CLASS SCHEDULE
SEPTEMBER 2021 to FEBRUARY 2022
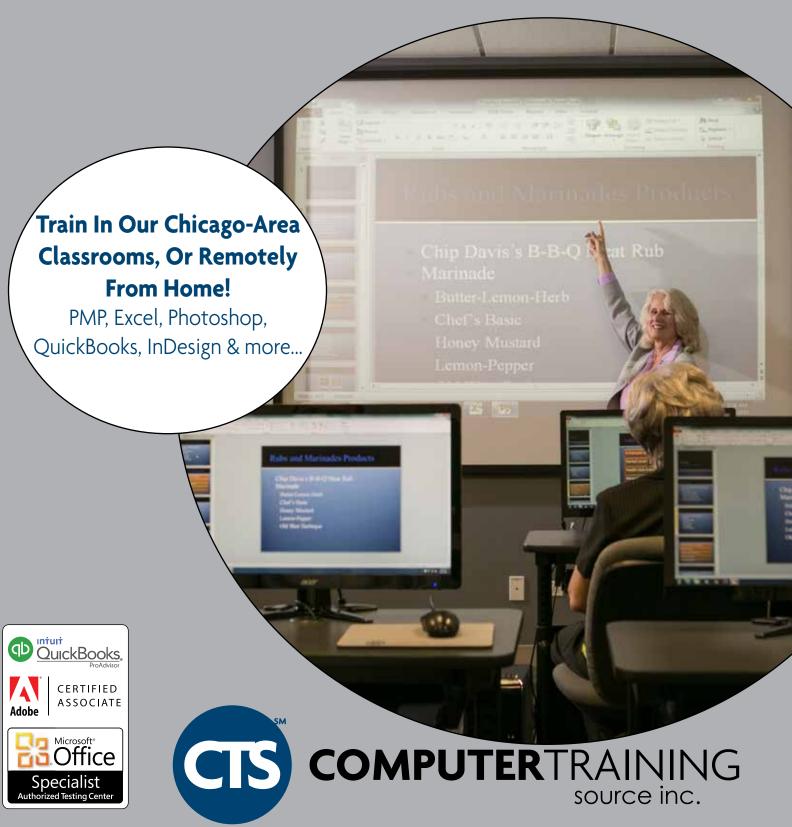
Train In Our Chicago-Area Classrooms, Or Remotely From Home!
PMP, Excel, Photoshop, QuickBooks, InDesign & more...

CTS **COMPUTER**TRAINING source inc.

Version 1

CTS COMPUTERTRAINING source inc.

Instructors

Our instructors are chosen for their knowledge of the software they are teaching as well as their ability to present topics in a clear and concise manner. All instructors are tested before beginning teaching. Our instructors have years of software experience and are patient and knowledgeable. Our instructors consistently receive the highest evaluations from their students.

Student Materials

Student manuals are easy-to-follow and are loaded with practical exercises. Many of our student manuals are Microsoft, Adobe, or QuickBooks approved. All exercise files are provided, and can be accessed online at anytime. Students will receive a Certificate of Completion for each of their classes.

On-Site Training

If you have an appropriate training room, we can conduct training sessions at your location. We can customize the topics to cover the features you need. We have pricing for half-day and full-day On-site classes. Discounts are available for multiple On-site classes. Ask us about supplying computers!

Private Classes & Tutoring

If a group of employees at your organization needs customized training or you need individual training with an instructor, we offer private classes and tutoring! Private training can be done at one of our training centers or at your location. Just call and we can tell you about availability.

In Classroom or Learn from Home

You can attend in person or attend remotely from home. Either way you are able to ask the instructor questions during the class. The instructor can see your screen, even if you attending from home, to help if you are having problems with any exercises.

Free Repeats And After Class Support

Our classes are limited to small groups so that students receive personal attention from their instructor. Free telephone or email support for thirty days is included with your training. Satisfaction guaranteed! Any class you take can be repeated at no charge (as long as there is a seat available in the class you request). Classes can be repeated within six months of the original class date.

