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## Microsoft Teams

		JANUARY	FEBRUARY	MARCH	APRIL	MAY
<b>Teams</b>						
	Teams for Everyday Users	4 Hours	26	3		
	Teams and Office for Beginners	1 Day		4		
	Teams and Office Beyond the Basics	1 Day		4		
	Teams and SharePoint: Essential Tools	1 Day	25	9		
Comp Webinar	Teams and Maximizing Productivity Outlook	1 Day		18 @ 1pm		
<b>Collaboration</b>						
	Collaboration and Sharing Files in Office	3 Hours	27	23		
	OneNote for Team Collaboration	2 Hours				
Comp Webinar	OneDrive Essentials	1 Hour	28 @ 2pm			
<b>Productivity Apps</b>						
	Everyday Power & Productivity Apps	4 Hours	27			
	Microsoft Stream Essentials	3 Hours		24		
	Microsoft Planner Essentials	3 Hours		24		
55268	Microsoft Flow	1 Day		25		
Comp Webinar	Sway for Windows: Delivering & Publishing Presentations	3 Hours			2 @ 11am	
Comp Webinar	Yammer Essentials	3 Hours		17 @ 3pm		

## Microsoft 365

		JANUARY	FEBRUARY	MARCH	APRIL	MAY
<b>Microsoft Outlook</b>						
	Outlook Essentials	3 Hours	29	22		
	Outlook Calendars	3 Hours	29	22		
<b>Microsoft OneNote</b>						
	OneNote Essentials	3 Hours	5	23		
<b>Microsoft Word</b>						
	Word Essentials	3 Hours	20	23		
	Glam up that Word Document	2 Hours		23		
	Controlling the Flow of a Word Document	2 Hours		23		
	Securing a Word Document	2 Hours		25		
	Adding Word Document References and Links	2 Hours		25		
<b>Microsoft PowerPoint</b>						
	PowerPoint Essentials	3 Hours		3	11	
	Defining Effective PowerPoint Presentations	3 Hours	26			
<b>Microsoft SharePoint</b>						
	Microsoft SharePoint Modern Experience: Site User	1 Day	13	9	1	
	Microsoft SharePoint Site User	3 Hours		8	19	
	SharePoint Modern Experience: Site Owner with Microsoft Forms and Flow	1 Day	14	10	2	
	SharePoint Modern Experience: Advanced Site Owner	1 Day	15	11	3	
	Content Types, Workflows, Calendar, and Office Applications in SharePoint 2016	1 Day			17	

# Microsoft 365

JANUARY

FEBRUARY

MARCH

APRIL

MAY

## Microsoft Excel

		JANUARY	FEBRUARY	MARCH	APRIL	MAY
	Excel Best of Beginners, Beyond the Basics and Advanced - Topics are chosen from all 3 levels of Excel. Better Price -	2 Days			26	
	Excel Essentials for Beginners	3 Hours	29	18	2	
	Excel for Beginners	1 Day	29	18	2	
	Excel Beyond the Basics Essentials	3 Hours	15	12	11	
	Excel Beyond the Basics	1 Day	15	12	11	
	Excel Advanced Topics	1 Day	22	1		
Comp Webinar	Excel Tips, Trick, and Timesavers	2 Hours		9 @ 11am		
	Creating and Designing Excel Workbooks	3 Hours		18		
Comp Webinar	Managing Multiple Worksheets and Workbooks	2 Hours			10 @ 1pm	
	Formulas and Functions Essentials	3 Hours		19	10	
	Advanced Calculations, Formulas and Functions	3 Hours		19		
	Lookup Functions in Depth	2 Hours		19		
	Excel Chart Essentials	2 Hours			25	
	Excel Charts, Formatting and Reporting	3 Hours				
	Data Driven Presentations with Excel and PowerPoint	3 Hours			18 @ 10am	
	Creating Sparklines and Power Maps	3 Hours		5		
	Forecasting Data Outcomes	3 Hours		5		
	Sharing, Collaborating and Protecting Workbooks	2 Hours			16	
	Analyzing Data for Beginners	1 Day			11	
	Dashboards for Beginners	1 Day	8		12	
	Power BI: for Beginners	2 Days	8		11	
10994	Data Analysis Fundamentals Using Excel	2 Days		24		
20778	Analyzing Data with Power BI	3 Days	27	22	22	
20779	Expand Excel with Database Analysis	3 Days	8	24		
55164	Graphics with Excel Power Apps	2 Days			15	
	Power Query: Data Model Design	1 Day	15		19	
	Power Query/Pivot Tables: Using Internal/External Data	1 Day		12		
	Pivot Tables: Introduction to Data Analysis	3 Hours		12		
	Pivot Tables: Creating Interactive Data	3 Hours			4 @ 1pm	
	Power Pivot: Introduction to Interactive Visualizations	3 Days			24	
	Pivot Tables: Data Analysis for Business Intelligence	1 Day				9
	Power Pivot: Introduction to Data Analysis	1 Day	11	12		8
	SmartSheets Essential Training	2 Days			30	
Comp Webinar	So This is Tableau - What Can it Do for Me?	2 Hours			12 @ 9am	
	Tableau for Beginners	3 Days		12	15	
	Tableau Beyond the Basics	2 Days			18	
	DAX Formulas for Dynamic Tables	2 Days				

