

The Professional's Choice since 1983 • Locally Owned & Operated
 2659 Commercial Street SE, Suite 210
 Salem, Oregon 97302

Last Revised: 5/14/2026

**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	
Tu & W, Jun 2 & 3	Classroom or Online	M & Tu, Jun 29 & 30	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, Jul 8 & 9	Classroom or Online	Tu & W, Jul 21 & 22	Classroom or Online		
Th & F, Aug 13 & 14	Classroom or Online	Th & F, Aug 27 & 28	Classroom or Online		
W & Th, Oct 7 & 8	Classroom or Online	Tu & W, Oct 13 & 14	Classroom or Online		
M & Tu, Nov 2 & 3	Classroom or Online	W & Th, Nov 4 & 5	Classroom or Online		
W & Th, Dec 15 & 16	Classroom or Online	M & Tu, Dec 21 & 22	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, June 11	Classroom or Online	Fri, June 12	Classroom or Online
Fri, July 17	Classroom or Online	Thu, July 18	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	
May 19	Tuesday - Online*	May 20	Wednesday - Online*
June 15	Monday - Online*	June 16	Tuesday - Online*
July 22	Wednesday - Online*	July 23	Thursday - Online*
August 13	Thursday - Online*	August 14	Friday - Online*
September 1	Tuesday - Online*	September 3	Thursday - Online*
*If you prefer in-person training at our location or yours, please contact us info@nwclc.com		*If you prefer in-person training at our location or yours, please contact us 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 & W - June 2 & 3	Classroom or Online
M & Tu - July 6 & 7	Classroom or Online
Th & F - August 27 & 28	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

Thursday, June 4	Classroom or Online
Wednesday, July 8	Classroom or Online
Friday, September 11	Classroom or Online

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

Microsoft Excel

Excel Course Outlines		Microsoft Excel				Excel Course Outlines	
Excel Level I		Excel Level II		Excel 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			
Tue, May 12	Classroom or Online	Thu, May 21	Classroom or Online	Thu & Fri, May 7 & 8	Classroom or Online		
Thu, June 4	Classroom or Online	Fri, June 5	Classroom or Online	Tue & Wed, Jun 9 & 10	Classroom or Online		
Wed, June 24	Classroom or Online	Thu, June 25	Classroom or Online	Wed & Thu, Jul 1 & 2	Classroom or Online		
Tue, July 14	Classroom or Online	Wed, July 15	Classroom or Online	Thu & Fri, Jul 30 & 31	Classroom or Online		
Thu, Aug 6	Classroom or Online	Tue, Aug 11	Classroom or Online	Wed & Thu, Sep 9 & 10	Classroom or Online		
Tue, Aug 25	Classroom or Online	Wed, Aug 26	Classroom or Online	Tue & Wed, Oct 6 & 7	Classroom or Online		
Tue, Sep 15	Classroom or Online	Thu, Sep 17	Classroom or Online	Thu & Fri, Nov 12 & 13	Classroom or Online		
Wed, Oct 14	Classroom or Online	Thu, Oct 15	Classroom or Online	Mon & Tue, Dec 7 & 8	Classroom or Online		
Tue, Oct 27	Classroom or Online	Wed, Oct 28	Classroom or Online	Contact us about customized Excel training for your group. Group rates can save you money.			
Wed, Nov 18	Classroom or Online	Thu, Nov 19	Classroom or Online				
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		Excel Power Query & PivotTables		Excel Power Pivot & Pivot Tables	
Course Length: 2 Days		Course Length: 1 Day		Course Length: 1 Day	
Time: 9:00 am - 4:00 pm		Time: 9:00 am - 4:30 pm		Time: 9:00 am - 4:30 pm	
Cost: \$550.00		Cost: \$325.00		Cost: \$325.00	
M & Tu, Jun 15 & 16	Classroom or Online	Wed, June 3	Classroom or Online	Fri, May 1	Classroom or Online
Th & F, July 16 & 17	Classroom or Online	Tue, June 23	Classroom or Online	Tue, June 2	Classroom or Online
Tu & Th, Sept 1 & 3	Classroom or Online	Thu, July 16	Classroom or Online	Mon, July 6	Classroom or Online
W & Th, Oct 21 & 22	Classroom or Online	Tue, August 4	Classroom or Online	Tue, August 18	Classroom or Online
W & Th, Dec 9 & 10	Classroom or Online	Tue, September 1	Classroom or Online	Fri, September 11	Classroom or Online
		Thu, October 8	Classroom or Online	Tue, October 20	Classroom or Online
Register for Excel Level IV: info@nwclc.com		Register for Power Query: info@nwclc.com		Register for Power Pivot: info@nwclc.com	

Microsoft Forms <u>Forms Course Outline</u>		Foxit PhantomPDF	Google Sheets
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
Friday, May 1	Classroom or Online	Level II	Level II
Thursday, June 18	Classroom or Online	Length: 1 Day Time: 9:00am-4:00pm	Length: 1 Day Time: 9:00am-4:00pm
Monday, July 20	Classroom or Online	Cost: \$295.00	Cost: \$295.00
Thursday, August 27	Classroom or Online	Please contact us for dates and training options	Please contact us for dates and training options
Tuesday, October 13	Classroom or Online	info@nwclc.com (503) 362-4818	info@nwclc.com (503) 362-4818
Register for Forms: info@nwclc.com			

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	
Adobe InDesign Level I	
Length: 2 Days Time: 9:00am-4:00pm Cost: \$675.00	
Adobe InDesign Level II	
Length: 1 Day Time: 9:00am-4:00pm Cost: \$350.00	
<i>Please contact us for dates and training options</i>	
info@nwclc.com	(503) 362-4818