TRAINING COUPONS

Business Coupons

Buy a book of Business Coupons to send students to our regularly-scheduled business software classes. One coupon is good for one regularly-scheduled class from the list below.* Coupons can be used by different people in your organization. Save up to 41%!

Coupons are good for one year from purchase date.

10 Coupons – $2,790
25 Coupons – $6,500
50 Coupons – $12,250

Please note that the 'Business Coupons' can be used for the following classes: Introduction to Windows, Word, Excel and Access (Introduction, Intermediate, or Advanced), PowerPoint and Outlook: Introduction or Intermediate, QuickBooks Pro: Part 1, Part 2 or Part 3, SharePoint Part 1 or Part 2..

Creative Coupons

Buy a book of Creative Coupons to send students to our regularly-scheduled creative software classes. One coupon is good for one regularly-scheduled class from the list below.* Coupons can be used by different people in your organization. Save up to 33%!

Coupons are good for one year from purchase date.

10 Coupons – $3,190
25 Coupons – $7,500
50 Coupons – $14,00

Please note that the 'Creative Coupons' can be used for the following classes: Adobe classes (Photoshop, Illustrator, InDesign, Acrobat), HTML classes, CSS classes, WordPress classes or Internet Marketing classes.

MICROSOFT EXCEL

Excel Part 1

Learn to move and copy data, about absolute and relative references, and work with ranges, rows, and columns. Also, how to navigate worksheets and workbooks, enter and edit text, values, formulas, and pictures. This course also covers simple functions used in formulas, basic conditional formatting techniques, and how to create and modify charts.

CHICAGO- *Weekdays 9am - 4pm (One Day) - Fee: $299*

Fri., Aug. 27	Tues., Oct. 12	Tues., Nov. 16	Thurs., Dec. 16
Tues., Jan. 18	Thurs., Feb. 17		

SCHAUMBURG- *Weekdays 9am - 4pm (One Day) - Fee: $299*

Mon., Sept. 20	Mon., Nov. 1	Wed., Dec. 1	Mon., Jan. 3
Wed., Feb. 2			

> **Take all 3 Excel Classes: Part 1, Part 2 and Part 3 for $849, saving over 15%!**

Excel Part 2

Students will work with advanced formulas, learning functions such as IF, AND, OR, SUMIF, COUNTIF, TODAY, NETWORKDATES, LEFT, RIGHT, MID. Work with creating PivotTables and PivotCharts, including slicers and timelines. Also learn how to create outlines and subtotals and how to work with tables. Visualizing data with charts is also included.

CHICAGO- *Weekdays 9am - 4pm (One Day) - Fee: $329*

Mon., Aug. 30	Wed., Oct. 13	Wed., Nov. 17	Fri., Dec. 17
Wed., Jan. 19	Fri., Feb. 18		

SCHAUMBURG- *Weekdays 9am - 4pm (One Day) - Fee: $329*

Tues., Sept. 21	Tues., Nov. 2	Thurs., Dec. 2	Tues., Jan. 4
Thurs., Feb. 3			

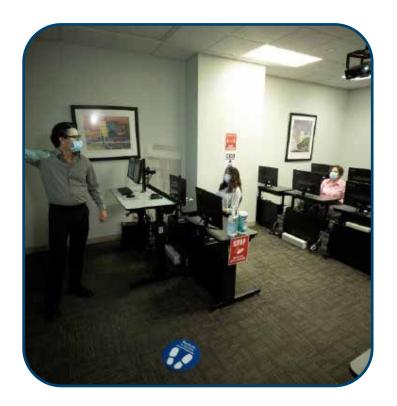## MICROSOFT EXCEL - CONTINUED

Excel Part 3

Use multiple worksheets efficiently, learn to use links and 3-D references. Create formulas using VLOOKUP and learn formula auditing. In addition, students will learn about data validation and protecting worksheets and workbooks. Learn how to create macros. Visualizing data with sparklines and mapping data. Forecasting with goal seek, data tables, and charts are included.

