Course Schedule September 2024

All courses are virtual instructor-led training (VILT) using the PESL GoToTraining platform.

Please note all times are in Alberta (Mountain) time.

Date	Time	Course	Facilitator
4-Sept-2024	8 AM – 12 PM	Managing Change in Construction	Phil Perry
4-Sept-2024	8:30 AM – 12:30 PM	Microsoft Word 365 Part 1 Basics	Izzy Perry
5-Sept-2024	8 AM – 12 PM	Getting Paid and Managing Cash Flow in Construction	Phil Perry
5-Sept-2024	8:30 AM – 12:30 PM	Microsoft Excel 365 Basics	Izzy Perry
6-Sept-2024	8 AM – 4 PM	Microsoft Project – Basic	Phil Perry
10-Sept-2024	8 AM – 12 PM	Construction Specifications 101	Phil Perry
10-Sept-2024	1 PM – 5 PM ***NOTE: PM COURSE***	Construction Drawings 101	Phil Perry
10-Sept-2024	8:30 AM – 12:30 PM	Microsoft Outlook 365 Basics	Izzy Perry
11-Sept-2024	8 AM - 4 PM	Field Productivity 101	Phil Perry
11-Sept-2024	8:30 AM – 12:30 PM	Microsoft SharePoint & OneDrive 365	Izzy Perry
12-Sept-2024	8 AM – 12 PM	CCA Subcontracts 101	Phil Perry
12-Sept-2024	8:30 AM – 12:30 PM	Microsoft Word Part 2 Intermediate	Izzy Perry
17-Sept-2024	8 AM – 4 PM	Earned Value Management for Construction	Phil Perry
18-Sept-2024	8 AM - 4 PM	Microsoft Excel for Construction	Phil Perry
19-Sept-2024	8 AM – 12 PM	Managing Shop Drawings	Phil Perry
24-Sept-2024	8 AM - 4 PM	Field Scheduling 101	Phil Perry
27-Sept-2024	8 AM – 12 PM	RTFC: Read the Full Contract: A Deep Dive into CCDC-2	Phil Perry
ON DEMAND ONLY		Microsoft Teams *(delivered through Teams not GoToTraining)* Microsoft PowerPoint 365 Microsoft Word Part 3 Advanced	Izzy Perry

* Blue shading denotes a FULL DAY course. All full day courses are worth **two Gold Seal Credits**.

All half day courses including Microsoft courses (except Microsoft PowerPoint) are worth **one Gold Seal Credit.**

Students should review the course outlines to determine which course(s) they need.

Course Schedule October 2024

All courses are virtual instructor-led training (VILT) using the PESL GoToTraining platform.

Please note all times are in Alberta (Mountain) time.

