

**Spring 2024 Microsoft Office and Adobe courses**  
**All courses are delivered on-line as Virtual Instructor-Led Training**

Course Name	Dates	Days	Times	# Days	Price
<b>Microsoft Access</b>					
Access - Part 1	Feb 5,6	Mon-Tue	9am-5pm	2	\$590.00
Access - Part 1	Feb 22,23	Thur-Fri	9am-5pm	2	\$590.00
Access - Part 1	Mar 13,14	Wed-Thur	9am-5pm	2	\$590.00
Access - Part 1	Apr 2,3	Tue-Wed	9am-5pm	2	\$590.00
Access - Part 1	Apr 22,23	Mon-Tue	9am-5pm	2	\$590.00
Access - Part 2	Feb 1,2	Thur-Fri	9am-5pm	2	\$590.00
Access - Part 2	Mar 19,20	Tue-Wed	9am-5pm	2	\$590.00
<b>Microsoft Excel</b>					
Excel - Part 1	5-Feb	Monday	9am-5pm	1	\$295.00
Excel - Part 1	19-Feb	Monday	9am-5pm	1	\$295.00
Excel - Part 1	5-Mar	Tuesday	9am-5pm	1	\$295.00
Excel - Part 1	18-Mar	Monday	9am-5pm	1	\$295.00
Excel - Part 1	5-Apr	Friday	9am-5pm	1	\$295.00
Excel - Part 1	17-Apr	Wednesday	9am-5pm	1	\$295.00
Excel - Part 1	30-Apr	Tuesday	9am-5pm	1	\$295.00
Excel - Part 2	5-Feb	Monday	9am-5pm	1	\$295.00
Excel - Part 2	22-Feb	Thursday	9am-5pm	1	\$295.00
Excel - Part 2	7-Mar	Thursday	9am-5pm	1	\$295.00
Excel - Part 2	21-Mar	Thursday	9am-5pm	1	\$295.00
Excel - Part 2	5-Apr	Friday	9am-5pm	1	\$295.00
Excel - Part 2	22-Apr	Monday	9am-5pm	1	\$295.00
Excel - Part 2	30-Apr	Tuesday	9am-5pm	1	\$295.00
Excel - Part 3	5-Feb	Monday	9am-5pm	1	\$295.00
Excel - Part 3	21-Feb	Wednesday	9am-5pm	1	\$295.00
Excel - Part 3	8-Mar	Friday	9am-5pm	1	\$295.00
Excel - Part 3	26-Mar	Tuesday	9am-5pm	1	\$295.00
Excel - Part 3	8-Apr	Monday	9am-5pm	1	\$295.00
Excel - Part 3	29-Apr	Monday	9am-5pm	1	\$295.00
<b>Microsoft Powerpoint</b>					
Powerpoint - Part 1	12-Feb	Monday	9am-5pm	1	\$295.00
Powerpoint - Part 1	27-Feb	Tuesday	9am-5pm	1	\$295.00
Powerpoint - Part 1	15-Mar	Friday	9am-5pm	1	\$295.00
Powerpoint - Part 1	28-Mar	Thursday	9am-5pm	1	\$295.00
Powerpoint - Part 1	11-Apr	Thursday	9am-5pm	1	\$295.00
Powerpoint - Part 1	25-Apr	Thursday	9am-5pm	1	\$295.00
Powerpoint - Part 2	16-Feb	Friday	9am-5pm	1	\$295.00
Powerpoint - Part 2	6-Mar	Wednesday	9am-5pm	1	\$295.00
Powerpoint - Part 2	3-Apr	Wednesday	9am-5pm	1	\$295.00
Powerpoint - Part 2	16-Apr	Tuesday	9am-5pm	1	\$295.00
<b>Microsoft Project</b>					
Project - Part 1	21-Feb	Wednesday	9am-5pm	1	\$395.00
Project - Part 1	4-Mar	Monday	9am-5pm	1	\$395.00

