

## Course Schedule

### Adobe Illustrator

#### Adobe Illustrator CC (2019) - Part 1 / 240 / Days: 1

This course focuses on Adobe® Illustrator® CC (2019), the component within CC used to create "drawn" graphics, while enabling its users to integrate content from other domains (such as photo-oriented graphics and animation, which belong to Adobe® Photoshop® and other applications). With Illustrator's many easily used tools, you will discover that not only can you unlock the same creative impulses you've always had as you've picked up a pencil to sketch out an idea, but also capture those multiple ideas and "what ifs" during the creative process in ways that you never imagined. And for those of you who are just embarking on building your creative skills, you will be surprised at "how good" your work will appear, even at the outset of your exploration of the world of graphic design.

03/11 · 03/11/21 **OLL** 11:30 AM - 7:00 PM NCO

05/12 · 05/12/21 **OLL** 11:30 AM - 7:00 PM NCO

### Adobe InDesign

#### Adobe® InDesign® (2020): Part 1 / 240 / Days: 1

Giving documents a well-designed, professional look will put students a step ahead in the marketplace cluttered with all kinds of communications. Paragraph and character styles that allow students to format pages of text uniformly, layout features that help students to build alternate size configurations of documents, and various panels that enable students to easily customize both text and graphics; Adobe InDesign CC (2019) has all the tools students need to elevate the look of documents and get it out to the people who need to see it, whether it be in print or on the web.

This course is a great component of your preparation for the Adobe Certified Expert (ACE) InDesign CC exam and the Adobe Certified Associate (ACA) Print & Digital Media Publication Using Adobe InDesign exam.

03/02 · 03/02/21 **OLL** 11:30 AM - 7:00 PM NCO

05/05 · 05/05/21 **OLL** 11:30 AM - 7:00 PM NCO

#### Adobe® InDesign® (2020): Part 2 / 240 / Days: 1

In Adobe® InDesign® CC (2019): Part 1 you were introduced to the many features that help you create professional looking documents. Now you need to create much lengthier interactive documents that need to be accessed across a range of devices. In Adobe® InDesign® CC (2019): Part 2, you will learn advanced InDesign techniques to enhance the look and functionality of your documents.

Using Adobe InDesign, you can create interactive documents and export them for viewing in a web browser with various features such as buttons, page transitions, movies and audio files, hyperlinks, and animation. You have the ability to assign color profiles and establish print presets. In creating longer documents, you'll be able to include such features as a table of contents, footnotes, cross-references, and an index.

This course is a great component of your preparation for the Adobe Certified Expert (ACE) InDesign CC exam and the Adobe Certified Associate (ACA) Print & Digital Media Publication Using Adobe InDesign exam.

04/08 · 04/08/21 **OLL** 11:30 AM - 7:00 PM NCO

### Adobe Photoshop

#### Adobe® Photoshop® 2020: Part 1 / 240 / Days: 1

Part 1 focuses on some of the basic features of Photoshop so that students can navigate the environment and use Photoshop tools to work with photographic images. In addition, the orientation to Adobe® Bridge and organization of files in Bridge is covered. Although Photoshop is used by a variety of professionals, from photographers to designers to videographers, Photoshop Part 1 will focus mainly on the photography component. The illustration and animation techniques are covered in subsequent levels of Photoshop.

03/23 · 03/23/21 **OLL** 11:30 AM - 7:00 PM NCO

05/25 · 05/25/21 **OLL** 11:30 AM - 7:00 PM NCO

#### Adobe® Photoshop® 2020: Part 2 / 240 / Days: 1

Adobe Photoshop CC is a leading graphic creation application, popular among graphic designers, illustrators, and photographers. Photoshop's numerous features work together to provide a comprehensive toolset for you, the design professional. This course delves into some of the more advanced image creation and editing techniques, and offers you hands-on activities that demonstrate how these techniques can be used in combination to create exciting visual effects.

This course is a great component of your preparation for the Adobe Certified Expert (ACE) Photoshop CC exam and the Adobe Certified Associate (ACA) Visual Communication Using Adobe Photoshop exam.

