

Last Revised: 9/18/2026

This schedule is updated throughout the year.

Please check back occasionally for new dates and classes

Course Schedule

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

Our course schedule is:

- Organized alphabetically by software program title
- 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
- Updated throughout the year; please check back occasionally for new dates and classes

Course Listings	
Microsoft Courses	Other Courses
Microsoft Access	Adobe Acrobat
Microsoft Excel	Adobe InDesign
Microsoft Forms	Crystal Reports
Microsoft OneNote	Foxit
Microsoft Outlook	Google Sheets
Microsoft Power BI Desktop	QuickBooks
Microsoft PowerPoint	
Microsoft Power Pivot	
Microsoft Power Query & Pivot Tables	
Microsoft Project	
Microsoft SharePoint	
Microsoft Teams	
Microsoft Visio	
Microsoft Windows	
Microsoft Word	

Access Course Outlines		Microsoft Access		Access Course Outlines	
Access Level I : Building a Database		Access Level II: Refining a Database		Access Level III: Programming	
Course Length: 2 Days		Course Length: 2 Days		Course Length: 2 Days	
Time: 9:00 am - 4:00 pm		Time: 9:00 am - 4:00 pm		Time: 9:00 am - 4:00 pm	
Cost: \$575.00		Cost: \$575.00		Cost: \$595.00	
Fri & M, Jul 24 & 27	Classroom or Online	Tu & Th, Aug 4 & 6	Classroom or Online	Please contact us for dates and training options at: info@nwclc.com or (503) 362-4818 Creating Custom Forms Course Length: 1 Day Time: 9:00 am - 4:00 pm Cost: \$295.00 Please contact us for dates and training options at: info@nwclc.com or (503) 362-4818	
W & Th, Aug 26 & 27	Classroom or Online	Tu & W, Oct 13 & 14	Classroom or Online		
W & Th, Oct 7 & 8	Classroom or Online	W & Th, Nov 4 & 5	Classroom or Online		
M & Tu, Nov 2 & 3	Classroom or Online	M & Tu, Dec 21 & 22	Classroom or Online		
W & Th, Dec 15 & 16	Classroom or Online				
Register for Access Level I: info@nwclc.com		Register for Access Level II: info@nwclc.com			

Beyond Basic Queries		Designing Reports	
Course Length: 1 Day		Course Length: 1 Day	
Time: 9:00 am - 4:00 pm		Time: 9:00 am - 4:00 pm	
Cost: \$295.00		Cost: \$295.00	
Thu, August 6	Classroom or Online	Fri, July 24	Classroom or Online
Tue, September 1	Classroom or Online	Thu, September 3	Classroom or Online
Fri, October 23	Classroom or Online	Tue, October 20	Classroom or Online
Tue, December 1	Classroom or Online	Wed, December 2	Classroom or Online
Register for Access Queries: info@nwclc.com		Register for Access Reports: info@nwclc.com	

Are you building or enhancing a Access database and you would like our 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 Pro

Level I		Level II	
Length: 1 Day		Length: 1 Day	
Time: 9:00am-4:00pm		Time: 9:00am-4:00pm	
Cost: \$299.00		Cost: \$299.00	
July 24	Friday - Online*	July 27	Monday - Online*
August 28	Friday - Online*	September 11	Friday - Online*
October 6	Tuesday - Online*	October 7	Wednesday - Online*
November 3	Tuesday - Online*	November 4	Wednesday - Online*
December 9	Wednesday - Online*	December 10	Thursday - Online*
<i>*If you prefer in-person training at our location or yours, please contact us</i> info@nwclc.com		<i>*If you prefer in-person training at our location or yours, please contact us</i> info@nwclc.com	
Register for Level I: info@nwclc.com		Register for Level II: info@nwclc.com	

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Crystal Reports

Level I

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

Tu & Th - August 4 & 6	Classroom or Online
Th & F - September 9 & 10	Classroom or Online
Tu & W - November 3 & 4	Classroom or Online

Register for Crystal Reports Level I: info@nwclc.com

Level II

Length: 1 Day Time: 9:00am-4:00pm Cost: \$325.00

Friday, July 17	Classroom or Online
Friday, September 11	Classroom or Online
Thursday, November 5	Classroom or Online

Register for Crystal Reports Level II: info@nwclc.com

Excel Course Outlines

Microsoft Excel

Excel Course Outlines

Excel Level I

Course Length: 1 Day
Time: 9:00 am - 4:00 pm
Cost: \$295.00

Fri, Aug 7	Classroom or Online
Tue, Sep 15	Classroom or Online
Tue, Oct 27	Classroom or Online
Wed, Nov 18	Classroom or Online
Mon, Dec 7	Classroom or Online
Tue, Dec 29	Classroom or Online

