

## Design Wiz

### 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.

11/14	11/14/19	OLL	9:00 AM - 5:00 PM	BWI
12/16	12/16/19	OLL	9:00 AM - 5:00 PM	BWI
01/14	01/14/20	OLL	9:00 AM - 5:00 PM	BWI
02/07	02/07/20	OLL	11:00 AM - 7:00 PM	BWI
02/25	02/25/20	OLL	9:00 AM - 5:00 PM	BWI
03/06	03/06/20	OLL	9:00 AM - 5:00 PM	BWI
03/25	03/25/20	OLL	11:00 AM - 7:00 PM	BWI
04/07	04/07/20	OLL	9:00 AM - 5:00 PM	BWI
04/20	04/20/20	OLL	9:00 AM - 5:00 PM	BWI
04/29	04/29/20	OLL	9:00 AM - 5:00 PM	BWI
05/15	05/15/20	OLL	11:00 AM - 7:00 PM	BWI
05/26	05/26/20	OLL	9:00 AM - 5:00 PM	BWI
06/03	06/03/20	OLL	9:00 AM - 5:00 PM	BWI
06/17	06/17/20	OLL	9:00 AM - 5:00 PM	BWI
06/26	06/26/20	OLL	11:00 AM - 7:00 PM	BWI

#### 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	9:00 AM - 5:00 PM	BWI
12/11	12/11/19	OLL	9:00 AM - 5:00 PM	BWI
12/20	12/20/19	OLL	9:00 AM - 5:00 PM	BWI
01/10	01/10/20	OLL	9:00 AM - 5:00 PM	BWI
01/20	01/20/20	OLL	9:00 AM - 5:00 PM	BWI
01/31	01/31/20	OLL	11:00 AM - 7:00 PM	BWI
02/12	02/12/20	OLL	9:00 AM - 5:00 PM	BWI
02/19	02/19/20	OLL	9:00 AM - 5:00 PM	BWI
02/28	02/28/20	OLL	9:00 AM - 5:00 PM	BWI
03/13	03/13/20	OLL	9:00 AM - 5:00 PM	BWI
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04/14	04/14/20	OLL	9:00 AM - 5:00 PM	BWI
04/22	04/22/20	OLL	9:00 AM - 5:00 PM	BWI
05/04	05/04/20	OLL	9:00 AM - 5:00 PM	BWI
05/11	05/11/20	OLL	11:00 AM - 7:00 PM	BWI

#### 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.

05/20	05/20/20	OLL	9:00 AM - 5:00 PM	BWI
05/29	05/29/20	OLL	9:00 AM - 5:00 PM	BWI
06/08	06/08/20	OLL	9:00 AM - 5:00 PM	BWI
06/22	06/22/20	OLL	11:00 AM - 7:00 PM	BWI
06/30	06/30/20	OLL	9:00 AM - 5:00 PM	BWI

### Adobe Captivate

#### Adobe Captivate 2019 - Beyond The Essentials / 790 USD / Days: 2

A course that teaches the higher-end, more advanced functionality of Adobe Captivate 2019.

12/12	12/13/19	OLL	9:00 AM - 5:00 PM	BWI
02/03	02/04/20	OLL	9:00 AM - 5:00 PM	BWI
03/02	03/03/20	OLL	9:00 AM - 5:00 PM	BWI
04/06	04/07/20	OLL	9:00 AM - 5:00 PM	BWI
05/21	05/22/20	OLL	9:00 AM - 5:00 PM	BWI
06/29	06/30/20	OLL	9:00 AM - 5:00 PM	BWI

#### Adobe Captivate 2019 - The Essentials / 790 USD / Days: 2

A course that teaches the core Adobe Captivate skills needed to create eLearning courses.