04/29 · 04/29/21 **OLL** 11:30 AM - 7:00 PM NCO

### CERTIFICATION STANDALONE COURSES

#### Cisco® Implementing and Administering Cisco® Solutions v1.0 (CCNA) / 1450 / Days: 5

This course gives you a broad range of fundamental knowledge for all IT careers. You will learn how to install, operate, configure, and verify a basic IPv4 and IPv6 network. The course covers configuring network components such as switches, routers, and Wireless LAN Controllers; managing network devices; and identifying basic security threats. The course also gives you a foundation in network programmability, automation, and software-defined networking. This course helps you prepare to take the 200-301 Cisco Certified Network Associate (CCNA) exam to earn CCNA certification.

This course consists of 5 days of instructor-led training with hands-on lab practice, plus the equivalent of 3 days of self-paced material.

This course includes post class lab access- a total of 60 hours of labs over a 90 day period.

03/16 · 06/01/21 **OLL** 6:00 PM - 9:15 PM NCO

#### Cisco® Implementing and Operating Cisco® Security Core Technologies v1.0 (SCOR) / 1950 / Days: 5

The Implementing and Operating Cisco Security Core Technologies (SCOR) v1.0 course helps you prepare for the Cisco® CCNP® Security and CCIE® Security certifications and for senior-level security roles. In this course, you will master the skills and technologies you need to implement core Cisco security solutions to provide advanced threat protection against cybersecurity attacks. You will learn security for networks, cloud and content, endpoint protection, secure network access, visibility, and enforcements. You will get extensive hands-on experience deploying Cisco Firepower® Next-Generation Firewall and Cisco Adaptive Security Appliance (ASA) Firewall; configuring access control policies, mail policies, and 802.1X Authentication; and more. You will get introductory practice on Cisco Stealthwatch® Enterprise and Cisco Stealthwatch Cloud threat detection features.

This course, including the self-paced material, helps prepare you to take the exam, Implementing and Operating Cisco Security Core Technologies (350-701 SCOR), which leads to the new CCNP Security, CCIE Security, and the Cisco Certified Specialist - Security Core certifications.

03/08 · 03/12/21 **OLL** 10:00 AM - 6:00 PM NCO

## Course Schedule

### CompTIA Network+

#### CompTIA Network+ Certification (Exam N10-007) / (CALL) / Days: 5

This course builds on your existing user-level knowledge and experience with personal computer operating systems and networks to present the fundamental skills and concepts that you will need to use on the job in any type of networking career. This course can benefit you in two ways. If you intend to pass the CompTIA Network+ (Exam N10-007) certification examination, this course can be a significant part of your preparation. But certification is not the only key to professional success in the field of computer security. Today's job market demands individuals with demonstrable skills, and the information and activities in this course can help you build your computer security skill set so that you can confidently perform your duties in any network-related role.

03/22 · 03/26/21 **OLL** 11:30 AM - 7:00 PM NCO

### CompTIA Security

#### CompTIA Security+ Certification (SY0-601) / 1250 / Days: 5

The CompTIA Security+ certification exam will verify the successful candidate has the knowledge and skills required to assess the security posture of an enterprise environment and recommend and implement appropriate security solutions; monitor and secure hybrid environments, including cloud, mobile, and IoT; operate with an awareness of applicable laws and policies, including principles of governance, risk, and compliance; identify, analyze, and respond to security events and incidents

03/08 · 03/12/21 **OLL** 10:00 AM - 6:00 PM NCO

05/10 · 05/14/21 **OLL** 10:00 AM - 6:00 PM NCO

05/10 · 06/23/21 **OLL** 6:00 PM - 9:15 PM NCO

### Information Security

#### Certified Information Privacy Professional (CIPP/E) / 990 / Days: 2

The General Data Protection Regulation (GDPR) took effect in 2018. Are you in compliance? There's a lot to know, there's a lot at stake and there's a lot of opportunity for data protection professionals with the right training and education. Achieving a CIPP/E credential shows you have the comprehensive GDPR knowledge, perspective and understanding to ensure compliance and data protection success in Europe—and to take advantage of the career opportunity this sweeping legislation represents. The Certified Information Privacy Manager (CIPM) credential provides the practical day-to-day information to lead an organisation's data protection programme. Adding the CIPM to your CIPP/E puts you at the forefront of ensuring you are ready for the GDPR.

03/22 · 03/23/21 **OLL** 10:00 AM - 6:00 PM NCO

#### Certified Information Privacy Professional (CIPP/E) + Certified Information Privacy Manager (CIPM) / (CALL) / Days: 4

03/22 · 03/25/21 **OLL** 10:00 AM - 6:00 PM NCO

#### Certified Information Systems Security Professional (CISSP) / 1950 / Days: 5

In this course, students will expand upon their knowledge by addressing the essential elements of the 8 domains that comprise a Common Body of Knowledge (CBK)® for information systems security professionals.