Excel Level II

Course Length: 1 Day
Time: 9:00 am - 4:00 pm
Cost: \$295.00

Tue, Aug 11	Classroom or Online
Thu, Sep 17	Classroom or Online
Wed, Oct 28	Classroom or Online
Thu, Nov 19	Classroom or Online
Tue, Dec 8	Classroom or Online
Wed, Dec 30	Classroom or Online

Excel Level III

Course Length: 2 Days
Time: 9:00 am - 4:00 pm
Cost: \$550.00

Wed & Thu, Jul 1 & 2	Classroom or Online
Thu & Fri, Aug 13 & 14	Classroom or Online
Wed & Thu, Sep 9 & 10	Classroom or Online
Tue & Wed, Oct 6 & 7	Classroom or Online
Thu & Fri, Nov 12 & 13	Classroom or Online
Mon & Tue, Dec 14 & 15	Classroom or Online

Contact us about customized Excel training for your group.
Group rates can save you money.

Register for Excel Level I: info@nwclc.com

Register for Excel Level II: info@nwclc.com

Register for Excel Level III: info@nwclc.com

Excel Level IV - Macros, VBA, & Scripts

Course Length: 2 Days
Time: 9:00 am - 4:00 pm
Cost: \$550.00

Tu & W, Aug 25 & 26	Classroom or Online
Tu & Th, Sept 29 & Oct 1	Classroom or Online
W & Th, Oct 21 & 22	Classroom or Online
W & Th, Dec 9 & 10	Classroom or Online

Register for Excel Level IV: info@nwclc.com

Excel Power Query & PivotTables

Course Length: 1 Day
Time: 9:00 am - 4:30 pm
Cost: \$325.00

Mon, July 27	Classroom or Online
Wed, August 26	Classroom or Online
Fri, October 16	Classroom or Online
Tue, November 17	Classroom or Online
Mon, December 21	Classroom or Online

Register for Power Query: info@nwclc.com

Excel Power Pivot & Pivot Tables

Course Length: 1 Day
Time: 9:00 am - 4:30 pm
Cost: \$325.00

Fri, July 24	Classroom or Online
Tue, August 18	Classroom or Online
Fri, September 11	Classroom or Online
Tue, October 20	Classroom or Online
Friday, December 4	Classroom or Online

Register for Power Pivot: info@nwclc.com

Microsoft Forms		Foxit PhantomPDF	Google Sheets
Forms Course Outline			
Course Length: 4 Hours		Level I	Level I
Time: 8:30 am - 12:30 pm		Length: 1 Day Time: 9:00am-4:00pm	Length: 1 Day Time: 9:00am-4:00pm
Cost: \$195.00		Cost: \$295.00	Cost: \$295.00
Monday, July 20	Classroom or Online	Level II	Level II
Friday, September 11	Classroom or Online	Length: 1 Day Time: 9:00am-4:00pm	Length: 1 Day Time: 9:00am-4:00pm
Tuesday, October 13	Classroom or Online	Cost: \$295.00	Cost: \$295.00
Monday, November 16	Classroom or Online	Please contact us for dates and training options	
Tuesday, December 22	Classroom or Online		
Register for Forms: info@nwclc.com		info@nwclc.com (503) 362-4818	info@nwclc.com (503) 362-4818

Group Training

- We will customize our classes 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 will even include your files as class examples.
- Group training may cost your company less money.
- For most of our courses, classes can be conducted at your location, in our classroom, or online via Zoom or Teams.

For more details, please contact us
info@nwclc.com (503) 362-4818

Adobe InDesign		Microsoft OneNote Desktop	
Adobe InDesign Level I		OneNote Desktop Course Outline	
Length: 2 Days Time: 9:00am-4:00pm Cost: \$675.00		Course Length: 1 Day	
Adobe InDesign Level II		Time: 9:00 am - 4:00 pm	
Length: 1 Day Time: 9:00am-4:00pm Cost: \$350.00		Cost: \$295.00	
<i>Please contact us for dates and training options</i>		Thu, July 9	Classroom or Online
info@nwclc.com (503) 362-4818		Thu, August 6	Classroom or Online
		Tue, September 1	Classroom or Online
		Tue, October 6	Classroom or Online
		Fri, November 20	Classroom or Online
		Register for OneNote: info@nwclc.com	

No dates that fit your schedule?

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

We update the schedule throughout the year. Please check back occasionally for additional date options.

Saturday and Evening classes available upon request.