CHICAGO- *Weekdays 9am - 4pm (One Day) - Fee: $379*

Tues., Aug. 31	Thurs., Oct. 14	Thurs., Nov. 18	Mon., Dec. 20
Thurs., Jan. 20	Tues., Feb. 22		

SCHAUMBURG- *Weekdays 9am - 4pm (One Day) - Fee: $379*

Wed., Sept. 22	Wed., Nov. 3	Fri., Dec. 3	Wed., Jan. 5
Fri., Feb. 4			

ENROLL ONLINE OR CALL US

WWW.CTSTRAINING.COM
Chicago, IL : (312) 923-2100
Schaumburg, IL : (847) 240-1972
Naperville, IL : (630) 245-6911

MICROSOFT ACCESS

Access Part 1

After an introduction to database concepts, students will learn how to design and create databases. Then they will work with tables, fields, and records; sort and filter data; and set field properties and data entry rules. Students will then learn to create queries, forms, and reports.

CHICAGO- *Weekdays/Saturdays 9am - 4pm (One Day) - Fee: $299*

Sat., Sept. 18	Mon., Oct. 18	Wed., Feb. 9

SCHAUMBURG- *Weekdays 9am - 4pm (One Day) - Fee: $299*

Wed., Aug. 18	Tues., Dec. 21

Take all 3 Access Classes: Part 1, Part 2 and Part 3 for $849, saving over 15%!

Access Part 2

Students will learn how to normalize data, manage table relationships, and enforce referential integrity; work with Lookup fields and subdatasheets; create join queries, calculated fields, add objects to forms and create advanced form types; print reports and labels; create and modify charts; and use PivotTables and PivotCharts.

CHICAGO- *Weekdays 9am - 4pm (One Day) - Fee: $329*

Tues., Oct. 19	Thurs., Feb. 10

SCHAUMBURG- *Weekdays 9am - 4pm (One Day) - Fee: $329*

Thurs., Aug. 19	Wed., Dec. 22

COUPONS

If you need to send several employees to different classes, Training Coupons can be the most economical solution. Coupons are sold in sets of at least ten. One coupon is good for one student attending one class.

ENROLL ONLINE OR CALL US

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Chicago, IL : (312) 923-2100
Schaumburg, IL : (847) 240-1972
Naperville, IL : (630) 245-6911

MICROSOFT ACCESS - CONTINUED

Access Part 3

Students will learn how to query with SQL; create crosstab, and action queries; create macros; import, export, and link database objects; interact with XML documents; create hyperlink fields; optimize, split, and back up databases; password-protect and encrypt databases; and set Access options and properties.

CHICAGO- *Weekdays 9am - 4pm (One Day) - Fee: $379*

Wed., Oct. 20	Fri., Feb. 11

SCHAUMBURG- *Weekdays 9am - 4pm (One Day) - Fee: $379*

Fri., Aug. 20	Thurs., Dec. 23

MICROSOFT WINDOWS

Windows/File Management Introduction

Learn how to use the Start menu and taskbar; move, resize windows; create and manage files, folders, and libraries; edit file metadata; and search for content on their computers. You will also create shortcuts, use gadgets, and change system settings. Finally, students will browse the Web add sites to their Favorites lists.

CHICAGO- *Weekdays 9am - 4pm (One Day) - Fee: $299*

Mon., Oct. 4

SCHUAMBURG- *Weekdays 9am - 4pm (One Day) - Fee: $299*

Tues., Aug. 3

MICROSOFT WORD

Word Part 1

Students will learn how to navigate documents, enter and edit text, create and save documents. They will also create tables, insert headers and footers, proof, and insert graphics. Learn how to navigate documents, how to enhance the appearance of a document by using various formatting options.

CHICAGO- *Weekdays 9am - 4pm (One Day) - Fee: $299*

Tues., Dec. 7	Mon., Feb. 28

SCHAUMBURG- *Weekdays 9am - 4pm (One Day) - Fee: $299*

Mon., Sept. 27

Word Part 2

Students will work with styles, sections, and columns and will use the Navigation pane to work with outlines. They will format tables, print labels and envelopes, and work with graphics. They will also use document templates, and work with Web features.

