

Course Schedule

Adobe Acrobat

Adobe Acrobat Pro DC - Advanced / 395 USD / Days: 1

In this course, students will use Adobe Acrobat Pro DC to convert technical documents to PDF files, enhance PDF documents, create interactive PDF forms, and prepare PDF files for commercial printing.

01/05	01/05/22	OLL	8:00 AM - 4:00 PM	BNA
01/26	01/26/22	OLL	8:00 AM - 4:00 PM	BNA
02/16	02/16/22	OLL	10:00 AM - 6:00 PM	BNA
03/01	03/01/22	OLL	8:00 AM - 4:00 PM	BNA
03/16	03/16/22	OLL	8:00 AM - 4:00 PM	BNA
03/30	03/30/22	OLL	10:00 AM - 6:00 PM	BNA
04/13	04/13/22	OLL	8:00 AM - 4:00 PM	BNA
04/27	04/27/22	OLL	8:00 AM - 4:00 PM	BNA
05/11	05/11/22	OLL	10:00 AM - 6:00 PM	BNA
05/25	05/25/22	OLL	8:00 AM - 4:00 PM	BNA
06/08	06/08/22	OLL	8:00 AM - 4:00 PM	BNA
06/22	06/22/22	OLL	10:00 AM - 6:00 PM	BNA

Adobe Acrobat Pro DC - Introduction / 395 USD / Days: 1

Adobe Acrobat Pro DC puts the power of the Portable Document Format, literally, at your fingertips. By taking advantage of the functionality & features available in Acrobat, you will ensure the integrity of your documents regards of who views them.

12/17	12/17/21	OLL	8:00 AM - 4:00 PM	BNA
01/10	01/10/22	OLL	8:00 AM - 4:00 PM	BNA
01/24	01/24/22	OLL	10:00 AM - 6:00 PM	BNA
02/07	02/07/22	OLL	8:00 AM - 4:00 PM	BNA
02/21	02/21/22	OLL	8:00 AM - 4:00 PM	BNA
03/09	03/09/22	OLL	10:00 AM - 6:00 PM	BNA
03/21	03/21/22	OLL	8:00 AM - 4:00 PM	BNA
04/04	04/04/22	OLL	8:00 AM - 4:00 PM	BNA
04/18	04/18/22	OLL	10:00 AM - 6:00 PM	BNA
05/02	05/02/22	OLL	8:00 AM - 4:00 PM	BNA
05/16	05/16/22	OLL	8:00 AM - 4:00 PM	BNA
05/31	05/31/22	OLL	10:00 AM - 6:00 PM	BNA
06/13	06/13/22	OLL	8:00 AM - 4:00 PM	BNA
06/27	06/27/22	OLL	8:00 AM - 4:00 PM	BNA

Adobe Captivate

Adobe Captivate 2019 - The Essentials / 790 USD / Days: 2

A course that teaches the core Adobe Captivate skills needed to create eLearning courses.

12/16	12/17/21	OLL	10:00 AM - 6:00 PM	BNA
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Adobe Illustrator

Adobe Illustrator CC - Part 1 / 790 USD / Days: 2

This course covers the Graphic Design & Illustration Using Adobe Illustrator CC objectives to help students prepare for the Adobe Certified Associate (ACA) exam. This course is also designed to cover the Adobe Certified Expert (ACE) exam objectives.

01/03	01/04/22	OLL	8:00 AM - 4:00 PM	BNA
01/31	02/01/22	OLL	10:00 AM - 6:00 PM	BNA
03/07	03/08/22	OLL	8:00 AM - 4:00 PM	BNA
04/05	04/06/22	OLL	8:00 AM - 4:00 PM	BNA
05/03	05/04/22	OLL	10:00 AM - 6:00 PM	BNA
06/06	06/07/22	OLL	8:00 AM - 4:00 PM	BNA

Adobe Illustrator CC - Part 2 / 790 USD / Days: 2

In this course, students will use painting tools, manage colors, format type, work with effects, prepare artwork for commercial printing, and prepare graphics for the web.

02/08	02/09/22	OLL	8:00 AM - 4:00 PM	BNA
04/07	04/08/22	OLL	8:00 AM - 4:00 PM	BNA
06/09	06/10/22	OLL	10:00 AM - 6:00 PM	BNA

Adobe InDesign

Adobe InDesign CC - Part 1 / 790 USD / Days: 2

This course has all the tools you need to elevate the look of your document and get it out to the people who need to see it, whether it be in print or on the web.

12/15	12/16/21	OLL	8:00 AM - 4:00 PM	BNA
01/19	01/20/22	OLL	8:00 AM - 4:00 PM	BNA
02/22	02/23/22	OLL	10:00 AM - 6:00 PM	BNA
03/22	03/23/22	OLL	8:00 AM - 4:00 PM	BNA
04/25	04/26/22	OLL	8:00 AM - 4:00 PM	BNA
05/23	05/24/22	OLL	10:00 AM - 6:00 PM	BNA
06/20	06/21/22	OLL	8:00 AM - 4:00 PM	BNA

Adobe InDesign CC - Part 2 / 790 USD / Days: 2

In this course students will learn advanced InDesign techniques to enhance the look and functionality of your documents.

12/20	12/21/21	OLL	8:00 AM - 4:00 PM	BNA
02/10	02/11/22	OLL	8:00 AM - 4:00 PM	BNA
03/31	04/01/22	OLL	10:00 AM - 6:00 PM	BNA
05/12	05/13/22	OLL	8:00 AM - 4:00 PM	BNA
06/30	07/01/22	OLL	10:00 AM - 6:00 PM	BNA

Adobe Photoshop

Adobe Photoshop CC - Part 1 / 790 USD / Days: 2

This course focuses on some of the basic features of Photoshop so that the student can navigate the environment and use Photoshop tools to work with photographic images.

12/13	12/14/21	OLL	8:00 AM - 4:00 PM	BNA
01/17	01/18/22	OLL	8:00 AM - 4:00 PM	BNA
02/14	02/15/22	OLL	10:00 AM - 6:00 PM	BNA
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Adobe Photoshop CC - Part 2 / 790 USD / Days: 2

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.

12/29	12/30/21	OLL	10:00 AM - 6:00 PM	BNA
02/02	02/03/22	OLL	8:00 AM - 4:00 PM	BNA
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06/01	06/02/22	OLL	8:00 AM - 4:00 PM	BNA

Agile

Agile Project Management Methodologies / 1198 USD / Days: 2

Many organizations are incorporating different project management methodologies into their skill base. This course is designed for individuals who need to get started with agile concepts and practice. Basic planning is covered along with the various roles and responsibilities of customers and developers / practitioners. Learn about epics, stories, sprints, feature prioritization and value-driven delivery.

12/20	12/21/21	OLL	8:00 AM - 4:00 PM	BNA
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Course Schedule

BA08 - Agile for Business Analysts / 1395 USD / Days: 2

In this course, students will gain an understanding about agile business analysis. Students will learn how business analysis on an agile project is 'the same' and 'different' than business analysis performed on waterfall projects. Students will understand how the business analysis role changes on an agile team. A number of business analysis techniques suited for supporting agile teams will be introduced as will the various standards available to the community to help teams and organizations transition. Since few organizations are pure agile, students will also learn about delivery approaches that use a combination of practices from waterfall and agile and will also be introduced to the important concept of business analysis tailoring – the key skill used to adapt business analysis skills to all environments – regardless of the delivery life cycle selected.

04/07 · 04/08/22 **OLL** 8:00 AM - 4:00 PM BNA

Certified Agile Service Manager (DevOps Institute) / 1590 USD / Days: 2

This course provides an introduction to Agile Service Management, the application, and integration of agile thinking into service management processes and process design projects. Agile thinking improves IT's effectiveness and efficiency and enables IT to continue to deliver value in the face of changing requirements.

This course prepares you for the Certified Agile Service Manager (CASM) certification.

02/14 · 02/15/22 **OLL** 10:00 AM - 6:00 PM BNA

06/27 · 06/28/22 **OLL** 8:00 AM - 4:00 PM BNA

Introduction to Agile and Scrum Methodologies / 475 USD / Days: 1

Agile project management is growing in popularity as a method for delivering value quickly. This course presents the tenets of Agile methodologies using the Scrum framework as a primary example to demonstrate the Agile approaches, their benefits, and challenges.

01/13 · 01/13/22 **OLL** 8:00 AM - 4:00 PM BNA

02/07 · 02/07/22 **OLL** 8:00 AM - 4:00 PM BNA

05/13 · 05/13/22 **OLL** 10:00 AM - 6:00 PM BNA

PMI Agile Certified Practitioner (PMI-ACP) Exam Preparation / 1797 USD / Days: 3

This course provides participants with a foundation of the PMI-ACP exam. Participants will be introduced to PMI Agile concepts and practices with banks of sample questions.

12/13 · 12/15/21 **OLL** 10:00 AM - 6:00 PM BNA

03/16 · 03/18/22 **OLL** 8:00 AM - 4:00 PM BNA

06/20 · 06/22/22 **OLL** 10:00 AM - 6:00 PM BNA

Amazon Web Services (AWS)

Advanced Architecting on AWS / 2025 USD / Days: 3

Advanced Architecting on AWS covers how to build complex solutions that incorporate data services, governance, and security on AWS. It introduces specialized AWS services, including AWS Direct Connect and AWS Storage Gateway to support hybrid architectures. The course also covers best practices for designing and building scalable, elastic, secure, and highly available applications on AWS.

06/27 · 06/29/22 **OLL** 8:00 AM - 4:00 PM BNA

Advanced Developing on AWS / 2025 USD / Days: 3

The Advanced Developing on AWS course uses the real-world scenario of taking a legacy, on-premises monolithic application and refactoring it into a serverless microservices architecture. This three-day advanced course covers advanced development topics such as architecting for a cloud-native environment; deconstructing on-premises, legacy applications and repackaging them into cloudbased, cloud native architectures; and applying the tenets of the Twelve-Factor Application methodology.

01/19 · 01/21/22 **OLL** 10:00 AM - 6:00 PM BNA

04/20 · 04/22/22 **OLL** 8:00 AM - 4:00 PM BNA

Architecting on AWS / 2025 USD / Days: 3

Architecting on AWS is for solutions architects, solution-design engineers, and developers seeking an understanding of AWS architecting. In this course, you will learn to identify services and features to build resilient, secure and highly available IT solutions on the AWS Cloud. Architectural solutions differ depending on industry, types of applications, and business size. AWS Authorized Instructors emphasize best practices using the AWS Well-Architected Framework, and guide you through the process of designing optimal IT solutions, based on real-life scenarios. The modules focus on account security, networking, compute, storage, databases, monitoring, automation, containers, serverless architecture, edge services, and backup and recovery. At the end of the course, you will practice building a solution and apply what you have learned with confidence.

01/04 · 01/06/22 **OLL** 8:00 AM - 4:00 PM BNA

02/01 · 02/03/22 **OLL** 8:00 AM - 4:00 PM BNA

03/01 · 03/03/22 **OLL** 10:00 AM - 6:00 PM BNA

06/06 · 06/08/22 **OLL** 8:00 AM - 4:00 PM BNA

Architecting on AWS - Accelerator / 3375 USD / Days: 5

This course covers all aspects of how to architect for the cloud over four-and-a-half-days. It covers topics from Architecting on AWS and Advanced Architecting on AWS to offer an immersive course in cloud architecture. You will learn how to design cloud architectures, starting small and working to large-scale enterprise level designs—and everything in between. Starting with the Well-Architected Framework, you will learn important architecting information for AWS services including: compute, storage, database, networking, security, monitoring, automation, optimization, benefits of de-coupling applications and serverless, building for resilience, and understanding costs

02/28 · 03/04/22 **OLL** 8:00 AM - 4:00 PM BNA

05/16 · 05/20/22 **OLL** 10:00 AM - 6:00 PM BNA

AWS Cloud Practitioner Essentials / 675 USD / Days: 1

This course is for individuals who seek an overall understanding of the Amazon Web Services (AWS) Cloud, independent of specific technical roles. You will learn about AWS Cloud concepts, AWS services, security, architecture, pricing, and support to build your AWS Cloud knowledge. This course also helps you prepare for the AWS Certified Cloud Practitioner exam

12/20 · 12/20/21 **OLL** 8:00 AM - 4:00 PM BNA

02/08 · 02/08/22 **OLL** 8:00 AM - 4:00 PM BNA

05/03 · 05/03/22 **OLL** 10:00 AM - 6:00 PM BNA

AWS Discovery Day / (CALL) USD / Days: .5

This course is designed to teach business leaders and IT technical professionals the benefits of computing in the AWS Cloud. This course covers AWS services for computing, storage, database management, networking, and content delivery. In this 3-hour course, you will learn how to use AWS services to improve business processes and also gain an understanding of how to benefit from AWS security and compliance services.

04/04 · 04/04/22 **OLL** 8:00 AM - 11:30 AM BNA

04/04 · 04/04/22 **OLL** 12:30 PM - 4:00 PM BNA

06/20 · 06/20/22 **OLL** 8:00 AM - 11:30 AM BNA

06/20 · 06/20/22 **OLL** 12:30 PM - 4:00 PM BNA

Course Schedule

AWS Migrating to AWS / 2025 USD / Days: 2

Migrating to AWS focuses on planning and migrating existing workloads to the AWS Cloud. The course covers various cloud migration strategies with a detailed discussion on each phase of the migration process, including portfolio discovery, application migration planning and design, migration execution, and post-migration validation and application optimization. This course is designed for Solutions Architects and Engineers who perform cloud migrations, have an understanding of core AWS services and design patterns covered in Architecting on AWS. This course is also available to IT project managers involved in the planning of those migrations who have completed AWS Technical Essentials

02/09 · 02/11/22 **OLL** 8:00 AM - 4:00 PM BNA

05/04 · 05/06/22 **OLL** 10:00 AM - 6:00 PM BNA

AWS Security Essentials / 675 USD / Days: 1

AWS Security Essentials covers fundamental AWS cloud security concepts, including AWS access control, data encryption methods, and how network access to your AWS infrastructure can be secured. Based on the AWS Shared Security Model, you learn where you are responsible for implementing security in the AWS Cloud and what security-oriented services are available to you and why and how the security services can help meet the security needs of your organization. This course enables you to dive deep, ask questions, work through solutions, and get feedback from AWS-accredited instructors with deep technical knowledge. This is a fundamental level course and is a part of the AWS Security learning path.

02/07 · 02/07/22 **OLL** 8:00 AM - 4:00 PM BNA

05/31 · 05/31/22 **OLL** 10:00 AM - 6:00 PM BNA

AWS Technical Essentials / 675 USD / Days: 1

This course introduces you to AWS products, services, & common solutions. It provides IT technical end users with basic fundamentals to become more proficient in identifying AWS services so that you can make informed decisions about IT solutions.

01/24 · 01/24/22 **OLL** 8:00 AM - 4:00 PM BNA

04/05 · 04/05/22 **OLL** 10:00 AM - 6:00 PM BNA

Developing on AWS / 2025 USD / Days: 3

In this course, you learn how to use the AWS SDK to develop secure and scalable cloud applications using multiple AWS services such as Amazon DynamoDB, Amazon Simple Storage Service, and AWS Lambda. You explore how to interact with AWS using code and learn about key concepts, best practices, and troubleshooting tips.

01/12 · 01/14/22 **OLL** 8:00 AM - 4:00 PM BNA

04/13 · 04/15/22 **OLL** 8:00 AM - 4:00 PM BNA

DevOps Engineering on AWS / 2025 USD / Days: 3

DevOps Engineering on AWS teaches you how to use the combination of DevOps cultural philosophies, practices, and tools to increase your organization's ability to develop, deliver, and maintain applications and services at high velocity on AWS. This course covers Continuous Integration (CI), Continuous Delivery (CD), infrastructure as code, microservices, monitoring and logging, and communication and collaboration. Hands-on labs give you experience building and deploying AWS CloudFormation templates and CI/CD pipelines that build and deploy applications on Amazon Elastic Compute Cloud (Amazon EC2), serverless applications, and container-based applications. Labs for multi-pipeline workflows and pipelines that deploy to multiple environments are also included.

02/22 · 02/24/22 **OLL** 8:00 AM - 4:00 PM BNA

05/10 · 05/12/22 **OLL** 8:00 AM - 4:00 PM BNA

Exam Readiness: AWS Certified DevOps Engineer – Professional / 675 USD / Days: 1

The AWS Certified DevOps Engineer – Professional exam validates technical expertise in provisioning, operating, and managing distributed application systems on the AWS platform. Join this full-day, advanced-level course to learn how to prepare for the exam by exploring the exam's topic areas and how they map to DevOps on AWS and to specific areas to study. We will review sample exam questions in each topic area and teach you how to interpret the concepts being tested so that you can more easily eliminate incorrect responses. This course covers the core principles of the DevOps methodology

02/25 · 02/25/22 **OLL** 8:00 AM - 4:00 PM BNA

05/13 · 05/13/22 **OLL** 8:00 AM - 4:00 PM BNA

Exam Readiness: AWS Certified Solutions Architect - Associate / 395 USD / Days: .5

The AWS Certified Solutions Architect – Associate exam validates technical expertise in designing and deploying scalable, highly available, and fault-tolerant systems on AWS. Join this half-day, intermediate-level training to learn how to prepare for the exam by exploring the exam's topic areas and how they map to architecting on AWS and to specific areas to study. The course reviews sample exam questions in each topic area and teaches you how to interpret the concepts being tested so that you can more easily eliminate incorrect responses.

12/10 · 12/10/21 **OLL** 8:00 AM - 4:00 PM BNA

Security Engineering on AWS / 2025 USD / Days: 3

This course demonstrates how to efficiently use AWS security services to stay secure in the AWS Cloud. The course focuses on the security practices that AWS recommends for enhancing the security of your data and systems in the cloud. It highlights the security features of AWS key services including compute, storage, networking, and database services. You will also learn how to leverage AWS services and tools for automation, continuous monitoring and logging, and responding to security incidents

02/16 · 02/18/22 **OLL** 8:00 AM - 4:00 PM BNA

06/01 · 06/03/22 **OLL** 10:00 AM - 6:00 PM BNA

Systems Operations on AWS / 2025 USD / Days: 3

This course teaches systems operators and anyone performing system operations functions how to install, configure, automate, monitor, secure, maintain and troubleshoot the services, networks, and systems on AWS necessary to support business applications. The course also covers specific AWS features, tools, and best practices related to these functions.

04/06 · 04/08/22 **OLL** 8:00 AM - 4:00 PM BNA

06/21 · 06/23/22 **OLL** 8:00 AM - 4:00 PM BNA

Business Analysis

BA01 - Business Analysis Essentials / 1395 USD / Days: 2

This is an introductory course designed to provide students with a basic understanding of the benefits, functions and impact a business analyst has within an organization. The course discusses the business analysis process as it is applied throughout a project as well as the pre-project activities that comprise strategy analysis. Students learn how a business analyst supports the project throughout the solution development life cycle, from defining business needs and solution scope to validating that requirements have been met in the testing phase and ensuring the solution continues to provide value after implementation.

02/14 · 02/15/22 **OLL** 8:00 AM - 4:00 PM BNA

05/16 · 05/17/22 **OLL** 10:00 AM - 6:00 PM BNA

BA02 - Strategic Business Analysis / 1395 USD / Days: 2

This course is aimed for experienced practitioners who desire a clear understanding of Strategic Business Analysis, who would like to understand what comprises this work, and the objectives for performing it.

02/16 · 02/17/22 **OLL** 10:00 AM - 6:00 PM BNA

05/18 · 05/19/22 **OLL** 8:00 AM - 4:00 PM BNA

Course Schedule

BA03 - Writing Effective Business Cases / 1395 USD / Days: 2

Students learn the steps to effective business case development and support your strategic business recommendations with sound budgeting and financial back-up. The one course you need to make high-impact recommendations and receive full management support for your ideas.

03/03 · 03/04/22 **OLL** 8:00 AM - 4:00 PM BNA

BA04 - Eliciting and Writing Effective Requirements / 1995 USD / Days: 3

With elicitation serving as a major component of the requirements process, it is imperative that business analysts maintain high competency levels in elicitation practices and technique use to help organizations overcome the requirements related challenges faced on projects. Regardless whether you are a practitioner just starting off your career in business analysis or whether you have been performing the role for some years, this course will provide insight into the latest thoughts on elicitation and writing effective requirements and present a number of current techniques that are being applied on projects across industries today.

03/21 · 03/23/22 **OLL** 8:00 AM - 4:00 PM BNA

BA05 - Process Modeling Using BPMN / 1395 USD / Days: 2

Students will learn to map business processes easily and efficiently using the industry standard - BPMN which stands for Business Process Modeling Notation from the Object Management Group (OMG). Students will learn the best practices in process mapping using the latest industry standards (BPMN) so that both the business and IT stakeholders will be able to understand the models and map processes consistently through-out their organization.

01/13 · 01/14/22 **OLL** 8:00 AM - 4:00 PM BNA

04/21 · 04/22/22 **OLL** 10:00 AM - 6:00 PM BNA

BA06 - Managing and Communicating Requirements for Projects / 1395 USD / Days: 2

A planned requirements approach is essential to a successful project. Your role as the Business Analyst in any project is to help form and coach a cross-functional team, facilitate continuous collaboration with your client, manage and communicate changing requirements, and deliver business value to your client early and regularly throughout the project.

04/05 · 04/06/22 **OLL** 8:00 AM - 4:00 PM BNA

BA10 - Understanding Root Cause Analysis / 1395 USD / Days: 2

In this course, participants will learn to apply several practical, systematic methods for analyzing incidents and problems to uncover root causes.

04/11 · 04/12/22 **OLL** 8:00 AM - 4:00 PM BNA

BA17 - Advanced Root Cause Analysis / 1390 USD / Days: 2

Problem determination skills cannot be acquired by reading a book. They mostly come from experience. After this course, you will have a general understanding of a structured problem determination approach, which you can then apply in your daily work.

04/13 · 04/14/22 **OLL** 8:00 AM - 4:00 PM BNA

BA29 - User Acceptance Testing for Business Analysts / 1395 USD / Days: 2

This course looks at the issues which drive the need for a UAT process & describes the components of the process. It is designed to help Business Analysts to develop an understanding of their role, the process, and the deliverables associated with UAT.

02/21 · 02/22/22 **OLL** 8:00 AM - 4:00 PM BNA

05/24 · 05/25/22 **OLL** 10:00 AM - 6:00 PM BNA

BA30 - Foundations of Business Analysis / 2660 USD / Days: 4

The course provides students a clear understanding and total immersion into all of the facets of the business analyst role, including a thorough walkthrough of the various domain/knowledge areas that comprise the business analysis profession.

Students are provided an opportunity to try their hand at several business analysis techniques for eliciting, analyzing, and modeling requirements. The business analysis work performed in strategy analysis and solution evaluation, which is most often the least familiar to business analysts, is thoroughly presented and explored. Students completing this course will be well equipped with new skills and knowledge that can be immediately applied on current and future projects.

This course is aligned to and satisfies the professional development hours required to take the Entry Certificate in Business Analysis (ECBA) certification.

03/29 · 04/01/22 **OLL** 8:00 AM - 4:00 PM BNA

06/28 · 07/01/22 **OLL** 10:00 AM - 6:00 PM BNA

BACP02 - Certified Business Analysis Professional (CBAP®) Exam Preparation / 2695 USD / Days: 4

This course provides you with a clear and detailed understanding of the concepts covered within the CBAP® and CCBA® exams. You will gain valuable tips and techniques to help prepare, study, and assess your personal readiness. In addition, you will earn valuable professional development hours toward meeting the exam criteria.

04/18 · 04/21/22 **OLL** 8:00 AM - 4:00 PM BNA

CertNexus

CertNexus Certified Data Science Practitioner (CDSP) / 3475 USD / Days: 5

For a business to thrive in our data-driven world, it must treat data as one of its most important assets. Data is crucial for understanding where the business is and where it's headed. Not only can data reveal insights, it can also inform—by guiding decisions and influencing day-to-day operations. This calls for a robust workforce of professionals who can analyze, understand, manipulate, and present data within an effective and repeatable process framework. In other words, the business world needs data science practitioners. This course will enable you to bring value to the business by putting data science concepts into practice. This course includes the exam voucher for (Exam DSP-110) This course is also designed to assist students in preparing for the CertNexus® Certified Data Science Practitioner (CDSP) (Exam DSP-110) certification.

01/17 · 01/21/22 **OLL** 8:00 AM - 4:00 PM BNA

04/11 · 04/15/22 **OLL** 10:00 AM - 6:00 PM BNA

Cisco

Cisco® Implementing and Administering Cisco® Solutions v1.0 (CCNA) / 3795 USD / 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.

12/13 · 12/17/21 **OLL** 8:00 AM - 4:00 PM BNA

01/03 · 01/07/22 **OLL** 8:00 AM - 4:00 PM BNA

01/17 · 01/21/22 **OLL** 10:00 AM - 6:00 PM BNA

01/31 · 02/04/22 **OLL** 8:00 AM - 4:00 PM BNA

02/14 · 02/18/22 **OLL** 8:00 AM - 4:00 PM BNA

02/28 · 03/04/22 **OLL** 10:00 AM - 6:00 PM BNA

03/14 · 03/18/22 **OLL** 8:00 AM - 4:00 PM BNA

03/28 · 04/01/22 **OLL** 8:00 AM - 4:00 PM BNA

04/11 · 04/15/22 **OLL** 10:00 AM - 6:00 PM BNA

04/25 · 04/29/22 **OLL** 8:00 AM - 4:00 PM BNA

05/09 · 05/13/22 **OLL** 8:00 AM - 4:00 PM BNA

05/23 · 05/27/22 **OLL** 10:00 AM - 6:00 PM BNA

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06/06 · 06/10/22 **OLL** 8:00 AM - 4:00 PM BNA

06/20 · 06/24/22 **OLL** 8:00 AM - 4:00 PM BNA

06/27 · 07/01/22 **OLL** 10:00 AM - 6:00 PM BNA

Cisco® Implementing and Configuring Cisco® Identity Services Engine v3.0 (SISE) / 3995 USD / Days: 5

The Implementing and Configuring Cisco Identity Services Engine (SISE) v3.0 course shows you how to deploy and use Cisco® Identity Services Engine (ISE) v2.4, an identity and access control policy platform that simplifies the delivery of consistent, highly secure access control across wired, wireless, and VPN connections. This hands-on course provides you with the knowledge and skills to implement and use Cisco ISE, including policy enforcement, profiling services, web authentication and guest access services, BYOD, endpoint compliance services, and TACACS+ device administration. Through expert instruction and hands-on practice, you will learn how to use Cisco ISE to gain visibility into what is happening in your network, streamline security policy management, and contribute to operational efficiency. This course helps you prepare to take the exam, Implementing and Configuring Cisco Identity Services Engine (300-715 SISE), which leads to CCNP® Security and the Cisco Certified Specialist - Security Identity Management Implementation certifications.

01/10 · 01/14/22 **OLL** 10:00 AM - 6:00 PM BNA

05/23 · 05/27/22 **OLL** 10:00 AM - 6:00 PM BNA

Cisco® Implementing and Operating Cisco® Security Core Technologies v1.0 (SCOR) / 4295 USD / 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.

04/04 · 04/08/22 **OLL** 8:00 AM - 4:00 PM BNA

Cisco® Implementing Cisco® Data Center Core Technologies v1.0 (DCCOR) / 4495 USD / Days: 5

In this course, you will master the skills and technologies you need to implement data center compute, LAN and SAN infrastructure. You will also learn the essentials of automation and security in data centers. You will get hands-on experience with deploying, securing, operating, and maintaining Cisco data center infrastructure including: Cisco MDS Switches and Cisco Nexus Switches; Cisco Unified Computing System® (Cisco UCS®) B-Series Blade Servers, and Cisco UCS C-Series Rack Servers. This course helps you prepare for the Cisco® CCNP® Data Center and CCIE® Data Center certifications and for advanced-level data center roles.

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.

01/17 · 01/21/22 **OLL** 8:00 AM - 4:00 PM BNA

05/09 · 05/13/22 **OLL** 10:00 AM - 6:00 PM BNA

Cisco® Implementing Cisco® Enterprise Advanced Routing and Services v1.0 (ENARSI) / 4195 USD / Days: 5

This course provides the knowledge and skills needed to install, configure, operate and troubleshoot an enterprise network. This course is intended to be a deep dive into advanced routing and infrastructure technologies, which are an expansion of the topics covered in the Implementing and Operating Cisco Enterprise Network Core Technologies (ENCOR) course. This course prepares you to take the CCNP Enterprise exam 300-410 ENARSI.

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

12/13 · 12/17/21 **OLL** 8:00 AM - 4:00 PM BNA

Cisco® Implementing Cisco® Enterprise Advanced Routing and Services v1.0 (ENARSI) / 4195 USD / Days: 5

This course provides the knowledge and skills needed to install, configure, operate and troubleshoot an enterprise network. This course is intended to be a deep dive into advanced routing and infrastructure technologies, which are an expansion of the topics covered in the Implementing and Operating Cisco Enterprise Network Core Technologies (ENCOR) course. This course prepares you to take the CCNP Enterprise exam 300-410 ENARSI.

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

03/21 · 03/25/22 **OLL** 8:00 AM - 4:00 PM BNA

06/20 · 06/24/22 **OLL** 10:00 AM - 6:00 PM BNA

Citrix ADC - formerly NetScaler

CNS-224: Implement Citrix ADC 13.x with Traffic Management / 2000 USD / Days: 2

Learn the skills required to configure and manage Citrix ADC Traffic Management features, including Content Switching, Traffic Optimization, and Global Server Load Balancing. At the end of the course, students will be able to configure their ADC environments to address efficient traffic switching and resilience requirements including Content Switching, Traffic Optimization, and Disaster Recovery.

03/28 · 03/29/22 **OLL** 8:00 AM - 4:00 PM BNA

CNS-225: Deploy and Manage Citrix ADC 13.x with Traffic Management / 5000 USD / Days: 5

Build your Citrix ADC knowledge and skills by enrolling in this five-day course. It covers Citrix ADC essentials--platforms, architecture, licensing and functionality and also focuses on traffic management, including content switching, traffic optimization and global server load balancing (GSLB). You will learn about key ADC capabilities such as high availability, security and performance, and explore SSL offload, load balancing and monitoring. The traffic management curriculum will cover the AppExpert policy engine, the Rewrite and Responder features, and Content Switching.

03/14 · 03/18/22 **OLL** 8:00 AM - 4:00 PM BNA

CNS-226: Implement Citrix ADC 13.x with Citrix Gateway / 2000 USD / Days: 2

Learn the skills required to configure and manage Citrix Gateway features. At the end of the course, students will be able to configure their Citrix Gateway environments to address remote access requirements for Apps and Desktops.

01/17 · 01/18/22 **OLL** 8:00 AM - 4:00 PM BNA

04/04 · 04/05/22 **OLL** 10:00 AM - 6:00 PM BNA

Course Schedule

CNS-227: Deploy and Manage Citrix ADC 13.x with Citrix Gateway / 5000 USD / Days: 5

Expand your Citrix networking knowledge and skills by enrolling in this five-day course. It covers Citrix ADC essentials, including secure load balancing, high availability and operations management, and also focuses on Citrix Gateway. You will learn to deliver secure remote access to apps and desktops integrating Citrix Virtual Apps and Citrix Desktops with Citrix Gateway

04/11 · 04/15/22 **OLL** 8:00 AM - 4:00 PM BNA

Citrix Virtual Apps and Desktops - formerly XenApp and XenDesktop

CMB-318 Citrix Virtual Apps and Desktops 7, App Layering, and WEM Administration (Fast-Track) / 6000 USD / Days: 5

This course is designed for experienced IT professionals to build the foundational administration aspects of installing, configuring and managing a Citrix Virtual Apps and Desktops 7 environment. Learn about configuring policies, printing and basic security features as well as more advanced topics including Windows Environment Management (WEM) and App Layering. Gain an understanding of the solution architecture and communications, and the factors that contribute to a successful deployment. Also learn how to monitor and troubleshoot the environment with a Citrix Director and Citrix Analytics.

This course includes a voucher to take the related exam (1Y0-311) Citrix XenApp and XenDesktop 7.15 Advanced Administration and earn your Citrix Certified Professional - Virtualization (CCP-V) certification.

