

# CLASS SCHEDULE

May 2018 to September 2018

## Training in:

Excel, Access, Project Management Professional (PMP)<sup>®</sup>, PowerPoint, QuickBooks, Photoshop, InDesign and many more...



**COMPUTER TRAINING**  
source inc.

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Version 14

**TABLE OF CONTENTS**

<b>Microsoft Classes</b>	<b>Page</b>
Access.....	4
Excel.....	3
Outlook.....	6
PowerPoint.....	5
Project.....	7
Windows.....	5
Word.....	4-5
Visio.....	5
SharePoint.....	7
<b>Adobe Classes</b>	
Photoshop.....	9
InDesign.....	8
Illustrator.....	9
Acrobat.....	8
<b>Web Classes</b>	
CSS.....	10
HTML.....	9
MySQL.....	11
PHP.....	11
Online Marketing.....	10
JavaScript.....	11
WordPress.....	11
<b>Project Management Classes</b>	
PMP®.....	12
Agile.....	13
ITIL.....	13
Six Sigma.....	12
Business Analysis.....	12
SQL Queries.....	12
Data Analytics.....	13
Tableau.....	13
<b>QuickBooks Classes</b>	
QuickBooks.....	6
<b>Other Classes</b>	
CompTIA Network+.....	13
<b>Longer Training Programs</b>	
WIOA & TAA Programs.....	14-18

**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.

**Training Room Rental**

If you have your own instructor and need a professional computer training room environment, our computer training labs are available for rent. Our conveniently located training facilities can be an economical place to hold your training session.

**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 – \$2,480
25 Coupons – \$5,850
50 Coupons – \$11,000

\* 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 or Part 2, 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 – \$3,150
25 Coupons – \$7,400
50 Coupons – \$13,900

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

**MICROSOFT EXCEL**

**Excel Introduction**

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: \$289

Mon., Apr. 30	Tues., May 15	Wed., May 30	Thurs., June 14
Fri., June 29	Mon., July 16	Tues., July 31	Wed., Aug. 15
Thurs., Aug. 30	Fri., Sept. 14		

**SCHAUMBURG**- Weekdays 9am - 4pm (One Day) - Fee: \$289

Wed., May 9	Thurs., May 31	Mon., July 2	Mon., July 16
Tues., Aug. 7	Wed., Aug. 29	Thurs., Sept. 20	

**NAPERVILLE**- Weekdays 9am - 4pm (One Day) - Fee: \$289

Tues., Apr. 24	Wed., May 16	Thurs., June 7	Mon., July 2
Tues., July 24	Wed., Aug. 15	Thurs., Sept. 6	Fri., Sept. 28

**NAPERVILLE**- Evenings 6:30pm - 9:30pm (Two Days) - Fee: \$289

Mon., Aug. 6 and Wed., Aug. 8			
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**NORTHBROOK**- Weekdays 9am - 4pm (One Day) - Fee: \$289

Mon., Apr. 30	Tues., May 29	Wed., June 27	Fri., Aug. 24
Mon., Sept. 24			

**Excel Intermediate**

Work with PivotTables and PivotCharts in this class. Use multiple worksheets efficiently, learn more advanced formatting options, and sort and filter data. Also learn how to create outlines and subtotals and how to work with tables. Along with, advanced charting techniques and worksheet auditing and protection.

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

Tues., May 1	Sat., May 5	Wed., May 16	Thurs., May 31
Fri., June 15	Mon., July 2	Tues., July 17	Wed., Aug. 1
Thurs., Aug. 16	Tues., Sept. 4	Mon., Sept. 17	

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

Thurs., May 10	Fri., June 1	Thurs., July 5	Tues., July 17
Wed., Aug. 8	Thurs., Aug. 30	Fri., Sept. 21	

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

Wed., Apr. 25	Thurs., May 17	Fri., June 8	Thurs., July 5
Wed., July 25	Thurs., Aug. 16	Fri., Sept. 7	

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

Mon., Aug. 13 and Wed., Aug. 15			
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**NORTHBROOK**- Weekdays 9am - 4pm (One Day) - Fee: \$299

Tues., May 1	Wed., May 30	Thurs., June 28	Mon., Aug. 27
Tues., Sept. 25			

**MICROSOFT EXCEL - CONTINUED**

**Excel Advanced**

Students will work with advanced formulas, learning functions such as VLOOKUP, IF, SUMIF, SUMIFS, ROUND, PMT, IFERROR, COUNTIF and COUNTIFS. In addition, students will learn about data validation and creating formulas with dates. Learn how to import and export comma and tab delimited text files and how to create macros.

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

Wed., May 2	Sat., May 12	Thurs., May 17	Fri., June 1
Mon., June 18	Thurs., July 5	Wed., July 18	Thurs., Aug. 2
Fri., Aug. 17	Wed., Sept. 5	Tues., Sept. 18	

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

Mon., June 4	Wed., July 18	Tues., Sept. 4	
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**NAPERVILLE**- Weekdays 9am - 4pm (One Day) - Fee: \$299

Fri., May 18	Fri., July 6	Fri., Aug. 17	
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**NAPERVILLE**- Evenings 6:30pm - 9:30pm (Two Days) - Fee: \$299

Mon., Aug. 20 and Wed., Aug. 22			
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**NORTHBROOK**- Weekdays 9am - 4pm (One Day) - Fee: \$299

Thurs., May 31	Mon., July 30	Wed., Sept. 26	
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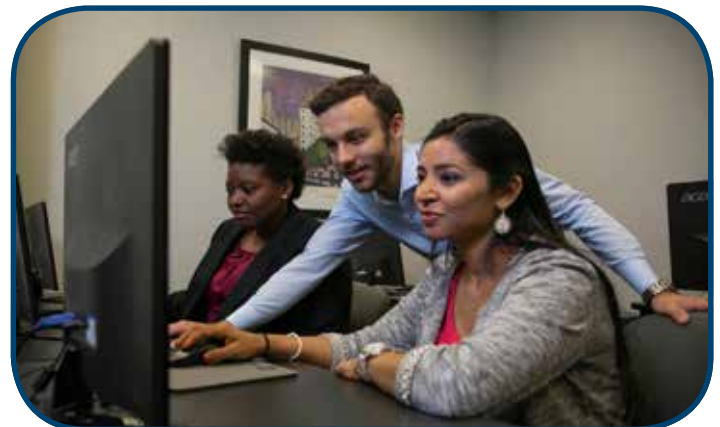
Take all 3 Excel Classes: Introduction, Intermediate and Advanced for \$745, saving over 15%!

**Excel VBA (Visual Basic for Applications)**

Students will gain proficiency in creating procedures that run in response to specific events, working with control structures, developing user forms to accept or display data, validating the data entry in user forms, and debugging and handling errors in code.

**CHICAGO**- Weekdays 9am - 4pm (One Day) - Fee: \$425

Mon., June 4	Fri., Sept. 21		
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## MICROSOFT ACCESS

### Access Introduction

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: \$289

Mon., May 7	Tues., June 5	Mon., July 9	Tues., Aug. 7
Thurs., Sept. 6	Sat., Sept. 8		

**SCHAUMBURG**- Weekdays 9am - 4pm (One Day) - Fee: \$289

Thurs., May 24	Fri., July 20	Mon., Sept. 17
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**NAPERVILLE**- Weekdays 9am - 4pm (One Day) - Fee: \$289

Mon., Apr. 30	Tues., June 26	Wed., Aug. 22
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**NORTHBROOK**- Weekdays 9am - 4pm (One Day) - Fee: \$289

Tues., June 12	Mon., Aug. 13
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## MICROSOFT ACCESS - CONTINUED

### Access Advanced

Students will learn how to query with SQL; create crosstab, parameter, 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/Saturdays 9am - 4pm (One Day) - Fee: \$325

Thurs., June 7	Thurs., Aug. 9	Sat., Sept. 22
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**SCHAUMBURG**- Weekdays 9am - 4pm (One Day) - Fee: \$325

Tues., July 24
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**NAPERVILLE**- Weekdays 9am - 4pm (One Day) - Fee: \$325

Mon., May 7	Thurs., June 28
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**NAPERVILLE**- Evenings 6:30pm - 9:30pm (Two Days) - Fee: \$325

Tues., Apr. 24 and Thurs., Apr. 26
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**NORTHBROOK**- Weekdays 9am - 4pm (One Day) - Fee: \$325

Thurs., June 14	Wed., Aug. 15
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Take all 3 Access Classes: Introduction, Intermediate and Advanced for \$775, saving over 15%!

