

## 2022 Trending Topics

MICROSOFT EXCEL		DURATION	COST	MAY	JUNE	JULY
	Excel for Beginners	1 Day	\$295	4, 10,11, 26	7, 10, 27	5, 11, 20, 26
	Excel Beyond the Basics	1 Day	\$295	6, 16, 17, 20, 31	16, 30	7, 13, 20, 22, 28
DA-100T00	Analyzing Data with Microsoft Power BI	4 Days	\$2,380	9, 23	6, 20	
	Excel Charts, Formulas, Reporting	1 Day	\$295	25		
2 in 22	Organizing Excel Workbooks and Autofill List	22 Min	COMP		8 @ 11am	
2 in 22	Using Pivot Tables to Present Interactive Data	22 Min	COMP		16 @ 2pm	
2 in 22	Excel Looking for Duplicates and Converting to Text	22 Min	COMP			
	Pivot Tables for Everyday Users	1 Day	\$295	25		
	Tables, Pivot Tables and Conditional Formatting	1 Day	\$295	12		
CYBERSECURITY		DURATION	COST	MAY	JUNE	JULY
	CompTia Security+	5 Days	\$2,475	23	13, 27	18
CCSP	Certified Cloud Security Professional	5 Days	\$4,549	16		Aug 18
CISSP	Certified Information System Security Professional	5 Days	\$3,395	2		
CND	Certified Network Defender	5 Days	\$3,495			11
CASP+	CompTIA Advanced Security Practitioner	5 Days	\$3,295	2	20	
CySA+	CompTia Cybersecurity+ Analyst	5 Days	\$2,475			
CEH	Certified Ethical Hacker	5 Days	\$3,495	9	20	
CHFI	Computer Hacking and Forensics Investigator	5 Days	\$3,495			
HCISPP	Healthcare Information Security and Privacy Practitioner	3 Days	\$2,037			
MICROSOFT DATA ANALYSIS & POWER BI		DURATION	COST	MAY	JUNE	JULY
DA-100T00	Analyzing Data with Microsoft Power BI	4 Days	\$2,380	9, 23	6, 20	
	Power BI: Report Builder Level 1	2 Days	\$990	2	6	
	Pivot Tables: Data Analysis for Business Intelligence	1 Day	\$495	12	23	
	Power Pivot: Introduction to Data Analysis	1 Day	\$295	12	23	
	Power BI: Dashboard in a Day	1 Day	\$595	17	22	
Six Sigma/PMP/SHRM		DURATION	COST	MAY	JUNE	JULY
	PMI Certified: PMP Project Management Professional	5 Days	\$2,995	9	6	
	Lean Six Sigma Green Belt	4 Day	\$2,796		13	
	Lean Six Sigma Principles for Organizational Improvement	1 Day	\$295		17	
	SHRM Essentials of HR Management	2 Days	\$1,390	23		
	SHRM-CP/SHRM-SCP Certification Preparation	5 Days	\$3,475		6	
AZURE		DURATION	COST	MAY	JUNE	JULY
AZ-900T00	Microsoft Azure Fundamentals	2 Days	\$1,190		23	
AZ-104T00	Microsoft Azure Administrator	4 Days	\$2,380	2, 23	7, 27	12, 26
AZ-204T00	Developing Solutions for Microsoft Azure	5 Days	\$2,975		6	
AZ-040T00	Automating Administration with PowerShell	5 Days	\$2,975	2, 9, 16, 23	6, 13, 20, 27	
DP-300T00	Administering Relational Databases on Microsoft Azure	4 Days	\$2,380		13	
AZ-305T00	Azure Architect Design	4 Days	\$2,380		20	25
POWER PLATFORM		DURATION	COST	MAY	JUNE	JULY
55265	Microsoft PowerApps	2 Days	\$1,190	11, 31	20	
55268	Microsoft Power Automate for End Users	2 Days	\$595	16	6	
PL-900T00	Power Platform Fundamentals	2 Days	\$100	5	1, 20	
PL-100T00	Microsoft Power Platform App Maker	3 Days	\$2,385	16	13, 27	
PL-200T00	Microsoft Power Platform Functional Consultant	5 Days	\$2,975	16	13	
APPLICATION DEVELOPMENT/PROGRAMMING		DURATION	COST	MAY	JUNE	JULY
AZ-400T00	Designing and Implementing Microsoft DevOps Solutions	5 Days	\$2,975	23	13	
	Python Programming	5 Days	\$3,495	9		
	Java Programming	5 Days	\$3,495			

