

## 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.

09/17	09/17/19	OLL	10:00 AM - 6:00 PM	HOU
10/16	10/16/19	OLL	8:00 AM - 4:00 PM	HOU
11/14	11/14/19	OLL	8:00 AM - 4:00 PM	HOU
12/16	12/16/19	OLL	8:00 AM - 4:00 PM	HOU

#### 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.

09/10	09/10/19	OLL	8:00 AM - 4:00 PM	HOU
09/23	09/23/19	OLL	8:00 AM - 4:00 PM	HOU
10/14	10/14/19	OLL	8:00 AM - 4:00 PM	HOU
10/22	10/22/19	OLL	8:00 AM - 4:00 PM	HOU
11/08	11/08/19	OLL	8:00 AM - 4:00 PM	HOU
11/20	11/20/19	OLL	8:00 AM - 4:00 PM	HOU
12/11	12/11/19	OLL	8:00 AM - 4:00 PM	HOU
12/20	12/20/19	OLL	8:00 AM - 4:00 PM	HOU

#### 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.

09/12	09/12/19	OLL	8:00 AM - 4:00 PM	HOU
10/18	10/18/19	OLL	8:00 AM - 4:00 PM	HOU

#### 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.

09/18	09/18/19	OLL	8:00 AM - 4:00 PM	HOU
10/24	10/24/19	OLL	8:00 AM - 4:00 PM	HOU

### 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.

08/26	08/27/19	OLL	8:00 AM - 4:00 PM	HOU
10/02	10/03/19	OLL	8:00 AM - 4:00 PM	HOU
11/11	11/12/19	OLL	8:00 AM - 4:00 PM	HOU
12/17	12/18/19	OLL	8:00 AM - 4:00 PM	HOU

#### 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.

09/03	09/04/19	OLL	8:00 AM - 4:00 PM	HOU
11/20	11/21/19	OLL	8:00 AM - 4:00 PM	HOU

#### 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.

09/17	09/18/19	OLL	8:00 AM - 4:00 PM	HOU
09/18	09/19/19	OLL	8:00 AM - 4:00 PM	HOU
10/10	10/11/19	OLL	8:00 AM - 4:00 PM	HOU
11/07	11/08/19	OLL	8:00 AM - 4:00 PM	HOU
11/18	11/19/19	OLL	8:00 AM - 4:00 PM	HOU
12/09	12/10/19	OLL	8:00 AM - 4:00 PM	HOU
12/12	12/13/19	OLL	8:00 AM - 4:00 PM	HOU

#### 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.

08/22	08/23/19	OLL	8:00 AM - 4:00 PM	HOU
09/23	09/24/19	OLL	8:00 AM - 4:00 PM	HOU
10/23	10/24/19	OLL	8:00 AM - 4:00 PM	HOU
11/14	11/15/19	OLL	8:00 AM - 4:00 PM	HOU
12/16	12/17/19	OLL	8:00 AM - 4:00 PM	HOU

#### 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.

08/28	08/29/19	OLL	10:00 AM - 6:00 PM	HOU
09/05	09/06/19	OLL	8:00 AM - 4:00 PM	HOU
09/10	09/11/19	OLL	8:00 AM - 4:00 PM	HOU
09/12	09/13/19	OLL	10:00 AM - 6:00 PM	HOU
09/18	09/19/19	OLL	8:00 AM - 4:00 PM	HOU
09/23	09/24/19	OLL	8:00 AM - 4:00 PM	HOU
09/26	09/27/19	OLL	8:00 AM - 4:00 PM	HOU
09/30	10/01/19	OLL	8:00 AM - 4:00 PM	HOU
10/02	10/03/19	OLL	8:00 AM - 4:00 PM	HOU
10/07	10/08/19	OLL	8:00 AM - 4:00 PM	HOU
10/09	10/10/19	OLL	8:00 AM - 4:00 PM	HOU
10/15	10/16/19	OLL	8:00 AM - 4:00 PM	HOU
10/21	10/22/19	OLL	8:00 AM - 4:00 PM	HOU
10/22	10/23/19	OLL	10:00 AM - 6:00 PM	HOU
10/30	10/31/19	OLL	8:00 AM - 4:00 PM	HOU
11/07	11/08/19	OLL	10:00 AM - 6:00 PM	HOU
11/13	11/14/19	OLL	8:00 AM - 4:00 PM	HOU
11/14	11/15/19	OLL	8:00 AM - 4:00 PM	HOU
11/21	11/22/19	OLL	8:00 AM - 4:00 PM	HOU
11/25	11/26/19	OLL	8:00 AM - 4:00 PM	HOU
12/02	12/03/19	OLL	8:00 AM - 4:00 PM	HOU
12/03	12/04/19	OLL	8:00 AM - 4:00 PM	HOU
12/09	12/10/19	OLL	8:00 AM - 4:00 PM	HOU
12/10	12/11/19	OLL	8:00 AM - 4:00 PM	HOU
12/16	12/17/19	OLL	10:00 AM - 6:00 PM	HOU
12/19	12/20/19	OLL	8:00 AM - 4:00 PM	HOU
12/26	12/27/19	OLL	8:00 AM - 4:00 PM	HOU
01/02	01/03/20	OLL	8:00 AM - 4:00 PM	HOU
01/20	01/21/20	OLL	8:00 AM - 4:00 PM	HOU
01/30	01/31/20	OLL	8:00 AM - 4:00 PM	HOU
03/02	03/03/20	OLL	8:00 AM - 4:00 PM	HOU
04/13	04/14/20	OLL	8:00 AM - 4:00 PM	HOU
05/04	05/05/20	OLL	8:00 AM - 4:00 PM	HOU
06/01	06/02/20	OLL	8:00 AM - 4:00 PM	HOU
06/08	06/09/20	OLL	8:00 AM - 4:00 PM	HOU
07/16	07/17/20	OLL	8:00 AM - 4:00 PM	HOU

## 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.

08/26	08/27/19	OLL	8:00 AM - 4:00 PM	HOU
09/04	09/05/19	OLL	8:00 AM - 4:00 PM	HOU
09/11	09/12/19	OLL	8:00 AM - 4:00 PM	HOU
09/12	09/13/19	OLL	8:00 AM - 4:00 PM	HOU
09/19	09/20/19	OLL	10:00 AM - 6:00 PM	HOU
09/23	09/24/19	OLL	8:00 AM - 4:00 PM	HOU
10/03	10/04/19	OLL	8:00 AM - 4:00 PM	HOU
10/10	10/11/19	OLL	8:00 AM - 4:00 PM	HOU
10/17	10/18/19	OLL	8:00 AM - 4:00 PM	HOU
10/21	10/22/19	OLL	8:00 AM - 4:00 PM	HOU
10/21	10/22/19	OLL	8:00 AM - 4:00 PM	HOU
10/28	10/29/19	OLL	10:00 AM - 6:00 PM	HOU
10/29	10/30/19	OLL	8:00 AM - 4:00 PM	HOU
11/05	11/06/19	OLL	8:00 AM - 4:00 PM	HOU
11/12	11/13/19	OLL	10:00 AM - 6:00 PM	HOU
11/13	11/14/19	OLL	8:00 AM - 4:00 PM	HOU
11/18	11/19/19	OLL	8:00 AM - 4:00 PM	HOU
11/21	11/22/19	OLL	8:00 AM - 4:00 PM	HOU
11/25	11/26/19	OLL	8:00 AM - 4:00 PM	HOU
12/05	12/06/19	OLL	8:00 AM - 4:00 PM	HOU
12/05	12/06/19	OLL	8:00 AM - 4:00 PM	HOU
12/11	12/12/19	OLL	8:00 AM - 4:00 PM	HOU
12/16	12/17/19	OLL	8:00 AM - 4:00 PM	HOU
12/19	12/20/19	OLL	8:00 AM - 4:00 PM	HOU
12/19	12/20/19	OLL	10:00 AM - 6:00 PM	HOU
02/10	02/11/20	OLL	8:00 AM - 4:00 PM	HOU
05/04	05/05/20	OLL	8:00 AM - 4:00 PM	HOU
05/06	05/07/20	OLL	8:00 AM - 4:00 PM	HOU
06/10	06/11/20	OLL	8:00 AM - 4:00 PM	HOU
07/20	07/21/20	OLL	8:00 AM - 4:00 PM	HOU

### 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.

09/19	09/19/19	OLL	8:00 AM - 4:00 PM	HOU
11/22	11/22/19	OLL	8:00 AM - 4:00 PM	HOU

#### 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.

08/27	08/27/19	OLL	10:00 AM - 6:00 PM	HOU
09/06	09/06/19	OLL	8:00 AM - 4:00 PM	HOU
09/20	09/20/19	OLL	8:00 AM - 4:00 PM	HOU
10/04	10/04/19	OLL	8:00 AM - 4:00 PM	HOU
10/21	10/21/19	OLL	8:00 AM - 4:00 PM	HOU
10/31	10/31/19	OLL	8:00 AM - 4:00 PM	HOU
11/15	11/15/19	OLL	8:00 AM - 4:00 PM	HOU
11/27	11/27/19	OLL	10:00 AM - 6:00 PM	HOU
12/06	12/06/19	OLL	8:00 AM - 4:00 PM	HOU
12/20	12/20/19	OLL	8:00 AM - 4:00 PM	HOU