12/03	12/04/19	OLL	9:00 AM - 5:00 PM	BWI
12/10	12/11/19	OLL	9:00 AM - 5:00 PM	BWI
01/07	01/08/20	OLL	9:00 AM - 5:00 PM	BWI
01/23	01/24/20	OLL	9:00 AM - 5:00 PM	BWI
02/10	02/11/20	OLL	9:00 AM - 5:00 PM	BWI
02/25	02/26/20	OLL	9:00 AM - 5:00 PM	BWI
03/11	03/12/20	OLL	9:00 AM - 5:00 PM	BWI
03/26	03/27/20	OLL	9:00 AM - 5:00 PM	BWI
04/13	04/14/20	OLL	9:00 AM - 5:00 PM	BWI
04/27	04/28/20	OLL	9:00 AM - 5:00 PM	BWI
05/12	05/13/20	OLL	9:00 AM - 5:00 PM	BWI
05/28	05/29/20	OLL	9:00 AM - 5:00 PM	BWI
06/11	06/12/20	OLL	9:00 AM - 5:00 PM	BWI

### Adobe Dreamweaver

#### Adobe Dreamweaver CC - Part 1 / 790 USD / Days: 2

In this course, you will learn to maintain and administer your website with Dreamweaver's site and page management tools.

12/02	12/03/19	OLL	9:00 AM - 5:00 PM	BWI
12/10	12/11/19	OLL	9:00 AM - 5:00 PM	BWI
01/20	01/21/20	OLL	11:00 AM - 7:00 PM	BWI
02/12	02/13/20	OLL	11:00 AM - 7:00 PM	BWI
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04/20	04/21/20	OLL	9:00 AM - 5:00 PM	BWI
05/12	05/13/20	OLL	9:00 AM - 5:00 PM	BWI
06/08	06/09/20	OLL	11:00 AM - 7:00 PM	BWI

#### Adobe Dreamweaver CC - Part 2 / 790 USD / Days: 2

In this course, you will use Adobe Dreamweaver CC to create fluid CSS layouts, implement mobile integration techniques, and share files over a server to work in a collaborative manner.

11/21	11/22/19	OLL	9:00 AM - 5:00 PM	BWI
12/12	12/13/19	OLL	9:00 AM - 5:00 PM	BWI
12/16	12/17/19	OLL	9:00 AM - 5:00 PM	BWI
01/27	01/28/20	OLL	11:00 AM - 7:00 PM	BWI
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04/28	04/29/20	OLL	9:00 AM - 5:00 PM	BWI
05/21	05/22/20	OLL	9:00 AM - 5:00 PM	BWI
06/15	06/16/20	OLL	11:00 AM - 7:00 PM	BWI

### Adobe Illustrator

#### Adobe Illustrator CC - Part 1 / 790 USD / Days: 2

This course covers the Graphic Design & Illustration Using Adobe Illustrator CC objectives to help students prepare for the Adobe Certified Associate (ACA) exam. This course is also designed to cover the Adobe Certified Expert (ACE) exam objectives.

11/14	11/15/19	OLL	9:00 AM - 5:00 PM	BWI
12/02	12/03/19	OLL	9:00 AM - 5:00 PM	BWI
12/05	12/06/19	OLL	9:00 AM - 5:00 PM	BWI
12/18	12/19/19	OLL	9:00 AM - 5:00 PM	BWI
01/02	01/03/20	OLL	9:00 AM - 5:00 PM	BWI
01/15	01/16/20	OLL	9:00 AM - 5:00 PM	BWI
01/27	01/28/20	OLL	11:00 AM - 7:00 PM	BWI
02/10	02/11/20	OLL	9:00 AM - 5:00 PM	BWI
02/20	02/21/20	OLL	9:00 AM - 5:00 PM	BWI

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03/04	03/05/20	OLL	9:00 AM - 5:00 PM	BWI
03/17	03/18/20	OLL	9:00 AM - 5:00 PM	BWI
04/02	04/03/20	OLL	9:00 AM - 5:00 PM	BWI
04/15	04/16/20	OLL	11:00 AM - 7:00 PM	BWI
04/30	05/01/20	OLL	9:00 AM - 5:00 PM	BWI
05/14	05/15/20	OLL	9:00 AM - 5:00 PM	BWI
06/01	06/02/20	OLL	9:00 AM - 5:00 PM	BWI
06/11	06/12/20	OLL	11:00 AM - 7:00 PM	BWI
06/25	06/26/20	OLL	9:00 AM - 5:00 PM	BWI

### Adobe Illustrator CC - Part 2 / 790 USD / Days: 2

In this course, students will use painting tools, manage colors, format type, work with effects, prepare artwork for commercial printing, and prepare graphics for the web.

