



**RFK SOLUTIONZ CORPORATION**  
**3500 TEJO LANE STE.100**  
**CHESAPEAKE VA 23321**  
**757-809-5033 (PHONE)**  
**757-809-5035 (FAX)**

SDVOSB/VOSB Certified  
 SWOSB #702554  
 Women Owned Small Business SBA Certified  
 SBA- (8a) Certified

*Where Technology and Innovation Meets Excellence*  
 rfksolutionz.com

**RFK Solutionz Corporation**  
**Instructor Led Courses**  
**2019 -2020**

CompTIA			July	Aug	Sept	Oct	Nov	Dec	Jan	Feb
Course Name	Days	Week								
<b>A+ 220-1001</b>	5	1						2 <sup>nd</sup>		3 <sup>rd</sup>
	5	2	8 <sup>th</sup>	5 <sup>th</sup>	9 <sup>th</sup>	7 <sup>th</sup>	4 <sup>th</sup>		6 <sup>th</sup>	
	5	3								
	5	4	22 <sup>nd</sup>	19 <sup>th</sup>						
	5	5								
<b>A+ 220-1002</b>	5	1								
	5	2						9 <sup>th</sup>		10 <sup>th</sup>
	5	3	15 <sup>th</sup>	12 <sup>th</sup>	16 <sup>th</sup>	14 <sup>th</sup>			13 <sup>th</sup>	
	5	4					18 <sup>th</sup>			
	5	5	29 <sup>th</sup>	26 <sup>th</sup>						
<b>CASP (CASP+ - 003)</b>	5	1								
	5	2	8 <sup>th</sup>	5 <sup>th</sup>		7 <sup>th</sup>	4 <sup>th</sup>	2 <sup>nd</sup>	6 <sup>th</sup>	3 <sup>rd</sup>
	5	3		12 <sup>th</sup>	9 <sup>th</sup>			9 <sup>th</sup>	13 <sup>th</sup>	10 <sup>th</sup>
	5	4	22 <sup>nd</sup>	19 <sup>th</sup>	16 <sup>th</sup>	21 <sup>st</sup>	18 <sup>th</sup>	16 <sup>th</sup>		
	5	5		26 <sup>th</sup>					27 <sup>th</sup>	24 <sup>th</sup>
<b>Cloud + (CV0-002)</b>	5	1,2,3,4		26 <sup>th</sup>		28 <sup>th</sup>		16 <sup>th</sup>		10 <sup>th</sup>
<b>Linux+ 103 (LX0-103)</b>	5	1		5 <sup>th</sup>				2 <sup>nd</sup>		
	5	2			9 <sup>th</sup>	7 <sup>th</sup>	4 <sup>th</sup>		6 <sup>th</sup>	3 <sup>rd</sup>
	5	3	15 <sup>th</sup>							
	5	4								
	5	5								
<b>Linux+ 104 (LX0-104)</b>	5	1								
	5	2		12 <sup>th</sup>				9 <sup>th</sup>		
	5	3			16 <sup>th</sup>	14 <sup>th</sup>			13 <sup>th</sup>	10 <sup>th</sup>
	5	4	22 <sup>nd</sup>				18 <sup>th</sup>			
	5	5								