CHICAGO- *Weekdays 9am - 4pm (One Day) - Fee: $329*

Wed., Dec. 8

SCHAUMBURG- *Weekdays 9am - 4pm (One Day) - Fee: $329*

Tues., Sept. 28

> **Take all 3 Word Classes: Part 1, Part 2 and Part 3 for $849, saving over 15%!**

Word Part 3

Students will perform mail merges, create forms, and create master documents that include a table of contents, a table of figures, footnotes, endnotes, an index, bookmarks, cross-references, and Web frames. They will also create macros, Quick Access toolbar, and work with XML documents.

CHICAGO- *Weekdays 9am - 4pm (One Day) - Fee: $379*

Thurs., Dec. 9

SCHAUMBURG- *Weekdays 9am - 4pm (One Day) - Fee: $379*

Wed., Sept. 29

> **Attend in person or attend remotely from home!**

MICROSOFT POWERPOINT

PowerPoint Part 1

Students will learn to create, and rearrange presentations. Then they will format text, use drawing objects, work with graphics, and insert tables and charts. They will also use slide masters, and transition effects. Finally, students will learn to run presentations.

CHICAGO- *Weekdays 9am - 4pm (One Day) - Fee: $299*

Wed., Jan. 12

CHICAGO- *Evenings 6:30pm - 9:30pm (Two Days) - Fee: $299*

Tues., Sept. 7 and Thurs. Sept. 9

SCHAUMBURG- *Weekdays 9am - 4pm (One Day) - Fee: $299*

Mon., Sept. 13	Tues., Nov. 9

> **Take both PowerPoint Classes: Part 1 and Part 2 $529, saving over 15%!**

PowerPoint Part 2

Students will customize PowerPoint by modifying the Ribbon and changing application settings. They will also apply themes and templates, and they will work with SmartArt graphics. Students will add multimedia content and interactive elements to slides. Finally, students will integrate PowerPoint with Word and Excel.

CHICAGO- *Weekdays 9am - 4pm (One Day) - Fee: $329*

Thurs., Jan. 13

CHICAGO- *Evenings 6:30pm - 9:30pm (Two Days) - Fee: $329*

Tues., Sept. 14 and Thurs. Sept. 16

SCHAUMBURG- *Weekdays 9am - 4pm (One Day) - Fee: $329*

Tues., Sept. 14	Wed., Nov. 10

MICROSOFT OUTLOOK

Outlook Part 1

Learn how to read and send e-mail messages using several techniques. Then how to manage e-mail messages and attachments, configure message options, and use search folders. Students will also learn to manage contacts and use the People Pane, work with tasks, and create appointments. Finally, they will learn to send and respond to meeting requests.

CHICAGO- *Weekdays 9am - 4pm (One Day) - Fee: $299*

Tues., Sept. 7	Thurs., Jan. 27

SCHAUMBURG- *Weekdays 9am - 4pm (One Day) - Fee: $299*

Mon., Nov. 22

Outlook Part 2

Students will learn how to customize Outlook and work with address books. They will search and filter mail folders, and apply and customize categories. Students will also work with personal, public, and offline folders. Finally, students will organize folders and set rules.

CHICAGO- *Weekdays 9am - 4pm (One Day) - Fee: $329*

Wed., Sept. 8	Fri., Jan. 28

SCHAUMBURG- *Weekdays 9am - 4pm (One Day) - Fee: $329*

Tues., Nov. 23

HTML

HTML Part 1

HTML is the language of all websites. Keep your website up-to-date: learn to write HTML to design or change web pages. We'll cover adding 'tags', links, images, style sheets, frames, tables, and more.

CHICAGO- *Weekdays/Saturdays 9am - 4pm (One Day) - Fee: $399*

Sat., Oct. 9

> **Take all four classes; HTML Part 1, HTML Part 2, CSS Part 1 and CSS Part 2 for $1,475, saving over 15%!**

HTML Part 2

We'll cover basic and advanced forms, image maps, cascading style sheets, color and background properties, reusing styles, and tips and tricks.

CHICAGO- *Weekdays/Saturdays 9am - 4pm (One Day) - Fee: $469*

Sat., Oct. 16

QUICKBOOKS-DESKTOP VERSION

QuickBooks Desktop Part 1

Learn to organize business finances. Also, how to start QuickBooks, set preferences and how to identify the various components of the operating environment. You will walk away knowing how to set up a company, set up inventory, work with invoices, process payments, and how to enter and pay bills.

