	OLL	7:00 AM - 3:00 PM	SPR
10/29	10/29/19	OLL	7:00 AM - 3:00 PM	DTC
11/13	11/13/19	OLL	9:00 AM - 5:00 PM	SPR
11/13	11/13/19	OLL	9:00 AM - 5:00 PM	DTC
11/14	11/14/19	OLL	7:00 AM - 3:00 PM	DTC
11/14	11/14/19	OLL	7:00 AM - 3:00 PM	SPR
11/20	11/20/19	OLL	7:00 AM - 3:00 PM	SPR
11/20	11/20/19	OLL	7:00 AM - 3:00 PM	DTC

Project 2016 - Part 2 / 395 USD / Days: 1

This course covers the skills a project manager needs to update a project plan during the execution, monitoring, and controlling phases of a project. This course will enable students to manage the project so that it is completed on time & within budget.

11/25	11/25/19	OLL	7:00 AM - 3:00 PM	SPR
11/25	11/25/19	OLL	7:00 AM - 3:00 PM	DTC
11/27	11/27/19	OLL	7:00 AM - 3:00 PM	DTC
11/27	11/27/19	OLL	7:00 AM - 3:00 PM	SPR
12/09	12/09/19	OLL	7:00 AM - 3:00 PM	DTC
12/09	12/09/19	OLL	7:00 AM - 3:00 PM	SPR
12/11	12/11/19	OLL	7:00 AM - 3:00 PM	SPR
12/11	12/11/19	OLL	7:00 AM - 3:00 PM	DTC
12/18	12/18/19	OLL	9:00 AM - 9:00 PM	SPR
12/18	12/18/19	OLL	9:00 AM - 9:00 PM	DTC
12/27	12/27/19	OLL	9:00 AM - 5:00 PM	SPR
12/27	12/27/19	OLL	9:00 AM - 5:00 PM	DTC
12/30	12/30/19	OLL	7:00 AM - 3:00 PM	SPR
12/30	12/30/19	OLL	7:00 AM - 3:00 PM	DTC
12/30	12/30/19	OLL	7:00 AM - 3:00 PM	DTC
12/30	12/30/19	OLL	7:00 AM - 3:00 PM	SPR

Microsoft Visio

Visio 2016: Part 1 / 395 USD / Days: 1

This course provides students with a tool to easily create a professional-looking visual product. Students will create visually engaging diagrams, maps, and drawings, using graphical elements to make information easier to comprehend.

06/07	06/07/19	OLL	7:00 AM - 3:00 PM	SPR
06/07	06/07/19	OLL	7:00 AM - 3:00 PM	DTC
06/14	06/14/19	OLL	7:00 AM - 3:00 PM	DTC
06/14	06/14/19	OLL	7:00 AM - 3:00 PM	SPR
07/10	07/10/19	OLL	7:00 AM - 3:00 PM	SPR
07/10	07/10/19	OLL	7:00 AM - 3:00 PM	DTC
07/11	07/11/19	OLL	7:00 AM - 3:00 PM	SPR
07/11	07/11/19	OLL	7:00 AM - 3:00 PM	DTC
07/15	07/15/19	OLL	7:00 AM - 3:00 PM	DTC
07/15	07/15/19	OLL	7:00 AM - 3:00 PM	SPR
07/30	07/30/19	OLL	7:00 AM - 3:00 PM	SPR
07/30	07/30/19	OLL	7:00 AM - 3:00 PM	DTC
08/06	08/06/19	OLL	7:00 AM - 3:00 PM	SPR
08/06	08/06/19	OLL	7:00 AM - 3:00 PM	DTC
08/16	08/16/19	OLL	7:00 AM - 3:00 PM	SPR

Office Star

Visio 2016: Part 1 / 395 USD / Days: 1

This course provides students with a tool to easily create a professional-looking visual product. Students will create visually engaging diagrams, maps, and drawings, using graphical elements to make information easier to comprehend.

08/16	·	08/16/19	OLL	7:00 AM - 3:00 PM	DTC
08/20	·	08/20/19	OLL	7:00 AM - 3:00 PM	DTC
08/20	·	08/20/19	OLL	7:00 AM - 3:00 PM	SPR
09/05	·	09/05/19	OLL	7:00 AM - 3:00 PM	DTC
09/05	·	09/05/19	OLL	7:00 AM - 3:00 PM	SPR
09/13	·	09/13/19	OLL	7:00 AM - 3:00 PM	SPR
09/13	·	09/13/19	OLL	7:00 AM - 3:00 PM	DTC
09/25	·	09/25/19	OLL	7:00 AM - 3:00 PM	SPR
09/25	·	09/25/19	OLL	7:00 AM - 3:00 PM	DTC
09/27	·	09/27/19	OLL	7:00 AM - 3:00 PM	DTC
09/27	·	09/27/19	OLL	7:00 AM - 3:00 PM	SPR
10/08	·	10/08/19	OLL	7:00 AM - 3:00 PM	DTC
10/08	·	10/08/19	OLL	7:00 AM - 3:00 PM	SPR
10/15	·	10/15/19	OLL	7:00 AM - 3:00 PM	SPR
10/15	·	10/15/19	OLL	7:00 AM - 3:00 PM	DTC
10/15	·	10/15/19	OLL	7:00 AM - 3:00 PM	SPR
10/15	·	10/15/19	OLL	7:00 AM - 3:00 PM	DTC
11/04	·	11/04/19	OLL	7:00 AM - 3:00 PM	DTC
11/04	·	11/04/19	OLL	7:00 AM - 3:00 PM	SPR
11/04	·	11/04/19	OLL	7:00 AM - 3:00 PM	SPR
11/04	·	11/04/19	OLL	7:00 AM - 3:00 PM	DTC
11/11	·	11/11/19	OLL	7:00 AM - 3:00 PM	SPR
11/11	·	11/11/19	OLL	7:00 AM - 3:00 PM	DTC
11/25	·	11/25/19	OLL	7:00 AM - 3:00 PM	DTC
11/25	·	11/25/19	OLL	7:00 AM - 3:00 PM	SPR
12/10	·	12/10/19	OLL	7:00 AM - 3:00 PM	SPR
12/10	·	12/10/19	OLL	7:00 AM - 3:00 PM	DTC
12/12	·	12/12/19	OLL	7:00 AM - 3:00 PM	SPR
12/12	·	12/12/19	OLL	7:00 AM - 3:00 PM	DTC
12/13	·	12/13/19	OLL	7:00 AM - 3:00 PM	SPR
12/13	·	12/13/19	OLL	7:00 AM - 3:00 PM	DTC

Visio 2016: Part 2 / 395 USD / Days: 1

In Microsoft® Visio® 2016 : Part 2, students will learn about more advanced features, making themselves more efficient and effective as a Visio user.