### Access Intermediate

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, and summary values; add objects to forms and create advanced form types; print reports and labels; create and modify charts; and use PivotTables and PivotCharts.

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

Tues., May 8	Wed., June 6	Tues., July 10	Wed., Aug. 8
Fri., Sept. 7	Sat., Sept. 15		

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

Fri., May 25	Mon., July 23	Tues., Sept. 18
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**NAPERVILLE**- Weekdays 9am - 4pm (One Day) - Fee: \$299

Tues., May 1	Wed., June 27	Thurs., Aug. 23
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**NORTHBROOK**- Weekdays 9am - 4pm (One Day) - Fee: \$299

Wed., June 13	Tues., Aug. 14
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## MICROSOFT WORD

### Word Introduction

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

**CHICAGO**- Weekdays/Saturdays 9am - 4pm (One Day) - Fee: \$289

Tues., Apr. 24	Sat., June 2	Wed., June 20	Thurs., Aug. 23
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**SCHAUMBURG**- Weekdays 9am - 4pm (One Day) - Fee: \$289

Tues., June 5	Wed., Sept. 5
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**SCHAUMBURG**- Evenings 6:30pm - 9:30pm (Two Days) - Fee: \$289

Mon., Apr. 30 and Wed., May 2
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**NAPERVILLE**- Weekdays 9am - 4pm (One Day) - Fee: \$289

Mon., July 9
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**NORTHBROOK**- Weekdays 9am - 4pm (One Day) - Fee: \$289

Mon., May 7	Tues., July 31
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## PRIVATE TRAINING

You can hold a private training at one of our locations to teach classes with your choice of topics. Prices start from \$1295 for a full-day class.

## ROOM RENTALS

If you have a need to conduct computer training, we have rooms that you can rent, up to 25 computers per room.



## MICROSOFT WORD - CONTINUED

### Word Intermediate

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/Saturdays 9am - 4pm (One Day) - Fee: \$299

Wed., Apr. 25	Sat., June 9	Thurs., June 21	Fri., Aug. 24
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**SCHAUMBURG**- Weekdays 9am - 4pm (One Day) - Fee: \$299

Wed., June 6	Thurs., Sept. 6
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**SCHAUMBURG**- Evenings 6:30pm - 9:30pm (Two Days) - Fee: \$299

Tues., May 8 and Thurs., May 10
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**NAPERVILLE**- Weekdays 9am - 4pm (One Day) - Fee: \$299

Tues., May 8	Tues., July 10
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**NORTHBROOK**- Weekdays 9am - 4pm (One Day) - Fee: \$299

Wed., Aug. 1
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### Word Advanced

Students will perform mail merges, create and use 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/Saturdays 9am - 4pm (One Day) - Fee: \$325

Thurs., Apr. 26	Sat., June 16	Mon., Aug. 27
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**SCHAUMBURG**- Evenings 6:30pm - 9:30pm (Two Days) - Fee: \$325

Tues., May 15 and Thurs., May 17
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**SCHAUMBURG**- Weekdays 9am - 4pm (One Day) - Fee: \$325

Thurs., June 7
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**NAPERVILLE**- Weekdays 9am - 4pm (One Day) - Fee: \$325

Wed., May 9	Wed., July 11
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**NORTHBROOK**- Weekdays 9am - 4pm (One Day) - Fee: \$325

Thurs., Aug. 2
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## 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: \$289

Mon., Apr. 23	Tues., June 19	Wed., Aug. 22
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## MICROSOFT POWERPOINT

### PowerPoint Introduction

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/Saturdays 9am - 4pm (One Day) - Fee: \$289

Thurs., May 10	Sat., June 23	Wed., July 11	Mon., Sept. 10
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**SCHAUMBURG**- Weekdays 9am - 4pm (One Day) - Fee: \$289

Thurs., May 17	Fri., July 27
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**NAPERVILLE**- Weekdays 9am - 4pm (One Day) - Fee: \$289

Wed., June 20	Thurs., Aug. 30
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**NORTHBROOK**- Weekdays 9am - 4pm (One Day) - Fee: \$289

Wed., Apr. 25	Thurs., July 5	Thurs., Aug. 16	Fri., Sept. 14
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**NORTHBROOK**- Evenings 6:30pm - 9:30pm (Two Days) - Fee: \$289

Tues., July 10 and Thurs., July 12
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### PowerPoint Intermediate

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/Saturdays 9am - 4pm (One Day) - Fee: \$299

Fri., May 11	Sat., June 30	Thurs., July 12	Tues., Sept. 11
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**SCHAUMBURG**- Weekdays 9am - 4pm (One Day) - Fee: \$299

Fri., May 18	Mon., July 30
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**NAPERVILLE**- Weekdays 9am - 4pm (One Day) - Fee: \$299

Thurs., June 21	Fri., Aug. 31
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**NORTHBROOK**- Weekdays 9am - 4pm (One Day) - Fee: \$299

Thurs., Apr. 26	Fri., July 6	Fri., Aug. 17	Mon., Sept. 17
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**NORTHBROOK**- Evenings 6:30pm - 9:30pm (Two Days) - Fee: \$299

Tues., July 17 and Thurs., July 19
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## VISIO

### Visio Introduction

Students will learn how to use stencils, scale and resize objects, draw basic shapes and compound lines, and arrange objects. They will also learn how to create diagrams, work with text, apply formatting, work with background pages, set shape properties, and create reports

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

Sat., Aug. 11
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## QUICKBOOKS

### QuickBooks 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

Mon., May 21      Tues., July 24      Wed., Sept. 19

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

Mon., July 9

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

Tues., May 29 and Thurs., May 31

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

Tues., June 5      Fri., Aug. 24

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

Mon., May 14      Tues., Aug. 7

Take all three QuickBooks classes: Part 1, 2 and 3 for  
**\$769**

### QuickBooks 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

Tues., May 22      Wed., July 25      Thurs., Sept. 20

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

Tues., July 10

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

Tues., June 5 and Thurs., June 7

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

Wed., June 6      Mon., Aug. 27

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

Wed., Aug. 8

## 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.

## QUICKBOOKS - CONTINUED

### QuickBooks 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: \$299

Thurs., July 26

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

Tues., June 12 and Thurs., June 14

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

Mon., June 18

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

Thurs., Aug. 9

## MICROSOFT OUTLOOK

### Outlook Introduction

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/Saturdays 9am - 4pm (One Day) - Fee: \$289

Wed., May 23      Thurs., July 19      Sat., Aug. 18      Wed., Sept. 12

**SCHAUMBURG**- Weekdays 9am - 4pm (One Day) - Fee: \$289

Fri., July 6      Fri., Sept. 28

**NAPERVILLE**- Weekdays 9am - 4pm (One Day) - Fee: \$289

Mon., Aug. 13

### Outlook Intermediate

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/Saturdays 9am - 4pm (One Day) - Fee: \$299

Fri., July 20      Sat., Aug. 25      Thurs., Sept. 13

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

Fri., July 13

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

Tues., Aug. 14

**MICROSOFT 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 9am - 4pm (One Day) - Fee: \$345  
Thurs., June 28      Tues., Sept. 4

**SCHAUMBURG**- Saturdays 9am - 4pm (One Day) - Fee: \$345  
Sat., June 16

**NAPERVILLE**- Weekdays 9am - 4pm (One Day) - Fee: \$345  
Thurs., Apr. 26

**NORTHBROOK**- Weekdays 9am - 4pm (One Day) - Fee: \$345  
Thurs., June 7

Take both Project: Creating and Managing for \$629, saving over 15%!