03/15 · 03/19/21 **OLL** 10:00 AM - 6:00 PM NCO

05/24 · 05/28/21 **OLL** 10:00 AM - 6:00 PM NCO

#### EC-Council Certified Chief Information Security Officer (C|CISO) / (CALL) / Days: 4

In this course, students will learn in-depth content in each of the 5 CCISO Domains

04/12 · 04/15/21 **OLL** 10:00 AM - 6:00 PM NCO

#### EC-Council Certified Ethical Hacker (CEH) v.11 / 2300 / Days: 5

The Certified Ethical Hacker (CEH) credential is the most trusted ethical hacking certification and accomplishment recommended by employers globally. It is the most desired information security certification and represents one of the fastest-growing cyber credentials required by critical infrastructure and essential service providers. Since the introduction of CEH in 2003, it is recognized as a standard within the information security community. CEH v11 continues to introduce the latest hacking techniques and the most advanced hacking tools and exploits used by hackers and information security professionals today. The Five Phases of Ethical Hacking and the original core mission of CEH remain valid and relevant today: &ldquo;To beat a hacker, you need to think like a hacker.

03/22 · 03/26/21 **OLL** 10:00 AM - 6:00 PM NCO

05/17 · 05/21/21 **OLL** 10:00 AM - 6:00 PM NCO

#### EC-Council Computer Hacking Forensics Investigator (CHFI) v9.0 / (CALL) / Days: 5

This course will provide participants the necessary skills to identify an intruders footprints and to properly gather the necessary evidence to prosecute in the court of law.

05/10 · 05/14/21 **OLL** 10:00 AM - 6:00 PM NCO

### ITIL

#### ITIL® 4 Foundation / 650 / Days: 2

ITIL® is the world's leading best practice framework for implementing IT Service Management. ITIL version 4 introduces IT Service Management through the lens of a Service Value System (SVS), which provides a holistic end-to-end view of how to successfully contribute to business value, and also how to leverage concepts from models such as Lean IT, Agile, DevOps and Organizational Change Management. This foundational course immerses you in the guiding principles, dimensions, and practices of ITIL® 4. New Horizons is committed to your success beyond the classroom. Your enrollment in this class includes an ITIL 4 certification exam voucher and the official AXELOS ITIL Foundation Guidance e-book. The e-book reinforces what you learned in class and can serve as a reference guide for you and your organization as you begin your ITIL 4 adoption. The ITIL 4 Foundation certification is required before you can get any of the Managing Professional or Strategic Leader certifications. Extra resources with this class also include Sample Papers with Practice Exam questions and a Study Guide.

03/02 · 03/03/21 **OLL** 9:00 AM - 5:15 PM NCO

03/29 · 03/30/21 **OLL** 10:00 AM - 6:00 PM NCO

04/29 · 04/30/21 **OLL** 10:00 AM - 6:00 PM NCO

05/20 · 05/21/21 **OLL** 10:00 AM - 6:00 PM NCO

#### ITIL® 4 Foundation / (CALL) / Days: 3

ITIL® is the world's leading best practice framework for implementing IT Service Management. ITIL version 4 introduces IT Service Management through the lens of a Service Value System (SVS), which provides a holistic end-to-end view of how to successfully contribute to business value, and also how to leverage concepts from models such as Lean IT, Agile, DevOps and Organizational Change Management. This foundational course immerses you in the guiding principles, dimensions, and practices of ITIL® 4. New Horizons is committed to your success beyond the classroom. Your enrollment in this class includes free access to an ITIL 4 Foundation Certification Examination voucher to be redeemed when you are ready to take the challenging examination. Also included is free access to the official AXELOS ITIL Foundation Guidance e-book to both help you reinforce what you learned in class as you prepare to take the certification examination, and as a reference guide for you and your organization as you begin your ITIL 4 adoption.

04/19 · 04/21/21 **OLL** 11:30 AM - 3:00 PM NCO

## Course Schedule

### Leadership and Professional Development

#### Managing Remote and Virtual Teams / (CALL) / Days: 2

Managing remote teams is now a common occurrence. Working virtually offers unique advantages and challenges. But how do you best leverage these benefits while overcoming impediments? This course will teach you to adjust your management style to successfully improve communication, foster connections, increase productivity, and develop highly successful remote and virtual teams.