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NETWORKS & SYSTEM ADMINISTRATORS		DURATION	COST	MAY	JUNE	JULY
	CompTia Network+	5 Days	\$2,475	23	20	
	Why You Need A Multi-Cloud Strategy	1 Hour	COMP	4		
CCNA	Cisco® Implementing and Administering Cisco® Solutions	5 Days	\$4,195	2	6	
MD-100T00	Windows 10	5 Days	\$2,975	23	20	
MD-101T00	Managing Modern Desktops	5 Days	\$2,975	9	6	11
<sup>10961</sup> AZ-040T00	Automating Administration with PowerShell	5 Days	\$2,975	16, 23	6, 13, 20, 27	18
UPSKILLING --- MINDTOOLS		DURATION	COST	MAY	JUNE	JULY
	CompTia A+	5 Days	\$2,475	9	6	
	Accounting Essentials	1 Day	\$395		10	
	QuickBooks	2 Days	\$790	19		
	Learn to Use Outlook Properly & Watch Your Productivity Soar	1 Day	\$295			
2 in 22	Creating a Basic Query using SQL	22 Minutes	COMP	11 @ 1pm		
	SQL Language Fundamentals	1 Day	\$495		8	14
	SQL Language Advanced	1 Day	\$495		14	18
	Adobe Acrobat	1 Day	\$350			
	Introduction Project Management and Microsoft Project	3 Days	\$1,785			
	Microsoft Project for Beginners	1 Day	\$395			
TRANSFORMING WORKPLACES		DURATION	COST	MAY	JUNE	JULY
	ITIL® 4 Foundations	2 Days	\$1,695			
	Business Grammar and Writing	1 Day	\$395		6	
2 in 22	Writing Professional Emails	22 Minutes	COMP	17 @ 10am		
	Critical Thinking	1 Day	\$395			
	Crucial Conversations	1 Day	\$395			
	Creative Problem Solving	1 Day	\$395			
	Leadership and Influence	1 Day	\$395			
JOB SKILLS PATH --- TRY SOMETHING NEW		DURATION	COST	MAY	JUNE	JULY
	Medical Office Administration	11 Days + Labs	\$1,200			
	Medical Coding - Includes Terminology, CPC, ICD10, HCPS, HIPAA	8 Weeks T & Th + Lab	\$3,850			
	CompTia IT+ Fundamentals	5 Days	\$2,475			
HelpDesk Tech	CompTia Helpdesk Certification	10 Days + Labs				
	Court Reporter/Stenographer	18 Months			12	
	AutoCad Essentials for Novice Users	5 Days				