05/29	·	05/29/19	OLL	7:00 AM - 3:00 PM	DTC
05/29	·	05/29/19	OLL	7:00 AM - 3:00 PM	SPR
06/12	·	06/12/19	OLL	7:00 AM - 3:00 PM	DTC

Visio 2016: Part 2 / 395 USD / Days: 1

In Microsoft® Visio® 2016 : Part 2, students will learn about more advanced features, making themselves more efficient and effective as a Visio user.

06/12	·	06/12/19	OLL	7:00 AM - 3:00 PM	SPR
06/21	·	06/21/19	OLL	7:00 AM - 3:00 PM	SPR
06/21	·	06/21/19	OLL	7:00 AM - 3:00 PM	DTC
07/16	·	07/16/19	OLL	7:00 AM - 3:00 PM	DTC
07/16	·	07/16/19	OLL	7:00 AM - 3:00 PM	SPR
07/24	·	07/24/19	OLL	7:00 AM - 3:00 PM	SPR
07/24	·	07/24/19	OLL	7:00 AM - 3:00 PM	DTC
08/13	·	08/13/19	OLL	7:00 AM - 3:00 PM	SPR
08/13	·	08/13/19	OLL	7:00 AM - 3:00 PM	DTC
08/23	·	08/23/19	OLL	7:00 AM - 3:00 PM	DTC
08/23	·	08/23/19	OLL	7:00 AM - 3:00 PM	SPR
08/26	·	08/26/19	OLL	7:00 AM - 3:00 PM	SPR
08/26	·	08/26/19	OLL	7:00 AM - 3:00 PM	DTC
09/20	·	09/20/19	OLL	7:00 AM - 3:00 PM	SPR
09/20	·	09/20/19	OLL	7:00 AM - 3:00 PM	DTC
10/02	·	10/02/19	OLL	7:00 AM - 3:00 PM	SPR
10/02	·	10/02/19	OLL	7:00 AM - 3:00 PM	DTC
10/15	·	10/15/19	OLL	7:00 AM - 3:00 PM	DTC
10/15	·	10/15/19	OLL	7:00 AM - 3:00 PM	SPR
10/25	·	10/25/19	OLL	7:00 AM - 3:00 PM	DTC
10/25	·	10/25/19	OLL	7:00 AM - 3:00 PM	SPR
10/28	·	10/28/19	OLL	7:00 AM - 3:00 PM	DTC
10/28	·	10/28/19	OLL	7:00 AM - 3:00 PM	SPR
11/15	·	11/15/19	OLL	7:00 AM - 3:00 PM	DTC
11/15	·	11/15/19	OLL	7:00 AM - 3:00 PM	SPR
11/15	·	11/15/19	OLL	7:00 AM - 3:00 PM	DTC
11/15	·	11/15/19	OLL	7:00 AM - 3:00 PM	SPR
11/25	·	11/25/19	OLL	7:00 AM - 3:00 PM	DTC
11/25	·	11/25/19	OLL	7:00 AM - 3:00 PM	SPR
12/17	·	12/17/19	OLL	7:00 AM - 3:00 PM	DTC
12/17	·	12/17/19	OLL	7:00 AM - 3:00 PM	SPR
12/19	·	12/19/19	OLL	7:00 AM - 3:00 PM	SPR
12/19	·	12/19/19	OLL	7:00 AM - 3:00 PM	DTC
12/23	·	12/23/19	OLL	7:00 AM - 3:00 PM	DTC
12/23	·	12/23/19	OLL	7:00 AM - 3:00 PM	SPR

Visio Professional 2013 - Part 1 / 395 USD / Days: 1

Visio provides students with an intuitive, customizable tool to easily create a professional-looking visual product by using its extensive gallery of shapes.

06/13	·	06/13/19	OLL	7:00 AM - 3:00 PM	SPR
06/13	·	06/13/19	OLL	7:00 AM - 3:00 PM	DTC
08/13	·	08/13/19	OLL	7:00 AM - 3:00 PM	SPR
08/13	·	08/13/19	OLL	7:00 AM - 3:00 PM	DTC
10/08	·	10/08/19	OLL	7:00 AM - 3:00 PM	SPR
10/08	·	10/08/19	OLL	7:00 AM - 3:00 PM	DTC
12/05	·	12/05/19	OLL	7:00 AM - 3:00 PM	SPR
12/05	·	12/05/19	OLL	7:00 AM - 3:00 PM	DTC

Visio Professional 2013 - Part 2 / 395 USD / Days: 1

In this course, students will learn about more advanced features—making students more efficient and effective Visio users.

07/19	·	07/19/19	OLL	7:00 AM - 3:00 PM	SPR
07/19	·	07/19/19	OLL	7:00 AM - 3:00 PM	DTC
09/09	·	09/09/19	OLL	7:00 AM - 3:00 PM	DTC
09/09	·	09/09/19	OLL	7:00 AM - 3:00 PM	SPR
11/07	·	11/07/19	OLL	7:00 AM - 3:00 PM	SPR
11/07	·	11/07/19	OLL	7:00 AM - 3:00 PM	DTC
12/23	·	12/23/19	OLL	7:00 AM - 3:00 PM	DTC
12/23	·	12/23/19	OLL	7:00 AM - 3:00 PM	SPR

Microsoft Windows

Using Microsoft Windows 10 / 295 USD / Days: 1

In this course, students will learn the features and functionality of the Windows 10 operating system for professional and personal use.

