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Microsoft Office 365/Cloud		Class Length	MARCH	APRIL	MAY	JUNE	JULY	AUGUST
<b>Cloud Management</b>								
CCSP	Cloud Common Body of Knowledge (CBK®)	5 Days		20				
	CompTia Cloud+	5 Days	16					
	Microsoft Cloud Fundamentals	3 Days		13				
	Microsoft Cloud and Big Data	2 Days	26	13				
CCSP	Certified Cloud Security Professional	5 Days		13				
<b>Everyday Users</b>								
	Microsoft 365 Fundamentals	1 Day	2	6				
	Enabling Microsoft Teams for Collaboration	1 Day		7				
	Microsoft Teams with Office 365	3 Hours	11	13	15			
	Microsoft Flow for End Users	1 Day	23	15	14			
	Outlook WebApps - OWA	1 Day	3	9	1			
	Microsoft Planner	1 Day	24					
	Microsoft OneNote	1 Days	23	25	4			
<b>Office 365 Administration</b>								
10997	Office 365 Administration and Troubleshooting	3 Days	30	8	4			
	Deploying Microsoft 365 Teams	5 Days	23	13				
	Enabling Microsoft Teams for Collaboration	1 Day		7				
	Enabling Office 365 Workloads for Collaboration	2 Days		7				
	Managing Microsoft Teams	5 Days	23	13	11			
	Microsoft Office 365 Mobility and Security	4 Days	16	6	4			
	Microsoft Office 365 Security Administrator	4 Days	23	20	4			
	Microsoft Office 365 Identity and Services	5 Days	9	20	18			
<b>Office 365 Developer Tools</b>								
55265	Microsoft PowerApps	2 Days	12	9	19			
55268	Microsoft Flow	1 Day	23	3	14			
	Microsoft Power BI-Data Analysis	2 Days	26	20				
	Designing Modern Workflows and Forms	3 Days		13				
	Microsoft Power Platform Fundamentals	2 Days		9				
	Building Business Solutions with PowerApps and Flow	3 Days		16				
<b>SharePoint 365</b>		Class Length	MARCH	APRIL	MAY	JUNE	JULY	AUGUST
20339	SharePoint Planning and Administering	5 Days	16	6	11			
	Implementing SharePoint 2019 Infrastructure	2 Days			6			
55234	SharePoint Site Collections and Administration	5 Days	2	20	4			
55238	SharePoint Online for Administrators	3 Days	23	29	11			
	SharePoint Site Users	1 Day	19	17	1			
55215	SharePoint Online Power User	4 Days	23	20				
	SharePoint Site Owner	1 Day	30	13				
	SharePoint Site Owner with Forms and Flow	1 Day	24	30	19			
	Advanced Site Owner with Workflow Administration	1 Day	24	21				
	Nintex Workflow & Forms	5 Days				22		

Windows 10		Class Length	MARCH	APRIL	MAY	JUNE	JULY	AUGUST
	Microsoft Modern Desktop Administration	5 Days	16	13	4			
	Windows 10 Everyday Users	1 Day	16	28	19			
	Installing & Configuring Windows 10	3 Days						
10982	Supporting and Troubleshooting Windows 10	5 Days	16	27	11			
20410	Installing and Configuring Windows 10	5 Days	16					
20411	Implementing and Managing Windows 10	5 Days	10					
CyberSecurity		Class Length	MARCH	APRIL	MAY	JUNE	JULY	AUGUST
Desktop Users								
	Data Privacy and Security Awareness	1 Day	3					
	Protecting Windows 10	1 Day	16	38	8			
	Cyber Security for Management	1 Day		17				
	CyberSafe	1 Day	20	28				
Security Admins								
	CyberSec First Responder	5 Days	23	27				
	CyberSecurity Foundations	5 Days	30					
	CompTia Security+	5 Days	23	27	4			
	CompTia Cybersecurity Analyst	5 Days	30	20	11			
	CompTia Advanced Security Practitioner	5 Days	23	6	5			
	CompTia Penetration Tester+	5 Days			18			
CND	Certified Network Defender	5 Days	2	20	11			
	Azure Security	5 Days	23					
CRISC	Certified Risk & Informations Systems	3 Days	2		6			
