



**New Horizons Computer Learning Center of Des Moines**

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*In this Newsletter*

*Free Webinars*

*Upcoming Instructor Led Application Classes*

## FREE WEBINARS

New Horizons offers you free, educational webinars to keep you up to date on the latest technologies and best business practices. Stay informed with live presentations on a variety of IT and business topics. Subject matter experts with real world experience host each presentation.

<u><a href="#">Making Your People Cyber Heroes: The Challenges and Opportunities</a></u>	Oct 3
<u><a href="#">Effective Job Search Strategy</a></u>	Oct 6
<u><a href="#">Leadership &amp; Development: Becoming a Transformational Leader</a></u>	Oct 17

## UPCOMING APPLICATION CLASSES

Categories Listed below with Links to Course Dates

TILT - Traditional Instructor-led    OLL - Instructor-led on line

<u><a href="#">Access</a></u>	<u><a href="#">Adobe</a></u>	<u><a href="#">Business Analysis</a></u>	<u><a href="#">Crystal Reports</a></u>
<u><a href="#">Dynamics</a></u>	<u><a href="#">Excel</a></u>	<u><a href="#">ITIL</a></u>	<u><a href="#">Lean Six Sigma</a></u>
<u><a href="#">Office 365</a></u>	<u><a href="#">OneNote</a></u>	<u><a href="#">Outlook</a></u>	<u><a href="#">PowerPoint</a></u>
<u><a href="#">PowerPivot</a></u>	<u><a href="#">Project Management</a></u>	<u><a href="#">Publisher</a></u>	<u><a href="#">SalesForce</a></u>
<u><a href="#">SharePoint</a></u>	<u><a href="#">SQL Querying</a></u>	<u><a href="#">VBA</a></u>	<u><a href="#">Visio</a></u>
<u><a href="#">Windows 10</a></u>	<u><a href="#">Word</a></u>	<u><a href="#">XHTML, HTML</a></u>	<u><a href="#">Google</a></u> <b>New!</b>

Access

<a href="#">Access 2010 - Part 1</a>	OLL	Oct 12
<a href="#">Access 2010 - Part 2</a>	OLL	Nov 2
<a href="#">Access 2010 - Part 3</a>	OLL	
<a href="#">Access 2013 - Part 1</a>	TILT	Oct 30
<a href="#">Access 2013 - Part 2</a>	OLL	Nov 14
<a href="#">Access 2016 - Part 1</a>	TILT	Oct 30
<a href="#">Access 2016 - Part 2</a>	OLL	Nov 20
<a href="#">Access 2013 Programming for VBA</a>	OLL	Nov 1
<a href="#">Access 2010 Programming for VBA</a>	OLL	Dec 6

## Adobe

<a href="#">Adobe Acrobat DC Pro: Introduction</a>	TILT	Nov 6
<a href="#">Adobe Acrobat DC Pro: Advanced</a>	TILT	Nov 16
<a href="#">Adobe Captivate 9: Beyond the Essentials</a>	OLL	Nov 13
<a href="#">Adobe Captivate 9: The Essentials</a>	OLL	Oct 18
<a href="#">Adobe Dreamweaver CC: Part 1</a>	OLL	Dec 16
<a href="#">Adobe Dreamweaver CC: Part 2</a>	OLL	Dec 12
<a href="#">Adobe Flash CC: Part 1</a>	OLL	Oct 9
<a href="#">Adobe Flash CC: Part 2</a>	OLL	Oct 12
<a href="#">Adobe Illustrator CC: Part 1</a>	TILT	Nov 16
<a href="#">Adobe Illustrator CC: Part 2</a>	OLL	Dec 7
<a href="#">Adobe InDesign CC: Part 1</a>	TILT	Nov 30
<a href="#">Adobe InDesign CC: Part 2</a>	TILT	Dec 11
<a href="#">Adobe Photoshop CC: Part 1</a>	TILT	Oct 5
<a href="#">Adobe Photoshop CC: Part 2</a>	TILT	Oct 23

