Microsoft Teams

			OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY
Microsoft Teams							
MT	Microsoft Teams: for Everyday Users	212MT	6	12			
MT	Microsoft Teams: for Educators	212MT	6	12			
MT	Microsoft Teams: Ultimate Communication Hub	313MT	6	12			
MT	Microsoft Teams: Working with Files	212MT					
MT	Microsoft Teams: For Team Owners	213MT	29				
	Microsoft Teams: and Office 365 for Beginners	1 Day		13			
MT	Microsoft Teams: and Office 365 Essentials	213MT	14				
MT	Microsoft Teams: Master Working from Home	212MT			2		
	Microsoft Teams: Mastering, Communicating & Engaging Remote Workers	1 Day			2		
Microsoft Office 365 - Successful Collaboration							
MT	Office 365: Collaboration and Sharing Files	212MT		9			
MT	Office 365: OneNote for Team Collaboration	212MT		9			
MT	Office 365: SharePoint, Microsoft Teams	313MT	16				
MT	OneDrive Essentials	212MT		9			
MT	Office 365: Shared Files	212MT		9			
Microsoft Teams/Office 365 - Productivity Apps							
MT	Everyday Power & Productivity Apps	313MT		10			
MT	Microsoft Stream Essentials	213MT		10			
MT	Microsoft Planner Essentials	213MT		10			
MT	Microsoft Flow for Beginners	314MT			10		
55268	Microsoft Flow Beyond the Basics	1 Day	22				
MT	Sway for Windows: Delivering & Publishing Presentations	314MT	2		11		
MT	Yammer Essentials	212MT			10		

Microsoft Office 365

			OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY
Everyday Users							
MT	Microsoft Office 365: for Beginners	314MT	13		4		
MT	Microsoft Office 365: New & Tips - Beginners	212MT	14		4		
MT	Microsoft Office 365: New & Tips - Advanced	212MT	21		4		
Microsoft Outlook							
MT	Outlook Essentials	313MT	5	12			
MT	Outlook Calendars	212MT	5	12			
MT	Outlook Mail for Web: Sending and Receiving Email	212MT	5	13			
MT	Outlook Message Management	212MT		13			
MT	Outlook Attachments and Illustrations	212MT		11			
Microsoft OneNote							
MT	OneNote Essentials	313MT		9			
MT	Adding and Formatting OneNote Notebook Content	212MT					

Microsoft Office 365

			OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY
Microsoft Excel							
MT	Excel Best of Beginners, Beyond the Basics and Advanced	726MT			11		
MT	Excel Essentials for Beginners	213MT	19	11			
	Excel for Beginners	1 Day	26	11			
MT	Excel Beyond the Basics Essentials	314MT		6			
	Excel Beyond the Basics	1 Day		6			
	Excel Advanced Topics	1 Day	23	13			
	Excel Tips, Trick, and Timesavers	313MT	15		3		
MT	Creating and Designing Excel Workbooks	212MT			3		
MT	Managing Multiple Worksheets and Workbooks	212MT			3		
MT	Formulas and Functions Essentials	212MT		30			
MT	Advanced Calculations, Formulas and Functions	314MT			3		
MT	Excel Chart Essentials	212MT		30			
MT	Excel Charts, Formatting and Reporting	213MT			2		
MT	Creating Sparklines and Power Maps	313MT			11		
MT	Forecasting Data Outcomes	514MT			11		
MT	Sharing, Collaborating and Protecting Workbooks	112MT		30			
MT	Analyzing Data for Beginners	314MT			18		
MT	Dashboards for Beginners	414MT				8	
MT	Power BI: for Beginners	624MT				8	
10994	Data Analysis Fundamentals Using Excel	2 Days					
20778	Analyzing Data with Power BI	3 Days		2			
20779	Expand Excel with Database Analysis	3 Days	16				
55164	Graphics with Excel Power Apps	2 Days		10			
MT	Power Query: Excel Get and Transform Data	424MT		11			
MT	Power Query: Database Functions	413MT	5				
MT	Power Query: Database Features	313MT	5				
MT	Power Query: Data Model Design	2 Days	18				
MT	Pivot Tables: Introduction to Data Analysis	313MT	5		18		
MT	Pivot Tables: Using Internal and External Data	313MT	7	11			
MT	Pivot Tables: Creating Interactive Data	412MT	30				
MT	Pivot Tables: Data Analysis for Business Intelligence	524MT			11		
MT	Power Pivot: Introduction to Data Analysis	314MT	30		111		
MT	Power Pivot: Introduction to Interactive Visualizations	3 Days	19				
	SmartSheets Essential Training	2 Days		16			
MT	Tableau for Beginners	624MT					
MT	Tableau Beyond the Basics	824MT		20			
MT	DAX Formulas for Dynamic Tables	724MT		6			

