

NORTHWEST

computer learning center

2659 Commercial Street SE, Suite 210
Salem, Oregon 97302

The Professional's Choice since 1983 • Locally Owned & Operated

Phone: (503) 362-4818
Email: info@nwclc.com
Website: www.nwclc.com

Last Revised: 9/22/2023

This schedule is updated throughout the year.
Please check back occasionally for new
dates & classes

Course Schedule

For Course Descriptions visit us at
www.nwclc.com/course_descriptions.html

Our course schedule is:

- ◆ Organized alphabetically by software program.
- ◆ The length of time and cost for each class is listed below the program title.
- ◆ You may take most classes in our classroom, online, or arrange for Saturdays or evenings.

Microsoft Access

Level I

Building a Database

2-Days 9:00 am-4:00 pm
\$510.00

Oct 17-18 Tu-W
 Oct 17-18 Tu-W (Online)
 Nov 28-29 Tu-W
 Nov 28-29 Tu-W (Online)
 Dec 11-12 M-Tu
 Dec 11-12 M-Tu (Online)

Level II

Refining a Database

2-Days 9:00 am-4:00 pm
\$510.00

Oct 24-25 Tu-W
 Oct 24-25 Tu-W (Online)
 Nov 30 & Dec 1 Th-F
 Nov 30&Dec 1 Th-F (Online)
 Dec 20-21 W-Th
 Dec 20-21 W-Th (Online)

Beyond Basic Queries

1-Day 9:00 am-4:00 pm
\$275.00

Oct 23 Mon
 Oct 23 Mon (Online)
 Dec 7 Thu
 Dec 7 Thu (Online)

Designing Reports

1-Day 9:00 am-4:00 pm
\$275.00

Nov 16 Thu
 Nov 16 Thu (Online)
 Dec 15 Fri
 Dec 15 Fri (Online)

Creating Custom Forms

1-Day 9:00 am-4:00 pm
\$275.00

Please contact us for dates and
training options at
info@nwclc.com or
(503) 362-4818

Level III

Programming

2-Days 9:00 am-4:00 pm
\$525.00

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Are you building or enhancing a database and you would like help
with the process?

Request a custom class date for you or your group so we can work
specifically on your project. It does not increase the cost of the class. In
fact, depending on the number of people in your group, the per person
cost may be less.

For more information contact us at:
info@nwclc.com
503-362-4818

ADOBE ACROBAT

Acrobat Pro

Level I

1-Day 9am-4pm \$295

Sep 15 Fri (Online)
Nov 7 Tue (Online)
Dec 20 Wed (Online)

Level II

1-Day 9am-4pm \$295

Sep 18 Mon (Online)
Oct 26 Thu (Online)
Nov 10 Fri (Online)
Dec 21 Thu (Online)

Adobe Acrobat in-person training is also available. Please contact us at info@nwclc.com for options

ADOBE CAPTIVATE

Please contact us at info@nwclc.com for dates and training options

Level I

1 Day 9am-4pm \$425

Level II

1 Day 9am-4pm \$425

CRYSTAL REPORTS

Level I

2-Days 9:00 am-4:00 pm
\$595.00

Oct 23-24 M-Tu
Oct 23-24 M-Tu (Online)
Nov 28-29 Tu-W
Nov 28-29 Tu-W (Online)

Level II

1-Day 9:00 am-4:00 pm
\$325

Oct 31 Tue
Oct 31 Tue (Online)
Nov 30 Thu
Nov 30 Thu (Online)

Microsoft Excel

Level I

1-Day 9:00 am-4:00 pm
\$275.00

Oct 10 Tue
Oct 10 Tue (Online)
Nov 8 Wed
Nov 8 Wed (Online)
Dec 5 Tue
Dec 5 Tue (Online)
Dec 27 Wed
Dec 27 Wed (Online)

Level II

1-Day 9:00 am-4:00 pm
\$275.00

Oct 11 Wed
Oct 11 Wed (Online)
Nov 9 Thu
Nov 9 Thu (Online)
Dec 6 Wed
Dec 6 Wed (Online)
Dec 28 Thu
Dec 28 Thu (Online)

Level III

2-Days 9:00 am-4:00 pm
\$510.00

Sep 12-13 Tu-W
Sep 12-13 Tu-W (Online)
Oct 19-20 Th-F
Oct 19-20 Th-F (Online)
Nov 14-15 Tu-W
Nov 14-15 Tu-W (Online)
Dec 13-14 W-Th
Dec 13-14 W-Th (Online)

Level IV - Macros

2-Days 9:00 am-4:00 pm
\$525.00

Oct 4 & 12 W & Th
Oct 4 & 12 W & Th (Online)
Nov 1-2 W-Th
Nov 1-2 W-Th (Online)
Dec 21-22 Th-F
Dec 21-22 Th-F (Online)