## Business Analysis

<a href="#">BA01 - Business Analysis Essentials</a>	OLL	Nov 13
<a href="#">BA02 - Strategic Enterprise Analysis</a>	OLL	Nov 27
<a href="#">BA03 - Writing Effective Business Cases</a>	OLL	Dec 11
<a href="#">BA04 - Eliciting and Writing Effective Requirements</a>	OLL	Oct 25
<a href="#">BA05 - Process Modeling Using BPMN</a>	OLL	Nov 6
<a href="#">BA06 - Managing and Communicating Requirements for Projects</a>	OLL	Oct 16
<a href="#">BA07 - Implementing an Agile Project</a>	OLL	Nov 29
<a href="#">BA08 - Managing Requirements for Agile Projects</a>	OLL	Dec 13
<a href="#">BA09 - Managing Requirements for SharePoint Projects</a>	OLL	Dec 4
<a href="#">BA10 - Understanding Root Cause Analysis</a>	OLL	Nov 8
<a href="#">BA19 - User Acceptance Testing (UAT) for Business Analysts (BAs)</a>	OLL	Dec 4
<a href="#">BA27 - Writing and Managing Effective Requirements</a>	OLL	Oct 30
<a href="#">BACP02 - Certified Business Analysis Professional (CBAP) and Certification of Competency in Business Analysis (CCBA)</a>	OLL	Nov 28

## Crystal Reports

<a href="#">Crystal Reports 2013: Part 1</a>	OLL	Oct 25
<a href="#">Crystal Reports 2013: Part 2</a>	OLL	Oct 31

<a href="#">Crystal Reports 2016: Part 1</a>	OLL	Nov 7
<a href="#">Crystal Reports 2016: Part 2</a>	OLL	Dec 14

## Excel

<a href="#">Excel 2013 - Part 1</a>	TILT	Nov 7
<a href="#">Excel 2013 - Part 2</a>	TILT	Oct 19
<a href="#">Excel 2013 - Part 3</a>	TILT	Nov 2
<a href="#">Excel 2013 Formulas &amp; Charts</a>	OLL	Oct 10
<a href="#">Excel 2013 Tables, PivotTables and Conditional Formatting</a>	OLL	Oct 27
<a href="#">Excel 2013: Data Analysis with Pivot Tables</a>	TILT	Oct 20
<a href="#">Excel 2013: Data Analysis with Power Pivot</a>	TILT	Oct 13
<a href="#">Excel 2013 Programming with VBA</a>	OLL	Oct 18
<a href="#">Excel 2010 Programming with VBA</a>	OLL	Nov 13
<a href="#">Excel 2016 - Part 1</a>	TILT	Oct 2
<a href="#">Excel 2016 - Part 2</a>	TILT	Oct 19
<a href="#">Excel 2016 - Part 3</a>	TILT	Nov 2
<a href="#">Excel 2016: Data Analysis with Pivot Tables</a>	TILT	Dec 8
<a href="#">Excel 2016: Data Analysis with Power Pivot</a>	TILT	Nov 13
<a href="#">Excel 2016 Programming with VBA</a>	OLL	Oct 18
<a href="#">Excel 2016 Formulas &amp; Charts</a>	OLL	Nov 6
<a href="#">Excel 2016 Tables, PivotTables and Conditional Formatting</a>	OLL	Nov 6

## Google

<a href="#">Google Apps for Business</a>	TILT	Nov 13
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## ITIL

<a href="#">ITIL® Awareness 2011 Edition</a>	GTR	Nov 27
<a href="#">ITIL® Expert: Managing Across the Lifecycle (MALC) (2011 Edition)</a>	GTR	Oct 30
<a href="#">ITIL® Foundation 2011 Edition</a>	GTR	Nov 20
<a href="#">ITIL® Intermediate Lifecycle: Continual Service Improvement (2011 Edition)</a>	GTR	Oct 9
<a href="#">ITIL® Intermediate Capabilities: Operational Support &amp; Analysis (2011 Edition)</a>	GTR	Oct 30
<a href="#">ITIL® Intermediate Capabilities: Planning, Protection, &amp; Optimization (2011 Edition)</a>	GTR	Nov 27
<a href="#">ITIL® Intermediate Capabilities: Release, Control &amp; Validation (2011 Edition)</a>	GTR	Nov 13
<a href="#">ITIL® Intermediate Lifecycle: Service Design (2011 Edition)</a>	GTR	Dec 11
<a href="#">ITIL® Intermediate Capabilities: Service Offerings &amp; Agreements (2011 Edition)</a>	GTR	Dec 18
<a href="#">ITIL® Intermediate Lifecycle: Service Operations (2011 Edition)</a>	GTR	Jan 8
<a href="#">ITIL® Intermediate Lifecycle: Service Strategy (2011 Edition)</a>	GTR	Nov 27
<a href="#">ITIL® Intermediate Lifecycle: Service Transition (2011 Edition)</a>	GTR	Dec 18
<a href="#">ITIL® Practitioner</a>	GTR	Oct 16