For more information, please email info@nwclc.com or call 503-362-4818

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Microsoft OneNote Web App

OneNote Web App Course Outline

Course Length: 4 hours	
Time: 8:30 am - 12:30 pm	
Cost: \$220.00	
Wed, June 3	Classroom or Online
Tue, July 7	Classroom or Online
Fri, August 28	Classroom or Online
Thu, October 1	Classroom or Online
Register for OneNote App: info@nwclc.com	

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Salem, OR 97302

Microsoft Outlook (New) Desktop App for Windows

Course Length: 1 Day	
Time: 9:00 am - 4:00 pm	
Cost: \$295.00	
Thursday, August 6	Classroom or Online
Friday, September 11	Classroom or Online
Wed, October 21	Classroom or Online
Tue, November 24	Classroom or Online
Wed, December 30	Classroom or Online
Register for Outlook App: info@nwclc.com	

Microsoft Outlook Web App

Course Length: 1 Day	
Time: 9:00 am - 4:00 pm	
Cost: \$295.00	
Tuesday, July 7	Classroom or Online
Thursday, August 20	Classroom or Online
Tuesday, September 29	Classroom or Online
Thursday, November 5	Classroom or Online
Tuesday, December 15	Classroom or Online
Register for Outlook Web: info@nwclc.com	

Microsoft PowerPoint

PowerPoint Course Outlines

PowerPoint Level I		PowerPoint Level II	
Course Length: 1 Day		Course Length: 1 Day	
Time: 9:00 am - 4:00 pm		Time: 9:00 am - 4:00 pm	
Cost: \$295.00		Cost: \$295.00	
Mon, July 27	Classroom or Online	Tue, August 18	Classroom or Online
Fri, September 11	Classroom or Online	Tue, September 29	Classroom or Online
Tue, October 20	Classroom or Online	Wed, October 21	Classroom or Online
Thu, December 3	Classroom or Online	Fri, December 4	Classroom or Online
Register for PowerPoint: info@nwclc.com		Register for PowerPoint: info@nwclc.com	

Microsoft Outlook (Classic)

Outlook Course Outlines

Outlook (Classic) Level I		Outlook (Classic) Level II	
Course Length: 1 Day		Course Length: 1 Day	
Time: 9:00 am - 4:00 pm		Time: 9:00 am - 4:00 pm	
Cost: \$295.00		Cost: \$295.00	
Tuesday, August 4	Classroom or Online	Thu, August 6	Classroom or Online
Thursday, Sept 3	Classroom or Online	Wed, September 9	Classroom or Online
Thursday, October 1	Classroom or Online	Friday, October 2	Classroom or Online
Tue, November 10	Classroom or Online	Mon, November 16	Classroom or Online
Wed, December 17	Classroom or Online	Tue, December 22	Classroom or Online
Register for Outlook Level I: info@nwclc.com		Register for Outlook Level II: info@nwclc.com	

No dates that fit your schedule? Please contact us to discuss arranging a custom class date.

Saturday and Evening classes available upon request.

info@nwclc.com

503-362-4818

Microsoft Power BI Desktop

Power BI Course Outline

Course Length: 1 Day	
Time: 8:30 am - 4:30 pm	
Cost: \$395.00	
Tuesday, August 4	Classroom or Online
Friday, August 28	Classroom or Online
Thursday, October 1	Classroom or Online
Wednesday, November 4	Classroom or Online
Friday, December 11	Classroom or Online
Register for Power BI: info@nwclc.com	

Our Guarantee

You may retake a class at no additional charge within 1 year of the original class date (the same software version and class). To do so, please contact . We do ask that you bring your class workbook with you. We also provide email and telephone support for after-class questions.

Microsoft Project Professional/Project Online

Project Course Outlines

Project Level I		Project Level II	
Course Length: 2 Days		Course Length: 1 Day	
Time: 9:00 am - 4:00 pm		Time: 9:00 am - 4:00 pm	
Cost: \$625.00		Cost: \$350.00	
Th & F, July 9 & 10	Classroom or Online	Thursday, July 23	Classroom or Online
W & Th, Sep 9 & 10	Classroom or Online	Thu, September 17	Classroom or Online
W & Th, Oct 21 & 22	Classroom or Online	Fri, October 23	Classroom or Online
Tu & W, Dec 1 & 2	Classroom or Online	Thu, December 3	Classroom or Online
Classes available in-person or online		Classes available in-person or online	
Register for Project I: info@nwclc.com		Register for Project II: info@nwclc.com	

QuickBooks Desktop or Online

We offer classes in various versions of QuickBooks, including QuickBooks Online.

QuickBooks classes are available on a one-on-one or custom basis. We will schedule classes for you during the week, in the evening, or on Saturdays. You may attend class in our classroom or virtually. All classes are instructor-led.

Please contact us for more details.

info@nwclc.com or (503) 362-4818

Level I	Level II
Course Length: 2 Days	Course Length: 1 Day
Time: 9:00 am - 4:00 pm	Time: 9:00 am - 4:00 pm
Cost: \$575.00	Cost: \$325.00

Microsoft Teams

Teams Course Outline

Course Length: 1 Day	
Time: 9:00 am - 4:00 pm	
Cost: \$295.00	
Friday, October 2	Classroom or Online
Tuesday, Nov 10	Classroom or Online
Thursday, Dec 17	Classroom or Online
Register for Teams: info@nwclc.com	

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Group Training

We will customize our classes 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 will even include your files as class examples.