#### 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.

08/29	08/29/19	OLL	8:00 AM - 4:00 PM	HOU
09/11	09/11/19	OLL	8:00 AM - 4:00 PM	HOU
09/24	09/24/19	OLL	8:00 AM - 4:00 PM	HOU
10/08	10/08/19	OLL	8:00 AM - 4:00 PM	HOU
10/25	10/25/19	OLL	8:00 AM - 4:00 PM	HOU
11/06	11/06/19	OLL	8:00 AM - 4:00 PM	HOU
11/19	11/19/19	OLL	8:00 AM - 4:00 PM	HOU
12/02	12/02/19	OLL	10:00 AM - 6:00 PM	HOU
12/11	12/11/19	OLL	8:00 AM - 4:00 PM	HOU
12/27	12/27/19	OLL	8:00 AM - 4:00 PM	HOU

#### 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.

08/22	08/22/19	OLL	8:00 AM - 4:00 PM	HOU
09/13	09/13/19	OLL	8:00 AM - 4:00 PM	HOU

### 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.

10/11	10/11/19	OLL	8:00 AM - 4:00 PM	HOU
11/04	11/04/19	OLL	10:00 AM - 6:00 PM	HOU
11/08	11/08/19	OLL	8:00 AM - 4:00 PM	HOU

### 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.

08/22	08/22/19	OLL	8:00 AM - 4:00 PM	HOU
08/22	08/22/19	OLL	8:00 AM - 4:00 PM	HOU
09/04	09/04/19	OLL	10:00 AM - 6:00 PM	HOU
09/09	09/09/19	OLL	8:00 AM - 4:00 PM	HOU
09/16	09/16/19	OLL	8:00 AM - 4:00 PM	HOU
09/25	09/25/19	OLL	8:00 AM - 4:00 PM	HOU
10/07	10/07/19	OLL	8:00 AM - 4:00 PM	HOU
10/16	10/16/19	OLL	10:00 AM - 6:00 PM	HOU
10/25	10/25/19	OLL	8:00 AM - 4:00 PM	HOU
11/01	11/01/19	OLL	8:00 AM - 4:00 PM	HOU
11/12	11/12/19	OLL	8:00 AM - 4:00 PM	HOU
11/20	11/20/19	OLL	10:00 AM - 6:00 PM	HOU
12/03	12/03/19	OLL	8:00 AM - 4:00 PM	HOU
12/10	12/10/19	OLL	8:00 AM - 4:00 PM	HOU
12/18	12/18/19	OLL	8:00 AM - 4:00 PM	HOU
12/18	12/18/19	OLL	8:00 AM - 4:00 PM	HOU
12/26	12/26/19	OLL	8:00 AM - 4:00 PM	HOU
01/06	01/06/20	OLL	8:00 AM - 4:00 PM	HOU
03/09	03/09/20	OLL	8:00 AM - 4:00 PM	HOU

### 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.

08/27	08/27/19	OLL	8:00 AM - 4:00 PM	HOU
08/27	08/27/19	OLL	8:00 AM - 4:00 PM	HOU
09/06	09/06/19	OLL	10:00 AM - 6:00 PM	HOU
09/19	09/19/19	OLL	8:00 AM - 4:00 PM	HOU
10/01	10/01/19	OLL	8:00 AM - 4:00 PM	HOU
10/10	10/10/19	OLL	8:00 AM - 4:00 PM	HOU
10/11	10/11/19	OLL	8:00 AM - 4:00 PM	HOU

## Office Star

### 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.

10/18	·	10/18/19	OLL	10:00 AM - 6:00 PM	HOU
10/29	·	10/29/19	OLL	8:00 AM - 4:00 PM	HOU
11/06	·	11/06/19	OLL	8:00 AM - 4:00 PM	HOU
11/15	·	11/15/19	OLL	8:00 AM - 4:00 PM	HOU
11/25	·	11/25/19	OLL	10:00 AM - 5:00 PM	HOU
12/06	·	12/06/19	OLL	8:00 AM - 4:00 PM	HOU
12/13	·	12/13/19	OLL	8:00 AM - 4:00 PM	HOU
12/23	·	12/23/19	OLL	8:00 AM - 4:00 PM	HOU
12/30	·	12/30/19	OLL	8:00 AM - 4:00 PM	HOU
01/17	·	01/17/20	OLL	8:00 AM - 4:00 PM	HOU
04/27	·	04/27/20	OLL	8:00 AM - 4:00 PM	HOU

### 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	8:00 AM - 4:00 PM	HOU
09/11	·	09/11/19	OLL	10:00 AM - 6:00 PM	HOU
09/23	·	09/23/19	OLL	8:00 AM - 4:00 PM	HOU
10/04	·	10/04/19	OLL	8:00 AM - 4:00 PM	HOU
10/23	·	10/23/19	OLL	10:00 AM - 6:00 PM	HOU
10/31	·	10/31/19	OLL	8:00 AM - 4:00 PM	HOU
11/19	·	11/19/19	OLL	8:00 AM - 4:00 PM	HOU
11/27	·	11/27/19	OLL	10:00 AM - 6:00 PM	HOU
12/17	·	12/17/19	OLL	8:00 AM - 4:00 PM	HOU
12/27	·	12/27/19	OLL	8:00 AM - 4:00 PM	HOU
02/03	·	02/03/20	OLL	8:00 AM - 4:00 PM	HOU
05/01	·	05/01/20	OLL	8:00 AM - 4:00 PM	HOU

### 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.

08/23	·	08/23/19	OLL	8:00 AM - 4:00 PM	HOU
08/23	·	08/23/19	OLL	8:00 AM - 4:00 PM	HOU
08/23	·	08/23/19	OLL	8:00 AM - 4:00 PM	HOU
08/27	·	08/27/19	OLL	8:00 AM - 4:00 PM	HOU
08/27	·	08/27/19	OLL	8:00 AM - 4:00 PM	HOU
08/28	·	08/28/19	OLL	8:00 AM - 4:00 PM	HOU

### 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.

08/28	·	08/28/19	OLL	8:00 AM - 4:00 PM	HOU
09/03	·	09/03/19	OLL	8:00 AM - 4:00 PM	HOU
09/03	·	09/03/19	OLL	8:00 AM - 4:00 PM	HOU
09/06	·	09/06/19	OLL	8:00 AM - 4:00 PM	HOU
09/06	·	09/06/19	OLL	8:00 AM - 4:00 PM	HOU
09/09	·	09/09/19	OLL	8:00 AM - 4:00 PM	HOU
09/10	·	09/10/19	OLL	8:00 AM - 4:00 PM	HOU
09/10	·	09/10/19	OLL	8:00 AM - 4:00 PM	HOU
09/12	·	09/12/19	OLL	8:00 AM - 4:00 PM	HOU
09/13	·	09/13/19	OLL	8:00 AM - 4:00 PM	HOU
09/13	·	09/13/19	OLL	8:00 AM - 4:00 PM	HOU
09/17	·	09/17/19	OLL	10:00 AM - 6:00 PM	HOU
09/17	·	09/17/19	OLL	10:00 AM - 6:00 PM	HOU
09/19	·	09/19/19	OLL	8:00 AM - 4:00 PM	HOU
09/20	·	09/20/19	OLL	8:00 AM - 4:00 PM	HOU
09/24	·	09/24/19	OLL	8:00 AM - 4:00 PM	HOU
09/25	·	09/25/19	OLL	10:00 AM - 6:00 PM	HOU
09/26	·	09/26/19	OLL	8:00 AM - 4:00 PM	HOU
09/30	·	09/30/19	OLL	8:00 AM - 4:00 PM	HOU
10/01	·	10/01/19	OLL	8:00 AM - 4:00 PM	HOU
10/04	·	10/04/19	OLL	8:00 AM - 4:00 PM	HOU
10/07	·	10/07/19	OLL	8:00 AM - 4:00 PM	HOU
10/10	·	10/10/19	OLL	8:00 AM - 4:00 PM	HOU
10/11	·	10/11/19	OLL	10:00 AM - 6:00 PM	HOU
10/16	·	10/16/19	OLL	8:00 AM - 4:00 PM	HOU
10/16	·	10/16/19	OLL	10:00 AM - 6:00 PM	HOU
10/18	·	10/18/19	OLL	8:00 AM - 4:00 PM	HOU
10/21	·	10/21/19	OLL	8:00 AM - 4:00 PM	HOU
10/23	·	10/23/19	OLL	8:00 AM - 4:00 PM	HOU
10/24	·	10/24/19	OLL	8:00 AM - 4:00 PM	HOU
10/28	·	10/28/19	OLL	8:00 AM - 4:00 PM	HOU
10/29	·	10/29/19	OLL	8:00 AM - 4:00 PM	HOU
11/01	·	11/01/19	OLL	8:00 AM - 4:00 PM	HOU
11/04	·	11/04/19	OLL	8:00 AM - 4:00 PM	HOU
11/05	·	11/05/19	OLL	8:00 AM - 4:00 PM	HOU
11/06	·	11/06/19	OLL	8:00 AM - 4:00 PM	HOU
11/07	·	11/07/19	OLL	10:00 AM - 6:00 PM	HOU