# Microsoft Office 365

JANUARY FEBRUARY MARCH APRIL MAY

## Microsoft Access

		JANUARY	FEBRUARY	MARCH	APRIL	MAY
Access Essentials for Beginners	3 Hours	5	1	31		
Access for Beginners	2 Days	7	1	31		
Access Beyond the Basics Essentials	3 Hours		9	6		
Access Beyond the Basics	2 Days	11	9	6		
Access - Programming with VBA	2 Days				26	
Creating Relationships, Queries, Forms and Reports	4 Hours		26			
Creating Access Queries	3 Hours		26		9	
Creating Access Queries Advanced	3 Hours				9	
Creating Access Forms for Data Input	3 Hours			5		
Creating Access Reports	3 Hours			5		

## Microsoft 365 Technical

Class Length JANUARY FEBRUARY MARCH APRIL MAY

### Technical Administration

		JANUARY	FEBRUARY	MARCH	APRIL	MAY
10997 Office 365 Administration and Troubleshooting	3 Days	25				
Office 365 Troubleshooting for Helpdesk Members	2 Days					
Deploying Microsoft 365 Teams	5 Days					
Enabling Microsoft Teams for Collaboration	1 Day					
Enabling Office 365 Workloads for Collaboration	2 Days					
Planning and Configuring a Messaging Platform	5 Days					
Implementing a Hybrid and Secure Messaging Platform	4 Days					
Managing Microsoft Teams	5 Days					
Microsoft Office 365 Mobility and Security	4 Days					
Microsoft Office 365 Security Administrator	4 Days					
Microsoft Office 365 Identity and Services	5 Days					

### Microsoft 365 Developer Tools

		JANUARY	FEBRUARY	MARCH	APRIL	MAY
55265 Microsoft PowerApps	2 Days					
Microsoft Power BI-Data Analysis	2 Days					
20536 Architecting Microsoft Azure Solutions	5 Days					
Java Programming	5 Days					
JavaScript Programming	4 Days					

Windows 10			JANUARY	FEBRUARY	MARCH	APRIL	MAY
Comp Webinar	Windows 10 Everyday Users	2 Hours	21 @ Noon				
MD100	Microsoft Modern Desktop Administration	5 Days					
	Installing & Configuring Windows 10	3 Days					
10982	Supporting and Troubleshooting Windows 10	5 Days					
20410	Installing and Configuring Windows 10	5 Days					
20411	Implementing and Managing Windows 10	5 Days					
Cloud Management and Administrators							
	Cloud Common Body of Knowledge (CBK®)	5 Days					
	Cloud Technology Associate	2 Days					
	CompTia Cloud+	5 Days					
	Microsoft Cloud Fundamentals	3 Days					
	Microsoft Cloud and Big Data	2 Days					
CCSP	Certified Cloud Security Professional	5 Days					
CyberSecurity			JANUARY	FEBRUARY	MARCH	APRIL	MAY
		Class Length					
Desktop Users							
	Data Privacy and Security Awareness	1 Day					
	Protecting Windows 10	1 Day					
	Cyber Security for Management	1 Day					
	CyberSafe	1 Day					
	Document Retention and Data Management	1 Day					
Security Admins							
HCISPP	Healthcare Information Security Privacy Practitioner	3 Days					
	CyberSec First Responder	5 Days					
	CyberSecurity Foundations	5 Days					
	CompTia Security+	5 Days					
CySA+	CompTia Cybersecurity Analyst	5 Days					
CASP+	CompTia Advanced Security Practitioner	5 Days					
CND	Certified Network Defender	5 Days					
CITAD	Certified IT Assets Disposal	1 Day					
	Azure Security	5 Days					
CRISC	Certified Risk & Information Systems	3 Days					
	Microsoft 365 Security Manager	4 Days					
20744	Securing Windows 2016	5 Days					
	Certified Artificial Intelligence Practitioner	5 Days					
CEH	Certified Ethical Hacker	5 Days					
CCISO	Certified Chief Information Security Officer	4 Days					
CISSP	Certified Information System Security Professional	5 Days					
CISM	Certified Information Security Manager	3 Days					
CISA	Certified Information Systems Auditor	5 Days					