05/31	·	05/31/19	ILT	7:00 AM - 3:00 PM	SPR
05/31	·	05/31/19	ILT	7:00 AM - 3:00 PM	DTC
06/11	·	06/11/19	OLL	9:00 AM - 5:00 PM	DTC
06/11	·	06/11/19	OLL	9:00 AM - 5:00 PM	SPR
06/20	·	06/20/19	OLL	9:00 AM - 5:00 PM	DTC
06/20	·	06/20/19	OLL	9:00 AM - 5:00 PM	SPR
07/02	·	07/02/19	OLL	7:00 AM - 3:00 PM	SPR
07/02	·	07/02/19	OLL	7:00 AM - 3:00 PM	DTC
07/11	·	07/11/19	OLL	7:00 AM - 3:00 PM	SPR
07/11	·	07/11/19	OLL	7:00 AM - 3:00 PM	DTC
08/07	·	08/07/19	OLL	9:00 AM - 5:00 PM	SPR
08/07	·	08/07/19	OLL	9:00 AM - 5:00 PM	DTC
08/15	·	08/15/19	OLL	9:00 AM - 5:00 PM	SPR

Office Star

Using Microsoft Windows 10 / 295 USD / Days: 1

In this course, students will learn the features and functionality of the Windows 10 operating system for professional and personal use.

08/15	·	08/15/19	OLL	9:00 AM - 5:00 PM	DTC
09/03	·	09/03/19	OLL	7:00 AM - 3:00 PM	DTC
09/03	·	09/03/19	OLL	7:00 AM - 3:00 PM	SPR
09/04	·	09/04/19	OLL	7:00 AM - 3:00 PM	DTC
09/04	·	09/04/19	OLL	7:00 AM - 3:00 PM	SPR
09/30	·	09/30/19	OLL	7:00 AM - 3:00 PM	DTC
09/30	·	09/30/19	OLL	7:00 AM - 3:00 PM	SPR
10/23	·	10/23/19	OLL	9:00 AM - 5:00 PM	DTC
10/23	·	10/23/19	OLL	9:00 AM - 5:00 PM	SPR
10/29	·	10/29/19	OLL	7:00 AM - 3:00 PM	DTC
10/29	·	10/29/19	OLL	7:00 AM - 3:00 PM	SPR
11/15	·	11/15/19	OLL	7:00 AM - 3:00 PM	DTC
11/15	·	11/15/19	OLL	7:00 AM - 3:00 PM	SPR
12/13	·	12/13/19	OLL	7:00 AM - 3:00 PM	SPR
12/13	·	12/13/19	OLL	7:00 AM - 3:00 PM	DTC

Microsoft Word

Word 2010 - Part 1 / 295 USD / Days: 1

In this course, you'll learn how to use Word 2010 to create and edit simple documents; format documents; add tables and lists; add design elements and layout options; and proof documents.

06/11	·	06/11/19	OLL	7:00 AM - 3:00 PM	DTC
06/11	·	06/11/19	OLL	7:00 AM - 3:00 PM	SPR
07/12	·	07/12/19	OLL	7:00 AM - 3:00 PM	SPR
07/12	·	07/12/19	OLL	7:00 AM - 3:00 PM	DTC
08/15	·	08/15/19	OLL	7:00 AM - 3:00 PM	DTC
08/15	·	08/15/19	OLL	7:00 AM - 3:00 PM	SPR
09/17	·	09/17/19	OLL	7:00 AM - 3:00 PM	SPR
09/17	·	09/17/19	OLL	7:00 AM - 3:00 PM	DTC
10/14	·	10/14/19	OLL	7:00 AM - 3:00 PM	SPR
10/14	·	10/14/19	OLL	7:00 AM - 3:00 PM	DTC
11/15	·	11/15/19	OLL	7:00 AM - 3:00 PM	DTC
11/15	·	11/15/19	OLL	7:00 AM - 3:00 PM	SPR
12/11	·	12/11/19	OLL	7:00 AM - 3:00 PM	SPR
12/11	·	12/11/19	OLL	7:00 AM - 3:00 PM	DTC

Word 2010 - Part 2 / 295 USD / Days: 1

In this course, students will create complex documents and build personalized efficiency tools using Microsoft Office Word 2010.

06/20	·	06/20/19	OLL	7:00 AM - 3:00 PM	DTC
06/20	·	06/20/19	OLL	7:00 AM - 3:00 PM	SPR
07/18	·	07/18/19	OLL	7:00 AM - 3:00 PM	SPR
07/18	·	07/18/19	OLL	7:00 AM - 3:00 PM	DTC
08/20	·	08/20/19	OLL	7:00 AM - 3:00 PM	DTC
08/20	·	08/20/19	OLL	7:00 AM - 3:00 PM	SPR
09/26	·	09/26/19	OLL	7:00 AM - 3:00 PM	SPR
09/26	·	09/26/19	OLL	7:00 AM - 3:00 PM	DTC
10/25	·	10/25/19	OLL	7:00 AM - 3:00 PM	SPR
10/25	·	10/25/19	OLL	7:00 AM - 3:00 PM	DTC
11/20	·	11/20/19	OLL	7:00 AM - 3:00 PM	DTC
11/20	·	11/20/19	OLL	7:00 AM - 3:00 PM	SPR
12/19	·	12/19/19	OLL	7:00 AM - 3:00 PM	SPR
12/19	·	12/19/19	OLL	7:00 AM - 3:00 PM	DTC

Word 2010 - Part 3 / 295 USD / Days: 1

The student will learn to collaborate on complicated documents and manage how the documents are accessed and distributed. Advanced features of Word 2010 enable students to revise, manage, and secure your business documents.

06/28	·	06/28/19	OLL	7:00 AM - 3:00 PM	SPR
06/28	·	06/28/19	OLL	7:00 AM - 3:00 PM	DTC
07/23	·	07/23/19	OLL	7:00 AM - 3:00 PM	DTC
07/23	·	07/23/19	OLL	7:00 AM - 3:00 PM	SPR
08/28	·	08/28/19	OLL	7:00 AM - 3:00 PM	SPR
08/28	·	08/28/19	OLL	7:00 AM - 3:00 PM	DTC
10/01	·	10/01/19	OLL	7:00 AM - 3:00 PM	SPR
10/01	·	10/01/19	OLL	7:00 AM - 3:00 PM	DTC
10/30	·	10/30/19	OLL	7:00 AM - 3:00 PM	DTC
10/30	·	10/30/19	OLL	7:00 AM - 3:00 PM	SPR
11/26	·	11/26/19	OLL	7:00 AM - 3:00 PM	DTC
11/26	·	11/26/19	OLL	7:00 AM - 3:00 PM	SPR
12/23	·	12/23/19	OLL	7:00 AM - 3:00 PM	SPR
12/23	·	12/23/19	OLL	7:00 AM - 3:00 PM	DTC

Word 2013 - Part 1 / 295 USD / Days: 1

In this course, you'll learn how to use Word 2013 to create and edit simple documents; format documents; add tables and lists; add design elements and layout options; and proof documents.