# Training Schedule

BUSINESS SKILLS			DURATION	COST	MAY	JUNE	JULY
	Spelling/Abbreviations/Numbers/Sentence Structure		1 Day	\$395			
	Advanced Business Writing		2 Days	\$1,150		6	
	Business Etiquette: Phone, Email, and Text		1 Day	\$395	6		
	Business Math		1 Day	\$395			
	Communication Strategies		1 Day	\$395	2	21	
	Conflict Resolution and Civility		1 Day	\$395	9	14	
	Negotiation Skills		1 Day	\$395	13		
MICROSOFT OFFICE			DURATION	COST	MAY	JUNE	JULY
	Microsoft Teams		1 Day	\$295	20	24	
	Teams and Office for Beginners		1 Day	\$295		16	
MS-030Too	Office 365 Administrator		5 Days	\$2,975			
	Use Outlook Properly & Watch Your Productivity Soar		1 Day	\$295			
2 in 22	Outlook Shared Calendars and Contact Lists		22 Minutes	COMP		August	
	Outlook Essentials		1 Day	\$295	5, 11	2, 21	
	OneNote & Digital Notetaking		1 Day	\$295	2	10	
2 in 22	Take a Look at OneNote		22 Minutes	COMP		22 @ Noon	
	Word Essentials		1 Day	\$295			
	Word Tips		22 Minutes	COMP		July	
	Word Beyond the Basics		1 Day	\$295			
	PowerPoint Essentials		1 Day	\$295	2	2	
MICROSOFT EXCEL			DURATION	COST	MAY	JUNE	JULY
	Excel for Beginners		1 Day	\$295	4, 10, 11, 26	7, 10, 27	
	Excel Beyond the Basics		1 Day	\$295	6, 16, 17, 20, 21	16, 30	
	Excel Charts, Formulas, Reporting		3 Hours	\$150	12		
2 in 22	Organizing Excel Workbooks and Autofill List		22 Min	COMP		8 @ 11am	
2 in 22	Using Pivot Tables to Present Interactive Data		22 Min	COMP		16 @ 2pm	
2 in 22	Excel Looking for Duplicates and Converting to Text		22 Min	COMP			
	Pivot Tables for Everyday Users		3 Hours	\$150	12		
	Tables, Pivot Tables and Conditional Formatting		3 Hours	\$150	12		
	Formulas, Functions, Calculations		3 Hours	\$150	12		
	Excel Charts - Everything You Want to Know		1 Day	\$295			
2 in 22	Using Excel Faster and Better		22 Minutes	COMP	10 @ 3pm		
	Creating a Database in Excel		1 Day	\$495			
	Programming and Data Wrangling with VBA and Excel		3 Days	\$885		13	
	Excel Supply Chain Analysis: Solving Inventory Problems		2 Days	\$750			
2 in 22	Microsoft Excel VLOOKUP Rundown		22 Minutes	COMP			
	Power Query: Data Model Design		1 Day	\$495			
	Power Query/Pivot Tables: Using Internal/External Data		1 Day	\$495			
	Pivot Tables: Creating Interactive Data		1 Day	\$495			
	Power Pivot: Introduction to Interactive Visualizations		1 Day	\$295			
	Pivot Tables: Data Analysis for Business Intelligence		1 Day	\$495	12	23	
2 in 22	What is Power Pivot		22 Minutes	COMP	26 @ 2pm		
	Power Pivot: Introduction to Data Analysis		1 Day	\$295			
	Introduction DAX (Data Analysis Expressions) for Excel		2 Days	\$990		9	
	Tableau Desktop I		2 Days	\$1,400			
	Tableau Desktop II		2 Days	\$1,400			

MICROSOFT SHAREPOINT		DURATION	COST	MAY	JUNE	JULY
	SharePoint Site User	1 Day	\$495		2	
	SharePoint Site Owner with Microsoft Forms and Flow	1 Day	\$495		8	
	SharePoint Advanced Site Owner with Workflow Administration	1 Day	\$495		14	
55215	SharePoint Online Power User	4 Days	\$2,380	10	6, 28	
2 in 22	SharePoint Tips	22 Minutes	COMP			
MS-040T00	Manage SharePoint and OneDrive in 365	3 Days	\$1,785			
MS-050T00	SharePoint Hybrid Deployment and Migration	5 Days	\$2,975			
55234	SharePoint Site Collections and Site Owner Administration	5 Days	\$2,975	16		
55197	SharePoint Server for the Site Owner/Power Users	2 Days	\$1,190		20	
55238	SharePoint Online for Administrators	3 Days	\$1,785	11	27	
	Access for Beginners	2 Days	\$590		2, 9	
	Access Beyond the Basics	2 Days	\$590		2, 15	
2 in 22	Write Your Own Query Using Access	22 Minutes	COMP			6 @ 2pm
	Access - Programming with VBA (macros)	3 Days	\$885			
MS-203T00	Planning and Configuring a Messaging Platform	5 Days	\$2,975	16		
MS-700T00	Managing Microsoft Teams	4 Days	\$2,380	9, 31		
MS-101T00	Microsoft Office 365 Mobility and Security	5 Days	\$2,975	2, 23	27	
MS-500T00	Microsoft Office 365 Security Administrator	4 Days	\$2,380			
MS-100T00	Microsoft Office 365 Identity and Services	5 Days	\$2,980	9	13	
Amazon Web Services		DURATION	COST	MAY	JUNE	JULY
	Running Containers on Amazon Elastic Kubernetes	3 Days	\$2,025			
	AWS Cloud Financial Management for Builders	3 Days	\$2,025			
	Architecting on AWS	3 Days	\$2,025			
	Advanced Architecting on AWS	3 Days	\$2,025			
	AWS Security Essentials	1 Day	\$640			
	AWS Cloud Practitioner	1 Day	\$675			
	AWS Solutions Architect	4 Days	\$2,795			
	AWS SysOps Administrator	3 Days	\$2,025		28	
	AWS Technical Essentials	1 Day	\$675			
	DevOps Engineering on AWS	3 Days	\$2,025			
CYBERSECURITY		DURATION	COST	MAY	JUNE	JULY
	CompTia Security+	5 Days	\$2,475	2, 23	13, 27	
CCSP	Certified Cloud Security Professional	5 Days	\$4,549	16		
CISSP	Certified Information System Security Professional	5 Days	\$3,395	2	20	
CND	Certified Network Defender	5 Days	\$3,495			
CASP+	CompTIA Advanced Security Practitioner	5 Days	\$3,295			
CySA+	CompTia Cybersecurity+ Analyst	5 Days	\$2,475		13	
CEH	Certified Ethical Hacker	5 Days	\$3,495			
CHFI	Computer Hacking and Forensics Investigator	5 Days	\$3,495			
DoD 8140	CompTia Cloud+	5 Days	\$2,495	2, 9	2	
AZ-500T00	Azure Security	4 Days	\$2,380			
CRISC	Certified Risk & Information Systems	3 Days	\$2,037			
CISA	Certified Information Systems Auditor	5 Days	\$3,250			