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CompTIA										
Days	Week	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	
Network+ (N10-007)	5	1					2 <sup>nd</sup>			
	5	2	8 <sup>th</sup>	5 <sup>th</sup>	9 <sup>th</sup>	7 <sup>th</sup>	9 <sup>th</sup>	6 <sup>th</sup>		
	5	3	15 <sup>th</sup>		16 <sup>th</sup>	14 <sup>th</sup>		13 <sup>th</sup>	10 <sup>th</sup>	
	5	4					18 <sup>th</sup>			
	5	5		26 <sup>th</sup>						24 <sup>th</sup>
Security + (SYO-501) 10 day course available upon request.										
Security + (SYO-501) 10 day course available upon request.	5	1								
	5	2	8 <sup>th</sup>	5 <sup>th</sup>		7 <sup>th</sup>	4 <sup>th</sup>	2 <sup>nd</sup>	6 <sup>th</sup>	3 <sup>rd</sup>
	5	3		12 <sup>th</sup>	9 <sup>th</sup>			9 <sup>th</sup>	13 <sup>th</sup>	10 <sup>th</sup>
	5	4	22 <sup>nd</sup>	19 <sup>th</sup>	16 <sup>th</sup>	21 <sup>st</sup>	18 <sup>th</sup>	16 <sup>th</sup>		
	5	5		26 <sup>th</sup>					27 <sup>th</sup>	24 <sup>th</sup>
PenTEST+ (PT0-001)	5	1,2,3,4		19 <sup>th</sup>	16 <sup>th</sup>	14 <sup>th</sup>	4 <sup>th</sup>	2 <sup>nd</sup>	6 <sup>th</sup>	3 <sup>rd</sup>
CySA+ (CS0-001)	5	1,2,3,4		12 <sup>th</sup> 26 <sup>th</sup>	9 <sup>th</sup>	7 <sup>th</sup>	18 <sup>th</sup>	9 <sup>th</sup>	13 <sup>th</sup>	10 <sup>th</sup>
Project + (PK0-004)	3	1,2,3,4	17 <sup>th</sup>		4 <sup>th</sup>		6 <sup>th</sup>		8 <sup>th</sup>	
CTT + Train the Trainer (TK0-201)	3	1,2,3,4	24 <sup>th</sup>	28 <sup>th</sup>		16 <sup>th</sup>	27 <sup>th</sup>		22 <sup>nd</sup>	19 <sup>th</sup>
Server+ (SK0-004)	5	1,2,3,4		26 <sup>th</sup>	23 <sup>rd</sup>	21 <sup>st</sup>	18 <sup>th</sup>	16 <sup>th</sup>	27 <sup>th</sup>	3 <sup>rd</sup>
Cisco										
Course Name	Days	Loc	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb
CCNA BootCamp – ICND1/ICND2	5	Level 1	8 <sup>th</sup>	5 <sup>th</sup>	AUR	AUR	AUR	AUR	AUR	AUR
		Level 2	15 <sup>th</sup>	12 <sup>th</sup>	AUR	AUR	AUR	AUR	AUR	AUR
CCNAX v3.0 – CCNA Routing and Switching Boot Camp	5	Chesapeake	22 <sup>nd</sup>	26 <sup>th</sup>	23 <sup>rd</sup>		4 <sup>th</sup>		27 <sup>th</sup>	
300-085 CAPPs	5 to 10	Chesapeake		26 <sup>th</sup>		21 <sup>st</sup>		16 <sup>th</sup>		10 <sup>th</sup>

Fiber Optics			July	Aug	Sept	Oct	Nov	Dec	Jan	Feb
Course Name	Days	Location								
Data Cabling Installer Certification	4	Chesapeake			AUR	AUR	AUR	AUR	AUR	AUR
Fiber Optics of America (Basic)	4	Chesapeake	15 <sup>th</sup>		AUR	AUR	AUR	AUR	AUR	AUR
Fiber Optics Military Installation Professional	4	Chesapeake		5 <sup>th</sup>	AUR	AUR	AUR	AUR	AUR	AUR
Fiber Optics Designer	5	Chesapeake			AUR	AUR	AUR	AUR	AUR	AUR
Fiber Optics Installer	4	Chesapeake	23 <sup>rd</sup>	12 <sup>th</sup>	17 <sup>th</sup>	8 <sup>th</sup>	5 <sup>th</sup>	3 <sup>rd</sup>	7 <sup>th</sup>	4 <sup>th</sup>
Fiber Optics Technician	4	Chesapeake		20 <sup>th</sup>	AUR	AUR	AUR	AUR	AUR	AUR