06/04	·	06/04/19	OLL	7:00 AM - 3:00 PM	SPR
06/04	·	06/04/19	OLL	7:00 AM - 3:00 PM	DTC

Word 2013 - Part 1 / 295 USD / Days: 1

In this course, you'll learn how to use Word 2013 to create and edit simple documents; format documents; add tables and lists; add design elements and layout options; and proof documents.

06/26	·	06/26/19	OLL	7:00 AM - 3:00 PM	DTC
06/26	·	06/26/19	OLL	7:00 AM - 3:00 PM	SPR
07/31	·	07/31/19	OLL	7:00 AM - 3:00 PM	DTC
07/31	·	07/31/19	OLL	7:00 AM - 3:00 PM	SPR
08/30	·	08/30/19	OLL	7:00 AM - 3:00 PM	SPR
08/30	·	08/30/19	OLL	7:00 AM - 3:00 PM	DTC
10/10	·	10/10/19	OLL	7:00 AM - 3:00 PM	SPR
10/10	·	10/10/19	OLL	7:00 AM - 3:00 PM	DTC
11/21	·	11/21/19	OLL	7:00 AM - 3:00 PM	DTC
11/21	·	11/21/19	OLL	7:00 AM - 3:00 PM	SPR

Word 2013 - Part 2 / 295 USD / Days: 1

Students will learn to use Word more efficiently by automating some tasks and creating complex documents that include lists, tables, charts, graphics, and newsletter layouts and will merge data to personalize correspondence and labels.

06/10	·	06/10/19	OLL	7:00 AM - 3:00 PM	SPR
06/10	·	06/10/19	OLL	7:00 AM - 3:00 PM	DTC
08/08	·	08/08/19	OLL	7:00 AM - 3:00 PM	SPR
08/08	·	08/08/19	OLL	7:00 AM - 3:00 PM	DTC
09/05	·	09/05/19	OLL	7:00 AM - 3:00 PM	SPR
09/05	·	09/05/19	OLL	7:00 AM - 3:00 PM	DTC
10/16	·	10/16/19	OLL	7:00 AM - 3:00 PM	SPR
10/16	·	10/16/19	OLL	7:00 AM - 3:00 PM	DTC
11/27	·	11/27/19	OLL	7:00 AM - 3:00 PM	DTC
11/27	·	11/27/19	OLL	7:00 AM - 3:00 PM	SPR

Word 2013 - Part 3 / 295 USD / Days: 1

In Microsoft® Word 2013: Part 3, the student will gain advanced skills to work with lengthy documents, collaborate with others, and create forms, as well as revise, manage, and secure business documents.

06/17	·	06/17/19	OLL	7:00 AM - 3:00 PM	DTC
06/17	·	06/17/19	OLL	7:00 AM - 3:00 PM	SPR
08/14	·	08/14/19	OLL	7:00 AM - 3:00 PM	DTC
08/14	·	08/14/19	OLL	7:00 AM - 3:00 PM	SPR
09/10	·	09/10/19	OLL	7:00 AM - 3:00 PM	DTC
09/10	·	09/10/19	OLL	7:00 AM - 3:00 PM	SPR
10/22	·	10/22/19	OLL	7:00 AM - 3:00 PM	DTC
10/22	·	10/22/19	OLL	7:00 AM - 3:00 PM	SPR
12/06	·	12/06/19	OLL	7:00 AM - 3:00 PM	DTC

Office Star

Word 2013 - Part 3 / 295 USD / Days: 1

In Microsoft® Word 2013: Part 3, the student will gain advanced skills to work with lengthy documents, collaborate with others, and create forms, as well as revise, manage, and secure business documents.

12/06	·	12/06/19	OLL	7:00 AM - 3:00 PM	SPR
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Word 2016 - Part 1 / 295 USD / Days: 1

In this course, students learn how to use Word 2016 to create and edit simple documents; format documents; add tables and lists; add design elements and layout options; and proof documents.

05/28	·	05/28/19	OLL	7:00 AM - 3:00 PM	SPR
05/28	·	05/28/19	OLL	7:00 AM - 3:00 PM	DTC
06/03	·	06/03/19	OLL	7:00 AM - 3:00 PM	SPR
06/03	·	06/03/19	OLL	7:00 AM - 3:00 PM	DTC
06/12	·	06/12/19	OLL	7:00 AM - 3:00 PM	DTC
06/12	·	06/12/19	OLL	7:00 AM - 3:00 PM	SPR
06/12	·	06/12/19	OLL	7:00 AM - 3:00 PM	SPR
06/12	·	06/12/19	OLL	7:00 AM - 3:00 PM	DTC
06/12	·	06/12/19	OLL	7:00 AM - 3:00 PM	DTC
06/18	·	06/18/19	OLL	9:00 AM - 5:00 PM	DTC
06/18	·	06/18/19	OLL	9:00 AM - 5:00 PM	SPR
06/21	·	06/21/19	OLL	7:00 AM - 3:00 PM	DTC
06/21	·	06/21/19	OLL	7:00 AM - 3:00 PM	SPR
06/27	·	06/27/19	OLL	7:00 AM - 3:00 PM	SPR
06/27	·	06/27/19	OLL	7:00 AM - 3:00 PM	DTC
06/28	·	06/28/19	OLL	7:00 AM - 3:00 PM	SPR
06/28	·	06/28/19	OLL	7:00 AM - 3:00 PM	DTC
07/01	·	07/01/19	OLL	7:00 AM - 3:00 PM	SPR
07/01	·	07/01/19	OLL	7:00 AM - 3:00 PM	DTC
07/09	·	07/09/19	OLL	9:00 AM - 5:00 PM	SPR
07/09	·	07/09/19	OLL	9:00 AM - 5:00 PM	DTC
07/11	·	07/11/19	OLL	7:00 AM - 3:00 PM	SPR
07/11	·	07/11/19	OLL	7:00 AM - 3:00 PM	DTC
07/17	·	07/17/19	OLL	7:00 AM - 3:00 PM	SPR
07/17	·	07/17/19	OLL	7:00 AM - 3:00 PM	DTC
07/17	·	07/17/19	OLL	7:00 AM - 3:00 PM	SPR
07/17	·	07/17/19	OLL	7:00 AM - 3:00 PM	DTC
07/24	·	07/24/19	OLL	7:00 AM - 3:00 PM	DTC
07/24	·	07/24/19	OLL	7:00 AM - 3:00 PM	SPR
08/01	·	08/01/19	OLL	7:00 AM - 3:00 PM	DTC
08/01	·	08/01/19	OLL	7:00 AM - 3:00 PM	DTC
08/01	·	08/01/19	OLL	7:00 AM - 3:00 PM	SPR
08/01	·	08/01/19	OLL	7:00 AM - 3:00 PM	SPR
08/02	·	08/02/19	OLL	7:00 AM - 3:00 PM	SPR

Word 2016 - Part 1 / 295 USD / Days: 1

In this course, students learn how to use Word 2016 to create and edit simple documents; format documents; add tables and lists; add design elements and layout options; and proof documents.

