



Q4 2019_Course Schedule_New Horizons IT Training & Certification

Course Title	Length Hours	Length Days	OCT	NOV	DEC
MICROSOFT APPLICATION					
Microsoft Office 2013 or 2016			All MSO Courses Available Weekly		
MSO Word 2013 - Level 1	8	1 day	open	open	open
MSO Word 2013 Level 2	8	1 day	open	Nov 6	Dec 11
MSO Word 2013 Level 3	8	1 day	open	Nov 7	Dec 12
MSO Excel 2013 Level 1 (Everyday Excel)	8	1 day	open	open	open
MSO Excel 2013 Level 2 (Everyday Excel)	8	1 day	Oct 15	Nov 13	open
MSO Excel 2013 Level 3 (Everyday Excel)	8	1 day	Oct 16	Nov 14	open
MSO Advanced Excel for Business	8	1 day	open	open	open
MSO PowerPoint 2013 Level 1	8	1 day	Oct 23	Nov 20	open
MSO PowerPoint 2013 Level 2	8	1 day	Oct 24	Nov 21	open
MSO Access Part 1	16	2 days	open	open	open
MSO Access Part 2	16	2 days	open	open	open
MSO Access Part 3	8	1 day	open	open	open
MSO Access Programming with VBA	24	3 days	open	open	open
MSO Outlook Part 1	8	1 day	open	open	open
MSO Outlook Part 2	8	1 day	open	open	open
MSO OneNote 2013	8	1 day	Oct 30	open	Dec 4
MSO Publisher	8	1 day	open	open	open
MSO Project Part 1	8	1 day	open	open	open
MSO Project Part 2	8	1 day	open	open	open
Mastering MSO Project	24	3 days	open	open	open
Microsoft Office Specialist (MOS) 2016					
MOS: MS Office Word 2016 Core Certification Package	24	3 days	open	open	open
MOS: MS Office Excel 2016 Core Certification Package	24	3 days	open	open	open
MOS: MS Office PowerPoint 2016 Cert Package	16	2 days	open	open	open
MOS: MS Office Access 2016 Certification Package	40	5 days	open	open	open
MOS: MS Outlook 2016 Certification Package	16	2 days	open	open	open
MICROSOFT TECHNICAL					
Microsoft SharePoint 2016					
Microsoft SharePoint 2016: Site Owner	8	1 day	open	open	open
Microsoft SharePoint 2016: Site User	8	1 day	open	open	open
20339-1 Planning and Administering SharePoint 2016	40	5 days	open	open	open
20339-2 Advanced Technologies of SharePoint 2016	40	5 days	open	open	open
MCSA SQL Server 2012/2014					
20461 Querying MS SQL Server	40	5 days	open	open	open
20462 Administering MS SQL Server Databases	40	5 days	open	open	open
20463 Implementing a Data Warehouse w/ SQL Svr	40	5 days	open	open	open
MCSA (Microsoft Certified Solutions Associate) Windows 10					
20698 Installing and Configuring Windows 10	40	5 days	open	open	open

20697-1 Implementing and Managing Windows 10	40	5 days	open	open	open
20697-2 Deploying and Managing Windows 10	40	5 days	open	open	open
10982 Supporting and Troubleshooting Windows 10	40	5 days	open	open	open
MCSA Windows Server 2012					
20410 Installing & Configuring WS 2012	40	5 days	open	open	open
20411 Administering WS 2012	40	5 days	open	open	open
20412 Configuring Advanced WS 2012	40	5 days	open	open	open
ORACLE					
Oracle Database 11g - PL/SQL Fundamentals	40	5 days	open	open	open
Oracle Database 11g - SQL Fundamentals	40	5 days	open	open	open
Oracle Database 12c Administration I	40	5 days	open	open	open
Oracle Database 12c Administration II	40	5 days	open	open	open
Oracle Database 12c SQL Fundamentals	40	5 days	open	open	open
Oracle Database 12c: PL/SQL Fundamentals	40	5 days	open	open	open
Oracle Database 12c: PL/SQL III - Advanced Programing & Tuning	40	5 days	open	open	open
Java Developer	40	5 days	open	open	open
COMPTIA					
CompTIA A+ Certification Boot Camp	40	5 days	open	Nov 4-8	Dec 2-6
CompTIA A+ Part1	40	5 days	open	open	open
CompTIA A+ Part2	40	5 days	open	open	open
CompTIA Network+ Certification	40	5 days	open	Nov 11-15	Dec 9-13
CompTIA Security+ Certification	40	5 days	open	Nov 18-22	Dec 16-20
CompTIA Advanced Security Practitioner (CASP)	40	5 days	open	open	open
CompTIA Linux Certification	40	5 days	open	open	open
CompTIA Certification Exam Review Courses	4	1/2 day	open	open	open
CompTIA Certification Renewal Course	24	3 days	open	open	open
CYBER SECURITY					
CyberSAFE™	4	1/2 day	open	open	open
CyberSec First Responder (CFR)	40	5 days	open	open	open
EC-Council Certified Ethical Hacker (CEH) v10.0	40	5 days	open	open	open
CISSP (Certified Information Systems Security Professional)	40	5 days	O-28 - N-1	open	open
Cisco® Understanding Cisco® Cybersecurity Fundamentals v1.0 (SECFND)	40	5 days	open	open	open
Cisco® Implementing Cisco® Cybersecurity Operations v1.0 (SECOPS)	40	5 days	open	open	open
CISCO					
CCNA (Cisco Certified Network Associate, Route & Switch)					
: ICND (Interconnecting Cisco Networking Devices) 1 & 2					
ICND Part 1 v3.0 (ICND1)	40	5 days	open	open	open
ICND Part 2 v3.0 (ICND2)	40	5 days	open	open	open
ICND Accelerated v3.0 (CCNAX)	40	5 days	open	open	open
CCENT (Cisco Certified Entry Networking Technician)	40	5 days	open	open	open
VMWARE					
VMware vSphere Install, Configure, Manage v6.5	40	5 days	open	open	open
VMware vSphere: Fast Track v6.5	50	5 days	open	open	open
VMware vSphere: Optimize & Scale v6.5	40	5 days	open	open	open
VMware vSphere: Troubleshooting Workshop v6.5	40	5 days	open	open	open
VMware vSphere: Install Configure Manage plus Optimize & Scale Fast Track v6.5	50	5 days	open	open	open
VMware vSphere: Optimize and Scale v6.7	40	5 days	open	open	open
VMware vSphere: Fast Track v6.7	40	5 days	open	open	open
VMware Workspace ONE: Deploy and Manage v9.X	40	5 days	open	open	open