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Security				July	Aug	Sept	Oct	Nov	Dec	Jan	Feb
Course Name	Days	Week	Location								
Certified Incident Handler v1.0	3	1	Chesapeake				2 <sup>nd</sup>				
		2			7 <sup>th</sup>	4 <sup>th</sup>		6 <sup>th</sup>	11 <sup>th</sup>	8 <sup>th</sup>	5 <sup>th</sup>
		3		17 <sup>th</sup>		18 <sup>th</sup>	16 <sup>th</sup>	13 <sup>th</sup>	18 <sup>th</sup>	15 <sup>th</sup>	
		4			21 <sup>st</sup>						19 <sup>th</sup>
		5				30 <sup>th</sup>					
Certified Authorization Professional - CAP	3	1,2,3,4	Chesapeake		7 <sup>th</sup>	18 <sup>th</sup>	16 <sup>th</sup>	13 <sup>th</sup>	18 <sup>th</sup>	15 <sup>th</sup>	
Certified Ethical Hacker (CEH)	5	1	Chesapeake								3 <sup>rd</sup>
		2		8 <sup>th</sup>	5 <sup>th</sup>		7 <sup>th</sup>	4 <sup>th</sup>	2 <sup>nd</sup>		10 <sup>th</sup>
		3							9 <sup>th</sup>	6 <sup>th</sup>	
		4		22 <sup>nd</sup>	19 <sup>th</sup>	23 <sup>rd</sup>	21 <sup>st</sup>	18 <sup>th</sup>		13 <sup>th</sup>	
		5							30 <sup>th</sup>		
Certified Information Security Manager (CISM)	5	1	Chesapeake						2 <sup>nd</sup>		10 <sup>th</sup>
		2									
		3		15 <sup>th</sup>	12 <sup>th</sup>					13 <sup>th</sup>	
		4				23 <sup>rd</sup>	21 <sup>st</sup>	18 <sup>th</sup>			
		5							30 <sup>th</sup>		
Certified Information Systems Security Professional (CISSP)	5	1	Chesapeake								3 <sup>rd</sup>
		2		8 <sup>th</sup>		9 <sup>th</sup>	7 <sup>th</sup>	4 <sup>th</sup>		6 <sup>th</sup>	
		3							16 <sup>th</sup>	13 <sup>th</sup>	
		4			19 <sup>th</sup>						
		5					28 <sup>th</sup>				24 <sup>th</sup>
Dod Risk Management Framework	4		Chesapeake		13 <sup>th</sup>	24 <sup>th</sup>	22 <sup>nd</sup>	12 <sup>th</sup>	17 <sup>th</sup>	14 <sup>th</sup>	11 <sup>th</sup>

Government				July	Aug	Sept	Oct	Nov	Dec	Jan	Feb
Course Name	Days	Week	Location								
The Enterprise Mission Assurance Support Service (eMASS)	2	1	Chesapeake			4 <sup>th</sup>		6 <sup>th</sup>	4 <sup>th</sup>		3 <sup>rd</sup>
		2				16 <sup>th</sup>			8 <sup>th</sup>	10 <sup>th</sup>	
		3		24 <sup>th</sup>					18 <sup>th</sup>		
		4			19 <sup>th</sup>			20 <sup>th</sup>		22 <sup>nd</sup>	

VMWARE			July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	
Course Name	Days	Location									
vSphere- Install, Configure and Manage v6.0	5	Chesapeake	Available upon Request								
FAST TRACK	5	Chesapeake	Available upon Request								
Horizon View- Install, Configure, Manage v6.0	4	Chesapeake	Available upon Request								
vCloud – Design Best Practices	3	Chesapeake	Available upon Request								
vCloud Automation Center – Install, Configure, Manage 6.0	5	Chesapeake	Available upon Request								
vSphere – Optimize and Scale	5	Chesapeake	Available upon Request								
vSphere - Troubleshooting	4	Chesapeake	Available upon Request								

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vSphere – What’s New	2	Chesapeake	Available upon Request							
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Wireless			July	Aug	Sept	Oct	Nov	Dec	Jan	Feb
Course Name	Days	Location								
Certified Wireless Analysis Professional (CWAP)	5	Chesapeake		12 <sup>th</sup>	9 <sup>th</sup>	7 <sup>th</sup>	4 <sup>th</sup>	2 <sup>nd</sup>	6 <sup>th</sup>	
Certified Wireless Network Admin (CWNA)	5	Chesapeake	17 <sup>th</sup>		16 <sup>th</sup>		18 <sup>th</sup>	9 <sup>th</sup>		3 <sup>rd</sup>
Certified Wireless Security Professional (CWSP)	4	Chesapeake	24 <sup>th</sup>	28 <sup>th</sup>		21 <sup>st</sup>		16 <sup>th</sup>		

Project Management			July	Aug	Sept	Oct	Nov	Dec	Jan	Feb
Course Name	Days	Location								
Project Management Professional (PMP)	5	Chesapeake	29 <sup>th</sup>	5 <sup>th</sup> 12 <sup>th</sup>	AUR	21 <sup>st</sup>	AUR	9 <sup>th</sup>	AUR	10 <sup>th</sup>

