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Microsoft Teams

		MAY	JUNE	JULY	AUGUST
Teams					
Teams for Everyday Users	3 Hours	20	11	1	
Complimentary Seminar Teams for Sport Coaches and Parents	1 Hour		16 @ 10am		
Complimentary Seminar Microsoft Teams: Organizing Your Personal Life	1 Hour		16 @ 11am		
Teams Fundamentals	1 Day	17	16	26	
Teams and Office for Beginners	1 Day	18	17	27	
Teams and Office Beyond the Basics	1 Day				
Office 365 Administrator MS-030Too	5 Days	3	7	12	
Teams and SharePoint: Essential Tools	1 Day				
Complimentary Seminar Teams and Maximizing Productivity with Outlook	1 Hour				

Collaboration

Collaboration and Sharing Files in Office	1 Day		22		
Complimentary Seminar OneNote for Team Collaboration	1 Hour			20 @ noon	
Complimentary Seminar OneDrive Essentials	1 Hour			20 @ 10am	

Microsoft Flow and Productivity Apps

Complimentary Seminar Everyday Power & Productivity Apps	1 Hour			20 @ 3pm	
Power Automate for Desktop Users	1 Day	17	1 or 14	8 or 30	
Power Apps	2 Days	3 or 10	3 or 21	6 or 10	
Power BI - Data Analysis Practitioner	2 Days	10	3	13	
Power Platform Fundamentals	2 Days	5 or 26			

Microsoft 365

		MAY	JUNE	JULY	AUGUST
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Outlook - Everything You Need + More	1 Day	12	10		
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Microsoft OneNote

OneNote Digital Notetaking	1 Day	4 or 21	7 or 24	14	
Complimentary Seminar Take a Look at OneNote	1 Hour		17 @ 2pm		

Microsoft Word

Word Essentials	1 Day	26		26	
Glam up that Word Document	2 Hours	27		27	
Controlling the Flow of a Word Document	2 Hours	27		27	
Securing a Word Document	2 Hours	27		27	
Adding Word Document References and Links	2 Hours	27		27	

Microsoft PowerPoint

PowerPoint Essentials	1 Day	24	25	20	
Defining Effective PowerPoint Presentations	3 Hours	24	25	20	

Microsoft 365



MAY

JUNE












JULY

AUGUST

Microsoft SharePoint

	SharePoint Site User	1 Day	17	24		
	SharePoint Site Owner with Microsoft Forms and Flow	1 Day		4		
	SharePoint Advanced Site Owner with Workflow Administration	1 Day	2			
	SharePoint Online Power User	4 Days				
	Manage SharePoint and OneDrive in 365	3 Days				
	Building Applications and Solutions with Microsoft 365 Core Services	5 Days				
	SharePoint Hybrid Deployment and Migration	5 Days				
55234	SharePoint Site Collections and Site Owner Administration	2 Days				
55197	SharePoint Server for the Site Owner/Power Users	5 Days				
20339-1	Planning and Administering SharePoint	5 Days				
20339-2	Advanced Technologies of SharePoint	5 Days				
55238	SharePoint Online for Administrators	3 Days	17	28		
	55215 SharePoint Online Power User	4 Days	17	7	5	



Microsoft Excel

	Excel for Beginners	1 Day	3 or 12 or 21	2 or 11 or 30	6 or 12 or 20	
	Excel Beyond the Basics	1 Day	5 or 14 or 24	4 or 15 or 25	2 or 8 or 15	
	Excel Advanced Topics	1 Day	7 or 18 or 26	7 or 18 or 29	19 or 30	
Complimentary Seminar	Excel Tips, Trick, and Timesavers	1 Hour		22 @ 10am		
Complimentary Seminar	Managing Multiple Worksheets and Workbooks	1 Hour		22 @ 11am		
	Formulas, Functions, Calculations	1 Day				
	Excel Charts - Everything You Want to Know	1 Day				
	Data Driven Presentations Sparklines, Maps, Forecasting	1 Day				
	Excel Supply Chain Analysis: Solving Inventory Problems	2 Days	4			
	Sharing, Collaborating and Protecting Workbooks	1 Day				
	Data Analysis Fundamentals Using Excel 10994	2 Days	15	14	19	
	Analyzing Data with Power BI	4 Days	10 or 24	7 or 21	6 or 19 or 26	
20779	Expand Excel with Database Analysis	3 Days	10	16	7	
	Creating a Database in Excel	1 Day				
	Power Query: Data Model Design	1 Day				
	Power Query/Pivot Tables: Using Internal/External Data	1 Day				
	Pivot Tables for Everyday Users	1 Day	28		7	
	Pivot Tables: Creating Interactive Data	1 Day				
	Power Pivot: Introduction to Interactive Visualizations	3 Days				
	Pivot Tables: Data Analysis for Business Intelligence	1 Day	20	17		
	Power Pivot: Introduction to Data Analysis	1 Day	24		8	
Complimentary Seminar	So This is Tableau - What Can it Do for Me?	1 Hour				
	Tableau Analyst Bootcamp	5 Days				
	Tableau - Preparing your Documents	2 Days				
	Tableau Desktop I	2 Days	4 or 26	14		
	Tableau Desktop II	2 Days	12	1		