HCISPP	Healthcare Information Security Privacy Practitioner	3 Days		20				
	Microsoft 365 Security Manager	4 Days	23	20				
20744	Securing Windows 2016	5 Days	2	13	4			
	Certified Artificial Intelligence Practitioner	5 Days	16					
CEH	Certified Ethical Hacker	5 Days	16	6	4			
CISSP	Certified Information System Security Professional	5 Days		27	4			
CISA	Certified Information Systems Auditor	5 Days	9	27				

Everyday Workplace Skills	Class Length	MARCH	APRIL	MAY	JUNE	JULY	AUGUST
<b>2020 Vital Skills</b>							
Problem Solving Skills	1 Day	19	16				
Using LinkedIn to Expand Your Sphere of Influence	1 Days			1			
Word Essentials	1 Day				8		
Quickbooks Essentials	1 Day	16					
Outlook Essentials	3 Hours				9		
Time Management in 2020	4 Hours		27				
Cultural Awareness and Sensitivity	1 Day	9					
Expanding Your Emotional Intelligence	3 Days	4	13	6			
Working with Difficult People	1 Day		2				
Coordinating with Others	1 Day			19			
Active Learning with a Growth Mindset	1 Day			18			
Building Successful Work Relationships	3 Days		1				
Business Etiquette	1 Day		14				
Project Management Essentials	3 Days	25	29	13			
Project Management Fundamentals	1 Day	27	27				
Constructive Conflict Management	2 Days		27				
Critical Thinking	1 Day	30		21			
<b>Vendor/Suppliers</b>							
Vendor Management	2 Days			30			
<b>IT Professionals</b>							
Active Leadership for IT Professionals	3 Days	9			5		
Leading Virtual Teams	1 Day	26		18			
Expanding Your Emotional Intelligence	3 Days	4	13	6			
Presentation Skills	1 Day	17	2				
IT Project Management	3 Days	16					
Communication Across Your Organization	1 Day		6				
<b>Writing and Grammar</b>							
Business Writing & Grammar Essentials	1 Day	12	22				
Writing for the Business Professional	2 Days	2					
Proofread with Perfection: Proofreading and Editing Techniques for Flawless Communication	1 Day						
Technical Writing Introduction	4 Days						
<b>Security</b>							
Active-Shooter Preparedness	1 Day				5		
Safety and Awareness for the Front Desk Professionals	1 Day				4		
<b>Social Media</b>							
Avoiding Social Media Hazards	1 Day	19	19				
Expanding Your Sphere of Influence	1 Day	5	30				
Email Etiquette	1 Day	24					

Everyday Workplace Skills	Class Length	MARCH	APRIL	MAY	JUNE	JULY	AUGUST
<b>Time Management</b>							
Practical Time Management	1 Day	12	12	16			
Accomplishing the Results You Want	3 Days			20			
<b>Communication</b>							
Communication for Clarity	1 Day	13	23				
Communication Across Your Organization	1 Day		6				
Presentation Skills	1 Day	17	2				
PowerPoint Essentials	1 Day	27	14	13			
Public Speaking	1 Day		9				
Strategic Negotiation Skills	1 Day	16	2	14			
Critical Facilitation Skills for Leaders	2 Days	12		18			
Developing Interpersonal Skills	1 Day	8	23	11			
<b>Teamwork</b>							
Leading Virtual Teams	1 Day	26		18			
Teambuilding	1 Day		23	9			
<b>Leadership</b>							
Business Acumen for Leaders	2 Days		23				
Accounting Essentials	1 Day	25					
Becoming a Transformational Leader	2 Days		9				
Coaching and Mentoring	1 Day	16	29				
Contemporary Leadership and Influence	2 Days	2	1				
Successfully Managing People	1 Day			19			
Change Management	1 Day	11	17				
Project Team Leadership	2 Days			6			
Developing Your Leadership Voice	2 Days	16	16	14			
Evolving into the Manager Role	3 Days	23	20				
<b>Customer Service</b>							