### 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.

11/11	·	11/11/19	OLL	8:00 AM - 4:00 PM	HOU
11/12	·	11/12/19	OLL	10:00 AM - 6:00 PM	HOU
11/15	·	11/15/19	OLL	8:00 AM - 4:00 PM	HOU
11/18	·	11/18/19	OLL	8:00 AM - 4:00 PM	HOU
11/19	·	11/19/19	OLL	8:00 AM - 4:00 PM	HOU
11/21	·	11/21/19	OLL	8:00 AM - 4:00 PM	HOU
11/21	·	11/21/19	OLL	8:00 AM - 4:00 PM	HOU
11/25	·	11/25/19	OLL	8:00 AM - 4:00 PM	HOU
11/26	·	11/26/19	OLL	8:00 AM - 4:00 PM	HOU
12/04	·	12/04/19	OLL	8:00 AM - 4:00 PM	HOU
12/04	·	12/04/19	OLL	8:00 AM - 4:00 PM	HOU
12/10	·	12/10/19	OLL	8:00 AM - 4:00 PM	HOU
12/10	·	12/10/19	OLL	10:00 AM - 6:00 PM	HOU
12/13	·	12/13/19	OLL	8:00 AM - 4:00 PM	HOU
12/13	·	12/13/19	OLL	8:00 AM - 4:00 PM	HOU
12/16	·	12/16/19	OLL	8:00 AM - 4:00 PM	HOU
12/18	·	12/18/19	OLL	8:00 AM - 4:00 PM	HOU
12/18	·	12/18/19	OLL	10:00 AM - 6:00 PM	HOU
12/20	·	12/20/19	OLL	8:00 AM - 4:00 PM	HOU
12/23	·	12/23/19	OLL	8:00 AM - 4:00 PM	HOU
12/23	·	12/23/19	OLL	8:00 AM - 4:00 PM	HOU
01/03	·	01/03/20	OLL	8:00 AM - 4:00 PM	HOU
01/09	·	01/09/20	OLL	8:00 AM - 4:00 PM	HOU
01/27	·	01/27/20	OLL	8:00 AM - 4:00 PM	HOU
02/17	·	02/17/20	OLL	8:00 AM - 4:00 PM	HOU
03/20	·	03/20/20	OLL	8:00 AM - 4:00 PM	HOU
03/24	·	03/24/20	OLL	8:00 AM - 4:00 PM	HOU
03/27	·	03/27/20	OLL	8:00 AM - 4:00 PM	HOU
04/06	·	04/06/20	OLL	8:00 AM - 4:00 PM	HOU
04/20	·	04/20/20	OLL	8:00 AM - 4:00 PM	HOU
05/08	·	05/08/20	OLL	8:00 AM - 4:00 PM	HOU
06/08	·	06/08/20	OLL	8:00 AM - 4:00 PM	HOU
06/24	·	06/24/20	OLL	8:00 AM - 4:00 PM	HOU
08/03	·	08/03/20	OLL	8:00 AM - 4:00 PM	HOU

## 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.

08/22	·	08/22/19	OLL	8:00 AM - 4:00 PM	HOU
08/22	·	08/22/19	OLL	8:00 AM - 4:00 PM	HOU
08/22	·	08/22/19	OLL	8:00 AM - 4:00 PM	HOU
08/22	·	08/22/19	OLL	8:00 AM - 4:00 PM	HOU
08/26	·	08/26/19	OLL	8:00 AM - 4:00 PM	HOU
08/26	·	08/26/19	OLL	8:00 AM - 4:00 PM	HOU
08/27	·	08/27/19	OLL	8:00 AM - 4:00 PM	HOU
08/27	·	08/27/19	OLL	8:00 AM - 4:00 PM	HOU
08/27	·	08/27/19	OLL	10:00 AM - 6:00 PM	HOU
08/28	·	08/28/19	OLL	8:00 AM - 4:00 PM	HOU
08/29	·	08/29/19	OLL	8:00 AM - 4:00 PM	HOU
08/30	·	08/30/19	OLL	8:00 AM - 4:00 PM	HOU
08/30	·	08/30/19	OLL	8:00 AM - 4:00 PM	HOU
09/04	·	09/04/19	OLL	8:00 AM - 4:00 PM	HOU
09/05	·	09/05/19	OLL	8:00 AM - 4:00 PM	HOU
09/05	·	09/05/19	OLL	8:00 AM - 4:00 PM	HOU
09/09	·	09/09/19	OLL	8:00 AM - 4:00 PM	HOU
09/09	·	09/09/19	OLL	8:00 AM - 4:00 PM	HOU
09/12	·	09/12/19	OLL	8:00 AM - 4:00 PM	HOU
09/12	·	09/12/19	OLL	8:00 AM - 4:00 PM	HOU
09/16	·	09/16/19	OLL	8:00 AM - 4:00 PM	HOU
09/17	·	09/17/19	OLL	8:00 AM - 4:00 PM	HOU
09/17	·	09/17/19	OLL	8:00 AM - 4:00 PM	HOU
09/18	·	09/18/19	OLL	8:00 AM - 4:00 PM	HOU
09/19	·	09/19/19	OLL	10:00 AM - 6:00 PM	HOU
09/19	·	09/19/19	OLL	10:00 AM - 6:00 PM	HOU
09/23	·	09/23/19	OLL	8:00 AM - 4:00 PM	HOU
09/24	·	09/24/19	OLL	8:00 AM - 4:00 PM	HOU
09/25	·	09/25/19	OLL	8:00 AM - 4:00 PM	HOU
09/27	·	09/27/19	OLL	8:00 AM - 4:00 PM	HOU
09/30	·	09/30/19	OLL	8:00 AM - 4:00 PM	HOU
10/01	·	10/01/19	OLL	8:00 AM - 4:00 PM	HOU
10/02	·	10/02/19	OLL	10:00 AM - 6:00 PM	HOU
10/03	·	10/03/19	OLL	8:00 AM - 4:00 PM	HOU
10/09	·	10/09/19	OLL	8:00 AM - 4:00 PM	HOU
10/09	·	10/09/19	OLL	8:00 AM - 4:00 PM	HOU
10/11	·	10/11/19	OLL	8:00 AM - 4:00 PM	HOU

### 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.

10/14	·	10/14/19	OLL	10:00 AM - 6:00 PM	HOU
10/15	·	10/15/19	OLL	8:00 AM - 4:00 PM	HOU
10/18	·	10/18/19	OLL	8:00 AM - 4:00 PM	HOU
10/18	·	10/18/19	OLL	8:00 AM - 4:00 PM	HOU
10/22	·	10/22/19	OLL	8:00 AM - 4:00 PM	HOU
10/23	·	10/23/19	OLL	8:00 AM - 4:00 PM	HOU
10/24	·	10/24/19	OLL	8:00 AM - 4:00 PM	HOU
10/25	·	10/25/19	OLL	10:00 AM - 6:00 PM	HOU
10/28	·	10/28/19	OLL	8:00 AM - 4:00 PM	HOU
10/29	·	10/29/19	OLL	8:00 AM - 4:00 PM	HOU
10/31	·	10/31/19	OLL	8:00 AM - 4:00 PM	HOU
10/31	·	10/31/19	OLL	8:00 AM - 4:00 PM	HOU
11/05	·	11/05/19	OLL	8:00 AM - 4:00 PM	HOU
11/08	·	11/08/19	OLL	8:00 AM - 4:00 PM	HOU
11/08	·	11/08/19	OLL	8:00 AM - 4:00 PM	HOU
11/12	·	11/12/19	OLL	8:00 AM - 4:00 PM	HOU
11/14	·	11/14/19	OLL	10:00 AM - 6:00 PM	HOU
11/15	·	11/15/19	OLL	8:00 AM - 4:00 PM	HOU
11/18	·	11/18/19	OLL	10:00 AM - 6:00 PM	HOU
11/20	·	11/20/19	OLL	8:00 AM - 4:00 PM	HOU
11/20	·	11/20/19	OLL	8:00 AM - 4:00 PM	HOU
11/25	·	11/25/19	OLL	8:00 AM - 4:00 PM	HOU
11/25	·	11/25/19	OLL	8:00 AM - 4:00 PM	HOU
11/26	·	11/26/19	OLL	8:00 AM - 4:00 PM	HOU
11/27	·	11/27/19	OLL	8:00 AM - 4:00 PM	HOU
12/02	·	12/02/19	OLL	8:00 AM - 4:00 PM	HOU
12/05	·	12/05/19	OLL	8:00 AM - 4:00 PM	HOU
12/06	·	12/06/19	OLL	8:00 AM - 4:00 PM	HOU
12/12	·	12/12/19	OLL	10:00 AM - 6:00 PM	HOU
12/13	·	12/13/19	OLL	8:00 AM - 4:00 PM	HOU
12/16	·	12/16/19	OLL	8:00 AM - 4:00 PM	HOU
12/17	·	12/17/19	OLL	8:00 AM - 4:00 PM	HOU
12/17	·	12/17/19	OLL	8:00 AM - 4:00 PM	HOU
12/20	·	12/20/19	OLL	8:00 AM - 4:00 PM	HOU
12/20	·	12/20/19	OLL	8:00 AM - 4:00 PM	HOU
12/26	·	12/26/19	OLL	8:00 AM - 4:00 PM	HOU
01/02	·	01/02/20	OLL	10:00 AM - 6:00 PM	HOU