PROGRAMMING		DURATION	COST	MAY	JUNE	JULY
10975	Introduction to Programming	5 Days	\$2,975			
AZ-400T00	Designing and Implementing Microsoft DevOps Solutions	5 Days	\$2,975			
	DevOps Foundations	2 Days	\$1,495		23	
SAMC	Agile Master Certified	3 Days	\$2,250			
SMC	Scrum Master Certified	2 Days	\$1,495	12	6	
SDC	Scrum Developer Certified	2 Days	\$1,495	9		
	Introduction to Agile and Scrum Methodologies	1 Days	\$495			
	Python Essentials	5 Days	\$3,495			
	Introduction to Java	5 Days	\$3,495			
	Introduction to R Programming	4 Days	\$2,476			
20480	Programming in HTML5 with JavaScript/CSS	5 Days	\$2,975			
20703	System Center Configuration Manager	5 Days	\$2,975			
	Introduction to DAX for Power BI Desktop Users	2 Days	\$1,190			
AZURE		DURATION	COST	MAY	JUNE	JULY
AZ-900T00	Azure Fundamentals with Labs	2 Days	\$1,190	2, 27	6, 27	
DP-900T00	Azure Data Fundamentals	1 Day	\$100			
WS-013T00	Azure AI Fundamentals	1 Day	\$100			
AI-102-T02	Designing and Implementing an Azure AI Solution	3 Days	\$1,785			
DP-100T01	Designing & Implementing a Data Science Solution	3 Days	\$1,785	18		
DP-300T00	Administering Relational Model Databases on Azure	4 Days	\$2,380			
AZ-500T00	Azure Security Technologies	4 Days	\$2,380	31		
AZ-104T00	Azure Administrator	4 Days	\$2,380	2, 23	27	
AZ-204T00	Developing an Azure Data Solution	5 Days	\$2,975		6	
DP-203T00	Data Engineering on Microsoft Azure	4 Days	\$2,380			
MICROSOFT WINDOWS SERVER		DURATION	COST	MAY	JUNE	JULY
WS-011T00	Windows Server 2019 Administration	5 Days	\$2,975			
WS-012T00	Windows Server 2019 Hybrid and Azure IaaS	3 Days	\$1,785			
MD-101T00	Microsoft Modern Desktop Administration	5 Days	\$2,975	9	6	
20740	Installation, Storage and Compute Windows 2016	5 Days	\$2,975			
20741	Networking with Windows Server 2016	5 Days	\$2,975			
20742	Identity with Windows Server 2016	5 Days	\$2,975			
50255	Managing Windows Environments with Group Policy	5 Days	\$2,975		13	
AZ-040T00	Automating Administration with PowerShell	5 Days	\$2,975	2, 9, 16, 23	6, 13, 20, 27	
	Advanced Automating Administration with PowerShell	3 Days	\$1,785			
10969	Active Directory Services with Windows Server	5 Days	\$2,975			
20345-1	Administering Exchange Server 2016	5 Days	\$2,975			
20345-2	Designing and Deploying Exchange Server 2016	5 Days	\$2,975			
20703-1	Administering System Center Configuration Manager	5 Days	\$2,975			