08/02	·	08/02/19	OLL	7:00 AM - 3:00 PM	DTC
08/06	·	08/06/19	OLL	7:00 AM - 3:00 PM	DTC
08/06	·	08/06/19	OLL	7:00 AM - 3:00 PM	SPR
08/09	·	08/09/19	OLL	7:00 AM - 3:00 PM	DTC
08/09	·	08/09/19	OLL	7:00 AM - 3:00 PM	SPR
08/13	·	08/13/19	OLL	9:00 AM - 5:00 PM	SPR
08/13	·	08/13/19	OLL	9:00 AM - 5:00 PM	DTC
08/16	·	08/16/19	OLL	7:00 AM - 3:00 PM	SPR
08/16	·	08/16/19	OLL	7:00 AM - 3:00 PM	DTC
08/19	·	08/19/19	OLL	7:00 AM - 3:00 PM	SPR
08/19	·	08/19/19	OLL	7:00 AM - 3:00 PM	DTC
08/20	·	08/20/19	OLL	7:00 AM - 3:00 PM	DTC
08/20	·	08/20/19	OLL	7:00 AM - 3:00 PM	SPR
08/28	·	08/28/19	OLL	7:00 AM - 3:00 PM	DTC
08/28	·	08/28/19	OLL	7:00 AM - 3:00 PM	SPR
08/29	·	08/29/19	OLL	7:00 AM - 3:00 PM	DTC
08/29	·	08/29/19	OLL	7:00 AM - 3:00 PM	SPR
09/04	·	09/04/19	OLL	9:00 AM - 5:00 PM	DTC
09/04	·	09/04/19	OLL	9:00 AM - 5:00 PM	SPR
09/05	·	09/05/19	OLL	7:00 AM - 3:00 PM	SPR
09/05	·	09/05/19	OLL	7:00 AM - 3:00 PM	DTC
09/11	·	09/11/19	OLL	7:00 AM - 3:00 PM	DTC
09/11	·	09/11/19	OLL	7:00 AM - 3:00 PM	SPR
09/12	·	09/12/19	OLL	7:00 AM - 3:00 PM	DTC
09/12	·	09/12/19	OLL	7:00 AM - 3:00 PM	SPR
09/18	·	09/18/19	OLL	7:00 AM - 3:00 PM	DTC
09/18	·	09/18/19	OLL	7:00 AM - 3:00 PM	SPR
09/20	·	09/20/19	OLL	7:00 AM - 3:00 PM	DTC
09/20	·	09/20/19	OLL	7:00 AM - 3:00 PM	SPR
09/24	·	09/24/19	OLL	7:00 AM - 3:00 PM	SPR
09/24	·	09/24/19	OLL	7:00 AM - 3:00 PM	DTC
09/27	·	09/27/19	OLL	7:00 AM - 3:00 PM	SPR
09/27	·	09/27/19	OLL	7:00 AM - 3:00 PM	DTC
09/30	·	09/30/19	OLL	7:00 AM - 3:00 PM	DTC
09/30	·	09/30/19	OLL	7:00 AM - 3:00 PM	SPR
10/08	·	10/08/19	OLL	7:00 AM - 3:00 PM	DTC
10/08	·	10/08/19	OLL	7:00 AM - 3:00 PM	SPR

Word 2016 - Part 1 / 295 USD / Days: 1

In this course, students learn how to use Word 2016 to create and edit simple documents; format documents; add tables and lists; add design elements and layout options; and proof documents.

10/09	·	10/09/19	OLL	7:00 AM - 3:00 PM	DTC
10/09	·	10/09/19	OLL	7:00 AM - 3:00 PM	SPR
10/11	·	10/11/19	OLL	9:00 AM - 5:00 PM	SPR
10/11	·	10/11/19	OLL	9:00 AM - 5:00 PM	DTC
10/15	·	10/15/19	OLL	9:00 AM - 5:00 PM	DTC
10/15	·	10/15/19	OLL	9:00 AM - 5:00 PM	SPR
10/17	·	10/17/19	OLL	7:00 AM - 3:00 PM	DTC
10/17	·	10/17/19	OLL	7:00 AM - 3:00 PM	SPR
10/21	·	10/21/19	OLL	7:00 AM - 3:00 PM	DTC
10/21	·	10/21/19	OLL	7:00 AM - 3:00 PM	SPR
10/24	·	10/24/19	OLL	7:00 AM - 3:00 PM	SPR
10/24	·	10/24/19	OLL	7:00 AM - 3:00 PM	DTC
10/28	·	10/28/19	OLL	7:00 AM - 3:00 PM	DTC
10/28	·	10/28/19	OLL	7:00 AM - 3:00 PM	SPR
10/31	·	10/31/19	OLL	7:00 AM - 3:00 PM	SPR
10/31	·	10/31/19	OLL	7:00 AM - 3:00 PM	DTC
11/01	·	11/01/19	OLL	7:00 AM - 3:00 PM	SPR
11/01	·	11/01/19	OLL	7:00 AM - 3:00 PM	DTC
11/07	·	11/07/19	OLL	7:00 AM - 3:00 PM	SPR
11/07	·	11/07/19	OLL	7:00 AM - 3:00 PM	DTC
11/08	·	11/08/19	OLL	7:00 AM - 3:00 PM	SPR
11/08	·	11/08/19	OLL	7:00 AM - 3:00 PM	DTC
11/14	·	11/14/19	OLL	7:00 AM - 3:00 PM	DTC
11/14	·	11/14/19	OLL	7:00 AM - 3:00 PM	SPR
11/18	·	11/18/19	OLL	9:00 AM - 5:00 PM	DTC
11/18	·	11/18/19	OLL	9:00 AM - 5:00 PM	SPR
11/26	·	11/26/19	OLL	7:00 AM - 3:00 PM	DTC
11/26	·	11/26/19	OLL	7:00 AM - 3:00 PM	SPR
11/27	·	11/27/19	OLL	7:00 AM - 3:00 PM	DTC
11/27	·	11/27/19	OLL	7:00 AM - 3:00 PM	SPR
12/03	·	12/03/19	OLL	7:00 AM - 3:00 PM	DTC
12/03	·	12/03/19	OLL	7:00 AM - 3:00 PM	SPR
12/05	·	12/05/19	OLL	7:00 AM - 3:00 PM	DTC
12/05	·	12/05/19	OLL	7:00 AM - 3:00 PM	SPR
12/09	·	12/09/19	OLL	7:00 AM - 3:00 PM	SPR
12/09	·	12/09/19	OLL	7:00 AM - 3:00 PM	DTC
12/13	·	12/13/19	OLL	7:00 AM - 3:00 PM	DTC