### 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.

01/06	·	01/06/20	OLL	8:00 AM - 4:00 PM	HOU
01/10	·	01/10/20	OLL	8:00 AM - 4:00 PM	HOU
01/13	·	01/13/20	OLL	8:00 AM - 4:00 PM	HOU
01/31	·	01/31/20	OLL	8:00 AM - 4:00 PM	HOU
02/24	·	02/24/20	OLL	8:00 AM - 4:00 PM	HOU
03/13	·	03/13/20	OLL	8:00 AM - 4:00 PM	HOU
03/25	·	03/25/20	OLL	8:00 AM - 4:00 PM	HOU
04/06	·	04/06/20	OLL	8:00 AM - 4:00 PM	HOU
04/07	·	04/07/20	OLL	8:00 AM - 4:00 PM	HOU
04/28	·	04/28/20	OLL	8:00 AM - 4:00 PM	HOU
05/15	·	05/15/20	OLL	8:00 AM - 4:00 PM	HOU
06/12	·	06/12/20	OLL	8:00 AM - 4:00 PM	HOU
06/25	·	06/25/20	OLL	8:00 AM - 4:00 PM	HOU
08/04	·	08/04/20	OLL	8:00 AM - 4:00 PM	HOU

### 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.

08/23	·	08/23/19	OLL	8:00 AM - 4:00 PM	HOU
08/23	·	08/23/19	OLL	8:00 AM - 4:00 PM	HOU
08/26	·	08/26/19	OLL	8:00 AM - 4:00 PM	HOU
08/27	·	08/27/19	OLL	10:00 AM - 6:00 PM	HOU
08/29	·	08/29/19	OLL	8:00 AM - 4:00 PM	HOU
08/29	·	08/29/19	OLL	8:00 AM - 4:00 PM	HOU
08/30	·	08/30/19	OLL	8:00 AM - 4:00 PM	HOU
09/03	·	09/03/19	OLL	8:00 AM - 4:00 PM	HOU
09/03	·	09/03/19	OLL	8:00 AM - 4:00 PM	HOU
09/06	·	09/06/19	OLL	8:00 AM - 4:00 PM	HOU
09/10	·	09/10/19	OLL	8:00 AM - 4:00 PM	HOU
09/11	·	09/11/19	OLL	8:00 AM - 4:00 PM	HOU
09/18	·	09/18/19	OLL	8:00 AM - 4:00 PM	HOU
09/18	·	09/18/19	OLL	8:00 AM - 4:00 PM	HOU
09/20	·	09/20/19	OLL	8:00 AM - 4:00 PM	HOU
09/23	·	09/23/19	OLL	10:00 AM - 6:00 PM	HOU
09/24	·	09/24/19	OLL	8:00 AM - 4:00 PM	HOU
09/26	·	09/26/19	OLL	8:00 AM - 4:00 PM	HOU
09/26	·	09/26/19	OLL	8:00 AM - 4:00 PM	HOU



## 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.

09/27	·	09/27/19	OLL	8:00 AM - 4:00 PM	HOU
09/30	·	09/30/19	OLL	8:00 AM - 4:00 PM	HOU
10/01	·	10/01/19	OLL	10:00 AM - 6:00 PM	HOU
10/02	·	10/02/19	OLL	8:00 AM - 4:00 PM	HOU
10/07	·	10/07/19	OLL	8:00 AM - 4:00 PM	HOU
10/07	·	10/07/19	OLL	8:00 AM - 4:00 PM	HOU
10/11	·	10/11/19	OLL	8:00 AM - 4:00 PM	HOU
10/15	·	10/15/19	OLL	10:00 AM - 6:00 PM	HOU
10/16	·	10/16/19	OLL	10:00 AM - 6:00 PM	HOU
10/17	·	10/17/19	OLL	8:00 AM - 4:00 PM	HOU
10/22	·	10/22/19	OLL	8:00 AM - 4:00 PM	HOU
10/25	·	10/25/19	OLL	8:00 AM - 4:00 PM	HOU
10/25	·	10/25/19	OLL	8:00 AM - 4:00 PM	HOU
10/28	·	10/28/19	OLL	8:00 AM - 4:00 PM	HOU
10/30	·	10/30/19	OLL	8:00 AM - 4:00 PM	HOU
11/04	·	11/04/19	OLL	8:00 AM - 4:00 PM	HOU
11/06	·	11/06/19	OLL	8:00 AM - 4:00 PM	HOU
11/07	·	11/07/19	OLL	8:00 AM - 4:00 PM	HOU
11/11	·	11/11/19	OLL	8:00 AM - 4:00 PM	HOU
11/13	·	11/13/19	OLL	8:00 AM - 4:00 PM	HOU
11/18	·	11/18/19	OLL	8:00 AM - 4:00 PM	HOU
11/19	·	11/19/19	OLL	8:00 AM - 4:00 PM	HOU
11/19	·	11/19/19	OLL	10:00 AM - 6:00 PM	HOU
11/22	·	11/22/19	OLL	8:00 AM - 4:00 PM	HOU
12/02	·	12/02/19	OLL	8:00 AM - 4:00 PM	HOU
12/02	·	12/02/19	OLL	8:00 AM - 4:00 PM	HOU
12/02	·	12/02/19	OLL	10:00 AM - 6:00 PM	HOU
12/06	·	12/06/19	OLL	8:00 AM - 4:00 PM	HOU
12/11	·	12/11/19	OLL	8:00 AM - 4:00 PM	HOU
12/16	·	12/16/19	OLL	8:00 AM - 4:00 PM	HOU
12/16	·	12/16/19	OLL	10:00 AM - 6:00 PM	HOU
12/17	·	12/17/19	OLL	8:00 AM - 4:00 PM	HOU
12/19	·	12/19/19	OLL	8:00 AM - 4:00 PM	HOU
12/23	·	12/23/19	OLL	8:00 AM - 4:00 PM	HOU
12/27	·	12/27/19	OLL	8:00 AM - 4:00 PM	HOU
01/03	·	01/03/20	OLL	8:00 AM - 4:00 PM	HOU
01/24	·	01/24/20	OLL	8:00 AM - 4:00 PM	HOU

### 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.

02/28	·	02/28/20	OLL	8:00 AM - 4:00 PM	HOU
03/26	·	03/26/20	OLL	8:00 AM - 4:00 PM	HOU
03/27	·	03/27/20	OLL	8:00 AM - 4:00 PM	HOU
04/08	·	04/08/20	OLL	8:00 AM - 4:00 PM	HOU
05/22	·	05/22/20	OLL	8:00 AM - 4:00 PM	HOU
06/22	·	06/22/20	OLL	8:00 AM - 4:00 PM	HOU
08/05	·	08/05/20	OLL	8:00 AM - 4:00 PM	HOU

### Excel 2019 - Part 1 / 295 USD / Days: 1

This course aims to provide you with a foundation for Excel knowledge and skills, which you can build upon to eventually become an expert in data manipulation. Excel can help you organize, calculate, analyze, revise, update, and present your data in ways that will help the decision makers in your organization steer you in the right direction. It will also make these tasks much easier for you to accomplish, and in much less time, than if you used traditional pen-and-paper methods or non-specialized software.

08/22	·	08/22/19	OLL	10:00 AM - 6:00 PM	HOU
08/22	·	08/22/19	OLL	10:00 AM - 6:00 PM	HOU
09/10	·	09/10/19	OLL	8:00 AM - 4:00 PM	HOU
09/10	·	09/10/19	OLL	8:00 AM - 4:00 PM	HOU
09/23	·	09/23/19	OLL	10:00 AM - 6:00 PM	HOU
10/04	·	10/04/19	OLL	8:00 AM - 4:00 PM	HOU
10/09	·	10/09/19	OLL	10:00 AM - 6:00 PM	HOU
11/12	·	11/12/19	OLL	10:00 AM - 6:00 PM	HOU
11/14	·	11/14/19	OLL	8:00 AM - 4:00 PM	HOU
12/06	·	12/06/19	OLL	10:00 AM - 6:00 PM	HOU
12/09	·	12/09/19	OLL	8:00 AM - 4:00 PM	HOU
01/06	·	01/06/20	OLL	8:00 AM - 4:00 PM	HOU
01/15	·	01/15/20	OLL	8:00 AM - 4:00 PM	HOU
02/03	·	02/03/20	OLL	8:00 AM - 4:00 PM	HOU
03/06	·	03/06/20	OLL	8:00 AM - 4:00 PM	HOU
03/30	·	03/30/20	OLL	8:00 AM - 4:00 PM	HOU
03/30	·	03/30/20	OLL	8:00 AM - 4:00 PM	HOU
05/04	·	05/04/20	OLL	8:00 AM - 4:00 PM	HOU
06/22	·	06/22/20	OLL	8:00 AM - 4:00 PM	HOU
07/02	·	07/02/20	OLL	8:00 AM - 4:00 PM	HOU
08/06	·	08/06/20	OLL	8:00 AM - 4:00 PM	HOU

### Excel 2019 - Part 2 / 295 USD / Days: 1

This course builds upon the foundational knowledge presented in the Microsoft® Office Excel® 2019: Part 1 course and will help start you down the road to creating advanced workbooks and worksheets that can help deepen your understanding of organizational intelligence. The ability to analyze massive amounts of data, extract actionable information from it, and present that information to decision makers is at the foundation of a successful organization that is able to compete at a high level.