IT MANAGEMENT AND LEADERSHIP		DURATION	COST	MAY	JUNE	JULY
	ITIL4 Foundations	2 Days	\$1,695	9, 23	2, 14, 20, 23	
HVIT	ITIL High Velocity IT	3 Days	\$2,385			
	ITIL Managing Professional Transition	5 Days	\$3,475			
	ITIL Practitioner - Healthcare	2 Days	\$1,695			
PROJECT MANAGEMENT		DURATION	COST	MAY	JUNE	JULY
	Project Management Fundamentals	1 Day	\$595		13	
	Microsoft Project for Beginners	1 Day	\$395	31	14	
	Microsoft Project Beyond the Basics	1 Day	\$395	12	3, 15	
	PMI Certified: PMP Project Management Professional	5 Days	\$2,995	9	6	
CAPM	Certified Associate in Project Management	4 Days	\$2,380		13	
AGILE/SCRUM			COST	MAY	JUNE	
	Introduction to Scrum and Agile Methodologies	1 Day	\$475			
SAMC	Agile Master Certified	3 Days	\$2,250			
SMC	Scrum Master Certified	2 Days	\$1,495			
SDC	Scrum Developer Certified	2 Days	\$1,495			
BUSINESS ANALYSIS		DURATION	COST	MAY	JUNE	JULY
BA01	Business Analysis Essentials	2 Days	\$1,395	2		
	Foundations of Business Analysis	4 Days	\$2,660		6	
BA02	Strategic Business Analysis	2 Days	\$1,395	9		
CBAP	Certified Business Analysis Professional CBAP/CCBA Exam Prep	4 Days	\$2,695			
	Writing Effective Business Cases	2 Days	\$1,395		22	
BA04	Eliciting and Writing Effective Requirements	3 Days	\$1,795		13	

DATABASE MANAGEMENT		DURATION	COST	MAY	JUNE	JULY
	Modern Approach Database Design	1 Day	\$395			
	Introduction to Writing Queries with SQL	1 Day	\$495	3	8	
	Advanced Writing Queries with SQL	1 Day	\$495	9	14	
55232	Writing Analytical Queries for BI	3 Days	\$1,785	2		
	Oracle PL/SQL	5 Days	\$2,695			
	Oracle Administration	5 Days	\$2,695			
	Crystal Reports	2 Days	\$990			
MICROSOFT SQL SERVER		DURATION	COST	MAY	JUNE	JULY
10987	Performance Tuning and Optimizing SQL Server	4 Days	\$2,380			
10990	Analyzing Data with SQL Server Reporting Services	5 Days	\$2,975			
DP-080T00	Querying Data with Transact SQL	5 Days	\$2,975	19	16	
20762	Developing Microsoft SQL Server Databases	5 Days	\$2,975			
20764	Administering a SQL Server Database	5 Days	\$2,975			
20767	Implementing a SQL Data Warehouse	5 Days	\$2,975			
20768	Developing SQL Data Models	3 Days	\$1,785			
DA-100T00	Analyzing Data with Power BI	3 Days	\$1,785	9, 23	6, 20	
55123	Writing Reports with SSRS	2 Days	\$1,190	5		
GRAPHICS AND WEB DEVELOPMENT		DURATION	COST	MAY	JUNE	JULY
	Adobe Photoshop	2 Days	\$790		15	
	Adobe InDesign	2 Days	\$790	19		
	Adobe Illustrator	2 Days	\$790	9		
	Visio	1 Day	\$395		1	
	WordPress Fundamentals	2 Days	\$790		23	
	Adobe Acrobat	1 Day	\$395	27		
2 for 22	Adobe 508 Guidelines	1 Hour	COMP			