03/07 · 03/11/22 **OLL** 8:00 AM - 4:00 PM BNA

CWS-115 Citrix Virtual Apps and Desktops 7 Help Desk Support / 2000 USD / Days: 2

Learn to support end-users accessing virtual apps and desktops as part of a Citrix solution. In this course, you will learn to use Citrix Director to interact with user sessions and to capture information for solving issues or escalating to the administration team. Gain foundational knowledge about the Citrix Virtual Apps and Desktops technology and an understanding of how components interact. You will learn about each component focusing on common user related issues that may arise, and how to apply a methodical approach to solve them using real world scenarios. By the end of the course, you will be able to solve or escalate end-user issues appropriately

02/08 · 02/09/22 **OLL** 8:00 AM - 4:00 PM BNA

05/03 · 05/04/22 **OLL** 10:00 AM - 6:00 PM BNA

CWS-215 Citrix Virtual Apps and Desktops 7 Administration On-Premises and In Citrix Cloud / 5000 USD / Days: 5

This course will teach students how to deploy, install, configure, setup profile management, configure policies, printing and basic security features for on-premises Virtual Apps and Desktop solution building, and then migrating to Citrix Cloud.

This course includes a voucher to take the related exam and earn your Citrix Certified Associate - Virtualization (CCA-V) certification.

12/13 · 12/17/21 **OLL** 8:00 AM - 4:00 PM BNA

03/21 · 03/25/22 **OLL** 8:00 AM - 4:00 PM BNA

06/06 · 06/10/22 **OLL** 10:00 AM - 6:00 PM BNA

CWS-315 Citrix Virtual Apps and Desktops 7 Advanced Administration / 5000 USD / Days: 5

Get more value out of your Citrix Virtual Apps and Desktops 7.1x investment through the use of Workspace Environment Management, Provisioning Services, Application Layering, and advanced features. Students leave this course with a good understanding of how to manage more complex solutions such as multizone environments spanning multiple locations with configurations around StoreFront, the Delivery Controllers, and HDX. Students will gain the skills to improve logon times, user personalization, and resource performance through Workspace Environment Management. Also, learn to optimize management of your app and desktop images by building and combining App Layers. End the course by learning to install, configure, and manage Provisioning Services in accordance with leading practices.

This course includes a voucher to take the related exam (1Y0-311 Citrix XenApp and XenDesktop 7.15 Advanced Administration) and earn your Citrix Certified Professional - Virtualization (CCP-V) certification.

01/31 · 02/04/22 **OLL** 8:00 AM - 4:00 PM BNA

05/23 · 05/27/22 **OLL** 10:00 AM - 6:00 PM BNA

CXD-252 Moving to the Citrix Virtual Apps and Desktops Service on Citrix Cloud with Microsoft Azure / 5000 USD / Days: 5

Navigate the move from an on-premises environment into Citrix Cloud and learn to deploy resource locations onto Microsoft Azure. Learn the architecture, communications, and management of Citrix Cloud and the Citrix Virtual Apps and Desktops Service and then migrate existing infrastructure and settings into Citrix Cloud. If you are planning a move to Citrix Cloud or starting out anew, this course is a necessary step in enabling you with the right training and skills to understand, manage, and deliver successfully. Plan machine catalog and virtual machine design based in Microsoft's public cloud and deploy those machines using Machine Creation Services. Learn to configure the access layer as a service within Citrix Cloud, as managed machines in your datacenter, or on the Azure platform.

This course includes a voucher to take the related exam (XenApp and XenDesktop Service on Citrix Cloud Assessment) and earn your XenApp and XenDesktop Service on Citrix Cloud Certified (CXAD-CC) certification.

02/14 · 02/18/22 **OLL** 8:00 AM - 4:00 PM BNA

05/09 · 05/13/22 **OLL** 10:00 AM - 6:00 PM BNA

CompTIA - Miscellaneous

CompTIA IT Fundamentals+ Certification (ITF+) (Exam FCO-U61) / 2475 USD / Days: 5

This course will prepare participants to take the FCO-U61 exam to obtain the IT Fundamentals+ certification and help participants learn some of the basic principles and techniques of providing PC, mobile, applications, and network support.

01/17 · 01/21/22 **OLL** 8:00 AM - 4:00 PM BNA

02/07 · 02/11/22 **OLL** 8:00 AM - 4:00 PM BNA

03/28 · 04/01/22 **OLL** 8:00 AM - 4:00 PM BNA

05/09 · 05/13/22 **OLL** 10:00 AM - 6:00 PM BNA

CompTIA A+

CompTIA A+ - Part 1 (Exam 220-1001) / 2475 USD / Days: 5

This course provides the knowledge and skills you will require to be a successful A+ technician.

01/03 · 01/07/22 **OLL** 10:00 AM - 6:00 PM BNA

02/07 · 02/11/22 **OLL** 8:00 AM - 4:00 PM BNA

03/07 · 03/11/22 **OLL** 8:00 AM - 4:00 PM BNA

04/04 · 04/08/22 **OLL** 10:00 AM - 6:00 PM BNA

05/09 · 05/13/22 **OLL** 8:00 AM - 4:00 PM BNA

06/13 · 06/17/22 **OLL** 8:00 AM - 4:00 PM BNA

Course Schedule

CompTIA A+ - Part 2 (Exam 220-1002) / 2475 USD / Days: 5

CompTIA A+ certified professionals are proven problem solvers. They support today's core technologies from security to cloud to data management and more. CompTIA A+ is the industry standard for launching IT careers into today's digital world. It is the only industry recognized credential with performance-based items to prove pros can think on their feet to perform critical IT support tasks in the moment. It is trusted by employers around the world to identify the go-to person in end point management and technical support roles. CompTIA A+ is regularly re-invented by IT experts to ensure that it validates core skills and abilities demanded in the workplace.

01/10	·	01/14/22	OLL	8:00 AM - 4:00 PM	BNA
02/21	·	02/25/22	OLL	10:00 AM - 6:00 PM	BNA
04/11	·	04/15/22	OLL	8:00 AM - 4:00 PM	BNA
05/16	·	05/20/22	OLL	8:00 AM - 4:00 PM	BNA
06/20	·	06/24/22	OLL	10:00 AM - 6:00 PM	BNA

CompTIA A+ Certification (Exams 220-1001 and 220-1002) / 2495 USD / Days: 5

CompTIA A+ certified professionals are proven problem solvers. They support today's core technologies from security to cloud to data management and more. CompTIA A+ is the industry standard for launching IT careers into today's digital world. It is the only industry recognized credential with performance-based items to prove pros can think on their feet to perform critical IT support tasks in the moment. It is trusted by employers around the world to identify the go-to person in end point management and technical support roles. CompTIA A+ is regularly re-invented by IT experts to ensure that it validates core skills and abilities demanded in the workplace.

The Official CompTIA® A+® Core 1 and Core 2 (Exams 220-1001 and 220-1002) course provides the background knowledge and skills you will require to be a successful A+ technician. It will help you prepare to take the CompTIA A+ Core Series certification examinations (exam numbers 220-1001 and 220-1002), in order to become a CompTIA A+ Certified Professional.

12/13	·	12/17/21	OLL	8:00 AM - 4:00 PM	BNA
01/17	·	01/21/22	OLL	8:00 AM - 4:00 PM	BNA
02/14	·	02/18/22	OLL	10:00 AM - 6:00 PM	BNA
03/14	·	03/18/22	OLL	8:00 AM - 4:00 PM	BNA
04/11	·	04/15/22	OLL	8:00 AM - 4:00 PM	BNA
05/16	·	05/20/22	OLL	10:00 AM - 6:00 PM	BNA
06/13	·	06/17/22	OLL	8:00 AM - 4:00 PM	BNA

CompTIA Cloud+

CompTIA Cloud Essentials+ Certification (Exam CLO-002) / 1485 USD / Days: 3

CompTIA Cloud Essentials+ is the only internationally recognized, vendor-neutral certification utilizing key business principles and fundamental cloud concepts that validate data-driven cloud recommendations. It stands alone in this field by demonstrating that all necessary staff members—**not just the IT specialists**—understand how to increase efficiency, manage costs, and reduce security risks for organizations whenever tasked with making current cloud technology decisions.

12/13	·	12/15/21	OLL	8:00 AM - 4:00 PM	BNA
04/06	·	04/08/22	OLL	10:00 AM - 6:00 PM	BNA
08/08	·	08/10/22	OLL	8:00 AM - 4:00 PM	BNA

CompTIA Cloud+ Certification (Exam CV0-003) / 2475 USD / Days: 5

This course covers in depth the skills and abilities needed to operate in the cloud, validating that candidates have the technical experience needed to deploy, secure, and automate environments regardless of the vendor solution.

12/13	·	12/17/21	OLL	8:00 AM - 4:00 PM	BNA
03/14	·	03/18/22	OLL	10:00 AM - 6:00 PM	BNA
03/21	·	03/25/22	OLL	10:00 AM - 6:00 PM	BNA
06/20	·	06/24/22	OLL	8:00 AM - 4:00 PM	BNA

CompTIA Linux+

CompTIA Linux+ Certification (Exam XK0-004) / 2475 USD / Days: 5

The Official CompTIA® Linux+® courseware builds on your existing experience with systems operations and administration to provide you with the knowledge and skills required to configure, manage, operate, and troubleshoot a Linux environment by using security best practices, scripting, and automation. This course will also prepare you for the Exam XK0-004.

01/10	·	01/14/22	OLL	8:00 AM - 4:00 PM	BNA
02/28	·	03/04/22	OLL	8:00 AM - 4:00 PM	BNA
04/18	·	04/22/22	OLL	10:00 AM - 6:00 PM	BNA
06/06	·	06/10/22	OLL	8:00 AM - 4:00 PM	BNA

CompTIA Network+

CompTIA Network+ Certification (Exam N10-008) / 2495 USD / Days: 5

Each of the bulleted activities below is a separate study task within the CertMaster Learn learning plan. Students are encouraged to complete a certain number of tasks in each login session based on their desired course completion date. Review Activities are embedded within the eBook. Videos and Practice Questions are found in the CompTIA Learning Center, the platform through which the eBook is delivered. Labs are available at the course level or integrated as study tasks within CertMaster Learn.

12/13	·	12/17/21	OLL	10:00 AM - 6:00 PM	BNA
01/10	·	01/14/22	OLL	8:00 AM - 4:00 PM	BNA
01/24	·	01/28/22	OLL	8:00 AM - 4:00 PM	BNA
02/07	·	02/11/22	OLL	10:00 AM - 6:00 PM	BNA
02/21	·	02/25/22	OLL	8:00 AM - 4:00 PM	BNA
03/07	·	03/11/22	OLL	8:00 AM - 4:00 PM	BNA
03/21	·	03/25/22	OLL	10:00 AM - 6:00 PM	BNA
04/04	·	04/08/22	OLL	8:00 AM - 4:00 PM	BNA
04/18	·	04/22/22	OLL	8:00 AM - 4:00 PM	BNA
05/02	·	05/06/22	OLL	10:00 AM - 6:00 PM	BNA
05/23	·	05/27/22	OLL	8:00 AM - 4:00 PM	BNA
06/06	·	06/10/22	OLL	8:00 AM - 4:00 PM	BNA
06/20	·	06/24/22	OLL	10:00 AM - 6:00 PM	BNA

CompTIA Project+

CompTIA Project+ Certification (Exam PK0-004) / 2475 USD / Days: 5

This course is designed to provide you with the skills needed to be a successful project manager in today's rapidly changing world. Additionally, this course can be a significant part of your preparation for the CompTIA® Project+® certification exam.

02/28	·	03/04/22	OLL	10:00 AM - 6:00 PM	BNA
05/16	·	05/20/22	OLL	8:00 AM - 4:00 PM	BNA

Course Schedule

CompTIA Security

CompTIA Advanced Security Practitioner Certification (CASP+) (Exam CAS-003) / 3295 USD / Days: 5

In this course, which prepares you for the CompTIA Advanced Security Practitioner exam (CAS-003), you will expand on your knowledge of information security to apply more advanced principles that will keep your organization safe from the many ways it can be threatened. You'll apply critical thinking and judgment across a broad spectrum of security disciplines to propose and implement sustainable security solutions that map to organizational strategies; translate business needs into security requirements; support IT governance and risk management; architect security for hosts, networks, and software; respond to security incidents; and more.

12/13	12/17/21	OLL	8:00 AM - 4:00 PM	BNA
03/14	03/18/22	OLL	10:00 AM - 6:00 PM	BNA
06/20	06/24/22	OLL	8:00 AM - 4:00 PM	BNA

CompTIA Cybersecurity Analyst Certification (CySA+) (Exam CS0-002) / 2475 USD / Days: 5

The course introduces tools and tactics to manage cybersecurity risks, identify various types of common threats, evaluate the organization's security, collect and analyze cybersecurity intelligence, and handle incidents as they occur.

12/13	12/17/21	OLL	8:00 AM - 4:00 PM	BNA
01/24	01/28/22	OLL	10:00 AM - 6:00 PM	BNA
02/21	02/25/22	OLL	8:00 AM - 4:00 PM	BNA
03/28	04/01/22	OLL	8:00 AM - 4:00 PM	BNA
05/02	05/06/22	OLL	10:00 AM - 6:00 PM	BNA
06/13	06/17/22	OLL	8:00 AM - 4:00 PM	BNA

CompTIA Penetration Testing Certification (PenTest+) (Exam PT0-001) / 3295 USD / Days: 5

To ensure your success in this course, you should have:

Intermediate knowledge of information security concepts, including but not limited to identity and access management (IAM), cryptographic concepts and implementations, computer networking concepts and implementations, and common security technologies.

Practical experience in securing various computing environments, including small to medium businesses, as well as enterprise environments.

03/07	03/11/22	OLL	10:00 AM - 6:00 PM	BNA
06/06	06/10/22	OLL	8:00 AM - 4:00 PM	BNA

CompTIA Security+ Certification (Exam SY0-601) / 2495 USD / Days: 5

This course maps to the CompTIA Security+ certification exam (SK0-601) and establishes the core knowledge required of any cybersecurity role, as well as providing a springboard to intermediate-level cybersecurity jobs. This course emphasizes both the practical and hands-on ability to identify and address security threats, attacks and vulnerabilities. CompTIA Security+ is a globally trusted, vendor-neutral certification that validates the baseline skills necessary to perform core security functions and pursue an IT security career. CompTIA Security+ is also a DoD Approved 8570 Baseline Certification and this course meets DoD 8140/8570 Training requirements

12/13	12/17/21	OLL	8:00 AM - 4:00 PM	BNA
01/10	01/14/22	OLL	10:00 AM - 6:00 PM	BNA
01/17	01/21/22	OLL	8:00 AM - 4:00 PM	BNA
01/24	01/28/22	OLL	8:00 AM - 4:00 PM	BNA
01/31	02/04/22	OLL	10:00 AM - 6:00 PM	BNA
02/07	02/11/22	OLL	8:00 AM - 4:00 PM	BNA
02/14	02/18/22	OLL	8:00 AM - 4:00 PM	BNA
02/21	02/25/22	OLL	10:00 AM - 6:00 PM	BNA
02/28	03/04/22	OLL	8:00 AM - 4:00 PM	BNA
03/07	03/11/22	OLL	8:00 AM - 4:00 PM	BNA
03/14	03/18/22	OLL	10:00 AM - 6:00 PM	BNA
03/21	03/25/22	OLL	8:00 AM - 4:00 PM	BNA
03/28	04/01/22	OLL	8:00 AM - 4:00 PM	BNA
04/04	04/08/22	OLL	10:00 AM - 6:00 PM	BNA
04/11	04/15/22	OLL	8:00 AM - 4:00 PM	BNA
04/18	04/22/22	OLL	8:00 AM - 4:00 PM	BNA
04/25	04/29/22	OLL	10:00 AM - 6:00 PM	BNA
05/02	05/06/22	OLL	8:00 AM - 4:00 PM	BNA
05/09	05/13/22	OLL	8:00 AM - 4:00 PM	BNA
05/16	05/20/22	OLL	10:00 AM - 6:00 PM	BNA
05/23	05/27/22	OLL	8:00 AM - 4:00 PM	BNA
06/06	06/10/22	OLL	8:00 AM - 4:00 PM	BNA
06/13	06/17/22	OLL	10:00 AM - 6:00 PM	BNA
06/20	06/24/22	OLL	8:00 AM - 4:00 PM	BNA
06/27	07/01/22	OLL	8:00 AM - 4:00 PM	BNA

CompTIA Server+

CompTIA Server+ Certification (Exam SKO-005) / 2975 USD / Days: 5

This course builds on existing professional experience with personal computer hardware support to present the next tier of skills & concepts students will use on the job when administering any type of network server. This course covers server hardware installation and management, server administration, security and disaster recovery and troubleshooting. This course also prepares you to take the CompTIA Server+ examination (Exam SKO-005).

02/21	02/25/22	OLL	8:00 AM - 4:00 PM	BNA
06/13	06/17/22	OLL	10:00 AM - 6:00 PM	BNA

Crystal Reports

Crystal Reports 2016 - Part 1 / 990 USD / Days: 2

In this course, students will create a basic report by connecting to a database and modifying the report's presentation.

12/28	12/29/21	OLL	10:00 AM - 6:00 PM	BNA
01/20	01/21/22	OLL	8:00 AM - 4:00 PM	BNA
02/22	02/23/22	OLL	8:00 AM - 4:00 PM	BNA
03/22	03/23/22	OLL	10:00 AM - 6:00 PM	BNA
04/19	04/20/22	OLL	8:00 AM - 4:00 PM	BNA
05/10	05/11/22	OLL	8:00 AM - 4:00 PM	BNA
05/31	06/01/22	OLL	10:00 AM - 6:00 PM	BNA
06/21	06/22/22	OLL	8:00 AM - 4:00 PM	BNA

Crystal Reports 2016 - Part 2 / 990 USD / Days: 2

In this course, students will create complex reports & data sources using the tools in Crystal Reports 2016. Students will not only create more complex reports including sub-reports and cross-tabs, but will also increase their speed and efficiency.

01/27	01/28/22	OLL	8:00 AM - 4:00 PM	BNA
03/28	03/29/22	OLL	10:00 AM - 6:00 PM	BNA
05/12	05/13/22	OLL	8:00 AM - 4:00 PM	BNA

Cybrint

Cybersecurity Essentials / 295 USD / Days: 1

Cybersecurity Essentials was developed using unparalleled learning methodology that prepares cadets for the Israeli Cyber and Intelligence Unit. It is designed to tackle human error by helping develop an advanced understanding and skills to protect individuals and organizations against the most common cyber threats.

02/18	02/18/22	OLL	10:00 AM - 6:00 PM	BNA
06/03	06/03/22	OLL	8:00 AM - 4:00 PM	BNA

Course Schedule

Data Science

CertNexus Data Science for Business Professionals (DSBIZ) / 495 USD / Days: 1

The ability to identify and respond to changing trends is a hallmark of a successful business. Whether those trends are related to customers and sales or to regulatory and industry standards, businesses are wise to keep track of the variables that can affect the bottom line. In today's business landscape, data comes from numerous sources and in diverse forms. By leveraging data science concepts and technologies, businesses can mold all of that raw data into information that facilitates decisions to improve and expand the success of the business.

02/21 · 02/21/22 **OLL** 11:00 AM - 2:30 PM BNA

DevOps

Continuous Delivery Ecosystem Foundation (DevOps Institute) / 1495 USD / Days: 2

This course is designed for participants who are engaged in the design, implementation, and management of DevOps deployment pipelines and toolchains that support Continuous Integration, Continuous Delivery, Continuous Testing and potentially Continuous Deployment. The course highlights underpinning processes, metrics, APIs and cultural considerations with Continuous Delivery. Key benefits of Continuous Delivery will be covered including increased velocity to assist organizations to respond to market changes rapidly, thus being able to outmaneuver competition, reduce risk and lower costs while releasing higher quality solutions. Increased productivity and employee morale by having more activities performed by pipelines instead of humans so teams can focus on vision while pipelines do the execution.

This course prepares you for the Continuous Delivery Ecosystem Foundation(CDEF) certification.

02/16 · 02/17/22 **OLL** 8:00 AM - 4:00 PM BNA

05/03 · 05/04/22 **OLL** 10:00 AM - 6:00 PM BNA

Continuous Testing Foundation (DevOps Institute) / 1495 USD / Days: 2

This comprehensive course addresses testing in a DevOps environment and covers concepts such as the active use of test automation, testing earlier in the development cycle, and instilling testing skills in developers, quality assurance, security, and operational teams.

The course is relevant for every modern IT professional involved in defining or deploying a DevOps testing strategy for their organization, as test engineering is the backbone of DevOps and the primary key for successful DevOps pipeline to support digital transformation.

This course prepares you for the Continuous Testing Foundation(CTF)™ certification.

12/13 · 12/14/21 **OLL** 10:00 AM - 6:00 PM BNA

04/20 · 04/21/22 **OLL** 8:00 AM - 4:00 PM BNA

DevOps Foundation (DevOps Institute) / 1495 USD / Days: 2

The DevOps Foundation® course provides a baseline understanding of key DevOps terminology to ensure everyone is talking the same language and highlights the benefits of DevOps to support organizational success. This course prepares you for the DevOps Foundation (DOFD)® certification.

12/20 · 12/21/21 **OLL** 8:00 AM - 4:00 PM BNA

02/21 · 02/22/22 **OLL** 10:00 AM - 6:00 PM BNA

04/18 · 04/19/22 **OLL** 8:00 AM - 4:00 PM BNA

06/14 · 06/15/22 **OLL** 8:00 AM - 4:00 PM BNA

DevOps Leader (DevOps Institute) / 1495 USD / Days: 2

The DevOps Leader course is a unique and practical experience for participants who want to take a transformational leadership approach and make an impact within their organization by implementing DevOps. Leading people through a cultural transformation requires new skills, innovative thinking, and transformational leadership. Leaders up, down and across the IT organization must align and collaborate to break down silos and evolve the organization.

The course highlights the human dynamics of cultural change and equips participants with practices, methods, and tools to engage people across the DevOps spectrum through the use of real-life scenarios and case studies. Upon completion of the course, participants will have tangible takeaways to leverage when back in the office such as understanding Value Stream Mapping.

This course prepares you for the DevOps Leader (DOL)® certification.

03/07 · 03/08/22 **OLL** 8:00 AM - 4:00 PM BNA

06/16 · 06/17/22 **OLL** 10:00 AM - 6:00 PM BNA

DevSecOps Foundation (DevOps Institute) / 1495 USD / Days: 2

In this course, students will gain a solid understanding of the leadership requirements for successful DevOps adoption at both the tactical and strategic levels for those who help design, influence, implement and motivate the cultural transformation.

This course prepares you for the DevSecOps Foundation (DSOF) certification.

01/31 · 02/01/22 **OLL** 8:00 AM - 4:00 PM BNA

05/31 · 06/01/22 **OLL** 10:00 AM - 6:00 PM BNA

Site Reliability Engineering (SRE) Foundation (DevOps Institute) / 1495 USD / Days: 2

The SRE (Site Reliability Engineering) Foundation? course is an introduction to the principles & practices that enable an organization to reliably and economically scale critical services. Introducing a site-reliability dimension requires organizational re-alignment, a new focus on engineering & automation, and the adoption of a range of new working paradigms.

This course prepares you for the SRE Foundation (SREF) certification.

03/09 · 03/10/22 **OLL** 8:00 AM - 4:00 PM BNA

Site Reliability Engineering (SRE) Foundation (DevOps Institute) / 1495 USD / Days: 2

The SRE (Site Reliability Engineering) Foundation? course is an introduction to the principles & practices that enable an organization to reliably and economically scale critical services. Introducing a site-reliability dimension requires organizational re-alignment, a new focus on engineering & automation, and the adoption of a range of new working paradigms.

This course prepares you for the SRE Foundation (SREF) certification.

06/23 · 06/24/22 **OLL** 10:00 AM - 6:00 PM BNA

Google Cloud

Google Analytics - Foundation / 395 USD / Days: 1

Although it is easy to start using Google Analytics, its robust and complex suite of tools will take time to master. In this course, you will create a Google Analytics account, create multiple web properties to monitor, and tag website pages with Google Analytics tracking code. You will then create multiple views for collecting and analyzing data, and create filters, goals, and funnels for your views. You will then use Google Analytics real-time reports and dashboards to perform quick analysis of your monitored websites. Finally, you will perform more in-depth analysis of website data by using Google Analytics reports.

04/11 · 04/11/22 **OLL** 8:00 AM - 4:00 PM BNA

Using Google Workspace / 395 USD / Days: 1

The office productivity apps that comprise Google Workspace, (formerly Google G Suite) support both real-time and asynchronous collaboration. In this course, you will learn about the features and functionalities of the apps included in most Google Workspace editions—Gmail™, Google Drive™, Google Docs™, Google Slides™, Google Drawings™, Google Sheets™, Google Forms™, Google Hangouts™, Google Calendar™, and Google Sites™—and work within their respective environments.

02/17 · 02/17/22 **OLL** 8:00 AM - 4:00 PM BNA

06/23 · 06/23/22 **OLL** 10:00 AM - 6:00 PM BNA

Course Schedule

Information Security

Certified Information Security Manager® (CISM) / 1995 USD / Days: 3

This course is designed to help candidates prepare for sitting the ISACA CISM certification examination. By taking this course and obtaining CISM certification, your experience and skills in supporting the information security needs of your organization will be validated. Securing the organization's information is a critical business objective in today's business environment. The information that an organization depends on to be successful can be at risk from numerous sources. By effectively managing information security, you can address these risks and ensure the organization remains healthy and competitive in the marketplace.

03/21 · 03/23/22 **OLL** 8:00 AM - 4:00 PM BNA

06/22 · 06/24/22 **OLL** 10:00 AM - 6:00 PM BNA

Certified Information Systems Auditor (CISA) / 3475 USD / Days: 5

This course is designed to help candidates prepare for sitting the ISACA CISA certification examination. By taking this course and obtaining CISA certification, your experience and skills in auditing and securing the organization's information systems will be validated. Securing the organization's information is a critical business objective in today's business environment. The information that an organization depends on to be successful can be at risk from numerous sources. By effectively managing audit processes, controls, and other security aspects of the business, you will greatly contribute to the overall security of the organization.

02/28 · 03/04/22 **OLL** 8:00 AM - 4:00 PM BNA

Certified Information Systems Security Professional (CISSP) / 2995 USD / Days: 5

Welcome to Certified Information Systems Security Professional (CISSP®): With your completion of the prerequisites and necessary years of experience, you are firmly grounded in the knowledge requirements of today's security professional. This course will expand upon your knowledge by addressing the essential elements of the eight domains that comprise a Common Body of Knowledge (CBK®) for information systems security professionals. The course offers a job-related approach to the security process, while providing a framework to prepare for CISSP certification.

CISSP is the premier certification for today's information systems security professional. It remains the premier certification because the sponsoring organization, the International Information Systems Security Certification Consortium, Inc. (ISC)²®, regularly updates the test by using subject matter experts (SMEs) to make sure the material and the questions are relevant in today's security environment. By defining eight security domains that comprise a CBK, industry standards for the information systems security professional have been established. The skills and knowledge you gain in this course will help you master the eight CISSP domains and ensure your credibility and success within the information systems security field.

12/13 · 12/17/21 **OLL** 8:00 AM - 4:00 PM BNA

Certified Information Systems Security Professional (CISSP) / 2995 USD / Days: 5

Welcome to Certified Information Systems Security Professional (CISSP®): With your completion of the prerequisites and necessary years of experience, you are firmly grounded in the knowledge requirements of today's security professional. This course will expand upon your knowledge by addressing the essential elements of the eight domains that comprise a Common Body of Knowledge (CBK®) for information systems security professionals. The course offers a job-related approach to the security process, while providing a framework to prepare for CISSP certification.

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01/17 · 01/21/22 **OLL** 10:00 AM - 6:00 PM BNA

02/07 · 02/11/22 **OLL** 8:00 AM - 4:00 PM BNA

02/28 · 03/04/22 **OLL** 8:00 AM - 4:00 PM BNA

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

04/11 · 04/15/22 **OLL** 8:00 AM - 4:00 PM BNA

05/02 · 05/06/22 **OLL** 8:00 AM - 4:00 PM BNA

05/23 · 05/27/22 **OLL** 10:00 AM - 6:00 PM BNA

06/13 · 06/17/22 **OLL** 8:00 AM - 4:00 PM BNA

CertNexus Artificial Intelligence for Business Professionals (AIBIZ) / 495 USD / Days: 1

AIBIZ provides managers, business leaders, project managers and other decision makers a streamlined course and associated credential to drive informed business decisions for their AI strategy. AIBIZ candidates will learn AI concepts, approaches to machine learning and deep learning, fundamentals of AI implementations, and the impact of AI including business use cases.

Course includes an exam voucher for the AIBIZ exam (exam AIZ-110).

03/14 · 03/14/22 **OLL** 8:00 AM - 11:30 AM BNA

CertNexus Certified Artificial Intelligence Practitioner (CAIP) / 3475 USD / Days: 5

Artificial intelligence (AI) and machine learning (ML) have become an essential part of the toolset for many organizations. When used effectively, these tools provide actionable insights that drive critical decisions and enable organizations to create exciting, new, and innovative products and services. This course empowers you to apply various approaches and algorithms to solve business problems through AI and ML, follow a methodical workflow to develop sound solutions, and use open source, off-the-shelf tools to develop, test, and deploy those solutions, and ensure that they protect the privacy of users.

Course includes an exam voucher for the Certified Artificial Intelligence Practitioner (CAIP) exam (exam AIP-110).

01/17 · 01/21/22 **OLL** 10:00 AM - 6:00 PM BNA

03/21 · 03/25/22 **OLL** 8:00 AM - 4:00 PM BNA

07/25 · 07/29/22 **OLL** 10:00 AM - 6:00 PM BNA

CertNexus Certified Cyber Secure Coder (CSC-210) / 2085 USD / Days: 3

The stakes for software security are very high, and yet many development teams deal with software security only after the code has been developed and the software is being prepared for delivery. As with any aspect of software quality, to ensure successful implementation, security and privacy issues should be managed throughout the entire software development lifecycle.

This course presents an approach for dealing with security and privacy throughout the entire software development lifecycle. You will learn about vulnerabilities that undermine security, and how to identify and remediate them in your own projects. You will learn general strategies for dealing with security defects and misconfiguration, how to design software to deal with the human element in security, and how to incorporate security into all phases of development.

02/21 · 02/23/22 **OLL** 10:00 AM - 6:00 PM BNA

06/22 · 06/24/22 **OLL** 8:00 AM - 4:00 PM BNA

Course Schedule

CertNexus Certified CyberSec First Responder (CFR) v1.3 / 3395 USD / Days: 5

This course covers network defense and incident response methods, tactics, and procedures that are in alignment with industry frameworks such as NIST 800-61r2 (Computer Security Incident Handling Guide), US-CERT's National Cyber Incident Response Plan (NCIRP), and Presidential Policy Directive (PPD)-41 on Cyber Incident Coordination. It is ideal for candidates who have been tasked with the responsibility of monitoring and detecting security incidents in information systems and networks, and for executing standardized responses to such incidents. The course introduces tools, tactics, and procedures to manage cybersecurity risks, identify various types of common threats, evaluate the organization's security, collect and analyze cybersecurity intelligence, and remediate and report incidents as they occur. This course provides a comprehensive methodology for individuals responsible for defending the cybersecurity of their organization. This course includes the certification exam voucher.

03/07 · 03/11/22 **OLL** 11:00 AM - 7:00 PM BNA

06/06 · 06/10/22 **OLL** 8:00 AM - 4:00 PM BNA

CertNexus Certified Internet of Things Practitioner (CloTP) / 2085 USD / Days: 3

In this course, you will learn general strategies for planning, designing, developing, implementing, and maintaining an IoT system through various case studies and by assembling and configuring an IoT device to work in a sensor network. You will create an IoT device based on an ESP8266 microcontroller, implementing various common IoT features, such as analog and digital sensors, a web-based interface, MQTT messaging, and data encryption.

Course includes an exam voucher for the Certified Internet of Things Practitioner (CloTP) exam (exam ITP-110).

01/31 · 02/02/22 **OLL** 8:00 AM - 4:00 PM BNA

05/31 · 06/02/22 **OLL** 8:00 AM - 4:00 PM BNA

CertNexus CyberSAFE Extended Edition 2019 (CBS-310) / 195 USD / Days: 5

Regardless of your computer experience, this class will help you become more aware of technology-related risks and what you can do to protect yourself and your organization from them.

This course will help you to:

- Understand security compliance needs and requirements
- Recognize and avoid phishing and other social engineering
- Recognize and avoid viruses, ransomware, and other malware
- Help ensure data security on computers, mobile devices, networks, the Internet, and in the cloud

In this course, you will use discussions, case studies, and the experiences of your instructor and fellow students to explore the hazards and pitfalls of technology and learn how to use that technology safely and securely.

Course includes access to the CyberSAFE assessment. Upon successful completion of the assessment, learners will receive the CyberSAFE credential and digital badge.

