



MICROSOFT

| Microsoft | Days | Apr. | May | Jun. | Jul. | Aug. | Sep. | Oct. | Nov. | Dec. |
|--|------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| Visual Basic | | | | | | | | | | |
| MLT2310 Developing Microsoft ASP.NET Web Applications Using Visual Studio .NET | 5 | 2-6 | - | - | 9-13 | - | - | 1-5 | - | - |
| MLT10264 Developing Web Applications with Microsoft Visual Studio 2010 | 5 | - | - | 4-8 | - | - | 10-14 | - | - | 3-7 |
| Hyper-V | | | | | | | | | | |
| MLT10215 Implementing and Managing Microsoft Server Virtualization | 5 | - | - | 4-8 | - | - | 17-21 | - | - | 10-14 |
| MLT10324 Implementing and Managing Desktop Virtualization | 5 | - | 7-11 | - | - | 9-10 | - | - | 5-9 | - |
| MLT10325 Automating Administration with Windows PowerShell 2.0 | 5 | - | - | 18-22 | - | - | 24-28 | - | - | 17-21 |
| MLT50273 Planning and Designing Microsoft Virtualization Solutions | 5 | - | - | 18-22 | - | - | 10-14 | - | - | 3-7 |
| Windows Server 2008 | | | | | | | | | | |
| MLT6416 Updating Your Active Directory Technology Skills to Windows Server 2008 | 5 | - | 21-25 | - | - | 13-17 | - | - | 12-16 | - |
| MLT50255 Managing Windows Environments with Group Policy | 4 | - | - | 4-7 | - | - | 5-8 | - | - | 26-28 |
| MLT6419 Configuring, Managing and Maintaining Windows Server 2008 Servers | 5 | - | 7-11 | - | - | 20-24 | - | - | 26-30 | - |
| MLT6420 Fundamentals of Windows Server 2008 | 5 | - | 14-18 | - | - | 27-31 | - | - | 5-9 | - |
| MLT6421 Configuring and Troubleshooting a Windows Sever 2008 Network Infrastructure | 5 | - | - | 11-15 | - | - | 17-21 | - | - | 10-14 |
| MLT6425 Configuring and Troubleshooting Windows Server 2008 Active Directory Domain Services | 5 | - | 7-11 | - | - | 6-10 | - | - | 12-16 | - |
| MLT6427 Configuring and Troubleshooting Internet Information Services in Windows Server 2008 | 3 | - | 2-4 | - | - | 1-3 | - | - | 19-21 | - |
| MLT6436 Designing a Windows Server 2008 Active Directory Infrastructure and Services | 5 | - | 7-11 | - | - | 13-17 | - | - | 26-30 | - |
| MLT6430 Planning for Windows Server 2008 Servers | 3 | - | 2-4 | - | - | 1-3 | - | - | 19-21 | - |
| MLT6433 Planning and Implementing Windows Server 2008 Servers | 5 | 9-13 | - | - | 16-20 | - | - | 8-12 | - | - |
| Windows Server 2010 | | | | | | | | | | |
| MLT10533 Deploying, Configuring, and Administering Microsoft Lync Server 2010 | 5 | - | - | 18-22 | - | - | 24-28 | - | - | 17-21 |
| MLT50430 Administering Team Foundation Server 2010 | 3 | 18-20 | - | - | 25-27 | - | - | 29-31 | - | - |
| MLT50470 Microsoft SharePoint Server 2010 for the Site Owner/Power User | 2 | - | - | 25-26 | - | - | 6-7 | - | - | 26-27 |
| System Center | | | | | | | | | | |
| MLT50028 Managing System Center Operations Manager 2007 | 5 | - | - | 25-29 | - | - | 10-14 | - | - | 3-7 |
| MLT6451 Planning, Deploying and Managing Microsoft Systems Center Configuration Manager 2007 | 5 | 23-27 | - | - | 23-27 | - | - | 15-19 | - | - |
| MLT50252 System Center Client Management Suite Bootcamp | 4 | - | - | 26-29 | - | - | 4-7 | - | - | 10-13 |
| MLT10747 Administering System Center 2012 Configuration Manager | 5 | - | - | 4-8 | - | - | - | - | - | - |
| MLT10748 Deploying System Center 2012 Configuration Manager | 3 | - | - | 18-20 | - | - | - | - | - | - |
| Exchange | | | | | | | | | | |





