Career Movers

			APRIL	MAY	JUNE	JULY
Refreshers						
	Spelling/Abbreviations/Numbers/Sentence Structure	1 Day			2	
	Business Math	1 Day	1		3	6
MOST POPULAR	Business Grammar and Writing	1 Day	2	26		
	Business Etiquette: Phone, Email, and Text	1 Day		13		
	Computer Fundamentals	1 Day			2	
Complimentary Seminar	Using Online Data to Help Find a Job	2 Hours				
Complimentary Seminar	Using LinkedIn to Expand Your Sphere of Influence	2 Hours				
Advancers						
	Accounting Essentials	1 Day		30		
MOST POPULAR	QuickBooks	2 Days	1	3		
MOST POPULAR	Advanced Business Writing	2 Days	12			21
	SQL Queries Made Easy	1 Day	22		22	
	WordPress Web Design	1 Day			28	
New Start						
MOST POPULAR	CompTia A+ Prep Course + Labs *DoD 8570*	45 Hours	19	24	14	19
	CompTia Network+ and Security+ *DoD 8570*	80 Hours	26			
MOST POPULAR	Administrative Professional	8 Days	12			
	Court Reporter/Closed Caption/Stenographer	12 Months		1		
	Project Management Essentials	3 Days				
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	
MOST POPULAR	Medical Coding + Terminology	150 Hours		25		

Microsoft Teams

			APRIL	MAY	JUNE	JULY
Teams						
MOST POPULAR	Teams for Everyday Users	3 Hours	8 or 28	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 Essentials	2 Days		3		
MOST POPULAR	Teams and Office for Beginners	1 Day	20			
	Teams and Office Beyond the Basics	1 Day				
MOST POPULAR	Office 365 Administrator MS-030T00	5 Days	19	3	7	
	Teams and SharePoint: Essential Tools	1 Day				
Complimentary Seminar	Teams and Maximizing Productivity with Outlook	1 Hour		13 @ 11am		
Collaboration						
	Collaboration and Sharing Files in Office	1 Day				
Complimentary Seminar	OneNote for Team Collaboration	1 Hour				
Complimentary Seminar	OneDrive Essentials	1 Hour				
Microsoft Flow and Productivity Apps						
Complimentary Seminar	Everyday Power & Productivity Apps	2 Hours				
MOST POPULAR	Power Apps and Power Automate (Flow): Level 1 - Designing Modern Forms and Workflows	3 Days				
	Microsoft Stream Essentials	3 Hours				
	Microsoft Planner Essentials	3 Hours				
Complimentary Seminar	Sway for Windows: Delivering & Publishing Presentations	3 Hours				
Complimentary Seminar	Yammer Essentials	3 Hours				

Microsoft 365

			APRIL	MAY	JUNE	JULY
Microsoft Outlook						
MOST POPULAR	Outlook - Everything You Need + More	1 Day		17		
Microsoft OneNote						
MOST POPULAR	OneNote Digital Notetaking	1 Day	15	4 or 21	7 or 24	14
Complimentary Seminar	Take a Look at OneNote	1 Hour		5 @ 11am		
Microsoft Word						
	Word Essentials	1 Day	19	26		26
	Glam up that Word Document	2 Hours				
	Controlling the Flow of a Word Document	2 Hours				
	Securing a Word Document	2 Hours				
	Adding Word Document References and Links	2 Hours				
Microsoft PowerPoint						
	PowerPoint Essentials	1 Day	22	24	25	20
	Defining Effective PowerPoint Presentations	3 Hours				