08/26	·	08/26/19	OLL	10:00 AM - 6:00 PM	HOU
09/13	·	09/13/19	OLL	8:00 AM - 4:00 PM	HOU
09/18	·	09/18/19	OLL	8:00 AM - 4:00 PM	HOU
09/27	·	09/27/19	OLL	10:00 AM - 6:00 PM	HOU
10/07	·	10/07/19	OLL	8:00 AM - 4:00 PM	HOU
10/14	·	10/14/19	OLL	10:00 AM - 6:00 PM	HOU
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11/08	·	11/08/19	OLL	8:00 AM - 4:00 PM	HOU
11/20	·	11/20/19	OLL	10:00 AM - 6:00 PM	HOU
11/21	·	11/21/19	OLL	8:00 AM - 4:00 PM	HOU
12/12	·	12/12/19	OLL	10:00 AM - 6:00 PM	HOU
12/13	·	12/13/19	OLL	8:00 AM - 4:00 PM	HOU
12/18	·	12/18/19	OLL	8:00 AM - 4:00 PM	HOU
01/16	·	01/16/20	OLL	8:00 AM - 4:00 PM	HOU
01/20	·	01/20/20	OLL	8:00 AM - 4:00 PM	HOU
02/20	·	02/20/20	OLL	8:00 AM - 4:00 PM	HOU
03/13	·	03/13/20	OLL	8:00 AM - 4:00 PM	HOU
03/31	·	03/31/20	OLL	8:00 AM - 4:00 PM	HOU
04/17	·	04/17/20	OLL	8:00 AM - 4:00 PM	HOU
05/11	·	05/11/20	OLL	8:00 AM - 4:00 PM	HOU
06/29	·	06/29/20	OLL	8:00 AM - 4:00 PM	HOU
07/03	·	07/03/20	OLL	8:00 AM - 4:00 PM	HOU
08/10	·	08/10/20	OLL	8:00 AM - 4:00 PM	HOU

### Excel 2019 - Part 3 / 295 USD / Days: 1

This course builds upon the foundational and intermediate knowledge presented in the Microsoft® Office Excel® 2019: Part 1 and Microsoft® Office Excel® 2019: Part 2 courses to help you get the most of your Excel experience. The ability to collaborate with colleagues, automate complex or repetitive tasks, and use conditional logic to construct and apply elaborate formulas and functions will put the full power of Excel right at your fingertips. The more you learn about how to get Excel to do the hard work for you, the more you'll be able to focus on getting the answers you need from the vast amounts of data your organization generates.

08/23	·	08/23/19	OLL	8:00 AM - 4:00 PM	HOU
09/04	·	09/04/19	OLL	10:00 AM - 6:00 PM	HOU
09/25	·	09/25/19	OLL	8:00 AM - 4:00 PM	HOU

## Office Star

### Excel 2019 - Part 3 / 295 USD / Days: 1

This course builds upon the foundational and intermediate knowledge presented in the Microsoft® Office Excel® 2019: Part 1 and Microsoft® Office Excel® 2019: Part 2 courses to help you get the most of your Excel experience. The ability to collaborate with colleagues, automate complex or repetitive tasks, and use conditional logic to construct and apply elaborate formulas and functions will put the full power of Excel right at your fingertips. The more you learn about how to get Excel to do the hard work for you, the more you'll be able to focus on getting the answers you need from the vast amounts of data your organization generates.

10/03	10/03/19	OLL	10:00 AM - 6:00 PM	HOU
10/17	10/17/19	OLL	8:00 AM - 4:00 PM	HOU
10/28	10/28/19	OLL	10:00 AM - 6:00 PM	HOU
11/26	11/26/19	OLL	8:00 AM - 4:00 PM	HOU
12/03	12/03/19	OLL	10:00 AM - 6:00 PM	HOU
12/17	12/17/19	OLL	8:00 AM - 4:00 PM	HOU
12/20	12/20/19	OLL	10:00 AM - 6:00 PM	HOU
02/17	02/17/20	OLL	8:00 AM - 4:00 PM	HOU
04/02	04/02/20	OLL	8:00 AM - 4:00 PM	HOU
05/18	05/18/20	OLL	8:00 AM - 4:00 PM	HOU
08/11	08/11/20	OLL	8:00 AM - 4:00 PM	HOU

### 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.

09/13	09/13/19	OLL	8:00 AM - 4:00 PM	HOU
11/12	11/12/19	OLL	8:00 AM - 4:00 PM	HOU

#### 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.

09/06	09/06/19	OLL	8:00 AM - 4:00 PM	HOU
09/16	09/16/19	OLL	8:00 AM - 4:00 PM	HOU
10/04	10/04/19	OLL	8:00 AM - 4:00 PM	HOU
10/22	10/22/19	OLL	8:00 AM - 4:00 PM	HOU
11/11	11/11/19	OLL	8:00 AM - 4:00 PM	HOU
11/26	11/26/19	OLL	8:00 AM - 4:00 PM	HOU
12/09	12/09/19	OLL	8:00 AM - 4:00 PM	HOU
12/20	12/20/19	OLL	8:00 AM - 4:00 PM	HOU

### Microsoft OneNote

#### OneNote 2013 / 295 USD / Days: 1

This course teaches you 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.

10/03	10/03/19	OLL	8:00 AM - 4:00 PM	HOU
12/05	12/05/19	OLL	8:00 AM - 4:00 PM	HOU

#### 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.

08/22	08/22/19	OLL	8:00 AM - 4:00 PM	HOU
08/22	08/22/19	OLL	8:00 AM - 4:00 PM	HOU
09/12	09/12/19	OLL	8:00 AM - 4:00 PM	HOU
09/13	09/13/19	OLL	8:00 AM - 4:00 PM	HOU
09/26	09/26/19	OLL	8:00 AM - 4:00 PM	HOU
10/10	10/10/19	OLL	10:00 AM - 6:00 PM	HOU
10/24	10/24/19	OLL	8:00 AM - 4:00 PM	HOU
10/29	10/29/19	OLL	8:00 AM - 4:00 PM	HOU
11/13	11/13/19	OLL	8:00 AM - 4:00 PM	HOU
11/27	11/27/19	OLL	8:00 AM - 4:00 PM	HOU
12/03	12/03/19	OLL	8:00 AM - 4:00 PM	HOU
12/13	12/13/19	OLL	10:00 AM - 6:00 PM	HOU
12/20	12/20/19	OLL	8:00 AM - 4:00 PM	HOU
12/27	12/27/19	OLL	8:00 AM - 4:00 PM	HOU
03/23	03/23/20	OLL	8:00 AM - 4:00 PM	HOU
04/03	04/03/20	OLL	8:00 AM - 4:00 PM	HOU
04/28	04/28/20	OLL	8:00 AM - 4:00 PM	HOU
06/15	06/15/20	OLL	8:00 AM - 4:00 PM	HOU
06/29	06/29/20	OLL	8:00 AM - 4:00 PM	HOU
07/22	07/22/20	OLL	8:00 AM - 4:00 PM	HOU

### Microsoft Outlook

#### 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.

09/17	09/17/19	OLL	8:00 AM - 4:00 PM	HOU
10/18	10/18/19	OLL	8:00 AM - 4:00 PM	HOU
11/12	11/12/19	OLL	8:00 AM - 4:00 PM	HOU
12/12	12/12/19	OLL	8:00 AM - 4:00 PM	HOU

#### 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.

10/24	10/24/19	OLL	8:00 AM - 4:00 PM	HOU
12/20	12/20/19	OLL	8:00 AM - 4:00 PM	HOU

#### 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.

08/27	08/27/19	OLL	10:00 AM - 6:00 PM	HOU
09/05	09/05/19	OLL	8:00 AM - 4:00 PM	HOU
09/12	09/12/19	OLL	8:00 AM - 4:00 PM	HOU
09/13	09/13/19	OLL	8:00 AM - 4:00 PM	HOU
09/20	09/20/19	OLL	8:00 AM - 4:00 PM	HOU
09/24	09/24/19	OLL	8:00 AM - 4:00 PM	HOU
10/01	10/01/19	OLL	8:00 AM - 4:00 PM	HOU
10/01	10/01/19	OLL	8:00 AM - 4:00 PM	HOU
10/04	10/04/19	OLL	8:00 AM - 4:00 PM	HOU
10/11	10/11/19	OLL	10:00 AM - 6:00 PM	HOU
10/17	10/17/19	OLL	8:00 AM - 4:00 PM	HOU
10/21	10/21/19	OLL	8:00 AM - 4:00 PM	HOU
10/24	10/24/19	OLL	8:00 AM - 4:00 PM	HOU
10/25	10/25/19	OLL	10:00 AM - 6:00 PM	HOU
10/30	10/30/19	OLL	8:00 AM - 4:00 PM	HOU
11/04	11/04/19	OLL	8:00 AM - 4:00 PM	HOU
11/08	11/08/19	OLL	8:00 AM - 4:00 PM	HOU
11/19	11/19/19	OLL	8:00 AM - 4:00 PM	HOU
11/21	11/21/19	OLL	8:00 AM - 4:00 PM	HOU
11/25	11/25/19	OLL	8:00 AM - 4:00 PM	HOU
12/04	12/04/19	OLL	8:00 AM - 4:00 PM	HOU
12/05	12/05/19	OLL	8:00 AM - 4:00 PM	HOU
12/16	12/16/19	OLL	8:00 AM - 4:00 PM	HOU
12/16	12/16/19	OLL	10:00 AM - 6:00 PM	HOU
12/26	12/26/19	OLL	8:00 AM - 4:00 PM	HOU
02/07	02/07/20	OLL	8:00 AM - 4:00 PM	HOU
04/03	04/03/20	OLL	8:00 AM - 4:00 PM	HOU
06/05	06/05/20	OLL	8:00 AM - 4:00 PM	HOU