Microsoft Office 365			OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY
Microsoft Access							
MT	Access Essentials for Beginners	314MT	12				
	Access for Beginners	1 Day		19			
MT	Access Beyond the Basics Essentials	414MT	18				
	Access Beyond the Basics	1 Day		20			
MT	Creating Relationships, Queries, Forms and Reports	414MT	18				
MT	Creating Access Queries	212MT	6		17		
MT	Creating Access Queries Advanced	312MT	6		17		
MT	Creating Access Forms for Data Input	212MT	16		17		
MT	Creating Access Reports	212MT			17		
Microsoft Word							
MT	Word Essentials	313MT	12		9		
MT	Glam up that Word Document	212MT	12		9		
MT	Controlling the Flow of a Word Document	213MT			16		
MT	Securing a Word Document	212MT			16		
MT	Adding Word Document References and Links	213MT			16		
Microsoft PowerPoint							
MT	PowerPoint Essentials	313MT	26				
MT	Defining Effective PowerPoint Presentations	313MT	26				
Microsoft SharePoint							
MT	Microsoft SharePoint Modern Experience: Site User	314MT		5			
	SharePoint Modern Experience: Site Owner with Microsoft Forms and Flow	1 Day		6			
	SharePoint Modern Experience: Advanced Site Owner	1 Day	12		4		
	Content Types, Workflows, Calendar, and Office Applications in SharePoint 2016						

Microsoft Office 365 Technical		Class Length	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY
Office 365 Technical Administration							
10997	Office 365 Administration and Troubleshooting	3 Days		16			
	Office 365 Troubleshooting for Helpdesk Members	2 Days		19			
	Deploying Microsoft 365 Teams	5 Days			14		
	Enabling Microsoft Teams for Collaboration	1 Day					
	Enabling Office 365 Workloads for Collaboration	2 Days					
	Planning and Configuring a Messaging Platform	5 Days	26				
	Implementing a Hybrid and Secure Messaging Platform	4 Days	26				
	Managing Microsoft Teams	5 Days	19				
	Microsoft Office 365 Mobility and Security	4 Days		26			
	Microsoft Office 365 Security Administrator	4 Days	20				
	Microsoft Office 365 Identity and Services	5 Days	19				
Office 365 Developer Tools							
55265	Microsoft PowerApps	2 Days	15				
	Microsoft Power BI-Data Analysis	2 Days	13				
20536	Architecting Microsoft Azure Solutions	5 Days		2			
	Java Programming	5 Days		9			
	JavaScript Programming	4 Days	27				

Begin Complimentary Seminars

Complimentary Seminars	Class Length	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY
Cyberhygiene - Beginner Computer Security	1 Hour					
Microsoft Teams Overview	2 Hours					
Microsoft Teams for Educators	1 Hour					
Microsoft Teams Tips and Tricks	1 Hour					
Outlook and Teams Calendar Collaboration	1 Hour					
Tips for Writing Business Emails	1 Hour					
Working Without an Office	1 Hour					
Use LinkedIn for Networking	1 Hour		5 @ 2pm			
Zoom Essentials	1 Hour					
SharePoint Essentials	1 Hour					
Office 365 Addin's 2020 Favs	1 Hour					
Things We Learned During the Quarantine	1 Hour					
Women in Business - Valuing Your Value. Getting What You Deserve	1 Hour					

