



Public classes are regularly scheduled classes with students from multiple client organizations. Please note that standard public classes take place from 10 am to 5 pm United States Eastern Standard Time (EST = New York). For alternative time slots, and for onsite training, select the course, then complete the form. Here's how the standard online courses work:

- After registering, students receive an email directing them to a website for login at class time. All class materials, including the workbook, course exercises and the microphone headset, are sent by mail prior to class.
- Students are advised of what programs they will need to have installed prior to the beginning of the course.
- During the course, students can hear and ask questions of the instructor and see the instructor's presentation on their own computers.