## Lean Six Sigma

<u>Lean Six Sigma Black Belt</u>	OLL	Nov 6
<u>Lean Six Sigma Green Belt</u>	OLL	Oct 23

## Office 365

<u>Office 365: Web Apps and Collaboration for Office 2013</u>	TILT	Nov 10
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## Outlook

<u>Outlook 2010 - Part 1</u>	OLL	Oct 19
<u>Outlook 2010 - Part 2</u>	OLL	Oct 24
<u>Outlook 2013 - Part 1</u>	TILT	Nov 27
<u>Outlook 2013 - Part 2</u>	OLL	Dec 15
<u>Outlook 2016 - Part 1</u>	TILT	Nov 27
<u>Outlook 2016 - Part 2</u>	OLL	Dec 1

## PowerPoint

<u>PowerPoint 2010, 2013 - Part 1</u>	TILT	Oct 18
<u>PowerPoint 2010, 2013 - Part 2</u>	TILT	Nov 14
<u>PowerPoint 2016 - Part 1</u>	TILT	Oct 18
<u>PowerPoint 2016 - Part 2</u>	TILT	Nov 14

## Project Management

<u>BA06 - Managing and Communicating Requirements for Projects</u>	OLL	Oct 16
<u>BA07 - Implementing an Agile Project</u>	OLL	Nov 29
<u>BA08 - Managing Requirements for Agile Projects</u>	OLL	Dec 13
<u>BA09 - Managing Requirements for SharePoint Projects</u>	OLL	Dec 4
<u>Agile Project Management Methodologies</u>	OLL	Nov 27
<u>Change Management</u>	OLL	Dec 5
<u>PMI Agile Certified Professional (PMI-ACP) Exam Preparation</u>	OLL	Nov 6
<u>PRINCE2 Foundation</u>	OLL	
<u>PRINCE2 Practitioner</u>	OLL	
<u>PRINCE2 Bootcamp</u>	OLL	
<u>Project Management Essentials</u>	OLL	Oct 23
<u>Project Management Fundamentals</u>	OLL	Nov 7
<u>Project Management Professional (PMP)® Certification Preparation</u>	OLL	Nov 6
<u>Project Risk Management</u>	OLL	Oct 2
<u>Project Scope and Schedule Management</u>	OLL	Dec 14
<u>Introduction to Agile Project Management</u>	OLL	Nov 20
<u>Certified Associate in Project Management CAPM®</u>	OLL	Oct 30
<u>Project Management - PMBOK Guide Foundations</u>	OLL	Jan 25
<u>Project Communications and Stakeholder Management</u>	OLL	Jan 8
<u>Project Management for Senior Managers</u>	OLL	Jan 24
<u>Project Management Skills for Non-Project Managers</u>	OLL	
<u>Project Team Leadership</u>	OLL	Nov 16
<u>CompTIA Project+ Certification - (2009 Objectives)</u>	OLL	Oct 30

<a href="#">Project 2013 - Part 1</a>	OLL	Oct 19
<a href="#">Project 2013 - Part 2</a>	OLL	Nov 3
<a href="#">Project 2016 - Part 1</a>	OLL	Oct 13
<a href="#">Project 2016 - Part 2</a>	OLL	Nov 3
<a href="#">50413 Mastering Microsoft Project 2010</a>	OLL	Dec 27
<a href="#">55054 Mastering Microsoft Project 2013</a>	OLL	Oct 23
<a href="#">55205 Mastering Microsoft Project 2016</a>	OLL	Nov 13