02/25 · 02/25/22 **OLL** 8:00 AM - 11:30 AM BNA

06/24 · 06/24/22 **OLL** 10:00 AM - 1:30 PM BNA

CertNexus Incident Response for Business Professionals (IRBIZ) / 695 USD / Days: 1

This course covers incident response methods and procedures are taught in alignment with industry frameworks such as US-CERT's NCISP (National Cyber Incident Response Plan), and Presidential Policy Directive (PPD) 41 on Cyber Incident Coordination Policy. It is ideal for candidates who have been tasked with managing compliance with state legislation and other regulatory requirements regarding incident response, and for executing standardized responses to such incidents. The course introduces procedures and resources to comply with legislative requirements regarding incident response. This course is designed to assist students in preparing for the CertNexus Incident Responder Credential (CIR-110). What you learn and practice in this course can be a significant part of your preparation.

02/16 · 02/16/22 **OLL** 8:00 AM - 11:30 AM BNA

CertNexus Internet of Things for Business Professionals (IoTBIZ) / 495 USD / Days: 1

The Internet of Things (IoT) allows organization to collect an extraordinary volume of data and new analysis tools can enable you to use this data to make well-informed decisions to be made quickly. But before you can successfully plan and implement an IoT solution, you must understand the various factors that will drive your decisions. Putting IoT systems into place can be a complicated proposition with unique considerations distinctly different from traditional IT solutions. This course will familiarize you with IoT components, understand the challenges that you may face, and make design decisions about your IoT projects.

Course includes an exam voucher for the IoTBIZ exam (exam IOZ-110).

02/23 · 02/23/22 **OLL** 8:00 AM - 11:30 AM BNA

EC-Council Certified Chief Information Security Officer (CJCSO) / 2796 USD / Days: 4

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

01/03 · 01/06/22 **OLL** 8:00 AM - 4:00 PM BNA

04/26 · 04/29/22 **OLL** 8:00 AM - 4:00 PM BNA

EC-Council Certified Ethical Hacker (CEH) v.11 / 3395 USD / 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: "To beat a hacker, you need to think like a hacker."

01/17 · 01/21/22 **OLL** 10:00 AM - 6:00 PM BNA

02/07 · 02/11/22 **OLL** 8:00 AM - 4:00 PM BNA

03/07 · 03/11/22 **OLL** 8:00 AM - 4:00 PM BNA

04/04 · 04/08/22 **OLL** 10:00 AM - 6:00 PM BNA

05/09 · 05/13/22 **OLL** 8:00 AM - 4:00 PM BNA

06/06 · 06/10/22 **OLL** 8:00 AM - 4:00 PM BNA

Course Schedule

EC-Council Certified Network Defender (C|ND) v.2 / 3495 USD / Days: 5

Certified Network Defender (CND) is a vendor-neutral, hands-on, instructor-led comprehensive network security certification training program. It is a skills-based, lab intensive program based on the security education framework and work role task analysis presented by the National Infocomm Competency Framework (NICF) as well as a job-task analysis and cybersecurity education framework by the National Initiative of Cybersecurity Education (NICE). The course has also been mapped to global job roles and to the Department of Defense (DoD) job roles for system/network administrators. The program prepares network administrators how to identify what parts of an organization need to be reviewed and tested for security vulnerabilities and how to reduce, prevent, and mitigate risks in the network. CND covers the protect, detect, respond and predict approach to network security.

02/14 · 02/18/22 **OLL** 10:00 AM - 6:00 PM BNA
06/20 · 06/24/22 **OLL** 8:00 AM - 4:00 PM BNA

EC-Council Certified Threat Intelligence Analyst (C|TIA) / 2385 USD / Days: 3

Certified Threat Intelligence Analyst (C|TIA) is designed and developed in collaboration with cybersecurity and threat intelligence experts across the globe to help organizations identify and mitigate business risks by converting unknown internal and external threats into known threats. It is a comprehensive, specialist-level program that teaches a structured approach for building effective threat intelligence.

01/31 · 02/02/22 **OLL** 8:00 AM - 4:00 PM BNA
04/11 · 04/13/22 **OLL** 8:00 AM - 4:00 PM BNA

EC-Council Computer Hacking Forensic Investigator (CHFI) v10.0 / 3495 USD / Days: 5

Every crime leaves a digital footprint, and you need the skills to track those footprints. In this course, students will learn to unravel these pieces of evidence, decode them and report them. From decoding a hack to taking legal action against the perpetrators, they will become an active respondent in times of cyber-breaches.

02/28 · 03/04/22 **OLL** 8:00 AM - 4:00 PM BNA
05/23 · 05/27/22 **OLL** 10:00 AM - 6:00 PM BNA

EC-Council Disaster Recovery Professional (EDRP) / 3495 USD / Days: 5

EDRP provides the professionals with a strong understanding of business continuity and disaster recovery principles, including conducting business impact analysis, assessing of risks, developing policies and procedures, and implementing a plan. It also teaches professionals how to secure data by putting policies and procedures in place, and how to recover and restore their organization's critical data in the aftermath of a disaster. The program is designed to provide much needed step-by-step guidance to attendees and then tests their knowledge through case studies. EDRPv3 addresses gaps in other BC/DR programs by providing helpful templates that are applied to BC/DR efforts in an enterprise.

02/21 · 02/25/22 **OLL** 8:00 AM - 4:00 PM BNA
06/27 · 07/01/22 **OLL** 8:00 AM - 4:00 PM BNA

IT Management

CRISC Certified in Risk and Information Systems Control / 2037 USD / Days: 3

The CRISC course is designed for those who have experience with risk identification, assessment, and evaluation; risk response; risk monitoring; information systems control design and implementation; and information systems control monitoring and maintenance.

02/01 · 02/03/22 **OLL** 8:00 AM - 4:00 PM BNA
05/31 · 06/02/22 **OLL** 10:00 AM - 6:00 PM BNA

IT Management and Leadership Executive (ITMLE©) Certification / 1995 USD / Days: 3

The IT Management & Leadership Executive (ITMLE©) Certification Bootcamp is designed for current managers of 4+ years or previously certified ITMLP© individuals. Topics are critical for IT managers/executives for career growth

12/14 · 12/16/21 **OLL** 8:00 AM - 4:00 PM BNA
04/19 · 04/21/22 **OLL** 8:00 AM - 4:00 PM BNA
08/09 · 08/11/22 **OLL** 8:00 AM - 4:00 PM BNA

IT Management and Leadership Professional (ITMLP©) Certification / 1995 USD / Days: 3

The IT Management & Leadership Professional Bootcamp (ITMLP©) is the first step for full IT Executive Certification (ITMLE©). This Bootcamp covers IT topics vital to success for new/would-be IT managers.

01/25 · 01/27/22 **OLL** 8:00 AM - 4:00 PM BNA
02/22 · 02/24/22 **OLL** 8:00 AM - 4:00 PM BNA
03/22 · 03/24/22 **OLL** 8:00 AM - 4:00 PM BNA
05/03 · 05/05/22 **OLL** 8:00 AM - 4:00 PM BNA
06/07 · 06/09/22 **OLL** 10:00 AM - 6:00 PM BNA
07/19 · 07/21/22 **OLL** 8:00 AM - 4:00 PM BNA

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09/27 · 09/29/22 **OLL** 8:00 AM - 4:00 PM BNA
10/25 · 10/27/22 **OLL** 8:00 AM - 4:00 PM BNA
12/06 · 12/08/22 **OLL** 8:00 AM - 4:00 PM BNA

ITIL

ITIL® 4 Foundation / 1895 USD / 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.

12/09 · 12/10/21 **OLL** 8:00 AM - 4:00 PM BNA
12/09 · 12/10/21 **OLL** 8:00 AM - 4:00 PM BNA
12/13 · 12/14/21 **OLL** 10:00 AM - 6:00 PM BNA
12/27 · 12/28/21 **OLL** 8:00 AM - 4:00 PM BNA
01/05 · 01/06/22 **OLL** 8:00 AM - 4:00 PM BNA
01/10 · 01/11/22 **OLL** 8:00 AM - 4:00 PM BNA
01/10 · 01/11/22 **OLL** 8:00 AM - 4:00 PM BNA
01/27 · 01/28/22 **OLL** 10:00 AM - 6:00 PM BNA
02/07 · 02/08/22 **OLL** 8:00 AM - 4:00 PM BNA
02/24 · 02/25/22 **OLL** 8:00 AM - 4:00 PM BNA
03/07 · 03/08/22 **OLL** 10:00 AM - 6:00 PM BNA
03/14 · 03/15/22 **OLL** 8:00 AM - 4:00 PM BNA
03/21 · 03/22/22 **OLL** 8:00 AM - 4:00 PM BNA
04/07 · 04/08/22 **OLL** 10:00 AM - 6:00 PM BNA
04/11 · 04/12/22 **OLL** 8:00 AM - 4:00 PM BNA
04/21 · 04/22/22 **OLL** 8:00 AM - 4:00 PM BNA
05/02 · 05/03/22 **OLL** 10:00 AM - 6:00 PM BNA

Course Schedule

ITIL® 4 Foundation / 1895 USD / Days: 2

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05/12	05/13/22	OLL	8:00 AM - 4:00 PM	BNA
05/16	05/17/22	OLL	8:00 AM - 4:00 PM	BNA
06/02	06/03/22	OLL	10:00 AM - 6:00 PM	BNA
06/09	06/10/22	OLL	8:00 AM - 4:00 PM	BNA
06/13	06/14/22	OLL	8:00 AM - 4:00 PM	BNA
06/20	06/21/22	OLL	10:00 AM - 6:00 PM	BNA

ITIL® 4 Managing Professional Transition (MPT) / 3975 USD / Days: 5

The ITIL 4 Managing Professional Transition module is designed to allow ITIL Experts or ITIL v3 candidates who have already invested to easily transition across to ITIL 4. They can gain the designation of ITIL 4 Managing Professional via one course and one exam. The associated certification exam voucher is included with this course.

02/28	03/04/22	OLL	8:00 AM - 4:00 PM	BNA
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ITIL® 4 Specialist Create, Deliver and Support (CDS) / 2385 USD / Days: 3

This course begins your journey toward the ITIL Managing Professional designation. You will acquire insight that will allow you to integrate different value streams and activities to create, deliver and support IT-enabled products and services. Armed with this knowledge and skill set, you will be confident in running those IT-enabled services, teams and workflows successfully. The associated certification exam voucher is included with this course.

12/15	12/17/21	OLL	8:00 AM - 4:00 PM	BNA
03/23	03/25/22	OLL	10:00 AM - 6:00 PM	BNA
06/29	07/01/22	OLL	8:00 AM - 4:00 PM	BNA

ITIL® 4 Specialist Drive Stakeholder Value (DSV) / 2385 USD / Days: 3

This course covers key topics such as SLA design, multi-supplier management, communication, relationship management, CX and UX design, customer journey mapping, and more. It will provide candidates with the tools to increase stakeholder satisfaction which is integral to business success in the current competitive landscape. The associated certification exam voucher is included with this course.

02/02	02/04/22	OLL	10:00 AM - 6:00 PM	BNA
05/25	05/27/22	OLL	8:00 AM - 4:00 PM	BNA

ITIL® 4 Specialist High Velocity IT (HVIT) / 2385 USD / Days: 3

ITIL 4 is a framework for quality IT service management (ITSM) through proven best practice, providing practical and flexible guidance to support your organization on its journey to digital transformation while empowering your IT teams to continue to play a crucial role in the wider business strategy. This course highlights the ways in which digital organizations and digital operating models function in high-velocity environments, including the use of working practices such as Agile and Lean, and technical practices and technologies such as Cloud, Automation, and Automatic Testing.

If you are interested in this next step on the ITIL journey, please note that you must hold the ITIL 4 Foundation certification. The associated certification exam voucher is included with this course.

04/04	04/06/22	OLL	8:00 AM - 4:00 PM	BNA
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ITIL® 4 Strategic Leader Digital and IT Strategy (DITS) / 2385 USD / Days: 3

This course takes you on a digital strategy journey. Its iterative, eight-step model moves from "vision" through to "actions" and is about creating sustainable, digital momentum. You experience the four key capabilities to develop a holistic, digital capability framework: digital leadership, managing innovation and emerging technologies, risk management and structuring a digital enterprise. This course is aimed at people in senior roles including CIOs, chief digital officers and other aspiring CxOs, as well as consultants and others involved in digital transformations, service delivery and strategic delivery.

03/16	03/18/22	OLL	10:00 AM - 6:00 PM	BNA
06/20	06/22/22	OLL	8:00 AM - 4:00 PM	BNA

ITIL® 4 Strategist Direct Plan and Improve (DPI) / 2385 USD / Days: 3

This unique and central course covers requirements in both the ITIL Managing Professional and ITIL Strategic Leader designations. As such, this course is a must-have in any ITIL 4 professional development plan. You will gain the practical skills needed to establish a "learning and improving" IT organization that possess a strong and targeted strategic direction. The associated certification exam voucher is included with this course.

02/09	02/11/22	OLL	10:00 AM - 6:00 PM	BNA
06/06	06/08/22	OLL	8:00 AM - 4:00 PM	BNA

Leadership and Professional Development

Accomplishing the Results You Want / 2250 USD / Days: 3

In this course, students will learn how to strengthen your leadership voice and foster employee buy-in to exceed expectations and achieve the most positive outcome.

03/21	03/23/22	OLL	8:00 AM - 4:00 PM	BNA
06/13	06/15/22	OLL	10:00 AM - 6:00 PM	BNA

Becoming a Transformational Leader / 1500 USD / Days: 2

This course will help students develop authentic leadership qualities that motivate and drive others to reach their full potential, and become the transformational leaders of the future.

12/20	12/21/21	OLL	8:00 AM - 4:00 PM	BNA
03/24	03/25/22	OLL	10:00 AM - 6:00 PM	BNA
06/16	06/17/22	OLL	8:00 AM - 4:00 PM	BNA

Building Successful Work Relationships / 2250 USD / Days: 3

In this course, students will learn how to build cooperative trust-based relationships that enable them to work productively with other professionals, clearly communicating and respectfully harnessing their distinctive contributions.

02/02	02/04/22	OLL	8:00 AM - 4:00 PM	BNA
03/28	03/30/22	OLL	8:00 AM - 4:00 PM	BNA
06/20	06/22/22	OLL	8:00 AM - 4:00 PM	BNA

Business Acumen For Leaders / 1500 USD / Days: 2

Students will learn to understand the mechanics of the organization – reading and interpreting financials, making sound business decisions, and setting a course – while also developing the skills to guide and direct your workforce.

03/03	03/04/22	OLL	11:00 AM - 7:00 PM	BNA
06/16	06/17/22	OLL	10:00 AM - 6:00 PM	BNA

Communicating Across Your Organization / 2250 USD / Days: 3

In this course, students will learn to build trust and commitment, motivating others through respectful and authentic interactions.

03/23	03/25/22	OLL	10:00 AM - 6:00 PM	BNA
06/29	07/01/22	OLL	8:00 AM - 4:00 PM	BNA

Constructive Conflict Management / 1500 USD / Days: 2

In this course, students will learn to recognize the warning signs that precede quarrels and how to mitigate their impact, as well as constructive ways to harness the differences between team members and shift them toward productive, positive outcomes.

12/09	12/10/21	OLL	8:00 AM - 4:00 PM	BNA
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Course Schedule

Constructive Conflict Management / 1500 USD / Days: 2

In this course, students will learn to recognize the warning signs that precede quarrels and how to mitigate their impact, as well as constructive ways to harness the differences between team members and shift them toward productive, positive outcomes.

04/14 · 04/15/22 **OLL** 8:00 AM - 4:00 PM BNA

Critical Facilitation Skills for Leaders / 1500 USD / Days: 2

Students will learn how to develop and apply facilitation techniques to support their team at every stage of the team life cycle. Students will enhance their interpersonal competencies and observational abilities to deal with disruptions and more.

12/13 · 12/14/21 **OLL** 8:00 AM - 4:00 PM BNA

04/18 · 04/19/22 **OLL** 10:00 AM - 6:00 PM BNA

07/28 · 07/29/22 **OLL** 8:00 AM - 4:00 PM BNA

Dare to Lead™ / 1595 USD / Days: 6

This workshop is all about your own leadership self-awareness, identifying your call to courage as a leader and the learning, practice and integration of the four courage skills sets so you can show up authentically in life and leadership. Dare to Lead™ is the ultimate playbook for developing brave leaders and courageous cultures. The greatest barrier to daring leadership is not fear; the greatest obstacle is armor – we self-protect when we feel uncertainty, risk and emotional exposure. Learn the skills to move from armored leadership to daring leadership. Daring leaders are self-aware, know how to have hard conversations, hold themselves and others accountable, build trust, lead with empathy and connection, take smart risks that lead to innovation, reset quickly after disappointments and setbacks, and give and receive feedback.

This interactive curriculum is delivered in five, half-day sessions and is based on the research by Brené Brown.

This course comes with a PDF workbook and an Amazon gift card to purchase the Dare to Lead™ book in the version of your choice. You also have access to a series of leadership and personal development assessments and exclusive training videos led by Dr. Brené Brown. At the end of the event, a digital badge is awarded to those who complete 24 hours of course content.

01/17 · 01/21/22 **OLL** 9:00 AM - 2:00 PM BNA

04/18 · 04/22/22 **OLL** 9:00 AM - 2:00 PM BNA

Developing Successful Interpersonal Skills / 2250 USD / Days: 3

This course will prepare students for the collaborative situations inherent in every facet of business, whether working with colleagues, partners, vendors, or clients.

01/10 · 01/12/22 **OLL** 8:00 AM - 4:00 PM BNA

02/28 · 03/02/22 **OLL** 10:00 AM - 6:00 PM BNA

07/06 · 07/08/22 **OLL** 8:00 AM - 4:00 PM BNA

Discovering Your Leadership Voice / 1500 USD / Days: 2

Leaders inspire followership in others. Whether speaking conversationally or presenting before a group, a powerful leadership message delivered with impact and focused on the needs of the audience, can motivate and energize others.

12/16 · 12/17/21 **OLL** 10:00 AM - 6:00 PM BNA

03/14 · 03/15/22 **OLL** 8:00 AM - 4:00 PM BNA

06/20 · 06/21/22 **OLL** 10:00 AM - 6:00 PM BNA

Effective Leadership through Coaching / 2250 USD / Days: 3

The most successful leaders recognize that their success depends upon the success of those they lead. Enabling others to grow and fulfil their potential by coaching them to discover and apply their talents and strengths is a core competency of leadership

02/28 · 03/02/22 **OLL** 10:00 AM - 6:00 PM BNA

07/11 · 07/13/22 **OLL** 8:00 AM - 4:00 PM BNA

Evolving into the Manager Role / 2250 USD / Days: 3

In this course, students will learn how to confidently acquire and build these skills through relevant discussions, team and individual activities.

02/23 · 02/25/22 **OLL** 10:00 AM - 6:00 PM BNA

06/08 · 06/10/22 **OLL** 8:00 AM - 4:00 PM BNA

Expanding Your Emotional Intelligence / 2250 USD / Days: 3

Incorporating powerful tools and classroom activities, students will practice and hone their skills, mastering the strategies learned to effectively communicate, connect with, and support others through healthy and productive interactions.

03/07 · 03/09/22 **OLL** 8:00 AM - 4:00 PM BNA

07/13 · 07/15/22 **OLL** 10:00 AM - 6:00 PM BNA

Extending Your Sphere of Influence / 1500 USD / Days: 2

In this course, you will learn to become proficient in the art of persuasion, selecting and utilizing appropriate styles and strategies to have the most influential effect, as well as understanding how to protect yourself from being manipulated by others.

02/17 · 02/18/22 **OLL** 8:00 AM - 4:00 PM BNA

05/19 · 05/20/22 **OLL** 10:00 AM - 6:00 PM BNA

Leadership Excellence for Senior Management / 2250 USD / Days: 3

To maximize performance and foster a healthy environment, senior managers must also motivate others, nurturing and utilizing the distinctive skills of each team member.

02/14 · 02/16/22 **OLL** 8:00 AM - 4:00 PM BNA

06/13 · 06/15/22 **OLL** 10:00 AM - 6:00 PM BNA

Leading Change in a Complex World / 1500 USD / Days: 2

Change is both inevitable and necessary, yet potentially disruptive. Leading change efforts requires building credibility, communicating effectively, developing trust, making decisions, and demonstrating confidence. This course will help you to cultivate the leadership skills that you need to influence others and guide them through times of change.

02/21 · 02/22/22 **OLL** 8:00 AM - 4:00 PM BNA

06/16 · 06/17/22 **OLL** 10:00 AM - 6:00 PM BNA

Making the Right Decisions Under Pressure / 1500 USD / Days: 2

In this course, students will learn to evaluate options, generate possible solutions, and decide on logical strategies.

04/07 · 04/08/22 **OLL** 10:00 AM - 6:00 PM BNA

06/27 · 06/28/22 **OLL** 8:00 AM - 4:00 PM BNA

Managing Remote and Virtual Teams / 1500 USD / 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.

12/13 · 12/14/21 **OLL** 8:00 AM - 4:00 PM BNA

03/31 · 04/01/22 **OLL** 10:00 AM - 6:00 PM BNA

06/23 · 06/24/22 **OLL** 8:00 AM - 4:00 PM BNA

Mastering Positive Assertiveness / 1500 USD / Days: 2

In this course, students will discover the best techniques to be properly assertive, and what are the ideal approaches in differing situations.

01/24 · 01/25/22 **OLL** 8:00 AM - 4:00 PM BNA

02/17 · 02/18/22 **OLL** 10:00 AM - 6:00 PM BNA

05/23 · 05/24/22 **OLL** 8:00 AM - 4:00 PM BNA

Navigating The Modern Workforce - Diversity, Culture, Generations / 1500 USD / Days: 2

In this course, students will learn how to capitalize on the strengths of your diverse team while directing and guiding them to even greater achievements.

03/31 · 04/01/22 **OLL** 8:00 AM - 4:00 PM BNA

06/30 · 07/01/22 **OLL** 10:00 AM - 6:00 PM BNA

Prioritizing Your Time Effectively / 1500 USD / Days: 2

In this course, students will learn to improve their focus, prioritize tasks, identify and avoid obstacles to staying on track, and develop strategies to get the most out of their time.

01/06 · 01/07/22 **OLL** 8:00 AM - 4:00 PM BNA

Course Schedule

Prioritizing Your Time Effectively / 1500 USD / Days: 2

In this course, students will learn to improve their focus, prioritize tasks, identify and avoid obstacles to staying on track, and develop strategies to get the most out of their time.

01/06 · 01/07/22 **OLL** 10:00 AM - 6:00 PM BNA

02/28 · 03/01/22 **OLL** 8:00 AM - 4:00 PM BNA

04/05 · 04/06/22 **OLL** 8:00 AM - 4:00 PM BNA

Providing Outstanding Customer Service / 1500 USD / Days: 2

This course offers practical tools and techniques to win clients, create loyal advocates for your business, and deliver excellent customer service.

03/10 · 03/11/22 **OLL** 8:00 AM - 4:00 PM BNA

07/11 · 07/12/22 **OLL** 10:00 AM - 6:00 PM BNA

Strategic Negotiation Skills / 1500 USD / Days: 2

Students will learn the essential strategies and techniques needed to guide negotiations from opening discussions through to a positive result. Students will leave with practical solutions to negotiating effectively.

01/31 · 02/01/22 **OLL** 8:00 AM - 4:00 PM BNA

05/31 · 06/01/22 **OLL** 10:00 AM - 6:00 PM BNA

The Art of Effective Presentations / 2250 USD / Days: 3

In this course, students will learn strategies to master your speaking skills, confidently standing before a group and delivering their message.

02/23 · 02/25/22 **OLL** 8:00 AM - 4:00 PM BNA

06/22 · 06/24/22 **OLL** 10:00 AM - 6:00 PM BNA

Thinking with Critical Insight / 1500 USD / Days: 2

Students will learn to explore challenges, defy incorrect assumptions, and look at things with new and differing perspectives, incorporating these insights into your thought processes, and enabling them to find solutions to even the most difficult tasks.

02/21 · 02/22/22 **OLL** 10:00 AM - 6:00 PM BNA

05/25 · 05/26/22 **OLL** 8:00 AM - 4:00 PM BNA

Transitioning into Leadership for an IT Manager / 2250 USD / Days: 3

From developing an inspiring vision and empowering members to reach it. To meeting deadlines and evaluating results. This course you will teach students the skills and behaviors needed to successfully transition into an IT manager role.

03/16 · 03/18/22 **OLL** 8:00 AM - 4:00 PM BNA

07/18 · 07/20/22 **OLL** 10:00 AM - 6:00 PM BNA

Writing for the Business Professional / 1500 USD / Days: 2

In this course, you will learn the essential skills needed to organize your thoughts and select the best words and phrases to clearly convey them in writing.

04/04 · 04/05/22 **OLL** 8:00 AM - 4:00 PM BNA

08/04 · 08/05/22 **OLL** 10:00 AM - 6:00 PM BNA

Microsoft 365

MS-203T00 Microsoft 365 Messaging / 2975 USD / Days: 5

This course examines the key elements of Microsoft 365 messaging administration, including message transport and mail flow, messaging security, hygiene, and compliance, messaging infrastructure, and hybrid messaging. This course is designed for IT Professionals who deploy and manage the messaging infrastructure for Microsoft 365 in their organization.

12/13 · 12/17/21 **OLL** 8:00 AM - 4:00 PM BNA

12/13 · 12/17/21 **OLL** 8:00 AM - 4:00 PM BNA

01/17 · 01/21/22 **OLL** 8:00 AM - 4:00 PM BNA

02/28 · 03/04/22 **OLL** 10:00 AM - 6:00 PM BNA

04/18 · 04/22/22 **OLL** 8:00 AM - 4:00 PM BNA

06/13 · 06/17/22 **OLL** 8:00 AM - 4:00 PM BNA

MS-500T00 Microsoft 365 Security Administrator / 2380 USD / 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.

12/14 · 12/17/21 **OLL** 8:00 AM - 4:00 PM BNA

01/10 · 01/13/22 **OLL** 8:00 AM - 4:00 PM BNA

01/25 · 01/28/22 **OLL** 10:00 AM - 6:00 PM BNA

02/07 · 02/10/22 **OLL** 8:00 AM - 4:00 PM BNA

02/22 · 02/25/22 **OLL** 8:00 AM - 4:00 PM BNA

MS-500T00 Microsoft 365 Security Administrator / 2380 USD / 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.

03/07 · 03/10/22 **OLL** 10:00 AM - 6:00 PM BNA

03/22 · 03/25/22 **OLL** 8:00 AM - 4:00 PM BNA

04/04 · 04/07/22 **OLL** 8:00 AM - 4:00 PM BNA

04/19 · 04/22/22 **OLL** 10:00 AM - 6:00 PM BNA

05/10 · 05/13/22 **OLL** 8:00 AM - 4:00 PM BNA

05/24 · 05/27/22 **OLL** 8:00 AM - 4:00 PM BNA

06/06 · 06/09/22 **OLL** 10:00 AM - 6:00 PM BNA

06/21 · 06/24/22 **OLL** 8:00 AM - 4:00 PM BNA

Course Schedule

MS-600T00 Building Applications and Solutions with Microsoft 365 Core Services / 2975 USD / Days: 5

This course covers five central elements of Microsoft 365 platform ‐ implementing Microsoft Identity, working with Microsoft Graph, extending and customizing SharePoint, extending Teams, and extending Office. In this course, students will learn how to implement Microsoft Identity and work with Microsoft Graph. Students will also gain the knowledge on UI elements (including Adaptive Cards and UI Fabric), Integration Points (including Microsoft Teams, Office Add-ins, SharePoint Framework, Actionable Messages), and determining workload platform targets. In implementing Microsoft Identity, students will learn to implement Microsoft identity including registering an application, implanting authentication, configuring permissions to consume an API, and creating a service to access Microsoft Graph. In working with Microsoft Graph, students will learn how to access user data, explore query parameters, manage a group lifecycle, access files, and optimize network traffic using Microsoft Graph. In extending and customizing SharePoint, students will learn about SharePoint Framework web parts, extensions, and how to package and deploy a SPFx solution. In extending Teams, students will look at the components of a Teams App, work with webhooks, tabs, and conversational bots. In extending Office, students work with Office Add-ins, task pane add-ins, JavaScript APIs, Office UI Fabric, and actionable messages with adaptive cards.

02/21	02/25/22	OLL	8:00 AM - 4:00 PM	BNA
05/16	05/20/22	OLL	10:00 AM - 6:00 PM	BNA

MS-900T01 Microsoft 365 Fundamentals / 595 USD / 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.

12/10	12/10/21	OLL	10:00 AM - 6:00 PM	BNA
12/20	12/20/21	OLL	8:00 AM - 4:00 PM	BNA
12/27	12/27/21	OLL	8:00 AM - 4:00 PM	BNA
01/10	01/10/22	OLL	8:00 AM - 4:00 PM	BNA
01/31	01/31/22	OLL	10:00 AM - 6:00 PM	BNA
02/14	02/14/22	OLL	8:00 AM - 4:00 PM	BNA
02/28	02/28/22	OLL	8:00 AM - 4:00 PM	BNA
03/14	03/14/22	OLL	10:00 AM - 6:00 PM	BNA

MS-900T01 Microsoft 365 Fundamentals / 595 USD / 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.

03/28	03/28/22	OLL	8:00 AM - 4:00 PM	BNA
04/11	04/11/22	OLL	8:00 AM - 4:00 PM	BNA
04/25	04/25/22	OLL	10:00 AM - 6:00 PM	BNA
05/09	05/09/22	OLL	8:00 AM - 4:00 PM	BNA
05/23	05/23/22	OLL	8:00 AM - 4:00 PM	BNA
06/06	06/06/22	OLL	10:00 AM - 6:00 PM	BNA
06/20	06/20/22	OLL	8:00 AM - 4:00 PM	BNA

SC-200T00 Microsoft Security Operations Analyst / 2380 USD / Days: 4

<p>Learn how to investigate, respond to, and hunt for threats using Microsoft Azure Sentinel, Azure Defender, and Microsoft 365 Defender. In this course you will learn how to mitigate cyberthreats using these technologies. Specifically, you will configure and use Azure Sentinel as well as utilize Kusto Query Language (KQL) to perform detection, analysis, and reporting. The course was designed for people who work in a Security Operations job role and helps learners prepare for the exam SC-200: Microsoft Security Operations Analyst.</p>

01/17	01/20/22	OLL	8:00 AM - 4:00 PM	BNA
02/14	02/17/22	OLL	10:00 AM - 6:00 PM	BNA
03/15	03/18/22	OLL	8:00 AM - 4:00 PM	BNA
04/11	04/14/22	OLL	8:00 AM - 4:00 PM	BNA
05/16	05/19/22	OLL	10:00 AM - 6:00 PM	BNA
06/13	06/16/22	OLL	8:00 AM - 4:00 PM	BNA

SC-300T00 Microsoft Identity and Access Administrator / 2380 USD / Days: 4

<p>This course provides IT Identity and Access Professional, along with IT Security Professional, with the knowledge and skills needed to implement identity management solutions based on Microsoft Azure AD, and it connected identity technologies. This course includes identity content for Azure AD, enterprise application registration, conditional access, identity governance, and other identity tools.</p>

12/14	12/17/21	OLL	8:00 AM - 4:00 PM	BNA
12/14	12/17/21	OLL	10:00 AM - 6:00 PM	BNA
02/21	02/24/22	OLL	8:00 AM - 4:00 PM	BNA
04/19	04/22/22	OLL	10:00 AM - 6:00 PM	BNA
06/21	06/24/22	OLL	8:00 AM - 4:00 PM	BNA

SC-400T00 Microsoft Information Protection Administrator / 1190 USD / Days: 2

<p>Learn how to protect information in your Microsoft 365 deployment. This course focuses on data governance and information protection within your organization. The course covers implementation of data loss prevention policies, sensitive information types, sensitivity labels, data retention policies and Office 365 message encryption among other related topics. The course helps learners prepare for the Microsoft Information Protection Administrator exam (SC-400).</p>

12/20	12/21/21	OLL	10:00 AM - 6:00 PM	BNA
02/28	03/01/22	OLL	8:00 AM - 4:00 PM	BNA
04/28	04/29/22	OLL	10:00 AM - 6:00 PM	BNA
06/27	06/28/22	OLL	8:00 AM - 4:00 PM	BNA

SC-900T00 Microsoft Security, Compliance, and Identity / 595 USD / Days: 1

This course provides foundational level knowledge on security, compliance, and identity concepts and related cloud-based Microsoft solutions

12/13	12/13/21	OLL	8:00 AM - 4:00 PM	BNA
12/17	12/17/21	OLL	8:00 AM - 4:00 PM	BNA
01/07	01/07/22	OLL	8:00 AM - 4:00 PM	BNA
02/21	02/21/22	OLL	10:00 AM - 6:00 PM	BNA
03/14	03/14/22	OLL	8:00 AM - 4:00 PM	BNA
04/01	04/01/22	OLL	8:00 AM - 4:00 PM	BNA
04/25	04/25/22	OLL	10:00 AM - 6:00 PM	BNA
05/09	05/09/22	OLL	8:00 AM - 4:00 PM	BNA
06/03	06/03/22	OLL	8:00 AM - 4:00 PM	BNA
06/20	06/20/22	OLL	10:00 AM - 6:00 PM	BNA

Course Schedule

Microsoft Access

Access 2016 - Part 1 / 590 USD / Days: 2

In this course, students will use Access 2016 to manage their data, including creating a new database; constructing tables; designing forms and reports; and creating queries to join, filter, and sort data.