11/25	11/26/19	OLL	9:00 AM - 5:00 PM	BWI
12/09	12/10/19	OLL	9:00 AM - 5:00 PM	BWI
12/16	12/17/19	OLL	9:00 AM - 5:00 PM	BWI
01/06	01/07/20	OLL	11:00 AM - 7:00 PM	BWI
02/05	02/06/20	OLL	11:00 AM - 7:00 PM	BWI
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05/26	05/27/20	OLL	9:00 AM - 5:00 PM	BWI
06/18	06/19/20	OLL	11:00 AM - 7:00 PM	BWI
07/01	07/02/20	OLL	9:00 AM - 5:00 PM	BWI

## Adobe InDesign

### Adobe InDesign CC - Part 1 / 790 USD / Days: 2

This course has all the tools you need to elevate the look of your document and get it out to the people who need to see it, whether it be in print or on the web.

11/18	11/19/19	OLL	9:00 AM - 5:00 PM	BWI
11/19	11/20/19	OLL	9:00 AM - 5:00 PM	BWI
12/05	12/06/19	OLL	9:00 AM - 5:00 PM	BWI
12/09	12/10/19	OLL	11:00 AM - 7:00 PM	BWI
12/18	12/19/19	OLL	9:00 AM - 5:00 PM	BWI

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01/02	01/03/20	OLL	9:00 AM - 5:00 PM	BWI
01/13	01/14/20	OLL	9:00 AM - 5:00 PM	BWI
01/21	01/22/20	OLL	9:00 AM - 5:00 PM	BWI
01/29	01/30/20	OLL	11:00 AM - 7:00 PM	BWI
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07/01	07/02/20	OLL	9:00 AM - 5:00 PM	BWI

### Adobe InDesign CC - Part 2 / 790 USD / Days: 2

In this course students will learn advanced InDesign techniques to enhance the look and functionality of your documents.

11/25	11/26/19	OLL	9:00 AM - 5:00 PM	BWI
12/02	12/03/19	OLL	9:00 AM - 5:00 PM	BWI
12/12	12/13/19	OLL	9:00 AM - 5:00 PM	BWI
12/18	12/19/19	OLL	11:00 AM - 7:00 PM	BWI
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04/13	04/14/20	OLL	11:00 AM - 7:00 PM	BWI
04/30	05/01/20	OLL	9:00 AM - 5:00 PM	BWI
05/18	05/19/20	OLL	9:00 AM - 5:00 PM	BWI

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05/28	05/29/20	OLL	11:00 AM - 7:00 PM	BWI
06/18	06/19/20	OLL	9:00 AM - 5:00 PM	BWI
06/29	06/30/20	OLL	11:00 AM - 7:00 PM	BWI

## Adobe Photoshop

### Adobe Photoshop CC - Part 1 / 790 USD / Days: 2

This course focuses on some of the basic features of Photoshop so that the student can navigate the environment and use Photoshop tools to work with photographic images.

12/02	12/03/19	OLL	9:00 AM - 5:00 PM	BWI
12/16	12/17/19	OLL	9:00 AM - 5:00 PM	BWI
01/06	01/07/20	OLL	11:00 AM - 7:00 PM	BWI
01/15	01/16/20	OLL	9:00 AM - 5:00 PM	BWI
01/29	01/30/20	OLL	9:00 AM - 5:00 PM	BWI
02/05	02/06/20	OLL	9:00 AM - 5:00 PM	BWI
02/13	02/14/20	OLL	9:00 AM - 5:00 PM	BWI
02/24	02/25/20	OLL	9:00 AM - 5:00 PM	BWI
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06/09	06/10/20	OLL	11:00 AM - 7:00 PM	BWI
06/22	06/23/20	OLL	9:00 AM - 5:00 PM	BWI

### Adobe Photoshop CC - Part 2 / 790 USD / Days: 2

This course delves into some of the more advanced image creation and editing techniques, and offers you hands-on activities that demonstrate how these techniques can be used in combination to create exciting visual effects.