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|----------------------|--|---|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| MLT10135 | Configuring, Managing and Troubleshooting Microsoft Exchange Server 2010 | 5 | - | 14-18 | 11-15 | - | - | 17-21 | - | - | 17-21 |
| MLT5047 | Introduction to Installing and Managing MS Exchange Server 2007 | 3 | - | 29-31 | - | - | 22-24 | - | - | 5-7 | - |
| MLT5049 | Managing Messaging Security Using MS Exchange Server 2007 | 1 | - | 29 | - | - | 27 | - | - | 12 | - |
| MLT5051 | Monitoring and Troubleshooting Microsoft Exchange Server 2007 | 2 | - | 30-31 | - | - | 28-29 | - | - | 13-14 | - |
| MLT5053 | Designing a Messaging Infrastructure Using Microsoft Exchange Server 2007 | 3 | - | - | 6-8 | - | - | 26-28 | - | - | 26-28 |
| MLT10233 | Designing and Deploying Messaging Solutions with Microsoft Exchange Server 2010 | 5 | 16-20 | - | 4-8 | - | - | 10-14 | - | - | 3-7 |
| SharePoint | | | | | | | | | | | |
| MLT50149 | SharePoint 2007 Operations | 5 | - | 7-11 | - | - | 6-10 | - | - | 5-9 | - |
| MLT5060 | Implementing Windows SharePoint Services 3.0 | 2 | - | - | 25-26 | - | - | 4-5 | - | - | 26-27 |
| MLT5061 | Implementing MS Office SharePoint Server 2007 | 3 | - | - | 27-29 | - | - | 10-12 | - | - | - |
| MLT10174 | Configuring and Administering Microsoft SharePoint 2010 | 5 | 16-20 | 14-18 | - | - | 13-17 | - | - | 12-16 | - |
| MLT10175 | Microsoft SharePoint 2010, Application Development | 5 | - | - | 18-22 | - | 20-24 | 17-21 | - | - | 10-14 |
| MLT10231 | Designing a Microsoft SharePoint 2010 Infrastructure | 5 | - | - | 25-29 | - | - | 24-28 | - | - | 17-21 |
| MLT50354 | SharePoint 2010 SharePoint Designer | 2 | - | 3-4 | - | - | 2-3 | - | - | 1-2 | - |
| MLT50478 | SharePoint 2010 Advanced Foundation Development | 5 | - | - | 11-15 | - | - | 17-21 | - | - | 3-7 |
| Windows Vista | | | | | | | | | | | |
| MLT5115 | Installing and Configuring the Windows Vista Operating System | 3 | - | 23-25 | - | - | 1-3 | - | - | 19-21 | - |
| MLT5118 | Maintaining and Troubleshooting Windows Vista Computers | 3 | - | 30-1 | - | - | 8-10 | - | - | 28-30 | - |
| MLT5119 | Supporting Windows Vista Computers with Desktop Images and Applications Packages | 2 | - | - | 18-19 | - | - | 4-5 | - | - | 26-27 |
| Windows 7 | | | | | | | | | | | |
| MLT6292 | Installing and Configuring Windows 7 Client | 3 | - | 16-18 | - | - | 15-17 | - | - | 7-9 | - |
| MLT6293 | Supporting Windows 7 Enterprise | 3 | - | - | 13-15 | - | - | 24-26 | - | - | - |
| MLT6294 | Planning and Managing Windows 7 Desktop Deployments and Environments | 5 | - | 21-25 | - | - | 20-24 | - | - | 12-16 | - |
| MLT50331 | Windows 7, Enterprise Desktop Support Technician | 5 | 2-6 | - | 18-22 | - | 27-31 | - | 1-5 | - | 10-14 |
| MLTMCITP | MCITP Windows 7 Enterprise Desktop Support Technician | 5 | - | - | 25-29 | - | - | 24-28 | - | - | 17-21 |
| MLT50433 | PowerPivot for End Users | 2 | - | 1-2 | - | - | 1-2 | - | - | 1-2 | - |
| SQL Server | | | | | | | | | | | |
| MLT2778 | Writing Queries Using Microsoft SQL Server 2008 Transact | 3 | - | - | 4-6 | - | - | 5-7 | - | - | - |
| MLT2793 | Implementing and Maintaining Microsoft SQL Server 2005 Reporting Services | 3 | 18-20 | - | - | 11-13 | - | - | 29-31 | - | - |
| MLT6231 | Maintaining a Microsoft SQL Server 2008 R2 Database | 5 | - | - | 11-15 | - | - | 17-21 | - | - | - |
| MLT50027 | Querying and Processing SQL Server Data Using Microsoft SQL Server | 2 | - | 29-30 | - | - | 30-31 | - | - | 1-2 | - |
| MLT6234 | Implementing and Maintaining Microsoft® SQL Server 2008 Analysis Services | 3 | 11-13 | - | - | 18-20 | - | - | 29-31 | - | - |
| MLT6235 | Implementing and Maintaining Microsoft SQL Server 2008 Integration Services | 3 | 25-27 | 2-4 | - | 23-25 | - | - | 24-26 | - | - |