Group training may cost your company less money.

For most of our courses, classes can be conducted at your location, in our classroom, or online via Zoom or Teams.

For more details, please contact us

info@nwclc.com

(503) 362-4818

Microsoft SharePoint

SharePoint Online Course Outline

Course Length: 1 Day	
Time: 8:30 am - 4:30 pm	
Cost: \$395.00	
Thursday, July 23	Classroom or Online
Friday, September 18	Classroom or Online
Friday, October 16	Classroom or Online
Mon, November 16	Classroom or Online
Wed, December 23	Classroom or Online
<i>Please contact us if the dates listed do not fit with your schedule.</i>	
Register for SharePoint: info@nwclc.com	

*No dates that fit
your schedule?
Please contact us
to discuss
arranging a
custom class date.*

*Saturday and
Evening classes
available upon
request.*

info@nwclc.com
503-362-4818

Microsoft Visio			
Visio Course Outlines			
Visio Level I		Visio Level II	
Course Length: 1 Day		Course Length: 1 Day	
Time: 9:00 am - 4:00 pm		Time: 9:00 am - 4:00 pm	
Cost: \$325.00		Cost: \$325.00	
Thursday, July 23	Classroom or Online	Friday, July 24	Classroom or Online
Friday, September 11	Classroom or Online	Tuesday, Sept 15	Classroom or Online
Tuesday, October 13	Classroom or Online	Wednesday, Oct 21	Classroom or Online
Monday, Nov 23	Classroom or Online	Tuesday, Nov 24	Classroom or Online
Register for Visio Level I: info@nwclc.com		Register for Visio Level II: info@nwclc.com	

Word Course Outlines		Microsoft Word		Word Course Outlines	
Word Level I		Word Level II		Word Level III	
Course Length: 1 Day		Course Length: 1 Day		Course Length: 2 Days	
Time: 9:00 am - 4:00 pm		Time: 9:00 am - 4:00 pm		Time: 9:00 am - 4:00 pm	
Cost: \$295.00		Cost: \$295.00		Cost: \$550.00	
Friday, July 24	Classroom or Online	Monday, July 27	Classroom or Online	Th & Fr, Aug 13 & 14	Classroom or Online
Wednesday, August 26	Classroom or Online	Thursday, August 27	Classroom or Online	W & Th, Sep 9 & 10	Classroom or Online
Tuesday, October 6	Classroom or Online	Wednesday, October 7	Classroom or Online	Tu & W, Oct 20 & 21	Classroom or Online
Tuesday, November 10	Classroom or Online	Tuesday, November 17	Classroom or Online	Th & F, Dec 3 & 4	Classroom or Online
Monday, December 21	Classroom or Online	Tuesday, December 22	Classroom or Online		
Register for Word Level I: info@nwclc.com		Register for Word Level II: info@nwclc.com		Register for Word Level III: info@nwclc.com	

Microsoft Windows/Computer Skills					
Windows 11 Level I		Windows 11 Upgrade from Windows 10		Computer Basics	
Course Length: 1 Day		Course Length: 3 Hours		Course Length: 3.5 Hours	
Time: 9:00 am - 4:00 pm		Time: See Below		Time: See Below	
Cost: \$295.00		Cost: \$150.00		Cost: \$175.00	
Thursday, July 16	Classroom or Online	Wed, July 8	1pm-4pm- Classroom/Online	Wed, July 8	8:30am-12pm-Classroom/Online
Tuesday, August 18	Classroom or Online	Fri, August 14	1pm-4pm- Classroom/Online	Thu, Sep 3	1:30-5:00pm-Classroom/Online
Tue, September 29	Classroom or Online	Tue, Sept 1	1:30-4:30pm-Classroom/Online	Fri, Oct 16	8:30am-12pm-Classroom/Online
Mon, November 2	Classroom or Online	Fri, Oct 16	9am-12pm - Classroom/Online	Keyboarding	
Wed, December 9	Classroom or Online	Tue, Nov 17	1:30-4:30pm-Classroom/Online		
		Mon, Dec 14	1:30-4:30pm-Classroom/Online	Course Length: 3 Hours	
				Time: See Below	
				Cost: \$150.00	
Register for Windows 11: info@nwclc.com		Course Outline: Windows 11 New Features		Tue, Aug 25	9am-12pm-Classroom or Online
		Register for Windows 11 Upgrade: info@nwclc.com		Fri, Oct 16	1pm-4pm-Classroom or Online
				Register for Keyboarding: info@nwclc.com	