



April to June 2018 Class List

Date	Time	Course Name	County	Public/ Non Profit	Private
4/3/2018	8:30am –12:30pm	StrengthsFinder	\$25	\$100	\$150
4/4/2018	8:30am – 4:30pm	Labor Relations 101	No Fee	NA	NA
4/5/2018	9:00am – 4:30pm	Microsoft Excel 2013 Fundamentals	\$175	\$200	\$225
4/10, 4/17, 4/24, 5/1, 5/8 & 5/15 Six Half-Day Program	8:30am –12:30pm	ALCO Team Lead Development Program (TLDP)	No Fee	\$600	\$900
4/12/2018	9:00am – 4:30pm	Microsoft PowerPoint 2013 Advanced	\$175	\$200	\$225
4/16 & 4/23 Two-Day Course	8:30am – 4:30pm	The 7 Habits of Highly Effective People	\$350	\$385	\$420
4/18/2018	9:00am – 4:30pm	Microsoft Access 2013 Fundamentals	\$175	\$200	\$225
4/18/2018	9:00am – 10:30am or 11:00am –12:30pm	Defensive Driver Safety	No Fee	NA	NA
4/19/2018	8:30am – 3:30pm	Basic Customer Service Skills	No Fee	\$200	\$225
4/19/2018	9:00am – 4:30pm	Microsoft Word 2013 Fundamentals	\$175	\$200	\$225
4/25/2018	8:30am –12:30pm	Writing at Work	\$100	\$125	\$150
4/25/2018	9:00am – 4:00pm	Maximizing Supervisory Skills for the First Line Supervisor	\$35	NA	NA
4/25/2018	9:00am – 4:30pm	Microsoft Word 2013 Intermediate	\$175	\$200	\$225
4/26/2018	8:30am –12:30pm	Conflict Management	\$25	\$100	\$150
4/26/2018	9:00am – 4:30pm	Microsoft Excel 2013 Intermediate	\$175	\$200	\$225
5/1/2018	9:00am – 4:30pm	Microsoft Word 2013 Fundamentals	\$175	\$200	\$225
5/2/2018	8:30am –12:30pm	Managing within Disability Laws and Leaves	No Fee	NA	NA
5/3/2018	8:30am – 3:30pm	Making the Transition to Leadership: From Buddy to Boss	No Fee	\$200	\$225



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5/3/2018	9:00am – 4:30pm	Microsoft Excel 2013 Fundamentals	\$175	\$200	\$225
5/9 and 5/10 Two-Day Course	8:30am – 4:30pm	Contemporary Business Writing	\$350	\$385	\$420
5/10/2018	9:00am – 4:30pm	Microsoft Access 2013 Intermediate	\$175	\$200	\$225
5/15/2018	9:00am – 4:30pm	Microsoft SharePoint 2013 Basic	\$175	\$200	\$225
5/15/2018	1:00pm – 4:00pm	Effective Email	\$100	\$125	\$150
5/16/2018	8:30am – 10:00am or 10:30am – 12:00pm	Office Ergonomics	No Fee	\$100	\$150
5/16/2018	9:00am – 4:30pm	Microsoft Outlook 2013 Fundamentals	\$175	\$200	\$225
5/17/2018	9:00am – 2:00pm	CPR/AED/First Aid	No Fee	NA	NA
5/17/2018	9:00am – 12:00pm	Microsoft Excel 2013: Data Analysis with Pivot Tables	\$100	\$125	\$150
5/22/2018	8:30am – 3:30pm	Advanced Customer Service Skills	No Fee	\$200	\$225
5/23/2018	9:00am – 12:00pm	Difficult Conversations	\$35	NA	NA
5/23/2018	1:00pm – 4:00pm	Disaster Service Workers If You Call Them, Will They Come?	\$35	NA	NA
5/24/2018	1:00pm – 4:00pm	Writing Effective Grant Proposals	No Fee	\$100	\$150
5/30/2018	8:30am – 12:30pm	Finance Management for Non-Financial Managers	No Fee	\$100	\$150
5/31/2018	8:30am – 12:30pm	Developing Effective Proposals and Work-Plans	\$100	\$125	\$150
6/5, 6/12, 6/19, 6/26, 7/10 & 7/17 Six Half-Day Program	8:30am – 12:30pm	Developing the Leader in You: For the Aspiring and Emerging Leader	No Fee	\$600	\$900
6/5/2018	9:00am – 4:30pm	Microsoft Word 2013 Advanced	\$190	\$215	\$240
6/6/2018	8:30am – 12:30pm	Communicating and Relating: Breaking Down Barriers in the Workplace (DiSC)	\$25	\$100	\$150
6/6/2018	9:00am – 4:30pm	Microsoft Publisher 2013	\$175	\$200	\$225



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Date	Time	Course Name	County	Public/ Non Profit	Private
6/7/2018	9:00am – 4:30pm	Microsoft Excel 2013 Fundamentals	\$175	\$200	\$225
6/7/2018	9:00am – 12:00pm	Preventing and Responding to Sexual Harassment and Abusive Conduct	No Fee	NA	NA
6/12/2018	9:00am – 4:30pm	Adobe Photoshop CC: Part One	\$235	\$255	\$275
6/14/2018	1:00pm – 5:00pm	Diversity and Inclusion	No Fee	NA	NA
6/19/2018	9:00am – 4:30pm	Microsoft Excel 2013 Intermediate	\$175	\$200	\$225
6/20/2018	8:30am – 12:30pm	Managing Remote Workers	No Fee	\$100	\$150
6/20/2018	9:00am – 12:00pm or 1:00pm – 4:00pm	Transition to Microsoft Office 365	\$100	\$125	\$150
6/21, 6/28 & 7/11 Three-Day Program	8:30am – 3:30pm	Career Essentials Series	No Fee	\$525	\$675
6/21/2018	9:00am – 4:30pm	Adobe Acrobat X Advanced: Creating PDF Forms	\$235	\$255	\$275
6/26/2018	9:00am – 4:30pm	Microsoft Access 2013 Advanced	\$190	\$215	\$240
6/27/2018	9:00am – 4:30pm	Microsoft Outlook 2013 Fundamentals	\$175	\$200	\$225
6/27/2018	1:00pm – 4:00pm	Preventing and Responding to Sexual Harassment and Abusive Conduct	No Fee	NA	NA
6/28/2018	9:00am – 4:30pm	Microsoft Excel 2013 Advanced	\$190	\$215	\$240

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