



BUSINESS COURSES (virtual)	DATES	TIME	LENGTH
<i>Becoming a Successful Supervisor</i>	07/17/24	11:00AM-3:00PM EST	1/2 Day
<i>Building Self-Esteem, Self-Confidence, & Assertiveness</i>	07/01/24	11:00AM-3:00PM EST	1/2 Day
<i>Change Management for Managers</i>	09/05/24	11:00AM-3:00PM EST	1/2 Day
<i>Coaching, Counseling, & Mentoring</i>	07/23/24	11:00AM-3:00PM EST	1/2 Day
<i>Communicating Across Cultures</i>	08/01/24	11:00AM-3:00PM EST	1/2 Day
<i>Critical Conversations</i>	07/11/24	11:00AM-3:00PM EST	1/2 Day
<i>Critical Thinking & Creative Problem Solving</i>	07/02/24	11:00AM-3:00PM EST	1/2 Day
<i>Developing People Skills & Understanding Team Dynamics</i>	07/09/24	11:00AM-3:00PM EST	1/2 Day
<i>Developing Yourself as a Leader</i>	07/16/24 09/26/24	11:00AM-3:00PM EST 11:00AM-3:00PM EST	1/2 Day 1/2 Day
<i>Dynamic Leadership-Situation Leadership</i>	08/01/24	11:00AM-3:00PM EST	1/2 Day
<i>Effective Business Writing</i>	09/16/24	11:00AM-3:00PM EST	1/2 Day
<i>Effective Business Writing & Grammar Essentials</i>	07/31/24	8:00AM-11:30AM EST	1/2 Day
<i>Effective Email Communication</i>	07/18/24	11:00AM-3:00PM EST	1/2 Day
<i>Effective Grammar Essentials</i>	08/08/24	11:00AM-3:00PM EST	1/2 Day
<i>Effective Project Management Fundamentals</i>	07/11/24 09/19/24	11:00AM-06:30PM EST 11:00AM-06:30PM EST	1 Day 1 Day
<i>Effective Time Management</i>	07/30/24	11:00AM-3:00PM EST	1/2 Day
<i>Leadership & Management Skills for Non-Supervisors</i>	08/06/24 08/29/24	11:00AM-3:00PM EST 11:00AM-3:00PM EST	1/2 Day 1/2 Day
<i>Managing Conflict</i>	08/13/24	11:00AM-3:00PM EST	1/2 Day
<i>Managing Remotely</i>	07/10/24	11:00AM-3:00PM EST	1/2 Day
<i>Motivating & Delegating</i>	08/19/24	11:00AM-3:00PM EST	1/2 Day
<i>Personal Productivity</i>	07/24/24	11:00AM-3:00PM EST	1/2 Day
<i>Voice of Leadership</i>	08/23/24	11:00AM-3:00PM EST	1/2 Day