End Complimentary Seminars

Windows 10			OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY
	Windows 10 Everyday Users	112MT					
MD100	Microsoft Modern Desktop Administration	5 Days	16				
	Installing & Configuring Windows 10	3 Days					
10982	Supporting and Troubleshooting Windows 10	5 Days		2			
20410	Installing and Configuring Windows 10	5 Days	5				
20411	Implementing and Managing Windows 10	5 Days	19				
Cloud Management and Administrators							
	Cloud Common Body of Knowledge (CBK®)	5 Days		2			
	Cloud Technology Associate	2 Days	26				
	CompTia Cloud+	5 Days	26				
	Microsoft Cloud Fundamentals	3 Days		9			
	Microsoft Cloud and Big Data	2 Days		12			
CCSP	Certified Cloud Security Professional	5 Days					
CyberSecurity		Class Length	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY
Desktop Users							
	Data Privacy and Security Awareness	1 Day					
	Protecting Windows 10	313MT	19				
	Cyber Security for Management	414MT	19				
	CyberSafe	414MT	19				
	Document Retention and Data Management	614MT					
Security Admins							
HCISPP	Healthcare Information Security Privacy Practitioner	3 Days		16			
	CyberSec First Responder	5 Days	5				
	CyberSecurity Foundations	5 Days					
	CompTia Security+	5 Days		2			
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	26				
CRISC	Certified Risk & Information Systems	3 Days	26				
	Microsoft 365 Security Manager	4 Days	20				
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	5				
CISM	Certified Information Security Manager	3 Days					
CISA	Certified Information Systems Auditor	5 Days					

Everyday Workplace Skills				OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY
Just the Basics								
	MT	Accounting Essentials	414MT	8				
	MT	Quickbooks Essentials	414MT	8				
	MT	Remain Relevant as a Remote Employee	213MT					
	MT	Business Etiquette: Phone, Email, and Text	414MT					
	MT	Improving Your Reading Speed and Comprehension	414MT					
	MT	Confronting Racism	314MT					
	MT	Cultural Awareness and Sensitivity	112MT	26				
	MT	Mastering Self Motivation	523MT		20			
	MT	Work on Purpose	314MT					
	MT	Organizational Skills to Meet Deadlines	523MT	8				
	MT	Improving Your Focus/Concentration	523MT					
	MT	Adaptability in a Changing Environment	523MT		20			
	MT	Problem Solving Skills	523MT	12				
	MT	Critical Thinking	523MT	12				
	MT	Dealing with Loss, Grief and Change as an Employee	314MT					
	MT	Using LinkedIn to Expand Your Sphere of Influence	112MT	2				
	MT	LinkedIn for Web: Using Networking Tools	112MT					
	MT	Twitter Promoting a Business & Engaging Users	112MT					
	MT	Expanding Your Emotional Intelligence	423MT					
	MT	Working with Difficult People	423MT					
	MT	Active Learning with a Growth Mindset	423MT	22				
	MT	Building Successful Work Relationships	523MT	23				
	MT	Constructive Conflict Management	523MT	26				
Career/Resume Refreshers								
	MT	Spelling/Abbreviations/Numbers/Sentences	113MT					
	MT	Business Math	113MT					
		Business Grammar	113MT					
	MT	Business Writing	113MT					
Vendor/Suppliers								
		Vendor Management	2 Days					
IT Professionals								
		IT Project Management	3 Days					
	MT	Active Leadership for IT Professionals	423MT	7				
	MT	Leading Virtual Teams	414MT					
	MT	Expanding Your Emotional Intelligence	523MT					
	MT	Presentation Skills	212MT	6				
	MT	Transitioning into Leadership for IT Managers	623MT					
Writing and Grammar								
	MT	Business Writing and Grammar Essentials	414MT					
	MT	Writing Articles	313MT					
	MT	Minute Takers Workshop	213MT	26				
	MT	Proofreading Techniques for Flawless Communication	414MT	26				
		Technical Writing Introduction	2 Days					
Workplace Violence								
		Active-Shooter Preparedness	212MT					
		Safety and Awareness for the Front Desk Professionals	112MT					