01/04	01/05/22	OLL	8:00 AM - 4:00 PM	BNA
02/21	02/22/22	OLL	8:00 AM - 4:00 PM	BNA
04/12	04/13/22	OLL	10:00 AM - 6:00 PM	BNA
05/31	06/01/22	OLL	8:00 AM - 4:00 PM	BNA

Access 2016 - Part 2 / 590 USD / Days: 2

You've covered many of the basic functions of Microsoft® Office Access® 2016, and now you're ready to learn advanced Access features such as database management, advanced form design, packaging a database, encrypting a database, preparing a database for multi-user access, and more. Knowledge of these features separate database professionals from the casual database users or occasional designers.

02/23	02/24/22	OLL	8:00 AM - 4:00 PM	BNA
06/01	06/02/22	OLL	10:00 AM - 6:00 PM	BNA

Access 2019 - Part 1 / 590 USD / Days: 2

Data is everywhere. Most job roles today involve some form of data management. Virtually everyone is affected in some way by the need to manage data. A relational database application such as Microsoft® Office Access® can help you and your organization with this task. This course is the first in a series that covers the skills needed to perform database design and development in Access.

01/10	01/11/22	OLL	10:00 AM - 6:00 PM	BNA
02/28	03/01/22	OLL	8:00 AM - 4:00 PM	BNA
04/11	04/12/22	OLL	8:00 AM - 4:00 PM	BNA
05/24	05/25/22	OLL	10:00 AM - 6:00 PM	BNA

Access 2019 - Part 2 / 590 USD / Days: 2

Your training and experience using Microsoft® Office Access® has given you basic database management skills, such as creating tables, designing forms and reports, and building queries. In this course, you will expand your knowledge of relational database design; promote quality input from users; improve database efficiency and promote data integrity; and implement advanced features in tables, queries, forms, and reports. Extending your knowledge of Access will result in a robust, functional database for your users. This course is the second part of a series that covers the skills needed to perform database design and development in Access 2019.

12/09	12/10/21	OLL	10:00 AM - 6:00 PM	BNA
03/17	03/18/22	OLL	8:00 AM - 4:00 PM	BNA
06/16	06/17/22	OLL	10:00 AM - 6:00 PM	BNA

Microsoft Access for Office 365 (Desktop or Online) - Part 1 / 590 USD / Days: 2

In this introductory course, you will discover the capabilities of Microsoft® Access®, a relational database application that can help you and your organization manage your complex data.

01/17	01/18/22	OLL	10:00 AM - 6:00 PM	BNA
03/07	03/08/22	OLL	8:00 AM - 4:00 PM	BNA
04/18	04/19/22	OLL	8:00 AM - 4:00 PM	BNA
06/13	06/14/22	OLL	10:00 AM - 6:00 PM	BNA

Microsoft Access for Office 365 (Desktop or Online) - Part 2 / 590 USD / Days: 2

In this course, you will expand your knowledge of relational database design; promote quality input from users; improve database efficiency and promote data integrity; and implement advanced features in tables, queries, forms, and reports. Extending your knowledge of Access will result in a robust, functional database for your users.

This course covers Microsoft Office Specialist Program exam objectives to help you prepare for the Access Expert (Office 365 and Office 2019): Exam MO-500 certification.

02/24	02/25/22	OLL	10:00 AM - 6:00 PM	BNA
04/20	04/21/22	OLL	8:00 AM - 4:00 PM	BNA
06/22	06/23/22	OLL	8:00 AM - 4:00 PM	BNA

Microsoft Azure

AI-102T00 Designing and Implementing a Microsoft Azure AI Solution / 2380 USD / Days: 4

AI-102 Designing and Implementing an Azure AI Solution is intended for software developers wanting to build AI infused applications that leverage Azure Cognitive Services, Azure Cognitive Search, and Microsoft Bot Framework. The course will use C# or Python as the programming language.

03/01	03/04/22	OLL	8:00 AM - 4:00 PM	BNA
06/21	06/24/22	OLL	10:00 AM - 6:00 PM	BNA

AI-900T00 - Microsoft Azure AI Fundamentals / 595 USD / Days: 1

This course introduces fundamentals concepts related to artificial intelligence (AI), and the services in Microsoft Azure that can be used to create AI solutions. The course is not designed to teach students to become professional data scientists or software developers, but rather to build awareness of common AI workloads and the ability to identify Azure services to support them. The course is designed as a blended learning experience that combines instructor-led training with online materials on the Microsoft Learn platform (<https://azure.com/learn>). The hands-on exercises in the course are based on Learn modules, and students are encouraged to use the content on Learn as reference materials to reinforce what they learn in the class and to explore topics in more depth.

02/28	02/28/22	OLL	8:00 AM - 4:00 PM	BNA
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AI-900T00 - Microsoft Azure AI Fundamentals / 595 USD / Days: 1

This course introduces fundamentals concepts related to artificial intelligence (AI), and the services in Microsoft Azure that can be used to create AI solutions. The course is not designed to teach students to become professional data scientists or software developers, but rather to build awareness of common AI workloads and the ability to identify Azure services to support them. The course is designed as a blended learning experience that combines instructor-led training with online materials on the Microsoft Learn platform (<https://azure.com/learn>). The hands-on exercises in the course are based on Learn modules, and students are encouraged to use the content on Learn as reference materials to reinforce what they learn in the class and to explore topics in more depth.

06/20	06/20/22	OLL	10:00 AM - 6:00 PM	BNA
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AZ-104T00 - Microsoft Azure Administrator / 2380 USD / 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.

12/13	12/16/21	OLL	10:00 AM - 6:00 PM	BNA
01/03	01/06/22	OLL	8:00 AM - 4:00 PM	BNA
01/11	01/14/22	OLL	8:00 AM - 4:00 PM	BNA
01/17	01/20/22	OLL	10:00 AM - 6:00 PM	BNA
01/25	01/28/22	OLL	8:00 AM - 4:00 PM	BNA
01/31	02/03/22	OLL	8:00 AM - 4:00 PM	BNA
02/08	02/11/22	OLL	10:00 AM - 6:00 PM	BNA
02/14	02/17/22	OLL	8:00 AM - 4:00 PM	BNA
02/22	02/25/22	OLL	8:00 AM - 4:00 PM	BNA
02/28	03/03/22	OLL	10:00 AM - 6:00 PM	BNA
03/08	03/11/22	OLL	8:00 AM - 4:00 PM	BNA
03/14	03/17/22	OLL	8:00 AM - 4:00 PM	BNA
03/22	03/25/22	OLL	10:00 AM - 6:00 PM	BNA
03/28	03/31/22	OLL	8:00 AM - 4:00 PM	BNA
04/05	04/08/22	OLL	8:00 AM - 4:00 PM	BNA
04/11	04/14/22	OLL	10:00 AM - 6:00 PM	BNA
04/18	04/21/22	OLL	8:00 AM - 4:00 PM	BNA
04/26	04/29/22	OLL	8:00 AM - 4:00 PM	BNA
05/02	05/05/22	OLL	10:00 AM - 6:00 PM	BNA
05/10	05/13/22	OLL	8:00 AM - 4:00 PM	BNA
05/23	05/26/22	OLL	8:00 AM - 4:00 PM	BNA
05/31	06/03/22	OLL	10:00 AM - 6:00 PM	BNA
06/06	06/09/22	OLL	8:00 AM - 4:00 PM	BNA
06/14	06/17/22	OLL	8:00 AM - 4:00 PM	BNA

Course Schedule

AZ-104T00 - Microsoft Azure Administrator / 2380 USD / 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.

06/20 · 06/23/22 **OLL** 10:00 AM - 6:00 PM BNA

06/27 · 06/30/22 **OLL** 8:00 AM - 4:00 PM BNA

AZ-120T00 Planning and Administering Microsoft Azure for SAP Workloads / 2380 USD / Days: 4

As an IT Professionals experienced in SAP solutions, you will discover how to leverage Azure resources that include deployment and configuration of virtual machines, virtual networks, storage accounts, and Azure AD that includes implementing and managing hybrid identities. You will also be introduced to concepts, scenarios, procedures, and hands-on labs that will empower you to best plan and implement migration and operation of an SAP solution on Azure. You will also receive guidance on subscriptions, create and scale virtual machines, implement storage solutions, configure virtual networking, back up and share data, connect Azure and on-premises sites, manage network traffic, implement Azure Active Directory, secure identities, and monitor your solution.

01/10 · 01/13/22 **OLL** 10:00 AM - 6:00 PM BNA

05/02 · 05/05/22 **OLL** 8:00 AM - 4:00 PM BNA

AZ-140T00 Configuring and Operating Windows Virtual Desktop on Microsoft Azure / 2380 USD / Days: 4

This course teaches Azure administrators how to plan, deliver, and manage virtual desktop experiences and remote apps, for any device, on Azure. Students will learn through a mix of demonstrations and hands-on lab experiences deploying virtual desktop experiences and apps on Windows Virtual Desktop and optimizing them to run in multi-session virtual environments.

02/28 · 03/03/22 **OLL** 8:00 AM - 4:00 PM BNA

05/31 · 06/03/22 **OLL** 10:00 AM - 6:00 PM BNA

AZ-204T00: Developing Solutions for Microsoft Azure / 2975 USD / 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.

01/10 · 01/14/22 **OLL** 10:00 AM - 6:00 PM BNA

02/14 · 02/18/22 **OLL** 8:00 AM - 4:00 PM BNA

03/14 · 03/18/22 **OLL** 8:00 AM - 4:00 PM BNA

AZ-204T00: Developing Solutions for Microsoft Azure / 2975 USD / 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.

04/11 · 04/15/22 **OLL** 10:00 AM - 6:00 PM BNA

05/09 · 05/13/22 **OLL** 8:00 AM - 4:00 PM BNA

06/06 · 06/10/22 **OLL** 8:00 AM - 4:00 PM BNA

AZ-220T00 Microsoft Azure IoT Developer / 2380 USD / Days: 4

This course empowers you with the knowledge and skills required to successfully create and maintain the cloud and edge portions of an Azure IoT solution. You will learn the core Azure IoT services, such as IoT Hub, Device Provisioning Services, Azure Stream Analytics, Time Series Insights, and much more. With a focus on Azure PaaS services, this course expands into IoT Edge, device management, monitoring and troubleshooting, security concerns, and Azure IoT Central.

12/13 · 12/16/21 **OLL** 8:00 AM - 4:00 PM BNA

05/17 · 05/20/22 **OLL** 8:00 AM - 4:00 PM BNA

AZ-303T00 - Microsoft Azure Architect Technologies / 2975 USD / Days: 5

This course teaches Solutions Architects how to translate business requirements into secure, scalable, and reliable solutions. Lessons include virtualization, automation, networking, storage, identity, security, data platform, and application infrastructure. This course outlines how decisions in each these area affects an overall solution.

12/13 · 12/17/21 **OLL** 8:00 AM - 4:00 PM BNA

01/17 · 01/21/22 **OLL** 8:00 AM - 4:00 PM BNA

02/14 · 02/18/22 **OLL** 10:00 AM - 6:00 PM BNA

03/21 · 03/25/22 **OLL** 8:00 AM - 4:00 PM BNA

04/11 · 04/15/22 **OLL** 8:00 AM - 4:00 PM BNA

05/16 · 05/20/22 **OLL** 10:00 AM - 6:00 PM BNA

06/13 · 06/17/22 **OLL** 8:00 AM - 4:00 PM BNA

AZ-304T00 - Microsoft Azure Architect Design / 2380 USD / 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.

01/24 · 01/27/22 **OLL** 8:00 AM - 4:00 PM BNA

AZ-304T00 - Microsoft Azure Architect Design / 2380 USD / 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.

02/21 · 02/24/22 **OLL** 10:00 AM - 6:00 PM BNA

04/18 · 04/21/22 **OLL** 8:00 AM - 4:00 PM BNA

05/23 · 05/26/22 **OLL** 10:00 AM - 6:00 PM BNA

06/20 · 06/23/22 **OLL** 8:00 AM - 4:00 PM BNA

AZ-400T00 Designing and Implementing Microsoft DevOps Solutions / 2975 USD / Days: 5

This course provides the knowledge and skills to design and implement DevOps processes and practices. Students will learn how to plan for DevOps, use source control, scale Git for an enterprise, consolidate artifacts, design a dependency management strategy, manage secrets, implement continuous integration, implement a container build strategy, design a release strategy, set up a release management workflow, implement a deployment pattern, and optimize feedback mechanisms.

12/13 · 12/17/21 **OLL** 10:00 AM - 6:00 PM BNA

01/24 · 01/28/22 **OLL** 8:00 AM - 4:00 PM BNA

02/21 · 02/25/22 **OLL** 10:00 AM - 6:00 PM BNA

03/21 · 03/25/22 **OLL** 8:00 AM - 4:00 PM BNA

04/25 · 04/29/22 **OLL** 8:00 AM - 4:00 PM BNA

05/23 · 05/27/22 **OLL** 10:00 AM - 6:00 PM BNA

06/27 · 07/01/22 **OLL** 8:00 AM - 4:00 PM BNA

AZ-500T00 Microsoft Azure Security Technologies / 2380 USD / 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.

01/03 · 01/06/22 **OLL** 10:00 AM - 6:00 PM BNA

02/07 · 02/10/22 **OLL** 8:00 AM - 4:00 PM BNA

03/07 · 03/10/22 **OLL** 8:00 AM - 4:00 PM BNA

04/04 · 04/07/22 **OLL** 10:00 AM - 6:00 PM BNA

05/02 · 05/05/22 **OLL** 8:00 AM - 4:00 PM BNA

06/06 · 06/09/22 **OLL** 8:00 AM - 4:00 PM BNA

Course Schedule

AZ-600T00 Configuring and Operating a Hybrid Cloud with Microsoft Azure Stack Hub / 2380 USD / Days: 4

This course teaches Azure administrators and Azure Stack Hub operators how to plan, deploy, package, update, and maintain the Azure Stack Hub infrastructure. Lessons include deploying Azure Stack Hub, managing the Azure Stack Hub Marketplace, offering App Services and Event Hub resource providers, managing Azure Stack Hub registration, and maintaining system health.

12/13	12/16/21	OLL	8:00 AM - 4:00 PM	BNA
03/21	03/24/22	OLL	10:00 AM - 6:00 PM	BNA
06/27	06/30/22	OLL	8:00 AM - 4:00 PM	BNA

AZ-700T00: Designing and Implementing Microsoft Azure Networking Solutions / 1785 USD / Days: 3

This course teaches Network Engineers how to design, implement, and maintain Azure networking solutions. Students cover the process of designing, implementing, and managing core Azure networking infrastructure, Hybrid Networking connections, load balancing traffic, network routing, private access to Azure services, network security and monitoring.

02/28	03/02/22	OLL	8:00 AM - 4:00 PM	BNA
05/31	06/02/22	OLL	8:00 AM - 4:00 PM	BNA

AZ-900T00 Microsoft Azure Fundamentals / 1190 USD / 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.

12/09	12/10/21	OLL	8:00 AM - 4:00 PM	BNA
12/20	12/21/21	OLL	10:00 AM - 6:00 PM	BNA
01/03	01/04/22	OLL	8:00 AM - 4:00 PM	BNA
01/13	01/14/22	OLL	8:00 AM - 4:00 PM	BNA
01/17	01/18/22	OLL	10:00 AM - 6:00 PM	BNA
02/03	02/04/22	OLL	8:00 AM - 4:00 PM	BNA
02/07	02/08/22	OLL	8:00 AM - 4:00 PM	BNA
02/14	02/15/22	OLL	10:00 AM - 6:00 PM	BNA
02/28	03/01/22	OLL	8:00 AM - 4:00 PM	BNA
03/10	03/11/22	OLL	8:00 AM - 4:00 PM	BNA
03/14	03/15/22	OLL	10:00 AM - 6:00 PM	BNA
03/31	04/01/22	OLL	8:00 AM - 4:00 PM	BNA
04/04	04/05/22	OLL	8:00 AM - 4:00 PM	BNA

AZ-900T00 Microsoft Azure Fundamentals / 1190 USD / 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.

04/14	04/15/22	OLL	10:00 AM - 6:00 PM	BNA
04/25	04/26/22	OLL	8:00 AM - 4:00 PM	BNA
05/05	05/06/22	OLL	8:00 AM - 4:00 PM	BNA
05/09	05/10/22	OLL	10:00 AM - 6:00 PM	BNA
05/26	05/27/22	OLL	8:00 AM - 4:00 PM	BNA
06/01	06/02/22	OLL	8:00 AM - 4:00 PM	BNA
06/09	06/10/22	OLL	10:00 AM - 6:00 PM	BNA
06/20	06/21/22	OLL	8:00 AM - 4:00 PM	BNA
06/30	07/01/22	OLL	8:00 AM - 4:00 PM	BNA

DP-050T00 Migrate SQL workloads to Azure / 1190 USD / Days: 2

In this course, the students will explore the objectives of data platform modernization and how it is suitable for given business requirements. They will also explore each stage of the data platform modernization process and define what tasks are involved at each stage, such as the assessment and planning phase. Students will also learn the available migration tools and how they are suitable for each stage of the data migration process. The student will learn how to migrate to the three target platforms for SQL based workloads; Azure Virtual Machines, Azure SQL Databases and Azure SQL Database Managed Instances. The student will learn the benefits and limitations of each target platform and how they can be used to fulfil both business and technical requirements for modern SQL workloads. The student will explore the changes that may need to be made to existing SQL based applications, so that they can make best use of modern data platforms in Azure.

12/09	12/10/21	OLL	10:00 AM - 6:00 PM	BNA
03/14	03/15/22	OLL	8:00 AM - 4:00 PM	BNA
06/16	06/17/22	OLL	8:00 AM - 4:00 PM	BNA

DP-060T00 Migrate NoSQL workloads to Azure Cosmos DB / 595 USD / Days: 1

This course will teach the students what is Cosmos DB and how you can migrate MongoDB and Cassandra workloads to Cosmos DB.

03/17	03/17/22	OLL	11:00 AM - 7:00 PM	BNA
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DP-070T00 Migrate Open Source Data Workloads to Azure / 595 USD / Days: 1

This course will enable the students to understand Azure SQL Database, and educate the students on what is required to migrate MySQL and PostgreSQL workloads to Azure SQL Database.

03/18	03/18/22	OLL	8:00 AM - 4:00 PM	BNA
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DP-090T00: Implementing a Machine Learning Solution with Microsoft Azure Databricks / 595 USD / Days: 1

Azure Databricks is a cloud-scale platform for data analytics and machine learning. In this course, students will learn how to use Azure Databricks to explore, prepare, and model data; and integrate Databricks machine learning processes with Azure Machine Learning.

02/08	02/08/22	OLL	8:00 AM - 4:00 PM	BNA
05/20	05/20/22	OLL	8:00 AM - 4:00 PM	BNA

DP-100T01 Designing and Implementing a Data Science Solution on Azure / 1785 USD / Days: 3

Gain the necessary knowledge about how to use Azure services to develop, train, and deploy, machine learning solutions. The course starts with an overview of Azure services that support data science. From there, it focuses on using Azure's premier data science service, Azure Machine Learning service, to automate the data science pipeline. This course is focused on Azure and does not teach the student how to do data science. It is assumed students already know that.

01/11	01/13/22	OLL	8:00 AM - 4:00 PM	BNA
02/14	02/16/22	OLL	8:00 AM - 4:00 PM	BNA
03/22	03/24/22	OLL	10:00 AM - 6:00 PM	BNA
04/20	04/22/22	OLL	8:00 AM - 4:00 PM	BNA
05/25	05/27/22	OLL	8:00 AM - 4:00 PM	BNA

Course Schedule

DP-203T00 Data Engineering on Microsoft Azure / 2380 USD / Days: 4

In this course, the student will learn about the data engineering patterns and practices as it pertains to working with batch and real-time analytical solutions using Azure data platform technologies. Students will begin by understanding the core compute and storage technologies that are used to build an analytical solution. They will then explore how to design an analytical serving layers and focus on data engineering considerations for working with source files. The students will learn how to interactively explore data stored in files in a data lake. They will learn the various ingestion techniques that can be used to load data using the Apache Spark capability found in Azure Synapse Analytics or Azure Databricks, or how to ingest using Azure Data Factory or Azure Synapse pipelines. The students will also learn the various ways they can transform the data using the same technologies that is used to ingest data. The student will spend time on the course learning how to monitor and analyze the performance of analytical system so that they can optimize the performance of data loads, or queries that are issued against the systems. They will understand the importance of implementing security to ensure that the data is protected at rest or in transit. The student will then show how the data in an analytical system can be used to create dashboards, or build predictive models in Azure Synapse Analytics.

01/03	01/06/22	OLL	10:00 AM - 6:00 PM	BNA
02/08	02/11/22	OLL	8:00 AM - 4:00 PM	BNA
03/07	03/10/22	OLL	8:00 AM - 4:00 PM	BNA
04/05	04/08/22	OLL	10:00 AM - 6:00 PM	BNA
05/02	05/05/22	OLL	8:00 AM - 4:00 PM	BNA
06/06	06/09/22	OLL	8:00 AM - 4:00 PM	BNA

DP-300T00 - Administering Relational Databases on Microsoft Azure / 2380 USD / Days: 4

This course provides students with the knowledge and skills to administer a SQL Server database infrastructure for cloud, on-premises and hybrid relational databases and who work with the Microsoft PaaS relational database offerings. Additionally, it will be of use to individuals who develop applications that deliver content from SQL-based relational databases.

01/17	01/20/22	OLL	8:00 AM - 4:00 PM	BNA
02/21	02/24/22	OLL	8:00 AM - 4:00 PM	BNA
04/11	04/14/22	OLL	8:00 AM - 4:00 PM	BNA
05/16	05/19/22	OLL	10:00 AM - 6:00 PM	BNA
06/20	06/23/22	OLL	8:00 AM - 4:00 PM	BNA

DP-900T00 Microsoft Azure Data Fundamentals / 595 USD / Days: 1

In this course, students will learn the fundamentals of database concepts in a cloud environment, get basic skilling in cloud data services, and build their foundational knowledge of cloud data services within Microsoft Azure. Students will identify and describe core data concepts such as relational, non-relational, big data, and analytics, and explore how this technology is implemented with Microsoft Azure. They will explore the roles, tasks, and responsibilities in the world of data. The students will explore relational data offerings, provisioning and deploying relational databases, and querying relational data through cloud data solutions with Microsoft Azure. They will explore non-relational data offerings, provisioning and deploying non-relational databases, and non-relational data stores with Microsoft Azure. Students will explore the processing options available for building data analytics solutions in Azure. They will explore Azure Synapse Analytics, Azure Databricks, and Azure HDInsight. Students will learn what Power BI is, including its building blocks and how they work together.

12/20	12/20/21	OLL	8:00 AM - 4:00 PM	BNA
01/28	01/28/22	OLL	8:00 AM - 4:00 PM	BNA
02/15	02/15/22	OLL	8:00 AM - 4:00 PM	BNA
03/30	03/30/22	OLL	10:00 AM - 6:00 PM	BNA
04/19	04/19/22	OLL	8:00 AM - 4:00 PM	BNA
06/03	06/03/22	OLL	8:00 AM - 4:00 PM	BNA
06/27	06/27/22	OLL	10:00 AM - 6:00 PM	BNA

Microsoft Cloud and Big Data

Microsoft Power BI: Data Analysis Practitioner (Second Edition) / 790 USD / Days: 2

As technology progresses and becomes more interwoven with our businesses and lives, more data is collected about business and personal activities. This era of "big data" is a direct result of the popularity and growth of cloud computing, which provides an abundance of computational power and storage, allowing organizations of all sorts to capture and store data. Leveraging that data effectively can provide timely insights and competitive advantages. Creating data-backed visualizations is key for data scientists, or any professional, to explore, analyze, and report insights and trends from data. Microsoft Power BI; software is designed for this purpose. Power BI was built to connect to a wide range of data sources, and it enables users to quickly create visualizations of connected data to gain insights, show trends, and create reports. Power BI's data connection capabilities and visualization features go far beyond those that can be found in spreadsheets, enabling users to create compelling and interactive worksheets, dashboards, and stories that bring data to life and turn data into thoughtful action.

12/16	12/17/21	OLL	8:00 AM - 4:00 PM	BNA
12/16	12/17/21	OLL	8:00 AM - 4:00 PM	BNA
12/27	12/28/21	OLL	8:00 AM - 4:00 PM	BNA
01/06	01/07/22	OLL	8:00 AM - 4:00 PM	BNA

Microsoft Power BI: Data Analysis Practitioner (Second Edition) / 790 USD / Days: 2

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02/21	02/22/22	OLL	8:00 AM - 4:00 PM	BNA
03/21	03/22/22	OLL	10:00 AM - 6:00 PM	BNA
05/03	05/04/22	OLL	8:00 AM - 4:00 PM	BNA
06/13	06/14/22	OLL	8:00 AM - 4:00 PM	BNA

Microsoft Power BI: Data Analysis Professional (Second Edition) / 1785 USD / Days: 3

As technology progresses and becomes more interwoven with our businesses and lives, more data is collected about business and personal activities. This era of "big data" is a direct result of the popularity and growth of cloud computing, which provides an abundance of computational power and storage, allowing organizations of all sorts to capture and store data. Leveraging that data effectively can provide timely insights and competitive advantages. Creating data-backed visualizations is key for data scientists, or any professional, to explore, analyze, and report insights and trends from data. Microsoft Power BI; software is designed for this purpose. Power BI was built to connect to a wide range of data sources, and it enables users to quickly create visualizations of connected data to gain insights, show trends, and create reports. Power BI's data connection capabilities and visualization features go far beyond those that can be found in spreadsheets, enabling users to create compelling and interactive worksheets, dashboards, and stories that bring data to life and turn data into thoughtful action.

02/09	02/11/22	OLL	8:00 AM - 4:00 PM	BNA
05/09	05/11/22	OLL	10:00 AM - 6:00 PM	BNA

Power BI: Dashboard in a Day / 395 USD / Days: 1

A one-day, hands-on workshop for business analysts that covers the full capabilities of Power BI

01/07	01/07/22	OLL	8:00 AM - 4:00 PM	BNA
02/15	02/15/22	OLL	8:00 AM - 4:00 PM	BNA
03/21	03/21/22	OLL	10:00 AM - 6:00 PM	BNA

Course Schedule

Power BI: Dashboard in a Day / 395 USD / Days: 1

A one-day, hands-on workshop for business analysts that covers the full capabilities of Power BI

05/06 · 05/06/22 **OLL** 8:00 AM - 4:00 PM BNA

06/22 · 06/22/22 **OLL** 8:00 AM - 4:00 PM BNA

Microsoft Dynamics

MB-210T01 Dynamics 365 for Customer Engagement for Sales / 695 USD / Days: 1

Microsoft Dynamics 365 for Sales is an end-to-end application to manage the handling of customers and potential customers; tracking data against sales goals, automating your best practices, learning from your data and more.

02/16 · 02/16/22 **OLL** 10:00 AM - 6:00 PM BNA

06/13 · 06/13/22 **OLL** 8:00 AM - 4:00 PM BNA

MB-220T00 Dynamics 365 for Marketing / 2780 USD / Days: 4

This course will review the marketing application configuration needed to drive business growth. It will also dive into lead management, marketing forms and pages, segmentation, and email marketing messages. All these pieces are tied together through interactive customer journey design, including event and survey configuration.

02/15 · 02/18/22 **OLL** 10:00 AM - 6:00 PM BNA

06/14 · 06/17/22 **OLL** 8:00 AM - 4:00 PM BNA

MB-230T01 Dynamics 365 for Customer Engagement for Customer Service / 2085 USD / Days: 3

Microsoft Dynamics 365 for Customer Service offers any organization an opportunity for customer success. Using tools such as automatic case creation and queue management frees up time to dedicate where a greater impact can be made, directly with customers. Our team of globally recognized experts take students step by step, from creating cases, to interacting with customers, to resolving those cases. Once those cases are resolved, students will learn from data analysis the key details to help resolve similar cases faster or avoid new issues altogether.

02/21 · 02/23/22 **OLL** 8:00 AM - 4:00 PM BNA

06/27 · 06/29/22 **OLL** 10:00 AM - 6:00 PM BNA

MB-240T00 Dynamics 365 for Field Service / 2085 USD / Days: 3

Dynamics 365 Field Service helps organizations better position themselves in the market by providing a variety of tools that assist in identifying and scheduling resources and managing workloads for mobile workers. This course will equip students with the skills necessary to identify and configure the key components that are used to deliver Field Service and mobile solutions. Key topics include identifying the organizational considerations that will drive configuration decisions and common configuration aspects. This course helps students better understand the bigger picture and end goals focused around implementations that aid in designing more efficient solutions that align with customer and organizational goals.

12/20 · 12/22/21 **OLL** 10:00 AM - 6:00 PM BNA

04/04 · 04/06/22 **OLL** 8:00 AM - 4:00 PM BNA

MB-300T00 Microsoft Dynamics 365: Core Finance and Operations / 1390 USD / Days: 2

Dynamics 365 Finance and Operations apps include, but are not limited to, Dynamics 365 Finance, Dynamics 365 Supply Chain Management, and Dynamics 365 Supply Chain Management, Manufacturing. This foundational course provides students with the important first steps in automating and modernizing both global financial and supply chain operations

04/07 · 04/08/22 **OLL** 8:00 AM - 4:00 PM BNA

MB-310T00 Dynamics 365 for Finance and Operations, Financials / 2780 USD / Days: 4

This course covers the financial aspects of Dynamics 365: configure and use essential financial components, accounts payable, accounts receivable, collections, budgeting, fixed assets, and additional functionality

12/13 · 12/16/21 **OLL** 10:00 AM - 6:00 PM BNA

04/11 · 04/14/22 **OLL** 8:00 AM - 4:00 PM BNA

MB-320T00 Dynamics 365 for Finance and Operations, Manufacturing / 2780 USD / Days: 4

This course has six modules and designed for 4 days learning experience. It can be taught in-person and/or virtually. Your instructor(s) will provide you with the agenda for this course. Module 1 will introduce you to the configure need for Dynamics 365 Supply Chain Management, Manufacturing. Module 2 will get deeper into managing the different types of manufacturing processes. Module 3 will be your address implementing master planning for production. Module 4 will be tackle implementing several manufacturing features. Module 5 will focus on subcontracting for product manufacturing.

02/01 · 02/04/22 **OLL** 8:00 AM - 4:00 PM BNA

06/06 · 06/09/22 **OLL** 10:00 AM - 6:00 PM BNA

MB-330T00 Microsoft Dynamics 365 Supply Chain Management / 3475 USD / Days: 5

This course is designed to build your foundation in Dynamics 365 Supply Chain Management application knowledge. This course will cover the most important features and functionalities needed by Dynamics 365 Supply Chain Management functional consultant including: The product information and how to configure, create, and manage your product and inventory. Supply chain management configuration and processing. The transportation management features, and the warehouse management features. Quality management and quality control functionalities. Master planning configuration and processing. This course includes lectures and several hands-on exercises. The exercises will be introduced to you on a form of a case study presented to a Dynamics 365 Supply Chain Management functional consultant. Each exercise will be based on a business scenario followed by a question or discussion then a step-by-step guidance to perform the system related steps.

02/07 · 02/11/22 **OLL** 8:00 AM - 4:00 PM BNA

06/13 · 06/17/22 **OLL** 10:00 AM - 6:00 PM BNA

MB-500T00 Dynamics 365 - Finance and Operations Apps Developer / 3475 USD / Days: 5

This course empowers you as a Microsoft Dynamics 365 Finance and Operations Apps Developers, enabling you to implement and extend applications to meet the requirements of your business. You will learn the skills you need to develop fully realized solutions by using standardized application coding patterns, extensible features, and external integrations.