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|------------------|---|----|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| MLT6236 | Implementing and Maintaining Microsoft SQL Server 2008 Reporting Services | 3 | - | - | 20-22 | 30-31 | - | 5-7 | - | - | - |
| MLT50238 | Introduction to SQL Server 2008 Administration | 5 | 9-13 | - | - | 9-13 | - | - | 15-19 | - | - |
| MLT10774 | Querying Microsoft SQL Server 2012 | 5 | - | - | 18-22 | - | - | - | - | - | - |
| MLT10775 | Administering Microsoft SQL Server 2012 Databases | 5 | - | - | 11-15 | - | - | - | - | - | - |
| MLT10777 | Implementing a Data Warehouse with Microsoft SQL Server 2012 | 5 | - | - | - | - | 13-17 | - | - | - | - |
| MLT10778 | Implementing Data Models and Reports with Microsoft SQL Server 2012 | 5 | - | - | - | - | 20-24 | - | - | - | - |
| Boot Camp | | | | | | | | | | | |
| MLTMSQL | SQL BI Boot Camp | 5 | - | - | 18-22 | - | - | 10-14 | - | - | - |
| MLT9293 | 6292 & 6293 Combo Class | 5 | 16-20 | - | - | 16-20 | - | - | 8-12 | - | - |
| MLTMCITP2 | MCITP Server Administrator Boot Camp | 10 | 23-27 | 21-25 | - | 23-27 | 27-31 | - | 22-26 | 26-30 | - |
| MLTMCITP | MCITP Server and Enterprise Administrator Combo Boot Camp | 15 | 23-27 | 21-25 | 25-29 | 23-27 | 27-31 | 24-28 | 22-26 | 26-30 | 17-21 |