Date	Time	Course	Facilitator
1-Oct-2024	8 AM – 12 PM	Construction Specifications 101	Phil Perry
1-Oct-2024	1 PM – 5 PM ***NOTE: PM COURSE***	Construction Drawings 101	Phil Perry
1-Oct-2024	8:30 AM – 12:30 PM	Microsoft Word 365 Part 1 Basics	Izzy Perry
2-Oct-2024	8 AM - 4 PM	Field Productivity 101	Phil Perry
2-Oct-2024	8:30 AM – 12:30 PM	Microsoft Excel 365 Basics	Izzy Perry
3-Oct-2024	8 AM – 12 PM	Managing Change in Construction	Phil Perry
3-Oct-2024	8:30 AM – 12:30 PM	Microsoft Outlook 365: Beyond the Inbox	Izzy Perry
8-Oct-2024	8 AM – 4 PM	Microsoft Project – Basic	Phil Perry
8-Oct-2024	8:30 AM – 12:30 PM	Microsoft SharePoint & OneDrive 365	Izzy Perry
9-Oct-2024	8 AM - 4 PM	Field Scheduling 101	Phil Perry
9-Oct-2024	8:30 AM – 12:30 PM	Microsoft Word Part 2 Intermediate	Izzy Perry
10-Oct-2024	8 AM – 12 PM	CCA Subcontracts 101	Phil Perry
10-Oct-2024	8:30 AM – 12:30 PM	Microsoft Excel 365 Intermediate	Izzy Perry
16-Oct-2024	8 AM – 4 PM	Earned Value Management for Construction	Phil Perry
17-Oct-2024	8 AM - 4 PM	Microsoft Excel for Construction	Phil Perry
22-Oct-2024	8 AM – 12 PM	Getting Paid and Managing Cash Flow in Construction	Phil Perry
23-Oct-2024	8 AM - 4 PM	Microsoft Project – Intermediate	Phil Perry
24-Oct-2024	8 AM – 12 PM	RTFC: Read the Full Contract: A Deep Dive into CCDC-2	Phil Perry
29-Oct-2024	8 AM – 12 PM	Managing Shop Drawings	Phil Perry
30-Oct-2024	8 AM – 12 PM	Construction Specifications 101	Phil Perry
30-Oct-2024	1 PM – 5 PM ***NOTE: PM COURSE***	Construction Drawings 101	Phil Perry
31-Oct-2024	8 AM – 12 PM	Managing Change in Construction	Phil Perry
ON DEMAND ONLY		Microsoft Teams *(delivered through Teams not GoToTraining)* Microsoft PowerPoint 365 Microsoft Word Part 3 Advanced	Izzy Perry

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Course Schedule November 2024

All courses are virtual instructor-led training (VILT) using the PESL GoToTraining platform.

Please note all times are in Alberta (Mountain) time.

Date	Time	Course	Facilitator
5-Nov-2024	8:30 AM – 12:30 PM	Microsoft Word 365 Part 1 Basics	Izzy Perry
5-Nov-2024	8 AM - 4 PM	Field Scheduling 101	Phil Perry
6-Nov-2024	8:30 AM – 12:30 PM	Microsoft Excel 365 Basics	Izzy Perry
6-Nov-2024	8 AM – 4 PM	Earned Value Management for Construction	Phil Perry
7-Nov-2024	8 AM – 12 PM	CCA Subcontracts 101	Phil Perry
7-Nov-2024	8:30 AM – 12:30 PM	Microsoft Outlook 365: Beyond the Inbox	Izzy Perry
12-Nov-2024	8 AM – 4 PM	Microsoft Excel for Construction	Phil Perry
12-Nov-2024	8:30 AM – 12:30 PM	Microsoft SharePoint & OneDrive 365	Izzy Perry
13-Nov-2024	8 AM - 4 PM	Microsoft Project – Basic	Phil Perry
13-Nov-2024	8:30 AM – 12:30 PM	Microsoft Word Part 2 Intermediate	Izzy Perry
14-Nov-2024	8 AM – 12 PM	Getting Paid and Managing Cash Flow in Construction	Phil Perry
14-Nov-2024	8:30 AM – 12:30 PM	Microsoft Excel 365 Intermediate	Izzy Perry
19-Nov-2024	8 AM – 12 PM	RTFC: Read the Full Contract: A Deep Dive into CCDC-2	Phil Perry
20-Nov-2024	8 AM – 12 PM	Managing Shop Drawings	Phil Perry
26-Nov-2024	8 AM – 12 PM	Construction Specifications 101	Phil Perry
26-Nov-2024	1 PM – 5 PM ***NOTE: PM COURSE***	Construction Drawings 101	Phil Perry
27-Nov-2024	8 AM - 4 PM	Microsoft Project – Intermediate	Phil Perry
28-Nov-2024	8 AM – 12 PM	Managing Change in Construction	Phil Perry
ON DEMAND ONLY		Microsoft Teams *(delivered through Teams not GoToTraining)* Microsoft PowerPoint 365 Microsoft Word Part 3 Advanced	Izzy Perry

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Students should review the course outlines to determine which course(s) they need.