ITIL			July	Aug	Sept	Oct	Nov	Dec	Jan	Feb
Course Name	Days	Location								
ITIL V4 Foundations Bootcamp	3	Chesapeake	17 <sup>th</sup>	14 <sup>th</sup>	9 <sup>th</sup> 18 <sup>th</sup> 25 <sup>th</sup>	9 <sup>th</sup> 23 <sup>rd</sup>	6 <sup>th</sup> 13 <sup>th</sup>	9 <sup>th</sup>	8 <sup>th</sup> 22 <sup>nd</sup>	5 <sup>th</sup> 10 <sup>th</sup>
ITIL Continual Service Improvement	3	Chesapeake		AUR	AUR	AUR	AUR	AUR	AUR	AUR
ITIL Managing Across The Lifecycle	3	Chesapeake		AUR	AUR	AUR	AUR	AUR	AUR	AUR
ITIL Operational Support & Analysis	3	Chesapeake		AUR	AUR	AUR	AUR	AUR	AUR	AUR
ITIL Planning, Protection & Optimization	3	Chesapeake		AUR	AUR	AUR	AUR	AUR	AUR	AUR
ITIL practitioner: Enabling Critical Competencies	3	Chesapeake		AUR	AUR	AUR	AUR	AUR	AUR	AUR
ITIL Release, Control & Validation	3	Chesapeake		AUR	AUR	AUR	AUR	AUR	AUR	AUR
ITIL Service Design	3	Chesapeake		AUR	AUR	AUR	AUR	AUR	AUR	AUR
ITIL Service Strategy	3	Chesapeake		AUR	AUR	AUR	AUR	AUR	AUR	AUR
ITIL Transition	3	Chesapeake		AUR	AUR	AUR	AUR	AUR	AUR	AUR

SPLUNK			July	Aug	Sept	Oct	Nov	Dec	Jan	Feb
Course Name	Days	Location								
Splunk	5	Chesapeake		12 <sup>th</sup>		21 <sup>st</sup>		16 <sup>th</sup>		

Business Skills			July	Aug	Sept	Oct	Nov	Dec	Jan	Feb
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Course Name	Days	Location	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb
Business Writing	1	Chesapeake	19 <sup>th</sup>	16 <sup>th</sup>	11 <sup>th</sup>	9 <sup>th</sup>	13 <sup>th</sup>	11 <sup>th</sup>	8 <sup>th</sup>	5 <sup>th</sup>

Graphic Design/ Videography			July	Aug	Sept	Oct	Nov	Dec	Jan	Feb
Course Name	Days	Location								
Photoshop CC Level 1	1	Chesapeake		22 <sup>nd</sup>	19 <sup>th</sup>	7 <sup>th</sup>	18 <sup>th</sup>	9 <sup>th</sup>	8 <sup>th</sup>	5 <sup>th</sup>
Photoshop CC Level 2	1	Chesapeake		23 <sup>rd</sup>	20 <sup>th</sup>	8 <sup>th</sup>	19 <sup>th</sup>	10 <sup>th</sup>	9 <sup>th</sup>	6 <sup>th</sup>
InDesign CC(2017) Level 1	2	Chesapeake	AUR	AUR	AUR	AUR	AUR	AUR	AUR	AUR
InDesign CC (2017) Level 2	2	Chesapeake	AUR	AUR	AUR	AUR	AUR	AUR	AUR	AUR
Illustrator CS6 Level 1	2	Chesapeake	AUR	AUR	AUR	AUR	AUR	AUR	AUR	AUR
Illustrator CS6 Level 2	2	Chesapeake	AUR	AUR	AUR	AUR	AUR	AUR	AUR	AUR
Final Cut Pro X	2	Chesapeake	15 <sup>th</sup>	26 <sup>th</sup>	25 <sup>th</sup>	16 <sup>th</sup>	13 <sup>th</sup>	18 <sup>th</sup>	15 <sup>th</sup>	5 <sup>th</sup>

