



UPGRADING PEOPLE EVERY DAY

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2016_Open Enrollment Schedule & Course List

- Schedules are subject to change without notice. Please contact us in advance to reserve date and subject.
- Dates or Course Subjects can be modified or created by request.
- Customized Training Program available to meet the specific needs of an employer or a group of employers.
- Price is negotiable by number of participants per course or customization.
- Professional Training Room Rental available.



APPLICATION/TECHNICAL/CERTIFICATION COURSES

OFFICE PRODUCTIVITY COURSES	JAN	FEB	MAR	APR	MAY	JUN	JLY	AUG	SEP	OCT	NOV	DEC
Microsoft Office Word 2010 Level 1, Level 2, Level 3	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
Microsoft Office Excel 2010 Level 1, Level 2, Level 3	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
Microsoft Office Access 2010 Level 1, Level 2, Level 3	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
Microsoft Office PowerPoint 2010 Level 1, Level 2	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
ACCOUNTING SOFTWARE	JAN	FEB	MAR	APR	MAY	JUN	JLY	AUG	SEP	OCT	NOV	DEC
QuickBooks Level1	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
QuickBooks Level2	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
PROJECT MANAGEMENT	JAN	FEB	MAR	APR	MAY	JUN	JLY	AUG	SEP	OCT	NOV	DEC
Project Management Fundamentals	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
Project Management Professional (PMP)				YES						YES		
Business Analysis				YES						YES		
CompTIA	JAN	FEB	MAR	APR	MAY	JUN	JLY	AUG	SEP	OCT	NOV	DEC
CompTIA A+ Certification (2012 Objectives)	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
CompTIA Net+ (2012 Objectives)	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
CompTIA Security+ (2012 Objectives)	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
CISCO	JAN	FEB	MAR	APR	MAY	JUN	JLY	AUG	SEP	OCT	NOV	DEC
Interconnecting Cisco Networking Devices Part 1 (ICND1)		YES						YES				
Interconnecting Cisco Networking Devices Part 2 (ICND2)		YES						YES				

CCNA BOOTCAMP		YES						YES				
CCNA Certification Renewal Prep Course	YES			YES			YES			YES		
CCNA Routing & Switching (CCNA R&S)		YES						YES				
CISCO Certified Network Professional (CCNP)				YES						YES		
ITIL (IT Infrastructure Library)	JAN	FEB	MAR	APR	MAY	JUN	JLY	AUG	SEP	OCT	NOV	DEC
ITIL Foundation	YES				YES					YES		
ITIL Intermediate	YES				YES					YES		
ITIL Managing Across the Lifecycle	YES				YES					YES		
PRINCE2 Foundation	YES				YES					YES		
PRINCE2 Practitioner	YES				YES					YES		
PRINCE2 5-day Bootcamp	YES				YES					YES		
VMware	JAN	FEB	MAR	APR	MAY	JUN	JLY	AUG	SEP	OCT	NOV	DEC
VMware vCenter Site Recovery Manager: Install, Configure, Manage v5.0			YES				YES				YES	
VMware vSphere Install, Configure, Manage v5.0			YES				YES				YES	
VMware® vSphere: Fast Track v5.0			YES				YES				YES	
VMware Cert Pro-Data Cntr Virtualization (VCP-DCV)			YES				YES				YES	
MICROSOFT SERVER TRAINING	JAN	FEB	MAR	APR	MAY	JUN	JLY	AUG	SEP	OCT	NOV	DEC
MICROSOFT SHAREPOINT	YES				YES			YES			YES	
MICROSOFT SQL SERVER 2008		YES				YES			YES			YES
MICROSOFT WINDOWS 7			YES						YES			
MICROSOFT WINDOWS SERVER 2008				YES						YES		
MICROSOFT CERTIFICATIONS	JAN	FEB	MAR	APR	MAY	JUN	JLY	AUG	SEP	OCT	NOV	DEC
MICROSOFT OFFICE SPECIALIST (MOS)	YES			YES			YES			YES		
MS Certified Sys Engrn/MS Cert Sol Expert (MCSE)		YES						YES				
Microsoft Certified Professional (MCP)			YES						YES			
Microsoft Certified Systems Admin (MCSA)				YES						YES		
Microsoft Certified IT Professional (MCITP)					YES						YES	
Microsoft Certified Technology Specialist (MCTS): Windows 7, Configuration						YES						YES
DESIGN MEDIA and GRAPHIC	JAN	FEB	MAR	APR	MAY	JUN	JLY	AUG	SEP	OCT	NOV	DEC
ADOBE Photoshop	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
ADOBE Illustrator	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
ADOBE InDesign	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
ADOBE Acrobat	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
BUSINESS SKILLS	JAN	FEB	MAR	APR	MAY	JUN	JLY	AUG	SEP	OCT	NOV	DEC

[illegible]