Microsoft Office 365

MAY JUNE JULY AUGUST






Microsoft Access

 Access for Beginners	2 Days	5 or 27	10		
Access Beyond the Basics	2 Days		15		
Access - Programming with VBA (macros)	3 Days			12	
Creating Relationships, Queries, Forms and Reports	4 Hours				
 What's a Relational Model Database	1 Hour				19 @ 2pm
Creating Access Queries	3 Hours	6	11		
Creating Access Forms for Data Input	3 Hours	6	11		
Creating Access Reports	3 Hours	6	11		

Microsoft 365 Technical

Class Length MAY JUNE JULY AUGUST

Technical Administration





 Office 365 Administration and Troubleshooting 10997	3 Days	10	7	6	
 Deploying Microsoft 365 Teams	5 Days				
 Building Microsoft Teams Integrations and Workflows	2 Hours		23		
Enabling Microsoft Teams for Collaboration	1 Day				
Enabling Office 365 Workloads for Collaboration	2 Days				
Manage SharePoint and One Drive in Office 365	3 Days	17	16	12	
Planning and Configuring a Messaging Platform	5 Days	17		12	
Implementing a Hybrid and Secure Messaging Platform	4 Days				
 Managing Microsoft Teams	4 Days	24	21		
 Microsoft Office 365 Mobility and Security	5 Days	10	28		
Microsoft Office 365 Security Administrator	4 Days	17	7		
Microsoft Office 365 Identity and Services	5 Days		14	19	





Microsoft 365 Developer Tools


 Microsoft PowerApps	2 Days	3 or 10	3 or 21	6 or 21	
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Cloud Management and Administrators

DoD 8140 CompTia Cloud+	5 Days			7	
CCSP Certified Cloud Security Professional	5 Days	24			



CyberSecurity		Class Length	MAY	JUNE	JULY	AUGUST
Security Admins						
HCISPP	Healthcare Information Security Privacy Practitioner	3 Days	4			
	CyberSec First Responder	5 Days				
	CyberSecurity Foundations	5 Days				
	CompTia Security+ DoD 8140	5 Days				
	CompTia Cybersecurity Analyst DoD 8140- CySA+	5 Days		21		
	CompTia Advanced Security Analyst DoD 8140	5 Days		32		
CND	Certified Network Defender DoD 8140	5 Days		7		
CITAD	Certified IT Assets Disposal	1 Day				
	Azure Security	5 Days	6			
CRISC	Certified Risk & Information Systems	3 Days				
	Microsoft 365 Security Manager	4 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		MAY	JUNE	JULY	AUGUST
Just the Basics					
<small>Complimentary Seminar</small>	Remain Relevant as a Remote Employee	1 Hour			
	Business Etiquette: Phone, Email, and Text	4 Hours			
	Improving Your Reading Speed and Comprehension	1 Day			
	Confronting Racism	3 Hours			
	Cultural Awareness and Sensitivity	3 Hours			
	Delivering Bad News to a Customer	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	28	15	13
	Critical Thinking	1 Day	21	23	15
	Dealing with Loss, Grief and Change as an Employee	4 Hours			
	Building Successful Work Relationships	4 Hours			
	Constructive Conflict Management	1 Day	21	23	19
IT Professionals					
	IT Project Management	3 Days	19	10	
	Active Leadership for IT Professionals	4 Hours			
	Leading Virtual Teams	4 Hours			
	Expanding Your Emotional Intelligence	4 Hours			
	Presentation Skills	4 Hours			
	Transitioning into Leadership for IT Managers	1 Day			
Writing and Grammar					
	Writing Articles	3 Hours			
	Minute Takers Workshop	3 Hours			
	Proofreading Techniques for Flawless Communication	4 Hours			
	Technical Writing Introduction	2 Days			
Workplace Violence					
	Identify, Prepare, and Lead in an Active-Shooter Situation	1 Day			
	Safety and Awareness for the Front Desk Professionals	3 Hours			
Social Media					
	Avoiding Social Media Hazards	4 Hours			
	Social Media Marketing Trends	3 Hours			
<small>Complimentary Seminar</small>	Email Etiquette	1 Hour	15 @ 10am		
Time Management					
	Accomplishing the Results You Want	1 Day			
	Time Management in 2021	1 Day			
	Coordinating with Others	3 Hours			