03/07 · 03/11/22 **OLL** 10:00 AM - 6:00 PM BNA

07/11 · 07/15/22 **OLL** 8:00 AM - 4:00 PM BNA

MB-700T00 Microsoft Dynamics 365: Finance and Operations Apps Solution Architect / 2780 USD / Days: 4

This course is developed for those aspired to be and new to the solution architect role. This course provides the technical information focusing on application architecture and technical skills to start their journey into this role. This course will not cover the industrial skills and delivery skills required for this role.

03/21 · 03/24/22 **OLL** 8:00 AM - 4:00 PM BNA

Course Schedule

MB-800T00 Microsoft Dynamics 365 Business Central Functional Consultant / 2780 USD / Days: 4

Built and optimized for small and medium businesses, Dynamics 365 Business Central is an application for companies that have outgrown their entry-level business applications. Growing businesses often outgrow their basic accounting software or legacy enterprise resource planning (ERP) systems that are unable to handle increased inventory and transactions, lack integration with other line-of-business systems, and have reporting limitations. Businesses are also challenged with the logistics of providing services that have more scalability, increased mobility, and availability in the cloud. With Business Central, you can manage your financials, automate and secure your supply chain, sell smarter, improve customer service and project performance, and optimize your operations.

04/18	04/21/22	OLL	8:00 AM - 4:00 PM	BNA
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MB-910T00 Microsoft Dynamics 365 Fundamentals (CRM) / 1390 USD / Days: 2

This course will provide you with a broad introduction to the customer engagement capabilities of Dynamics 365. You will become familiar with the concept of customer engagement, as well as each of the customer engagement apps, including Dynamics 365 Marketing, Dynamics 365 Sales, Dynamics 365 Customer Service, Dynamics 365 Field Service, and the customer relationship management (CRM) capabilities of Dynamics 365 Project Operations. This course will include lecture as well as hands-on labs.

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MB-920T00 Microsoft Dynamics 365 Fundamentals (ERP) / 1390 USD / Days: 2

This course will provide you with a broad introduction to the finance and operations capabilities of Dynamics 365. You will become familiar with the concept of enterprise resource management (ERP), as well as each of the finance and operations apps, including Dynamics 365 Supply Chain Management, Dynamics 365 Finance, Dynamics 365 Commerce, Dynamics 365 Human Resources, and the ERP capabilities of Dynamics 365 Project Operations. This course will include lecture as well as hands-on labs.

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PL-100T00 Microsoft Power Platform App Maker / 1785 USD / Days: 3

The App Maker builds solutions to simplify, automate, and transform tasks and processes for themselves and their team where they have deep expertise in the solution business domain. They have basic data modeling, user experience design, requirements analysis, and process analysis skills. The App Maker creates and enforces business processes, structures digital collection of information, improves efficiency of repeatable tasks, and automates business processes. The App Maker uses the Maker tools of Power Platform to solve business problems. They may use advanced features of Microsoft apps and third-party productivity tools. The App Maker is aware of the capabilities and limitations of available tools and understands how to apply them. The App Maker is self-directed, and solution focused. They may not have formal IT training but are comfortable using technology to solve business problems with a personal growth mindset. They understand the operational need and have a vision of the desired outcome. They approach problems with phased and iterative strategies.

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PL-200T00 Microsoft Power Platform Functional Consultant / 2975 USD / Days: 5

Power Platform solutions course will help you learn how to simplify, automate, and empower business processes for organizations in the role of a Functional Consultant. A Power Platform Functional Consultant is responsible for performing discovery, capturing requirements, engaging subject matter experts and stakeholders, translating requirements, and configuring Power Platform solutions and apps. This course covers Power Apps, Power Automate, Power Virtual Agents, and Power BI concepts to teach students how to build an integrated solution for an organization based on business requirements.

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PL-400T00 Microsoft Power Platform Developer / 2975 USD / Days: 5

The Microsoft Power Platform helps organizations optimize their operations by simplifying, automating and transforming business tasks and processes. In this course, students will learn how to build Power Apps, Automate Flows and extend the platform to complete business requirements and solve complex business problems.

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PL-400T00 Microsoft Power Platform Developer / 2975 USD / Days: 5

The Microsoft Power Platform helps organizations optimize their operations by simplifying, automating and transforming business tasks and processes. In this course, students will learn how to build Power Apps, Automate Flows and extend the platform to complete business requirements and solve complex business problems.

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PL-600T00 Power Platform Solution Architect / 2380 USD / Days: 4

The Solution Architect is responsible for the successful design, implementation, deployment and adoption of an overall solution. The Solution Architect ensures that the solution meets the customer's needs now and in the future. In this course, students will learn about decisions a Solution Architect makes during an implementation, covering security, integrations, Power Apps architecture, Power Automate architecture, and more. This course is designed to give you an introduction to the Solution Architect role.

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PL-900T00 Microsoft Power Platform Fundamentals / 1190 USD / Days: 2

This course is designed to serve as a valuable introduction to Power Platform. You will gain hands-on experience creating a simple PowerApp, connecting data with CDS, building a Power BI Dashboard, and automating a process with Microsoft Flow.

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Course Schedule

Microsoft Excel

10994 Data Analysis Fundamentals using Excel / 1190 USD / 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.

12/14 · 12/15/21 **OLL** 8:00 AM - 4:00 PM BNA

20779 Analyzing Data with Excel / 1785 USD / Days: 3

The main purpose of the course is to give students the ability to add BI techniques to Excel data analysis. The course goes beyond the capabilities of tables and charts and uses Pivot Charts, the Excel Data Model, and Power BI.

12/15 · 12/17/21 **OLL** 8:00 AM - 4:00 PM BNA

12/15 · 12/17/21 **OLL** 8:00 AM - 4:00 PM BNA

DA-100T00 - Analyzing Data with Microsoft Power BI / 2380 USD / 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.

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04/11 · 04/14/22 **OLL** 8:00 AM - 4:00 PM BNA

DA-100T00 - Analyzing Data with Microsoft Power BI / 2380 USD / 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.

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06/28 · 07/01/22 **OLL** 10:00 AM - 6:00 PM BNA

Data Analysis and Visualization with Microsoft Excel / 590 USD / Days: 2

Analyzing data to find issues, insights and opportunities, is now a critical part of many job roles. Beyond the analysis, data analysts in all job roles must be able to effectively present and communicate their findings in visually compelling ways. Microsoft's Excel is designed for this purpose. Excel can connect to a wide range of data sources, perform robust data analysis and create diverse and robust data-backed visualizations to show insights, trends, and create reports. These capabilities enable people who use Excel for data analysis to turn data into thoughtful action.

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06/06 · 06/07/22 **OLL** 8:00 AM - 4:00 PM BNA

Excel 2016 - Part 1 / 295 USD / Days: 1

<p>Are you looking to become a proficient Excel user? Professional Excel training from New Horizons can get you on the path to mastering this popular data spreadsheet software.</p>

<p>Through completing the introductory Excel 2016 training course, you'll develop foundational data manipulation knowledge and skills that you can build upon through additional training and use. With the Excel 2016 - Part 1 course under your belt, you'll feel confident using one of the world's most powerful applications.</p>

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06/27 · 06/27/22 **OLL** 8:00 AM - 4:00 PM BNA

Excel 2016 - Part 2 / 295 USD / Days: 1

<p>You've mastered the basics of Excel. In Excel 2016 - Part 2 training, you'll build upon your data manipulation skills and unlock more capabilities within the platform.</p>

<p>Deepen your understanding of Excel by learning how to create advanced workbooks and worksheets. With Part 2 training from New Horizons under your belt, you'll be ready to create custom formulas, apply built-in Excel functions and manipulate data to extract the insights you need.</p>

12/14 · 12/14/21 **OLL** 10:00 AM - 6:00 PM BNA

12/21 · 12/21/21 **OLL** 8:00 AM - 4:00 PM BNA

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Course Schedule

<p>Excel 2016 - Part 2 / 295 USD / Days: 1</p> <p><p>You've mastered the basics of Excel. In Excel 2016 - Part 2 training, you'll build upon your data manipulation skills and unlock more capabilities within the platform. </p></p> <p><p>Deepen your understanding of Excel by learning how to create advanced workbooks and worksheets. 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Master this popular platform by completing the Excel 2016 - Part 3 course from New Horizons. </p></p> <p><p>This advanced Excel course builds off learnings from Excel 2016 - Parts 1 & 2 and prepares you to complete difficult Excel tasks such as LOOKUPS, macros and more. The course also covers Microsoft Office Specialist exam objectives to help you prep for the certification exam. </p></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>12/08</td><td>12/08/21</td><td>OLL</td><td>10:00 AM - 6:00 PM</td><td>BNA</td></tr> <tr><td>01/07</td><td>01/07/22</td><td>OLL</td><td>8:00 AM - 4:00 PM</td><td>BNA</td></tr> <tr><td>01/28</td><td>01/28/22</td><td>OLL</td><td>8:00 AM - 4:00 PM</td><td>BNA</td></tr> <tr><td>02/18</td><td>02/18/22</td><td>OLL</td><td>10:00 AM - 6:00 PM</td><td>BNA</td></tr> <tr><td>03/11</td><td>03/11/22</td><td>OLL</td><td>8:00 AM - 4:00 PM</td><td>BNA</td></tr> <tr><td>04/01</td><td>04/01/22</td><td>OLL</td><td>8:00 AM - 4:00 PM</td><td>BNA</td></tr> <tr><td>04/22</td><td>04/22/22</td><td>OLL</td><td>10:00 AM - 6:00 PM</td><td>BNA</td></tr> </table>	01/12	01/12/22	OLL	10:00 AM - 6:00 PM	BNA	01/18	01/18/22	OLL	8:00 AM - 4:00 PM	BNA	02/02	02/02/22	OLL	8:00 AM - 4:00 PM	BNA	02/08	02/08/22	OLL	10:00 AM - 6:00 PM	BNA	02/16	02/16/22	OLL	8:00 AM - 4:00 PM	BNA	03/01	03/01/22	OLL	8:00 AM - 4:00 PM	BNA	03/09	03/09/22	OLL	10:00 AM - 6:00 PM	BNA	03/29	03/29/22	OLL	8:00 AM - 4:00 PM	BNA	04/06	04/06/22	OLL	8:00 AM - 4:00 PM	BNA	04/12	04/12/22	OLL	10:00 AM - 6:00 PM	BNA	04/27	04/27/22	OLL	8:00 AM - 4:00 PM	BNA	05/03	05/03/22	OLL	8:00 AM - 4:00 PM	BNA	05/11	05/11/22	OLL	10:00 AM - 6:00 PM	BNA	05/24	05/24/22	OLL	8:00 AM - 4:00 PM	BNA	06/01	06/01/22	OLL	8:00 AM - 4:00 PM	BNA	06/07	06/07/22	OLL	10:00 AM - 6:00 PM	BNA	06/22	06/22/22	OLL	8:00 AM - 4:00 PM	BNA	06/28	06/28/22	OLL	8:00 AM - 4:00 PM	BNA	12/08	12/08/21	OLL	10:00 AM - 6:00 PM	BNA	01/07	01/07/22	OLL	8:00 AM - 4:00 PM	BNA	01/28	01/28/22	OLL	8:00 AM - 4:00 PM	BNA	02/18	02/18/22	OLL	10:00 AM - 6:00 PM	BNA	03/11	03/11/22	OLL	8:00 AM - 4:00 PM	BNA	04/01	04/01/22	OLL	8:00 AM - 4:00 PM	BNA	04/22	04/22/22	OLL	10:00 AM - 6:00 PM	BNA	<p>Excel 2016 - Part 3 / 295 USD / Days: 1</p> <p><p>Excel is a powerhouse spreadsheet software used by companies small and large. Master this popular platform by completing the Excel 2016 - Part 3 course from New Horizons. </p></p> <p><p>This advanced Excel course builds off learnings from Excel 2016 - Parts 1 & 2 and prepares you to complete difficult Excel tasks such as LOOKUPS, macros and more. The course also covers Microsoft Office Specialist exam objectives to help you prep for the certification exam. </p></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>05/13</td><td>05/13/22</td><td>OLL</td><td>8:00 AM - 4:00 PM</td><td>BNA</td></tr> <tr><td>06/03</td><td>06/03/22</td><td>OLL</td><td>8:00 AM - 4:00 PM</td><td>BNA</td></tr> <tr><td>06/17</td><td>06/17/22</td><td>OLL</td><td>10:00 AM - 6:00 PM</td><td>BNA</td></tr> <tr><td>07/01</td><td>07/01/22</td><td>OLL</td><td>8:00 AM - 4:00 PM</td><td>BNA</td></tr> </table> <p>Excel 2016/2019 - Data Analysis with PivotTables / 295 USD / Days: 1</p> <p>Being able to harness the power of PivotTable features & create PivotCharts will help students gain an edge. Not only will students be able to summarize data to analyze, but they can organize the data in a way that can be meaningfully presented to others.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>12/10</td><td>12/10/21</td><td>OLL</td><td>8:00 AM - 4:00 PM</td><td>BNA</td></tr> </table> <p>Excel 2016/2019 - Data Analysis with PivotTables / 195 USD / Days: 1</p> <p>Advances in technology have made it possible to store ever-increasing amounts of data. Along with this, the need to analyze that data and gain actionable insight is greater than ever. Participants already have experience working with Excel and creating basic PivotTables to summarize data. But Excel is capable of doing much more. Being able to harness the power of advanced PivotTable features and create PivotCharts will help participants gain a competitive edge. Participants will not only be able to summarize data to analyze, but also organize the data in a way that can be meaningfully presented to others. This leads to data-driven business decisions that have a better chance for success for everyone involved.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>01/28</td><td>01/28/22</td><td>OLL</td><td>8:00 AM - 11:30 AM</td><td>BNA</td></tr> <tr><td>03/11</td><td>03/11/22</td><td>OLL</td><td>10:00 AM - 1:30 PM</td><td>BNA</td></tr> <tr><td>04/22</td><td>04/22/22</td><td>OLL</td><td>8:00 AM - 11:30 AM</td><td>BNA</td></tr> <tr><td>06/03</td><td>06/03/22</td><td>OLL</td><td>8:00 AM - 11:30 AM</td><td>BNA</td></tr> </table> <p>Excel 2016/2019 - Data Analysis with Power Pivot / 195 USD / Days: 1</p> <p>We are now living in the age of big data. Data is being collected all the time and for increasingly detailed transactions. This can lead to an overwhelming amount of data, which brings about a need for people who can analyze large amounts of data quickly. Fortunately, Excel provides Power Pivot to help you organize, manipulate, and report on your data in the best way possible. Since a tool is only as good as the person using it, it is important to gain a solid understanding of Power Pivot to maximize your effectiveness when analyzing data.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>03/04</td><td>03/04/22</td><td>OLL</td><td>10:00 AM - 1:30 PM</td><td>BNA</td></tr> <tr><td>06/03</td><td>06/03/22</td><td>OLL</td><td>12:30 PM - 4:00 PM</td><td>BNA</td></tr> </table>	05/13	05/13/22	OLL	8:00 AM - 4:00 PM	BNA	06/03	06/03/22	OLL	8:00 AM - 4:00 PM	BNA	06/17	06/17/22	OLL	10:00 AM - 6:00 PM	BNA	07/01	07/01/22	OLL	8:00 AM - 4:00 PM	BNA	12/10	12/10/21	OLL	8:00 AM - 4:00 PM	BNA	01/28	01/28/22	OLL	8:00 AM - 11:30 AM	BNA	03/11	03/11/22	OLL	10:00 AM - 1:30 PM	BNA	04/22	04/22/22	OLL	8:00 AM - 11:30 AM	BNA	06/03	06/03/22	OLL	8:00 AM - 11:30 AM	BNA	03/04	03/04/22	OLL	10:00 AM - 1:30 PM	BNA	06/03	06/03/22	OLL	12:30 PM - 4:00 PM	BNA	<p>Excel 2019 - Part 1 / 295 USD / Days: 1</p> <p>This course aims to provide you with a foundation for Excel knowledge and skills, which you can build upon to eventually become an expert in data manipulation. Excel can help you organize, calculate, analyze, revise, update, and present your data in ways that will help the decision makers in your organization steer you in the right direction. It will also make these tasks much easier for you to accomplish, and in much less time, than if you used traditional pen-and-paper methods or non-specialized software.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>12/13</td><td>12/13/21</td><td>OLL</td><td>8:00 AM - 4:00 PM</td><td>BNA</td></tr> <tr><td>01/03</td><td>01/03/22</td><td>OLL</td><td>8:00 AM - 4:00 PM</td><td>BNA</td></tr> <tr><td>01/10</td><td>01/10/22</td><td>OLL</td><td>10:00 AM - 6:00 PM</td><td>BNA</td></tr> <tr><td>01/24</td><td>01/24/22</td><td>OLL</td><td>8:00 AM - 4:00 PM</td><td>BNA</td></tr> <tr><td>01/31</td><td>01/31/22</td><td>OLL</td><td>10:00 AM - 6:00 PM</td><td>BNA</td></tr> <tr><td>02/08</td><td>02/08/22</td><td>OLL</td><td>8:00 AM - 4:00 PM</td><td>BNA</td></tr> <tr><td>02/22</td><td>02/22/22</td><td>OLL</td><td>8:00 AM - 4:00 PM</td><td>BNA</td></tr> <tr><td>03/07</td><td>03/07/22</td><td>OLL</td><td>8:00 AM - 4:00 PM</td><td>BNA</td></tr> <tr><td>03/21</td><td>03/21/22</td><td>OLL</td><td>10:00 AM - 6:00 PM</td><td>BNA</td></tr> <tr><td>03/28</td><td>03/28/22</td><td>OLL</td><td>8:00 AM - 4:00 PM</td><td>BNA</td></tr> <tr><td>04/04</td><td>04/04/22</td><td>OLL</td><td>10:00 AM - 6:00 PM</td><td>BNA</td></tr> <tr><td>04/18</td><td>04/18/22</td><td>OLL</td><td>8:00 AM - 4:00 PM</td><td>BNA</td></tr> <tr><td>04/25</td><td>04/25/22</td><td>OLL</td><td>10:00 AM - 6:00 PM</td><td>BNA</td></tr> <tr><td>05/02</td><td>05/02/22</td><td>OLL</td><td>8:00 AM - 4:00 PM</td><td>BNA</td></tr> <tr><td>05/09</td><td>05/09/22</td><td>OLL</td><td>8:00 AM - 4:00 PM</td><td>BNA</td></tr> <tr><td>05/16</td><td>05/16/22</td><td>OLL</td><td>10:00 AM - 6:00 PM</td><td>BNA</td></tr> <tr><td>05/23</td><td>05/23/22</td><td>OLL</td><td>8:00 AM - 4:00 PM</td><td>BNA</td></tr> <tr><td>05/31</td><td>05/31/22</td><td>OLL</td><td>8:00 AM - 4:00 PM</td><td>BNA</td></tr> <tr><td>06/06</td><td>06/06/22</td><td>OLL</td><td>10:00 AM - 6:00 PM</td><td>BNA</td></tr> <tr><td>06/13</td><td>06/13/22</td><td>OLL</td><td>8:00 AM - 4:00 PM</td><td>BNA</td></tr> <tr><td>06/20</td><td>06/20/22</td><td>OLL</td><td>8:00 AM - 4:00 PM</td><td>BNA</td></tr> <tr><td>06/27</td><td>06/27/22</td><td>OLL</td><td>8:00 AM - 4:00 PM</td><td>BNA</td></tr> </table> <p>Excel 2019 - Part 2 / 295 USD / Days: 1</p> <p>This course builds upon the foundational knowledge presented in the Microsoft® Office Excel® 2019: Part 1 course and will help start you down the road to creating advanced workbooks and worksheets that can help deepen your understanding of organizational intelligence. 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Course Schedule

Excel 2019 - Part 2 / 295 USD / Days: 1

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01/26	01/26/22	OLL	8:00 AM - 4:00 PM	BNA
02/01	02/01/22	OLL	10:00 AM - 6:00 PM	BNA
02/09	02/09/22	OLL	8:00 AM - 4:00 PM	BNA
02/17	02/17/22	OLL	8:00 AM - 4:00 PM	BNA
02/23	02/23/22	OLL	10:00 AM - 6:00 PM	BNA
03/02	03/02/22	OLL	8:00 AM - 4:00 PM	BNA
03/09	03/09/22	OLL	8:00 AM - 4:00 PM	BNA
03/16	03/16/22	OLL	8:00 AM - 4:00 PM	BNA
03/22	03/22/22	OLL	10:00 AM - 6:00 PM	BNA
03/30	03/30/22	OLL	8:00 AM - 4:00 PM	BNA
04/05	04/05/22	OLL	10:00 AM - 6:00 PM	BNA
04/13	04/13/22	OLL	8:00 AM - 4:00 PM	BNA
04/20	04/20/22	OLL	8:00 AM - 4:00 PM	BNA
04/27	04/27/22	OLL	10:00 AM - 6:00 PM	BNA
05/04	05/04/22	OLL	8:00 AM - 4:00 PM	BNA
05/11	05/11/22	OLL	8:00 AM - 4:00 PM	BNA
05/18	05/18/22	OLL	10:00 AM - 6:00 PM	BNA
05/25	05/25/22	OLL	8:00 AM - 4:00 PM	BNA
06/01	06/01/22	OLL	8:00 AM - 4:00 PM	BNA
06/08	06/08/22	OLL	10:00 AM - 6:00 PM	BNA
06/14	06/14/22	OLL	8:00 AM - 4:00 PM	BNA
06/21	06/21/22	OLL	8:00 AM - 4:00 PM	BNA
06/29	06/29/22	OLL	10:00 AM - 6:00 PM	BNA

Excel 2019 - Part 3 / 295 USD / 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.

12/09	12/09/21	OLL	8:00 AM - 4:00 PM	BNA
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Excel 2019 - Part 3 / 295 USD / 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.

12/17	12/17/21	OLL	10:00 AM - 6:00 PM	BNA
01/13	01/13/22	OLL	8:00 AM - 4:00 PM	BNA
01/20	01/20/22	OLL	8:00 AM - 4:00 PM	BNA
02/03	02/03/22	OLL	10:00 AM - 6:00 PM	BNA
02/10	02/10/22	OLL	8:00 AM - 4:00 PM	BNA
02/24	02/24/22	OLL	8:00 AM - 4:00 PM	BNA
03/03	03/03/22	OLL	10:00 AM - 6:00 PM	BNA
03/17	03/17/22	OLL	8:00 AM - 4:00 PM	BNA
03/24	03/24/22	OLL	8:00 AM - 4:00 PM	BNA
04/08	04/08/22	OLL	10:00 AM - 6:00 PM	BNA
04/15	04/15/22	OLL	8:00 AM - 4:00 PM	BNA
05/05	05/05/22	OLL	8:00 AM - 4:00 PM	BNA
05/20	05/20/22	OLL	10:00 AM - 6:00 PM	BNA
05/26	05/26/22	OLL	8:00 AM - 4:00 PM	BNA
06/10	06/10/22	OLL	8:00 AM - 4:00 PM	BNA
06/16	06/16/22	OLL	10:00 AM - 6:00 PM	BNA
06/30	06/30/22	OLL	8:00 AM - 4:00 PM	BNA

Excel for Office 365 - Data Analysis with PivotTables (v1.1) / 195 USD / Days: .5

Advances in technology have made it possible to store ever-increasing amounts of data. Along with this, the need to analyze data and gain actionable insight is greater than ever. You already have experience working with Microsoft® Excel®; and creating basic PivotTables to summarize data. But Excel is capable of doing much more. Being able to harness the power of advanced PivotTable features and create PivotCharts will help you to gain a competitive edge. You will not only be able to summarize data for you to analyze, but also organize the data in a way that can be meaningfully presented to others. This leads to data-driven business decisions that have a better chance for success for everyone involved. This course presents information and skills that are appropriate for users of either the Office 2021 or Office 365 applications. However, the instructional environment for the delivery of this course utilizes Office 365.

12/29	12/29/21	OLL	8:00 AM - 12:00 PM	BNA
01/28	01/28/22	OLL	12:00 PM - 4:00 PM	BNA
03/11	03/11/22	OLL	2:30 PM - 6:00 PM	BNA

Excel for Office 365 - Data Analysis with PivotTables (v1.1) / 195 USD / Days: .5

Advances in technology have made it possible to store ever-increasing amounts of data. Along with this, the need to analyze data and gain actionable insight is greater than ever. You already have experience working with Microsoft® Excel®; and creating basic PivotTables to summarize data. But Excel is capable of doing much more. Being able to harness the power of advanced PivotTable features and create PivotCharts will help you to gain a competitive edge. You will not only be able to summarize data for you to analyze, but also organize the data in a way that can be meaningfully presented to others. This leads to data-driven business decisions that have a better chance for success for everyone involved. This course presents information and skills that are appropriate for users of either the Office 2021 or Office 365 applications. However, the instructional environment for the delivery of this course utilizes Office 365.

04/22	04/22/22	OLL	12:00 PM - 4:00 PM	BNA
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Excel for Office 365 - Data Analysis with PowerPivot (v1.1) / 195 USD / Days: .5

We are now living in the age of big data. Data is being collected all the time and for increasingly detailed transactions. This can lead to an overwhelming amount of data and a need to properly manage it. This course will empower you to analyze large amounts of data quickly using Power Pivot in Microsoft® Excel®. You will understand how to organize, manipulate, and report on your data in the best way possible. A tool is only as good as the person using it and this course will help you gain a solid understanding of Power Pivot to maximize your effectiveness when analyzing data. This course presents information and skills that are appropriate for users of Office 365® applications.

12/28	12/28/21	OLL	12:00 PM - 4:00 PM	BNA
01/10	01/10/22	OLL	8:00 AM - 12:00 PM	BNA
02/23	02/23/22	OLL	12:00 PM - 4:00 PM	BNA
03/28	03/28/22	OLL	12:00 PM - 4:00 PM	BNA

Microsoft Excel for Office 365 (Desktop or Online) - Part 1 / 295 USD / Days: 1

This course aims to provide you with a foundation for Excel knowledge and skills, which you can build upon to eventually become an expert in data manipulation. This course covers Microsoft Office Specialist Program exam objectives to help you prepare for the Excel Associate (Office 365 and Office 2019): Exam MO-200 and Excel Expert (Office 365 and Office 2019): Exam MO-201.

12/14	12/14/21	OLL	8:00 AM - 4:00 PM	BNA
12/14	12/14/21	OLL	8:00 AM - 4:00 PM	BNA
12/27	12/27/21	OLL	8:00 AM - 4:00 PM	BNA
01/04	01/04/22	OLL	8:00 AM - 4:00 PM	BNA
01/04	01/04/22	OLL	10:00 AM - 6:00 PM	BNA
01/12	01/12/22	OLL	8:00 AM - 4:00 PM	BNA
01/18	01/18/22	OLL	8:00 AM - 4:00 PM	BNA

Course Schedule

Microsoft Excel for Office 365 (Desktop or Online) - Part 1 / 295 USD / Days: 1

This course aims to provide you with a foundation for Excel knowledge and skills, which you can build upon to eventually become an expert in data manipulation. This course covers Microsoft Office Specialist Program exam objectives to help you prepare for the Excel Associate (Office 365 and Office 2019): Exam MO-200 and Excel Expert (Office 365 and Office 2019): Exam MO-201.

02/01	02/01/22	OLL	10:00 AM - 6:00 PM	BNA
02/09	02/09/22	OLL	8:00 AM - 4:00 PM	BNA
02/14	02/14/22	OLL	8:00 AM - 4:00 PM	BNA
03/02	03/02/22	OLL	10:00 AM - 6:00 PM	BNA
03/08	03/08/22	OLL	8:00 AM - 4:00 PM	BNA
03/15	03/15/22	OLL	8:00 AM - 4:00 PM	BNA
03/29	03/29/22	OLL	10:00 AM - 6:00 PM	BNA
04/06	04/06/22	OLL	8:00 AM - 4:00 PM	BNA
04/12	04/12/22	OLL	8:00 AM - 4:00 PM	BNA
04/27	04/27/22	OLL	10:00 AM - 6:00 PM	BNA
05/03	05/03/22	OLL	8:00 AM - 4:00 PM	BNA
05/09	05/09/22	OLL	8:00 AM - 4:00 PM	BNA
05/24	05/24/22	OLL	10:00 AM - 6:00 PM	BNA
06/01	06/01/22	OLL	8:00 AM - 4:00 PM	BNA
06/07	06/07/22	OLL	8:00 AM - 4:00 PM	BNA
06/15	06/15/22	OLL	10:00 AM - 6:00 PM	BNA
06/29	06/29/22	OLL	8:00 AM - 4:00 PM	BNA

Microsoft Excel for Office 365 (Desktop or Online) - Part 2 / 295 USD / Days: 1

This course builds upon the foundational knowledge presented in the Microsoft® Excel® for Office 365™ (Desktop or Online): Part 1 course and will help start you down the road to creating advanced workbooks and worksheets that can help deepen your understanding of organizational intelligence. The ability to analyze massive amounts of data, extract actionable information from it, and present that information to decision makers is at the foundation of a successful organization that is able to compete at a high level.

This course covers Microsoft Office Specialist Program exam objectives to help you prepare for the Excel Associate (Office 365 and Office 2019): Exam MO-200 and Excel Expert (Office 365 and Office 2019): Exam MO-201 certifications.

12/09	12/09/21	OLL	8:00 AM - 4:00 PM	BNA
12/09	12/09/21	OLL	8:00 AM - 4:00 PM	BNA
01/06	01/06/22	OLL	10:00 AM - 6:00 PM	BNA
01/06	01/06/22	OLL	10:00 AM - 6:00 PM	BNA
01/10	01/10/22	OLL	8:00 AM - 4:00 PM	BNA
01/13	01/13/22	OLL	8:00 AM - 4:00 PM	BNA
01/13	01/13/22	OLL	8:00 AM - 4:00 PM	BNA

Microsoft Excel for Office 365 (Desktop or Online) - Part 2 / 295 USD / Days: 1

This course builds upon the foundational knowledge presented in the Microsoft® Excel® for Office 365™ (Desktop or Online): Part 1 course and will help start you down the road to creating advanced workbooks and worksheets that can help deepen your understanding of organizational intelligence. The ability to analyze massive amounts of data, extract actionable information from it, and present that information to decision makers is at the foundation of a successful organization that is able to compete at a high level.

This course covers Microsoft Office Specialist Program exam objectives to help you prepare for the Excel Associate (Office 365 and Office 2019): Exam MO-200 and Excel Expert (Office 365 and Office 2019): Exam MO-201 certifications.

01/27	01/27/22	OLL	8:00 AM - 4:00 PM	BNA
02/03	02/03/22	OLL	10:00 AM - 6:00 PM	BNA
02/17	02/17/22	OLL	8:00 AM - 4:00 PM	BNA
02/22	02/22/22	OLL	8:00 AM - 4:00 PM	BNA
03/10	03/10/22	OLL	10:00 AM - 6:00 PM	BNA
03/16	03/16/22	OLL	8:00 AM - 4:00 PM	BNA
03/31	03/31/22	OLL	8:00 AM - 4:00 PM	BNA
04/04	04/04/22	OLL	10:00 AM - 6:00 PM	BNA
04/07	04/07/22	OLL	8:00 AM - 4:00 PM	BNA
04/21	04/21/22	OLL	8:00 AM - 4:00 PM	BNA
04/28	04/28/22	OLL	8:00 AM - 4:00 PM	BNA
05/12	05/12/22	OLL	10:00 AM - 6:00 PM	BNA
05/19	05/19/22	OLL	8:00 AM - 4:00 PM	BNA
06/02	06/02/22	OLL	8:00 AM - 4:00 PM	BNA
06/09	06/09/22	OLL	8:00 AM - 4:00 PM	BNA
06/23	06/23/22	OLL	10:00 AM - 6:00 PM	BNA
06/30	06/30/22	OLL	8:00 AM - 4:00 PM	BNA

Microsoft Excel for Office 365 (Desktop or Online) - Part 3 / 295 USD / Days: 1

In this course, you will build upon the foundational and intermediate knowledge presented in the Microsoft® Excel® for Office 365™ (Desktop or Online): Part 1 and Microsoft® Excel® for Office 365™ (Desktop or Online): 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.

12/17	12/17/21	OLL	10:00 AM - 6:00 PM	BNA
12/17	12/17/21	OLL	10:00 AM - 6:00 PM	BNA
01/14	01/14/22	OLL	8:00 AM - 4:00 PM	BNA

Microsoft Excel for Office 365 (Desktop or Online) - Part 3 / 295 USD / Days: 1

In this course, you will build upon the foundational and intermediate knowledge presented in the Microsoft® Excel® for Office 365™ (Desktop or Online): Part 1 and Microsoft® Excel® for Office 365™ (Desktop or Online): 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.