**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 9am - 4pm (One Day) - Fee: \$395  
Fri., June 29      Wed., Sept. 5

**SCHAUMBURG**- Saturdays 9am - 4pm (One Day) - Fee: \$395  
Sat., June 23

**NAPERVILLE**- Weekdays 9am - 4pm (One Day) - Fee: \$395  
Fri., Apr. 27

**NORTHBROOK**- Weekdays 9am - 4pm (One Day) - Fee: \$395  
Fri., June 8

**ENROLL ONLINE OR CALL US**  
**WWW.CTSTRRAINING.COM**  
Chicago, IL : (312) 923-2100  
Schaumburg, IL : (847) 240-1972  
Naperville, IL : (630) 245-6911  
Northbrook, IL : (847) 272-8075

**MICROSOFT SHAREPOINT**

**SharePoint Foundation 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: \$299  
Tues., May 15      Thurs., July 5      Tues., Aug. 28

**SCHAUMBURG**- Weekdays 9am - 4pm (One Day) - Fee: \$299  
Tues., May 1      Wed., July 25

**NORTHBROOK**- Weekdays 9am - 4pm (One Day) - Fee: \$299  
Mon., June 18

Take both SharePoint classes: Foundations Part 1 and Part 2 for \$529, saving over 15%!

**SharePoint Foundation 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: \$325  
Wed., May 16      Fri., July 6      Wed., Aug. 29

**SCHAUMBURG**- Weekdays 9am - 4pm (One Day) - Fee: \$325  
Wed., May 2      Thurs., July 26

**NORTHBROOK**- Weekdays 9am - 4pm (One Day) - Fee: \$325  
Tues., June 19



## ADOBE ACROBAT

### Acrobat Part 1

Students will learn PDF basics and explore the Acrobat interface. They'll learn how to navigate and organize PDF documents. They will also create PDF documents from within other applications, and Web pages. Students will learn to modify PDF content by rearranging, editing, and formatting existing text; and by adding headers, footers, and backgrounds. Students will learn to manage security issues and explore document review techniques.

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

Sat., July 28

Mon., Sept. 10

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

Tues., June 19 and Thurs., June 21

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

Tues., May 15 and Thurs., May 17

Take both Acrobat Classes: Part 1 and Part 2 for \$549, saving over 15%!

### Acrobat Part 2

They will learn how to discover geospatial data in a PDF map. They will learn color management, proofing and converting colors, color separations, managing inks, and transparency flattening. Students 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/Saturdays 9am - 4pm (One Day) - Fee: \$349

Sat., Aug. 4

Tues., Sept. 11

**SCHAUMBURG**- Evenings 6:30pm - 9:30pm (Two Days) - Fee: \$349

Tues., June 26 and Thurs., June 28

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

Tues., May 22 and Thurs., May 24

## ADOBE CAPTIVATE

### Captivate Essentials

Learn the skills needed to create interactive eLearning and mLearning content. We will cover how to add such standard objects to a slide as text captions, images, and characters. You will also learn to record, import, and edit audio. Last, but not least, you will publish a Captivate project, so that your content can be used virtually.

**NORTHBROOK**- Evenings 6:30pm - 9:30pm (Two Days) - Fee: \$415

Tues., Aug. 7 and Thurs., Aug. 9

## 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: \$329

Mon., Apr. 30

Tues., June 26

Sat., July 7

Thurs., Aug. 30

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

Tues., May 22

Tues., Sept. 25

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

Tues., July 10 and Thurs., July 12

**NAPERVILLE**- Saturdays 9am - 4pm (One Day) - Fee: \$329

Sat., Sept. 8

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

Wed., June 20

### 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: \$379

Tues., May 1

Sat., July 14

Fri., Aug. 31

**SCHAUMBURG**- Evenings 6:30pm - 9:30pm (Two Days) - Fee: \$379

Tues., July 17 and Thurs., July 19

**NAPERVILLE**- Saturdays 9am - 4pm (One Day) - Fee: \$379

Sat., Sept. 15

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

Thurs., June 21

### 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: \$415

Sat., July 21

Thurs., Sept. 6

**SCHAUMBURG**- Evenings 6:30pm - 9:30pm (Two Days) - Fee: \$415

Tues., July 24 and Thurs., July 26

**NAPERVILLE**- Saturdays 9am - 4pm (One Day) - Fee: \$415

Sat., Sept. 22

**NORTHBROOK**- Weekdays 9am - 4pm (One Day) - Fee: \$415

Fri., June 22



## ADOBE ILLUSTRATOR

### Illustrator Part 1

After getting familiar with the Illustrator environment, students will learn how to create a simple illustration by creating and manipulating shapes and by drawing and editing paths. Students will also learn how to apply color, gradients, and transparency. They will then learn how to work with text and layers.

**CHICAGO**- Weekdays 9am - 4pm (One Day) - Fee: \$329  
Wed., Aug. 8

### Illustrator Part 2

Students will learn more advanced techniques for working with paths, masks, fills, and strokes. Students will also learn how to use transformation tools, envelopes, filters, effects, and graphic styles. In addition, students will learn how to convert raster images to vector art and how to manage color settings, color separations, and print specifications. Finally, students will learn how to work with slices and how to optimize and export images for the Web.

**CHICAGO**- Weekdays 9am - 4pm (One Day) - Fee: \$379  
Thurs., Aug. 9

### Illustrator Part 3

We will take a look at practical insights on creating illustrations. In this class we will work with advanced type, symbols, graphs, color, effects, web graphics, and custom workspaces.

**CHICAGO**- Weekdays 9am - 4pm (One Day) - Fee: \$415  
Fri., Aug. 10

## ADOBE PHOTOSHOP

### Photoshop Part 1

Students will 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. Students will learn how to modify and manipulate selections. In addition, they will cover how to work with text, layers, and layer effects; how to adjust, retouch, and resize images; and how to prepare images for printing and the Web.

**CHICAGO**- Weekdays/Saturdays 9am - 4pm (One Day) - Fee: \$329  
Thurs., May 3    Sat., May 5    Mon., July 16    Mon., Sept. 17

**SCHAUMBURG**- Weekdays 9am - 4pm (One Day) - Fee: \$329  
Thurs., Aug. 2

**NORTHBROOK**- Evenings 6:30pm - 9:30pm (Two Days) - Fee: \$329  
Tues., Aug. 14 and Thurs., Aug. 16

## ADOBE PHOTOSHOP - CONTINUED

### Photoshop Part 2

Students will learn how to use color fills, gradients, patterns, and overlays. Students will 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/Saturday 9am - 4pm (One Day) - Fee: \$379  
Sat. May 12    Tues. July 17

**NORTHBROOK**- Evenings 6:30pm - 9:30pm (Two Days) - Fee: \$379  
Tues., Aug. 21 and Thurs., Aug. 23

### Photoshop Part 3

Students will learn project management basics and how to create layer comps. They will explore various techniques for adjusting the quality of an image and making color adjustments. Students will learn how to use CMYK separations for prepress, customize ink options, and adjust CMYK curves. Finally, they will learn how to optimize images for the Web, balancing quality and file size, and how to prepare images for use in video productions.