Everyday Workplace Skills		MAY	JUNE	JULY	AUGUST
Communication					
Communication for Clarity	4 Hours				
Effective Listening	4 Hours				
Presentation Skills	4 Hours				
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				
Leading Change in a Complex World	1 Day		28	26	
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				
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	MAY	JUNE	JULY	AUGUST
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	28			
	Introduction to JavaScript/jQuery	5 Days				
55256	Building web apps with Angular and TypeScript	3 Days				
Azure		Class Length	MAY	JUNE	JULY	AUGUST
Complimentary Seminar	Azure Fundamentals	1 Day	10	7	26	16
Complimentary Seminar	Azure AI Fundamentals	1 Day			12	
	Azure Architect Technologies	5 Days	19	14	19	26
	Azure Solution Architect	4 Days	24			
10979	Azure for IT Professionals	2 Days				
	Designing and Implementing an Azure AI Solution	3 Days		21		
	Designing & Implementing a Data Science Solution	3 Days		21		
	Administering Relational Model Databases on Azure	4 Days		22	20	17
	Azure Security Technologies	4 Days		21	26	
	Azure Administrator	4 Days	25			
20487	Developing Windows Azure and Web Services	5 Days				
	Developing an Azure Data Solution	2 Days	3			
55093	Windows Azure Data Services	3 Days				
	Azure Data Solutions	3 Days				
Windows Server		Class Length	MAY	JUNE	JULY	AUGUST
10964	Cloud and Datacenter Monitoring with System Center Operations Manager	5 Days				
	Windows Server 2019 Administration	5 Days	17	21	19	
	Windows Server 2019 Hybrid and Azure IaaS	3 Days	10	9		
	Microsoft Modern Desktop Administration	5 Days	10	7	12	
	Installing & Configuring Windows 10	3 Days				
	Supporting and Troubleshooting Windows 10	5 Days	3	7		
20740	Installation, Storage and Compute Windows 2016	5 Days			26	
20741	Networking with Windows Server 2016	5 Days	10			
20742	Identity with Windows Server 2016	5 Days	21			
50255	Managing Windows Environments with Group Policy	5 Days				
	Automating Administration with PowerShell	5 Days	10 or 17 or 24	7 or 14 or 21 or 28	12	
10962	Advanced Automating Administration with PowerShell	3 Days		21		
10969	Active Directory Services with Windows Server	5 Days	17			
Server Management		Class Length	MAY	JUNE	JULY	AUGUST
20345-1	Administering Exchange Server 2016	5 Days		21		
20345-2	Designing and Deploying Exchange Server 2016	5 Days			12	
	Administering System Center Configuration Manager	5 Days	17	7 or 28	18	

Networks		Class Length	MAY	JUNE	JULY	AUGUST
Fundamentals						
	Networking and Security Fundamentals	5 Days				
	CompTia A+ Certification Bootcamp <small>DOD 8570/ 8140</small>	5 Days	24	14	19	
	CompTia A+ Certification 2-5 day sessions <small>DOD 8570/ 8140</small>	10 Days	17	Module 1		
	CompTia Network+ <small>DOD 8570/ 8140</small>	5 Days	17	21	12	
	CompTia Security+ <small>DOD 8570/ 8140</small>	5 Days	24	28	16	
	CompTia Linux+	5 Days	10	14		
	Certified Cisco Network Administration <small>DOD 8570/ 8140</small>	5 Days	24	21	19	
	VMware vSphere: Install, Configure, Manage v7.0	5 Days	24		12	
	RedHat High Availability Clustering	5 Days				
DevOps		Class Length	MAY	JUNE	JULY	AUGUST
	DevOps Foundation	2 Days	3			
DOL	DevOps Leader	2 Days	12			
DTE	DevOps Test Engineering	2 Days	6			