11/20	11/21/19	OLL	9:00 AM - 5:00 PM	BWI
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12/09	12/10/19	OLL	9:00 AM - 5:00 PM	BWI

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01/09	01/10/20	OLL	11:00 AM - 7:00 PM	BWI
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06/04	06/05/20	OLL	9:00 AM - 5:00 PM	BWI
06/25	06/26/20	OLL	11:00 AM - 7:00 PM	BWI

### HTML

### HTML5 - Content Authoring Fundamentals / 395 USD / Days: 1

HTML5 is one of the most integral and evolving web technologies that enables a user to structure content and present it on the web. This course lays the foundation for mastering this popular web publishing technology.

11/22	11/22/19	OLL	9:00 AM - 5:00 PM	BWI
12/02	12/02/19	OLL	9:00 AM - 5:00 PM	BWI
01/06	01/06/20	OLL	9:00 AM - 5:00 PM	BWI
02/04	02/04/20	OLL	11:00 AM - 7:00 PM	BWI
02/10	02/10/20	OLL	9:00 AM - 5:00 PM	BWI
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05/01	05/01/20	OLL	9:00 AM - 5:00 PM	BWI
06/12	06/12/20	OLL	9:00 AM - 5:00 PM	BWI

### HTML5 - Content Authoring with New and Advanced Features / 395 USD / Days: 1

This course focuses on the new and advanced features of HTML5, covering how to create HTML5 and CSS3 markup that will work well on the widest possible variety of web browsers, mobile devices, and machine readers, such as search engine web crawlers.

12/06	12/06/19	OLL	9:00 AM - 5:00 PM	BWI
01/07	01/07/20	OLL	9:00 AM - 5:00 PM	BWI
02/11	02/11/20	OLL	9:00 AM - 5:00 PM	BWI
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04/01	04/01/20	OLL	9:00 AM - 5:00 PM	BWI
05/06	05/06/20	OLL	9:00 AM - 5:00 PM	BWI
06/19	06/19/20	OLL	9:00 AM - 5:00 PM	BWI

### Microsoft Office

### 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.

11/26	11/26/19	OLL	9:00 AM - 5:00 PM	BWI
12/09	12/09/19	OLL	9:00 AM - 5:00 PM	BWI
12/20	12/20/19	OLL	9:00 AM - 5:00 PM	BWI
01/17	01/17/20	OLL	9:00 AM - 5:00 PM	BWI
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### 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.

12/04	12/04/19	OLL	9:00 AM - 5:00 PM	BWI
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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.

11/14	11/14/19	OLL	9:00 AM - 5:00 PM	BWI
12/09	12/09/19	OLL	9:00 AM - 5:00 PM	BWI
01/29	01/29/20	OLL	9:00 AM - 5:00 PM	BWI
03/26	03/26/20	OLL	9:00 AM - 5:00 PM	BWI
05/28	05/28/20	OLL	9:00 AM - 5:00 PM	BWI

### 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.

12/17	12/17/19	OLL	9:00 AM - 5:00 PM	BWI
12/17	12/17/19	OLL	9:00 AM - 5:00 PM	BWI
02/05	02/05/20	OLL	9:00 AM - 5:00 PM	BWI
03/31	03/31/20	OLL	9:00 AM - 5:00 PM	BWI
06/02	06/02/20	OLL	9:00 AM - 5:00 PM	BWI