**CHICAGO**- Weekdays/Saturdays 9am - 4pm (One Day) - Fee: \$415  
Sat., May 19    Wed., July 18

**NORTHBROOK**- Evenings 6:30pm - 9:30pm (Two Days) - Fee: \$415  
Tues., Aug. 28 and Thurs., Aug. 30

## HTML

### HTML Introduction

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: \$289  
Fri., June 15    Mon., Aug. 13    Sat., Sept. 29

**SCHAUMBURG**- Weekdays 9am - 4pm (One Day) - Fee: \$289  
Wed., July 11

**NAPERVILLE**- Evenings 6:30pm - 9:30pm (Two Days) - Fee: \$289  
Tues., Sept. 4 and Thurs., Sept. 6

### HTML Intermediate

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

**CHICAGO**- Weekdays 9am - 4pm (One Day) - Fee: \$325  
Mon., June 18    Tues., Aug. 14

**NAPERVILLE**- Evenings 6:30pm - 9:30pm (Two Days) - Fee: \$325  
Tues., Sept. 11 and Thurs., Sept. 13

## ONLINE MARKETING

### Social Media

The business benefits of Facebook, Twitter, Linked-In, and more will be taught in this class. Engagement, viral marketing, mobile considerations, analysis and measurement, and more will be included.

**CHICAGO**- Weekdays 9am - 4pm (One Day) - Fee: \$289

Mon., Aug. 27

**NAPERVILLE**- Weekdays 9am - 4pm (One Day) - Fee: \$289

Mon., June 25

### SEO

Training in keyword research, on page search engine optimization (SEO), link building, and more. We'll see how to use analytics, how to research your competitors links, and keeping your web site search engine friendly. You'll learn on-page and off-page techniques to increase your ranking in the Google search engine results pages (SERP).

**CHICAGO**- Weekdays 9am - 4pm (One Day) - Fee: \$289

Fri., Aug. 24

**NAPERVILLE**- Weekdays 9am - 4pm (One Day) - Fee: \$289

Mon., June 4

## GOOGLE ADWORDS

### Google AdWords 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**- Evenings 6:30pm - 9:30pm (Two Days) - Fee: \$289

Mon., June 4 and Wed., June 6

**NAPERVILLE**- Weekdays 9am - 4pm (One Day) - Fee: \$289

Thurs., July 26

### Google AdWords Part II

AdWords can help you view how your ads are performing and refine targeting to get the best results out of your campaign. 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**- Evenings 6:30pm - 9:30pm (Two Days) - Fee: \$289

Mon., June 11 and Wed., June 13

**NAPERVILLE**- Weekdays 9am - 4pm (One Day) - Fee: \$289

Fri., July 27

## 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/Saturdays 9am - 4pm (One Day) - Fee: \$289

Sat., June 16

Tues., July 31

**CHICAGO**- Evenings 6:30pm - 9:30pm (Two Days) - Fee: \$289

Mon., May 14 and Wed., May 16

## GOOGLE ANALYTICS

### 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: \$289

Wed., Aug. 1

**CHICAGO**- Evenings 6:30pm - 9:30pm (Two Days) - Fee: \$289

Mon., May 21 and Wed., May 23

## CASCADING STYLE SHEETS (CSS)

### Cascading Style Sheets (CSS) Introduction

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 9am - 4pm (One Day) - Fee: \$325

Thurs., Aug. 23

**NAPERVILLE**- Evenings 6:30pm - 9:30pm (Two Days) - Fee: \$325

Tues., Sept. 18 and Thurs., Sept. 20

## ADOBE PREMIERE

### Premiere Introduction

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.

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

Mon., May 21



## ADOBE AFTER EFFECTS

### After Effects Introduction

This class will cover setup and pre-roll, working with text, rendering, integrating Photoshop images, transparency and alpha channels, special effects advanced motion techniques, and special effects for film.

**NAPERVILLE**- Weekdays 9am - 4pm (One Day) - Fee: \$329  
Tues., May 22

## 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 9am - 4pm (One Day) - Fee: \$329  
Mon., Aug. 20

**SCHAUMBURG**- Weekdays 9am - 4pm (One Day) - Fee: \$329  
Tues., July 31

**NAPERVILLE**- Weekdays 9am - 4pm (One Day) - Fee: \$329  
Thurs., May 31

### 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 9am - 4pm (One Day) - Fee: \$379  
Tues., Aug. 21

**NAPERVILLE**- Weekdays 9am - 4pm (One Day) - Fee: \$379  
Fri., June 1

## PHP

### PHP Introduction

In this course, you will acquaint yourself with PHP by working with its common script elements, you can then use the elements to create forms, address the stateless nature of HTTP by setting cookies and session variables in your scripts, and write the data entered in a form to a database. You should be well versed in HTML, and has some experience with scripting languages and SQL.

**CHICAGO**- Weekdays 9am - 4pm (Two Days) - Fee: \$499  
Mon., Sept. 24 and Tues., Sept. 25

## JAVASCRIPT

### JavaScript Introduction

This course introduces you to general programming concepts, and it can serve as the foundation course for a complete path in computer programming skills. You will learn the basic concepts of programming using JavaScript, including: creating simple programs, create and call methods, in-built methods, object-oriented programming, and fixing programming errors. This course is designed for the student who is well versed in HTML and CSS.

**NAPERVILLE**- Weekdays 9am - 4pm (Two Days) - Fee: \$499  
Mon., Aug. 6 and Tues., Aug. 7

**NAPERVILLE**- Evenings 6:30pm - 9:30pm (Four Days) - Fee: \$499  
Tues. and Thurs., Sept. 25 through Oct. 4

## 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 - 4pm (Two Days) - Fee: \$499  
Sat., July 7 and Sat., July 14

**NAPERVILLE**- Weekdays 9am - 4pm (Two Days) - Fee: \$499  
Wed., May 2 and Thurs., May 3

**NORTHBROOK**- Weekdays 9am - 4pm (Two Days) - Fee: \$499  
Tues., July 24 and Wed., July 25

## JOOMLA

### Joomla Introduction

Using this content management system will enable you to build Web Sites and online applications. You will learn how to create a site without having to use web languages, plan and structure your site's categories, and add images, audio or video to your site.

**NAPERVILLE**- Weekdays 9am - 4pm (One Day) - Fee: \$329  
Fri., June 29

## ENROLL ONLINE OR CALL US

[WWW.CTSTRaining.COM](http://WWW.CTSTRaining.COM)

Chicago, IL : (312) 923-2100

Schaumburg, IL : (847) 240-1972

Naperville, IL : (630) 245-6911

Northbrook, IL : (847) 272-8075

**BOOTSTRAP**

**Bootstrap Introduction**

Bootstrap is one of the most complete frameworks out there. It uses the latest web technologies to provide powerful built-in features like fluid grid layout, responsive design, typography, custom forms elements and javascript iteration all within a tiny footprint. Bootstrap comes equipped with cross browser compatibility, hence it will significantly cut down testing and debugging time.

**CHICAGO**- Weekdays 9am - 4pm (One Day) - Fee: \$329  
Fri., June 22

**NAPERVILLE**- Weekdays 9am - 4pm (One Day) - Fee: \$329  
Mon., July 23

**SQL Queries**

**SQL Queries Introduction**

SQL statements are used to perform tasks such as updating data on a database, or retrieving data from 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.

**CHICAGO**- Weekdays 9am - 4pm (Two Days) - Fee: \$499  
Thurs., May 17 and Fri., May 18 | Thurs., July 19 and Fri., July 20

**SCHAUMBURG**- Saturdays 9am - 4pm (Two Days) - Fee: \$499  
Sat., May 12 and Sat., May 19

**NAPERVILLE**- Weekdays 9am - 4pm (Two Days) - Fee: \$499  
Fri., June 15 and Tues., June 19

**NORTHBROOK**- Saturdays 9am - 4pm (Two Days) - Fee: \$499  
Sat., July 28 and Sat., Aug. 4

**BUSINESS ANALYSIS**

**Business Analysis (BA)**

Business analysis is a research discipline of identifying business needs and determining solutions to business problems. Solutions often include a systems development component, but may also consist of process improvement, organizational change or strategic planning and policy development.