VMware vSphere: Optimize and Scale plus Troubleshooting Fast Track v6.7	50	5 days	open	open	open
VMware NSX: Install, Configure, Manage v6.4	40	5 days	open	open	open
IT SERVICE MANAGEMENT					
ITIL 4 Foundation	16	2 days	open	open	open
ITIL Managing Professional (ITIL MP) Specialist Modules					
ITIL Strategic Leader (ITIL SL) Specialist Modules					
PROJECT MANAGEMENT					
Project Management Fundamentals	8	1 day	open	open	open
PMP (Project Management Professional) Cert Prep 6th ED	40	5 days	open	open	open
CAPM (Certified Associate in Project MGMT) 6th ED	32	4 days	open	open	open
Agile Project Management	24	3 days	open	open	open
Oracle Primavera P6 Professional Fundamentals	8	1day	open	open	open
Oracle Primavera P6 Professional Fundamentals: Construction Focus	24	3 days	open	open	open
Business Analysis Courses	16	2 days	open	open	open
SIX SIGMA					
Lean Six Sigma White Belt Boot Camp/ Lean Six Sigma Principles for Organizational Improvement	4	1/2 day	open	open	open
Lean Six Sigma Yellow Belt Boot Camp	16	2 days	open	open	open
Lean Six Sigma Green Belt Boot Camp	32	4 days	open	open	open
Lean Six Sigma Black Belt Boot Camp	40	5 days	open	open	open
ADOBE					
Adobe Acrobat XI Pro - Part 1	8	1 day	open	open	open
Adobe Acrobat XI Pro - Part 2	8	1 day	open	open	open
Adobe Illustrator CC: Part 1 (2018)	16	2 days	open	open	open
Adobe Illustrator CC: Part 2 (2018)	16	2 days	open	open	open
Adobe InDesign CC: Part 1 (2018)	16	2 days	open	open	open
Adobe InDesign CC: Part 2 (2018)	16	2 days	open	open	open
Adobe Photoshop CC: Part 1 (2018)	16	2 days	open	open	open
Adobe Photoshop CC: Part 2 (2018)	16	2 days	open	open	open
APP DEVELOPMENT					
Android App Development	40	5 days	open	open	open
iOS App Development Essentials	40	5 days	open	open	open
QUICKBOOKS					
QuickBooks 2018 or 2019 Level 1	16	2 days	open	open	open
QuickBooks 2018 or 2019 Level 2	16	2 days	open	open	open
QuickBooks Certification Course	40	5 days	open	open	open
BUSINESS SOFT SKILLS					
Customer Service Training	8	1 day	open	open	open
Writing Customer Service Emails	4	1/2 day	open	open	open
Phone-Based Customer Service	4	1/2 day	open	open	open
Extensive Subjects of Business Skill Courses Available					
*Corporate Training recommended					
LEADERSHIP SOFT SKILL DEVELOPMENT					
Accomplishing the Results You Want	24	3 days	open	open	open
Becoming a Transformational Leader	16	2 days	open	open	open
Constructive Conflict Management	16	2 days	open	open	open
Executive English Presentation	16	2 days	open	open	open
Extending Your Sphere of Influence	16	2 days	open	open	open
Making the Right Decisions Under Pressure	16	2 days	open	open	open
Managing Remote and Virtual Teams	16	2 days	open	open	open

Mastering Positive Assertiveness	16	2 days	open	open	open
Prioritizing Your Time Effectively	16	2 days	open	open	open
Providing Outstanding Customer Service	16	2 days	open	open	open
Strategic Negotiation Skills	16	2 days	open	open	open
The Art of Effective Presentations	24	3 days	open	open	open
Transitioning into Leadership for an IT Manager	24	3 days	open	open	open
Writing for the Business Professional	16	2 days	open	open	open
More Leadership Development Courses Available					
COMPUTER LITERACY					
Basic Computer Training using Windows, including Microsoft Word, Excel, and PowerPoint	40	5 days	open	open	open
CORPORATE TRAINING					
Customized Training Program available to meet the specific needs of your organization			open	open	open
Year-Round Corporate Training Available					
On-site Training Available					
COURSE REQUEST					
You're welcome to request courses you need to take. We make an all-out effort to provide you with solutions.					

- Accept all payment methods of the agencies of Gov Guam, US Federal and Military
- Financing available at 0% interest for 90 days
- Schedules are subject to change without notice. Please contact us in advance to reserve training dates.
- Feel free to request for other courses anytime to be scheduled at your preference.
- Customized training courses are available to meet the specific needs of your organization.
- Price is negotiable for the number of participants per class or customization.

Please contact us at **nhclc@nhguam.com** or call at (671) 633-4811 to consult on any concern any time.
Registration in advance helps to secure your scheduled training days.

Thank you for your continuous support and encouragement that mean so much to us!