Everyday Workplace Skills			OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY
Social Media							
MT	Avoiding Social Media Hazards	214MT					
MT	Social Media Marketing Trends	314MT		10			
MT	Using LinkedIn to Expand Your Sphere of Influence	112MT	2				
MT	Email Etiquette	212MT					
Time Management							
MT	Accomplishing the Results You Want	623MT	5				
MT	Time Management in 2020	213MT	5				
MT	Coordinating with Others	314MT					
MT	Project Management Fundamentals & Microsoft Project	623MT					
MT	Project Management Fundamentals & Microsoft Planner	623MT					
Communication							
MT	Communication for Clarity	314MT					
MT	Communication Across Your Organization	314MT	14				
MT	Effective Listening	314MT					
MT	Presentation Skills	213MT					
MT	Public Speaking	423MT	26				
MT	Strategic Negotiation Skills	414MT					
Teamwork							
MT	Teambuilding	423MT	30				
Leadership							
MT	Business Acumen for Leaders	523MT					
MT	Become a Courageous Female Leader	523MT					
MT	Becoming a Transformational Leader	523MT	16				
MT	Coaching and Mentoring + Using Assessment Tools	523MT		16			
MT	Empathy Tips for HR	314MT					
MT	Virtual Interviewing for HR	314MT					
MT	Contemporary Leadership and Influence	523MT	16				
MT	Leading Change in a Complex World	414MT	22				
MT	Presentation Skills	213MT					
MT	Project Team Leadership	523MT					
MT	Developing Your Leadership Voice	523MT	19				
MT	Evolving into the Manager Role	414MT	28				
Customer Service							
MT	Providing Excellent Customer Service	213MT					
MT	Phone Based Customer Service	212MT					
MT	Handling a Difficult Customer	212MT					
MT	Making the Right Decisions Under Pressure	212MT	16				
MT	Mastering Positive Assertiveness	212MT	16				

Programming		Class Length	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY
10550	Introduction to Programming	5 Days	12				
SAMC	Agile Master Certified	3 Days		16			
SMC	Scrum Master Certified	2 Days					
SDC	Scrum Developer Certified	2 Days	1				
	Docker Fundamentals	2 Days	4				
	Python Essentials	5 Days					
	Introduction to Java	5 Days	12				
	Advanced Java	5 Days					
	Drupal 8	2 Days	15				
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	21				
Azure		Class Length	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY
	Azure Fundamentals	2 Days	1			7	
	Azure Architect Technologies	5 Days					
	Azure Solution Architect	4 Days		2			
10979	Azure for IT Professionals	2 Days					
	Azure Security Technologies	5 Days		2		18	
	Azure Administrator	4 Days	12				
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	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY
20740	Installation, Storage and Compute Windows 2016	5 Days	12				
20741	Networking with Windows Server 2016	5 Days	6				
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	26				
10962	Advanced Automating Administration with PowerShell	3 Days	19				
10969	Active Directory Services with Windows Server	5 Days					
Server Management		Class Length	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY
10972	Administering the Web Server Role of IIS	5 Days					
20345-1	Administering Exchange Server 2016	5 Days	5				
20345-2	Designing and Deploying Exchange Server 2016	5 Days					
20703-1	Administering System Center Configuration Manager	5 Days					
20703-2	Integrating Cloud Services with SCCM	5 Days					
	CompTia Server+	5 Days					
	PowerShell for SCCM Administrators	3 Days					

Networks	Class Length	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY
Fundamentals						
CompTia A+ Certification	5 Days	5				
CompTia Network+	5 Days	12				
CompTia Security+	5 Days	12				
Networking and Security Fundamentals	5 Days	12				
CCNA Cisco Implementing and Administering	5 Days	12				
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					
SSNGFW Securing Network with Firepower NG Firewall	5 Days					
CNE Python Programming	3 Days					
VMware - Call for a Complete List of VMware Courses 327-0768						
VMware vSphere	5 Days					
BlockChain						
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	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY
DevOps Continuous Delivery Architect	2 Days	29				
DevOps Foundation	2 Days					
DOL DevOps Leader	2 Days	5				
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	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY
Certified Internet of Things	3 Days					
Certified Internet of Things Security Practitioner	3 Days					

Salesforce	Class Length	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY
Sales Cloud Admin Essentials	5 Days					
Sales Cloud for Sales Representatives	1 Day					