## 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.

08/30	08/30/19	OLL	10:00 AM - 6:00 PM	HOU
09/10	09/10/19	OLL	8:00 AM - 4:00 PM	HOU
09/25	09/25/19	OLL	8:00 AM - 4:00 PM	HOU
09/26	09/26/19	OLL	8:00 AM - 4:00 PM	HOU
10/04	10/04/19	OLL	8:00 AM - 4:00 PM	HOU
10/10	10/10/19	OLL	8:00 AM - 4:00 PM	HOU
10/14	10/14/19	OLL	10:00 AM - 6:00 PM	HOU
10/15	10/15/19	OLL	10:00 AM - 6:00 PM	HOU
10/23	10/23/19	OLL	8:00 AM - 4:00 PM	HOU
10/23	10/23/19	OLL	8:00 AM - 4:00 PM	HOU
10/25	10/25/19	OLL	8:00 AM - 4:00 PM	HOU
11/04	11/04/19	OLL	8:00 AM - 4:00 PM	HOU
11/07	11/07/19	OLL	8:00 AM - 4:00 PM	HOU
11/14	11/14/19	OLL	8:00 AM - 4:00 PM	HOU
11/18	11/18/19	OLL	8:00 AM - 4:00 PM	HOU
12/02	12/02/19	OLL	8:00 AM - 4:00 PM	HOU
12/11	12/11/19	OLL	8:00 AM - 4:00 PM	HOU
12/19	12/19/19	OLL	8:00 AM - 4:00 PM	HOU
12/19	12/19/19	OLL	10:00 AM - 6:00 PM	HOU
03/23	03/23/20	OLL	8:00 AM - 4:00 PM	HOU
06/15	06/15/20	OLL	8:00 AM - 4:00 PM	HOU

### 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.

09/11	09/11/19	OLL	8:00 AM - 4:00 PM	HOU
10/21	10/21/19	OLL	8:00 AM - 4:00 PM	HOU
12/04	12/04/19	OLL	8:00 AM - 4:00 PM	HOU

#### 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.

09/20	09/20/19	OLL	8:00 AM - 4:00 PM	HOU
11/01	11/01/19	OLL	8:00 AM - 4:00 PM	HOU

### 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.

12/13	12/13/19	OLL	8:00 AM - 4:00 PM	HOU
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### PowerPoint 2013 - Part 1 / 295 USD / Days: 1

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

09/04	09/04/19	OLL	8:00 AM - 4:00 PM	HOU
10/25	10/25/19	OLL	10:00 AM - 6:00 PM	HOU
11/14	11/14/19	OLL	8:00 AM - 4:00 PM	HOU
12/09	12/09/19	OLL	8:00 AM - 4:00 PM	HOU

### 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.

08/22	08/22/19	OLL	8:00 AM - 4:00 PM	HOU
09/10	09/10/19	OLL	8:00 AM - 4:00 PM	HOU
10/31	10/31/19	OLL	10:00 AM - 6:00 PM	HOU
12/17	12/17/19	OLL	8:00 AM - 4:00 PM	HOU

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

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

08/23	08/23/19	OLL	8:00 AM - 4:00 PM	HOU
08/26	08/26/19	OLL	10:00 AM - 6:00 PM	HOU
08/27	08/27/19	OLL	8:00 AM - 4:00 PM	HOU
08/28	08/28/19	OLL	8:00 AM - 4:00 PM	HOU
09/03	09/03/19	OLL	8:00 AM - 4:00 PM	HOU
09/06	09/06/19	OLL	8:00 AM - 4:00 PM	HOU
09/09	09/09/19	OLL	10:00 AM - 6:00 PM	HOU
09/12	09/12/19	OLL	8:00 AM - 4:00 PM	HOU
09/16	09/16/19	OLL	8:00 AM - 4:00 PM	HOU
09/19	09/19/19	OLL	8:00 AM - 4:00 PM	HOU
09/23	09/23/19	OLL	10:00 AM - 6:00 PM	HOU
09/25	09/25/19	OLL	8:00 AM - 4:00 PM	HOU
09/27	09/27/19	OLL	8:00 AM - 4:00 PM	HOU
10/07	10/07/19	OLL	8:00 AM - 4:00 PM	HOU
10/09	10/09/19	OLL	8:00 AM - 4:00 PM	HOU
10/11	10/11/19	OLL	8:00 AM - 4:00 PM	HOU
10/14	10/14/19	OLL	8:00 AM - 4:00 PM	HOU

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

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

10/17	10/17/19	OLL	8:00 AM - 4:00 PM	HOU
10/22	10/22/19	OLL	8:00 AM - 4:00 PM	HOU
10/28	10/28/19	OLL	10:00 AM - 6:00 PM	HOU
10/31	10/31/19	OLL	8:00 AM - 4:00 PM	HOU
11/04	11/04/19	OLL	8:00 AM - 4:00 PM	HOU
11/06	11/06/19	OLL	8:00 AM - 4:00 PM	HOU
11/07	11/07/19	OLL	8:00 AM - 4:00 PM	HOU
11/14	11/14/19	OLL	8:00 AM - 4:00 PM	HOU
11/20	11/20/19	OLL	8:00 AM - 4:00 PM	HOU
11/25	11/25/19	OLL	8:00 AM - 4:00 PM	HOU
12/03	12/03/19	OLL	10:00 AM - 6:00 PM	HOU
12/06	12/06/19	OLL	8:00 AM - 4:00 PM	HOU
12/12	12/12/19	OLL	8:00 AM - 4:00 PM	HOU
12/17	12/17/19	OLL	8:00 AM - 4:00 PM	HOU
12/18	12/18/19	OLL	8:00 AM - 4:00 PM	HOU
12/23	12/23/19	OLL	8:00 AM - 4:00 PM	HOU
12/27	12/27/19	OLL	8:00 AM - 4:00 PM	HOU
01/14	01/14/20	OLL	8:00 AM - 4:00 PM	HOU
02/24	02/24/20	OLL	8:00 AM - 4:00 PM	HOU
03/03	03/03/20	OLL	8:00 AM - 4:00 PM	HOU
03/11	03/11/20	OLL	8:00 AM - 4:00 PM	HOU
04/03	04/03/20	OLL	8:00 AM - 4:00 PM	HOU
04/10	04/10/20	OLL	8:00 AM - 4:00 PM	HOU
06/03	06/03/20	OLL	8:00 AM - 4:00 PM	HOU
07/13	07/13/20	OLL	8:00 AM - 4:00 PM	HOU

### 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	8:00 AM - 4:00 PM	HOU
08/30	08/30/19	OLL	10:00 AM - 6:00 PM	HOU
09/03	09/03/19	OLL	8:00 AM - 4:00 PM	HOU
09/06	09/06/19	OLL	8:00 AM - 4:00 PM	HOU
09/11	09/11/19	OLL	8:00 AM - 4:00 PM	HOU
09/16	09/16/19	OLL	8:00 AM - 4:00 PM	HOU
09/18	09/18/19	OLL	8:00 AM - 4:00 PM	HOU
09/26	09/26/19	OLL	8:00 AM - 4:00 PM	HOU

## 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.

09/27	09/27/19	OLL	10:00 AM - 6:00 PM	HOU
10/03	10/03/19	OLL	8:00 AM - 4:00 PM	HOU
10/10	10/10/19	OLL	8:00 AM - 4:00 PM	HOU
10/14	10/14/19	OLL	8:00 AM - 4:00 PM	HOU
10/16	10/16/19	OLL	8:00 AM - 4:00 PM	HOU
10/21	10/21/19	OLL	10:00 AM - 6:00 PM	HOU
10/22	10/22/19	OLL	8:00 AM - 4:00 PM	HOU
10/25	10/25/19	OLL	8:00 AM - 4:00 PM	HOU
11/01	11/01/19	OLL	10:00 AM - 6:00 PM	HOU
11/06	11/06/19	OLL	8:00 AM - 4:00 PM	HOU
11/11	11/11/19	OLL	8:00 AM - 4:00 PM	HOU
11/12	11/12/19	OLL	8:00 AM - 4:00 PM	HOU
11/21	11/21/19	OLL	8:00 AM - 4:00 PM	HOU
11/27	11/27/19	OLL	8:00 AM - 4:00 PM	HOU
12/06	12/06/19	OLL	10:00 AM - 6:00 PM	HOU
12/10	12/10/19	OLL	8:00 AM - 4:00 PM	HOU
12/16	12/16/19	OLL	8:00 AM - 4:00 PM	HOU
12/20	12/20/19	OLL	8:00 AM - 4:00 PM	HOU
12/23	12/23/19	OLL	8:00 AM - 4:00 PM	HOU
12/30	12/30/19	OLL	8:00 AM - 4:00 PM	HOU
03/04	03/04/20	OLL	8:00 AM - 4:00 PM	HOU
03/23	03/23/20	OLL	8:00 AM - 4:00 PM	HOU
05/12	05/12/20	OLL	8:00 AM - 4:00 PM	HOU
06/05	06/05/20	OLL	8:00 AM - 4:00 PM	HOU
06/30	06/30/20	OLL	8:00 AM - 4:00 PM	HOU
07/14	07/14/20	OLL	8:00 AM - 4:00 PM	HOU

### 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.

09/20	09/20/19	OLL	8:00 AM - 4:00 PM	HOU
11/13	11/13/19	OLL	8:00 AM - 4:00 PM	HOU

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

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

09/25	09/25/19	OLL	8:00 AM - 4:00 PM	HOU
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### Project 2010 - Level 2 / 395 USD / Days: 1

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

11/19	11/19/19	OLL	8:00 AM - 4:00 PM	HOU
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### 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.