Project - Part 1	26-Mar	Tuesday	9am-5pm	1	\$395.00
Project - Part 1	8-Apr	Monday	9am-5pm	1	\$395.00
Project - Part 1	25-Apr	Thursday	9am-5pm	1	\$395.00
Project - Part 2	30-Jan	Tuesday	9am-5pm	1	\$395.00
Project - Part 2	20-Feb	Tuesday	9am-5pm	1	\$395.00
Project - Part 2	21-Mar	Thursday	9am-5pm	1	\$395.00
Project - Part 2	15-Apr	Monday	9am-5pm	1	\$395.00
<b>Microsoft Word</b>					
Word - Part 1	8-Feb	Thursday	9am-5pm	1	\$295.00
Word - Part 1	27-Feb	Tuesday	9am-5pm	1	\$295.00
Word - Part 1	8-Mar	Friday	9am-5pm	1	\$295.00
Word - Part 1	27-Mar	Wednesday	9am-5pm	1	\$295.00
Word - Part 1	22-Apr	Monday	9am-5pm	1	\$295.00
Word - Part 2	30-Jan	Tuesday	9am-5pm	1	\$295.00
Word - Part 2	7-Feb	Wednesday	9am-5pm	1	\$295.00
Word - Part 2	4-Mar	Monday	9am-5pm	1	\$295.00
Word - Part 2	28-Mar	Thursday	9am-5pm	1	\$295.00
Word - Part 2	11-Apr	Thursday	9am-5pm	1	\$295.00
<b>Adobe Acrobat</b>					
Adobe Acrobat Pro DC - Introduction	6-Feb	Tuesday	9am-5pm	1	\$395.00
Adobe Acrobat Pro DC - Introduction	14-Mar	Thursday	9am-5pm	1	\$395.00
Adobe Acrobat Pro DC - Introduction	19-Apr	Friday	9am-5pm	1	\$395.00
Adobe Acrobat Pro DC - Advanced	27-Feb	Tuesday	9am-5pm	1	\$395.00
Adobe Acrobat Pro DC - Advanced	21-Mar	Thursday	9am-5pm	1	\$395.00
Adobe Acrobat Pro DC - Advanced	29-Apr	Monday	9am-5pm	1	\$395.00
Adobe Captivate 2019 - The Essentials	Mar 7,8	Thur-Fri	9am-5pm	2	\$790.00
Adobe Illustrator CC - Introduction	26-Feb	Monday	9am-5pm	1	\$395.00
Adobe Illustrator CC - Introduction	22-Mar	Friday	9am-5pm	1	\$395.00
Adobe Illustrator CC - Introduction	18-Apr	Thursday	9am-5pm	1	\$395.00
Adobe Illustrator CC - Advanced	19-Mar	Tuesday	9am-5pm	1	\$395.00
Adobe Illustrator CC - Advanced	8-Apr	Monday	9am-5pm	1	\$395.00
Adobe InDesign CC - Introduction	20-Feb	Tuesday	9am-5pm	1	\$395.00
Adobe InDesign CC - Introduction	20-Mar	Wednesday	9am-5pm	1	\$395.00
Adobe InDesign CC - Introduction	16-Apr	Tuesday	9am-5pm	1	\$395.00
Adobe InDesign CC - Advanced	29-Jan	Monday	9am-5pm	1	\$395.00
Adobe InDesign CC - Advanced	7-Mar	Thursday	9am-5pm	1	\$395.00
Adobe InDesign CC - Advanced	26-Apr	Friday	9am-5pm	1	\$395.00
Adobe Photoshop CC - Introduction	12-Feb	Monday	9am-5pm	1	\$395.00
Adobe Photoshop CC - Introduction	26-Mar	Tuesday	9am-5pm	1	\$395.00
Adobe Photoshop CC - Introduction	24-Apr	Wednesday	9am-5pm	1	\$395.00
Adobe Photoshop CC - Advanced	29-Feb	Thursday	9am-5pm	1	\$395.00
Adobe Photoshop CC - Advanced	1-Apr	Monday	9am-5pm	1	\$395.00