Microsoft OneNote Desktop <u>OneNote Desktop Course Outline</u>	
Course Length: 1 Day	
Time: 9:00 am - 4:00 pm	
Cost: \$295.00	
Tue, May 19	Classroom or Online
Tue, June 23	Classroom or Online
Mon, July 20	Classroom or Online
Thu, Aug 27	Classroom or Online
Tue, Sep 29	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 <u>OneNote Web App Course Outline</u>	
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
Thu, August 13	Classroom or Online
Thu, October 1	Classroom or Online
Register for OneNote App: info@nwclc.com	

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Microsoft Outlook (New) Desktop App for Windows

Course Length: 1 Day	
Time: 9:00 am - 4:00 pm	
Cost: \$295.00	
Wednesday, May 20	Classroom or Online
Friday, June 26	Classroom or Online
Tuesday, August 4	Classroom or Online
Friday, September 11	Classroom or Online
Wed, October 21	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	
Friday, June 12	Classroom or Online
Tuesday, July 7	Classroom or Online
Thursday, August 13	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, June 29	Classroom or Online	Tue, June 30	Classroom or Online
Tue, August 4	Classroom or Online	Fri, August 7	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	
Thursday, May 21	Classroom or Online	Tuesday, May 26	Classroom or Online
Wednesday, June 17	Classroom or Online	Thursday, June 18	Classroom or Online
Tuesday, July 21	Classroom or Online	Wednesday, July 22	Classroom or Online
Tuesday, August 18	Classroom or Online	Thursday, August 20	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	
Thursday, May 28	Classroom or Online
Tuesday, June 30	Classroom or Online
Thursday, July 23	Classroom or Online
Friday, August 28	Classroom or Online
Thursday, October 1	Classroom or Online
Wednesday, November 4	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
W & Th, Jun 17 & 18	Classroom or Online	Tuesday, June 23	Classroom or Online
M & Tu, July 20 & 21	Classroom or Online	Wednesday, July 22	Classroom or Online
Th & F, August 27 & 28	Classroom or Online	Thu, September 3	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

Wednesday, June 3	Classroom or Online
Thursday, July 9	Classroom or Online
Thursday, August 20	Classroom or Online
Friday, October 2	Classroom or Online
Tuesday, November 10	Classroom or Online

Register for Teams: info@nwclc.com

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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.

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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

Friday, June 26	Classroom or Online
Thursday, July 23	Classroom or Online
Tuesday, August 18	Classroom or Online
Friday, September 11	Classroom or Online
Tuesday, October 13	Classroom or Online
Mon, November 16	Classroom or Online
Wed, December 23	Classroom or Online

Please contact us if the dates listed do not fit with your schedule.

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			
<u>Visio Course Outlines</u>			
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, May 28	Classroom or Online	Tuesday, June 2	Classroom or Online
Wednesday, June 17	Classroom or Online	Thursday, June 18	Classroom or Online
Tuesday, July 7	Classroom or Online	Wednesday, July 8	Classroom or Online
Thursday, August 20	Classroom or Online	Friday, August 28	Classroom or Online
Friday, September 11	Classroom or Online	Tuesday, Sept 15	Classroom or Online
Tuesday, October 13	Classroom or Online	Thursday, October 22	Classroom or Online
Register for Visio Level I: info@nwclc.com		Register for Visio Level II: info@nwclc.com	

<u>Word Course Outlines</u>		Microsoft Word		<u>Word Course Outlines</u>	
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	
Thursday, May 14	Classroom or Online	Tuesday, May 19	Classroom or Online	W & Th, May 5 & 6	Classroom or Online
Friday, June 12	Classroom or Online	Thursday, June 18	Classroom or Online	M & Tu, June 29 & 30	Classroom or Online
Monday, July 20	Classroom or Online	Tuesday, July 21	Classroom or Online	Th & F, August 6 & 7	Classroom or Online
Thursday, Aug 27	Classroom or Online	Friday, August 28	Classroom or Online	W & Th, Sep 9 & 10	Classroom or Online
Wednesday, October 8	Classroom or Online	Thursday, October 9	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	
Tue, June 23	Classroom or Online	Thu, June 18	9am-12pm - Classroom/Online	Thu, June 18	1pm-4:30pm-Classroom/Online
Fri, July 17	Classroom or Online	Wed, July 8	1pm-4pm - Classroom/Online	Wed, July 8	8:30am-12pm-Classroom/Online
Thu, August 20	Classroom or Online	Fri, August 14	1pm-4pm - Classroom/Online	Thu, Aug 27	8:30am-12pm-Classroom/Online
Tue, September 29	Classroom or Online	Tue, Sept 2	1:30-4:30pm-Classroom/Online	Keyboarding	
Mon, November 2	Classroom or Online	Fri, Oct 16	9am-12pm - Classroom/Online		
Wed, December 9	Classroom or Online	Tue, Nov 17	1:30-4:30pm-Classroom/Online	Course Length: 3 Hours	
		Mon, Dec 14	1:30-4:30pm-Classroom/Online	Time: See Below	
Register for Windows 11: info@nwclc.com		Course Outline: Windows 11 New Features		Cost: \$150.00	
		Register for Windows 11 Upgrade: info@nwclc.com		Tue, May 26	9am-12pm-Classroom or Online
				Mon, Jun 29	1pm-4pm-Classroom or Online
				Register for Keyboarding: info@nwclc.com	