Providing Excellent Customer Service	1 Day		6				
Handling a Difficult Customer	1 Day	26					
Making the Right Decisions Under Pressure	2 Days			7			
Mastering Positive Assertiveness	2 Days	18	29				

Spreadsheets		Class Length	MARCH	APRIL	MAY	JUNE	JULY	AUGUST
<b>Introduction Courses</b>								
	Excel for Beginners	1 Day	17	7	1	1 or 29		
	Excel WebApps	1 Day	17	7	1			
	Excel Essentials	3 Hours	17	7	1			
	Excel Introduction to Formulas and Functions	3 Hours	17	7				
	Managing Multiple Worksheets and Workbooks	3 Hours	17	7				
	Creating and Designing Excel Workbooks	1 Day	17	7				
	Excel Formulas and Charts	1 Day	16	17	21			
<b>Intermediate Courses</b>								
	Excel Beyond the Basics	1 Day	31	28	1			
	Excel WebApp Beyond the Basics	1 Day	31	28	1			
	Sharing and Protecting Workbooks	4 Hours						
	Pivot Tables and Pivot Charts for Beginners	1 Day			8			
	Excel Charts, Formatting and Reporting	1 Day	20					
	Advanced Formatting Techniques	1 Day		3				
	PowerPivot for Beginners	1 Day			15			
	Power BI for End Users	2 Days	19					
	Excel Database Functions and PivotTables	1 Day		21				
<b>Advanced Courses</b>								
	Excel Advanced Topics	1 Day	4	10				
	Excel WebApp Advanced	1 Day	4	10				
	Creating a Dashboard	1 Day				19		
	Data Analysis Using Pivot Tables	1 Day	13	30	15			
	Data Analysis Using Power Pivot	1 Day	17	22	20			
	Tableau Desktop	2 Days	5	30	18			
	Excel Get and Transform Data- Power Query	1 Day				19		
	Excel Pivot Tables and Data Analysis for Business Intelligence	2 Days	6		26			
10994	Data Analysis Fundamentals Using Excel	2 Days	31	27				
	Introduction to DAX	2 Days	9	30				
<b>Power User Courses</b>								
	PowerPivot and Interactive Visualizations	3 Days		11				
	Excel Statistics and Data Analysis	3 Days						
	DAX Formulas for Dynamic Tables	2 Days						
55073	Master Data Services, Data Quality Services SQL/Excel	3 Days			4			
	Data Model Design Using Excel	2 Days		6				
20778	Analyzing Data with Power BI	3 Days	2					
20779	Expand Excel with Database Analysis	3 Days		8				
	Tableau Desktop Advanced	2 Days	30	4	9			
	SmartSheet Essential Training	2 Days		16				
55164	Quick Powerful Graphics with Power View, PowerPivot, Power Query, Power Map and Power BI	2 Days		23				
	Excel Macros - Programming with VBA	3 Days	25	20	13			
<b>Complimentary Training</b>		Class Length	MARCH	APRIL	MAY	JUNE	JULY	AUGUST
	Word Templates	15 Min		16 @ 3pm				
	Make Gmail Work for You	20 Min			21 @ 2pm			
	OneDrive Essentials	1 Hour		23 @ 10am				
	Excel's Power Trip	2 Hours	27 @ 2pm					
	Cross Tab Queries in Access	20 Min			15 @ noon			
	Setting Up Your Workplace for Maximum Productive	15 Min		28 @ 3:30pm				
	Using SmartArt and Objects to Enhance Documents	30 Min	5 @ 10am					
	Using Excel Autofill	30 Min	12 @ 3pm					

Programming		Class Length	MARCH	APRIL	MAY	JUNE	JULY	AUGUST
10550	Introduction to Programming	5 Days	16					
SAMC	Agile Master Certified	3 Days						
SMC	Scrum Master Certified	2 Days	23	6				
SDC	Scrum Developer Certified	2 Days	5					
	Docker Fundamentals	2 Days		6				
	Python Essentials	5 Days	9	6				
	Introduction to Java	5 Days		8				
	Advanced Java	5 Days				15		
	Drupal 8	2 Days			20			
20480	Programming in HTML5 with JavaScript/CSS	5 Days	9	13	4			
	Introduction to JavaScript/jQuery	5 Days	16	20				
55256	Building web apps with Angular and TypeScript	3 Days				15		
