

## Training Schedule - Kelowna

Access Part 1	Feb. 13 (9-4) & 14 (9-4)	\$599 (12hrs)
Access Part 2	Feb. 28 (9-4) & Mar. 1 (9-4)	\$599 (12hrs)
Adobe Acrobat DC	Jan. 16 (8-4)	\$259 (7hrs)
Basic Bookkeeping Skills	Jan. 8 (12-4) & 9 (12-4) or Feb. 19 (12-4) & 20 (12-4)	\$299 (8hrs)
Excel Core	Dec. 18 (8-4) or Feb. 5 (8-4)	\$259 (7hrs)
Excel Expert - Database Management	Feb. 22 (8-4)	\$259 (7hrs)
Excel Expert - Functions, Forms & Data	Feb. 15 (8-4)	\$259 (7hrs)
FoodSafe	Jan. 12 (9-5) or Feb. 23 (9-5) or Mar. 2 (9-5) or Apr. 6 (9-5)	\$80 (7hrs)
Microsoft Office Core Level 1	Jan. 28 (9-4) & 29 (9-4) & 30 (9-4)	\$599 (18hrs)
Microsoft Office Core Level 2	Feb. 4 (8-4) & 5 (8-4) & 6 (8-4)	\$649 (21hrs)
Microsoft Project	Jan. 24 (8-4) & 25 (8-4)	\$599 (14hrs)
OneNote	Jan. 21 (1-4)	\$149 (3hrs)
Outlook	Dec. 19 (8-4) or Feb. 6 (8-4)	\$259 (7hrs)
Outlook Strategic Management	Jan. 21 (8-12)	\$149 (4hrs)
Outlook Strategic Management w. OneNote	Jan. 21 (8-4)	\$259 (7hrs)
PowerPoint	Feb. 11 (8-4) or Mar. 26 (8-4)	\$259 (7hrs)
Publisher	Feb. 12 (8-4)	\$259 (6hrs)
QuickBooks Bundle	Jan. 22 (9-4) & 23 (9-4) & Feb. 5 (9-4) & 6 (9-4)	\$949 (24hrs)
QuickBooks Desktop Part 1	Jan. 22 (9-4) & 23 (9-4)	\$549 (12hrs)
Quickbooks Desktop Part 2	Feb. 5 (9-4) & 6 (9-4)	\$549 (12hrs)
Sage 50 (Simply Accounting) Pt 1	Jan. 15 (9-4) & 16 (9-4)	\$549 (12hrs)
Sage 50 (Simply Accounting) Pt 2	Jan. 29 (9-4) & 30 (9-4)	\$549 (12hrs)
Sage 50 Bundle	Jan. 15 (9-4) & 16 (9-4) & 29 (9-4) & 30 (9-4)	\$949 (24hrs)
Visio	Jan. 14 (8-4)	\$259 (6hrs)
Word Core	Feb. 4 (8-4)	\$259 (7hrs)
Word Expert	Feb. 8 (8-4)	\$259 (6hrs)

ADDITIONAL DETAILS AND COURSE DATES AT [WWW.POWERCONCEPTS.CA](http://WWW.POWERCONCEPTS.CA)

Kelowna Office  
t 250.861.8324

e [info@powerconcepts.ca](mailto:info@powerconcepts.ca)

Vernon Office  
t 250.275.4972

e [info@powerconcepts.ca](mailto:info@powerconcepts.ca)

tf 1.877.954.8433  
f 250.861.6724

[www.powerconcepts.ca](http://www.powerconcepts.ca)