



TRAINING SCHEDULE

Fall 2011

MICROSOFT OFFICE APPLICATIONS	DAYS	COST	AUG	SEPT	OCT	NOV	DEC
Creating your first Database with Microsoft® Access	1	\$199		28			
Microsoft® Access II	1						
Microsoft® Excel for Business I	1	\$199	29			15	
Microsoft® Excel for Business II	1	\$199		22			
PowerPivot with Microsoft® Excel	2	\$279			27		
Manage Emails Effectively with Microsoft® Outlook	1	\$199	19		13		
Impressive Presentations with Microsoft® PowerPoint I	1	\$199	31				15
Impressive Presentations with Microsoft® PowerPoint II	1	\$199		30			
Impressive Presentations with Microsoft® PowerPoint III	1	\$199				1	
Microsoft® Project	2						
Introduction to Microsoft® Publisher	1	\$199			25		
Design to Sell! Marketing Presentations with Publisher	1	\$199					13
Microsoft Word for Business I	1	\$199	23		18		14
Microsoft Word for Business II	1	\$199		8		17	
QuickBooks Fundamentals for Business Owners	2						
BUSINESS SKILLS	DAYS	COST	AUG	SEPT	OCT	NOV	DEC
50 Minute Tips to Better Communication	2						
Achieving Life Balance	1						
Professional Business Writing	2	\$279			20-21		6-7
The Logical Decision Maker	1						
Managing E-mail	1						
E-Mail Etiquette	1						
Emotional Intelligence Works	2	\$249			11-12		
Creating a Positive Work Environment	1						
Handling Difficult People	2						
Interviewing Skills for Managers	2						
Interviewing Skills for Applicants	1						
The Art of Negotiating: How to Get What You Want	1	\$229		29			
Practical Time Management for Business Professionals	1	\$229	30			3	8
Strategic Decision Making	1						
Technical Writing in the Corporate World	2						
Virtual Teaming	2						
PROJECT MANAGEMENT CERTIFICATIONS	DAYS	COST	AUG	SEPT	OCT	NOV	DEC
PMP® Certification Exam Prep	5	\$2,150			3-7		
PgMP® Certification Exam Prep	4						
CompTia Project+	4						
Certified Business Analyst Professional (CBAP®) Exam Prep	5						
PMI® Agile Certified Practitioner	5						
PMI® Risk Management Professional	4						
PMI® Scheduling Professional	3						

**Class dates and times are subject to change.*

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