

# CORPORATE

## MEMBERSHIP

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Instructor-Led Application Classes for 12 Months

Your Corporate Membership provides the ultimate in flexibility and value. Take as many classes as you'd like that fit into your schedule. Choose from hundreds of classes starting each week. Plus, courseware and labs are included at no additional cost.

### Adobe

#### Acrobat

Adobe Acrobat Pro DC - Introduction  
Adobe Acrobat Pro DC - Advanced

#### Captivate

Adobe Captivate 2019 - The Essentials  
Adobe Captivate 2019 - Beyond The Essentials

#### Dreamweaver

Adobe Dreamweaver CC - Part 1  
Adobe Dreamweaver CC - Part 2

#### Illustrator

Adobe Illustrator CC - Part 1  
Adobe Illustrator CC - Part 2

#### InDesign

Adobe InDesign CC - Part 1  
Adobe InDesign CC - Part 2

#### Photoshop

Adobe Photoshop CC - Part 1  
Adobe Photoshop CC - Part 2

### Workplace Fundamentals

10 Soft Skills You Need  
Accounting Essentials  
Business Etiquette  
Business Writing  
Change Management  
Coaching and Mentoring  
Communication Strategies  
Conflict Resolution  
Creative Problem Solving  
Critical Thinking  
Customer Service  
Email Etiquette  
Employee Motivation  
Excellence in Service - Basic  
Excellence in Service - Advanced

#### Grammar Essentials

Handling a Difficult Customer  
Interpersonal Skills  
Leadership and Influence  
Negotiation Skills  
Organizational Skills  
Performance Management  
Presentation Skills  
Supervising Others  
Teamwork and Team Building  
Time Management

### Microsoft Office

#### Access

Access for Office 365 - Part 1  
Access for Office 365 - Part 2  
Access 2019 - Part 1  
Access 2019 - Part 2  
Access 2016 - Part 1  
Access 2016 - Part 2  
Access 2013/2016 - Programming with VBA  
Access 2013 - Part 1  
Access 2013 - Part 2

#### Excel

Excel for Office 365 (Desktop or Online) - Part 1  
Excel for Office 365 (Desktop or Online) - Part 2  
Excel for Office 365 (Desktop or Online) - Part 3  
Excel 2019 - Part 1  
Excel 2019 - Part 2  
Excel 2019 - Part 3  
Excel 2016 - Part 1  
Excel 2016 - Part 2  
Excel 2016 - Part 3  
Excel 2016 - Data Analysis with Pivot Tables  
Excel 2016 - Data Analysis with Power Pivot  
Excel 2016 - Formulas & Charts  
Excel 2016/2013 - Programming with VBA  
Excel 2016 - Tables, PivotTables and Conditional Formatting

Excel 2013 - Part 1  
Excel 2013 - Part 2  
Excel 2013 - Part 3  
Excel 2013 - Data Analysis with Pivot Tables  
Excel 2013 - Data Analysis with Power Pivot  
Excel 2013/2016 - Programming with VBA

### **Office 365**

Microsoft Office 365 Online (with Teams for the Desktop)

### **OneNote**

OneNote 2016  
OneNote 2013

### **Outlook**

Outlook for Office 365 (Desktop or Online) - Part 1  
Outlook for Office 365 (Desktop or Online) - Part 2  
Outlook 2019 - Part 1  
Outlook 2019 - Part 2  
Outlook 2016 - Part 1  
Outlook 2016 - Part 2  
Outlook 2013 - Part 1  
Outlook 2013 - Part 2

### **PowerPoint**

PowerPoint for Office 365 (Desktop or Online) - Part 1  
PowerPoint for Office 365 (Desktop or Online) - Part 2  
PowerPoint 2019 - Part 1  
PowerPoint 2019 - Part 2  
PowerPoint 2016 - Part 1  
PowerPoint 2016 - Part 2  
PowerPoint 2013 - Part 1  
PowerPoint 2013 - Part 2

### **Project**

Project 2019 - Part 1  
Project 2019 - Part 2  
Project 2016 - Part 1  
Project 2016 - Part 2  
Project 2013 - Part 1  
Project 2013 - Part 2

### **Publisher**

Publisher 2016

### **Visio**

Visio Professional 2016 - Part 1  
Visio Professional 2016 - Part 2

### **Word**

Word for Office 365 (Desktop or Online) - Part 1  
Word for Office 365 (Desktop or Online) - Part 2  
Word for Office 365 (Desktop or Online) - Part 3  
Word 2019 - Part 1  
Word 2019 - Part 2  
Word 2019 - Part 3  
Word 2016 - Part 1  
Word 2016 - Part 2  
Word 2016 - Part 3  
Word 2013 - Part 1  
Word 2013 - Part 2  
Word 2013 - Part 3