CISCO

| Cisco | | Days | Apr. | May | Jun. | Jul. | Aug. | Sep. | Oct. | Nov. | Dec. |
|------------|---|------|--------------|-------|-------|------|-------|-------|-------|-------|-------|
| MLTCEH | Certified Ethical Hacker | 5 | - | - | 25-29 | - | - | - | - | - | - |
| SLCIERS2 | Cisco 360 CCIE R&S Advanced Workshop 2 (CIERS2) | 5 | 23-27 | - | - | - | 13-17 | - | - | 26-30 | - |
| SLACEAP | Cisco Application Control Engine Appliance v1.0 (ACEAP) | 4 | - | 29-1 | - | - | - | 4-7 | - | - | - |
| SLCSE | Cisco Sales Essentials v5.0 (CSE) | 2 | - | 31-1 | - | - | - | - | - | - | - |
| SLMARS | Cisco Security Monitoring, Analysis and Response System v3.0 (MARS) | 5 | 2-6 | - | - | - | - | - | - | - | - |
| SLCUWN | Cisco Unified Wireless Networking v7.1 (CUWN) | 4 | 9-13 | 7-11 | 4-8 | - | - | - | - | - | - |
| SLCWAAS | Cisco Wide-Area Application Services v3.0 (CWAAS) | 5 | 2-6 | - | - | - | - | - | - | - | - |
| SLCMA | Communications Manager Administration v8.5 (CMA) | 5 | - | 7-11 | 4-8 | - | - | - | - | - | - |
| SLBGP | Configuring BGP on Cisco Routers v3.2 (BGP) | 5 | - | - | 4-8 | - | - | - | - | - | - |
| SLCCNDC | Configuring the Cisco Nexus Data Center for Virtual Machines v1.0 (CCNDC) | 4 | - | - | - | - | - | - | - | - | - |
| SLDCUCD | Data Center Unified Computing Design v4.0 (DCUCD) | 5 | - | - | 4-8 | - | - | 10-14 | - | 26-30 | - |
| SLDCUCSI | Data Center Unified Computing Server Integration v4.6 (DCUCSI) | 5 | 30-4 | - | 18-22 | - | 20-24 | - | 22-26 | - | 17-21 |
| SLFIREWALL | Deploying Cisco ASA v8.2 Firewall Features v1.0 (FIREWALL) | 5 | - | 7-11 | 25-29 | - | - | - | - | - | - |
| SLVPN | Deploying Cisco ASA VPN Solutions v1.0 (VPN) | 5 | - | - | - | 9-13 | - | - | - | 5-9 | - |
| SLDUIC | Deploying Cisco Unified Intelligence Center v1.0 (DUIC) | 3 | - | 30-1 | - | - | - | - | - | - | - |
| SLUCCXD | Deploying Unified Contact Center Express Software v8.0 (UCCXD) | 5 | - | - | 18-22 | - | - | - | - | - | - |
| SLIAUWS | Implementing Advanced Cisco Unified Wireless Security v2.0 (IAUWS) | 5 | 2-6 23-27 | 14-18 | 11-15 | - | - | - | - | - | - |
| SLIASNS | Implementing Cisco Advanced Storage Networking Solutions v4.2 (IASNS) | 5 | - | - | 11-15 | - | - | - | - | - | - |