Microsoft Project			July	Aug	Sept	Oct	Nov	Dec	Jan	Feb
Course Name	Days	Location								
MS Project 2013 Advanced	1	Chesapeake	8 <sup>th</sup>	5 <sup>th</sup>	9 <sup>th</sup>	14 <sup>th</sup>	18 <sup>th</sup>	9 <sup>th</sup>	6 <sup>th</sup>	3 <sup>rd</sup>
MS Project 2013 Basic	1	Chesapeake	15 <sup>th</sup>	6 <sup>th</sup>	10 <sup>th</sup>	15 <sup>th</sup>	19 <sup>th</sup>	10 <sup>th</sup>	7 <sup>th</sup>	4 <sup>th</sup>
Project 2010 – Level 1	1	Chesapeake	22 <sup>nd</sup>	19 <sup>th</sup>	16 <sup>th</sup>	21 <sup>st</sup>	20 <sup>th</sup>	11 <sup>th</sup>	8 <sup>th</sup>	5 <sup>th</sup>
Project 2010 – Level 2	1	Chesapeake	23 <sup>rd</sup>	20 <sup>th</sup>	17 <sup>th</sup>	22 <sup>nd</sup>	21 <sup>st</sup>	12 <sup>th</sup>	9 <sup>th</sup>	6 <sup>th</sup>

Microsoft Client			July	Aug	Sept	Oct	Nov	Dec	Jan	Feb
Course Name	Days	Location								
10982-Supporting and Troubleshooting Windows 10	5	Chesapeake	AUR	AUR	AUR	AUR	AUR	AUR	AUR	AUR
20415- Implementing a Desktop Infrastructure	5	Chesapeake	AUR	AUR	AUR	AUR	AUR	AUR	AUR	AUR
20416- Implementing Desktop Application Environments	5	Chesapeake	AUR	AUR	AUR	AUR	AUR	AUR	AUR	AUR
20697- 1 Implementing and Managing Windows 10	5	Chesapeake	AUR	AUR	AUR	AUR	AUR	AUR	AUR	AUR
20697- 2 Deploying and Managing Windows 10 Using Enterprise Services	5	Chesapeake	AUR	AUR	AUR	AUR	AUR	AUR	AUR	AUR

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<b>50331- Windows 7 Enterprise Desktop Support Technician</b>	5	Chesapeake	AUR	AUR	AUR	AUR	AUR	AUR	AUR	AUR
<b>Windows 7 Level 1 and 2</b>	2	Chesapeake	AUR	AUR	AUR	AUR	AUR	AUR	AUR	AUR
<b>Windows 8.1</b>	1	Chesapeake	AUR	AUR	AUR	AUR	AUR	AUR	AUR	AUR
<b>Windows 8.1 Advanced Topics</b>	1	Chesapeake	AUR	AUR	AUR	AUR	AUR	AUR	AUR	AUR

<b>Microsoft System Center</b>			July	Aug	Sept	Oct	Nov	Dec	Jan	Feb
<b>Course Name</b>	<b>Days</b>	<b>Location</b>								
<b>10747-Administering Systems Center 2012 Configuration Manager</b>	5	Chesapeake	Available upon Request							
<b>10748-Planning and Deploying System Center 2012 Configuration Manager</b>	3	Chesapeake	Available upon Request							
<b>10964-Cloud and Data Center Monitoring with Systems Center Service Manager</b>	5	Chesapeake	Available upon Request							
<b>10965-IT Service Manager with Systems Center Service Manager</b>	5	Chesapeake	Available upon Request							
<b>20246-Monitoring and Operating a Private Cloud</b>	5	Chesapeake	Available upon Request							
<b>20247-Configuring and Deploying a Private Cloud</b>	5	Chesapeake	Available upon Request							
<b>20409-Server Virtualization with Windows Server Hyper-V and System Center</b>	5	Chesapeake	Available upon Request							