Office Star

Word 2016 - Part 1 / 295 USD / Days: 1

In this course, students learn how to use Word 2016 to create and edit simple documents; format documents; add tables and lists; add design elements and layout options; and proof documents.

12/13	12/13/19	OLL	7:00 AM - 3:00 PM	SPR
12/18	12/18/19	OLL	7:00 AM - 3:00 PM	SPR
12/18	12/18/19	OLL	7:00 AM - 3:00 PM	DTC
12/20	12/20/19	OLL	7:00 AM - 3:00 PM	DTC
12/20	12/20/19	OLL	7:00 AM - 3:00 PM	SPR
12/23	12/23/19	OLL	7:00 AM - 3:00 PM	SPR
12/23	12/23/19	OLL	7:00 AM - 3:00 PM	DTC
01/03	01/03/20	OLL	7:00 AM - 3:00 PM	DTC
01/03	01/03/20	OLL	7:00 AM - 3:00 PM	SPR

Word 2016 - Part 2 / 295 USD / Days: 1

In this course, students learn the features which enable them to create complex documents with a consistent look and feel. Students will also learn how to automate tedious tasks such as preparing a letter to send to every customer of your organization.

05/22	05/22/19	OLL	7:00 AM - 3:00 PM	DTC
05/22	05/22/19	OLL	7:00 AM - 3:00 PM	SPR
05/28	05/28/19	OLL	7:00 AM - 3:00 PM	DTC
05/28	05/28/19	OLL	7:00 AM - 3:00 PM	SPR
06/05	06/05/19	OLL	7:00 AM - 3:00 PM	SPR
06/05	06/05/19	OLL	7:00 AM - 3:00 PM	DTC
06/06	06/06/19	OLL	7:00 AM - 3:00 PM	DTC
06/06	06/06/19	OLL	7:00 AM - 3:00 PM	SPR
06/12	06/12/19	OLL	7:00 AM - 3:00 PM	DTC
06/12	06/12/19	OLL	7:00 AM - 3:00 PM	SPR
06/17	06/17/19	OLL	7:00 AM - 3:00 PM	SPR
06/17	06/17/19	OLL	7:00 AM - 3:00 PM	DTC
06/17	06/17/19	OLL	7:00 AM - 3:00 PM	SPR
06/17	06/17/19	OLL	7:00 AM - 3:00 PM	DTC
06/24	06/24/19	OLL	7:00 AM - 3:00 PM	DTC
06/24	06/24/19	OLL	7:00 AM - 3:00 PM	SPR
06/25	06/25/19	OLL	9:00 AM - 5:00 PM	DTC
06/25	06/25/19	OLL	9:00 AM - 5:00 PM	SPR
07/02	07/02/19	OLL	7:00 AM - 3:00 PM	DTC
07/02	07/02/19	OLL	7:00 AM - 3:00 PM	SPR
07/09	07/09/19	OLL	7:00 AM - 3:00 PM	DTC
07/09	07/09/19	OLL	7:00 AM - 3:00 PM	SPR
07/12	07/12/19	OLL	9:00 AM - 5:00 PM	DTC
07/12	07/12/19	OLL	9:00 AM - 5:00 PM	DTC

Word 2016 - Part 2 / 295 USD / Days: 1

In this course, students learn the features which enable them to create complex documents with a consistent look and feel. Students will also learn how to automate tedious tasks such as preparing a letter to send to every customer of your organization.

07/12	07/12/19	OLL	9:00 AM - 5:00 PM	SPR
07/12	07/12/19	OLL	9:00 AM - 5:00 PM	SPR
07/18	07/18/19	OLL	7:00 AM - 3:00 PM	SPR
07/18	07/18/19	OLL	7:00 AM - 3:00 PM	DTC
07/22	07/22/19	OLL	7:00 AM - 3:00 PM	DTC
07/22	07/22/19	OLL	7:00 AM - 3:00 PM	SPR
07/25	07/25/19	OLL	7:00 AM - 3:00 PM	SPR
07/25	07/25/19	OLL	7:00 AM - 3:00 PM	DTC
07/29	07/29/19	OLL	7:00 AM - 3:00 PM	SPR
07/29	07/29/19	OLL	7:00 AM - 3:00 PM	DTC
07/30	07/30/19	OLL	7:00 AM - 3:00 PM	DTC
07/30	07/30/19	OLL	7:00 AM - 3:00 PM	SPR
08/05	08/05/19	OLL	7:00 AM - 3:00 PM	SPR
08/05	08/05/19	OLL	7:00 AM - 3:00 PM	DTC
08/07	08/07/19	OLL	7:00 AM - 3:00 PM	DTC
08/07	08/07/19	OLL	7:00 AM - 3:00 PM	SPR
08/12	08/12/19	OLL	7:00 AM - 3:00 PM	DTC
08/12	08/12/19	OLL	7:00 AM - 3:00 PM	SPR
08/13	08/13/19	OLL	7:00 AM - 3:00 PM	SPR
08/13	08/13/19	OLL	7:00 AM - 3:00 PM	DTC
08/21	08/21/19	OLL	7:00 AM - 3:00 PM	SPR
08/21	08/21/19	OLL	7:00 AM - 3:00 PM	SPR
08/21	08/21/19	OLL	7:00 AM - 3:00 PM	DTC
08/21	08/21/19	OLL	7:00 AM - 3:00 PM	DTC
08/26	08/26/19	OLL	7:00 AM - 3:00 PM	SPR
08/26	08/26/19	OLL	7:00 AM - 3:00 PM	DTC
08/30	08/30/19	OLL	7:00 AM - 3:00 PM	DTC
08/30	08/30/19	OLL	7:00 AM - 3:00 PM	SPR
09/05	09/05/19	OLL	7:00 AM - 3:00 PM	DTC
09/05	09/05/19	OLL	7:00 AM - 3:00 PM	SPR
09/09	09/09/19	OLL	9:00 AM - 5:00 PM	SPR
09/09	09/09/19	OLL	9:00 AM - 5:00 PM	DTC
09/10	09/10/19	OLL	9:00 AM - 5:00 PM	DTC
09/10	09/10/19	OLL	9:00 AM - 5:00 PM	SPR
09/16	09/16/19	OLL	7:00 AM - 3:00 PM	DTC
09/16	09/16/19	OLL	7:00 AM - 3:00 PM	SPR
09/19	09/19/19	OLL	7:00 AM - 3:00 PM	SPR