Salesforce		Class Length	MAY	JUNE	JULY	AUGUST
Complimentary Seminar	Building a Excellent Salesforce & Q/A Session	2 Hours		1		
	Salesforce Administration & Configuration in Lightning Experience	5 Days				
	Developing Salesforce Lightning Web Components	5 Days				
IT Management & Leadership		Class Length	MAY	JUNE	JULY	AUGUST
	ITIL4 Foundations	2 Days	10 or 24	7 or 14 or 21	8 or 12 or 19	
HVIT	ITIL High Velocity IT	3 Days	1	7		
	ITIL Practitioner	2 Days		28		
	ITIL Practitioner - Healthcare	2 Days		28		
ITMLE	IT Management and Leadership Executive	3 Days				
ITMLP	IT Management and Leadership Professional	3 Days	10			
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	MAY	JUNE	JULY	AUGUST
Microsoft Project						
	Project Management Fundamentals & Microsoft Project	1 Day	19	10		
	Microsoft Project for Beginners	1 Day	19	10		
	Microsoft Project Beyond the Basics	1 Day	25	15		
Project Management Professional						
	PMI Certified: PMP Project Management Professional	5 Days	24	14	12	
CAPM	Certified Associate in Project Management	4 Days	24	26		
	Managing and Communicating Requirements for Projects	2 Days				
Agile/Scrum						
	Introduction to Agile Project Management	1 Day	5			
	Implementing an Agile Project	2 Days				
	Agile for Business Analysts	2 Days			15	
	Introduction to Scrum and Agile Methodologies	1 Day	17	11	12	
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	3			
	Lean Six Sigma Black Belt	5 Days				
SHRM						
	SHRM Essentials of HR Management	2 Days				
Business Analysis		Class Length	MAY	JUNE	JULY	AUGUST
	Business Analysis Essentials	2 Days	24			
	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	MAY	JUNE	JULY	AUGUST
General Knowledge						
	Modern Approach Database Design	4 Hours				
	SQL Language Fundamentals	2 Days	6 or 20			
55232	Writing Analytical Queries for BI	3 Days				
	Crystal Reports for Beginners	1 Day	7			
Microsoft SQL Server						
55069	PowerShell for SQL Server Administrators	2 Days				
10985	Introduction to SQL Databases	3 Days				
10987	Performance Tuning and Optimizing SQL Server	4 Days	17			
10990	Analyzing Data with SQL Server Reporting Services	5 Days	27			
	Querying Data with Transact SQL	5 Days	17			
20762	Developing Microsoft SQL Server Databases	5 Days	24			
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				
	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	MAY	JUNE	JULY	AUGUST
	AWS Technical Essentials	1 Day				
	AWS Business Essentials	1 Day				
	Fundamentals of AWS	1 Day	24			
	Security Engineering on AWS	3 Days				
Graphics & Web Development		Class Length	MAY	JUNE	JULY	AUGUST
Graphic Design						
	Adobe Photoshop for Beginners	1 Day	17			
	Adobe Photoshop Beyond the Basics	1 Day	24			
	Adobe InDesign for Beginners	1 Day	4			
	Adobe InDesign Beyond the Basics	1 Day				
	Adobe Illustrator for Beginners	1 Day	3			
	Adobe Illustrator Beyond the Basics	1 Day				
Complimentary Seminar	Visio Org Charts	1 Hour		22 @ noon		
	Visio	1 Day				
Web Development and Analytics						
	Adobe Dreamweaver Website Design for Beginners	1 Day				
	Adobe Dreamweaver Website Design Beyond the Basics	1 Day	11			
	HTML Semantics	1 Day	10			
	HTML Content Authoring	1 Day				
	WordPress Fundamentals	1 Day				
Courseware Development and Document Manipulation						
Complimentary Seminar	Adobe Acrobat and Office 365	1 Hour				
	Adobe Acrobat for Beginners	1 Day	17			
	Adobe Acrobat eForms	3 Hours				
Complimentary Seminar	Adobe 508 Guidelines	1 Hour				
	Articulate Storyline	1 Day				
	Adobe Captivate for Beginners	1 Day				

Career Movers		MAY	JUNE	JULY	AUGUST
	Spelling/Abbreviations/Numbers/Sentence Structure	1 Day		2	
	Business Math	1 Day		3	6
	Business Grammar and Writing	1 Day	26		
	Business Etiquette: Phone, Email, and Text	1 Day	13		
	Computer Fundamentals	1 Day		2	
Complimentary Seminar	I have to Go Back to the Office - What's the Plan?	1 Hour			8 @ noon
Complimentary Seminar	Using Online Data to Help Find a Job	1 Hour			
Complimentary Seminar	Using LinkedIn to Expand Your Sphere of Influence	1 Hour			8 @ 2pm
Advancers					
	Accounting Essentials	1 Day	30		
	QuickBooks	2 Days	3		
	Advanced Business Writing	2 Days			21
	SQL Queries Made Easy	1 Day		22	
	WordPress Web Design	1 Day		28	
New Start					
	CompTia A+ Prep Course + Labs	1 Week	24	14	19
	CompTia Network+ and Security+	2 Weeks			19
	Medical Office Administration	10 Days		7	
	Court Reporter/Closed Caption/Stenographer	18 Months	1		26
	Project Manager	3 Days	10	21	19
	Property Management	36 Hours		1	
PR001 PR002	Real Estate Salesperson License	90 Hours	10 Mod 1 17 Mod 2 Virtual	7	
	Home Inspector + Fieldwork + Self Study	100 Hours		7	
	Real Estate Appraiser	90 Hours		8	
	Medical Coding + Terminology	150 Hours	25		