IT Management & Leadership		Class Length	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY
MT	ITIL Essentials + Exam Prep	633MT	5				
	ITIL Managing Professional Transition	5 Days					
	ITIL Practitioner	4 Days					
	ITIL Practitioner - Healthcare	4 Days					
ITMLE	IT Management and Leadership Executive	3 Days	5				
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	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY
Microsoft Project							
MT	Project Management Fundamentals & Microsoft Project	623MT	2				
MT	Project Management Fundamentals & Microsoft Planner	623MT	2				
MT	Microsoft Project for Beginners	314MT					
MT	Microsoft Project Beyond the Basics	414MT					
MT	Gantt Charts	212MT					
	CompTia Project+	5 Days					
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		15			
	Implementing an Agile Project	2 Days					
	Agile for Business Analysts	2 Days		15			
	Introduction to Scrum and Agile Methodologies	1 Day	18				
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	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY
	Business Analysis Essentials	2 Days	12				
	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	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY
General Knowledge							
MT	Modern Approach Database Design	414MT					
MT	SQL Language Fundamentals	415MT	30	20			
MT	SQL Language Advanced	515MT		6			
55232	Writing Analytical Queries for BI	3 Days					
MT	Crystal Reports for Beginners	423MT		3			
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					
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	26				
	Writing Reports with SSRS Level 1	2 Days					
	Writing Reports with SSRS Level 2	2 Days					
Cognitive Cloud Computing		Class Length	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY
	AWS Technical Essentials	1 Day	2				
	AWS Business Essentials	1 Day					
	Fundamentals of AWS	1 Day	12				
	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	13				

Google		Class Length	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY
	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	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY
AutoCAD - Call for a Complete List of AutoCAD Courses 327-0768							
	AutoCAD for Novice Users	5 Days					
Graphic Design							
MT	Publisher Essentials	213MT					
MT	Adobe Photoshop for Beginners	414MT					
MT	Adobe Photoshop Beyond the Basics	414MT					
MT	Adobe InDesign for Beginners	414MT	5				
MT	Adobe InDesign Beyond the Basics	414MT	8				
MT	Adobe Illustrator for Beginners	414MT					
MT	Adobe Illustrator Beyond the Basics	414MT	13				
MT	Visio Essentials	313MT					
Web Development and Analytics							
MT	Adobe Dreamweaver Website Design for Beginners	414MT					
MT	Adobe Dreamweaver Website Design Beyond the Basics	414MT	14				
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	213MT	20				
MT	Adobe Acrobat for Beginners	414MT					
MT	Adobe Acrobat eForms	314MT					
MT	Adobe 508 Guidelines	213MT					
MT	Articulate Storyline	413MT					
MT	Adobe Captivate for Beginners	414MT	12				
MT	Adobe Captivate Beyond the Basics	414MT					

Career Change	Class Length	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY
Healthcare						
Medical Coder - includes terminology and HIPAA	170 Hours					
Administrative Support						
Developing Your Essential Skills						
Working in Partnership with Your Boss						
Interacting Effectively with Colleagues						
Projecting a Positive Professional Image						
Technology						
Help Desk and Support Analyst	15 Days					
CCNA Certified Cisco Network Administer	5 Days					
Networking Essentials	3 Days					
Real Estate Pre-License						
Fast Track 2 Weeks Real Estate Sales Person Day PR001 – Sales Prelicense Module 1 PR002 – Sales Prelicense Module 2	90 Hours					
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					
Real Estate Post License						
POST001 Post License Fundamentals	8 Hours					
E1248 Condos!	4 Hours					
E1216 Senior Living	4 Hours					
C2018 Core 2018	4 Hours					
Stenographer						
Court Reporter/Stenographer	18 Months					
Flagger Certification						
Flagger Certification	8 Hours					

Regulatory Compliance	Class Length	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY
Hazardous Waste						
Hazmat Ground Shipper Certification	3 Days					
Shipping Hazmat by Ground	1 Day					
Shipping Hazmat by Ground - Driver	1 Day					
Hazwoper						
Hazwoper General Site Worker	5 Days					
OSHA Emergency Response - Awareness I	2 Hours					
OSHA Emergency Response - Awareness II	8 Hours					
IATA						
IATA DGR Class 3 Flammable Liquids						
IATA DGR Class 2 Gases						
IATA DGR Class 4 Flammable Solids						