Microsoft 365

			APRIL	MAY	JUNE	JULY
Microsoft SharePoint						
MOST POPULAR	SharePoint Modern Experience: Site User	1 Day	13	17	24	
	SharePoint Modern Experience: Site Owner	1 Day	30		4	
	SharePoint Modern Experience: Advanced Site Owner	1 Day	29	2		
55238	SharePoint Online for Administrators	3 Days		17	28	
MOST POPULAR	55215 SharePoint Online Power User	4 Days	26	17	7	5
Microsoft Excel						
	Excel Essentials for Beginners	3 Hours	8			
MOST POPULAR	Excel for Beginners	1 Day	7 or 15 or 23	3 or 12 or 21	2 or 11 or 30	
	Excel Beyond the Basics Essentials	3 Hours	27			
MOST POPULAR	Excel Beyond the Basics	1 Day	9 or 16 or 28	5 or 14 or 24	4 or 15 or 25	2
MOST POPULAR	Excel Advanced Topics	1 Day	20 or 30	7 or 18 or 26	7 or 18 or 29	
Complimentary Seminar	Excel Tips, Trick, and Timesavers	2 Hours				
	Managing Multiple Worksheets and Workbooks	2 Hours				
MOST POPULAR	Formulas, Functions, Calculations	1 Day				
MOST POPULAR	Excel Charts - Everthing You Want to Know	1 Day				
MOST POPULAR	Data Driven Presentations Sparklines, Maps, Forecasting	1 Day	20			
	Excel Supply Chain Analysis: Solving Inventory Problems	2 Days		4		
	Sharing, Collaborating and Protecting Workbooks	2 Hours				
MOST POPULAR	Data Analysis Fundamentals Using Excel 10994	2 Days	12	15		
20778	Analyzing Data with Power BI	3 Days				
20779	Expand Excel with Database Analysis	3 Days	19	10	16	
55164	Graphics with Excel Power Apps	2 Days				
	Creating a Database in Excel	3 Hours	9			
	Power Query: Data Model Design	1 Day				
MOST POPULAR	Power Query/Pivot Tables: Using Internal/External Data	1 Day				
MOST POPULAR	Pivot Tables for Everyday Users	1 Day				
MOST POPULAR	Pivot Tables: Creating Interactive Data	1 Day				
	Power Pivot: Introduction to Interactive Visualizations	3 Days				
	Pivot Tables: Data Analysis for Business Intelligence	1 Day	22	20	17	
	Power Pivot: Introduction to Data Analysis	1 Day	8	24		
Complimentary Seminar	So This is Tableau - What Can it Do for Me?	1 Hour		26 @ 10am		
	Tableau Analyst Bootcamp	5 Days	19			
	Tableau - Preparing your Documents	2 Days	12			
MOST POPULAR	Tableau Desktop I	2 Days	19	4 or 26	14	
	Tableau Desktop II	2 Days	21	12	1	

Microsoft Office 365

Microsoft Office 365		Class Length	APRIL	MAY	JUNE	JULY
Microsoft Access						
MOST POPULAR	Access for Beginners	2 Days	12	5 or 27		
	Access Beyond the Basics Essentials	3 Hours				
	Access Beyond the Basics	2 Days				
	Access - Programming with VBA (macros)	2 Days	26			
	Creating Relationships, Queries, Forms and Reports	4 Hours	15			
	Creating Access Queries	1 Day	9			
	Creating Access Forms for Data Input	3 Hours				
	Creating Access Reports	3 Hours				

Microsoft 365 Technical

Microsoft 365 Technical		Class Length	APRIL	MAY	JUNE	JULY
Technical Administration						
MOST POPULAR	Office 365 Administration and Troubleshooting 10997	3 Days	19	10	7	
MOST POPULAR	Deploying Microsoft 365 Teams	5 Days				
	Enabling Microsoft Teams for Collaboration	1 Day				
	Enabling Office 365 Workloads for Collaboration	2 Days				
	Planning and Configuring a Messaging Platform	5 Days				
	Implementing a Hybrid and Secure Messaging Platform	4 Days				
MOST POPULAR	Managing Microsoft Teams	4 Days		24	21	
MOST POPULAR	Microsoft Office 365 Mobility and Security	5 Days	26	10	28	
	Microsoft Office 365 Security Administrator	4 Days				
	Microsoft Office 365 Identity and Services	5 Days				
Microsoft 365 Developer Tools						
55265	Microsoft PowerApps	2 Days				
	Microsoft Power BI-Data Analysis	2 Days				
	Designing Modern Workflows and Forms	3 Days				
	Microsoft Power Platform Fundamentals	2 Days				
	Building Business Solutions with PowerApps and Flow	3 Days				
Cloud Management and Administrators						
	Cloud Common Body of Knowledge (CBK®)	5 Days				
	Cloud Technology Associate	2 Days				
DoD 8570	CompTia Cloud+	5 Days				7
	Microsoft Cloud Fundamentals	3 Days				
	Microsoft Cloud and Big Data	2 Days				
CCSP	Certified Cloud Security Professional	5 Days	12	24		

CyberSecurity	Class Length	APRIL	MAY	JUNE	JULY
Desktop Users					
Data Privacy and Security Awareness	1 Day				
Protecting Windows 10	1 Day				
Cyber Security for Management	1 Day				
CyberSafe	1 Day	12			
Document Retention and Data Management	1 Day				
Security Admins					
HCISPP Healthcare Information Security Privacy Practitioner	3 Days		4		
CyberSec First Responder	5 Days				
CyberSecurity Foundations	5 Days				
CompTia Security+ *DoD 8570*	5 Days				
CompTia Cybersecurity Analyst *DoD 8570- CySA+*	5 Days				
CompTia Advanced Security Analyst *DoD 8570- CySA+*	5 Days				
CND Certified Network Defender	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		APRIL	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	1			
IT Professionals					
IT Project Management	3 Days	23	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	5			
Social Media					
Avoiding Social Media Hazards	4 Hours	13			
Social Media Marketing Trends	3 Hours				
Complimentary Seminar Email Etiquette	2 Hours				
Time Management					
Accomplishing the Results You Want	1 Day				
Time Management in 2021	1 Day				
Coordinating with Others	3 Hours				