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| SLDCUFI | Implementing Cisco Data Center Unified Fabric v4.0 (DCUFI) | 5 | 30-4 | 7-11 | 11-15 | - | - | - | - | - | - |
| SLISE | Implementing Cisco Identity Service Engine Secure Solutions v1.0 (ISE) | 5 | 30-4 | 7-11 14-18 | - | - | - | - | - | - | - |
| SLIPS | Implementing Cisco Intrusion Prevention System v7.0 (IPS) | 5 | - | 14-18 | - | 16-20 | - | - | - | - | - |
| SLIINS | Implementing Cisco IOS Network Security v1.0 (IINS) | 5 | - | 21-24 | - | - | - | - | - | - | - |
| SLROUTE | Implementing Cisco IP Routing v1.0 (ROUTE) | 5 | 30-4 | - | - | 30-3 | - | - | - | - | - |
| SLMPLS | Implementing Cisco MPLS v2.3 (MPLS) | 5 | 16-20 | - | - | 16-20 | - | - | - | - | - |
| SLCANAC | Implementing Cisco NAC Appliance v2.1 (CANAC) | 3 | 11-13 | - | - | 11-13 | - | - | 10-12 | - | - |
| SLQOS | Implementing Cisco Quality of Service v2.3 (QOS) | 5 | - | 14-18 | - | - | - | - | - | - | - |
| SLMARS | Implementing Cisco Security Monitoring, Analysis, and Response System v2.0 (MARS) | 5 | - | - | - | - | - | - | - | - | - |
| SLICSNS | Implementing Cisco Storage Networking Solutions v4.2 (ICSNS) | 4 | 9-13 | - | - | 9-13 | - | - | - | - | - |
| SLSWITCH | Implementing Cisco Switched Networks v1.0 (SWITCH) | 5 | - | 7-11 | - | 16-20 | - | - | - | - | - |
| SLCIPT1 | Implementing Cisco Unified Communications Manager Part 1 v8.0 (CIPT1) | 5 | - | 21-25 | 4-8 | - | - | - | - | - | - |
| SLCIPT2 | Implementing Cisco Unified Communications Manager, Part 2 v8.0 (CIPT2) | 5 | 30-4 | - | 25-29 | - | - | - | - | - | - |
| SLIUWMS | Implementing Cisco Unified Wireless Mobility Services v2.0 (IUWMS) | 5 | 30-4 | 21-24 | 18-22 | - | - | - | - | - | - |
| SLIUWNE | Implementing Cisco Unified Wireless Networking Essentials v2.0 (IUWNE) | 5 | 9-13 30-4 | 14-18 | 18-22 | - | - | - | - | - | - |
| SLIUC | Implementing Cisco Unity Connection v8.0 (IUC) | 5 | - | 7-11 | - | 9-13 | - | - | - | - | - |
| SLCVOICE | Implementing Cisco Voice Communications and QoS v8.0 (CVOICE) | 5 | 30-4 | - | 18-22 | - | - | - | - | - | - |
| SLCWLMS | Implementing CiscoWorks LMS v4.0 (CWLMS) | 5 | 30-4 | - | 25-29 | - | - | - | - | - | - |
| SLACESM | Implementing the Application Control Engine Service Module v2.0 (ACESM) | 5 | - | - | 4-8 | - | - | - | - | - | - |
| SLDCNX1K | Implementing the Cisco Nexus 1000V v1.0 (DCNX1K) | 3 | - | - | 25-29 | - | - | - | - | - | - |
| SLDCNX7K | Implementing the Cisco Nexus 7000 v1.0 (DCNX7K) | 5 | - | - | - | - | - | - | - | - | - |
| SLCAPPS | Integrating Cisco Unified Communications Applications v8.0 (CAPPS) | 5 | - | 14-18 | - | - | - | - | - | - | - |
| SLICND1 | Interconnecting Cisco Networking Devices Part 1 v1.1 (ICND1) | 5 | - | 7-11 | - | 9-13 | 27-31 | - | 15-19 | - | 3-7 |
| SLICND2 | Interconnecting Cisco Networking Devices Part 2 v1.1 (ICND2) | 5 | - | 21-25 | 25-29 | - | 13-17 | - | - | 5-9 | - |
| SLCCNAX | Interconnecting Cisco Networking Devices: Accelerated v1.1 (CCNAX) | 5 | 2-6 | 7-11 | 4-8 | 16-20 | 20-24 | 17-21 | 15-19 | 26-30 | - |
| SLICOMM | Introducing Cisco Voice and Unified Communications Administration v8.0 (ICOMM) | 5 | 16-20 | 14-18 | - | 16-20 | - | - | 15-19 | - | - |
| SL802.1X | Introduction to 802.1X Operations for Cisco Security Professionals (802.1X) | 5 | - | - | 25-29 | - | - | - | - | - | - |
| SLIP6FD | IPv6 Fundamentals, Design, and Deployment v3.0 (IP6FD) | 5 | 2-6 | - | 11-15 | - | - | - | - | - | - |
| SLWMNGI | Managing Cisco Wireless LANs v1.0 (WMNGI) | 3 | 3-6 17-20 | 8-11 | 12-15 | - | - | - | - | - | - |
| SLSSECMGT | Managing Enterprise Security with Cisco Security Manager v4.0 (SSECMGT) | 5 | - | 21-24 | - | - | - | - | - | - | - |
| SLSecure | Securing Networks with Cisco Routers and Switches v1.0 (SECURE) | 5 | - | 7-11 | - | - | - | - | - | - | - |
| SLTVOICE | Troubleshooting Cisco Unified Communications v8.0 (TVOICE) | 5 | - | - | - | - | - | - | - | - | - |
| SLUCUCS | UCS for UC Engineers v3.0 (UCUCS) | 5 | - | - | - | 9-13 | - | 10-14 | - | 26-30 | - |