<b>Microsoft Server</b>			July	Aug	Sept	Oct	Nov	Dec	Jan	Feb
<b>Course Name</b>	<b>Days</b>	<b>Location</b>								
<b>10967-Fundamentals of a Windows Server Infrastructure</b>	5	Chesapeake	Available upon Request							
<b>10969-Active Directory Services with Windows Server</b>	5	Chesapeake	Available upon Request							
<b>10970-Networking with Windows Server</b>	5	Chesapeake	Available upon Request							
<b>10972-Administering the Web Server (IIS) Role of Windows Server</b>	5	Chesapeake	Available upon Request							
<b>20410-Installing and Configuring Windows Server 2012</b>	5	Chesapeake	Available upon Request							
<b>20411-Administering Windows Server 2012</b>	5	Chesapeake	Available upon Request							
<b>20412-Configuring Advanced Server 2012 Services</b>	5	Chesapeake	Available upon Request							
<b>20413-Designing and Implementing a Server Infrastructure</b>	5	Chesapeake	Available upon Request							
<b>20414-Implementing an Advanced Server Infrastructure</b>	5	Chesapeake	Available upon Request							

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20417-Upgrading your Skills to MCSA 2012	5	Chesapeake	Available upon Request
6421-Configuring & Troubleshooting a Windows Server 2008 Network Infrastructure	5	Chesapeake	Available upon Request
6425-Configuring and Troubleshooting Windows Server 2008 Active Directory Domain Services	5	Chesapeake	Available upon Request
6426-Config & Troubleshooting Identity and Access Solutions w/ Server 2008 Active Directory	3	Chesapeake	Available upon Request
6433- Planning & Implementing Windows Server 2008	5	Chesapeake	Available upon Request

Microsoft Sharepoint			July	Aug	Sept	Oct	Nov	Dec	Jan	Feb
Course Name	Days	Location								
SharePoint 2010 Foundations	3	Chesapeake	AUR	AUR	AUR	AUR	AUR	AUR	AUR	AUR
SharePoint 2010 Fundamentals	1	Chesapeake	AUR	AUR	AUR	AUR	AUR	AUR	AUR	AUR
SharePoint 2010 Power User Bootcamp	5	Chesapeake	AUR	AUR	AUR	AUR	AUR	AUR	AUR	AUR
SharePoint 2013 Branding and User Interface Design	5	Chesapeake	AUR	AUR	AUR	AUR	AUR	AUR	AUR	AUR
SharePoint 2013 Foundations	3	Chesapeake	AUR	AUR	AUR	AUR	AUR	AUR	AUR	AUR
SharePoint 2013 Fundamentals	1	Chesapeake	AUR	AUR	AUR	AUR	AUR	AUR	AUR	AUR
SharePoint 2013 Power User Bootcamp	5	Chesapeake	AUR	AUR	AUR	AUR	AUR	AUR	AUR	AUR

Microsoft Office			July	Aug	Sept	Oct	Nov	Dec	Jan	Feb
Course Name	Days	Location								
10968 – Designing for MS office 365 Infrastructure	5	Chesapeake	AUR	AUR	AUR	AUR	AUR	AUR	AUR	AUR
20346 – Managing Office 365 Identities and Services	5	Chesapeake	AUR	AUR	AUR	AUR	AUR	AUR	AUR	AUR
50413 – Mastering MS Project 2010	5	Chesapeake	AUR	AUR	AUR	AUR	AUR	AUR	AUR	AUR
MS Office 2010 New Features	2	Chesapeake	AUR	AUR	AUR	AUR	AUR	AUR	AUR	AUR
Office 2013 New Features	2	Chesapeake	AUR	AUR	AUR	AUR	AUR	AUR	AUR	AUR

Microsoft Excel			July	Aug	Sept	Oct	Nov	Dec	Jan	Feb
Course Name	Days	Location								
Excel 2013 – Level 1	3	Chesapeake		AUR	AUR	AUR	AUR	AUR	AUR	AUR
Excel 2013 – Advanced	1	Chesapeake		AUR	AUR	AUR	AUR	AUR	AUR	AUR

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<b>Excel 2013 – Power Pivot</b>	1	Chesapeake		AUR	AUR	AUR	AUR	AUR	AUR	AUR
<b>Excel 2016 – Level 1</b>	3	Chesapeake	8 <sup>th</sup>	5 <sup>th</sup>	3 <sup>rd</sup>	1 <sup>st</sup>	AUR	AUR	AUR	AUR
<b>Excel 2016 - Advanced</b>	1	Chesapeake	10 <sup>th</sup>	7 <sup>th</sup>	9 <sup>th</sup>	4 <sup>th</sup>	AUR	AUR	AUR	AUR
<b>Excel 2016 - Dashboards</b>	1	Chesapeake	11 <sup>th</sup>	8 <sup>th</sup>	10 <sup>th</sup>	7 <sup>th</sup>	AUR	AUR	AUR	AUR
<b>Excel 2016 – Data Analysis with Power Pivot</b>	2	Chesapeake		12 <sup>th</sup>	11 <sup>th</sup>	8 <sup>th</sup>	AUR	AUR	AUR	AUR
<b>Excel 2016 Power Pivot</b>	2	Chesapeake	15 <sup>th</sup>	14 <sup>th</sup>	16 <sup>th</sup>	10 <sup>th</sup>	AUR	AUR	AUR	AUR

