Course Schedule February 2022

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

**Intro to Teams is delivered through the Teams app*

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

Date	Time	Course	Facilitator
1-Feb-2022	8 AM – 12 PM	Managing Change in Construction	Phil Perry
2-Feb-2022	8 AM – 12 PM	Construction Specifications 101	Phil Perry
2-Feb-2022	1 PM – 4 PM ***NOTE: PM COURSE***	Construction Drawings 101	Phil Perry
8-Feb-2022	8 AM – 4 PM	Earned Value Management for Construction	Phil Perry
8-Feb-2022	8:30 AM – 12:30 PM	Microsoft Word 365 Part 1 Beginner	Izzy Perry
9-Feb-2022	8 AM – 12 PM	Managing Shop Drawings	Phil Perry
9-Feb-2022	8:30 AM – 12:30 PM	Microsoft Excel 365 Basics	Izzy Perry
10-Feb-2022	8 AM – 12 PM	CCA Subcontracts 101	Phil Perry
10-Feb-2022	8:30 AM – 12:30 PM	Microsoft Outlook 365	Izzy Perry
11-Feb-2022	8 AM – 4 PM	Microsoft Project – Basic	Phil Perry
15-Feb-2022	8 AM – 12 PM	Getting Paid and Managing Cash Flow in Construction	Phil Perry
15-Feb-2022	8:30 AM – 12:30 PM	Microsoft Word Part 2 Intermediate	Izzy Perry
16-Feb-2022	8 AM – 12 PM	RTFC: Read the Full Contract: A Deep Dive into CCDC-2	Phil Perry
16-Feb-2022	8:30 AM – 12:30 PM	Microsoft SharePoint & OneDrive 365	Izzy Perry
17-Feb-2022	8 AM – 4 PM	Field Productivity 101	Phil Perry
17-Feb-2022	8:30 AM – 12:30 PM	Microsoft Teams	Izzy Perry
22-Feb-2022	8 AM – 4 PM	Microsoft Excel for Construction	Phil Perry
22-Feb-2022	8:30 AM – 12:30 PM	Microsoft Word Part 3 Advanced	Izzy Perry
23-Feb-2022	8 AM – 4 PM	Field Scheduling 101	Phil Perry
23-Feb-2022	8:30 AM – 12:30 PM	Microsoft PowerPoint 365	Izzy Perry
24-Feb-2022	8 AM – 4 PM	Microsoft Project Intermediate	Phil Perry

* Blue shading denotes a FULL DAY course, which are also Gold Seal Courses.
**Construction Specifications 101 and Construction Drawings 101 taken together are 1 Gold Seal Credit.

The Microsoft Word courses are three separate ½ day courses.

Microsoft Excel Basics and Microsoft Excel for Construction Estimating are two separate courses (and are ½ day and full day respectively).

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

© Perry Educational Services 2021