01/20	01/20/22	OLL	8:00 AM - 4:00 PM	BNA
01/28	01/28/22	OLL	8:00 AM - 4:00 PM	BNA
02/25	02/25/22	OLL	8:00 AM - 4:00 PM	BNA
03/25	03/25/22	OLL	10:00 AM - 6:00 PM	BNA
04/29	04/29/22	OLL	8:00 AM - 4:00 PM	BNA
05/27	05/27/22	OLL	8:00 AM - 4:00 PM	BNA
07/01	07/01/22	OLL	10:00 AM - 6:00 PM	BNA

Microsoft Excel for Office 365 or Office 2019: Dashboards [v1.01] / 295 USD / Days: 1

Today's world runs on data more than ever before and that's a trend not likely to change, or even slow down, any time soon. With the tremendous amount of available data, the ability to make sense of it continues to be an ongoing challenge. You already know how to use Excel to perform simple calculations and modify worksheets to make them easier to read, interpret, and present to others. But Excel is capable of doing so much more.

To gain a truly competitive edge, you need to be able to extract actionable organizational intelligence from your raw data, and present it in a visually compelling format that enables decision makers to view key trends and gain insights. And that's exactly what this course aims to help you do.

This course builds upon the foundational knowledge presented in the Microsoft® Excel® for Office 365™ (Desktop or Online): Part 1 course and introduces the basics of data analysis and how to use Excel to create informative dashboards.

02/21	02/21/22	OLL	10:00 AM - 6:00 PM	BNA
05/23	05/23/22	OLL	8:00 AM - 4:00 PM	BNA

Course Schedule

Programming and Data Wrangling with VBA and Excel (v1.1) / 1795 USD / Days: 3

<p>VBA (Visual Basic for Applications) enables you to enhance and extend the capabilities of Microsoft Excel and other applications in the Microsoft Office application suite. You can use VBA to perform tasks that would be difficult or impossible to do using only worksheet functions, and you can automate a wide range of tasks involving the collection, processing, analysis, and visualization of data. This course will give you a good foundation for understanding, creating, and using VBA in your own Excel workbooks, show you how to work with data across different applications, and how to package the macros and functions you create so you can back them up, move them to other computers, and share them with other users.</p>

02/02	02/04/22	OLL	8:00 AM - 4:00 PM	BNA
04/04	04/06/22	OLL	10:00 AM - 6:00 PM	BNA
06/01	06/03/22	OLL	8:00 AM - 4:00 PM	BNA

VBA with Microsoft Excel (v1.1) / 595 USD / Days: 1

<p>VBA (Visual Basic for Applications) enables you to enhance and extend the capabilities of Microsoft Excel and other applications in the Microsoft Office application suite. You can use VBA to perform tasks that would be difficult or impossible to do using only worksheet functions, and you can automate a wide range of tasks so they can be performed faster, more consistently, and with less effort than performing them manually. This course will give you a good foundation for understanding, creating, and using VBA in your own Excel workbooks. You will learn how to use the macro recorder effectively, as well as how to write your own VBA code from scratch. You will use tools built into Excel to explore and learn VBA's capabilities and to optimize and debug your code.</p>

02/01	02/01/22	OLL	8:00 AM - 4:00 PM	BNA
05/04	05/04/22	OLL	10:00 AM - 6:00 PM	BNA

Microsoft Modern Desktop Administration

MD-100T00 Windows 10 / 2975 USD / Days: 5

In this course, students will learn how to support and configure Windows 10 desktops in an organizational environment. Students will develop skills that include learning how to install, customize, and update Windows 10 operating systems. Students will learn how to managing storage, files, and devices as well as how to configure network connectivity for Windows 10. Students will also learn how to secure the Windows 10 OS and protect the data on the device. Finally, students will learn how to manage and troubleshoot Windows 10.

12/13	12/17/21	OLL	10:00 AM - 6:00 PM	BNA
01/03	01/07/22	OLL	8:00 AM - 4:00 PM	BNA
01/17	01/21/22	OLL	8:00 AM - 4:00 PM	BNA
02/07	02/11/22	OLL	10:00 AM - 6:00 PM	BNA
02/21	02/25/22	OLL	8:00 AM - 4:00 PM	BNA

MD-100T00 Windows 10 / 2975 USD / Days: 5

In this course, students will learn how to support and configure Windows 10 desktops in an organizational environment. Students will develop skills that include learning how to install, customize, and update Windows 10 operating systems. Students will learn how to managing storage, files, and devices as well as how to configure network connectivity for Windows 10. Students will also learn how to secure the Windows 10 OS and protect the data on the device. Finally, students will learn how to manage and troubleshoot Windows 10.

03/07	03/11/22	OLL	8:00 AM - 4:00 PM	BNA
03/21	03/25/22	OLL	10:00 AM - 6:00 PM	BNA
04/04	04/08/22	OLL	8:00 AM - 4:00 PM	BNA
04/18	04/22/22	OLL	8:00 AM - 4:00 PM	BNA
05/02	05/06/22	OLL	10:00 AM - 6:00 PM	BNA
05/16	05/20/22	OLL	8:00 AM - 4:00 PM	BNA
06/06	06/10/22	OLL	8:00 AM - 4:00 PM	BNA
06/13	06/17/22	OLL	10:00 AM - 6:00 PM	BNA

MD-101T00 Managing Modern Desktops / 2975 USD / 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.

01/17	01/21/22	OLL	8:00 AM - 4:00 PM	BNA
01/31	02/04/22	OLL	8:00 AM - 4:00 PM	BNA
02/14	02/18/22	OLL	10:00 AM - 6:00 PM	BNA
02/28	03/04/22	OLL	8:00 AM - 4:00 PM	BNA
03/14	03/18/22	OLL	8:00 AM - 4:00 PM	BNA
03/28	04/01/22	OLL	10:00 AM - 6:00 PM	BNA
04/11	04/15/22	OLL	8:00 AM - 4:00 PM	BNA
04/25	04/29/22	OLL	8:00 AM - 4:00 PM	BNA
05/09	05/13/22	OLL	10:00 AM - 6:00 PM	BNA
05/23	05/27/22	OLL	8:00 AM - 4:00 PM	BNA
06/13	06/17/22	OLL	8:00 AM - 4:00 PM	BNA
06/20	06/24/22	OLL	10:00 AM - 6:00 PM	BNA

Microsoft Office

55265 Microsoft® PowerApps- (Windows 10 Lab) / 1190 USD / Days: 2

Students will be taught how to design, test and publish new apps that work with a variety of data sources. We will take users through a selection of well-crafted lessons to help them build new applications for their business.

02/03	02/04/22	OLL	8:00 AM - 4:00 PM	BNA
03/10	03/11/22	OLL	8:00 AM - 4:00 PM	BNA
04/06	04/07/22	OLL	10:00 AM - 6:00 PM	BNA
05/23	05/24/22	OLL	8:00 AM - 4:00 PM	BNA
06/28	06/29/22	OLL	8:00 AM - 4:00 PM	BNA

55268 Microsoft Power Automate for End Users / 595 USD / Days: 1

This course delivers an instructor-led product showcase for Microsoft Flow from start to finish in an engaging and practical way. Flow is a diverse product, turning business processes into automated, consistent and visual workflows. Flow is designed to interweave the various products in Office 365 as well as connect to other on-premises and web-based solutions. This course will give you the confidence to select the right actions and workflow logic for your business workflows.

12/09	12/09/21	OLL	8:00 AM - 4:00 PM	BNA
12/09	12/09/21	OLL	8:00 AM - 4:00 PM	BNA
01/14	01/14/22	OLL	8:00 AM - 4:00 PM	BNA
02/17	02/17/22	OLL	10:00 AM - 6:00 PM	BNA
03/17	03/17/22	OLL	8:00 AM - 4:00 PM	BNA
04/11	04/11/22	OLL	8:00 AM - 4:00 PM	BNA
05/20	05/20/22	OLL	10:00 AM - 6:00 PM	BNA
06/16	06/16/22	OLL	8:00 AM - 4:00 PM	BNA

MS-100T00 Microsoft 365 Identity and Services / 2975 USD / Days: 5

This course covers three central elements of Microsoft 365 enterprise administration – 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. Finally, you will learn how to manage your tenant, which includes the configuration of tenant roles and managing your tenant health and services.

01/31	02/04/22	OLL	8:00 AM - 4:00 PM	BNA
03/28	04/01/22	OLL	10:00 AM - 6:00 PM	BNA
05/23	05/27/22	OLL	8:00 AM - 4:00 PM	BNA

Course Schedule

MS-101T00 Microsoft 365 Mobility and Security / 2975 USD / Days: 5

This course covers three central elements of Microsoft 365 enterprise administration – Microsoft 365 security management, Microsoft 365 compliance management, and Microsoft 365 device management. In Microsoft 365 security management, you will examine all the common types of threat vectors and data breaches facing organizations today, and you will learn how Microsoft 365's security solutions address these security threats. You will be introduced to the Microsoft Secure Score, as well as to Azure Active Directory Identity Protection. You will then learn how to manage the Microsoft 365 security services, including Exchange Online Protection, Advanced Threat Protection, Safe Attachments, and Safe Links. Finally, you will be introduced to the various reports that monitor your security health. You will then transition from security services to threat intelligence; specifically, using the Security Dashboard and Advanced Threat Analytics to stay ahead of potential security breaches.

01/10	01/14/22	OLL	10:00 AM - 6:00 PM	BNA
02/07	02/11/22	OLL	8:00 AM - 4:00 PM	BNA
03/07	03/11/22	OLL	8:00 AM - 4:00 PM	BNA
04/04	04/08/22	OLL	10:00 AM - 6:00 PM	BNA
05/02	05/06/22	OLL	8:00 AM - 4:00 PM	BNA
06/06	06/10/22	OLL	8:00 AM - 4:00 PM	BNA

Microsoft Office Administration

MS-030T00 Office 365 Administrator / 2975 USD / Days: 5

This course covers three central elements of Microsoft 365 enterprise administration – 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.

12/13	12/17/21	OLL	8:00 AM - 4:00 PM	BNA
01/10	01/14/22	OLL	10:00 AM - 6:00 PM	BNA
01/24	01/28/22	OLL	8:00 AM - 4:00 PM	BNA
02/07	02/11/22	OLL	8:00 AM - 4:00 PM	BNA
02/21	02/25/22	OLL	10:00 AM - 6:00 PM	BNA
03/07	03/11/22	OLL	8:00 AM - 4:00 PM	BNA
03/21	03/25/22	OLL	8:00 AM - 4:00 PM	BNA
04/04	04/08/22	OLL	10:00 AM - 6:00 PM	BNA
04/18	04/22/22	OLL	8:00 AM - 4:00 PM	BNA
05/09	05/13/22	OLL	8:00 AM - 4:00 PM	BNA
05/23	05/27/22	OLL	10:00 AM - 6:00 PM	BNA
06/13	06/17/22	OLL	8:00 AM - 4:00 PM	BNA

MS-030T00 Office 365 Administrator / 2975 USD / Days: 5

This course covers three central elements of Microsoft 365 enterprise administration – 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.

06/27 · 07/01/22 **OLL** 8:00 AM - 4:00 PM BNA

Microsoft OneNote

Microsoft OneNote for the Desktop / 295 USD / Days: 1

In our fast-paced digital world, the need to capture ideas, meeting notes, and to-do items is ever present. Microsoft® Office OneNote® for the Desktop provides a way for you to efficiently create and collect your notes in an electronic notebook. This course will introduce you to using OneNote notebooks to store a wide variety of content in an organized structure, access the content from anywhere, and also share it with others. Additionally, learning how OneNote and the other applications in the suite are integrated increases your productivity with Microsoft Office. This courseware is applicable to all users of the current OneNote desktop software. The classroom environment setup is based on the Office 2016 desktop application.

12/16	12/16/21	OLL	8:00 AM - 4:00 PM	BNA
12/16	12/16/21	OLL	8:00 AM - 4:00 PM	BNA
01/26	01/26/22	OLL	8:00 AM - 4:00 PM	BNA
03/16	03/16/22	OLL	10:00 AM - 6:00 PM	BNA
05/04	05/04/22	OLL	8:00 AM - 4:00 PM	BNA
06/24	06/24/22	OLL	8:00 AM - 4:00 PM	BNA

Microsoft Outlook

Microsoft Outlook 2019/2021: Part 1 / 295 USD / Days: 1

Email has become one of the most widely used methods of communication, whether for personal or business communications. In most organizations, large or small, email is the preferred form of communicating information amongst employees. As email grows in popularity and use, most organizations have found the need to implement a corporate mail management system such as Microsoft® Office Outlook®; to handle the messages and meeting invitations sent among employees.

In this course, you will use Outlook to send, receive, and manage email messages, manage your contact information, schedule appointments and meetings, create tasks and notes for yourself, and customize the Outlook interface to suit your working style.

This material will benefit users of any current Office version. The classroom environment setup is based on Office 2019.

This course is the first in a series of two Microsoft® Office Outlook®; 2019/2021 courses. It will provide you with the basic skills you need to start using Outlook 2019/2021 to manage your email communications, contact information, calendar events, tasks, and notes.

This course covers Microsoft Office Specialist Program exam objectives to help you prepare for the Outlook Associate (Office 365 and Office 2019): Exam MO-400 certification.

12/20	12/20/21	OLL	8:00 AM - 4:00 PM	BNA
01/18	01/18/22	OLL	8:00 AM - 4:00 PM	BNA
03/16	03/16/22	OLL	10:00 AM - 6:00 PM	BNA
05/10	05/10/22	OLL	8:00 AM - 4:00 PM	BNA
06/28	06/28/22	OLL	8:00 AM - 4:00 PM	BNA

Course Schedule

Microsoft Outlook 2019/2021: Part 2 / 295 USD / Days: 1

Every day, millions of email messages are exchanged among people within and between organizations. Email has a ubiquitous presence in the lives of many, and it's likely that email technologies will continue to evolve with the changing needs of workplaces. After all, email communication has not been replaced, or its growth slowed, as many predicted with the rise of social media and the widespread adoption of mobile technologies. Many organizations have implemented mail management systems that combine the back-end power of Microsoft®; Exchange Server and the front-end intuitive user interface of Microsoft®; Office Outlook®; 2019.

In this course, you will customize command sets, configure mail accounts, set global options, perform advanced searches, apply filters to intercept mail and control spam, create rules to automate mail management tasks, work with calendars and contacts, manage tasks, preserve data with archives and data files, as well as share and delegate access to your Outlook items. In short, you'll work with a wide range of features and options and, in so doing, understand why Outlook is a leading personal management system.

This material will benefit users of any current Office version. The classroom environment setup is based on Office 2019.

This course builds upon the foundational knowledge presented in the Microsoft®; Office Outlook®; 2019/2021: Part 1 course and will help you customize a communication system well-suited to your work style. This course covers Microsoft Office Specialist Program exam objectives to help you prepare for the Outlook Associate (Office 365 and Office 2019): Exam MO-400 certification.

01/27	01/27/22	OLL	8:00 AM - 4:00 PM	BNA
03/24	03/24/22	OLL	8:00 AM - 4:00 PM	BNA
05/19	05/19/22	OLL	10:00 AM - 6:00 PM	BNA

Microsoft Outlook for Office 365 (Desktop or Online) - Part 1 / 295 USD / Days: 1

In this course, you will use Outlook to send, receive, and manage email messages, manage your contact information, schedule appointments and meetings, create tasks and notes for yourself, and customize the Outlook interface to suit your working style.

This course covers the Microsoft Office Specialist Program exam objectives to help you prepare for the Outlook Associate (Office 365 and Office 2019): Exam MO-400 certification exam.

02/07	02/07/22	OLL	8:00 AM - 4:00 PM	BNA
05/09	05/09/22	OLL	10:00 AM - 6:00 PM	BNA

Microsoft Outlook for Office 365 (Desktop or Online) - Part 2 / 295 USD / Days: 1

In this course, you will customize command sets, configure mail accounts, set global options, perform advanced searches, apply filters to intercept mail and control spam, create rules to automate mail management tasks, work with calendars and contacts, manage tasks, preserve data with archives and data files, as well as share and delegate access to your Outlook items. In short, you'll work with a wide range of features and options and, in so doing, understand why Outlook is a leading personal management system.

This course builds upon the foundational knowledge presented in the Microsoft® Outlook® for Office 365™ (Desktop or Online): Part 1 course and will help you customize a communication system well-suited to your work style.

This course covers Microsoft Office Specialist Program exam objectives to help you prepare for the Outlook Associate (Office 365 and Office 2019): Exam MO-400 .

12/08	12/08/21	OLL	10:00 AM - 6:00 PM	BNA
02/09	02/09/22	OLL	8:00 AM - 4:00 PM	BNA
04/07	04/07/22	OLL	8:00 AM - 4:00 PM	BNA
06/08	06/08/22	OLL	10:00 AM - 6:00 PM	BNA

Outlook 2016 - Part 1 / 295 USD / Days: 1

In this course, you will use Outlook to send, receive, and manage email messages, manage your contact information, schedule appointments and meetings, create Tasks and Notes for yourself, and customize the Outlook interface to suit your working style.

12/27	12/27/21	OLL	8:00 AM - 4:00 PM	BNA
03/28	03/28/22	OLL	10:00 AM - 6:00 PM	BNA
06/27	06/27/22	OLL	8:00 AM - 4:00 PM	BNA

Outlook 2016 - Part 2 / 295 USD / Days: 1

This course builds upon the foundational knowledge presented in the Microsoft® Office Outlook® 2016: Part 1 course and will help students customize a communication system well-suited to your work styles.

12/28	12/28/21	OLL	10:00 AM - 6:00 PM	BNA
03/31	03/31/22	OLL	8:00 AM - 4:00 PM	BNA
06/29	06/29/22	OLL	10:00 AM - 6:00 PM	BNA

Microsoft PowerPoint

Microsoft Office PowerPoint 2019 - Part 1 / 295 USD / 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.

01/12	01/12/22	OLL	10:00 AM - 6:00 PM	BNA
04/20	04/20/22	OLL	8:00 AM - 4:00 PM	BNA

Microsoft Office PowerPoint 2019 - Part 1 / 295 USD / 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.

05/25	05/25/22	OLL	8:00 AM - 4:00 PM	BNA
06/08	06/08/22	OLL	10:00 AM - 6:00 PM	BNA

Microsoft Office PowerPoint 2019 - Part 2 / 295 USD / 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.

01/14	01/14/22	OLL	8:00 AM - 4:00 PM	BNA
03/18	03/18/22	OLL	10:00 AM - 6:00 PM	BNA
05/13	05/13/22	OLL	8:00 AM - 4:00 PM	BNA

Microsoft PowerPoint for Office 365 (Desktop or Online) - Part 1 / 295 USD / Days: 1

By exploring the vast array of features and functionality contained within PowerPoint, you will gain the ability to organize your content, enhance it with high-impact visuals, and deliver it with a punch. In this course, you will use PowerPoint to begin creating engaging, dynamic multimedia presentations.

The course material will also enable you to access and effectively utilize many web-based resources provided with your Office 365 subscription. This includes brief coverage of key skills for using PowerPoint for the Web and OneDrive. Helpful notes throughout the material alert you to cases where the online version of the application may function differently from the primary, desktop version.

12/22	12/22/21	OLL	10:00 AM - 6:00 PM	BNA
02/03	02/03/22	OLL	8:00 AM - 4:00 PM	BNA
03/07	03/07/22	OLL	8:00 AM - 4:00 PM	BNA
04/14	04/14/22	OLL	10:00 AM - 6:00 PM	BNA
05/17	05/17/22	OLL	8:00 AM - 4:00 PM	BNA
06/16	06/16/22	OLL	8:00 AM - 4:00 PM	BNA

Course Schedule

Microsoft PowerPoint for Office 365 (Desktop or Online) - Part 2 / 295 USD / 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®; PowerPoint®; 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.

12/10	12/10/21	OLL	8:00 AM - 4:00 PM	BNA
01/21	01/21/22	OLL	8:00 AM - 4:00 PM	BNA
03/08	03/08/22	OLL	8:00 AM - 4:00 PM	BNA
04/29	04/29/22	OLL	10:00 AM - 6:00 PM	BNA
06/17	06/17/22	OLL	8:00 AM - 4:00 PM	BNA

PowerPoint 2016 - Part 1 / 295 USD / Days: 1

In this course, students will use PowerPoint 2016 to begin creating engaging, dynamic multimedia presentations.

12/28	12/28/21	OLL	10:00 AM - 6:00 PM	BNA
03/01	03/01/22	OLL	8:00 AM - 4:00 PM	BNA
04/26	04/26/22	OLL	8:00 AM - 4:00 PM	BNA
06/28	06/28/22	OLL	10:00 AM - 6:00 PM	BNA

PowerPoint 2016 - Part 2 / 295 USD / Days: 1

In this course, students learn different tools & features within PowerPoint that will help them deliver content in an informative & memorable manner. Students will create presentations that not only stand out, but also don't consume all of their time.

12/10	12/10/21	OLL	8:00 AM - 4:00 PM	BNA
03/23	03/23/22	OLL	10:00 AM - 6:00 PM	BNA
06/02	06/02/22	OLL	8:00 AM - 4:00 PM	BNA

Microsoft PowerShell

10961 Automating Administration with Windows PowerShell / 2975 USD / 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.

12/13	12/17/21	OLL	8:00 AM - 4:00 PM	BNA
12/13	12/17/21	OLL	8:00 AM - 4:00 PM	BNA

10962 Advanced Automated Administration with Windows PowerShell / 1785 USD / Days: 3

This course that will teach students how to automate administrative tasks using Windows PowerShell 5.1. Students will learn core scripting skills such as creating advanced functions, writing controller scripts, and handling script errors. Students will learn how to work with Windows PowerShell Workflow, the REST API and XML and JSON formatted data files, Students will also learn how to use new administration tools such Desired State Configuration (DSC) and Just Enough Administration (JEA) to configure and secure servers.

12/20	12/22/21	OLL	8:00 AM - 4:00 PM	BNA
12/20	12/22/21	OLL	8:00 AM - 4:00 PM	BNA

55069 PowerShell for SQL Server Administrators / 1190 USD / Days: 2

This course provides candidates with the knowledge and skills needed to use PowerShell for SQL Server administration. Students will learn how to manage day-to-day and scheduled maintenance tasks.

01/27	01/28/22	OLL	10:00 AM - 6:00 PM	BNA
04/21	04/22/22	OLL	8:00 AM - 4:00 PM	BNA
06/23	06/24/22	OLL	8:00 AM - 4:00 PM	BNA

55133 PowerShell for System Center Configuration Manager Administrators / 1785 USD / Days: 3

This course provides you with the knowledge and skills needed to use PowerShell for System Center Configuration Manager (SCCM) administration. In this course, you will learn how to access the PowerShell cmdlets included with SCCM 1802 and use them to perform configuration tasks for a primary site. Individual cmdlets will be used in working with objects such as Boundaries, Boundary Groups, Collections, Software Deployment, Patching, Compliance Settings, OSD Task Sequences, and many others. Basic scripting will also be covered so you can learn how to put PowerShell to use when working with large sets of objects.

12/15	12/17/21	OLL	8:00 AM - 4:00 PM	BNA
01/26	01/28/22	OLL	10:00 AM - 6:00 PM	BNA
03/30	04/01/22	OLL	8:00 AM - 4:00 PM	BNA
07/06	07/08/22	OLL	8:00 AM - 4:00 PM	BNA

AZ-040T00: Automating Administration with PowerShell / 2975 USD / Days: 5

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

01/17	01/21/22	OLL	8:00 AM - 4:00 PM	BNA
02/14	02/18/22	OLL	8:00 AM - 4:00 PM	BNA
03/14	03/18/22	OLL	8:00 AM - 4:00 PM	BNA
04/11	04/15/22	OLL	8:00 AM - 4:00 PM	BNA
05/09	05/13/22	OLL	8:00 AM - 4:00 PM	BNA
06/06	06/10/22	OLL	8:00 AM - 4:00 PM	BNA

Microsoft Project

55205 Mastering Microsoft Project 2016 / 1785 USD / Days: 3

The course begins with the basic concepts and leads students through all the functions they'll need to plan and manage a small to medium-size project, including how to level resources and capture both cost and schedule progress.

12/15	12/17/21	OLL	10:00 AM - 6:00 PM	BNA
01/31	02/02/22	OLL	8:00 AM - 4:00 PM	BNA
03/16	03/18/22	OLL	8:00 AM - 4:00 PM	BNA
05/09	05/11/22	OLL	10:00 AM - 6:00 PM	BNA
06/29	07/01/22	OLL	8:00 AM - 4:00 PM	BNA

55301 Mastering Microsoft Project 2019 / 1785 USD / Days: 3

This course is intended for those interested in expanding their knowledge base and technical skills about Microsoft Project. Starting with the basic concept, you will gain hands-on experience with all the functions needed to plan and manage a small to medium-size project, including how to level resources and capture both cost and schedule progress.

03/23	03/25/22	OLL	8:00 AM - 4:00 PM	BNA
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Microsoft Project 2019/2021: Part 1 / 395 USD / Days: 1

Welcome to Microsoft®; Project®; 2019/2021: Part 1. This course is designed to familiarize you with the basic features and functions of Microsoft Project so you can use it effectively and efficiently in a real-world environment. This course covers the critical knowledge and skills a project manager needs to create a project plan with Project during the planning phase of a project. In other words, if your supervisor assigns you to lead a project, this course will enable you to draft a project plan with Project and share it with your supervisor (and others) for review and approval.

01/04	01/04/22	OLL	8:00 AM - 4:00 PM	BNA
01/25	01/25/22	OLL	8:00 AM - 4:00 PM	BNA
02/15	02/15/22	OLL	10:00 AM - 6:00 PM	BNA
03/08	03/08/22	OLL	8:00 AM - 4:00 PM	BNA

Course Schedule

Microsoft Project 2019/2021: Part 1 / 395 USD / Days: 1

Welcome to Microsoft®; Project®; 2019/2021: Part 1. This course is designed to familiarize you with the basic features and functions of Microsoft Project so you can use it effectively and efficiently in a real-world environment. This course covers the critical knowledge and skills a project manager needs to create a project plan with Project during the planning phase of a project. In other words, if your supervisor assigns you to lead a project, this course will enable you to draft a project plan with Project and share it with your supervisor (and others) for review and approval.

03/29	03/29/22	OLL	8:00 AM - 4:00 PM	BNA
04/12	04/12/22	OLL	10:00 AM - 6:00 PM	BNA
04/26	04/26/22	OLL	8:00 AM - 4:00 PM	BNA
05/10	05/10/22	OLL	8:00 AM - 4:00 PM	BNA
05/24	05/24/22	OLL	10:00 AM - 6:00 PM	BNA
06/07	06/07/22	OLL	8:00 AM - 4:00 PM	BNA
06/21	06/21/22	OLL	8:00 AM - 4:00 PM	BNA

Microsoft Project 2019/2021: Part 2 / 395 USD / Days: 1

Welcome to Microsoft®; Project®; 2019/2021: Part 2. This course is designed to familiarize you with some of the advanced features and functions of Microsoft Project so you can use it effectively and efficiently in a real-world environment. In Microsoft®; Project®; 2019/2021: Part 1, you learned the basic features of Microsoft Project during the planning phase of a project. This course covers the advanced knowledge and skills a project manager needs to update a project plan in Project during the execution, monitoring, and controlling phases of a project. In other words, once your project plan is approved by the project sponsor, this course will enable you to manage the project so that it is completed on time, within budget, and according to scope.

Note: This course is for anyone who has Project on the desktop, regardless of whether they purchased an "on-premise" edition or subscribed to a "cloud-based" (online) edition. Most project managers and project team members use the desktop application, so that is the main focus of this course. The main features of the online app are presented in an appendix. This material will benefit users of any current Office version. The classroom environment setup is based on Office 2019.

12/09	12/09/21	OLL	10:00 AM - 6:00 PM	BNA
01/14	01/14/22	OLL	8:00 AM - 4:00 PM	BNA
02/17	02/17/22	OLL	8:00 AM - 4:00 PM	BNA
03/17	03/17/22	OLL	10:00 AM - 6:00 PM	BNA
04/14	04/14/22	OLL	8:00 AM - 4:00 PM	BNA
05/12	05/12/22	OLL	8:00 AM - 4:00 PM	BNA
06/17	06/17/22	OLL	10:00 AM - 6:00 PM	BNA

Project 2016 - Part 1 / 395 USD / Days: 1

This course is designed to familiarize students with the basic features and functions of Microsoft Project Professional 2016 so they can use it effectively and efficiently in a real-world environment.

12/15	12/15/21	OLL	10:00 AM - 6:00 PM	BNA
01/26	01/26/22	OLL	8:00 AM - 4:00 PM	BNA
03/14	03/14/22	OLL	8:00 AM - 4:00 PM	BNA
04/27	04/27/22	OLL	10:00 AM - 6:00 PM	BNA
06/20	06/20/22	OLL	8:00 AM - 4:00 PM	BNA

Project 2016 - Part 2 / 395 USD / Days: 1

This course covers the skills a project manager needs to update a project plan during the execution, monitoring, and controlling phases of a project. This course will enable students to manage the project so that it is completed on time & within budget.

12/17	12/17/21	OLL	10:00 AM - 6:00 PM	BNA
02/25	02/25/22	OLL	8:00 AM - 4:00 PM	BNA
04/29	04/29/22	OLL	8:00 AM - 4:00 PM	BNA
07/01	07/01/22	OLL	10:00 AM - 6:00 PM	BNA

Microsoft SharePoint

55197 Microsoft SharePoint Server 2016 for the Site Owner/Power User / 1190 USD / Days: 2

Students should take this course if they need to know how to manage the team collaboration, document management and social features of Microsoft SharePoint 2016 sites.

05/05	05/06/22	OLL	8:00 AM - 4:00 PM	BNA
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55215 SharePoint Online Power User / 2380 USD / Days: 4

This course delivers the complete site owner story from start to finish in an engaging and practical way to ensure you have the confidence to plan and create new sites or manage your existing sites in SharePoint Online.

01/04	01/07/22	OLL	8:00 AM - 4:00 PM	BNA
02/14	02/17/22	OLL	8:00 AM - 4:00 PM	BNA
03/22	03/25/22	OLL	10:00 AM - 6:00 PM	BNA
05/09	05/12/22	OLL	8:00 AM - 4:00 PM	BNA
06/20	06/23/22	OLL	8:00 AM - 4:00 PM	BNA

55234 SharePoint 2016 Site Collections and Site Owner Administration / 2975 USD / Days: 5

This course is intended for power users and IT professionals who are tasked with working within the SharePoint 2016 environment and conduct site collection and site administration.

12/13	12/17/21	OLL	10:00 AM - 6:00 PM	BNA
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55234 SharePoint 2016 Site Collections and Site Owner Administration / 2975 USD / Days: 5

This course is intended for power users and IT professionals who are tasked with working within the SharePoint 2016 environment and conduct site collection and site administration.

02/28	03/04/22	OLL	8:00 AM - 4:00 PM	BNA
06/20	06/24/22	OLL	10:00 AM - 6:00 PM	BNA

55238 SharePoint Online for Administrators / 1785 USD / Days: 3

This course will introduce the audience to SharePoint Online Administration in Office 365 and explain and demonstrate the configuration options for SharePoint Online.

01/24	01/26/22	OLL	8:00 AM - 4:00 PM	BNA
02/23	02/25/22	OLL	10:00 AM - 6:00 PM	BNA
03/21	03/23/22	OLL	8:00 AM - 4:00 PM	BNA
04/20	04/22/22	OLL	8:00 AM - 4:00 PM	BNA
05/16	05/18/22	OLL	10:00 AM - 6:00 PM	BNA
06/15	06/17/22	OLL	8:00 AM - 4:00 PM	BNA

Microsoft SharePoint 2016 - Advanced Site Owner with Workflow Administration / 495 USD / Days: 1

In this course, students will learn how to create, configure, and manage a SharePoint site so that your team or organization can collaborate effectively, manage the flow of digital information, automate business processes, & meet records management needs.

01/21	01/21/22	OLL	10:00 AM - 6:00 PM	BNA
04/08	04/08/22	OLL	8:00 AM - 4:00 PM	BNA

Microsoft SharePoint 2016 - Site Owner / 495 USD / Days: 1

In this course, students will learn how to create, configure, and manage a SharePoint team site so that your team or organization can share information and collaborate effectively.