Azure		Class Length	MARCH	APRIL	MAY	JUNE	JULY	AUGUST
	Azure Fundamentals	2 Days	23	4	4			
	Azure Architect Technologies	5 Days	30	27	11			
	Azure Solution Architect	4 Days	23	20	18			
10979	Azure for IT Professionals	2 Days	18	1				
	Azure Security Technologies	5 Days	23	27				
	Azure Administration	4 Days	16	7				
20487	Developing Windows Azure and Web Services	5 Days	16		4			
	Developing an Azure Data Solution	2 Days		2				
55093	Windows Azure Data Services	3 Days	25					
	Azure Data Solutions	3 Days	30					
Windows Server		Class Length	MARCH	APRIL	MAY	JUNE	JULY	AUGUST
20740	Installation, Storage and Compute Windows 2016	5 Days	16	8	4			
20741	Networking with Windows Server 2016	5 Days	2	27				
20742	Identity with Windows Server 2016	5 Days	16	13	4			
20743	Upgrading Your Skills to Windows Server 2016	5 Days	23	20	11			
50255	Managing Windows Environments with Group Policy	5 Days						
10961	Automating Administration with PowerShell	5 Days	9	8	4			
10962	Advanced Automating Administration with PowerShell	3 Days	16	27	11			
10969	Active Directory Services with Windows Server	5 Days	23	20				
Server Management		Class Length	MARCH	APRIL	MAY	JUNE	JULY	AUGUST
10972	Administering the Web Server Role of IIS 8.5	5 Days						
20345-1	Administering Exchange Server 2016	5 Days	23	13	4			
20345-2	Designing and Deploying Exchange Server 2016	5 Days	30		18			
20703-1	Administering System Center Configuration Manager	5 Days	16	20	4			
20703-2	Integrating Cloud Services with SCCM	5 Days	9	20	11			
	CompTia Server+	5 Days	23					
	PowerShell for SCCM Administrators	3 Days	25					
Networks		Class Length	MARCH	APRIL	MAY	JUNE	JULY	AUGUST
Fundamentals								
	CompTia A+ Certification	10 Days	16	6	4			
	CompTia Network+	5 Days	16	6	4			
	CompTia Security+	5 Days	23	6	4			
	Networking and Security Fundamentals	5 Days		27				
Linux								
	Linux System Administration	4 Days	23		18			
	Docker Kubernetes Service	2 Days		31				
	CompTia Linux+	5 Days	9	20	18			

Networks		Class Length	MARCH	APRIL	MAY	JUNE	JULY	AUGUST
<b>Cisco</b>								
ACUCW1	Administering Cisco Unified Communications	5 Days						
ACUCW2	Administering Cisco Unified Communications 2	5 Days	23					
CCNA	Cisco Implementing and Administering	5 Days	17	20	18			
BGP	Configuring BGP on Cisco Routers v4.0	5 Days		20				
	CNE Python Programming	3 Days			18			
SISE	Implementing and Configuring Cisco Identity Services Engine v3.0	5 Days	23					
<b>VMware</b>								
	VMware vSphere	5 Days	2	30				
<b>BlockChain</b>								
	Blockchain Hyperledger Fabric: Architecting, Designing, and Deploying a Network	5 Days					13	
<b>RedHat</b>								
	RedHat High Availability Clustering	5 Days				22		
	Automation with Ansible	5 Days						17
<b>DevOps</b>		Class Length	MARCH	APRIL	MAY	JUNE	JULY	AUGUST
	DevOps Continuous Delivery Architect	2 Days		20				
	DevOps Foundation	2 Days	9	30	18			
DOL	DevOps Leader	2 Days		1	11			
DTE	DevOps Test Engineering	2 Days	23					
DSOE	DevSecOps Engineering	2 Days	11		13			
	Azure DevOps Engineer	5 Days	16	20	16			
	DevOps Engineering on AWS	3 Days	25	21	12			
<b>IoT Internet of Things</b>		Class Length	MARCH	APRIL	MAY	JUNE	JULY	AUGUST
	Certified Internet of Things	3 Days	11					
	Certified Internet of Things Security Practitioner	3 Days						

Salesforce		Class Length	MARCH	APRIL	MAY	JUNE	JULY	AUGUST