Everyday Workplace Skills		JANUARY	FEBRUARY	MARCH	APRIL	MAY
<b>Just the Basics</b>						
Accounting Essentials	4 Hours					
Quickbooks Essentials	1 Day	19	12	12		
Remain Relevant as a Remote Employee	4 Hours					
Business Etiquette: Phone, Email, and Text	4 Hours					
Improving Your Reading Speed and Comprehension	3 Hours					
Confronting Racism	3 Hours					
Cultural Awareness and Sensitivity	3 Hours					
Mastering Self Motivation	4 Hours					
Work on Purpose	4 Hours					
Organizational Skills to Meet Deadlines	4 Hours					
Improving Your Focus/Concentration	4 Hours					
Adaptability in a Changing Environment	4 Hours					
Problem Solving Skills	1 Day					
Critical Thinking	1 Day					
Dealing with Loss, Grief and Change as an Employee	4 Hours					
Comp Webinar Using LinkedIn to Expand Your Sphere of Influence	2 Hours	28 @ 11am				
Twitter Promoting a Business & Engaging Users	3 Hours					
Expanding Your Emotional Intelligence	1 Day					
Working with Difficult People	4 Hours					
Active Learning with a Growth Mindset	4 Hours					
Building Successful Work Relationships	4 Hours					
Constructive Conflict Management	1 Day					
<b>Career/Resume Refreshers</b>						
Spelling/Abbreviations/Numbers/Sentences	4 Hours					
Business Math	4 Hours					
Business Grammar	4 Hours					
Business Writing	4 Hours	25	4	4		
<b>Vendor/Suppliers</b>						
Vendor Management	2 Days					
<b>IT Professionals</b>						
IT Project Management	3 Days					
Active Leadership for IT Professionals	4 Hours					
Leading Virtual Teams	4 Hours					
Expanding Your Emotional Intelligence	4 Hours					
Presentation Skills	4 Hours	14	5	25		
Transitioning into Leadership for IT Managers	1 Day					
<b>Writing and Grammar</b>						
Business Writing and Grammar Essentials	5 Hours					
Writing Articles	3 Hours					
Minute Takers Workshop	3 Hours					
Proofreading Techniques for Flawless Communication	4 Hours					
Technical Writing Introduction	2 Days					
<b>Workplace Violence</b>						
Identify, Prepare, and Lead in an Active-Shooter Situation	1 Day					
Safety and Awareness for the Front Desk Professionals	3 Hours					