03/11 · 03/12/21 **OLL** 10:00 AM - 6:00 PM NCO

### Microsoft 365

#### MS-500T00 Microsoft 365 Security Administrator / (CALL) / Days: 4

In this course you will learn how to secure user access to your organization's resources. The course covers user password protection, multi-factor authentication, how to enable Azure Identity Protection, how to setup and use Azure AD Connect, and introduces you to conditional access in Microsoft 365. You will learn about threat protection technologies that help protect your Microsoft 365 environment. Specifically, you will learn about threat vectors and Microsoft's security solutions to mitigate threats. You will learn about Secure Score, Exchange Online protection, Azure Advanced Threat Protection, Windows Defender Advanced Threat Protection, and threat management. In the course you will learn about information protection technologies that help secure your Microsoft 365 environment. The course discusses information rights managed content, message encryption, as well as labels, policies and rules that support data loss prevention and information protection. Lastly, you will learn about archiving and retention in Microsoft 365 as well as data governance and how to conduct content searches and investigations. This course covers data retention policies and tags, in-place records management for SharePoint, email retention, and how to conduct content searches that support eDiscovery investigations.

04/19 · 04/22/21 **OLL** 11:30 AM - 7:00 PM NCO

#### MS-900T01 Microsoft 365 Fundamentals / 198 / Days: 1

This course provides foundational knowledge on the considerations and benefits of adopting cloud services and the Software as a Service (SaaS) cloud model, with a specific focus on Microsoft 365 cloud service offerings. You will begin by learning about cloud fundamentals, including an overview of cloud computing and specifically Microsoft cloud services. You will be introduced to Microsoft Azure, and you will examine the differences between Microsoft 365 and Office 365. You will then perform an in-depth review of Microsoft 365, including a comparison of Microsoft on-premises services versus Microsoft 365 cloud services, a review of enterprise mobility in Microsoft 365, and an analysis of how Microsoft 365 services provide collaboration. The course then analyzes how security, compliance, privacy, and trust are handled in Microsoft 365, and it concludes with a review of Microsoft 365 subscriptions, licenses, billing, and support.

02/25 · 02/25/21 **OLL** 11:00 AM - 7:00 PM NCO

### Microsoft Azure

#### AZ-104T00 - Microsoft Azure Administrator / 1075 / Days: 4

This course teaches IT Professionals how to manage their Azure subscriptions, secure identities, administer the infrastructure, configure virtual networking, connect Azure and on-premises sites, manage network traffic, implement storage solutions, create and scale virtual machines, implement web apps and containers, back up and share data, and monitor your solution.

03/08 · 03/12/21 **OLL** 11:30 AM - 7:00 PM NCO

03/18 · 05/11/21 **OLL** 6:00 PM - 9:15 PM NCO

03/22 · 03/26/21 **OLL** 11:00 AM - 7:00 PM NCO

04/26 · 04/30/21 **OLL** 11:30 AM - 7:00 PM NCO

#### AZ-204T00: Developing Solutions for Microsoft Azure / 1450 / Days: 5

This course teaches developers how to create end-to-end solutions in Microsoft Azure. Students will learn how to implement Azure compute solutions, create Azure Functions, implement and manage web apps, develop solutions utilizing Azure storage, implement authentication and authorization, and secure their solutions by using KeyVault and Managed Identities. Students will also learn how to connect to and consume Azure services and third-party services, and include event- and message-based models in their solutions. The course also covers monitoring, troubleshooting, and optimizing Azure solutions.

03/09 · 03/15/21 **OLL** 11:30 AM - 7:00 PM NCO

#### AZ-500T00 Microsoft Azure Security Technologies / 1450 / Days: 4

In this course students will gain the knowledge and skills needed to implement security controls, maintain the security posture, and identify and remediate vulnerabilities by using a variety of security tools. The course covers scripting and automation, virtualization, and cloud N-tier architecture.

05/18 · 06/29/21 **OLL** 6:00 PM - 9:15 PM NCO

#### AZ-900T00 Microsoft Azure Fundamentals / 550 / Days: 2

This two-day course will provide foundational level knowledge on core Azure concepts; core Azure services; core solutions and management tools; general security and network security; governance, privacy, and compliance features; Azure cost management and service level agreements. Note: This course provides an Azure pass and time for students to participate in hands-on labs. If you do not need hands-on experience, consider the AZ-900T01: Microsoft Azure Fundamentals (1 day) course. The content for both courses align to the AZ-900 exam objective domain.

