

Application Course Schedule: April 2025 - January 2026

***Class Hours are 8:00am-5:00pm CST unless otherwise noted**
Each course is 8 hours unless otherwise indicated

All classes delivered in the live, virtual instructor-led format	vILT Scheduled Dates										
	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	
PERSONAL COMPUTING, OPERATING SYSTEMS, AND SECURITY AWARENESS											
Using Microsoft Windows 11 with CoPilot (\$209)		8									
Working with Copilot in Windows and MS Edge (4 hours/\$100)			11								
Security Awareness (\$419)											
MICROSOFT OFFICE SUITE											
Access Level 1 (\$209)						4					
Access Level 2 (\$209)							28				
Excel Level 1 (\$209)		7	18	7	5	16	15	20			
Excel Level 2 (\$209)	23	1,15	3,24	22	19	25	27	12			
Excel Level 3 (\$209)	30	22	27		27		8	25			
Excel: Advanced Data Analysis with PivotTables & PowerPivot (\$209)	28		25			8			12		
Excel Dashboard (\$209)		21					6				
PowerBI Data Analysis Practitioner (2 days, \$595)		8									
Office 365 Productivity Apps(\$209)		19				22					
OneNote (\$215)		27									
Microsoft Outlook (\$209)		20				2			15		
PowerPoint Level 1 (\$209)		27									
PowerPoint Level 2 (\$209)		16	23								
SharePoint Modern Experience Site User (\$419)		13		29			2				
SharePoint Modern Experience Power User (2 days, \$999)		29	16		18			24			
Word Level 1 (\$209)		7			8			10			
Word Level 2 (\$209)			5		26			26			
Word Level 3 (\$209)	21		30			18			22		
PROJECT PLANNING											
MS Project - Level 1 & Level 2 (2 days, \$209)			26								
BUSINESS INTELLIGENCE											
Tableau Desktop Level 1 (2 days, \$719)	21										
Tableau Desktop Level 2 (2 days, \$719)											
DESKTOP PUBLISHING, PHOTO EDITING, & DESIGN SOFTWARE											
MS Visio - Level 1 & Level 2 (2 days, \$595)											
Adobe Acrobat Pro DC - Level 1 & Level 2 (2 days, \$595)		28			11				10		
Adobe Illustrator CC - Level 1 & Level 2 (2 days, \$595)			9			11					
Adobe InDesign CC - Level 1 & Level 2 (2 days, \$595)			19					17			
Adobe Photoshop CC - Level 1 & Level 2 (2 days, \$595)		22					1				

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PROFESSIONAL IMPROVEMENT & COMMUNICATION											
Accountability & Leading Up (4 hours/\$100)	29		12								
Building Cohesive Teams (\$215)	29	14	23		6	11		7			
Business Etiquette (\$215)			13	31		25			12		
Critical Elements of Customer Service (\$215)	28		24		21				3		
Conflict Resolution (\$215)	17	21	23		15		1	24			
Critical Thinking (\$215)	17		5								
Dealing with Organizational Change (4 hours, \$100)											
Dealing with Organizational Change (\$215)		19									
Effective Business Writing (\$215)		12	16		18			6			
Effective Presentations (\$215)	23		16								
Emotional Intelligence (\$215)		19	19								
Interpersonal Communication Techniques (4 hours, \$100)											
Interpersonal Communication Techniques (\$215)	24	22	26		11		7				
Mastering Principles of Motivation (4 hours, \$100)	24		25								
Negotiating for Results (\$215)		20	10								
Navigating Difficult Conversations (\$215)		15	27		7		3		16		
Planning and Delivering Productive Meetings (\$215)		30			7	30			19		
Cultivating a Positive Workplace Culture (\$215)			13								
SMART Goal Setting (2 hours, \$62.50)			3								
Stress Management (\$215)		2		29		15		5			
Time Management (\$215)	17	9	4	14	28						
Train the Trainer (3 days, \$750)											
Fostering Workplace Empathy for Increased Productivity (4 hours, \$100)	21										
Active Shooter Mitigation (4 hours, \$100)											
HIPAA Overview (4 hour, \$100)											
Influence and Persuasion (\$215)		23				5			10		
MANAGERIAL / LEADERSHIP DEVELOPMENT											
Building Collaboration w/ Conversational Leadership Techniques (\$215)				2			6				
Crisis Management (\$215)		5									
Leadership 101: An Executive Team Workshop (2 days - \$425)											
Managing the Virtual Workplace (\$215)											
Motivating Your Workforce (\$215)			4								
Project Management Fundamentals (\$215)	28	5									
Project Management Intermediate (\$215)		21									
Project Management Advanced (\$215)			12								
Strategic Decision Making & Problem Solving (1 day - \$215)	24		5								
Strategic Decision Making & Problem Solving (2 days - \$425)											
FISCAL MANAGEMENT											
Accounting Fundamentals and Basic Bookkeeping (\$215)		1	17								

Professional Development Schedule

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HUMAN RESOURCES TOPICS											
Closing the Generation Gap in the Workplace (\$215)		13									
Disability Awareness (\$215)		30									
Employee Retention (\$215)		27			25			14			
Hiring for Success: Interviewing Skills (\$215)											
Progressive Discipline (\$215)	30		17								
Recognizing and Reducing Workplace Violence (4 hours, \$100)			30								
Sexual Harassment - A Guide for Prevention (\$215)											
Sexual Harassment - Awareness & Prevention (4 hours, \$100)		20									
Workplace Bullying & Harassment Awareness/Prevention (4hours, \$100)											
Human Resource Skills for Non-HR Managers (\$215)			24			15			19		
COURSES AVAILABLE FOR PRIVATE DELIVERY ONLY (TO SCHEDULE CONTACT SHELLY BOLLING-STRICKLAND - MARC.GTI@lantecctc.com)											
Facilitation Skills (2 days,\$419)											
Using Google Workspace (\$209)											
Keyboarding A to Z (\$215)											

An important message from LANTEC to MARC's GTI constituents:

Thank you for registering and attending the computer skills classes through our partnership with LANTEC Corporate Training Center. We hope you have been able to apply what you have learned in the classes at your workplace.

In order to strengthen the ebb and flow of our partnership, we are improving our registration process for 2025.

You will need register manually with LANTEC to ensure your organization receives the proper MARC discount incentives which you're entitled to via our partnership.

We have a special email alias and landing page dedicated to taking care of your enrollment requests within one business day in most cases. Please use marc.gti@lantecctc.com or submit the form at the link below to inquire about seat availability/verify discounts and get a customized quote.

[Contact Us Here](#)

[You can also visit https://lantecctc.com/Services/mid-america-regional-council](https://lantecctc.com/Services/mid-america-regional-council) for scheduling information.

Footnote: We ask you to avoid the automated ENROLL NOW option (shopping cart) to ensure your organization is not charged full retail price.

****Refunds are not available for overpayments made via the LANTEC website****