## Publisher

<a href="#">Microsoft Publisher 2013</a>	TILT	Dec 20
<a href="#">Microsoft Publisher 2016</a>	TILT	Dec 20

## SalesForce

<a href="#">Salesforce Administration Essentials for Experienced Admins (ADM211)</a>	OLL	Oct 23
<a href="#">Salesforce Administration Essentials for New Admins (ADM201)</a>	OLL	Oct 16
<a href="#">Salesforce Administration Essentials for New Admins (Professional Edition) (ADM202)</a>	OLL	
<a href="#">Salesforce Building Applications with Force.com (DEV401)</a>	OLL	
<a href="#">Salesforce Building Lenses, Dashboards and Apps in Wave Analytics (ANC201)</a>	OLL	
<a href="#">Salesforce Certification Preparation for Platform App Builder (CRT402)</a>	OLL	
<a href="#">Salesforce Certification Preparation for Platform Developer I (CRT450)</a>	OLL	Nov 21
<a href="#">Salesforce Certification Preparation for Community Cloud Consultants (CRT271)</a>	OLL	
<a href="#">Salesforce Service Cloud Essentials for Executives (SVC301)</a>	OLL	
<a href="#">Salesforce Content Builder Essentials for the Digital Marketer (EML101)</a>	OLL	
<a href="#">Salesforce Declarative Development for Platform App Builders (DEV402)</a>	OLL	
<a href="#">Salesforce Email Essentials (EEB101)</a>	OLL	Oct 2
<a href="#">Salesforce Get Started with Communities (ADM271)</a>	OLL	
<a href="#">Salesforce Get Started with Salesforce and the Nonprofit Starter Pack (NPO101)</a>	OLL	Oct 18
<a href="#">Salesforce Implementing a Reporting Strategy for the Sales Cloud (STR301)</a>	OLL	Oct 24
<a href="#">Salesforce Introduction to Object-Oriented Programming with Force.com Code (ADM231)</a>	OLL	
<a href="#">Salesforce Journey Builder 101 (JB101)</a>	OLL	
<a href="#">Salesforce Lightning Components Implementation for Platform Developers (DEV460)</a>	OLL	
<a href="#">Salesforce Mobile and Desktop Exploration in WaveAnalytics (ANC101)</a>	OLL	
<a href="#">Salesforce Mobile Messages 101 (MBC101)</a>	OLL	
<a href="#">Salesforce Preparing for Your Salesforce Administrator Certification (CRT101)</a>	OLL	
<a href="#">Salesforce Preparing for Your Salesforce Service Cloud Consultant Certification (CRT261)</a>	OLL	
<a href="#">Salesforce Preparing for Your Salesforce.com Sales Cloud Consultant Certification (CRT251)</a>	OLL	
<a href="#">Salesforce Programming Lightning Components (DEV601)</a>	OLL	Oct 30
<a href="#">Salesforce Reporting Fundamentals (RPT101)</a>	OLL	
<a href="#">Salesforce Sales Cloud Administration: Products, Quotes, Orders and Collaborative Forecasts (ADM251)</a>	OLL	Oct 19
<a href="#">Salesforce Sales Cloud Training for Sales Managers (SLS201)</a>	OLL	
<a href="#">Salesforce Sales Cloud Training for Sales Reps (SLS101)</a>	OLL	Nov 8
<a href="#">Salesforce Service Cloud Administration (ADM261)</a>	OLL	

<a href="#">Salesforce Service Cloud Essentials for Agents (SVC101)</a>	OLL	
<a href="#">Salesforce Service Cloud Essentials for Managers (SVC201)</a>	OLL	
<a href="#">Salesforce Social Studio 101 (SS101)</a>	OLL	
<a href="#">Salesforce What's Possible: Salesforce Fundamentals (STR101)</a>	OLL	
<a href="#">Salesforce Working with Data and Dashboards in Wave Analytics (ANC301)</a>	OLL	
<a href="#">Salesforce Programmatic Development using Apex and Visualforce (DEV450)</a>	OLL	Oct 23
<a href="#">Salesforce Essentials of Pardot for Digital Marketers (PDT101)</a>	OLL	Oct 23