02/25 · 03/11/21 **OLL** 6:00 PM - 9:15 PM NCO

### AZ-900T01 Microsoft Azure Fundamentals / 250 / Days: 1

This one-day course will provide foundational level knowledge on Azure concepts; core Azure services; core solutions and management tools; general security and network security; governance, privacy, and compliance features; Azure cost management and service level agreements.

Note: This course does not provide an Azure pass or time for students to participate in hands-on labs. If you are interested in a more interactive hands-on lab experience, consider the AZ-900T00: Microsoft Azure Fundamentals (2 day) course, which includes trainer-directed hands-on labs. The content for both courses align to the AZ-900 exam objective domain.

02/26 · 02/26/21 **OLL** 11:30 AM - 6:30 PM NCO

04/23 · 04/23/21 **OLL** 11:30 AM - 7:00 PM NCO

### Microsoft Excel

#### 10994 Data Analysis Fundamentals using Excel / (CALL) / Days: 2

The main purpose of the course is to give students the ability to add analysis capabilities to Excel spreadsheets and to provide students with a foundation to learn about more advanced data analytics with Excel or Power BI.

03/03 · 03/04/21 **OLL** 11:30 AM - 7:00 PM NCO

#### DA-100T00 - Analyzing Data with Microsoft Power BI / (CALL) / Days: 4

This course will discuss the various methods and best practices that are in line with business and technical requirements for modeling, visualizing, and analyzing data with Power BI. The course will also show how to access and process data from a range of data sources including both relational and non-relational data. This course will also explore how to implement proper security standards and policies across the Power BI spectrum including datasets and groups. The course will also discuss how to manage and deploy reports and dashboards for sharing and content distribution. Finally, this course will show how to build paginated reports within the Power BI service and publish them to a workspace for inclusion within Power BI.

05/10 · 05/13/21 **OLL** 11:30 AM - 7:00 PM NCO

#### Excel - Automating Excel with Macros and Analysis Tools / (CALL) / Days: 1

This course is designed for students desiring to gain skills necessary to create macros, collaborate with others, audit and analyse data, incorporate multiple data sources, and import data.

03/30 · 03/30/21 **OLL** 11:30 AM - 7:00 PM NCO

04/27 · 04/27/21 **OLL** 11:30 AM - 7:00 PM NCO

#### Excel - Excel Essentials and Formulas / 190 / Days: 1

This course is intended for those who wish to gain the foundational understanding of Excel that is necessary to create and work with electronic spreadsheets. Excel can help you organize, calculate, analyze, revise, update, and present your data.

03/12 · 03/12/21 **OLL** 11:30 AM - 7:00 PM NCO

## Course Schedule

### Excel - Excel Essentials and Formulas / 190 / Days: 1

This course is intended for those who wish to gain the foundational understanding of Excel that is necessary to create and work with electronic spreadsheets. Excel can help you organize, calculate, analyze, revise, update, and present your data.

04/07 · 04/07/21 **OLL** 11:30 AM - 7:00 PM NCO

05/06 · 05/06/21 **OLL** 11:30 AM - 7:00 PM NCO

### Excel - Excel Functions Including Pivot Tables and Lookups / 190 / Days: 1

This course is designed for students who already have foundational knowledge and skills in Excel 2016 and who wish to begin taking advantage of some of the higher-level functionality in Excel to analyse and present data.

02/24 · 02/24/21 **OLL** 11:30 AM - 7:00 PM NCO

03/11 · 03/11/21 **OLL** 11:30 AM - 7:00 PM NCO

04/13 · 04/13/21 **OLL** 11:30 AM - 7:00 PM NCO

05/12 · 05/12/21 **OLL** 11:30 AM - 7:00 PM NCO

### Excel 2019 - Part 3 / 190 / Days: 1

This course builds upon the foundational and intermediate knowledge presented in the Microsoft® Office Excel® 2019: Part 1 and Microsoft® Office Excel® 2019: Part 2 courses to help you get the most of your Excel experience. The ability to collaborate with colleagues, automate complex or repetitive tasks, and use conditional logic to construct and apply elaborate formulas and functions will put the full power of Excel right at your fingertips. The more you learn about how to get Excel to do the hard work for you, the more you'll be able to focus on getting the answers you need from the vast amounts of data your organization generates.