Word 2016 - Part 2 / 295 USD / Days: 1

In this course, students learn the features which enable them to create complex documents with a consistent look and feel. Students will also learn how to automate tedious tasks such as preparing a letter to send to every customer of your organization.

09/19	09/19/19	OLL	7:00 AM - 3:00 PM	DTC
09/24	09/24/19	OLL	7:00 AM - 3:00 PM	DTC
09/24	09/24/19	OLL	7:00 AM - 3:00 PM	SPR
09/26	09/26/19	OLL	7:00 AM - 3:00 PM	SPR
09/26	09/26/19	OLL	7:00 AM - 3:00 PM	DTC
10/01	10/01/19	OLL	7:00 AM - 3:00 PM	DTC
10/01	10/01/19	OLL	7:00 AM - 3:00 PM	SPR
10/02	10/02/19	OLL	7:00 AM - 3:00 PM	SPR
10/02	10/02/19	OLL	7:00 AM - 3:00 PM	DTC
10/08	10/08/19	OLL	7:00 AM - 3:00 PM	SPR
10/08	10/08/19	OLL	7:00 AM - 3:00 PM	DTC
10/11	10/11/19	OLL	7:00 AM - 3:00 PM	DTC
10/11	10/11/19	OLL	7:00 AM - 3:00 PM	SPR
10/15	10/15/19	OLL	7:00 AM - 3:00 PM	DTC
10/15	10/15/19	OLL	7:00 AM - 3:00 PM	SPR
10/18	10/18/19	OLL	9:00 AM - 5:00 PM	DTC
10/18	10/18/19	OLL	9:00 AM - 5:00 PM	SPR
10/22	10/22/19	OLL	7:00 AM - 3:00 PM	SPR
10/22	10/22/19	OLL	7:00 AM - 3:00 PM	DTC
10/28	10/28/19	OLL	7:00 AM - 3:00 PM	DTC
10/28	10/28/19	OLL	7:00 AM - 3:00 PM	SPR
10/28	10/28/19	OLL	7:00 AM - 3:00 PM	SPR
10/28	10/28/19	OLL	7:00 AM - 3:00 PM	DTC
11/05	11/05/19	OLL	7:00 AM - 3:00 PM	DTC
11/05	11/05/19	OLL	7:00 AM - 3:00 PM	SPR
11/08	11/08/19	OLL	7:00 AM - 3:00 PM	DTC
11/08	11/08/19	OLL	7:00 AM - 3:00 PM	SPR
11/12	11/12/19	OLL	7:00 AM - 3:00 PM	DTC
11/12	11/12/19	OLL	7:00 AM - 3:00 PM	SPR
11/15	11/15/19	OLL	7:00 AM - 3:00 PM	SPR
11/15	11/15/19	OLL	7:00 AM - 3:00 PM	DTC
11/19	11/19/19	OLL	7:00 AM - 3:00 PM	SPR
11/19	11/19/19	OLL	7:00 AM - 3:00 PM	DTC
11/20	11/20/19	OLL	9:00 AM - 5:00 PM	SPR
11/20	11/20/19	OLL	9:00 AM - 5:00 PM	DTC
11/25	11/25/19	OLL	7:00 AM - 3:00 PM	DTC
11/25	11/25/19	OLL	7:00 AM - 3:00 PM	SPR

Office Star

Word 2016 - Part 2 / 295 USD / Days: 1

In this course, students learn the features which enable them to create complex documents with a consistent look and feel. Students will also learn how to automate tedious tasks such as preparing a letter to send to every customer of your organization.

11/26	·	11/26/19	OLL	7:00 AM - 3:00 PM	SPR
11/26	·	11/26/19	OLL	7:00 AM - 3:00 PM	DTC
12/03	·	12/03/19	OLL	7:00 AM - 3:00 PM	DTC
12/03	·	12/03/19	OLL	7:00 AM - 3:00 PM	SPR
12/04	·	12/04/19	OLL	7:00 AM - 3:00 PM	DTC
12/04	·	12/04/19	OLL	7:00 AM - 3:00 PM	SPR
12/10	·	12/10/19	OLL	7:00 AM - 3:00 PM	DTC
12/10	·	12/10/19	OLL	7:00 AM - 3:00 PM	SPR
12/12	·	12/12/19	OLL	7:00 AM - 3:00 PM	SPR
12/12	·	12/12/19	OLL	7:00 AM - 3:00 PM	DTC
12/18	·	12/18/19	OLL	7:00 AM - 3:00 PM	SPR
12/18	·	12/18/19	OLL	7:00 AM - 3:00 PM	DTC
12/19	·	12/19/19	OLL	7:00 AM - 3:00 PM	DTC
12/19	·	12/19/19	OLL	7:00 AM - 3:00 PM	SPR
12/26	·	12/26/19	OLL	7:00 AM - 3:00 PM	DTC
12/26	·	12/26/19	OLL	7:00 AM - 3:00 PM	SPR
12/26	·	12/26/19	OLL	7:00 AM - 3:00 PM	DTC
12/26	·	12/26/19	OLL	7:00 AM - 3:00 PM	SPR
12/30	·	12/30/19	OLL	7:00 AM - 3:00 PM	SPR
12/30	·	12/30/19	OLL	7:00 AM - 3:00 PM	DTC

Word 2016 - Part 3 / 295 USD / Days: 1

Microsoft® Word 2016 enables you to do far more than simple word processing. This course covers Microsoft Office Specialist exam objectives to help students prepare for the Word 2016 Exam and the Word 2016 Expert Exam.