## SharePoint

<a href="#">Microsoft SharePoint 2016: Advanced Site Owner with Workflow Administration</a>	OLL	Oct 27
<a href="#">Microsoft SharePoint 2016: Site Owner</a>	OLL	Oct 25
<a href="#">Microsoft SharePoint 2016: Site User</a>	TILT	Dec 18
<a href="#">Microsoft SharePoint Designer 2013</a>	OLL	Oct 23
<a href="#">Microsoft SharePoint Foundation 2013: Site Administrator</a>	OLL	Oct 18
<a href="#">Microsoft SharePoint Foundation 2013: Site Owner</a>	OLL	Oct 31
<a href="#">Microsoft SharePoint Foundation 2013: Site User</a>	TILT	Oct 13
<a href="#">50470 Microsoft SharePoint Server 2010 for the Site Owner/Power User</a>	OLL	Nov 20
<a href="#">50547 Microsoft SharePoint 2010 Site Collection and Site Administration</a>	OLL	
<a href="#">55033 SharePoint 2013 Site Collection and Site Administration</a>	OLL	Oct 23
<a href="#">55035 Microsoft SharePoint Server 2013 for the Site Owner/Power User</a>	OLL	Nov 21
<a href="#">55042 SharePoint 2013 Business Intelligence</a>	OLL	Nov 20
<a href="#">55122 Microsoft SharePoint 2013 Search Administration</a>	OLL	Nov 15
<a href="#">55141 SharePoint 2013 Search for Power Users</a>	OLL	
<a href="#">55157 SharePoint 2016 Business Intelligence</a>	OLL	Nov 29
<a href="#">55234 SharePoint 2016 Site Collections and Site Owner Administration</a>	OLL	Nov 6
Call for SharePoint 2010 dates, SharePoint Server Dates as well as others		

## SQL Querying

<a href="#">SQL Querying - Fundamentals of Querying</a>	TILT	Oct 16
<a href="#">SQL Querying - Advanced Querying</a>	TILT	Oct 31

## VBA

<a href="#">Excel 2013 Programming with VBA</a>	OLL	Oct 18
<a href="#">Excel 2010 Programming with VBA</a>	OLL	Oct 11
<a href="#">Access 2013 Programming with VBA</a>	OLL	Nov 1
<a href="#">Access 2010 Programming with VBA</a>	OLL	Dec 6

## Visio

<a href="#">Visio 2013 - Part 1</a>	OLL	Oct 24
<a href="#">Visio 2013 - Part 2</a>	OLL	Oct 27
<a href="#">Visio 2010 - Part 1</a>	OLL	Oct 19
<a href="#">Visio 2010 - Part 2</a>	OLL	Oct 23
<a href="#">Visio 2016 - Part 1</a>	TILT	Nov 1

## Windows

[Using Microsoft Windows 10](#)

OLL Oct 17

## Word

<a href="#">Word 2013 - Part 1</a>	TILT	Oct 20
<a href="#">Word 2013 - Part 2</a>	TILT	Nov 9
<a href="#">Word 2013 - Part 3</a>	TILT	Dec 14
<a href="#">Word 2016 - Part 1</a>	TILT	Oct 20
<a href="#">Word 2016 - Part 2</a>	TILT	Nov 9
<a href="#">Word 2016 - Part 3</a>	TILT	Dec 14

## XHTML, HTML

<a href="#">Web Design with HTML5 and CSS3 - Level 1</a>	TILT	
<a href="#">Web Design with HTML5 and CSS3 - Level 2</a>	TILT	
<a href="#">HTML5: Content Authoring Fundamentals</a>	OLL	Oct 10
<a href="#">HTML5: Content Authoring with New and Advanced Features</a>	OLL	Oct 12
<a href="#">20480 Programming in HTML5 with JavaScript and CSS3</a>	OLL	Oct 9
<a href="#">40034 Software Development Fundamentals with HTML5</a>	OLL	Nov 13

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**Contact your Sales Associate Today to Register:**

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