<b>Microsoft VISIO</b>			July	Aug	Sept	Oct	Nov	Dec	Jan	Feb
Course Name	Days	Location								
<b>Word 2013- Level 1</b>	5	Chesapeake		5 <sup>th</sup>		7 <sup>th</sup>			6 <sup>th</sup>	
<b>Word 2013- Level 2</b>	5	Chesapeake		12 <sup>th</sup>		14 <sup>th</sup>			13 <sup>th</sup>	
<b>Word 2013- Level 3</b>	5	Chesapeake		19 <sup>th</sup>		21 <sup>st</sup>				
<b>Word 2016- Level 1</b>	5	Chesapeake	8 <sup>th</sup>		9 <sup>th</sup>		4 <sup>th</sup>	16 <sup>th</sup>		3 <sup>rd</sup>
<b>Word 2016- Level 2</b>	5	Chesapeake	15 <sup>th</sup>		16 <sup>th</sup>		18 <sup>th</sup>			10 <sup>th</sup>
<b>Word 2016- Level 3</b>	5	Chesapeake	22 <sup>nd</sup>		23 <sup>rd</sup>					
<b>This is a five day boot camp course</b>										

<b>Microsoft Powerpoint</b>			July	Aug	Sept	Oct	Nov	Dec	Jan	Feb
Course Name	Days	Location								
<b>PowerPoint 2013 – Level 1</b>	5	Chesapeake	8 <sup>th</sup>	5 <sup>th</sup>	9 <sup>th</sup>	7 <sup>th</sup>	4 <sup>th</sup>	9 <sup>th</sup>	6 <sup>th</sup>	3 <sup>rd</sup>
<b>PowerPoint 2013 – Level 2</b>	5	Chesapeake	15 <sup>th</sup>	12 <sup>th</sup>	16 <sup>th</sup>	21 <sup>st</sup>	18 <sup>th</sup>	16 <sup>th</sup>	13 <sup>th</sup>	10 <sup>th</sup>
<b>This is a five day boot camp course</b>										

<b>NRF</b>			July	Aug	Sept	Oct	Nov	Dec	Jan	Feb
Course Name	Days	Location								
<b>Customer Service</b>	5	Chesapeake		AUR	AUR	AUR	AUR	AUR	AUR	AUR
<b>Retail Management and Operations</b>	5	Chesapeake		AUR	AUR	AUR	AUR	AUR	AUR	AUR
<b>Customer Relationship Building</b>	2	Chesapeake		AUR	AUR	AUR	AUR	AUR	AUR	AUR

All Dates are subject to change/ Please call to enroll students pg. 8

AUR= Available Upon Request

3500 Tejo Lane Ste.100 Chesapeake Va 23321



7 Habits of Highly Effective People			July	Aug	Sept	Oct	Nov	Dec	Jan	Feb
Course Name	Days	Location								
<b>7 Habits of Highly Effective People</b> <b>Day 1:</b> Paradigms and Principles of Effectiveness. Habit 1: Be Proactive Habit 2: Begin with the End in Mind <b>Day 2:</b> Habit 3: Put First Things First Private Victory to Public Victory Habit 4: Think Win-Win Habit 5: Seek First to Understand, then to be Understood (Part 1) <b>Day 3:</b> Habit 5: Seek First to Understand then to be Understood (Part 2) Habit 6: Synergize Habit 7: Sharpen the Saw Living the 7 Habits	3	Chesapeake		14 <sup>th</sup>	11 <sup>th</sup>	9 <sup>th</sup>	6 <sup>th</sup>	11 <sup>th</sup>	8 <sup>th</sup>	5 <sup>th</sup>

AUR= Available Upon Request