Excel Power Pivot & Pivot Tables

1-Day 9:00 am-4:30 pm
\$325.00

Oct 9 Mon
Oct 9 Mon (Online)
Nov 16 Thu
Nov 16 Thu (Online)
Dec 19 Tue
Dec 19 Tue (Online)

Excel Power Query & PivotTables

1-Day 9:00 am-4:30 pm
\$325.00

Oct 13 Fri
Oct 13 Fri (Online)
Nov 21 Tue
Nov 21 Tue (Online)
Dec 18 Mon
Dec 18 Mon (Online)

Have you considered
customized Excel training for your group?

Group rates can save your company money.

Group Training

- *Our classes can be customized for your group at no extra cost.*
- *To meet your training needs, we will combine any of our course topics to create a custom course - we can even include your files as class examples.*
- *We may be able to teach courses not listed in our normal course offerings, such as Tableau Desktop, online or at your location.*
- *Group training may cost you less money.*

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FILEMAKER PRO

Level I

1-Day 9am-4pm \$350

Level II

1-Day 9am-4pm \$350

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(503) 362-4818

FOXIT PHANTOMPDF

Level I

1-Day 9am-4pm \$275

Level II

1-Day 9am-4pm \$275

Please contact us to schedule

GOOGLE SHEETS

Level I

1-Day 9am-4:00pm
\$275

Oct	10	Tue
Oct	10	Tue (Online)
Nov	8	Wed
Nov	8	Wed (Online)
Dec	5	Tue
Dec	5	Tue (Online)
Dec	27	Wed
Dec	27	Wed (Online)

Level II

1-Day 9am-4:00pm
\$275

Oct	11	Wed
Oct	11	Wed (Online)
Nov	9	Thu
Nov	9	Thu (Online)
Dec	6	Wed
Dec	6	Wed (Online)
Dec	28	Thu
Dec	28	Thu (Online)

ADOBE INDESIGN

Level I

2-Days 9am-4pm \$675

Level II

1-Day 9am-4pm \$350

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Group Training

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Microsoft OneNote

OneNote Desktop (Full Version)

(365 / 2019/ 2016 / 2013)

1-Day 9:00 am-4:00 pm
\$275.00

(Classroom or Online)

Sep	28	Thu
Nov	3	Fri
Dec	12	Tue

OneNote included for Windows 11 or Windows 10

1/2-Day 9:00 am-12:00 pm
\$175.00

(Classroom or Online)

Sep	13	Wed
Oct	23	Mon
Nov	17	Fri
Dec	26	Tue

No dates that fit your schedule?

Contact us to discuss arranging a class just for you or your group.

Also - we update the schedule throughout the year. Please check back occasionally for additional dates.

Saturday and Evening classes available upon request.

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Microsoft Outlook

Level I

1-Day 9:00 am-4:00 pm
\$275.00

Oct	3	Tue
Oct	3	Tue (Online)
Nov	6	Mon
Nov	6	Mon (Online)
Dec	15	Fri
Dec	15	Fri (Online)

Level II

1-Day 9:00 am-4:00 pm
\$275.00

Oct	5	Thu
Oct	5	Thu (Online)
Nov	7	Tue
Nov	7	Tue (Online)
Dec	21	Thu
Dec	21	Thu (Online)

Online, Saturday, and
Evening Classes
available

Please call
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for more information

Microsoft PowerPoint

Level I

1-Day 9:00 am-4:00 pm
\$265.00

Sep	20	Wed
Sep	20	Wed (Online)
Nov	6	Mon
Nov	6	Mon (Online)
Dec	7	Thu
Dec	7	Thu (Online)

Level II

1-Day 9:00 am-4:00 pm
\$265.00

Sep	21	Thu
Sep	21	Thu (Online)
Nov	7	Tue
Nov	7	Tue (Online)
Dec	8	Fri
Dec	8	Fri (Online)

Microsoft Power BI

1-Day 9:00 am-4:30 pm
\$395.00

Sep	15	Fri
Sep	15	Fri (Online)
Oct	23	Mon
Oct	23	Mon (Online)
Nov	30	Thu
Nov	30	Thu (Online)

Microsoft Project

Level I

2-Days 9:00 am-4:30 pm
\$595

Sep	19-20	Tu-W
Nov	1-2	W-Th
Dec	28-29	Th-F

Level II

1-Day 9:00 am-4:30 pm
\$350

Nov	3	Fri
Jan	4	Thu

Microsoft Publisher

Level I

1-Day 9:00 am-4:00 pm
\$265.00

Oct	6	Fri
Oct	6	Fri (Online)
Nov	28	Tue
Nov	28	Tue (Online)

Level II

1-Day 9:00 am-4:30 pm
\$265.00

Oct	13	Fri
Oct	13	Fri (Online)
Nov	29	Wed
Nov	29	Wed (Online)

Our Guarantee

Any of our classes can be retaken at no additional charge within 1 year of the original class date (same software version and class). We do ask that you bring your class workbook with you. We also provide email and telephone support for after-class questions.