CHICAGO- *Weekdays 9am - 4pm (One Day) - Fee: $299*

Thurs., Sept. 23

QuickBooks Desktop Part 2

Learn how to perform various transactions within this class. Also, to customize forms, create reports, how to use other QuickBooks accounts, track and pay sales tax, and prepare payroll. You must take QuickBooks Part I class (or have used QuickBooks for at least three months) before taking this class.

CHICAGO- *Weekdays 9am - 4pm (One Day) - Fee: $329*

Fri., Sept. 24

> **Take all three levels of QuickBooks: Part 1, Part 2 and Part 3 for $849, saving over 15%!**

QuickBooks Desktop Part 3 : Day to Day

This class involves the practical use of QuickBooks with a mock company. You will be entering, editing and deleting multiple bills, checks, invoices and credit card charges in realistic workflow scenarios.

CHICAGO- *Weekdays 9am - 4pm (One Day) - Fee: $379*

Mon., Sept. 27

QUICKBOOKS-ONLINE VERSION

QuickBooks Online Part 1

This class involves the practical use of QuickBooks Online with a mock company. The students will be introduced to the platform. Practice entering/editing/deleting bills, checks, invoices, and credit card transactions in realistic workflow scenarios. As well as setup Items/Services/Inventory, Purchase Orders, and Sales Tax. We will review basic reports. The students will also work on reconciling credit card and bank statements. Payroll is not included.

CHICAGO- *Weekdays 9am - 4pm (One Day) - Fee: $379*

Tues., Sept. 28

MICROSOFT PROJECT

MS Project: Creating Projects

Students will learn how to create and modify task lists, establish a project schedule, create calendars, assign resources to tasks, track costs, and work with different views and tables. Students will also apply filters and groups, and sort task and resource data. Finally, they will learn how to resolve resource conflicts.

CHICAGO- *Weekdays/Saturdays 9am - 4pm (One Day) - Fee: $345*

Sat., Sept. 11	Mon., Dec. 13

SCHAUMBURG- *Weekdays 9am - 4pm (One Day) - Fee: $345*

Tues., Oct. 5

MS Project: Managing Projects

Students will learn how to work with templates, create baseline plans, monitor and update projects, analyze project statistics, handle delays and conflicts, create reports, consolidate project files, share resources, and customize Project. Students will also learn how to integrate Project data with other Office applications.

CHICAGO- *Weekdays/Saturdays 9am - 4pm (One Day) - Fee: $395*

Sat., Sept. 18	Tues., Dec. 14

SCHAUMBURG- *Weekdays 9am - 4pm (One Day) - Fee: $395*

Wed., Oct. 6

MICROSOFT SHAREPOINT

SharePoint Part 1

Learn how to easily navigate SharePoint, work with lists and libraries, and use discussion boards, surveys and blogs. You will also learn some basic customization of the SharePoint environment, including creating view and configuring personal settings.

CHICAGO- *Weekdays 9am - 4pm (One Day) - Fee: $329*

Tues., Dec. 28

SCHAUMBURG- *Weekdays 9am - 4pm (One Day) - Fee: $329*

Mon., Oct. 25

SharePoint Part 2

You will take the role of a user with Design permission. You will add libraries, lists and page components, change the look and feel of a Team site, control the display of content and create workflows and content types. You must take our Part1 class (or have used SharePoint for at least three months) before taking this class.

CHICAGO- *Weekdays 9am - 4pm (One Day) - Fee: $379*

Wed., Dec. 29

SCHAUMBURG- *Weekdays 9am - 4pm (One Day) - Fee: $379*

Tues., Oct. 26

ADOBE INDESIGN

InDesign Part 1

Students will add/remove document pages and master pages, adding columns and guides, formatting text, adding photos and graphics, creating a newsletter, and preparing your document for output to an offset printer. Learning multiple shortcuts and techniques to speed up your work.