**SCHAUMBURG**- Weekdays 9am - 5pm (Five Days) - Fee: \$2,195  
Mon., June 18 through Fri., June 22

**SCHAUMBURG**- Weekdays 9am - 5pm (Five Days) - Fee: \$2,195  
Mon., Sept. 10 through Fri., Sept. 14

**PROJECT MANAGEMENT TRAINING - PMP®**

**PMP®**

The Project Management Institute (PMI)® Project Management Professional (PMP)® credential is the most important industry-recognized certification for project managers. The PMP® demonstrates that you have the experience, education and competency to successfully lead and direct projects. Optionally, the Certified Associate in Project Management (CAPM)® is the certification for those entering the field of project management. This class prepares you to take the PMP® or the CAPM® exam.

**CHICAGO**- Evenings 6:00pm - 10:00pm (Ten Days) - Fee: \$1,895  
Tues. and Thurs., Sept. 18 through Oct. 18

**SCHAUMBURG**- Weekdays/Saturdays 9am - 5pm (Five Days) - Fee: \$1,895  
Mon., June 11 through Fri., June 15 | Sat., July 7 through Sat., Aug. 4

**NAPERVILLE**- Weekdays 9am - 5pm (Five Days) - Fee: \$1,895  
Mon., July 16 through Fri., July 20

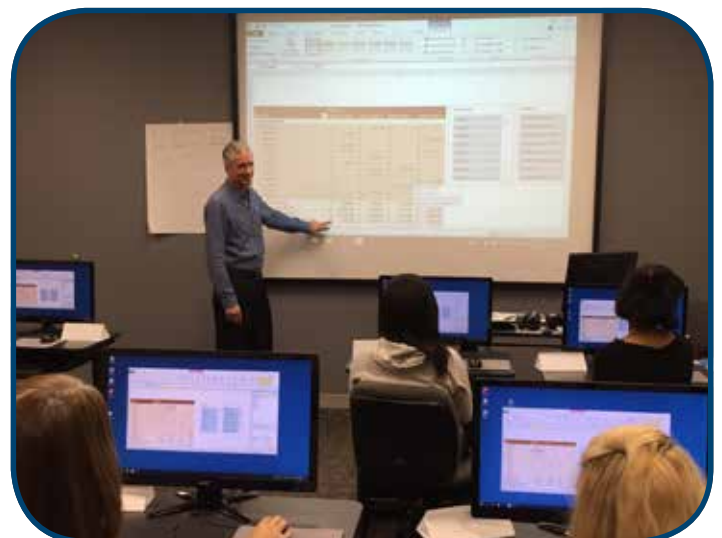
**SIX SIGMA**

**Six Sigma**

Six Sigma is a comprehensive approach for improving any business process. Six Sigma training covers the Six Sigma body of knowledge. Our training will prepare you to achieve a Six Sigma Green Belt certification. This certification demonstrates that you have the training to successfully lead process improvement.

**CHICAGO**- Evenings 6:00pm - 10:00pm (Ten Days) - Fee: \$1,895  
Tues. and Thurs., July 31 through Aug. 30

**SCHAUMBURG**- Weekdays 9am - 5pm (Five Days) - Fee: \$1,895  
Mon., Aug. 20 through Fri., Aug. 24





**ITIL**

**ITIL**

ITIL is the most widely adopted approach for IT Service Management in the world. It provides a practical, no-nonsense framework for identifying, planning, delivering and supporting IT services to the business. This class prepares you to sit for the ITIL Foundation certificate exam.

**CHICAGO**- Weekdays 9am - 5pm (Three Days) - Fee: \$1,295  
Wed., May 9 through Fri., May 11

**SCHAUMBURG**- Saturdays 9am - 5pm (Three Days) - Fee: \$1,295  
Sat., Aug. 11 through Sat., Aug. 25

**NAPERVILLE**- Weekdays 9am - 5pm (Three Days) - Fee: \$1,295  
Wed., Aug. 8 through Fri., Aug. 10

**AGILE**

**Agile Scrum**

Agile project management is an iterative and incremental method of managing projects in a highly flexible and interactive manner. This class will prepare you to sit for an Agile Scrum Master or other Agile certification exam.

**CHICAGO**- Weekdays 9am - 5pm (Four Days) - Fee: \$1,895  
Mon., Apr. 30 through Thurs., May 3 | Mon., July 9 through Thurs., July 12

**SCHAUMBURG**- Evenings 6:00pm - 10:00pm (Eight Days) - Fee: \$1,895  
Mon. and Wed., Sept. 24 through Oct. 17

**NAPERVILLE**- Weekdays 9am - 5pm (Four Days) - Fee: \$1,895  
Mon., July 30 through Thurs., Aug. 2

**DATA ANALYTICS**

**Data Analytics**

Businesses today have access to more data than ever. Learn decision making tools such as Cluster Analysis, Linear Regression, Outlier Detection, Decision Stumps, Monte Carlo methods, and more in our Data Analytics class.

**SCHAUMBURG** - Weekdays 9am - 5pm (Five Days) - Fee: \$2,195  
Mon., June 25 through Fri., June 29

**SCHAUMBURG** - Evenings 6pm - 10pm (Ten Days) - Fee: \$2,195  
Mon. and Wed., May 7 through June 11  
\*\*Skipping Mon. May 28

**PRIVATE TRAINING**

You can hold a private training at one of our locations to teach classes with your choice of topics. Prices start from \$1295 for a full-day class.

**TABLEAU**

**Tableau Introduction**

Find out how 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  
Mon., June 11

**TABLEAU**

**Tableau Intermediate**

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  
Mon., June 25

**COMPTIA**

**CompTIA Network +**

Network+ certification is an international industry credential that validates the knowledge of networking professionals with 18-24 months of experience in the IT industry. Earning the Network+ certification means that the candidate possesses the knowledge needed to configure a wide range of vendor and product-neutral networking technologies.

**NAPERVILLE** - Evenings 6pm - 10pm (Six Days) - Fee: \$1,295  
Mon. and Wed., July 16 through Aug. 1



### Longer Training Programs

The longer training programs on the pages which follow are approved for funding by the Workforce Innovation and Opportunity Act (WIOA) and the Trade Adjustment Act (TAA). Please call or email us to get more information regarding getting WIOA and TAA funding for your training. If you have been approved for WIOA or TAA funding, call or email us to set up an appointment to view a training center and customize your training program.

### **ADMINISTRATIVE ASSISTANT PROGRAM-CTS** **\$4965**

You'll learn the introductory through advanced topics of Microsoft Word, Excel, PowerPoint, Outlook, Microsoft Access, Adobe Acrobat, and QuickBooks. OFFICIAL certifications from Microsoft and QuickBooks included. Can be completed in 16 weeks, or extended up to 1 year if necessary. 192 classroom hours. Book fee \$390. Exam fee \$700. Software fee \$75.

### **ADMINISTRATIVE PROFESSIONAL PROGRAM-CTS** **\$11340**

You'll learn the introductory through advanced topics of Microsoft Word, Excel, PowerPoint, Outlook, Microsoft Access, Adobe Acrobat, QuickBooks, and more! OFFICIAL certifications from Microsoft, QuickBooks, and Adobe included. Can be completed in 40 weeks, or extended up to 18 months if necessary. Microsoft Excel, PowerPoint, Word, Outlook, & Access; Adobe Acrobat, Photoshop & InDesign; HTML & CSS; Microsoft Project; QuickBooks, more. 480 classroom hours. Book fee \$615. Exam fee \$1,100. Adobe subscription fee \$600.