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| SLUCAD | Unified Communications Architecture and Design v8.0 (UCAD) | 5 | 30-4 | - | - | - | - | - | - | - |
| SLUCCXA | Unified Contact Center Express Advanced v8.0 (UCCXA) | 5 | 2-6 | - | 4-8 | - | - | - | - | - |
| SLUCA | Unity Connection Administration v8.5 (UCA) | 2 | - | 10-11 | 7-8 | - | - | - | - | - |
| SLVMWARE | VMware vSphere: Install, Configure, Manage v5.0 (VMWARE) | 5 | - | - | - | - | - | - | - | - |

CITRIX

| Citrix | | Days | Apr. | May | Jun. | Jul. | Aug. | Sep. | Oct. | Nov. | Dec. |
|----------|---|------|-------|-------|------|-------|-------|-------|------|-------|-------|
| CTRX1259 | CTX-1259C - Citrix Presentation Server 4.5 and XenApp 5.0 for Windows Server 2003: Administration | 5 | 16-20 | - | 4-8 | - | 13-17 | - | 1-5 | - | 10-14 |
| CTRX201 | CXA-201-2 - Implementing Citrix XenApp 5.0 for Windows Server 2008 | 5 | - | 7-11 | - | 9-13 | - | 10-14 | - | 12-16 | - |
| CTRK206 | CXA-206-1 - Citrix XenApp 6.5 Administration | 5 | - | 21-25 | - | 16-20 | - | 17-21 | - | 26-30 | - |

CHECKPOINT

| CheckPoint | | Days | Apr. | May | Jun. | Jul. | Aug. | Sep. | Oct. | Nov. | Dec. |
|------------|---|------|------|-------|------|-------|------|-------|------|-------|------|
| CPNGXR71 | Check Point Security Administrator (CCSA) R71 | 4 | - | 15-18 | - | 11-13 | - | 4-7 | - | 6-9 | - |
| CPNGXR712 | Check Point Security Administrator (CCSE) R71 | 4 | - | 21-24 | - | 23-26 | - | 25-28 | - | 26-29 | - |

VMWARE

| VMware | | Days | Apr. | May | Jun. | Jul. | Aug. | Sep. | Oct. | Nov. | Dec. |
|----------|---|------|------|-----|-------|------|------|------|------|------|------|
| MLTVMWC | VMware vSphere: Install, Configure, Manage [V5.0] | 5 | 30-4 | - | 11-15 | - | - | - | - | - | - |
| MLTVMWCV | VMware vSphere: Install, Configure, Manage [V5.0] Virtual | 5 | - | - | - | - | - | - | - | - | - |

ITIL®

| ITIL® | | Days | Apr. | May | Jun. | Jul. | Aug. | Sep. | Oct. | Nov. | Dec. |
|--------|---|------|-------|-----|-------|-------|------|-------|-------|------|-------|
| ITILFT | ITIL® Foundations Training | 3 | 10-12 | - | - | 23-25 | - | - | 22-24 | - | - |
| ITILBP | ITIL® V3 Foundation Bridge Program | 1 | 13 | - | - | 26 | - | - | 25 | - | - |
| ITIOSA | ITIL® Operations Support and Analysis | 5 | - | - | 18-22 | - | - | 24-28 | - | - | 17-21 |