05/25 · 05/25/21 **OLL** 11:30 AM - 7:00 PM NCO

### Microsoft Modern Desktop Administration

#### MD-101T00 Managing Modern Desktops / (CALL) / Days: 5

In this course, students will learn how to plan and implement an operating system deployment strategy using modern deployment methods, as well as how to implement an update strategy. Students will be introduced to key components of modern management and co-management strategies. This course also covers what it takes to incorporate Microsoft Intune into your organization. Students will also learn about methods for deployment and management of apps and browser-based applications. Students will be introduced to the key concepts of security in modern management including authentication, identities, access, and compliance policies. Students will be introduced to technologies such as Azure Active Directory, Azure Information Protection and Windows Defender Advanced Threat Protection, as well as how to leverage them to protect devices and data.

03/22 · 03/26/21 **OLL** 11:30 AM - 7:00 PM NCO

04/26 · 04/30/21 **OLL** 11:00 AM - 7:00 PM NCO

### Microsoft Office Administration

#### MS-030T00 Office 365 Administrator / (CALL) / Days: 5

This course covers three central elements of Microsoft 365 enterprise administration &ndash; Microsoft 365 tenant and service management, Office 365 management, and Microsoft 365 identity management. In Microsoft 365 tenant and service management, you will examine all the key components that must be planned for when designing your Microsoft 365 tenant. Once this planning phase is complete, you will learn how to configure your Microsoft 365 tenant, including your organizational profile, tenant subscription options, component services, user accounts and licenses, and security groups.

03/01 · 03/05/21 **OLL** 11:30 AM - 7:00 PM NCO

### Microsoft PowerPoint

#### Microsoft Office PowerPoint 2019 - Part 1 / 160 / Days: 1

In this course, you will use PowerPoint 2019 to begin creating engaging, dynamic multimedia presentations. This course covers Microsoft Office Specialist Program exam objectives to help you prepare for the PowerPoint Associate (Office 365 and Office 2019): Exam MO-300.

03/24 · 03/24/21 **OLL** 11:30 AM - 7:00 PM NCO

#### Microsoft Office PowerPoint 2019 - Part 2 / 160 / Days: 1

Meetings, instruction, training, pitches; these are all a part of our daily lives. We are often called upon to deliver presentations with little notice, at multiple venues, and with varying requirements. And, some of these presentations include sensitive information that needs to be guarded. Given all the variables, it may seem an overwhelming task to deliver your content, on time, to all audiences, and to only those who need to see it. Oh, and by the way, you need to make it interesting, informative, and memorable. So, how do you do it? Without the help of a robust set of tools, it would be nearly impossible. But Microsoft® Office PowerPoint® 2019 provides you with a variety of such tools that can help you deliver content in nearly any situation, while saving time and effort. By taking advantage of these tools, you will be creating presentations that not only stand out from the crowd, but also don't consume all of your available time. This course covers Microsoft Office Specialist Program exam objectives to help you prepare for the PowerPoint Associate (Office 365 and Office 2019): Exam MO-300.

03/29 · 03/29/21 **OLL** 11:30 AM - 7:00 PM NCO

04/27 · 04/27/21 **OLL** 11:30 AM - 7:00 PM NCO

### Microsoft PowerShell

#### 10961 Automating Administration with Windows PowerShell / (CALL) / Days: 5

This course provides students with the fundamental knowledge and skills to use Windows PowerShell for administering and automating administration of Windows based servers.

03/01 · 03/05/21 **OLL** 11:00 AM - 7:00 PM NCO

### Microsoft Project

#### Microsoft Project Level 1 and 2 / (CALL) / Days: 2

This course covers management practices and methodologies and an in-depth knowledge of MS Project functionality. Delegates will be able to create and manage project schedules during the course and reinforce attained skills through practical applications.

04/15 · 04/16/21 **OLL** 11:30 AM - 7:00 PM NCO

### Microsoft System Center

#### 20703-1 Administering System Center Configuration Manager / (CALL) / Days: 5

In this course, students will learn day-to-day management tasks, including how to manage applications, client health, hardware and software inventory, operating system deployment, and software updates by using Configuration Manager. You also will learn how to optimize System Center Endpoint Protection, manage compliance, and create management queries and reports.