08/26	08/26/19	OLL	8:00 AM - 4:00 PM	HOU
09/24	09/24/19	OLL	10:00 AM - 6:00 PM	HOU
10/17	10/17/19	OLL	8:00 AM - 4:00 PM	HOU
11/21	11/21/19	OLL	8:00 AM - 4:00 PM	HOU
12/13	12/13/19	OLL	8:00 AM - 4:00 PM	HOU

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

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

09/30	09/30/19	OLL	10:00 AM - 6:00 PM	HOU
11/26	11/26/19	OLL	8:00 AM - 4:00 PM	HOU

### 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	10:00 AM - 6:00 PM	HOU
08/30	08/30/19	OLL	8:00 AM - 4:00 PM	HOU
09/03	09/03/19	OLL	8:00 AM - 4:00 PM	HOU
09/11	09/11/19	OLL	8:00 AM - 4:00 PM	HOU
09/16	09/16/19	OLL	8:00 AM - 4:00 PM	HOU
09/19	09/19/19	OLL	10:00 AM - 6:00 PM	HOU
09/27	09/27/19	OLL	10:00 AM - 6:00 PM	HOU
10/01	10/01/19	OLL	10:00 AM - 6:00 PM	HOU
10/08	10/08/19	OLL	8:00 AM - 4:00 PM	HOU
10/11	10/11/19	OLL	8:00 AM - 4:00 PM	HOU
10/16	10/16/19	OLL	8:00 AM - 4:00 PM	HOU
10/24	10/24/19	OLL	8:00 AM - 4:00 PM	HOU
11/01	11/01/19	OLL	8:00 AM - 4:00 PM	HOU
11/08	11/08/19	OLL	10:00 AM - 6:00 PM	HOU
11/14	11/14/19	OLL	8:00 AM - 4:00 PM	HOU
11/18	11/18/19	OLL	8:00 AM - 4:00 PM	HOU
11/25	11/25/19	OLL	8:00 AM - 4:00 PM	HOU
12/02	12/02/19	OLL	8:00 AM - 4:00 PM	HOU
12/03	12/03/19	OLL	8:00 AM - 4:00 PM	HOU

### 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.

12/12	12/12/19	OLL	10:00 AM - 6:00 PM	HOU
12/13	12/13/19	OLL	8:00 AM - 4:00 PM	HOU
12/20	12/20/19	OLL	10:00 AM - 6:00 PM	HOU
12/23	12/23/19	OLL	8:00 AM - 4:00 PM	HOU
01/10	01/10/20	OLL	8:00 AM - 4:00 PM	HOU
03/09	03/09/20	OLL	8:00 AM - 4:00 PM	HOU
04/24	04/24/20	OLL	8:00 AM - 4:00 PM	HOU

### 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.

08/26	08/26/19	OLL	8:00 AM - 4:00 PM	HOU
08/28	08/28/19	OLL	10:00 AM - 6:00 PM	HOU
09/09	09/09/19	OLL	8:00 AM - 4:00 PM	HOU
09/16	09/16/19	OLL	8:00 AM - 4:00 PM	HOU
09/23	09/23/19	OLL	8:00 AM - 4:00 PM	HOU
10/03	10/03/19	OLL	10:00 AM - 6:00 PM	HOU
10/11	10/11/19	OLL	8:00 AM - 4:00 PM	HOU
10/16	10/16/19	OLL	10:00 AM - 6:00 PM	HOU
10/21	10/21/19	OLL	8:00 AM - 4:00 PM	HOU
10/29	10/29/19	OLL	8:00 AM - 4:00 PM	HOU
11/13	11/13/19	OLL	10:00 AM - 6:00 PM	HOU
11/14	11/14/19	OLL	8:00 AM - 4:00 PM	HOU
11/20	11/20/19	OLL	8:00 AM - 4:00 PM	HOU
11/25	11/25/19	OLL	8:00 AM - 4:00 PM	HOU
11/27	11/27/19	OLL	8:00 AM - 4:00 PM	HOU
12/09	12/09/19	OLL	8:00 AM - 4:00 PM	HOU
12/10	12/10/19	OLL	8:00 AM - 4:00 PM	HOU
12/18	12/18/19	OLL	10:00 AM - 6:00 PM	HOU
12/27	12/27/19	OLL	10:00 AM - 6:00 PM	HOU
12/30	12/30/19	OLL	8:00 AM - 4:00 PM	HOU
02/28	02/28/20	OLL	8:00 AM - 4:00 PM	HOU
06/01	06/01/20	OLL	8:00 AM - 4:00 PM	HOU



## Office Star

### 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.

09/05	09/05/19	OLL	8:00 AM - 4:00 PM	HOU
09/13	09/13/19	OLL	8:00 AM - 4:00 PM	HOU
09/25	09/25/19	OLL	8:00 AM - 4:00 PM	HOU
09/27	09/27/19	OLL	8:00 AM - 4:00 PM	HOU
10/08	10/08/19	OLL	8:00 AM - 4:00 PM	HOU
10/15	10/15/19	OLL	8:00 AM - 4:00 PM	HOU
11/04	11/04/19	OLL	8:00 AM - 4:00 PM	HOU
11/04	11/04/19	OLL	8:00 AM - 4:00 PM	HOU
11/11	11/11/19	OLL	8:00 AM - 4:00 PM	HOU
11/25	11/25/19	OLL	8:00 AM - 4:00 PM	HOU
12/10	12/10/19	OLL	8:00 AM - 4:00 PM	HOU
12/12	12/12/19	OLL	8:00 AM - 4:00 PM	HOU
12/13	12/13/19	OLL	8:00 AM - 4:00 PM	HOU
01/22	01/22/20	OLL	8:00 AM - 4:00 PM	HOU
02/07	02/07/20	OLL	8:00 AM - 4:00 PM	HOU
05/14	05/14/20	OLL	8:00 AM - 4:00 PM	HOU
06/12	06/12/20	OLL	8:00 AM - 4:00 PM	HOU
07/08	07/08/20	OLL	8:00 AM - 4:00 PM	HOU

#### 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.

08/23	08/23/19	OLL	8:00 AM - 4:00 PM	HOU
08/26	08/26/19	OLL	8:00 AM - 4:00 PM	HOU
09/20	09/20/19	OLL	8:00 AM - 4:00 PM	HOU
10/02	10/02/19	OLL	8:00 AM - 4:00 PM	HOU
10/15	10/15/19	OLL	8:00 AM - 4:00 PM	HOU
10/25	10/25/19	OLL	8:00 AM - 4:00 PM	HOU
10/28	10/28/19	OLL	8:00 AM - 4:00 PM	HOU
11/15	11/15/19	OLL	8:00 AM - 4:00 PM	HOU
11/15	11/15/19	OLL	8:00 AM - 4:00 PM	HOU
11/25	11/25/19	OLL	8:00 AM - 4:00 PM	HOU
12/17	12/17/19	OLL	8:00 AM - 4:00 PM	HOU
12/19	12/19/19	OLL	8:00 AM - 4:00 PM	HOU
12/23	12/23/19	OLL	8:00 AM - 4:00 PM	HOU
01/23	01/23/20	OLL	8:00 AM - 4:00 PM	HOU

#### 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.

05/15	05/15/20	OLL	8:00 AM - 4:00 PM	HOU
07/10	07/10/20	OLL	8:00 AM - 4:00 PM	HOU

#### 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.

10/08	10/08/19	OLL	8:00 AM - 4:00 PM	HOU
12/05	12/05/19	OLL	8:00 AM - 4:00 PM	HOU

#### 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.

09/09	09/09/19	OLL	8:00 AM - 4:00 PM	HOU
11/07	11/07/19	OLL	8:00 AM - 4:00 PM	HOU
12/23	12/23/19	OLL	8:00 AM - 4:00 PM	HOU

### 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.

09/03	09/03/19	OLL	8:00 AM - 4:00 PM	HOU
09/30	09/30/19	OLL	8:00 AM - 4:00 PM	HOU
10/23	10/23/19	OLL	10:00 AM - 6:00 PM	HOU
10/29	10/29/19	OLL	8:00 AM - 4:00 PM	HOU
11/15	11/15/19	OLL	8:00 AM - 4:00 PM	HOU
12/13	12/13/19	OLL	8:00 AM - 4:00 PM	HOU

### 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.

09/17	09/17/19	OLL	8:00 AM - 4:00 PM	HOU
10/14	10/14/19	OLL	8:00 AM - 4:00 PM	HOU
11/15	11/15/19	OLL	8:00 AM - 4:00 PM	HOU
12/11	12/11/19	OLL	8:00 AM - 4:00 PM	HOU

#### 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.

09/26	09/26/19	OLL	8:00 AM - 4:00 PM	HOU
10/25	10/25/19	OLL	8:00 AM - 4:00 PM	HOU
11/20	11/20/19	OLL	8:00 AM - 4:00 PM	HOU
12/19	12/19/19	OLL	8:00 AM - 4:00 PM	HOU

#### 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.

08/28	08/28/19	OLL	8:00 AM - 4:00 PM	HOU
10/01	10/01/19	OLL	8:00 AM - 4:00 PM	HOU
11/26	11/26/19	OLL	8:00 AM - 4:00 PM	HOU
12/23	12/23/19	OLL	8:00 AM - 4:00 PM	HOU

#### 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.

08/30	08/30/19	OLL	8:00 AM - 4:00 PM	HOU
10/10	10/10/19	OLL	8:00 AM - 4:00 PM	HOU
11/21	11/21/19	OLL	8:00 AM - 4:00 PM	HOU

#### 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.

09/05	09/05/19	OLL	8:00 AM - 4:00 PM	HOU
10/16	10/16/19	OLL	8:00 AM - 4:00 PM	HOU
11/27	11/27/19	OLL	8:00 AM - 4:00 PM	HOU

#### 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.

09/10	09/10/19	OLL	8:00 AM - 4:00 PM	HOU
10/22	10/22/19	OLL	8:00 AM - 4:00 PM	HOU
12/06	12/06/19	OLL	8:00 AM - 4:00 PM	HOU

#### 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.

08/28	08/28/19	OLL	8:00 AM - 4:00 PM	HOU
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## 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.