12/10	12/10/21	OLL	10:00 AM - 6:00 PM	BNA
03/17	03/17/22	OLL	8:00 AM - 4:00 PM	BNA
06/16	06/16/22	OLL	10:00 AM - 6:00 PM	BNA

Microsoft SharePoint 2016 - Site User / 495 USD / Days: 1

SharePoint is a complex platform. A strong understanding of the platform will allow students to work more efficiently & effectively. In this course, students will learn how to use a SharePoint Team Site to access, store, and share information & documents.

12/08	12/08/21	OLL	10:00 AM - 6:00 PM	BNA
03/10	03/10/22	OLL	8:00 AM - 4:00 PM	BNA
06/09	06/09/22	OLL	10:00 AM - 6:00 PM	BNA

Course Schedule

MS-040T00-A Manage SharePoint and OneDrive in Microsoft 365 / 1785 USD / Days: 3

Content is the most critical digital asset for every organization. In this course, you will learn how to plan, configure, and manage SharePoint Sites and OneDrive to enable modern content services that transform the content lifecycle. Specifically, this course discusses the modern SharePoint site structure, such as SharePoint hub sites. It provides best practices for the adoption and deployment of OneDrive within your organization. It also covers sharing, security, and monitoring in SharePoint and OneDrive in Microsoft 365. Additionally, you will learn how to manage user profiles and apps with proper permission settings. We will also discuss how to plan and configure Managed Metadata, Business Connectivity Services, and search allowing content to be found, consumed, and governed across Microsoft 365.

12/08	12/10/21	OLL	8:00 AM - 4:00 PM	BNA
12/08	12/10/21	OLL	8:00 AM - 4:00 PM	BNA
02/15	02/17/22	OLL	8:00 AM - 4:00 PM	BNA
04/13	04/15/22	OLL	10:00 AM - 6:00 PM	BNA
06/20	06/22/22	OLL	8:00 AM - 4:00 PM	BNA

SharePoint - Advanced Site Owner (Modern Experience) / 495 USD / Days: 1

Microsoft®; SharePoint®; online is a platform designed to facilitate collaboration, allowing you to use familiar applications and web-based tools to create, access, store, and track documents and data in a central location. As such, SharePoint has many distinct features and content structures that can be selected, added, and configured. In this course, you will learn how to create, configure, and manage SharePoint sites so that your team or organization can share information and collaborate effectively.

01/21	01/21/22	OLL	8:00 AM - 4:00 PM	BNA
03/25	03/25/22	OLL	10:00 AM - 6:00 PM	BNA
05/25	05/25/22	OLL	8:00 AM - 4:00 PM	BNA

SharePoint - Site Owner with Microsoft Forms and Flow (Modern Experience) / 495 USD / Days: 1

This course will empower you to use Microsoft®; SharePoint®; online to facilitate collaboration and allow you to use familiar applications and web-based tools to create, access, store, and track documents and data in a central location. Enable and configure SharePoint's many distinct features and discover the many content structures that can be selected, added, and configured. Learn how to create, configure, and manage SharePoint sites so that your team or organization can share information and collaborate effectively.

SharePoint content structures and configuration options are complex. As a site owner, it is critical that you understand what features, options, and content structures are available in SharePoint online, and how to properly configure them. With SharePoint sites, features, and content structures properly implemented, you will be able to securely share files, collaborate on documents, and access the information you need to work with your colleagues more effectively.

12/10	12/10/21	OLL	10:00 AM - 6:00 PM	BNA
01/20	01/20/22	OLL	8:00 AM - 4:00 PM	BNA
03/03	03/03/22	OLL	10:00 AM - 6:00 PM	BNA
04/08	04/08/22	OLL	8:00 AM - 4:00 PM	BNA
05/13	05/13/22	OLL	8:00 AM - 4:00 PM	BNA
06/17	06/17/22	OLL	10:00 AM - 6:00 PM	BNA

SharePoint - Site User (Modern Experience) / 495 USD / Days: 1

Microsoft®; SharePoint®; online is a platform specifically designed to facilitate collaboration, allowing you and your team to use familiar applications and web-based tools to create, access, store, and track documents and data in a central location. Through this course, you will discover the many features of SharePoint online and improve your ability to work collaboratively by easily sharing, accessing, editing, and saving information. SharePoint is a complex platform with many features and capabilities. A strong understanding of those features and capabilities will allow you to work more efficiently and effectively with SharePoint online, and with the documents and data stored in SharePoint. Furthermore, effective use of the Modern UI and Office 365®; integrations will streamline tasks and facilitate collaboration with colleagues in other Office 365 and third-party apps.

02/08	02/08/22	OLL	8:00 AM - 4:00 PM	BNA
04/07	04/07/22	OLL	8:00 AM - 4:00 PM	BNA
06/07	06/07/22	OLL	10:00 AM - 6:00 PM	BNA

Microsoft SQL Server

10985 Introduction to SQL Databases / 1785 USD / Days: 3

Course is aimed at people looking to move into a database professional role or whose job role is expanding to encompass database elements. The course describes fundamental database concepts including database types, database languages, and database design

12/08	12/10/21	OLL	8:00 AM - 4:00 PM	BNA
12/08	12/10/21	OLL	8:00 AM - 4:00 PM	BNA

10987 Performance Tuning and Optimizing SQL Databases / 2380 USD / Days: 4

This four-day instructor-led course provides students who manage and maintain SQL Server databases with the knowledge and skills to performance tune and optimize their databases.

12/14	12/17/21	OLL	8:00 AM - 4:00 PM	BNA
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20762 Developing SQL Databases / 2975 USD / Days: 5

<p>Are you looking for hands-on experience developing a Microsoft SQL Server database? Complete this course from New Horizons to confidently take the next step in your database career. </p>

<p>In the Developing SQL Databases course, you will learn how to use SQL Server 2016 features and tools and gain the knowledge and skills to develop a SQL Server database.</p>

12/13	12/17/21	OLL	10:00 AM - 6:00 PM	BNA
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20767 Implementing a SQL Data Warehouse / 2975 USD / Days: 5

Ready to learn how to implement a SQL data warehouse with confidence? This course from New Horizons will prepare you to create advanced BI solutions and advance your career. In the "Implementing a SQL Data Warehouse course", you'll learn how to provision a Microsoft SQL Server database both on-premises and in Azure.

12/13	12/17/21	OLL	8:00 AM - 4:00 PM	BNA
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55123 Writing Reports with Report Builder and SSRS Level 1 / 1190 USD / Days: 2

In this course, students will continue their learning on the foundations of report writing with Microsoft® SQL Server® Report Builder and SSRS.

12/20	12/21/21	OLL	10:00 AM - 6:00 PM	BNA
01/31	02/01/22	OLL	8:00 AM - 4:00 PM	BNA
03/22	03/23/22	OLL	10:00 AM - 6:00 PM	BNA
05/09	05/10/22	OLL	8:00 AM - 4:00 PM	BNA
06/28	06/29/22	OLL	8:00 AM - 4:00 PM	BNA

Course Schedule

55128 Writing Reports with Report Builder and SSRS Level 2 / 1190 USD / Days: 2

In this course, students will continue their learning on the foundations of report writing with Microsoft® SQL Server® Report Builder and SSRS. The focus will be on report creation by connecting to a database and manipulating the data.

12/27	12/28/21	OLL	10:00 AM - 6:00 PM	BNA
02/16	02/17/22	OLL	8:00 AM - 4:00 PM	BNA
04/28	04/29/22	OLL	10:00 AM - 6:00 PM	BNA
06/30	07/01/22	OLL	8:00 AM - 4:00 PM	BNA

Database Design - A Modern Approach / 395 USD / Days: 1

This course introduces you to a process for effectively planning and designing a functional, efficient database. Knowing how to plan a relational database is important to the success of the databases you create. Without planning, you cannot possibly know what the database needs to do, or even what information to include in the database. Planning a database is essential, and prevents the extra work of fixing data maintenance problems later on.

The concepts are not specific to a particular software application and can be applied to any relational database management system.

12/10	12/10/21	OLL	8:00 AM - 4:00 PM	BNA
03/18	03/18/22	OLL	10:00 AM - 6:00 PM	BNA
06/17	06/17/22	OLL	8:00 AM - 4:00 PM	BNA

DP-080T00 Querying Data with Microsoft Transact-SQL / 1190 USD / Days: 2

This course will teach the basics of Microsoft's dialect of the standard SQL language: Transact-SQL. Topics include both querying and modifying data in relational databases that are hosted in Microsoft SQL Server-based database systems, including: Microsoft SQL Server, Azure SQL Database and, Azure Synapse Analytics.

12/20	12/21/21	OLL	8:00 AM - 4:00 PM	BNA
01/31	02/01/22	OLL	10:00 AM - 6:00 PM	BNA
03/02	03/03/22	OLL	8:00 AM - 4:00 PM	BNA
03/28	03/29/22	OLL	8:00 AM - 4:00 PM	BNA
04/26	04/27/22	OLL	10:00 AM - 6:00 PM	BNA
06/01	06/02/22	OLL	8:00 AM - 4:00 PM	BNA
06/27	06/28/22	OLL	8:00 AM - 4:00 PM	BNA

SQL Querying Fundamentals - Part 1 / 495 USD / Days: 1

This course, SQL Querying: Fundamentals, will teach you to use SQL as a tool to retrieve the information you need from databases.

12/21	12/21/21	OLL	8:00 AM - 4:00 PM	BNA
12/28	12/28/21	OLL	8:00 AM - 4:00 PM	BNA

SQL Querying Fundamentals - Part 1 / 495 USD / Days: 1

This course, SQL Querying: Fundamentals, will teach you to use SQL as a tool to retrieve the information you need from databases.

01/11	01/11/22	OLL	8:00 AM - 4:00 PM	BNA
02/01	02/01/22	OLL	8:00 AM - 4:00 PM	BNA
02/22	02/22/22	OLL	10:00 AM - 6:00 PM	BNA
03/15	03/15/22	OLL	8:00 AM - 4:00 PM	BNA
03/30	03/30/22	OLL	8:00 AM - 4:00 PM	BNA
04/19	04/19/22	OLL	10:00 AM - 6:00 PM	BNA
05/10	05/10/22	OLL	8:00 AM - 4:00 PM	BNA
05/24	05/24/22	OLL	8:00 AM - 4:00 PM	BNA
06/14	06/14/22	OLL	10:00 AM - 6:00 PM	BNA
06/28	06/28/22	OLL	8:00 AM - 4:00 PM	BNA

SQL Querying Fundamentals - Part 2 / 495 USD / Days: 1

In this course you will learn how to identify and use advanced querying techniques. You might find that you need to modifying the structure of a table; inserting, updating, deleting data and indexing tables to optimize query performance.

12/10	12/10/21	OLL	8:00 AM - 4:00 PM	BNA
12/29	12/29/21	OLL	8:00 AM - 4:00 PM	BNA
01/13	01/13/22	OLL	10:00 AM - 6:00 PM	BNA
02/03	02/03/22	OLL	8:00 AM - 4:00 PM	BNA
02/24	02/24/22	OLL	8:00 AM - 4:00 PM	BNA
03/18	03/18/22	OLL	10:00 AM - 6:00 PM	BNA
04/01	04/01/22	OLL	8:00 AM - 4:00 PM	BNA
04/21	04/21/22	OLL	8:00 AM - 4:00 PM	BNA
05/12	05/12/22	OLL	10:00 AM - 6:00 PM	BNA
05/26	05/26/22	OLL	8:00 AM - 4:00 PM	BNA
06/16	06/16/22	OLL	8:00 AM - 4:00 PM	BNA
06/30	06/30/22	OLL	10:00 AM - 6:00 PM	BNA

Microsoft Teams Courses

Microsoft 365 Office for the Web (with Teams) / 295 USD / Days: 1

This course introduces working with shared documents in the familiar Office 365 online apps—Word, PowerPoint®, and Excel®—as an alternative to installing the Microsoft® Office desktop applications. This course also introduces several productivity apps including Yammer™, Planner, and Delve® that can be used in combination by teams for communication and collaboration.

12/20	12/20/21	OLL	8:00 AM - 4:00 PM	BNA
04/06	04/06/22	OLL	10:00 AM - 6:00 PM	BNA

Microsoft 365 Office for the Web (with Teams) / 295 USD / Days: 1

This course introduces working with shared documents in the familiar Office 365 online apps—Word, PowerPoint®, and Excel®—as an alternative to installing the Microsoft® Office desktop applications. This course also introduces several productivity apps including Yammer™, Planner, and Delve® that can be used in combination by teams for communication and collaboration.

07/01	07/01/22	OLL	8:00 AM - 4:00 PM	BNA
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Microsoft Teams (Desktop and Browser) / 195 USD / Days: .5

This course is designed to help you master Microsoft® Teams®, the key communications tool in the suite of Microsoft 365 productivity apps. Microsoft Teams enables individuals and organizations to chat, share ideas, collaborate on files, and essentially, work together. You can use Teams to have a quick chat with a colleague, participate in a virtual meeting, make an online call, and share files and resources. The Microsoft Teams app is available in three versions: a desktop app, a web app, or a mobile app. Once you are familiar with the Teams desktop app, you can easily transfer that knowledge and work in the web and mobile apps to take advantage of connecting through Teams wherever your work takes you.

02/04	02/04/22	OLL	10:00 AM - 1:30 PM	BNA
02/04	02/04/22	OLL	2:30 PM - 6:00 PM	BNA
05/06	05/06/22	OLL	8:00 AM - 11:30 AM	BNA
05/06	05/06/22	OLL	12:30 PM - 4:00 PM	BNA

MS-700T00 Managing Microsoft Teams / 2380 USD / Days: 4

The Managing Microsoft Teams course is designed for persons who are aspiring to the Microsoft 365 Teams Admin role. Microsoft Teams admins configure, deploy, and manage Office 365 workloads for Microsoft Teams that focus on efficient and effective collaboration and communication in an enterprise environment. This course covers six central elements - Microsoft Teams overview, implementing governance, security and compliance for Microsoft Teams, preparing the environment for a Microsoft Teams deployment, deploying and managing teams, managing collaboration and managing communication in Microsoft Teams. In Microsoft Teams overview, you will get an overview of Microsoft Teams including Teams architecture and related Office 365 workloads. You will be provided an overview of security and compliance in Microsoft Teams and finally get an overview of how to manage Microsoft Teams. In implementing governance, security and compliance for Microsoft Teams, you will plan and configure governance for Office 365 groups including expiration and naming policies. Then you will implement security by configuring conditional access, MFA or Threat Management for Microsoft Teams.

01/11	01/14/22	OLL	8:00 AM - 4:00 PM	BNA
01/24	01/27/22	OLL	10:00 AM - 6:00 PM	BNA
02/01	02/04/22	OLL	8:00 AM - 4:00 PM	BNA
02/21	02/24/22	OLL	8:00 AM - 4:00 PM	BNA
03/08	03/11/22	OLL	10:00 AM - 6:00 PM	BNA

Course Schedule

MS-700T00 Managing Microsoft Teams / 2380 USD / Days: 4

The Managing Microsoft Teams course is designed for persons who are aspiring to the Microsoft 365 Teams Admin role. Microsoft Teams admins configure, deploy, and manage Office 365 workloads for Microsoft Teams that focus on efficient and effective collaboration and communication in an enterprise environment. This course covers six central elements - Microsoft Teams overview, implementing governance, security and compliance for Microsoft Teams, preparing the environment for a Microsoft Teams deployment, deploying and managing teams, managing collaboration and managing communication in Microsoft Teams. In Microsoft Teams overview, you will get an overview of Microsoft Teams including Teams architecture and related Office 365 workloads. You will be provided an overview of security and compliance in Microsoft Teams and finally get an overview of how to manage Microsoft Teams. In implementing governance, security and compliance for Microsoft Teams, you will plan and configure governance for Office 365 groups including expiration and naming policies. Then you will implement security by configuring conditional access, MFA or Threat Management for Microsoft Teams.

03/21	03/24/22	OLL	8:00 AM - 4:00 PM	BNA
04/05	04/08/22	OLL	8:00 AM - 4:00 PM	BNA
04/18	04/21/22	OLL	10:00 AM - 6:00 PM	BNA
05/03	05/06/22	OLL	8:00 AM - 4:00 PM	BNA
05/16	05/19/22	OLL	8:00 AM - 4:00 PM	BNA
06/07	06/10/22	OLL	10:00 AM - 6:00 PM	BNA
06/20	06/23/22	OLL	8:00 AM - 4:00 PM	BNA

Microsoft Visio

Microsoft Visio 2019/2021: Part 1 (v1.1) / 395 USD / Days: 1

From the earliest eras of human existence, visual images have been used to represent knowledge, data, and information. Beginning with the Paleolithic cave paintings and continuing to today's most complex computer networks, these images leverage the ability of the human brain to rapidly perceive patterns and trends from visual representations.

In today's workplace, visual diagrams are an essential part of communication, from road maps to sales flows to process charts. Microsoft® Visio® provides you with an intuitive, customizable tool to easily create a professional-looking visual product by using its extensive gallery of shapes. By following the exercises in this course, you will create visually engaging diagrams, maps, and drawings, using graphical elements to make information easier to comprehend. This material will benefit users of any current Office version. The classroom environment setup is based on Office 2019.

12/20	12/20/21	OLL	10:00 AM - 6:00 PM	BNA
01/24	01/24/22	OLL	8:00 AM - 4:00 PM	BNA
03/14	03/14/22	OLL	8:00 AM - 4:00 PM	BNA
05/02	05/02/22	OLL	10:00 AM - 6:00 PM	BNA
06/20	06/20/22	OLL	8:00 AM - 4:00 PM	BNA

Microsoft Visio 2019/2021: Part 2 (v1.1) / 395 USD / Days: 1

Microsoft® Visio® stands out among similar applications because of its unique ability to draw a wide variety of diagrams, flowcharts, workflows, and organization structures—anything that can be represented by shapes connected by lines. Most importantly, these shapes can be rearranged and with corresponding lines remaining intact. Visio has improved over the years as features common among Microsoft® Office applications have been added. Today, Visio is well integrated with other members of the Office family as well as Microsoft's cloud-based services. This greatly enriches the sharing and publishing of Visio drawings.

In Microsoft® Visio®; 2019/2021: Part 1, you learned the basic skills needed to create and modify various Visio drawings. In Microsoft® Visio®; 2019/2021: Part 2, you will learn about more advanced features—making you a more efficient and effective Visio user. This material will benefit users of any current Office version. The classroom environment setup is based on Office 2019.

02/04	02/04/22	OLL	8:00 AM - 4:00 PM	BNA
06/03	06/03/22	OLL	10:00 AM - 6:00 PM	BNA

Visio 2016: Part 1 / 395 USD / Days: 1

This course provides students with a tool to easily create a professional-looking visual product. Students will create visually engaging diagrams, maps, and drawings, using graphical elements to make information easier to comprehend.

02/21	02/21/22	OLL	10:00 AM - 6:00 PM	BNA
05/16	05/16/22	OLL	8:00 AM - 4:00 PM	BNA

Visio 2016: Part 2 / 395 USD / Days: 1

In Microsoft® Visio® 2016 : Part 2, students will learn about more advanced features, making themselves more efficient and effective as a Visio user.

12/20	12/20/21	OLL	8:00 AM - 4:00 PM	BNA
04/01	04/01/22	OLL	10:00 AM - 6:00 PM	BNA
07/01	07/01/22	OLL	8:00 AM - 4:00 PM	BNA

Microsoft Windows

Using Microsoft Windows 10 / 295 USD / Days: 1

In this course, students will learn the features and functionality of the Windows 10 operating system for professional and personal use.

12/14	12/14/21	OLL	8:00 AM - 4:00 PM	BNA
02/18	02/18/22	OLL	10:00 AM - 6:00 PM	BNA
04/19	04/19/22	OLL	8:00 AM - 4:00 PM	BNA
06/20	06/20/22	OLL	8:00 AM - 4:00 PM	BNA

Microsoft Windows Server

20740 Installation, Storage, and Compute with Windows Server 2016 / 2975 USD / Days: 5

This course is designed for students who are responsible for managing storage by using Windows Server 2016, and who need to understand the scenarios, requirements, and storage and compute options that are available in Windows Server 2016.

12/13	12/17/21	OLL	8:00 AM - 4:00 PM	BNA
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50255 Managing Windows Environments with Group Policy / 2975 USD / Days: 5

In this course you will learn how to reduce costs & increase efficiencies in your network. You will discover how to consolidate the administration of an enterprise IT infrastructure with Group Policy, & you will learn to control & manage computer systems.

02/14	02/18/22	OLL	10:00 AM - 6:00 PM	BNA
06/20	06/24/22	OLL	8:00 AM - 4:00 PM	BNA

WS-011T00 Windows Server 2019 Administration / 2975 USD / Days: 5

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

12/13	12/17/21	OLL	8:00 AM - 4:00 PM	BNA
12/13	12/17/21	OLL	8:00 AM - 4:00 PM	BNA
01/03	01/07/22	OLL	10:00 AM - 6:00 PM	BNA
01/24	01/28/22	OLL	8:00 AM - 4:00 PM	BNA
02/14	02/18/22	OLL	8:00 AM - 4:00 PM	BNA
02/28	03/04/22	OLL	10:00 AM - 6:00 PM	BNA
03/14	03/18/22	OLL	8:00 AM - 4:00 PM	BNA
03/28	04/01/22	OLL	8:00 AM - 4:00 PM	BNA
04/11	04/15/22	OLL	10:00 AM - 6:00 PM	BNA
04/25	04/29/22	OLL	8:00 AM - 4:00 PM	BNA
05/09	05/13/22	OLL	8:00 AM - 4:00 PM	BNA
05/23	05/27/22	OLL	10:00 AM - 6:00 PM	BNA
06/06	06/10/22	OLL	8:00 AM - 4:00 PM	BNA
06/20	06/24/22	OLL	8:00 AM - 4:00 PM	BNA

Course Schedule

WS-012T00 Windows Server 2019 Hybrid and Azure IaaS / 1785 USD / Days: 3

This three-day course WS-012T00-A is intended primarily for IT Professionals who have experience with managing an on-premises Windows Server environment. Its purpose is to prepare professionals for planning, implementing, and managing environments that include Azure IaaS-hosted Windows Server-based workloads. The course covers how to leverage the hybrid capabilities of Azure, how to migrate virtual and physical server workloads to Azure IaaS, and how to manage and secure Azure VMs running Windows Server 2019.

12/08	12/10/21	OLL	8:00 AM - 4:00 PM	BNA
12/08	12/10/21	OLL	8:00 AM - 4:00 PM	BNA
01/17	01/19/22	OLL	10:00 AM - 6:00 PM	BNA
03/09	03/11/22	OLL	8:00 AM - 4:00 PM	BNA
04/11	04/13/22	OLL	8:00 AM - 4:00 PM	BNA
06/01	06/03/22	OLL	10:00 AM - 6:00 PM	BNA

WS-013 Azure Stack HCI / 1785 USD / Days: 3

This three-day course WS-013T00-A is intended primarily for IT Professionals who already have significant experience with managing an on-premises Windows Server environment. Its purpose is to cover advanced topics related to Windows Server software-defined datacenter, Azure Stack HCI, and other Azure Stack products. The course also describes the use of existing Microsoft System Center products to implement and manage software-defined datacenters with Windows Server 2019. This course is advanced and is designed for people that want to run their virtual workloads on Windows Server 2019 at medium-to-large scale using software-defined datacenter and hyper-converged principles.

12/20	12/22/21	OLL	8:00 AM - 4:00 PM	BNA
03/02	03/04/22	OLL	8:00 AM - 4:00 PM	BNA
04/25	04/27/22	OLL	10:00 AM - 6:00 PM	BNA
06/29	07/01/22	OLL	8:00 AM - 4:00 PM	BNA

WS-050T00 Migrating Application Workloads to Azure / 1190 USD / Days: 2

This workshop reveals how to migrate existing on-premises workloads and assets to the cloud, specifically to the Microsoft Azure platform. Discover how to assess and evaluate an existing on-premises environment in preparation for a cloud migration. You will also learn how to monitor and optimize your Azure-based workloads to maximize return on investment (ROI), and use Azure services to protect and manage your virtual machines, applications, and data.

01/17	01/18/22	OLL	10:00 AM - 6:00 PM	BNA
04/18	04/19/22	OLL	8:00 AM - 4:00 PM	BNA

Microsoft Word

Microsoft Word for Office 365 (Desktop or Online) - Part 1 / 295 USD / Days: 1

In this course, you'll learn how to use Word on the desktop to create and edit simple documents; format documents; add tables and lists; add design elements and layout options; and proof documents. This course covers Microsoft Office Specialist Program exam objectives to help you prepare for the Word Associate (Office 365 and Office 2019); Exam MO-100 and Word Expert (Office 365 and Office 2019); Exam MO-101 certification exams.

12/27	12/27/21	OLL	8:00 AM - 4:00 PM	BNA
01/25	01/25/22	OLL	10:00 AM - 6:00 PM	BNA
02/28	02/28/22	OLL	8:00 AM - 4:00 PM	BNA
03/28	03/28/22	OLL	10:00 AM - 6:00 PM	BNA
04/25	04/25/22	OLL	8:00 AM - 4:00 PM	BNA
05/31	05/31/22	OLL	8:00 AM - 4:00 PM	BNA
06/27	06/27/22	OLL	10:00 AM - 6:00 PM	BNA

Microsoft Word for Office 365 (Desktop or Online) - Part 2 / 295 USD / Days: 1

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

This course covers Microsoft Office Specialist Program exam objectives to help you prepare for the Word Associate (Office 365 and Office 2019); Exam MO-100 and Word Expert (Office 365 and Office 2019); Exam MO-101 certification exams.

02/08	02/08/22	OLL	8:00 AM - 4:00 PM	BNA
04/05	04/05/22	OLL	10:00 AM - 6:00 PM	BNA
06/09	06/09/22	OLL	8:00 AM - 4:00 PM	BNA

Microsoft Word for Office 365 (Desktop or Online) - Part 3 / 295 USD / Days: 1

In this course, you'll learn how to use Word to create and edit simple documents; format documents; add tables and lists; add design elements and layout options; and proof documents.

12/15	12/15/21	OLL	8:00 AM - 4:00 PM	BNA
12/15	12/15/21	OLL	8:00 AM - 4:00 PM	BNA
02/23	02/23/22	OLL	8:00 AM - 4:00 PM	BNA
04/13	04/13/22	OLL	10:00 AM - 6:00 PM	BNA
06/15	06/15/22	OLL	8:00 AM - 4:00 PM	BNA

Word 2016 - Part 1 / 295 USD / Days: 1

In this course, students learn how to use Word 2016 to create and edit simple documents; format documents; add tables and lists; add design elements and layout options; and proof documents.

12/13	12/13/21	OLL	8:00 AM - 4:00 PM	BNA
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Word 2016 - Part 1 / 295 USD / Days: 1

In this course, students learn how to use Word 2016 to create and edit simple documents; format documents; add tables and lists; add design elements and layout options; and proof documents.

01/24	01/24/22	OLL	8:00 AM - 4:00 PM	BNA
03/14	03/14/22	OLL	10:00 AM - 6:00 PM	BNA
04/25	04/25/22	OLL	8:00 AM - 4:00 PM	BNA
06/20	06/20/22	OLL	8:00 AM - 4:00 PM	BNA

Word 2016 - Part 2 / 295 USD / Days: 1

In this course, students learn the features which enable them to create complex documents with a consistent look and feel. Students will also learn how to automate tedious tasks such as preparing a letter to send to every customer of your organization.

12/15	12/15/21	OLL	8:00 AM - 4:00 PM	BNA
03/03	03/03/22	OLL	8:00 AM - 4:00 PM	BNA
04/27	04/27/22	OLL	10:00 AM - 6:00 PM	BNA
06/29	06/29/22	OLL	8:00 AM - 4:00 PM	BNA

Word 2016 - Part 3 / 295 USD / Days: 1

Microsoft® Word 2016 enables you to do far more than simple word processing. This course covers Microsoft Office Specialist exam objectives to help students prepare for the Word 2016 Exam and the Word 2016 Expert Exam.

12/16	12/16/21	OLL	8:00 AM - 4:00 PM	BNA
03/25	03/25/22	OLL	8:00 AM - 4:00 PM	BNA
06/30	06/30/22	OLL	10:00 AM - 6:00 PM	BNA

Word 2019 - Part 1 / 295 USD / 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.

12/29	12/29/21	OLL	8:00 AM - 4:00 PM	BNA
02/01	02/01/22	OLL	10:00 AM - 6:00 PM	BNA
03/02	03/02/22	OLL	8:00 AM - 4:00 PM	BNA
03/30	03/30/22	OLL	8:00 AM - 4:00 PM	BNA
04/26	04/26/22	OLL	10:00 AM - 6:00 PM	BNA
06/01	06/01/22	OLL	8:00 AM - 4:00 PM	BNA
06/29	06/29/22	OLL	8:00 AM - 4:00 PM	BNA

Course Schedule

Word 2019 - Part 2 / 295 USD / 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.

12/09	·	12/09/21	OLL	10:00 AM - 6:00 PM	BNA
01/13	·	01/13/22	OLL	8:00 AM - 4:00 PM	BNA
02/10	·	02/10/22	OLL	8:00 AM - 4:00 PM	BNA
03/10	·	03/10/22	OLL	10:00 AM - 6:00 PM	BNA
04/14	·	04/14/22	OLL	8:00 AM - 4:00 PM	BNA
05/05	·	05/05/22	OLL	8:00 AM - 4:00 PM	BNA
06/02	·	06/02/22	OLL	10:00 AM - 6:00 PM	BNA

Word 2019 - Part 3 / 295 USD / Days: 1

Microsoft® Word enables you to do far more than simple word processing. Word includes advanced image manipulation tools, collaboration features, cross-referencing and linking tools, entry forms and data collection, security features, and tools to automate document production.

01/21	·	01/21/22	OLL	8:00 AM - 4:00 PM	BNA
04/15	·	04/15/22	OLL	10:00 AM - 6:00 PM	BNA

Miscellaneous

Mastering Remote & In-Person Engagement / 1500 USD / Days: 2

02/03	·	02/04/22	OLL	8:00 AM - 4:00 PM	BNA
06/02	·	06/03/22	OLL	8:00 AM - 4:00 PM	BNA

Microsoft OneNote for Windows 10 / 295 USD / Days: 1

In our fast-paced digital world, the need to capture ideas, meeting notes, and to-do items is ever present. Microsoft® OneNote® for Windows® 10 provides a way for you to efficiently create and collect your notes in an electronic notebook. This course will introduce you to using OneNote notebooks to store a wide variety of content in an organized structure, access the content from anywhere, and also share it with others.

02/07	·	02/07/22	OLL	10:00 AM - 6:00 PM	BNA
04/08	·	04/08/22	OLL	8:00 AM - 4:00 PM	BNA
05/31	·	05/31/22	OLL	8:00 AM - 4:00 PM	BNA

Privacy Management

Certified Information Privacy Professional (CIPP/US) / 2595 USD / Days: 2

Principles of Privacy in the U.S. Private Sector covers U.S. privacy laws and regulations at federal and state levels, including breach notification and limits on various private sectors. You'll leave with an understanding of the legal requirements for the responsible handling and transfer of personal data within industry and workplaces, including government access to private-sector data. The training is based on the body of knowledge for the IAPP's ANSI-accredited Certified Information Privacy Professional/ U.S. (CIPP/US) certification program.

03/09	·	03/10/22	OLL	8:00 AM - 4:00 PM	BNA
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Programming

Advanced Programming Techniques with Python (v1.1) / 2025 USD / Days: 3

Python continues to be a popular programming language, perhaps owing to its easy learning curve, small code footprint, and versatility for business, web, and scientific uses. Python is useful for developing custom software tools, applications, web services, and cloud applications. In this course, you'll build upon your basic Python skills, learning more advanced topics such as object-oriented programming patterns, development of graphical user interfaces, data management, creating web service-connected apps, performing data science tasks, unit testing, and creating and installing packages and executable applications.

02/23	·	02/25/22	OLL	8:00 AM - 4:00 PM	BNA
05/11	·	05/13/22	OLL	10:00 AM - 6:00 PM	BNA

HTML5 - Content Authoring Fundamentals / 395 USD / Days: 1

HTML5 is one of the most integral and evolving web technologies that enables a user to structure content and present it on the web. This course lays the foundation for mastering this popular web publishing technology.

03/15	·	03/15/22	OLL	10:00 AM - 6:00 PM	BNA
06/14	·	06/14/22	OLL	8:00 AM - 4:00 PM	BNA

HTML5 - Content Authoring with New and Advanced Features / 395 USD / Days: 1

This course focuses on the new and advanced features of HTML5, covering how to create HTML5 and CSS3 markup that will work well on the widest possible variety of web browsers, mobile devices, and machine readers, such as search engine web crawlers.