Everyday Workplace Skills			JANUARY	FEBRUARY	MARCH	APRIL	MAY
Social Media							
	Avoiding Social Media Hazards	4 Hours					
	Social Media Marketing Trends	3 Hours					
Comp Webinar	Email Etiquette	2 Hours					
Time Management							
	Accomplishing the Results You Want	1 Day					
	Time Management in 2021	3 Hours					
	Coordinating with Others	3 Hours					
	Project Management Fundamentals & Microsoft Project	2 Days	14	3	3		
	Project Management Fundamentals & Microsoft Planner	2 Days					
Communication							
	Communication for Clarity	4 Hours	8	1	1		
	Communication Across Your Organization	1 Day					
	Effective Listening	4 Hours					
	Presentation Skills	4 Hours	14	5	25		
	Public Speaking	4 Hours					
	Strategic Negotiation Skills	4 Hours					
Teamwork							
	Teambuilding	1 Day					
	Teambuilding with Group Activity	2 Days					
	Business Acumen for Leaders	1 Day					
	Become a Courageous Female Leader	1 Day					
	Becoming a Transformational Leader	1 Day					
	Coaching and Mentoring + Using Assessment Tools	1 Day					
	Empathy Tips for HR	1 Day					
	Virtual Interviewing for HR	1 Day					
	Contemporary Leadership and Influence	1 Day	21	10	2		
	Leading Change in a Complex World	1 Day	15	26	15		
	Presentation Skills	3 Hours					
	Project Team Leadership	1 Day					
	Developing Your Leadership Voice	1 Day					
	Evolving into the Manager Role	1 Day					
Customer Service							
	Providing Excellent Customer Service	1 Day	8	1	1		
	Phone Based Customer Service	4 Hours					
	Handling a Difficult Customer	4 Hours					
	Making the Right Decisions Under Pressure	4 Hours					
	Mastering Positive Assertiveness	4 Hours					

Programming		Class Length	JANUARY	FEBRUARY	MARCH	APRIL	MAY
10550	Introduction to Programming	5 Days					
SAMC	Agile Master Certified	3 Days					
SMC	Scrum Master Certified	2 Days					
SDC	Scrum Developer Certified	2 Days					
	Docker Fundamentals	2 Days					
	Python Essentials	5 Days					
	Introduction to Java	5 Days					
	Advanced Java	5 Days					
	Drupal 8	2 Days					
20480	Programming in HTML5 with JavaScript/CSS	5 Days					
	Introduction to JavaScript/jQuery	5 Days					
55256	Building web apps with Angular and TypeScript	3 Days					
Azure		Class Length	JANUARY	FEBRUARY	MARCH	APRIL	MAY
	Azure Fundamentals	2 Days	7				
	Azure Architect Technologies	5 Days					
	Azure Solution Architect	4 Days					
10979	Azure for IT Professionals	2 Days					
	Azure Security Technologies	5 Days	18				
	Azure Administrator	4 Days					
20487	Developing Windows Azure and Web Services	5 Days					
	Developing an Azure Data Solution	2 Days					
55093	Windows Azure Data Services	3 Days					
	Azure Data Solutions	3 Days					
Windows Server		Class Length	JANUARY	FEBRUARY	MARCH	APRIL	MAY
20740	Installation, Storage and Compute Windows 2016	5 Days					
20741	Networking with Windows Server 2016	5 Days					
20742	Identity with Windows Server 2016	5 Days					
20743	Upgrading Your Skills to Windows Server 2016	5 Days					
50255	Managing Windows Environments with Group Policy	5 Days					
	PowerShell for Support Professionals	3 Days					
10961	Automating Administration with PowerShell	5 Days					
10962	Advanced Automating Administration with PowerShell	3 Days					
10969	Active Directory Services with Windows Server	5 Days					
Server Management		Class Length	JANUARY	FEBRUARY	MARCH	APRIL	MAY
10972	Administering the Web Server Role of IIS	5 Days					
20345-1	Administering Exchange Server 2016	5 Days					
20345-2	Designing and Deploying Exchange Server 2016	5 Days					9
20703-1	Administering System Center Configuration Manager	5 Days					14
20703-2	Integrating Cloud Services with SCCM	5 Days					
	CompTia Server+	5 Days					
	PowerShell for SCCM Administrators	3 Days					