08/29	08/29/19	OLL	8:00 AM - 4:00 PM	HOU
09/04	09/04/19	OLL	10:00 AM - 6:00 PM	HOU
09/05	09/05/19	OLL	8:00 AM - 4:00 PM	HOU
09/11	09/11/19	OLL	8:00 AM - 4:00 PM	HOU
09/18	09/18/19	OLL	8:00 AM - 4:00 PM	HOU
09/20	09/20/19	OLL	8:00 AM - 4:00 PM	HOU
09/24	09/24/19	OLL	8:00 AM - 4:00 PM	HOU
09/27	09/27/19	OLL	8:00 AM - 4:00 PM	HOU
10/08	10/08/19	OLL	8:00 AM - 4:00 PM	HOU
10/09	10/09/19	OLL	8:00 AM - 4:00 PM	HOU
10/11	10/11/19	OLL	10:00 AM - 6:00 PM	HOU
10/15	10/15/19	OLL	10:00 AM - 6:00 PM	HOU
10/21	10/21/19	OLL	8:00 AM - 4:00 PM	HOU
10/24	10/24/19	OLL	8:00 AM - 4:00 PM	HOU
10/28	10/28/19	OLL	8:00 AM - 4:00 PM	HOU
10/31	10/31/19	OLL	8:00 AM - 4:00 PM	HOU
11/01	11/01/19	OLL	8:00 AM - 4:00 PM	HOU
11/07	11/07/19	OLL	8:00 AM - 4:00 PM	HOU
11/08	11/08/19	OLL	8:00 AM - 4:00 PM	HOU
11/14	11/14/19	OLL	8:00 AM - 4:00 PM	HOU
11/18	11/18/19	OLL	10:00 AM - 6:00 PM	HOU
11/27	11/27/19	OLL	8:00 AM - 4:00 PM	HOU
12/03	12/03/19	OLL	8:00 AM - 4:00 PM	HOU
12/09	12/09/19	OLL	8:00 AM - 4:00 PM	HOU
12/18	12/18/19	OLL	8:00 AM - 4:00 PM	HOU
12/20	12/20/19	OLL	8:00 AM - 4:00 PM	HOU
12/23	12/23/19	OLL	8:00 AM - 4:00 PM	HOU
01/03	01/03/20	OLL	8:00 AM - 4:00 PM	HOU
01/14	01/14/20	OLL	8:00 AM - 4:00 PM	HOU
03/02	03/02/20	OLL	8:00 AM - 4:00 PM	HOU
05/28	05/28/20	OLL	8:00 AM - 4:00 PM	HOU

### 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.

08/26	08/26/19	OLL	8:00 AM - 4:00 PM	HOU
09/05	09/05/19	OLL	8:00 AM - 4:00 PM	HOU

### 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.

09/09	09/09/19	OLL	10:00 AM - 6:00 PM	HOU
09/10	09/10/19	OLL	10:00 AM - 6:00 PM	HOU
09/19	09/19/19	OLL	8:00 AM - 4:00 PM	HOU
09/19	09/19/19	OLL	8:00 AM - 4:00 PM	HOU
09/24	09/24/19	OLL	8:00 AM - 4:00 PM	HOU
09/26	09/26/19	OLL	8:00 AM - 4:00 PM	HOU
10/01	10/01/19	OLL	8:00 AM - 4:00 PM	HOU
10/08	10/08/19	OLL	8:00 AM - 4:00 PM	HOU
10/11	10/11/19	OLL	8:00 AM - 4:00 PM	HOU
10/15	10/15/19	OLL	8:00 AM - 4:00 PM	HOU
10/18	10/18/19	OLL	10:00 AM - 6:00 PM	HOU
10/22	10/22/19	OLL	8:00 AM - 4:00 PM	HOU
10/28	10/28/19	OLL	8:00 AM - 4:00 PM	HOU
11/05	11/05/19	OLL	8:00 AM - 4:00 PM	HOU
11/08	11/08/19	OLL	8:00 AM - 4:00 PM	HOU
11/15	11/15/19	OLL	8:00 AM - 4:00 PM	HOU
11/19	11/19/19	OLL	8:00 AM - 4:00 PM	HOU
11/25	11/25/19	OLL	8:00 AM - 4:00 PM	HOU
11/26	11/26/19	OLL	8:00 AM - 4:00 PM	HOU
12/04	12/04/19	OLL	8:00 AM - 4:00 PM	HOU
12/12	12/12/19	OLL	8:00 AM - 4:00 PM	HOU
12/19	12/19/19	OLL	8:00 AM - 4:00 PM	HOU
12/26	12/26/19	OLL	8:00 AM - 4:00 PM	HOU
12/30	12/30/19	OLL	8:00 AM - 4:00 PM	HOU
01/31	01/31/20	OLL	8:00 AM - 4:00 PM	HOU
04/10	04/10/20	OLL	8:00 AM - 4:00 PM	HOU
06/26	06/26/20	OLL	8:00 AM - 4:00 PM	HOU

### 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.

08/23	08/23/19	OLL	8:00 AM - 4:00 PM	HOU
08/27	08/27/19	OLL	8:00 AM - 4:00 PM	HOU
09/11	09/11/19	OLL	10:00 AM - 6:00 PM	HOU
09/26	09/26/19	OLL	8:00 AM - 4:00 PM	HOU
09/27	09/27/19	OLL	8:00 AM - 4:00 PM	HOU
10/04	10/04/19	OLL	8:00 AM - 4:00 PM	HOU

### 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.

10/10	10/10/19	OLL	8:00 AM - 4:00 PM	HOU
10/16	10/16/19	OLL	8:00 AM - 4:00 PM	HOU
10/23	10/23/19	OLL	10:00 AM - 6:00 PM	HOU
11/07	11/07/19	OLL	8:00 AM - 4:00 PM	HOU
11/18	11/18/19	OLL	8:00 AM - 4:00 PM	HOU
11/25	11/25/19	OLL	10:00 AM - 6:00 PM	HOU
11/26	11/26/19	OLL	8:00 AM - 4:00 PM	HOU
12/06	12/06/19	OLL	8:00 AM - 4:00 PM	HOU
12/09	12/09/19	OLL	8:00 AM - 4:00 PM	HOU
12/23	12/23/19	OLL	8:00 AM - 4:00 PM	HOU
12/27	12/27/19	OLL	8:00 AM - 4:00 PM	HOU
01/02	01/02/20	OLL	8:00 AM - 4:00 PM	HOU
02/13	02/13/20	OLL	8:00 AM - 4:00 PM	HOU
04/27	04/27/20	OLL	8:00 AM - 4:00 PM	HOU

### Word 2019 - Part 1 / 295 USD / Days: 1

In this course, you'll learn how to use Word 2019 to create and edit simple documents; format documents; add tables and lists; add design elements and layout options; and proof documents. Microsoft® Word 2019 is designed to help you move smoothly through the task of creating professional-looking documents. Its rich features and powerful tools can make your work easy, and even fun.

10/07	10/07/19	OLL	8:00 AM - 4:00 PM	HOU
01/08	01/08/20	OLL	8:00 AM - 4:00 PM	HOU
04/20	04/20/20	OLL	8:00 AM - 4:00 PM	HOU
05/21	05/21/20	OLL	8:00 AM - 4:00 PM	HOU
06/16	06/16/20	OLL	8:00 AM - 4:00 PM	HOU
07/23	07/23/20	OLL	8:00 AM - 4:00 PM	HOU
08/13	08/13/20	OLL	8:00 AM - 4:00 PM	HOU

### Word 2019 - Part 2 / 295 USD / Days: 1

Creating professional-looking documents can give you and your organization a competitive edge. Implementing time-saving features such as document templates and automated mailings can help reduce expenses. Mastering these techniques will make you a valued employee in your organization.

10/18	10/18/19	OLL	8:00 AM - 4:00 PM	HOU
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## Office Star

### Word 2019 - Part 3 / 295 USD / Days: 1

Microsoft® Word enables you to do far more than simple word processing. Word includes advanced image manipulation tools, collaboration features, cross-referencing and linking tools, entry forms and data collection, security features, and tools to automate document production.

08/28	·	08/28/19	OLL	8:00 AM - 4:00 PM	HOU
10/23	·	10/23/19	OLL	8:00 AM - 4:00 PM	HOU
03/10	·	03/10/20	OLL	8:00 AM - 4:00 PM	HOU
04/14	·	04/14/20	OLL	8:00 AM - 4:00 PM	HOU
04/24	·	04/24/20	OLL	8:00 AM - 4:00 PM	HOU
06/19	·	06/19/20	OLL	8:00 AM - 4:00 PM	HOU
07/28	·	07/28/20	OLL	8:00 AM - 4:00 PM	HOU
08/14	·	08/14/20	OLL	8:00 AM - 4:00 PM	HOU
08/17	·	08/17/20	OLL	8:00 AM - 4:00 PM	HOU