### **EXECUTIVE ASSISTANT TRAINING PROGRAM** **\$6000**

You'll receive thorough training in Microsoft Office, SharePoint, and website updating in order to update your skills for a position as a top administrative professional. Introductory through advanced topics of Microsoft Word, Excel, PowerPoint, Outlook, Microsoft Access, Adobe Acrobat, QuickBooks, and more! You'll also learn how to make updates on websites. Extensive student manuals are included. OFFICIAL certifications from Microsoft, QuickBooks, and Adobe included. Microsoft Office Specialist (MOS) Master Certification; QuickBooks Certified User and Adobe Certified Associate (ACA) certifications included. Book fee \$625. Exam fee \$700. Software fee \$225.

### **OFFICE MANAGER TRAINING PROGRAM** **\$5950**

You'll receive thorough training in Microsoft Office, SharePoint, and website updating in order to update your skills for a position as a top administrative professional. You'll learn the introductory through advanced topics of Microsoft Word, Excel, PowerPoint, Outlook, Microsoft Access, Adobe Acrobat, QuickBooks, and more! You'll also learn how to make updates on websites. These classes are led by certified instructors, with small class sizes for personal attention. Extensive student manuals are included. OFFICIAL certifications from Microsoft, QuickBooks, and Adobe included. Microsoft Excel, PowerPoint, Word, Outlook, & Access; Adobe Acrobat, Photoshop & InDesign; HTML & CSS; Microsoft Project; QuickBooks; SharePoint, more. Microsoft Office Specialist (MOS) Master Certification; QuickBooks Certified User and Adobe Certified Associate (ACA) certifications included. Book fee \$325. Exam fee \$675. Adobe subscription fee \$300.

### **MS OFFICE/WEB MAINTENANCE/ QUICKBOOKS PROGRAM** **\$7900**

This program includes training in Microsoft Word, Excel, PowerPoint, Outlook, Microsoft Access, HTML, Photoshop, Acrobat, and QuickBooks. You'll learn the introductory through advanced topics. OFFICIAL certifications from Microsoft, Adobe, and QuickBooks included. Can be completed in 20 weeks, or extended up to 1 year. 240 classroom hours. Book fee \$550. Exam fee \$1,150. Adobe subscription fee \$300.



**MICROSOFT OFFICE SPECIALIST (MOS) PROGRAM** **\$4950**

Includes: Windows: Introduction; Introduction, Intermediate and Advanced of Microsoft Word, Excel, and Access; PowerPoint: Introduction and Intermediate; and Outlook. Can be completed in 12 weeks, or extended over 1 year. Internships available. 144 classroom hours. Book fee \$275. Exam fee \$650. Software fee \$75.

**MICROSOFT OFFICE SPECIALIST/ COMPUTER REPAIR (A+)** **\$5995**

Includes: Microsoft Word, Excel, PowerPoint, Outlook, and Access. The computer repair (A+) training includes operating system installation training and hardware repair training. Can be completed in 16 weeks, or extended over 6 months. Training, student materials, practice tests, and 5 Microsoft Office Specialist (MOS) exams, and 2 computer repair (A+) exams are included in this program. 192 classroom hours. Book fee \$325. Exam fee \$775. Software fee \$75.

**BASIC COMPUTER LITERACY PROGRAM** **\$4125**

Learn to be comfortable with using a computer in an office environment in this Basic Computer Skills Program. Included in this program will be learning to use the mouse, keyboard shortcuts, managing files and folders, how to navigate in Windows, copying and pasting, word processing, spreadsheets, presentations, Internet use, and more. Book fee \$225. Exam fee \$350.

**PRIVATE TRAINING**

You can set up a group training at one of our locations to teach classes with your choice of topics. Prices start from \$1295 for a full-day class.

**QUICKBOOKS SPECIALIST TRAINING PROGRAM** **\$4890**

Includes: Windows: Introduction; QuickBooks Pro: Part I and Part II; Access: Introduction, Intermediate and Advanced; Excel: Introduction, Intermediate and Advanced. Exams, QuickBooks Pro software, and QuickBooks Certified ProAdvisor Membership included in the fee of this program. Internships available. Can be completed in 12 weeks, or extended over 6 months. 144 classroom hours. Book fee \$200, Exam fee \$950. QuickBooks software fee \$150.

**QUICKBOOKS PROADVISOR TRAINING PROGRAM** **\$5945**

This program include advanced training in QuickBooks troubleshooting to prepare a person to work with the issues of a small business. Some of the training and certification is done online. Microsoft Excel training and certification is also included. After the training and certification , a ridealong with an experience QuickBooks consultant to a customer visit can be arranged. Training, exams, QuickBooks software, and Certified ProAdvisor Membership are included in this program. Book fee \$250. Exam fee \$945. QuickBooks membership fee \$500.

**BOOKKEEPING SPECIALIST** **\$5000**

This program includes training in bookkeeping basics using QuickBooks, using Microsoft Excel for bookkeeping, and more. Training, student manuals, and an official QuickBooks certification exam are included in this program. Becoming a Bookkeeper Specialist can provide you with an edge in today's job market! Classes include: QuickBooks; Microsoft Excel, PowerPoint, Word, Outlook, & more. QuickBooks Certified User and Microsoft Office Specialist (MOS) - Excel certifications are included. Book fee \$150. Exam fee \$550. Software fee \$150.



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The longer training programs on the pages which follow are approved for funding by the Workforce Innovation and Opportunity Act (WIOA) and the Trade Adjustment Act (TAA). Please call or email us to get more information regarding getting WIOA and TAA funding for your training. If you have been approved for WIOA or TAA funding, call or email us to set up an appointment to view a training center and customize your training program.

### **PROJECT MANAGEMENT PROFESSIONAL (PMP)® \$4950**

The Project Management Institute (PMI)® Project Management Professional (PMP)® credential is the most important industry-recognized certification for project managers. The PMP® certification demonstrates that you have the experience, education and competency to successfully lead and direct projects. Optionally, the Certified Associate in Project Management (CAPM)® is the certification for those entering the field of project management. This class prepares you to take either the PMP® or the CAPM® certification exam. Book fee \$130. Exam fee \$425.

### **PMP®, SIX SIGMA GREEN BELT (CSSGB) \$6990**

For those with experience managing or coordinating projects, this program will supply you with training to pass the official project management certification: Project Management Professional (PMP)®. Also, training in the popular Six Sigma methodology is also included. Microsoft Office training; Microsoft Project training; website update training, and more. These classes are small for personal attention. Extensive student manuals are included. Practice exams, application fees, and certification fees are part of the program. Book fee \$150. Exam fee \$725.

### **PMP®/AGILE/SIX SIGMA/ITIL \$7845**

For those with experience managing or coordinating projects, this program will supply you with training to pass the official project management certification: Project Management Professional (PMP)®. This program will also help you learn how to develop high performing teams through Agile training and how to lead successful process improvements through Six Sigma training, training in ITIL is also included. ITIL is the most widely adopted approach for IT Service Management in the world. It provides a practical, non-nonsense framework for identifying, planning, delivering and supporting IT services to the business. Book fee \$300. Exam fee \$725.

### **UNEMPLOYED?**

Funding may be available for your training program.  
Email us: [info@ctstraining.com](mailto:info@ctstraining.com) or call for more information.

*(All product names, logos, and brands are property of their respective owners.)*

### **BUSINESS ANALYSIS/PMP® \$7400**

Business Analysis is the practice of enabling change by defining business needs and opportunities and recommending solutions that deliver value. A Business Analyst drives change through strategy analysis, requirements analysis and design definition, solution evaluation, and facilitating collaboration. For those with experience managing or coordinating projects, the project management training included in this program will prepare you with training to pass either the Certification of Competency in Business Analysis (CCBA) or Certified Business Analyst Professional (CBAP) and the preeminent project management certification: Project Management Professional (PMP)®. Book fee \$250. Exam fee \$749.