Everyday Workplace Skills		APRIL	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	APRIL	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	APRIL	MAY	JUNE	JULY
	Azure Fundamentals	2 Days	7	10		
	Azure Architect Technologies	5 Days		19		
	Azure Solution Architect	4 Days	26	24		
10979	Azure for IT Professionals	2 Days				
	Azure Security Technologies	5 Days				
	Azure Administrator	4 Days	20	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	APRIL	MAY	JUNE	JULY
10964	Cloud and Datacenter Monitoring with System Center Operations Manager	5 Days				
MOST POPULAR	Windows Server 2019 Administration	5 Days	26	17	21	19
MOST POPULAR	Windows Server 2019 Hybrid and Azure IaaS	3 Days	19	10	9	
MOST POPULAR	Microsoft Modern Desktop Administration	5 Days	5	10	7	12
	Installing & Configuring Windows 10	3 Days	5			
MOST POPULAR	Supporting and Troubleshooting Windows 10	5 Days	19	3	7	
20740	Installation, Storage and Compute Windows 2016	5 Days				26
20741	Networking with Windows Server 2016	5 Days	23	10		
20742	Identity with Windows Server 2016	5 Days		21		
50255	Managing Windows Environments with Group Policy	5 Days				
MOST POPULAR	Automating Administration with PowerShell	5 Days	26	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	APRIL	MAY	JUNE	JULY
10972	Administering the Web Server Role of IIS	5 Days				
20345-1	Administering Exchange Server 2016	5 Days				
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	APRIL	MAY	JUNE	JULY
Fundamentals					
Networking and Security Fundamentals	5 Days				
CompTia A+ Certification Bootcamp *DOD 8570*	5 Days	19	24	14	19
CompTia A+ Certification 2-5 day sessions *DOD 8570*	10 Days		17 Module 1		
CompTia Network+ *DoD 8570*	5 Days	12	17	21	12
CompTia Security+ *DoD 8570*	5 Days	19	24	28	16
CompTia Linux+	5 Days		10	14	
Certified Cisco Network Administration	5 Days	26	24	21	19
VMware vSphere: Install, Configure, Manage v7.0	5 Days		24		12
RedHat High Availability Clustering	5 Days				
DevOps	Class Length	APRIL	MAY	JUNE	JULY
DevOps Foundation	2 Days		3		
DOL DevOps Leader	2 Days		12		
DTE DevOps Test Engineering	2 Days		6		

Salesforce	Class Length	APRIL	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	APRIL	MAY	JUNE	JULY
MOST POPULAR ITIL4 Foundations	2 Days	12 or 26	10 or 24	7 or 14 or 21	8 or 12 or 19
ITIL4 Bridge Upgrade 3 to 4	2 Days				
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	22			
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	APRIL	MAY	JUNE	JULY
Microsoft Project					
MOST POPULAR — Project Management Fundamentals & Microsoft Project	1 Day	23	19	10	
Project Management Fundamentals & Microsoft Planner	5 Hours				
Microsoft Project for Beginners	1 Day	23	19	10	
Microsoft Project Beyond the Basics	1 Day	27	25	15	
CompTia Project+	5 Days				
Project Management Professional					
MOST POPULAR — PMI Certified: PMP Project Management Professional	5 Days				
PMBOK Essentials and PMP Exam Prep	3 Days				
CAPM — Certified Associate in Project Management	4 Days	25	24		
Managing and Communicating Requirements for Projects	2 Days				
Agile/Scrum					
Introduction to Agile Project Management	1 Day	14	5		
Implementing an Agile Project	2 Days	8			
Agile for Business Analysts	2 Days	9			
Introduction to Scrum and Agile Methodologies	1 Day		17		
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		3		
Lean Six Sigma Black Belt	5 Days				
SHRM					
SHRM Essentials of HR Management	2 Days				

Business Analysis	Class Length	APRIL	MAY	JUNE	JULY
Business Analysis Essentials	2 Days		24		
MOST POPULAR — 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	APRIL	MAY	JUNE	JULY
General Knowledge						
	Modern Approach Database Design	4 Hours	8			
MOST POPULAR	SQL Language Fundamentals	2 Days	20	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	26	27		
20461	Querying Microsoft SQL Server	5 Days				
20761	Querying Data with Transact SQL	5 Days	16	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				
20778	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	APRIL	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	APRIL	MAY	JUNE	JULY
Graphic Design						
	Adobe Photoshop for Beginners	1 Day	5	17		
	Adobe Photoshop Beyond the Basics	1 Day	12	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				
	Visio Essentials	4 Hours				
Web Development and Analytics						
	Adobe Dreamweaver Website Design for Beginners	1 Day	30			
	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	2 Hours				
	Adobe Acrobat for Beginners	1 Day	15	17		
	Adobe Acrobat eForms	3 Hours				
Complimentary Seminar	Adobe 508 Guidelines	2 Hours				
	Articulate Storyline	1 Day				
	Adobe Captivate for Beginners	1 Day	19			