	Sales Cloud Admin Essentials	5 Days		6				
	Sales Cloud for Sales Representatives	1 Day	27	27	20			
IT Management & Leadership		Class Length	MARCH	APRIL	MAY	JUNE	JULY	AUGUST
	ITIL 4 Foundation	3 Days	2	6	4			
ITMLE	IT Management and Leadership Executive	3 Days	10					
ITMLP	IT Management and Leadership Professional	3 Days		21				
	ITIL Practitioner	4 Days	16	20				
	COBIT 5 Foundation	3 Days	2					
Project Management/Agile Scrum/SHRM		Class Length	MARCH	APRIL	MAY	JUNE	JULY	AUGUST
Microsoft Project								
	Microsoft Project for Beginners	1 Day	9	24	1			
	Microsoft Project Beyond the Basics	1 Day	18	29				
	Gantt Charts	4 Hours		14	1			
	Combining PMBOK with Microsoft Project	4 Days		6				
	CompTia Project+	5 Days	16	20	18			
Project Management Professional								
	Project Management Essentials	3 Days	26	25				
PMP	PMI Certified: PMP Project Management	5 Days	2	20	4			
CAPM	Certified Associate in Project Management	4 Days	2	27				
	Managing and Communicating Requirements for Projects	2 Days		9				
Agile/Scrum								
	Introduction to Agile Project Management	1 Day	23	30				
	Implementing an Agile Project	2 Days	23	30				
	Agile for Business Analysts	2 Days		30				
	Introduction to Scrum and Agile Methodologies	1 Day	16	13				
CASM	Certified Agile Service Manager	2 Days		6				
PMI-ACP	PMI Agile Certified Professional	3 Days		22				
SAMC	Agile Master Certified	3 Days				10		
SMC	Scrum Master Certified	2 Days	23	6	18			
SDC	Scrum Developer Certified	2 Days	5		6			
Six Sigma								
	Lean Six Sigma Green Belt	4 Days	2	20	19			
	Lean Six Sigma Black Belt	5 Days	9	13	11			
SHRM								
	SHRM Essentials of HR Management	2 Days	9	23				
	SHRM -CP/SCP Certification Prep	5 Days		6				
Business Analysis		Class Length	MARCH	APRIL	MAY	JUNE	JULY	AUGUST
	Business Analysis Essentials	2 Days	9	23	11			
	Foundations of Business Analysis	4 Days			11			
	Effective Facilitation for Business Analysts	2 Days		23				
	Strategic Business Analysis	2 Days	23	13	21			
CBAP	Certified Business Analysis Professional CBAP/CCBA Exam Prep	4 Days	5					
	Process Modeling Using BPMN	2 Days			20			
	Writing Effective Business Cases	2 Days		10				
	Eliciting and Writing Effective Requirements	3 Days		8				



Database Management		Class Length	MARCH	APRIL	MAY	JUNE	JULY	AUGUST
General Knowledge								
	Relational Database Design	1 Day		10				
	Modern Approach Database Design	1 Day		10				
	SQL Language Fundamentals	1 Day	13	7	19			
	SQL Language Advanced	1 Day	17	22	4			
55232	Writing Analytical Queries for BI	3 Days		20				
	Crystal Reports for Beginners	2 Days	11	14				
	Crystal Reports 5 Steps to a Basic Report	1 Day	10	13				
Microsoft Access								
	Access for Beginners	1 Day	16	27	4			
	Access Beyond the Basics	2 Days	12	23	21			
Microsoft SQL Server								
55069	PowerShell for SQL Server Administrators	2 Days	11					
10985	Introduction to SQL Databases	3 Days	16	27	11			
10987	Performance Tuning and Optimizing SQL Server	4 Days	24	20				
10990	Analyzing Data with SQL Server Reporting Services	5 Days	2		18			
20461	Querying Microsoft SQL Server	5 Days	9	8	18			
20761	Querying Data with Transact SQL	5 Days	16	27	11			
20762	Developing Microsoft SQL Server Databases	5 Days	2	27	18			
20764	Administering a SQL Server Database	5 Days	9	8	18			
20765	Provisioning SQL Databases	5 Days		13	18			