APPLICATION COURSES (virtual)	DATES	TIME	LENGTH
<i>Access 2016 Introduction</i>	08/07/24	11:00AM-06:30PM EST	1 Day
<i>Access 2016 Intermediate</i>	08/21/24	11:00AM-06:30PM EST	1 Day
<i>Access 2016 Advanced</i>	08/27/24	11:00AM-06:30PM EST	1 Day
<i>Access O365 Introduction</i>	09/10/24	11:00AM-06:30PM EST	1 Day
<i>Access O365 Intermediate</i>	09/17/24	11:00AM-06:30PM EST	1 Day
<i>Access O365 Advanced</i>	07/30/24	11:00AM-06:30PM EST	1 Day
	09/25/24	11:00AM-06:30PM EST	1 Day
<i>Excel 2016 Introduction</i>	07/03/24	11:00AM-06:30PM EST	1 Day
	08/14/24	11:00AM-06:30PM EST	1 Day
	09/11/24	11:00AM-06:30PM EST	1 Day
<i>Excel 2016 Intermediate</i>	07/16/24	11:00AM-06:30PM EST	1 Day
	08/21/24	11:00AM-06:30PM EST	1 Day
	09/18/24	11:00AM-06:30PM EST	1 Day
<i>Excel 2016 Advanced</i>	07/02/24	11:00AM-06:30PM EST	1 Day
	07/24/24	11:00AM-06:30PM EST	1 Day
	08/27/24	11:00AM-06:30PM EST	1 Day
<i>Excel 2016 Pivot Tables</i>	09/24/24	11:00AM-06:30PM EST	1 Day
	07/31/24	11:00AM-2:15PM EST	1/2 Day
<i>Excel 2016 Macros</i>	09/17/24	11:00AM-2:15PM EST	1/2 Day
	07/31/24	3:15PM-06:30PM EST	1/2 Day
<i>Excel 2019 Introduction</i>	09/17/24	3:15PM-06:30PM EST	1/2 Day
	07/03/24	11:00AM-06:30PM EST	1 Day
<i>Excel 2019 Intermediate</i>	08/14/24	11:00AM-06:30PM EST	1 Day
	09/11/24	11:00AM-06:30PM EST	1 Day
	07/16/24	11:00AM-06:30PM EST	1 Day
<i>Excel 2019 Advanced</i>	08/21/24	11:00AM-06:30PM EST	1 Day
	09/18/24	11:00AM-06:30PM EST	1 Day
	07/02/24	11:00AM-06:30PM EST	1 Day
	07/24/24	11:00AM-06:30PM EST	1 Day
<i>Excel O365 Introduction</i>	08/27/24	11:00AM-06:30PM EST	1 Day
	09/24/24	11:00AM-06:30PM EST	1 Day
<i>Excel O365 Intermediate</i>	07/03/24	11:00AM-06:30PM EST	1 Day
	08/06/24	11:00AM-06:30PM EST	1 Day
<i>Excel O365 Advanced</i>	08/20/24	11:00AM-06:30PM EST	1 Day
<i>Outlook 2016 Introduction</i>	07/02/24	11:00AM-06:30PM EST	1 Day
	08/28/24	11:00AM-06:30PM EST	1 Day
<i>Outlook 2016 Advanced</i>	08/07/24	11:00AM-06:30PM EST	1 Day
	08/20/24	11:00AM-06:30PM EST	1 Day
<i>Outlook O365 Introduction</i>	07/10/24	11:00AM-06:30PM EST	1 Day
	09/04/24	11:00AM-06:30PM EST	1 Day
<i>Outlook O365 Advanced</i>	07/31/24	11:00AM-06:30PM EST	1 Day
	09/24/24	11:00AM-06:30PM EST	1 Day
<i>PowerPoint 2016 Introduction</i>	08/06/24	11:00AM-06:30PM EST	1 Day
<i>PowerPoint 2016 Advanced</i>	08/14/24	11:00AM-06:30PM EST	1 Day
<i>PowerPoint O365 Introduction</i>	09/03/24	11:00AM-06:30PM EST	1 Day
<i>PowerPoint O365 Advanced</i>	08/14/24	11:00AM-06:30PM EST	1 Day
	09/18/24	11:00AM-06:30PM EST	1 Day
<i>Project 2016 Introduction</i>	07/17/24	11:00AM-06:30PM EST	1 Day
	08/13/24	11:00AM-06:30PM EST	1 Day
<i>Project 2016 Advanced</i>	08/27/24	11:00AM-06:30PM EST	1 Day
<i>Transitioning IT Resources to the Cloud: Microsoft Azure (FREE WEBINAR)</i>	07/02/24	2:00PM-3:00PM EST	1 Hour

<i>Visio 2016 Introduction</i>	07/09/24	11:00AM-06:30PM EST	1 Day
	09/04/24	11:00AM-06:30PM EST	1 Day
<i>Visio 2016 Advanced</i>	09/25/24	11:00AM-06:30PM EST	1 Day
<i>Word 2016 Introduction</i>	08/13/24	11:00AM-06:30PM EST	1 Day
<i>Word 2016 Intermediate</i>	08/21/24	11:00AM-06:30PM EST	1 Day
<i>Word 2016 Advanced</i>	08/28/24	11:00AM-06:30PM EST	1 Day
<i>Word 2019 Introduction</i>	08/13/24	11:00AM-06:30PM EST	1 Day
<i>Word 2019 Intermediate</i>	08/21/24	11:00AM-06:30PM EST	1 Day
<i>Word 2019 Advanced</i>	08/28/24	11:00AM-06:30PM EST	1 Day
<i>Word O365 Introduction</i>	09/03/24	11:00AM-06:30PM EST	1 Day
<i>Word O365 Intermediate</i>	09/10/24	11:00AM-06:30PM EST	1 Day
	07/30/24	11:00AM-06:30PM EST	1 Day
<i>Word O365 Advanced</i>	09/25/24	11:00AM-06:30PM EST	1 Day

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