This schedule is updated throughout the year.

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QuickBooks

We Offer Classes in Various Versions of QuickBooks including QuickBooks Online

Please contact us for more information

QuickBooks classes are also available on a one-on-one basis. Classes can be scheduled during the week, in the evening, or on Saturdays. Please contact us for more details.

The Scheduled Dates listed below are for QuickBooks Desktop. Classes are available with limited enrollment in our classroom or virtually via Zoom. For both options, classes are instructor-led.

Level I (QuickBooks Desktop)
2-Days 9am-4pm \$525

Sep	12-13	Tu-W (Classroom)
Sep	12-13	Tu-W (Zoom)
Oct	26-27	Th-F (Classroom)
Oct	26-27	Th-F (Zoom)
Dec	11-12	M-Tu (Classroom)
Dec	11-12	M-Tu (Zoom)

Level II (QuickBooks Desktop)
1-Day 9am-4pm \$295

Sep	14	Thu (Classroom)
Sep	14	Thu (Zoom)
Oct	31	Tue (Classroom)
Oct	31	Tue (Zoom)
Dec	15	Fri (Classroom)
Dec	15	Fri (Zoom)

Microsoft SharePoint

SharePoint Online

1-Day 9:00 am-4:30 pm
\$395.00

Sep	6	Wed
Sep	6	Wed (Online)
Oct	26	Thu
Oct	26	Thu (Online)
Dec	4	Mon
Dec	4	Mon (Online)

Tableau Desktop

Level I

2-Days 9am-4pm \$695.00

Please contact us for training options - info@nwclc.com

Microsoft Teams

1 Day 9:00 am-4:30 pm
\$275

Sep	15	Fri
Sep	15	Fri (Online)
Oct	31	Tue
Oct	31	Tue (Online)
Dec	1	Fri
Dec	1	Fri (Online)

1/2 Day 1:00 pm-4:00 pm
\$175

Sep	5	Tue
Sep	5	Tue (Online)
Oct	27	Fri
Oct	27	Fri (Online)
Dec	4	Mon
Dec	4	Mon (Online)

Microsoft Visio

Level I

1-Day 9am-4pm \$325

Please contact us for scheduling options

Level II

1-Day 9am-4pm \$325

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Microsoft Windows/Computer Skills

Windows 11

Level I

1-Day 9am-4pm \$265

Classroom or Online

Sep 18 Mon
Oct 19 Thu

Computer Basics

1/2 Day 3.5 hrs \$175

Classroom or Online

Sep 29 Fri (1:00 pm - 4:30 pm)
Nov 2 Thu (8:30 am-12:00 pm)

Keyboarding Skills

1/2 Day 3 hrs \$165

Classroom or Online

Sep 19 Tue (9:00 am - 12:00 pm)
Nov 6 Mon (9:00 am - 12:00 pm)

Windows 10

Level I

1-Day 9am-4pm \$265

Classroom or Online

Please contact us to schedule

Online, Saturday, and Evening Classes Available

Please email info@nwclc.com

or call 503-362-4818

for more information or to schedule

Microsoft Word

Level I

1-Day 9:00 am-4:00 pm

\$275.00

Oct 2 Mon
Oct 2 Mon (Online)
Nov 1 Wed
Nov 1 Wed (Online)
Dec 15 Fri
Dec 15 Fri (Online)

Level II

1-Day 9:00 am-4:00 pm

\$275.00

Sep 21 Thu
Sep 21 Thu (Online)
Nov 2 Thu
Nov 2 Thu (Online)
Dec 22 Fri
Dec 22 Fri (Online)

Level III

2-Days 9:00 am-4:00 pm

\$510.00

Oct 24-25 Tu-W
Oct 24-25 Tu-W (Online)
Dec 7-8 Th-F
Dec 7-8 Th-F (Online)

Level IV - Macros

2-Days 9:00 am-4:00 pm

\$525

Please contact us to schedule

Zoom

Virtual Meetings with Zoom:

Administering and Hosting

1-Day 9am-4pm \$265

Classroom or Online

Sep 12 Tue
Oct 31 Tue

Participating in Zoom Meetings

1/2 Day 3 hrs \$165

Classroom or Online

Sep 7 Thu (1:00 pm - 4:00 pm)
Oct 19 Thu (9:00 am - 12:00 pm)

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