03/29 · 04/02/21 **OLL** 11:00 AM - 7:00 PM NCO

### Microsoft Windows Server

#### WS-011T00 Windows Server 2019 Administration / (CALL) / Days: 5

The course teaches IT professionals the fundamental administration skills required to deploy and support Windows Server 2019 in most organizations.

04/19 · 04/23/21 **OLL** 2:00 PM - 10:00 PM NCO

### Microsoft Word

#### Word 2019 - Part 1 / (CALL) / Days: 1

In this course, you'll learn how to use Word 2019 to create and edit simple documents; format documents; add tables and lists; add design elements and layout options; and proof documents. Microsoft® Word 2019 is designed to help you move smoothly through the task of creating professional-looking documents. Its rich features and powerful tools can make your work easy, and even fun.

04/07 · 04/07/21 **OLL** 11:30 AM - 7:00 PM NCO

#### Word 2019 - Part 2 / 160 / Days: 1

Creating professional-looking documents can give you and your organization a competitive edge. Implementing time-saving features such as document templates and automated mailings can help reduce expenses. Mastering these techniques will make you a valued employee in your organization.

05/06 · 05/06/21 **OLL** 11:30 AM - 7:00 PM NCO

## Course Schedule

### Miscellaneous

#### AZ-304T00 - Microsoft Azure Architect Design / 1450 / Days: 4

This course teaches Solutions Architects how to translate business requirements into secure, scalable, and reliable solutions. Lessons include design considerations related to logging, cost analysis, authentication and authorization, governance, security, storage, high availability, and migration. This role requires decisions in multiple areas that affect an overall design solution.

05/17 · 05/20/21 **OLL** 11:30 AM - 7:00 PM NCO

#### Microsoft Teams for the Remote Business User / 120 / Days: 1

Done in a show and Tell style, this course is designed to give business users a thorough understanding of how to use Teams features from an organizational perspective.

02/26 · 02/26/21 **OLL** 11:30 AM - 2:45 PM NCO

03/22 · 03/22/21 **OLL** 1:00 PM - 4:00 PM NCO

### PRINCE2

#### PRINCE2® Foundation 6th Edition / 950 / Days: 3

Whether you are a seasoned Project Manager, have only a few years of project management experience, or are just beginning your career, this course can be a great help for you. Demonstrating best practices in project management—both on the job and through professional certification—is crucial for competing in today's fast-paced and highly technical workplace. In this course, you will apply the generally recognized practices of project management acknowledged by PRINCE2®. This course will also serve to prepare you for the PRINCE2® Foundation examination.

The associated certification exam voucher is included with this course.

03/16 · 03/31/21 **OLL** 2:30 PM - 6:15 PM NCO

04/21 · 04/23/21 **OLL** 10:00 AM - 6:00 PM NCO

#### PRINCE2® Practitioner 6th Edition / 700 / Days: 2

If you are taking this course, you might already be a Project Manager, or you may be considering a career change and becoming one. Your ability to demonstrate best practices in project management—both on the job and through professional certification—is becoming the standard to compete in today's fast-paced and highly technical workplace. In this course, you will apply the generally recognized practices of project management acknowledged by PRINCE2®. This course will also serve to prepare you for the PRINCE2® Practitioner examination.

The associated certification exam voucher is included with this course.

03/04 · 03/05/21 **OLL** 10:00 AM - 6:00 PM NCO

04/13 · 04/21/21 **OLL** 2:30 PM - 6:15 PM NCO

### Project Management

#### Project Management Professional (PMP)® Certification Preparation / (CALL) / Days: 5

If you are taking this course, you probably have some professional exposure to the duties of a project manager, or you may be considering embarking on a career in professional project management. Your ability as a project manager to demonstrate best practices in project management—both on the job and through professional certification—is becoming the standard to compete in today's fast-paced and highly technical workplace. In this course, you will apply the generally recognized practices of project management acknowledged by the Project Management Institute (PMI)® to successfully manage projects.

Project managers who have proven skills and experience can find exciting, high-visibility opportunities in a wide range of fields. This course is specifically designed to provide you with the proven, practical body of project management knowledge and skills that you need to demonstrate project management mastery on the job. Additionally, this course can be a significant part of your preparation for the Project Management Professional (PMP)® Certification Exam. The skills and knowledge you gain in this course will help you avoid making costly mistakes and increase your competitive edge in the project management profession.

04/26 · 05/07/21 **OLL** 11:30 AM - 7:00 PM NCO