CHICAGO- *Weekdays/Saturdays 9am - 4pm (One Day) - Fee: $399*

Sat., Sept. 18	Thurs., Nov. 4

SCHAUMBURG- *Weekdays 9am - 4pm (One Day) - Fee: $399*

Mon., Aug. 23

InDesign Part 2

Learn text styles, working in the story editor, handling page elements and graphics, working with libraries, styles, creating colors, develop Bezier paths, layers, working with tables, creating a photo mask, importing, and exporting files and more.

CHICAGO- *Weekdays/Saturdays 9am - 4pm (One Day) - Fee: $449*

Sat., Sept. 25	Fri., Nov. 5

SCHAUMBURG- *Weekdays 9am - 4pm (One Day) - Fee: $449*

Tues., Aug. 24

> **Take all three InDesign Classes: Part 1, Part 2 and Part 3 for $1,229, saving over 15%!**

InDesign Part 3

Learn to use conditional text, using data merge, working with links, enhancing graphics, create clipping paths, managing and creating colors, adding interactive elements for creating E-books, creating animation, adding hyperlinks and advanced navigation techniques, working with form fields, and more.

CHICAGO- *Weekdays/Saturdays 9am - 4pm (One Day) - Fee: $449*

Sat., Oct. 2	Mon., Nov. 8

SCHAUMBURG- *Weekdays 9am - 4pm (One Day) - Fee: $449*

Wed., Aug. 25

> **Lower pricing may be available on www.CTStraining.com**

ADOBE ACROBAT

Acrobat Part 1

Learn PDF basics and explore the Acrobat interface. You'll learn how to navigate and organize PDF documents. Create PDF documents from within other applications, and Web pages. Learn to modify PDF content and how to manage security issues and explore document review techniques.

CHICAGO- *Weekdays 9am - 4pm (One Day) - Fee: $399*

Fri., Nov. 12

Take both Acrobat Classes: Part 1 and Part 2 for $759 saving over 15%!

Acrobat Part 2

They will learn how to discover geospatial data in a PDF map. Also, color management, proofing, color separations, managing inks, and transparency flattening. You will use the Preflight feature to test and convert a document to comply with print provider requirements or ISO 9000 standards such as PDF/X, PDF/A, or PDF/E. Students will learn to create interactive forms using both the Form Editor as well as LiveCycle Designer ES2.

CHICAGO- *Weekdays 9am - 4pm (One Day) - Fee: $499*

Mon., Nov. 15

ADOBE PREMIERE

Premiere Part 1

Premiere is one of the most adaptable digital video editing tools on the market today. We'll learn about the work area, video basics and terminology, transitions, filters, audio, titles & superimposing, the motion command, advanced editing, and layers.

CHICAGO- *Evenings 6:30pm - 9:30pm (Two Days) - Fee: $399*

Tues., Sept. 28 and Thurs., Sept. 30

Premiere Part 2

This class focuses on getting students familiar with a complete and logical workflow for creating a video production, thus providing a background of how projects go from start to finish. Topics include color correction, applying transitions effectively, controlling clip speed and key framing.

CHICAGO- *Evenings 6:30pm - 9:30pm (Two Days) - Fee: $699*

Tues., Oct. 12 and Thurs., Oct. 14

ADOBE PHOTOSHOP

Photoshop Part 1

Learn about image copyright, identify the components of the Photoshop environment, learn about the differences between raster and vector graphics, and learn how to use Adobe Bridge. Also, how to modify and manipulate selections. Work with text, layers, and layer effects; learn to adjust, retouch, and resize images; and how to prepare images for printing and the Web.

CHICAGO- *Weekdays/Saturdays 9am - 4pm (One Day) - Fee: $399*

Sat., Aug. 21

SCHAUMBURG- *Weekdays 9am - 4pm (One Day) - Fee: $399*

Thurs., Oct. 21

Photoshop Part 2

Students will learn how to use color fills, gradients, patterns, and overlays. Also, create layer masks and clipping masks to show or hide various parts of an image. They will create and edit paths and convert type to paths. In addition, students will learn how to apply a variety of creative effects, use the Vanishing Point feature and Smart Filters.