20767	Implementing a SQL Data Warehouse	5 Days	16	20	18			
20768	Developing SQL Data Models	3 Days	9	29	20			
	Writing Reports with SSRS Level 1	2 Days	16	30				
	Writing Reports with SSRS Level 2	2 Days		13				
Amazon Web Services		Class Length	MARCH	APRIL	MAY	JUNE	JULY	AUGUST
	AWS Technical Essentials	1 Day	16					
	AWS Business Essentials	1 Day	13	3	1			
	Fundamentals of AWS	1 Day	16		4			
	Security Engineering on AWS	3 Days	29					
	Architecting on AWS	3 Days	25	7	19			
	Advanced Architecting on AWS	3 Days	31	21	18			
	Developing on AWS	3 Days	11	22	13			
	DevOps Engineering on AWS	3 Days	25	21	12			
	AWS Exam Readiness	1 Day		21				
	Big Data on AWS	3 Days	17	28	18			
	Systems Operations on AWS	3 Days	9	20	20			
Google		Class Length	MARCH	APRIL	MAY	JUNE	JULY	AUGUST
	Google Analytics	2 Days		7				
	Architecting with Google Compute Engine	3 Days			4			
	Architecting with Google Kubernetes	3 Days	9		18			
	Google Apps Overview - Gmail, Drive, Docs, Sheets	1 Day			4			
	Using Google G Suite	1 Day		10				
	Google Communication Essentials	1 Day			5			
	Google Forms	1 Day			6			
	Google Sheets	1 Days			7			

Graphics & Web Development		Class Length	MARCH	APRIL	MAY	JUNE	JULY	AUGUST
<b>AutoCad</b>								
	AutoCAD for Novice Users	5 Days		27				
	AutoCAD Level 1	3 Days				1		
<b>Graphic Design</b>								
	Publisher Essentials	1 Day	23	14	18			
	Adobe Photoshop for Beginners	2 Days	30	23	21			
	Adobe Photoshop Beyond the Basics	2 Days		29	18			
	Adobe InDesign for Beginners	2 Days	12	27	4			
	Adobe InDesign Beyond the Basics	2 Days	9	30	18			
	Adobe Illustrator for Beginners	2 Days	17	6	14			
	Adobe Illustrator Beyond the Basics	2 Days	30	22	7			
	Visio Essentials	1 Day	7		4			
<b>Web Development and Analytics</b>								
	Adobe Dreamweaver Website Design for Beginners	2 Days	18	20				
	Adobe Dreamweaver Website Design Beyond the Basics	2 Days	24	28				
	HTML Semantics	1 Day		24				
	Google Analytics	1 Day			15			
	WordPress Fundamentals	2 Days	17					
<b>Courseware Development and Document Manipulation</b>								
	Adobe Acrobat and Office 365	3 Hours	13					
	Adobe Acrobat for Beginners	1 Day	13	20				
	Adobe Acrobat eForms	1 Day		20				
	Adobe 508 Guidelines	3 Hours	25	29	10			
	Articulate Storyline	2 Days	23					
	Adobe Captivate for Beginners	2 Days	3	6	12			
	Adobe Captivate Beyond the Basics	2 Days	26		21			
<b>Career Change</b>								
		Class Length	MARCH	APRIL	MAY	JUNE	JULY	AUGUST
Fast Track 2 Weeks	Real Estate Sales Person Day Sessions	90 Hours						
	PR001 - Sales Prelicense Module 1 PR002 - Sales Prelicense Module 2							
Fast Track 4 Weeks	Real Estate Sales Person Evening Sessions	90 Hours						
	PR001 - Sales Prelicense Module 1 PR002 - Sales Prelicense Module 2							
	Real Estate Sales Person Day Sessions Class meets 8am - 5pm, 2-3 days per week, including some Saturdays PR001 - Sales Prelicense Module 1 PR002 - Sales Prelicense Module 2	90 Hours						
	Real Estate Sales Person Evening Sessions Tuesday - Thursday 6-10pm and alternate Saturdays PR001 - Sales Prelicense Module 1 PR002 - Sales Prelicense Module 2	90 Hours						
POST001	Post License Fundamentals	8 Hours						
E1248	Condos!	4 Hours						
E1216	Senior Living	4 Hours						
C2018	Core 2018	4 Hours						
	Medical Coder + Medical Terminology	170 Hours	30					
	Court Reporter/Stenographer	18 Months						