05/22	·	05/22/19	OLL	7:00 AM - 3:00 PM	SPR
05/22	·	05/22/19	OLL	7:00 AM - 3:00 PM	DTC
06/18	·	06/18/19	OLL	7:00 AM - 3:00 PM	DTC
06/18	·	06/18/19	OLL	7:00 AM - 3:00 PM	SPR
06/19	·	06/19/19	OLL	7:00 AM - 3:00 PM	SPR
06/19	·	06/19/19	OLL	7:00 AM - 3:00 PM	DTC
06/19	·	06/19/19	OLL	7:00 AM - 3:00 PM	SPR
06/19	·	06/19/19	OLL	7:00 AM - 3:00 PM	DTC
06/24	·	06/24/19	OLL	7:00 AM - 3:00 PM	SPR
06/24	·	06/24/19	OLL	7:00 AM - 3:00 PM	DTC
07/01	·	07/01/19	OLL	7:00 AM - 3:00 PM	SPR
07/01	·	07/01/19	OLL	7:00 AM - 3:00 PM	DTC
07/15	·	07/15/19	OLL	7:00 AM - 3:00 PM	SPR

Word 2016 - Part 3 / 295 USD / Days: 1

Microsoft® Word 2016 enables you to do far more than simple word processing. This course covers Microsoft Office Specialist exam objectives to help students prepare for the Word 2016 Exam and the Word 2016 Expert Exam.

07/15	·	07/15/19	OLL	7:00 AM - 3:00 PM	SPR
07/15	·	07/15/19	OLL	7:00 AM - 3:00 PM	DTC
07/15	·	07/15/19	OLL	7:00 AM - 3:00 PM	DTC
07/16	·	07/16/19	OLL	9:00 AM - 5:00 PM	SPR
07/16	·	07/16/19	OLL	9:00 AM - 5:00 PM	DTC
07/24	·	07/24/19	OLL	7:00 AM - 3:00 PM	DTC
07/24	·	07/24/19	OLL	7:00 AM - 3:00 PM	SPR
07/31	·	07/31/19	OLL	7:00 AM - 3:00 PM	DTC
07/31	·	07/31/19	OLL	7:00 AM - 3:00 PM	SPR
08/01	·	08/01/19	OLL	9:00 AM - 5:00 PM	DTC
08/01	·	08/01/19	OLL	9:00 AM - 5:00 PM	SPR
08/08	·	08/08/19	OLL	7:00 AM - 3:00 PM	SPR
08/08	·	08/08/19	OLL	7:00 AM - 3:00 PM	DTC
08/14	·	08/14/19	OLL	7:00 AM - 3:00 PM	SPR
08/14	·	08/14/19	OLL	7:00 AM - 3:00 PM	DTC
08/23	·	08/23/19	OLL	7:00 AM - 3:00 PM	DTC
08/23	·	08/23/19	OLL	7:00 AM - 3:00 PM	SPR
08/27	·	08/27/19	OLL	7:00 AM - 3:00 PM	SPR
08/27	·	08/27/19	OLL	7:00 AM - 3:00 PM	DTC
09/11	·	09/11/19	OLL	9:00 AM - 5:00 PM	DTC
09/11	·	09/11/19	OLL	9:00 AM - 5:00 PM	SPR
09/26	·	09/26/19	OLL	7:00 AM - 3:00 PM	SPR
09/26	·	09/26/19	OLL	7:00 AM - 3:00 PM	DTC
09/27	·	09/27/19	OLL	7:00 AM - 3:00 PM	DTC
09/27	·	09/27/19	OLL	7:00 AM - 3:00 PM	SPR
10/04	·	10/04/19	OLL	7:00 AM - 3:00 PM	DTC
10/04	·	10/04/19	OLL	7:00 AM - 3:00 PM	SPR
10/10	·	10/10/19	OLL	7:00 AM - 3:00 PM	SPR
10/10	·	10/10/19	OLL	7:00 AM - 3:00 PM	DTC
10/16	·	10/16/19	OLL	7:00 AM - 3:00 PM	SPR
10/16	·	10/16/19	OLL	7:00 AM - 3:00 PM	DTC
10/23	·	10/23/19	OLL	9:00 AM - 5:00 PM	SPR
10/23	·	10/23/19	OLL	9:00 AM - 5:00 PM	DTC
11/07	·	11/07/19	OLL	7:00 AM - 3:00 PM	DTC
11/07	·	11/07/19	OLL	7:00 AM - 3:00 PM	SPR
11/18	·	11/18/19	OLL	7:00 AM - 3:00 PM	DTC
11/18	·	11/18/19	OLL	7:00 AM - 3:00 PM	SPR

Word 2016 - Part 3 / 295 USD / Days: 1

Microsoft® Word 2016 enables you to do far more than simple word processing. This course covers Microsoft Office Specialist exam objectives to help students prepare for the Word 2016 Exam and the Word 2016 Expert Exam.

11/25	·	11/25/19	OLL	9:00 AM - 5:00 PM	SPR
11/25	·	11/25/19	OLL	9:00 AM - 5:00 PM	DTC
11/26	·	11/26/19	OLL	7:00 AM - 3:00 PM	DTC
11/26	·	11/26/19	OLL	7:00 AM - 3:00 PM	SPR
12/06	·	12/06/19	OLL	7:00 AM - 3:00 PM	SPR
12/06	·	12/06/19	OLL	7:00 AM - 3:00 PM	DTC
12/09	·	12/09/19	OLL	7:00 AM - 3:00 PM	SPR
12/09	·	12/09/19	OLL	7:00 AM - 3:00 PM	DTC
12/23	·	12/23/19	OLL	7:00 AM - 3:00 PM	SPR
12/23	·	12/23/19	OLL	7:00 AM - 3:00 PM	DTC
12/27	·	12/27/19	OLL	7:00 AM - 3:00 PM	DTC
12/27	·	12/27/19	OLL	7:00 AM - 3:00 PM	SPR
01/02	·	01/02/20	OLL	7:00 AM - 3:00 PM	SPR
01/02	·	01/02/20	OLL	7:00 AM - 3:00 PM	DTC