







Microsoft Teams

Teams					
	Teams for Everyday Users	3 Hours	20	11	1
Complimentary Seminar	Teams for Sport Coaches and Parents	1 Hour	13 @ 11am		
Complimentary Seminar	Microsoft Teams: Organizing Your Personal Life	1 Hour	13 @ 2pm		
	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	18 @ 11am		
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			
Microsoft Flow and Productivity Apps					
Complimentary Seminar	Everyday Power & Productivity Apps	1 Hour			20 @ 3pm
	Power Apps and Power Automate (Flow): Level 1 - Designing Modern Forms and Workflows	3 Days			
55268	Power Automate for Desktop Users	1 Day	17	1 or 14	8 or 30
55265	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

Microsoft Outlook					
	Outlook - Everything You Need + More	1 Day	12	10	
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





Microsoft SharePoint






	SharePoint Modern Experience: Site User	1 Day	17	24	
	SharePoint Modern Experience: Site Owner	1 Day		4	
	SharePoint Modern Experience: Advanced Site Owner	1 Day	2		
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	26 @ 10am		
	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	
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			
	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
Technical Administration					
	Office 365 Administration and Troubleshooting 10997	3 Days	10	7	6
	Deploying Microsoft 365 Teams	5 Days			
	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
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
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			
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
Just the Basics				
Remain Relevant as a Remote Employee	2 Hours			
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			
 Critical Thinking	1 Day			
Dealing with Loss, Grief and Change as an Employee	4 Hours			
Building Successful Work Relationships	4 Hours			
Constructive Conflict Management	1 Day			
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			
 Email Etiquette	2 Hours		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
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			
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
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
	Azure Fundamentals	2 Days	10		
	Azure Architect Technologies	5 Days	19		
	Azure Solution Architect	4 Days	24		
10979	Azure for IT Professionals	2 Days			
	Designing and Implementing an Azure AI Solution				
	Designing & Implementing a Data Science Solution				
	Microsoft Azure DevOps Engineer				
	Azure Security Technologies	5 Days			
	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
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
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
Fundamentals					
	Networking and Security Fundamentals	5 Days			
	CompTia A+ Certification Bootcamp DOD 8570/ 8140	5 Days	24	14	19
	CompTia A+ Certification 2-5 day sessions DOD 8570/ 8140	10 Days	17 Module 1		
	CompTia Network+ DOD 8570/ 8140	5 Days	17	21	12
	CompTia Security+ DOD 8570/ 8140	5 Days	24	28	16
	CompTia Linux+	5 Days	10	14	
	Certified Cisco Network Administration DOD 8570/ 8140	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
	DevOps Foundation	2 Days	3		
DOL	DevOps Leader	2 Days	12		
DTE	DevOps Test Engineering	2 Days	6		

Salesforce		Class Length	MAY	JUNE	JULY
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
	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	
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			Aug 8	
	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
	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
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
	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
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
	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	20 @ noon	22 @ 2pm
Complimentary Seminar	Using Online Data to Help Find a Job	1 Hour	20 @ 1pm	
Complimentary Seminar	Using LinkedIn to Expand Your Sphere of Influence	1 Hour	19 @ 11am	15 @ 1pm
Advancers				
	Accounting Essentials	1 Day	30	
	QuickBooks	2 Days	3	August 8
	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
	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
	Property Management	36 Hours	1	
PR001 PR002	Real Estate Salesperson License	90 Hours	10 Mod 1 17 Mod 2 Virtual	
	Home Inspector + Fieldwork + Self Study	100 Hours	7	
	Real Estate Appraiser	90 Hours	8	
	Medical Coding + Terminology	150 Hours	25	