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

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

11/14	11/14/19	OLL	9:00 AM - 5:00 PM	BWI
11/20	11/20/19	OLL	9:00 AM - 5:00 PM	BWI
11/25	11/25/19	OLL	9:00 AM - 5:00 PM	BWI
12/03	12/03/19	OLL	11:00 AM - 7:00 PM	BWI
12/06	12/06/19	OLL	9:00 AM - 5:00 PM	BWI
12/12	12/12/19	OLL	9:00 AM - 5:00 PM	BWI
12/17	12/17/19	OLL	9:00 AM - 5:00 PM	BWI
12/18	12/18/19	OLL	9:00 AM - 5:00 PM	BWI
12/23	12/23/19	OLL	9:00 AM - 5:00 PM	BWI
12/27	12/27/19	OLL	9:00 AM - 5:00 PM	BWI
01/07	01/07/20	OLL	9:00 AM - 5:00 PM	BWI
01/07	01/07/20	OLL	9:00 AM - 5:00 PM	BWI
01/14	01/14/20	OLL	9:00 AM - 5:00 PM	BWI
01/22	01/22/20	OLL	11:00 AM - 7:00 PM	BWI
01/30	01/30/20	OLL	9:00 AM - 5:00 PM	BWI
02/06	02/06/20	OLL	9:00 AM - 5:00 PM	BWI
02/13	02/13/20	OLL	9:00 AM - 5:00 PM	BWI
02/18	02/18/20	OLL	11:00 AM - 7:00 PM	BWI
02/24	02/24/20	OLL	9:00 AM - 5:00 PM	BWI
03/03	03/03/20	OLL	9:00 AM - 5:00 PM	BWI
03/11	03/11/20	OLL	9:00 AM - 5:00 PM	BWI
03/13	03/13/20	OLL	9:00 AM - 5:00 PM	BWI
03/16	03/16/20	OLL	9:00 AM - 5:00 PM	BWI
03/20	03/20/20	OLL	9:00 AM - 5:00 PM	BWI
03/27	03/27/20	OLL	9:00 AM - 5:00 PM	BWI
04/03	04/03/20	OLL	9:00 AM - 5:00 PM	BWI
04/10	04/10/20	OLL	9:00 AM - 5:00 PM	BWI
04/16	04/16/20	OLL	9:00 AM - 5:00 PM	BWI

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

04/23	04/23/20	OLL	9:00 AM - 5:00 PM	BWI
04/30	04/30/20	OLL	11:00 AM - 7:00 PM	BWI
05/08	05/08/20	OLL	9:00 AM - 5:00 PM	BWI
05/11	05/11/20	OLL	9:00 AM - 5:00 PM	BWI
05/18	05/18/20	OLL	9:00 AM - 5:00 PM	BWI
05/27	05/27/20	OLL	11:00 AM - 7:00 PM	BWI
06/03	06/03/20	OLL	9:00 AM - 5:00 PM	BWI
06/10	06/10/20	OLL	9:00 AM - 5:00 PM	BWI
06/17	06/17/20	OLL	11:00 AM - 7:00 PM	BWI
06/26	06/26/20	OLL	9:00 AM - 5:00 PM	BWI
07/13	07/13/20	OLL	9:00 AM - 5:00 PM	BWI
08/31	08/31/20	OLL	9:00 AM - 5:00 PM	BWI
10/08	10/08/20	OLL	9:00 AM - 5:00 PM	BWI

### 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.

11/21	11/21/19	OLL	9:00 AM - 5:00 PM	BWI
11/21	11/21/19	OLL	9:00 AM - 5:00 PM	BWI
11/27	11/27/19	OLL	9:00 AM - 5:00 PM	BWI
12/06	12/06/19	OLL	11:00 AM - 7:00 PM	BWI
12/10	12/10/19	OLL	9:00 AM - 5:00 PM	BWI
12/16	12/16/19	OLL	9:00 AM - 5:00 PM	BWI
12/20	12/20/19	OLL	9:00 AM - 5:00 PM	BWI
12/23	12/23/19	OLL	9:00 AM - 5:00 PM	BWI
12/30	12/30/19	OLL	9:00 AM - 5:00 PM	BWI
01/08	01/08/20	OLL	9:00 AM - 5:00 PM	BWI
01/16	01/16/20	OLL	9:00 AM - 5:00 PM	BWI
01/21	01/21/20	OLL	9:00 AM - 5:00 PM	BWI
01/31	01/31/20	OLL	9:00 AM - 5:00 PM	BWI
02/10	02/10/20	OLL	9:00 AM - 5:00 PM	BWI
02/14	02/14/20	OLL	9:00 AM - 5:00 PM	BWI
02/19	02/19/20	OLL	11:00 AM - 7:00 PM	BWI
02/24	02/24/20	OLL	11:00 AM - 7:00 PM	BWI
02/26	02/26/20	OLL	9:00 AM - 5:00 PM	BWI
03/04	03/04/20	OLL	9:00 AM - 5:00 PM	BWI
03/13	03/13/20	OLL	9:00 AM - 5:00 PM	BWI