### **PMP®, SIX SIGMA, MS PROJECT, MYSQL PROGRAM \$7995**

For those with experience managing or coordinating projects, this program will round out your knowledge. Training to help you pass the official Project Management Professional (PMP)® certification exam is included. Also, training in the popular Six Sigma methodology, Microsoft Project, and querying MySQL databases are also included. Book fee \$300, Exam fee \$725.

### **AGILE/BA/CAP/PMP® PROGRAM \$7920**

Big Data/Analytics is a rapidly expanding discipline driving decision making, process improvement and marketing across industries and markets. Increasingly, organizations seek experienced business professionals to harness the big data collected by a wide variety of tools to align business vision with potential opportunities. Drawing on the spectrum of change management tools across the most commonly-used business approaches, this program will prepare you with training to pass the Certified Analytics Professional (CAP) along with industry-recognized certifications in Project Management, Business Analysis and Agile Scrum. Book fee \$190. Exam fee \$475.





## **AGILE/CISSP/ITIL/PMP®** **\$7990**

This program contains several certifications which are very popular with employers: Agile Scrum Master, Certified Information Systems Security Professional (CISSP), ITIL, and Project Management Professional (PMP)®. Be well prepared to meet the challenges of today's IT environment with these certifications. Book fee \$295. Exam fee \$550.

## **IT MANAGEMENT/PMP®** **\$7750**

DESCRIPTION OF PROGRAM / COURSE: For those with experience managing or coordinating projects, this program will supply you with training to pass the preeminent project management certification: Project Management Professional (PMP)®. You may add additional courses of study to this program such as: Six Sigma Green Belt, ITIL, Agile, SharePoint, Microsoft Project, MySQL, and others. Book fee \$300, Exam fee \$1,275.

## **IT SUPPORT SPECIALIST PROGRAM** **\$7800**

This program may be customized to fit the needs of the student. Some of the training and certification that can be included are: project management (PMP®, Agile, ITIL, Six Sigma, Business Analysis), computer hardware (CompTIA A+), networking setup/installation (Network+), Microsoft Project, MySQL, SharePoint, and more. These hands-on classes are led by certified instructors, with small class sizes for personal attention. Extensive student manuals are included. Application and certification fees are included. Placement assistance and internships available. Book fee \$550. Exam fee \$1,350.

## **CERTIFIED TECHNICAL TRAINER (CTT+)** **\$7980**

Program includes your choice of classes: the Adobe Creative Suite and/or Microsoft Office. Then Adobe Certified Expert (ACE) and/or Microsoft Office Specialist (MOS) certification. Next is Certified Technical Trainer (CTT+) training and certification (including the required video submission). The goal of the program is to achieve Microsoft Certified Trainer (MCT) and/or Adobe Certified Instructor (ACI) status. Can be completed in 20 weeks, or extended up to 9 months if necessary. Trainer internship included. 240 classroom hours. Book fee \$650. Exam fee \$849. Software subscription fee \$300.

### **ONLINE TRAINING**

Almost all our classes can be attended from your home or office via the Internet. You'll control one of the classroom computers remotely. You'll be able to hear and speak with the instructor. The class fee is the same as attending in person. Call us to enroll.

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## **A+ HELPDESK TECHNICIAN PROGRAM** **\$6995**

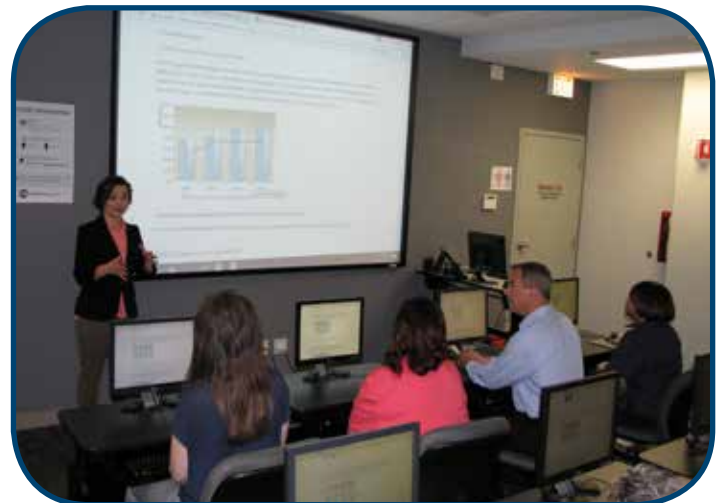
Training and certification in Microsoft Office is included so that you are prepared to answer questions about Microsoft Excel or any of the other Microsoft Office programs. Training and certification in computer hardware installation, problem diagnosis, repair, and troubleshooting also included. OFFICIAL certifications from Microsoft and CompTIA A+ are included. Placement assistance and internships available. Can be completed in 16 weeks, or extended up to 1 year if necessary. 192 classroom hours. Book fee \$325. Exam fee \$1,275.

## **ADOBE CERTIFIED EXPERT (ACE) PROGRAM-CTS** **\$5495**

Includes training in: Illustrator, Photoshop, InDesign, After Effects and Acrobat. OFFICIAL certifications from Adobe are included. Can be completed in 16 weeks, or extended up to 1 year if necessary. 192 classroom hours. Book fee \$290, Exam fee \$450. Adobe subscription fee \$300.

## **ADOBE CREATIVE CLOUD & MICROSOFT OFFICE PROGRAM** **\$6000**

The Adobe Creative Suite is the dominant software used for web design, graphic design, and video editing today. Adobe Photoshop, Illustrator, InDesign, Acrobat, Premiere, After Effects; Microsoft Office (Word, Excel, Access, PowerPoint, and Outlook) classes included. These introductory through advanced level classes are led by certified instructors, with small class sizes for personal attention. Extensive student manuals and OFFICIAL certifications from Adobe & Microsoft are included. Book fee \$490. Exam fee \$850. Adobe subscription fee \$300.



## INTERNET MARKETING PROGRAM

\$6900

Become Google Certified! This program will train you in the use of Google's pay-per-click (PPC) software: AdWords. Training in AdWords, AdWords Editor, search campaigns, display (content) campaigns, reporting, Website Optimizer, and Google Analytics. Also included is training in the Internet Marketing areas of Search Engine Optimization (SEO) and pay-per-click (PPC). Includes introductory through advanced training in web tools including HTML, CSS, WordPress, and more. These classes are a combination of both instructor-led in-person and self-paced online training. Small class sizes allow for personal attention. Our instructors have real-world experience with website promotion. Student materials included. OFFICIAL certifications from Google & Adobe included. Book fee \$450. Subscription fee \$300.

## WEB DESIGN SPECIALIST PROGRAM

\$6495

Includes training in: Illustrator, Photoshop, HTML, CSS, WordPress, SharePoint, and internet marketing: SEO, Social Media & PPC. The program can be completed in 16 weeks, or extended to 9 months. 192 classroom hours. Adobe Creative Cloud subscription included in program fee. Book fee \$300. Exam fee \$390. Adobe subscription fee \$300.

## TUTORING

We can conduct a one-on-one tutoring session at your learning speed. If you prefer to go quickly from one topic to the next, we can accommodate you. If you prefer to cover topics slowly, we can accommodate you. Let us know how you prefer to learn. Pricing starts at \$150.00 per hour.



## WEB PROFESSIONAL TRAINING PROGRAM

\$11945

Introductory through advanced training in web design tools including HTML, CSS, WordPress, Photoshop, Illustrator, and more included. You'll also get trained in the web development tools JavaScript, jQuery, PHP, and MySQL. Also included is training in the Internet Marketing areas of Search Engine Optimization (SEO) and pay-per-click (PPC), including social media. Our instructors have real-world experience with web design and development. Student manuals included. OFFICIAL certifications from Adobe included. Can be completed in 40 weeks, or extended up to 18 months if necessary. Microsoft Office classes, Adobe Certified Expert (ACE) or Adobe Certified Associate (ACA) certifications included. 480 classroom hours. Book fee \$700. Exam fee \$390. Adobe subscription fee \$600.