Networks		Class Length	JANUARY	FEBRUARY	MARCH	APRIL	MAY
<b>Fundamentals</b>							
	CompTia A+ Certification	5 Days					
	CompTia Network+	5 Days					
	CompTia Security+	5 Days					
	Networking and Security Fundamentals	5 Days					
CCNA	Cisco Implementing and Administering	5 Days					
Linux - Call for a Complete List of Linux Courses 327-0768							
	Linux System Administration	4 Days					
	Docker Kubernetes Service	2 Days					
	CompTia Linux+	5 Days					
Cisco - Call for a Complete List of Cisco Courses 327-0768							
ENCOR	Implementing and Operating Enterprise Network Core	5 Days					
ENARS	Cisco® Implementing Cisco® Enterprise Advanced Routing and Services v1.0 (ENARSI)	5 Days					
VMware - Call for a Complete List of VMware Courses 327-0768							
	VMware vSphere	5 Days					
<b>BlockChain</b>							
	Blockchain Hyperledger Fabric: Architecting, Designing, and Deploying a Network	5 Days					
	Blockchain Architecture	3 Days					
	Blockchain for Healthcare	3 Days					
	Blockchain Security	3 Days					
RedHat - Call for a Complete List of RedHat Courses 327-0768							
	RedHat High Availability Clustering	5 Days					
	RedHat System Administration	4 Days					
	Automation with Ansible	5 Days					
DevOps		Class Length	JANUARY	FEBRUARY	MARCH	APRIL	MAY
	DevOps Continuous Delivery Architect	2 Days					
	DevOps Foundation	2 Days					
DOL	DevOps Leader	2 Days					
DTE	DevOps Test Engineering	2 Days					
DSOE	DevSecOps Engineering	2 Days					
	Azure DevOps Engineer	5 Days					
	DevOps Engineering on AWS	3 Days					
IoT Internet of Things		Class Length	JANUARY	FEBRUARY	MARCH	APRIL	DECEMBER
	Certified Internet of Things	3 Days					
	Certified Internet of Things Security Practitioner	3 Days					



Salesforce		Class Length	JANUARY	FEBRUARY	MARCH	APRIL	MAY
	Sales Cloud Admin Essentials	5 Days					
	Sales Cloud for Sales Representatives	1 Day					
IT Management & Leadership		Class Length	JANUARY	FEBRUARY	MARCH	APRIL	MAY
	ITIL Essentials + Exam Prep	2 Days					
	ITIL Managing Professional Transition	5 Days					
	ITIL Practitioner	4 Days					
	ITIL Practitioner - Healthcare	4 Days					
ITMLE	IT Management and Leadership Executive	3 Days					
ITMLP	IT Management and Leadership Professional	3 Days					
CHAMP	Certified Hardware Asset Management	2 Days					
CMAM	Certified Mobile Asset Management	1 Day					
CSAM	Certified Software Asset Manager	1 Day					
Project Management/Agile Scrum/SHRM		Class Length	JANUARY	FEBRUARY	MARCH	APRIL	MAY
Microsoft Project							
	Project Management Fundamentals & Microsoft Project	1 Day	20	2	2		
	Project Management Fundamentals & Microsoft Planner	5 Hours					
	Microsoft Project for Beginners	1 Day	14	3	3		
	Microsoft Project Beyond the Basics	1 Day	25	18	18		
	Gantt Charts	2 Hours					
	CompTia Project+	5 Days	11				
Project Management Professional							
PMP	PMI Certified: PMP Project Management Professional	5 Days					
	PMBOK Essentials and PMP Exam Prep	3 Days					
CAPM	Certified Associate in Project Management	4 Days					
	Managing and Communicating Requirements for Projects	2 Days					
Agile/Scrum							
	Introduction to Agile Project Management	1 Day					
	Implementing an Agile Project	2 Days					
	Agile for Business Analysts	2 Days					
	Introduction to Scrum and Agile Methodologies	1 Day					
CASM	Certified Agile Service Manager	2 Days					
PMI-ACP	PMI Agile Certified Professional	3 Days					
SAMC	Agile Master Certified	3 Days					
SMC	Scrum Master Certified	2 Days					
SDC	Scrum Developer Certified	2 Days					
Six Sigma							
	Lean Six Sigma Green Belt	4 Days					
	Lean Six Sigma Black Belt	5 Days					
SHRM							
	SHRM Essentials of HR Management	2 Days					
	SHRM -CP/SCP Certification Prep	5 Days					

