



Microsoft Partner



Application Course Schedule: April 2024 - January 2025

***Class Hours are 8:00am-5:00pm CST unless otherwise noted
Each course is 8 hours unless otherwise indicated**

All classes delivered in the live, virtual instructor-led format	vILT Scheduled Dates										
	April	May	June	July	August	Sept	Oct	Nov	Dec	Jan	
PERSONAL COMPUTING, OPERATING SYSTEMS, AND SECURITY AWARENESS											
Keyboarding A to Z (\$215)											
Security Awareness (\$419)											
Using Microsoft Windows 10 (\$209)											
MICROSOFT OFFICE SUITE											
Access Level 1 (\$209)		3									
Access Level 2 (\$209)		7,9									
Access Level 3 (\$209)			21								
Excel Level 1 (\$209)		8,17,24	7,19	1	5,16	6	8	12			
Excel Level 2 (\$209)		1,10,16	4,13,24	16	28	24	17	20			
Excel Level 3 (\$209)	26	3,28	13,27	30		11	31		16		
Excel: Advanced Data Analysis with PivotTables & PowerPivot (\$209)	24,26		18		9		10		11		
Excel Dashboard (\$209)											
Using Google Workspace (\$209)											
Office 365 Productivity Apps (\$209)			28								
OneNote (\$209)											
Outlook (All levels, 2 days, \$419)		13					24				
PowerPoint Level 1 (\$209)		17			27						
PowerPoint Level 2 (\$209)		29					23				
SharePoint Site User (\$419)				25			17				
SharePoint Power User (2 days, \$999)											
Word Level 1 (\$209)		23			12		24				
Word Level 2 (\$209)		31				11		13			
Word Level 3 (\$209)	26		19			27			13		
PROJECT PLANNING											
MS Project - Level 1 & Level 2 (2 days, \$595)		13		29			1		17		
Project Management Fundamentals (\$215)		6,10,23			6	24		7			
Project Management Intermediate (\$215)		29	12		19	6	9	25			
Project Management Advanced (\$215)	30	31	17			16	2,30		13		
BUSINESS INTELLIGENCE											
Tableau Desktop Level 1 (2 days, \$719)											
Tableau Desktop Level 2 (2 days, \$719)											
DESKTOP PUBLISHING, PHOTO EDITING, & DESIGN SOFTWARE											
MS Publisher (\$209)											
MS Visio - Level 1 & Level 2 (2 days, \$595)											
Adobe Acrobat Pro DC - Level 1 & Level 2 (2 days, \$595)							15				
Adobe Illustrator CC - Level 1 & Level 2 (2 days, \$595)						18					
Adobe InDesign CC - Level 1 & Level 2 (2 days, \$595)			5		26						
Adobe Photoshop CC - Level 1 & Level 2 (2 days, \$595)								11			

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PROFESSIONAL IMPROVEMENT & COMMUNICATION											
Anger Management (\$215)		3		3			10				
Dealing with Organizational Change (\$215)		8									
Emotional Intelligence (\$215)		13									
Interpersonal Communication Techniques (\$215)		20	11	22		13	4		5,10		
Planning and Delivering Productive Meetings (\$215)		16									
Cultivating a Positive Workplace Culture (\$215)				17			7	27			
Influence and Persuasion (\$215)		3	3	18			18				
MANAGERIAL / LEADERSHIP DEVELOPMENT											
Building Collaboration w/ Conversational Leadership Techniques (\$215)					22				9		
Crisis Management (\$215)											
Leadership 101: An Executive Team Workshop (2 days - \$425)		30	19								
Managing the Virtual Workplace (\$215)				16			15				
Strategic Decision Making & Problem Solving (1 day - \$215)				26			16				
Strategic Decision Making & Problem Solving (2 days - \$425)		15,22									
FISCAL MANAGEMENT											
Financial Management (\$215)		16				11			9		
HUMAN RESOURCES TOPICS											
Diversity: Equity and Inclusion (\$215)			18	19			7		20		
Disability Awareness (\$215)											
Hiring for Success: Interviewing Skills (\$215)			18	23		19		25			
Sexual Harassment - A Guide for Prevention (\$215)			3	23			29				
Human Resource Skills for Non-HR Managers (\$215)		9				16					
COURSES AVAILABLE FOR PRIVATE DELIVERY ONLY (TO SCHEDULE CONTACT SHELLY BOLLING-STRICKLAND - MARC.GTI@lantecctc.com)											
Facilitation Skills											
PowerBI Dashboards in a Day											
Slack for Business											
Social Media and Your Buisness											

Professional Development Schedule

An important message from LANTEC to MARC's GTI constituents:

Thank you for registering and attending the computer skills classes through our partnership with LANTEC of Louisiana Corporate Training Center. We hope you have been able to apply what you have learned in the classes at your workplace.

In order to strengthen the ebb and flow of our partnership, we are improving our registration process for 2024.

You will need register manually with LANTEC to ensure your organization receives the proper MARC discount incentives which you're entitled to via our partnership.

We have a special email alias and landing page dedicated to taking care of your enrollment requests within one business day in most cases. Please use marc.gti@lantecctc.com or submit the form at the link below to inquire about seat availability/verify discounts and get a customized quote.

[Contact Us Here](#)

[You can also visit https://lantecctc.com/Services/mid-america-regional-council](https://lantecctc.com/Services/mid-america-regional-council) for scheduling information.

Footnote: We ask you to avoid the automated ENROLL NOW option (shopping cart) to ensure your organization is not charged full retail price.

****Refunds are not available for overpayments made via the LANTEC website****