### 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.

03/18	03/18/20	OLL	9:00 AM - 5:00 PM	BWI
03/23	03/23/20	OLL	9:00 AM - 5:00 PM	BWI
03/27	03/27/20	OLL	9:00 AM - 5:00 PM	BWI
03/31	03/31/20	OLL	11:00 AM - 7:00 PM	BWI
04/07	04/07/20	OLL	9:00 AM - 5:00 PM	BWI
04/13	04/13/20	OLL	9:00 AM - 5:00 PM	BWI
04/20	04/20/20	OLL	9:00 AM - 5:00 PM	BWI
05/05	05/05/20	OLL	11:00 AM - 7:00 PM	BWI
05/12	05/12/20	OLL	9:00 AM - 5:00 PM	BWI
05/21	05/21/20	OLL	9:00 AM - 5:00 PM	BWI
05/26	05/26/20	OLL	9:00 AM - 5:00 PM	BWI
05/29	05/29/20	OLL	11:00 AM - 7:00 PM	BWI
06/05	06/05/20	OLL	9:00 AM - 5:00 PM	BWI
06/12	06/12/20	OLL	11:00 AM - 7:00 PM	BWI
06/30	06/30/20	OLL	9:00 AM - 5:00 PM	BWI
07/14	07/14/20	OLL	9:00 AM - 5:00 PM	BWI
08/28	08/28/20	OLL	9:00 AM - 5:00 PM	BWI
10/09	10/09/20	OLL	9:00 AM - 5:00 PM	BWI

### Microsoft Publisher

#### Publisher 2016/2019 / 395 USD / Days: 1

Microsoft® Office Publisher is a desktop publishing software application capable of producing greeting cards, certificates, newsletters, and other printed publications. Publisher includes a large collection of templates that provide a great way to start a new publication. Publisher offers a large selection of building blocks that can be dragged into your documents, helping you to create page elements such as calendars, newsletter sidebars, and borders. Publisher integrates online sharing and mail merge features, which are handy when you need to send publications to a list of customers, and it's possible to export publications as HTML web pages or PDF documents. With a user-friendly interface, Publisher makes it easy to create and edit publications.

11/25	11/25/19	OLL	9:00 AM - 5:00 PM	BWI
12/17	12/17/19	OLL	9:00 AM - 5:00 PM	BWI
01/02	01/02/20	OLL	9:00 AM - 5:00 PM	BWI
02/12	02/12/20	OLL	9:00 AM - 5:00 PM	BWI
03/11	03/11/20	OLL	9:00 AM - 5:00 PM	BWI
03/23	03/23/20	OLL	9:00 AM - 5:00 PM	BWI
04/14	04/14/20	OLL	9:00 AM - 5:00 PM	BWI

### Publisher 2016/2019 / 395 USD / Days: 1

Microsoft® Office Publisher is a desktop publishing software application capable of producing greeting cards, certificates, newsletters, and other printed publications. Publisher includes a large collection of templates that provide a great way to start a new publication. Publisher offers a large selection of building blocks that can be dragged into your documents, helping you to create page elements such as calendars, newsletter sidebars, and borders. Publisher integrates online sharing and mail merge features, which are handy when you need to send publications to a list of customers, and it's possible to export publications as HTML web pages or PDF documents. With a user-friendly interface, Publisher makes it easy to create and edit publications.

05/15	05/15/20	OLL	9:00 AM - 5:00 PM	BWI
05/18	05/18/20	OLL	9:00 AM - 5:00 PM	BWI
06/09	06/09/20	OLL	9:00 AM - 5:00 PM	BWI

### Microsoft SharePoint

#### Microsoft SharePoint Designer 2013 / 495 USD / Days: 1

In this course, students will learn to create and publish custom SharePoint workflows without code using SharePoint Designer 2013.