Business Analysis		Class Length	JANUARY	FEBRUARY	MARCH	APRIL	MAY
	Business Analysis Essentials	2 Days					
	Foundations of Business Analysis	4 Days					
	Effective Facilitation for Business Analysts	2 Days					
	Strategic Business Analysis	2 Days					
CBAP	Certified Business Analysis Professional CBAP/CCBA Exam Prep	4 Days					
	Process Modeling Using BPMN	2 Days					
	Writing Effective Business Cases	2 Days					
	Eliciting and Writing Effective Requirements	3 Days					
Database Management		Class Length	JANUARY	FEBRUARY	MARCH	APRIL	MAY
General Knowledge							
	Modern Approach Database Design	4 Hours					
	SQL Language Fundamentals	2 Days	11	4	4		
55232	Writing Analytical Queries for BI	3 Days					
	Crystal Reports for Beginners	1 Day	14	8	8		
55069	PowerShell for SQL Server Administrators	2 Days					
10985	Introduction to SQL Databases	3 Days					
10987	Performance Tuning and Optimizing SQL Server	4 Days					
10990	Analyzing Data with SQL Server Reporting Services	5 Days					
20461	Querying Microsoft SQL Server	5 Days					
20761	Querying Data with Transact SQL	5 Days					
20762	Developing Microsoft SQL Server Databases	5 Days					
20764	Administering a SQL Server Database	5 Days					
20765	Provisioning SQL Databases	5 Days					
20767	Implementing a SQL Data Warehouse	5 Days					
20768	Developing SQL Data Models	3 Days					
20778	Analyzing Data with Power BI	3 Days					
	Writing Reports with SSRS Level 1	2 Days					
	Writing Reports with SSRS Level 2	2 Days					
Cognitive Cloud Computing		Class Length	JANUARY	FEBRUARY	MARCH	APRIL	DECEMBER
	AWS Technical Essentials	1 Day					
	AWS Business Essentials	1 Day					
	Fundamentals of AWS	1 Day					
	Security Engineering on AWS	3 Days					
	Architecting on AWS	3 Days					
	Advanced Architecting on AWS	3 Days					
	Developing on AWS	3 Days					
	DevOps Engineering on AWS	3 Days					
	AWS Exam Readiness	1 Day					
	Big Data on AWS	3 Days					
	Systems Operations on AWS	3 Days					

Google		Class Length	JANUARY	FEBRUARY	MARCH	APRIL	DECEMBER
	Google Analytics	2 Days					
	Architecting with Google Compute Engine	3 Days					
	Architecting with Google Kubernetes	3 Days					
	Architecting with Google Cloud	2 Days					
	Google Apps Overview - Gmail, Drive, Docs, Sheets	1 Day					
	Using Google G Suite	1 Day					
	Google Communication Essentials	1 Day					
	Google Forms	1 Day					
	Google Sheets	1 Day					
Graphics & Web Development		Class Length	JANUARY	FEBRUARY	MARCH	APRIL	DECEMBER
AutoCAD - Call for a Complete List of AutoCAD Courses 327-0768							
	AutoCAD for Novice Users	5 Days					
Graphic Design							
MT	Publisher Essentials	3 Hours					
MT	Adobe Photoshop for Beginners	1 Day	5	3	3		
MT	Adobe Photoshop Beyond the Basics	1 Day	18	12	12		
MT	Adobe InDesign for Beginners	1 Day					
MT	Adobe InDesign Beyond the Basics	1 Day					
MT	Adobe Illustrator for Beginners	1 Day	13	10	10		
MT	Adobe Illustrator Beyond the Basics	1 Day	29	26	29		
MT	Visio Essentials	4 Hours	21	1	1		
Web Development and Analytics							
MT	Adobe Dreamweaver Website Design for Beginners	414MT					
MT	Adobe Dreamweaver Website Design Beyond the Basics	414MT					
MT	HTML Semantics	414MT					
MT	HTML Content Authoring	414MT					
MT	Google Analytics	414MT					
MT	WordPress Fundamentals	414MT					
Courseware Development and Document Manipulation							
MT	Adobe Acrobat and Office 365	2 Hours					
MT	Adobe Acrobat for Beginners	1 Day	20	3	3		
MT	Adobe Acrobat eForms	3 Hours					
MT	Adobe 508 Guidelines	2 Hours					
MT	Articulate Storyline	413MT					
MT	Adobe Captivate for Beginners	1 Day					
MT	Adobe Captivate Beyond the Basics	5 Hours					