CHICAGO- *Weekdays/Saturdays 9am - 4pm (One Day) - Fee: $449*

Sat., Aug. 28

SCHAUMBURG- *Weekdays 9am - 4pm (One Day) - Fee: $449*

Fri., Oct. 22

Take all three Photoshop Classes: Part 1, Part 2 and Part 3 for $1,229, saving over 15%!

Photoshop Part 3

Learn project management basics and how to create layer comps. Explore various techniques for adjusting the quality of an image and making color adjustments. Also, how to use CYMK separations for prepress, customize ink options. Finally, learn how to optimize images for the Web, balancing quality and file size, and how to prepare images for use in video productions.

SCHAUMBURG- *Saturdays 9am - 4pm (One Day) - Fee: $449*

Sat., Sept. 11

The classes in this class schedule must be paid by your employer.

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CASCADING STYLE SHEETS (CSS)

CSS Part 1

The class will take students through the Web page creation process, one step at a time. Students will start with a review of CSS essentials, learn to build effective navigation and page layouts, and then move on to work with typography, colors, backgrounds, and white space.

CHICAGO- *Weekdays/Saturdays 9am - 4pm (One Day) - Fee: $399*

Sat., Oct. 23

> **Take all four classes; HTML Part 1, HTML Part 2, CSS Part 1 and CSS Part 2 for $1,475, saving over 15%!**

CSS Part 2

Learn to create CSS layouts, use invisible HTML containers to create a page structure, use CSS Flexbox to create rows & columns, use Flex to size columns, position content within invisible containers, make your layouts responsive, and more in this class.

CHICAGO- *Weekdays/Saturdays 9am - 4pm (One Day) - Fee: $469*

Sat., Oct. 30

GOOGLE ADS

Google Ads Part 1

Learn to advertise on the Internet. In this course, students will learn how to create and navigate a Google AdWords account, create and manage ad campaigns, work with keywords, write ads, manage bidding and budgets, launch and manage ads and will also be able to create financial and performance reports.

CHICAGO- *Weekdays /Saturdays 9am - 4pm (One Day) - Fee: $399*

Sat., Aug. 7

Google Ads Part 2

You will learn how to create ad campaigns for the Google display network, configure location, language and schedule for campaigns. You will also learn how to plan and create and ad campaign for YouTube.

CHICAGO- *Weekdays/Saturdays 9am - 4pm (One Day) - Fee: $449*

Sat., Aug. 14

GOOGLE ANALYTICS

Google Analytics Part 1

Google Analytics is a suite that is integrated with Google's data to help draw conclusions about the effectiveness of your site content, promotions and advertising campaigns. Learn how to implement Google Analytics, how to manage your accounts, perform reports and in-depth analysis with specific reports.

CHICAGO- *Weekdays 9am - 4pm (One Day) - Fee: $399*

Mon., Aug. 16

CHICAGO- *Evenings 6:30pm - 9:30pm (Two Days) - Fee: $399*

Tues. Nov. 2 and Thurs., Nov. 4

Google Analytics Part 2

This class will help you gain the ability to create and customize your information the way you want. You will learn how to do an account setup and event tracking. Also learn the steps to building dashboards and building custom reports.

CHICAGO- *Weekdays 9am - 4pm (One Day) - Fee: $449*

Tues., Aug. 17

CHICAGO- *Evenings 6:30pm - 9:30pm (Two Days) - Fee: $449*

Tues. Nov. 16 and Thurs., Nov. 18

WORDPRESS

WordPress Level 1

WordPress has become one of the most popular blogging tools on the web. Learn how to setup, configure and post with WordPress. We will also look at how to customize a WordPress site with themes.

CHICAGO- *Weekdays/Saturdays 9am - 4pm (One Day) - Fee: $349*

Thurs., Sept. 2	Sat., Nov. 6

WordPress Level 2

Learn to install WordPress on a hosted server, using WordPress as a content management system (CMS), customizing themes and appearance with widgets and code changes, and adding plug-ins. (Some HTML, PHP, and either Photoshop or Fireworks knowledge is preferable to take this class.)