12/06	12/06/19	OLL	9:00 AM - 5:00 PM	BWI
01/22	01/22/20	OLL	9:00 AM - 5:00 PM	BWI
02/27	02/27/20	OLL	9:00 AM - 5:00 PM	BWI
03/24	03/24/20	OLL	9:00 AM - 5:00 PM	BWI
04/24	04/24/20	OLL	9:00 AM - 5:00 PM	BWI
05/22	05/22/20	OLL	9:00 AM - 5:00 PM	BWI
06/24	06/24/20	OLL	9:00 AM - 5:00 PM	BWI

### 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.

11/25	11/25/19	OLL	9:00 AM - 5:00 PM	BWI
12/10	12/10/19	OLL	9:00 AM - 5:00 PM	BWI
12/12	12/12/19	OLL	9:00 AM - 5:00 PM	BWI
12/13	12/13/19	OLL	9:00 AM - 5:00 PM	BWI
01/03	01/03/20	OLL	9:00 AM - 5:00 PM	BWI
01/07	01/07/20	OLL	9:00 AM - 5:00 PM	BWI
01/22	01/22/20	OLL	9:00 AM - 5:00 PM	BWI
02/07	02/07/20	OLL	9:00 AM - 5:00 PM	BWI
02/19	02/19/20	OLL	9:00 AM - 5:00 PM	BWI
02/26	02/26/20	OLL	9:00 AM - 5:00 PM	BWI
03/02	03/02/20	OLL	9:00 AM - 5:00 PM	BWI

## Design Wiz

### 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.

03/13	03/13/20	OLL	9:00 AM - 5:00 PM	BWI
03/25	03/25/20	OLL	9:00 AM - 5:00 PM	BWI
04/07	04/07/20	OLL	9:00 AM - 5:00 PM	BWI
04/17	04/17/20	OLL	9:00 AM - 5:00 PM	BWI
05/01	05/01/20	OLL	9:00 AM - 5:00 PM	BWI
05/04	05/04/20	OLL	9:00 AM - 5:00 PM	BWI
05/14	05/14/20	OLL	9:00 AM - 5:00 PM	BWI
05/28	05/28/20	OLL	9:00 AM - 5:00 PM	BWI
06/12	06/12/20	OLL	9:00 AM - 5:00 PM	BWI
06/23	06/23/20	OLL	9:00 AM - 5:00 PM	BWI
07/08	07/08/20	OLL	9:00 AM - 5:00 PM	BWI
09/23	09/23/20	OLL	9:00 AM - 5:00 PM	BWI

### 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.

11/15	11/15/19	OLL	9:00 AM - 5:00 PM	BWI
11/15	11/15/19	OLL	9:00 AM - 5:00 PM	BWI
11/25	11/25/19	OLL	9:00 AM - 5:00 PM	BWI
11/26	11/26/19	OLL	9:00 AM - 5:00 PM	BWI
12/17	12/17/19	OLL	9:00 AM - 5:00 PM	BWI
12/18	12/18/19	OLL	9:00 AM - 5:00 PM	BWI
12/23	12/23/19	OLL	9:00 AM - 5:00 PM	BWI
01/17	01/17/20	OLL	9:00 AM - 5:00 PM	BWI
01/23	01/23/20	OLL	9:00 AM - 5:00 PM	BWI
02/25	02/25/20	OLL	9:00 AM - 5:00 PM	BWI
03/16	03/16/20	OLL	9:00 AM - 5:00 PM	BWI
03/19	03/19/20	OLL	9:00 AM - 5:00 PM	BWI
04/10	04/10/20	OLL	9:00 AM - 5:00 PM	BWI
05/05	05/05/20	OLL	9:00 AM - 5:00 PM	BWI
05/15	05/15/20	OLL	9:00 AM - 5:00 PM	BWI
05/26	05/26/20	OLL	9:00 AM - 5:00 PM	BWI
06/17	06/17/20	OLL	9:00 AM - 5:00 PM	BWI
07/10	07/10/20	OLL	9:00 AM - 5:00 PM	BWI
09/24	09/24/20	OLL	9:00 AM - 5:00 PM	BWI

### 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.

12/05	12/05/19	OLL	9:00 AM - 5:00 PM	BWI
02/12	02/12/20	OLL	9:00 AM - 5:00 PM	BWI
04/15	04/15/20	OLL	9:00 AM - 5:00 PM	BWI
06/04	06/04/20	OLL	9:00 AM - 5:00 PM	BWI

### 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.

12/23	12/23/19	OLL	9:00 AM - 5:00 PM	BWI
02/17	02/17/20	OLL	9:00 AM - 5:00 PM	BWI
04/20	04/20/20	OLL	9:00 AM - 5:00 PM	BWI
06/08	06/08/20	OLL	9:00 AM - 5:00 PM	BWI