12/09	·	12/09/21	OLL	8:00 AM - 4:00 PM	BNA
03/18	·	03/18/22	OLL	10:00 AM - 6:00 PM	BNA
06/16	·	06/16/22	OLL	8:00 AM - 4:00 PM	BNA

Project Management

Certified Associate in Project Management (CAPM)® Course - Sixth Edition / 2380 USD / Days: 4

In this class you will learn to apply project management processes acknowledged by the Project Management Institute, Inc. (PMI)® to successfully plan and execute projects. This course will also prepare you for the CAPM, a globally-recognized certification of excellence in project management.

01/31	·	02/03/22	OLL	8:00 AM - 4:00 PM	BNA
03/28	·	03/31/22	OLL	10:00 AM - 6:00 PM	BNA
05/31	·	06/03/22	OLL	8:00 AM - 4:00 PM	BNA

Project Management Professional (PMP)® Training / 2995 USD / Days: 5

This course is based on the 2021 PMP certification exam criteria. This course is designed for project managers at all levels of experience. Your ability as a project manager to demonstrate best practices in project management—both on the job and through professional certification—is essential to compete in today's fast-paced, highly technical, and dispersed workplace. The skills and knowledge you gain in this course will help you avoid making costly mistakes and increase your competitive edge. In this course, you will apply the generally recognized practices of project management acknowledged by the Project Management Institute (PMI)® to successfully manage projects. Additionally, this course can be a significant part of your preparation for the PMP certification exam. For those planning to sit the exam, this course comes with an exam simulator that contains over 500 online sample questions, 70 project management templates and over 300 flashcards based on PMI definitions.

12/13	·	12/17/21	OLL	10:00 AM - 6:00 PM	BNA
01/10	·	01/14/22	OLL	8:00 AM - 4:00 PM	BNA
01/24	·	01/28/22	OLL	8:00 AM - 4:00 PM	BNA
02/14	·	02/18/22	OLL	8:00 AM - 4:00 PM	BNA
02/28	·	03/04/22	OLL	8:00 AM - 4:00 PM	BNA
03/14	·	03/18/22	OLL	8:00 AM - 4:00 PM	BNA
03/28	·	04/01/22	OLL	8:00 AM - 4:00 PM	BNA
04/11	·	04/15/22	OLL	8:00 AM - 4:00 PM	BNA
04/25	·	04/29/22	OLL	8:00 AM - 4:00 PM	BNA
05/09	·	05/13/22	OLL	8:00 AM - 4:00 PM	BNA
05/23	·	05/27/22	OLL	8:00 AM - 4:00 PM	BNA
06/13	·	06/17/22	OLL	8:00 AM - 4:00 PM	BNA
06/27	·	07/01/22	OLL	8:00 AM - 4:00 PM	BNA

Course Schedule

Python Programming

Introduction to Programming with Python® (v1.0) / 990 USD / Days: 2

Though Python® has been in use for nearly thirty years, it has become one of the most popular languages for software development, particularly within the fields of data science, machine learning, artificial intelligence, and web development—all areas in which Python is widely used. Whether you're relatively new to programming, or have experience in other programming languages, this course will provide you with a comprehensive first exposure to the Python programming language that can provide you with a quick start in Python, or as the foundation for further learning.

You will learn elements of the Python 3 language and development strategies by creating a complete program that performs a wide range of operations on a variety of data types, structures, and objects, implements program logic through conditional statements and loops, structures code for reusability through functions, classes, and modules, reads and writes files, and handles error conditions

02/14 · 02/15/22 **OLL** 8:00 AM - 4:00 PM BNA

05/09 · 05/10/22 **OLL** 10:00 AM - 6:00 PM BNA

Using Data Science Tools in Python (v1.0) / 1198 USD / Days: 2

More and more organizations are turning to data science to help guide business decisions. Regardless of industry, the ability to extract knowledge from data is crucial for a modern business to stay competitive. One of the tools at the forefront of data science is the Python® programming language. Python's robust libraries have given data scientists the ability to load, analyze, shape, clean, and visualize data in easy to use, yet powerful, ways. This course will teach you the skills you need to successfully use these key libraries to extract useful insights from data, and as a result, provide great value to the business

03/01 · 03/02/22 **OLL** 10:00 AM - 6:00 PM BNA

06/16 · 06/17/22 **OLL** 8:00 AM - 4:00 PM BNA

QuickBooks

Get Going With QuickBooks 2020 for Windows / 990 USD / Days: 2

First-time QuickBooks users will learn the basic features of the software. Experienced QuickBooks users will quickly learn the new features and functionality of QuickBooks 2020. This course covers features that are in QuickBooks Pro and Premier 2020

02/08 · 02/09/22 **OLL** 8:00 AM - 4:00 PM BNA

05/10 · 05/11/22 **OLL** 10:00 AM - 6:00 PM BNA

Keep Going With QuickBooks 2020 for Windows / 990 USD / Days: 2

This course is a continuation of topics following “Get Started with QuickBooks 2020 for Windows”. First-time QuickBooks users will learn the basic features of the software. Experienced QuickBooks users will quickly learn the new features and functionality of QuickBooks 2020. This course covers features that are in QuickBooks Pro and Premier 2020.

02/15 · 02/16/22 **OLL** 8:00 AM - 4:00 PM BNA

05/17 · 05/18/22 **OLL** 10:00 AM - 6:00 PM BNA

Salesforce

Salesforce.com - Sales Cloud for Sales Representatives / 600 USD / Days: 1

This course will give students the knowledge and skills they need to use Salesforce® in the real world—ultimately enabling them to meet and exceed their sales targets.

01/27 · 01/27/22 **OLL** 10:00 AM - 6:00 PM BNA

05/27 · 05/27/22 **OLL** 8:00 AM - 4:00 PM BNA

SAP Training

SAP Crystal Reports 2020: Part 1 / 1190 USD / Days: 2

Organizations use reporting tools to access data sources and generate customized reports. SAP®; Crystal Reports®; 2020 enhances report building and report processing techniques with a variety of features that add value to a presentation. In this course, you will create a basic report by connecting to a database and modifying the report's presentation. Information is critical to making sound business decisions. Data presented without any formatting or structure holds little or no meaning for interpretation. Crystal Reports 2020 helps you build advanced reports with ease, presenting complex information in an understandable way.

02/10 · 02/11/22 **OLL** 8:00 AM - 4:00 PM BNA

05/16 · 05/17/22 **OLL** 10:00 AM - 6:00 PM BNA

SAP Crystal Reports 2020: Part 2 / 1190 USD / Days: 2

Until now, you have used SAP®; Crystal Reports®; to build and modify reports. You want to use the advanced functionality of Crystal Reports to generate reports in the format you desire. In this course, you will create complex reports and data sources using the tools in Crystal Reports 2020. You will not only create more sophisticated reports, including subreports and cross-tabs, but you will also increase the speed and efficiency of your reports by using SQL queries. Even though you are familiar with Crystal Reports, you may take some time to study its various tools that enable you to generate reports with the desired data using advanced methods such as SQL querying. This way, you won't be slowed down by large databases or databases with which you are unfamiliar. By creating subreports, cross-tabs, and running totals, you will turn raw data into meaningful, customized reports that will help your business run more smoothly. If you work with large databases, you may find yourself faced with performance issues. In this course, you will also learn to use tools that can increase the speed with which data is retrieved.

02/28 · 03/01/22 **OLL** 8:00 AM - 4:00 PM BNA

06/15 · 06/16/22 **OLL** 10:00 AM - 6:00 PM BNA

Scrum

Scrum Developer Certified (SDC®) / 1495 USD / Days: 2

In this course, students learn to understand the basics of Scrum, effectively contribute to a Scrum project, and learn how to enable Scrum Team members to apply Scrum effectively in Scrum/Agile projects. Successful candidates will be awarded the Scrum Developer Certified (SDC™) certification by SCRUMstudy after passing the included certification exam.

02/08 · 02/09/22 **OLL** 8:00 AM - 4:00 PM BNA

06/02 · 06/03/22 **OLL** 10:00 AM - 6:00 PM BNA

Scrum Master Certified (SMC®) / 1495 USD / Days: 2

This course guides & teaches Scrum practices to everyone involved in the project; clears impediments for the team; and, ensures that Scrum processes are being followed.

<p>Successful candidates will be awarded the Scrum Master Certified (SMC™) certification by SCRUMstudy after passing the included certification exam. The certification exam voucher is included in this course so you can take the exam at your convenience</p>

12/13 · 12/14/21 **OLL** 8:00 AM - 4:00 PM BNA

01/24 · 01/25/22 **OLL** 10:00 AM - 6:00 PM BNA

03/21 · 03/22/22 **OLL** 8:00 AM - 4:00 PM BNA

04/26 · 04/27/22 **OLL** 10:00 AM - 6:00 PM BNA

06/02 · 06/03/22 **OLL** 8:00 AM - 4:00 PM BNA

Course Schedule

Scrum Product Owner Certified (SPOC®) / 1495 USD / Days: 2

Scrum Product Owner Certified (SPOC®) certification exam is designed to confirm applicants practical and working knowledge of Scrum that equips them to handle the business aspects and stakeholders in a Scrum environment.

Successful candidates will be awarded the Scrum Product Owner Certified (SPOC®) certification by SCRUMstudy after passing the included certification exam. The certification exam voucher is included in this course so you can take the exam at your convenience.

02/23 · 02/24/22 **OLL** 10:00 AM - 6:00 PM BNA

06/20 · 06/21/22 **OLL** 8:00 AM - 4:00 PM BNA

SCRUMstudy Agile Master Certified (SAMC™) / 2250 USD / Days: 3

Agile relies on adaptive planning and iterative development and delivery. It focuses primarily on the value of people in getting the job done effectively.

Successful candidates will be awarded the SCRUMstudy Agile Master Certified (SAMC™) certification by SCRUMstudy after passing the included certification exam. The certification exam voucher is included in this course so you can take the exam at your convenience.

03/23 · 03/25/22 **OLL** 10:00 AM - 6:00 PM BNA

06/22 · 06/24/22 **OLL** 8:00 AM - 4:00 PM BNA

SHRM

SHRM Essentials of HR Management / 1390 USD / Days: 2

Gain the critical knowledge necessary to help reduce costs, avoid potential lawsuits, and improve your ability to handle challenging HR issues. This program is ideal if you are just starting out in the HR profession. As an official Society for Human Resource Management (SHRM) Education Partner, New Horizons is proud to have Recertification Provider status. This course qualifies for 14 Professional Development Credits with SHRM.

12/09 · 12/10/21 **OLL** 10:00 AM - 6:00 PM BNA

03/17 · 03/18/22 **OLL** 8:00 AM - 4:00 PM BNA

06/14 · 06/15/22 **OLL** 10:00 AM - 6:00 PM BNA

SHRM-CP/SHRM-SCP Certification Preparation / 3475 USD / Days: 5

Students will be able to identify areas of strength and build on them. They will also see where they will need further concentrated study in preparation for their exam. As an official Society for Human Resource Management (SHRM) Education Partner, New Horizons is proud to have Recertification Provider status. This course qualifies for 32.5 Professional Development Credits with SHRM.

04/04 · 04/08/22 **OLL** 8:00 AM - 4:00 PM BNA

Six Sigma

Lean Six Sigma Black Belt / 3495 USD / Days: 5

The accelerated lean Six Sigma Black Belt program and methodology allows students to complete certification requirements faster than traditional Six Sigma and Lean training programs. Successful candidates will be awarded the Lean Six Sigma Black Belt certification from Lean Sigma Corporation after passing the included Practicum certification exam. The certification exam is included in this course and you can take the exam at your convenience after passing section quizzes. You must complete the exam within 6 months of class. The exam requires the use of the MiniTab application. A free 30 day trial is available for student usage.

01/17 · 01/21/22 **OLL** 8:00 AM - 4:00 PM BNA

02/21 · 02/25/22 **OLL** 8:00 AM - 4:00 PM BNA

05/23 · 05/27/22 **OLL** 10:00 AM - 6:00 PM BNA

Lean Six Sigma Green Belt / 3000 USD / Days: 4

The accelerated Lean Six Sigma Green Belt program and methodology allows students to complete certification requirements faster than traditional Six Sigma and Lean training programs. Successful candidates will be awarded the Lean Six Sigma Green Belt certification from Lean Sigma Corporation after passing the included certification exam. The certification exam is included in this course and you can take the exam at your convenience after passing section quizzes. You must complete the exam within 6 months of class.

01/31 · 02/03/22 **OLL** 8:00 AM - 4:00 PM BNA

03/14 · 03/17/22 **OLL** 8:00 AM - 4:00 PM BNA

04/11 · 04/14/22 **OLL** 10:00 AM - 6:00 PM BNA

05/16 · 05/19/22 **OLL** 8:00 AM - 4:00 PM BNA

06/13 · 06/16/22 **OLL** 8:00 AM - 4:00 PM BNA

Lean Six Sigma Yellow Belt / 1500 USD / Days: 2

Earn your Six Sigma Yellow Belt certification from an industry leader in Lean Six Sigma training. This course offers coverage of the Define, Measure, and Control phases in Six Sigma Methodology. The Six Sigma Yellow Belt certification will prepare you for a deeper understanding of Six Sigma. You will be prepared to collaborate with certified Black Belt and Green Belts, as they work through even the most advanced Six Sigma projects.

Successful candidates will be awarded the Lean Six Sigma Yellow Belt certification from Lean Sigma Corporation after passing the included certification exam. The certification exam is included in this course and you can take the exam at your convenience after passing section quizzes. You must complete the exam within 6 months of class.

01/06 · 01/07/22 **OLL** 8:00 AM - 4:00 PM BNA

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

05/09 · 05/10/22 **OLL** 8:00 AM - 4:00 PM BNA

Tableau

Tableau Desktop: Part 1 (Second Edition) (v1.0) / 1190 USD / Days: 2

As technology progresses and becomes more interwoven with our businesses and lives, more and more data is collected about business and personal activities. This era of "big data" has exploded due to the rise of cloud computing, which provides an abundance of computational power and storage, allowing organizations of all sorts to capture and store data. Leveraging that data effectively can provide timely insights and competitive advantage. The creation of data-backed visualizations is a key way data scientists, or any professional, can explore, analyze, and report insights and trends from data. Tableau® software is designed for this purpose. Tableau was built to connect to a wide range of data sources and allows users to quickly create visualizations of connected data to gain insights, show trends, and create reports. Tableau's data connection capabilities and visualization features go far beyond those that can be found in spreadsheets, allowing users to create compelling and interactive worksheets, dashboards, and stories that bring data to life and turn data into thoughtful action.

12/21 · 12/22/21 **OLL** 8:00 AM - 4:00 PM BNA

01/13 · 01/14/22 **OLL** 10:00 AM - 6:00 PM BNA

02/24 · 02/25/22 **OLL** 8:00 AM - 4:00 PM BNA

04/25 · 04/26/22 **OLL** 10:00 AM - 6:00 PM BNA

06/02 · 06/03/22 **OLL** 8:00 AM - 4:00 PM BNA

Tableau Desktop: Part 2 (Second Edition) (v1.0) / 1190 USD / Days: 2

The advent of cloud computing and storage has ushered in the era of "big data." With the abundance of computational power and storage, organizations and employees with many different roles and responsibilities can benefit from analyzing data to find timely insights and gain competitive advantage. Data-backed visualizations allow anyone to explore, analyze, and report insights and trends from data. Tableau® software is designed for this purpose. Tableau was built to connect to a wide range of data sources and allows users to quickly create visualizations of connected data to gain insights, show trends, and create reports. Beyond the fundamental capabilities of creating data driven visualizations, Tableau allows users to manipulate data with calculations to show insights, make visualizations interactive, and perform statistical analysis. This gives users the ability to create and share data driven insights with peers, executives, and clients.

01/19 · 01/20/22 **OLL** 10:00 AM - 6:00 PM BNA

03/03 · 03/04/22 **OLL** 8:00 AM - 4:00 PM BNA

04/27 · 04/28/22 **OLL** 10:00 AM - 6:00 PM BNA

06/09 · 06/10/22 **OLL** 8:00 AM - 4:00 PM BNA

Course Schedule

VMware Horizon

VMware Horizon 8: Deploy and Manage / 4250 USD / Days: 5

VMware Horizon 8: Deploy and Manage is a five-day combination course of VMware Horizon 8: Skills for Virtual Desktop Management & VMware Horizon 8: Infrastructure Administration. This training collection gives you the hands-on skills to deliver virtual desktops and applications through a single virtual desktop infrastructure platform. You will build on your skills in configuring and managing VMware Horizon; 8 through a combination of lecture and hands-on labs. You learn how to configure and deploy pools of virtual machines and how to provide a customized desktop environment to end-users. Additionally, you will learn how to install and configure a virtual desktop infrastructure platform. You learn how to install and configure VMware Horizon;reg; Connection Server™ VMware Unified Access Gateway™ how to configure a load balancer for use with Horizon, and how to establish Cloud Pod Architecture.

03/07 · 03/11/22 **OLL** 8:00 AM - 4:00 PM BNA

06/13 · 06/17/22 **OLL** 10:00 AM - 6:00 PM BNA

VMware vSphere

VMware vSphere: Install, Configure, Manage [v7.0] / 4250 USD / Days: 5

This course features intensive hands-on training that focuses on installing, configuring, and managing VMware vSphere;reg; 7, which includes VMware ESXi™ 7 and VMware vCenter Server® 7. This course prepares you to administer a vSphere infrastructure for an organization of any size. This course is the foundation for most of the other VMware technologies in the software-defined data center.

12/13 · 12/17/21 **OLL** 8:00 AM - 4:00 PM BNA

01/10 · 01/14/22 **OLL** 8:00 AM - 4:00 PM BNA

01/10 · 01/14/22 **OLL** 8:00 AM - 4:00 PM BNA

01/31 · 02/04/22 **OLL** 10:00 AM - 6:00 PM BNA

02/21 · 02/25/22 **OLL** 8:00 AM - 4:00 PM BNA

03/14 · 03/18/22 **OLL** 8:00 AM - 4:00 PM BNA

04/04 · 04/08/22 **OLL** 10:00 AM - 6:00 PM BNA

04/25 · 04/29/22 **OLL** 8:00 AM - 4:00 PM BNA

05/16 · 05/20/22 **OLL** 8:00 AM - 4:00 PM BNA

06/06 · 06/10/22 **OLL** 10:00 AM - 6:00 PM BNA

06/27 · 07/01/22 **OLL** 8:00 AM - 4:00 PM BNA

Workplace Fundamentals

10 Soft Skills You Need / 395 USD / Days: 1

In this course, students will develop a core set of soft skills by managing and looking at the way people interact and seeing things in a new light.

12/13 · 12/13/21 **OLL** 10:00 AM - 6:00 PM BNA

10 Soft Skills You Need / 395 USD / Days: 1

In this course, students will develop a core set of soft skills by managing and looking at the way people interact and seeing things in a new light.

04/11 · 04/11/22 **OLL** 8:00 AM - 4:00 PM BNA

Accounting Essentials / 395 USD / Days: 1

In this course, students will learn about accounting fundamentals.

02/14 · 02/14/22 **OLL** 8:00 AM - 4:00 PM BNA

05/20 · 05/20/22 **OLL** 10:00 AM - 6:00 PM BNA

Business Etiquette / 395 USD / Days: 1

This course examines the basics, most importantly to be considerate of others, dress/appearance, the workplace versus social situations, business meetings, proper introductions and 'the handshake', conversation skills/small talk, & much more.

01/25 · 01/25/22 **OLL** 10:00 AM - 6:00 PM BNA

05/17 · 05/17/22 **OLL** 8:00 AM - 4:00 PM BNA

Business Writing / 395 USD / Days: 1

This course offers effective strategies to sharpen your writing skills by structuring your ideas logically, exercising diplomacy in letters and reports, and shaping your arguments.

12/29 · 12/29/21 **OLL** 8:00 AM - 4:00 PM BNA

02/03 · 02/03/22 **OLL** 8:00 AM - 4:00 PM BNA

03/10 · 03/10/22 **OLL** 10:00 AM - 6:00 PM BNA

04/28 · 04/28/22 **OLL** 8:00 AM - 4:00 PM BNA

06/02 · 06/02/22 **OLL** 8:00 AM - 4:00 PM BNA

06/30 · 06/30/22 **OLL** 10:00 AM - 6:00 PM BNA

Change Management / 395 USD / Days: 1

This workshop will give all participants an understanding of how change is implemented and some tools for managing their reactions to change.

12/21 · 12/21/21 **OLL** 10:00 AM - 6:00 PM BNA

03/30 · 03/30/22 **OLL** 8:00 AM - 4:00 PM BNA

06/28 · 06/28/22 **OLL** 10:00 AM - 6:00 PM BNA

Coaching and Mentoring / 395 USD / Days: 1

This workshop focuses on how to better coach your employees to higher performance.

12/20 · 12/20/21 **OLL** 10:00 AM - 6:00 PM BNA

03/28 · 03/28/22 **OLL** 8:00 AM - 4:00 PM BNA

07/29 · 07/29/22 **OLL** 10:00 AM - 6:00 PM BNA

Communication Strategies / 395 USD / Days: 1

In this course students will understand the different methods of communication and how to make the most of each of them.

12/27 · 12/27/21 **OLL** 8:00 AM - 4:00 PM BNA

03/03 · 03/03/22 **OLL** 10:00 AM - 6:00 PM BNA

04/29 · 04/29/22 **OLL** 8:00 AM - 4:00 PM BNA

06/29 · 06/29/22 **OLL** 8:00 AM - 4:00 PM BNA

Conflict Resolution / 395 USD / Days: 1

Participants will learn crucial conflict management skills, including dealing with anger and using the Agreement Frame. If left unchecked or not resolved it can lead to lost production, absences, attrition, and even law suits.

12/10 · 12/10/21 **OLL** 10:00 AM - 6:00 PM BNA

02/14 · 02/14/22 **OLL** 8:00 AM - 4:00 PM BNA

04/15 · 04/15/22 **OLL** 10:00 AM - 6:00 PM BNA

06/13 · 06/13/22 **OLL** 8:00 AM - 4:00 PM BNA

Creative Problem Solving / 395 USD / Days: 1

This workshop will give students an overview of the creative problem solving process, as well as key problem solving tools that they can use every day. Skills such as brainstorming, information gathering, & analyzing data will be covered during class.

03/24 · 03/24/22 **OLL** 8:00 AM - 4:00 PM BNA

06/23 · 06/23/22 **OLL** 10:00 AM - 6:00 PM BNA

Critical Thinking / 395 USD / Days: 1

In this course, students will learn develop their ability to analyze and evaluate information.

12/20 · 12/20/21 **OLL** 10:00 AM - 6:00 PM BNA

04/01 · 04/01/22 **OLL** 8:00 AM - 4:00 PM BNA

07/01 · 07/01/22 **OLL** 10:00 AM - 6:00 PM BNA

Effective Presentations / 295 USD / Days: 1

The ability to deliver presentations is vital to achieving advancement for yourself and for your ideas. Few skills in life will contribute to your success as much as presentation skills. Without a dynamic and coherent presentation, even stellar ideas can fail to convince your audience. In this course, you will learn to organize your ideas to create coherent and convincing oral presentations, while also utilizing available visual aids and using public-speaking techniques to strengthen your delivery.

12/29 · 12/29/21 **OLL** 10:00 AM - 6:00 PM BNA

04/19 · 04/19/22 **OLL** 8:00 AM - 4:00 PM BNA

Course Schedule

<p>Email Etiquette / 395 USD / Days: 1</p> <p>In this course, students will learn about e-mail policies and learn how to write professional e-mail memos that convey appropriate messages.</p> <p>03/08 · 03/08/22 OLL 10:00 AM - 6:00 PM BNA 06/03 · 06/03/22 OLL 8:00 AM - 4:00 PM BNA</p> <p>Employee Motivation / 395 USD / Days: 1</p> <p>This course will assist students in understanding and implementing strategies that will help to motivate their work force.</p> <p>01/07 · 01/07/22 OLL 8:00 AM - 4:00 PM BNA 05/02 · 05/02/22 OLL 10:00 AM - 6:00 PM BNA</p> <p>Excellence in Customer Service (Advanced) / 395 USD / Days: 1</p> <p>In this course, you will apply important principles and skills you can use as a customer service professional. In addition to providing basic customer service, you'll also learn important principles and skills that will empower you to solve difficult and challenging customer interactions, encourage further sales, and take on leadership responsibilities.</p> <p>01/20 · 01/20/22 OLL 10:00 AM - 6:00 PM BNA 05/18 · 05/18/22 OLL 8:00 AM - 4:00 PM BNA</p> <p>Excellence in Customer Service (Basic) / 395 USD / Days: 1</p> <p>As a customer service representative, you are expected to handle customer interactions in the best way possible. The expectations of both your company and your customers hinge on your ability to provide the right service in the right way. In this course, you will explore the background and techniques of customer interactions.</p> <p>Providing quality customer care ensures that every single contact with your company is a positive experience. Customers can range from external consumers to internal employees in other departments. Knowing how to provide the same level of service to all customers will enrich your time spent at work by establishing positive business relationships. Recognizing crucial points throughout customer interactions increases your ability to solve problems and offer affirmative solutions. Applying this knowledge to trends in service and consumer desires allows you to contribute to the company's bottom line and make a customer's life a little easier.</p> <p>03/22 · 03/22/22 OLL 8:00 AM - 4:00 PM BNA 06/24 · 06/24/22 OLL 10:00 AM - 6:00 PM BNA</p> <p>Grammar Essentials / 395 USD / Days: 1</p> <p>In this course, students will review the rules of grammar, identify common grammar errors, and refine their business writing style.</p> <p>02/25 · 02/25/22 OLL 8:00 AM - 4:00 PM BNA 06/10 · 06/10/22 OLL 10:00 AM - 6:00 PM BNA</p>	<p>Handling a Difficult Customer / 395 USD / Days: 1</p> <p>In this course, students will gain a valuable skill set to deal with difficult customers in various situations.</p> <p>03/04 · 03/04/22 OLL 11:00 AM - 7:00 PM BNA 06/15 · 06/15/22 OLL 10:00 AM - 6:00 PM BNA</p> <p>Interpersonal Skills / 395 USD / Days: 1</p> <p>In this course, students will be shown how to apply advanced verbal and written communication techniques in the workplace.</p> <p>12/17 · 12/17/21 OLL 8:00 AM - 4:00 PM BNA 03/25 · 03/25/22 OLL 10:00 AM - 6:00 PM BNA 07/01 · 07/01/22 OLL 8:00 AM - 4:00 PM BNA</p> <p>Leadership and Influence / 395 USD / Days: 1</p> <p>Once you learn the techniques of true Leadership And Influence, you will be able to build the confidence it takes to take the lead.</p> <p>12/16 · 12/16/21 OLL 8:00 AM - 4:00 PM BNA 02/24 · 02/24/22 OLL 10:00 AM - 6:00 PM BNA 05/27 · 05/27/22 OLL 8:00 AM - 4:00 PM BNA</p> <p>Negotiation Skills / 395 USD / Days: 1</p> <p>This workshop will give participants an understanding of the phases of negotiation, tools to use during a negotiation, and ways to build win-win solutions for all those involved.</p> <p>02/11 · 02/11/22 OLL 8:00 AM - 4:00 PM BNA 05/13 · 05/13/22 OLL 10:00 AM - 6:00 PM BNA</p> <p>Organizational Skills / 395 USD / Days: 1</p> <p>Developing good Organizational Skill is an investment that will provide benefits for years. To be successful means to be organized. These skills will filter through all aspects of your participants professional and personal lives.</p> <p>12/28 · 12/28/21 OLL 8:00 AM - 4:00 PM BNA 01/21 · 01/21/22 OLL 10:00 AM - 6:00 PM BNA 04/21 · 04/21/22 OLL 8:00 AM - 4:00 PM BNA</p> <p>Performance Management / 395 USD / Days: 1</p> <p>In this course, students learn to identify and manage difficult employees, monitor their behavior, develop clear and effective communications techniques, give and receive feedback, identify workplace conflicts and present resolutions.</p> <p>03/18 · 03/18/22 OLL 10:00 AM - 6:00 PM BNA 06/27 · 06/27/22 OLL 8:00 AM - 4:00 PM BNA 07/18 · 07/18/22 OLL 8:00 AM - 4:00 PM BNA</p>	<p>Personal Productivity / 395 USD / Days: 1</p> <p>This course is intended for individuals who want to maximize their personal productivity.</p> <p>02/11 · 02/11/22 OLL 10:00 AM - 6:00 PM BNA 05/04 · 05/04/22 OLL 8:00 AM - 4:00 PM BNA</p> <p>Presentation Skills / 395 USD / Days: 1</p> <p>In this course, students will learn active listening skills to facilitate the exchange of ideas in meetings and presentations. They will also organize your ideas to create coherent and convincing oral presentations.</p> <p>03/11 · 03/11/22 OLL 8:00 AM - 4:00 PM BNA 06/10 · 06/10/22 OLL 10:00 AM - 6:00 PM BNA</p> <p>Project Management Essentials / 1785 USD / Days: 3</p> <p>If you are taking this course, you probably have some exposure to managing projects, or you may be considering embarking on a career as a professional project manager. Your ability as a project manager to demonstrate best practices in project management on the job 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 to successfully manage projects.</p> <p>Project managers are always under severe pressure to complete projects on time and within budget. However, most projects fail to meet these demands, and, as a result, many projects are terminated early. Successful project management requires knowledge and experience. This course is designed to provide you with the skills needed to be a successful project manager in today's rapidly changing world. 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.</p> <p>12/27 · 12/29/21 OLL 8:00 AM - 4:00 PM BNA 01/25 · 01/27/22 OLL 8:00 AM - 4:00 PM BNA 02/28 · 03/02/22 OLL 10:00 AM - 6:00 PM BNA 03/16 · 03/18/22 OLL 8:00 AM - 4:00 PM BNA 04/25 · 04/27/22 OLL 8:00 AM - 4:00 PM BNA 06/20 · 06/22/22 OLL 8:00 AM - 4:00 PM BNA</p> <p>Project Management Fundamentals / 495 USD / Days: 1</p> <p>In this course, students will identify effective project management practices and their related processes. They will examine the elements of sound project management and apply the generally recognized practices to successfully manage projects.</p> <p>12/08 · 12/08/21 OLL 8:00 AM - 4:00 PM BNA 12/20 · 12/20/21 OLL 8:00 AM - 4:00 PM BNA 01/05 · 01/05/22 OLL 10:00 AM - 6:00 PM BNA 01/24 · 01/24/22 OLL 8:00 AM - 4:00 PM BNA</p>
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Course Schedule

Project Management Fundamentals / 495 USD / Days: 1

In this course, students will identify effective project management practices and their related processes. They will examine the elements of sound project management and apply the generally recognized practices to successfully manage projects.

02/02	·	02/02/22	OLL	8:00 AM - 4:00 PM	BNA
03/02	·	03/02/22	OLL	8:00 AM - 4:00 PM	BNA
04/01	·	04/01/22	OLL	10:00 AM - 6:00 PM	BNA
04/27	·	04/27/22	OLL	8:00 AM - 4:00 PM	BNA
05/18	·	05/18/22	OLL	8:00 AM - 4:00 PM	BNA
06/08	·	06/08/22	OLL	10:00 AM - 6:00 PM	BNA
06/29	·	06/29/22	OLL	8:00 AM - 4:00 PM	BNA

Supervising Others / 395 USD / Days: 1

In this course, students will develop the skills required to be more efficient and proficient supervisors.

02/23	·	02/23/22	OLL	8:00 AM - 4:00 PM	BNA
05/25	·	05/25/22	OLL	10:00 AM - 6:00 PM	BNA

Teamwork and Team Building / 395 USD / Days: 1

This workshop will encourage you to explore the different aspects of a team, as well as ways that they can become a top-notch team performer.

03/21	·	03/21/22	OLL	8:00 AM - 4:00 PM	BNA
07/22	·	07/22/22	OLL	10:00 AM - 6:00 PM	BNA

Time Management / 395 USD / Days: 1

The Time Management workshop will cover strategies to help participants learn crucial strategies that include personal motivation, delegation skills, organization tools, and crisis management.

12/08	·	12/08/21	OLL	8:00 AM - 4:00 PM	BNA
01/19	·	01/19/22	OLL	8:00 AM - 4:00 PM	BNA
02/28	·	02/28/22	OLL	10:00 AM - 6:00 PM	BNA
04/13	·	04/13/22	OLL	8:00 AM - 4:00 PM	BNA
06/01	·	06/01/22	OLL	8:00 AM - 4:00 PM	BNA