CHICAGO- *Weekdays/Saturdays 9am - 4pm (One Day) - Fee: $379*

Fri., Sept. 3	Sat., Nov. 13

TABLEAU

Tableau Part 1

Learn to build effective visualizations and dashboards. Learn how to quickly connect to data sources; build useful calculations; build data visualizations including bar & line charts, geographic maps, scatter plots, dual axis charts, and tables; build dashboards; share with others. Learn how to create and present stories.

CHICAGO - *Weekdays 9am - 4pm (One Day) - Fee: $499*
Tues., Aug. 10

CHICAGO- *Evenings 6:30pm – 9:30pm (Two Days) - Fee: $499*
Mon. and Wed., Oct. 18 through Oct. 20

SCHAUMBURG - *Weekdays 9am - 4pm (One Day) - Fee: $499*
Thurs., Oct. 7

> **Take both Tableau Classes: Part 1 and Part 2 for $845 saving over 15%!**

Tableau Part 2

Advance your Tableau skills by learning to create more advanced visualizations including trend and forecasting. Learn to leverage your data using interactivity and parameters; create table and level of detail calculations. Learn techniques for creating dynamic dashboards to gain deeper insights from data.

CHICAGO - *Weekdays 9am - 4pm (One Day) - Fee: $499*
Wed., Aug. 11

CHICAGO- *Evenings 6:30pm – 9:30pm (Two Days) - Fee: $499*
Mon. and Wed., Oct. 25 through Oct. 27

SCHAUMBURG - *Weekdays 9am - 4pm (One Day) - Fee: $499*
Fri., Oct. 8

SQL QUERIES

SQL Queries Introduction

SQL statements are used to perform tasks such as updating data on a database. Some common relational database management systems that use SQL are: Oracle, Sybase, Microsoft SQL Server, Access, Ingres, and others. Some of these database systems will have extensions specific only to their system. However, the standard SQL commands such as "Select", "Insert", "Update", "Delete", "Create", and "Drop" are used with all these database systems.

SCHAUMBURG- *Weekdays 9am - 4pm (Two Days) - Fee: $999*
Wed., Sept. 1 and Thurs., Sept. 2

MySQL

MySQL Introduction

MySQL Introduction will allow you to work with databases by identifying the fundamental concepts of databases, creating a preliminary database design, applying normalization techniques, and familiarizing yourself with relational database management systems. Using various SQL commands, indexes, and views, you can work with and modify data efficiently within a database.

CHICAGO- *Saturdays 9am - 5pm (Two Days) - Fee: $999*
Sat., Sept. 18 through Sat., Oct.16

JIRA

Jira

Atlassian JIRA is an issue and project tracking software to plan, track and manage projects. JIRA is mainly used by agile development teams to customize their workflows, team collaboration, and release software with confidence.

CHICAGO- *Saturdays 9am - 4pm (Two Days) - Fee: $899*
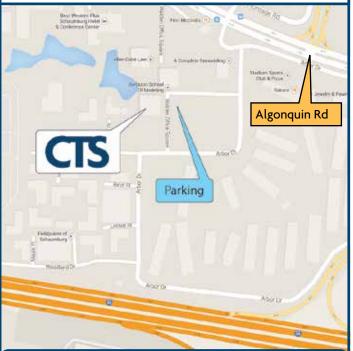Sat., Oct. 23 and Sat., Oct. 30

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Naperville, IL : (630) 245-6911

COMPUTERTRAINING
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SCHAUMBURG

1821 Walden Office Square, Suite 400,
Schaumburg, IL 60173
Phone: (847) 240-1972

Algonquin Rd

HOW TO FIND US

We are located just off Algonquin Road, between Meacham and Route 53. Ample free parking is available.

Our building is next to Moretti's Pizza and Finn McCools.

CHICAGO

420 N Wabash Avenue, Lobby Level,
Chicago, IL 60611
Phone: (312) 923-2100

Trump Tower Parking

AMA Parking

HOW TO FIND US

Our Chicago location is two blocks west of North Michigan Avenue. We are near the Grand Avenue stop on the CTA's Red Line. Many buses also stop near our Chicago location on upper Wabash Avenue.

Reduced-rate parking is available in the AMA Plaza parking garage next to the Dunkin' Donuts, and also in the Trump Tower. Parking rebates available in the main reception area of CTS.