## FRONTEND WEB DEVELOPER PROGRAM

\$7940

This includes: Introductory through advanced training in web design tools including WordPress, HTML, CSS, Photoshop, Illustrator. Also includes: Introductory training in JavaScript, PHP, MySQL, Premiere, After Effects and Internet Marketing. OFFICIAL certifications from Adobe included. Can be completed in 16 weeks, or extended up to 1 year if necessary. 240 classroom hours. Book fee \$450. Exam fee \$390. Adobe subscription fee \$300.

## ON-SITE TRAINING

We can come to your location to teach classes with your choice of topics. Prices start from \$1495 for a full-day class.

## ACCREDITATION/COMPLAINTS

Computer Training Source, Inc. is approved to operate by the Private Business and Vocational Schools Division of the Illinois Board of Higher Education.

Complaints against this school may be registered with:  
Illinois Board of Higher Education  
Division of Private Business and Vocational Schools  
1 N. Old State Capitol Plaza, Suite#333  
Springfield, Illinois 62701-1377  
<http://complaints.ibhe.org/>  
(217) 782-2551 Voice/(217) 782-8548 Fax

Computer Training Source, Inc. is not accredited by a US Department of Education recognized accrediting body.

**CHICAGO**

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



**HOW TO FIND US**

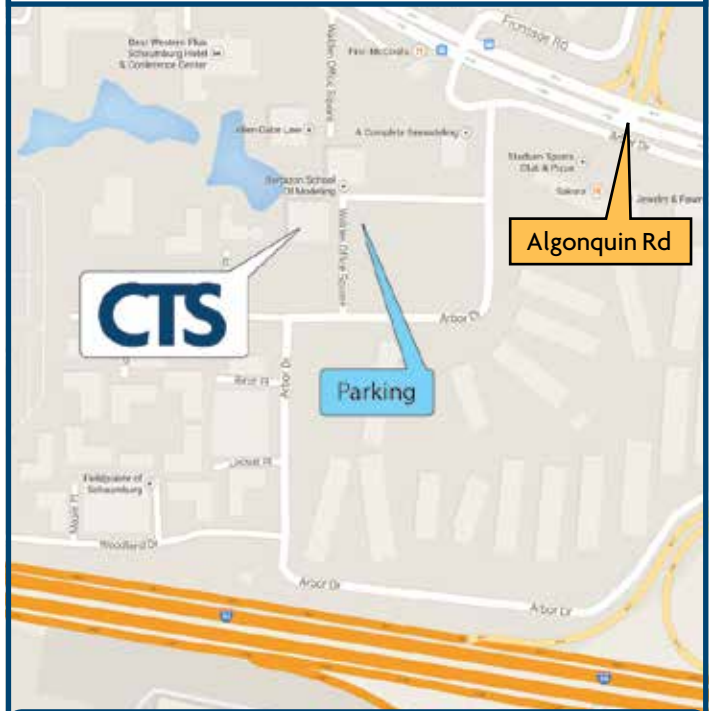
Our Chicago location is two blocks west of North Michigan Avenue. We are near the Grand Avenue stop on the CTA's Red Line. Many buses also stop near our Chicago location on upper Wabash Avenue.

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.



**SCHAUMBURG**

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



**HOW TO FIND US**

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

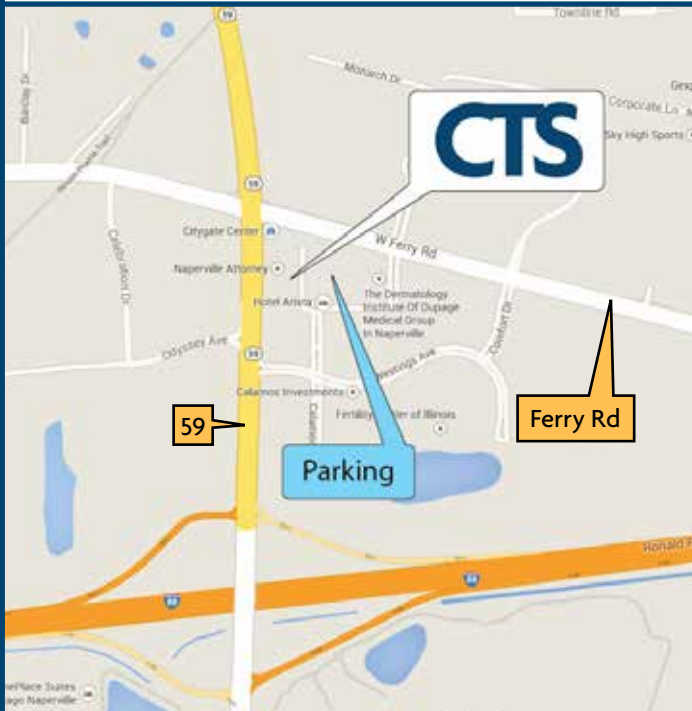
Our building is next to Moretti's Pizza and Finn McCools.





## NAPERVILLE

2135 CityGate Lane, Suite 300,  
Naperville, IL 60563  
**Phone:** (630) 245-6911



### HOW TO FIND US

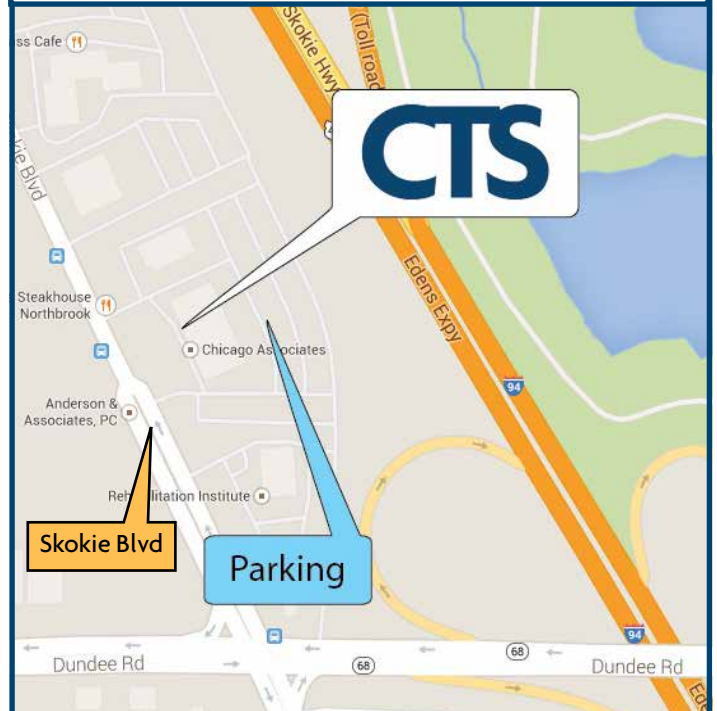
Just north of the I-88 & Route 59 at Ferry Rd.

Checking in with the lobby attendant is not necessary. Use the elevators to go up to the 3rd floor and check in with the receptionist, they will direct you to the training room.



## NORTHBROOK

707 Skokie Boulevard, Suite 600,  
Northbrook, IL 60062  
**Phone:** (847) 272-8075



### HOW TO FIND US

We are located on Skokie Boulevard, near Morton's Steakhouse. You can find us just off the West Dundee Road exit from the Edens Expressway. It is a large white building with dark glass and the number 707 clearly visible above the front entrance. We are on the 6th floor.

Checking in with the lobby attendant is not necessary. Use the elevators to go up to the 6th floor. Check in with the receptionist on the 6th floor, they will direct you to the training room.