TECHNOLOGY PRIMERS





| Primers | | Days | Apr. | May | Jun. | Jul. | Aug. | Sep. | Oct. | Nov. | Dec. |
|---------|---|------|------|-------|------|------|-------|------|-------|-------|------|
| MLTRS | Routing and Switching | 2 | 2-3 | - | - | 5-6 | - | - | 11-12 | - | - |
| MLTARS | Advanced Routing and Switching | 2 | - | 3-4 | - | - | 6-7 | - | - | 5-6 | - |
| MLTWNC | Wireless Networking Concepts | 1 | - | - | 1 | - | - | 4 | - | - | 3 |
| MLTNA | Network Administration | 2 | - | 14-15 | - | - | 16-17 | - | - | 27-28 | - |
| MLTVVIP | VoIP vs IP Telephony | 1 | - | 24 | - | - | 20 | - | - | 16 | - |
| MLTCMA | Call Manager Administration IPT | 1 | - | 29 | - | - | 31 | - | - | 19 | - |
| MLTCIOS | Cisco IOS | 1 | - | - | 11 | - | - | 14 | - | - | 14 |
| MLTCVPN | Cisco VPN | 1 | - | - | 26 | - | - | 17 | - | - | 17 |

F5 TRAINING

| F5 Training | | Days | Apr. | May | Jun. | Jul. | Aug. | Sep. | Oct. | Nov. | Dec. |
|-------------|---|------|------|-----|------|------|------|------|------|------|------|
| MLTF5 | BIG-IP® LTM Essentials & Advanced | 5 | - | - | - | - | - | - | - | - | - |

APPLICATIONS COURSES

| Transition Classes | | Days | Apr. | May | Jun. | Jul. | Aug. | Sep. | Oct. | Nov. | Dec. |
|--------------------|---|------|------|-----|------|------|------|------|------|------|------|
| MLTWNF10 | Microsoft Office Word 2010: Transition from MS Word 2003 (First Look) | 1/2 | 6 | 4 | 1 | 2 | 3 | 7 | 5 | 2 | 7 |
| MLTENF10 | Microsoft Office Excel 2010: Transition from MS Excel 2003 (First Look) | 1/2 | 6 | 4 | 1 | 2 | 3 | 7 | 5 | 2 | 7 |
| MLTANF10 | Microsoft Office Access 2010: Transition from MS Access 2003 (First Look) | 1/2 | 20 | 18 | 15 | 13 | 17 | 21 | 19 | 16 | 21 |
| MLTPNF10 | Microsoft Office PowerPoint 2010: Transition from MS PowerPoint 2003 (First Look) | 1/2 | 20 | 18 | 15 | 13 | 17 | 21 | 19 | 16 | 21 |
| MLTONF10 | Microsoft Office 2010: Transition from Office 2003 (First Look) | 1 | 13 | 1 | 4 | 16 | 6 | 10 | 8 | 5 | 10 |

| Microsoft Office 2010 | | Days | Apr. | May | Jun. | Jul. | Aug. | Sep. | Oct. | Nov. | Dec. |
|-----------------------|--|------|------|-----|------|------|------|------|------|------|------|
| MLTA101 | Access 2010 Level 1 | 1 | 2 | 2 | 4 | 3 | 1 | 4 | 1 | 1 | 3 |
| MLTA102 | Access 2010 Level 2 | 1 | 12 | 14 | 12 | 9 | 13 | 13 | 12 | 13 | 19 |
| MLTA103 | Access 2010 Level 3 | 1 | 30 | 25 | 18 | 24 | 29 | 24 | 24 | 23 | 28 |
| MLTE101 | Excel 2010 Level 1 | 1 | 3 | 3 | 5 | 5 | 2 | 5 | 2 | 6 | 4 |
| MLTE102 | Excel 2010 Level 2 | 1 | 18 | 15 | 14 | 17 | 14 | 14 | 11 | 15 | 18 |
| MLTE103 | Excel 2010 Level 3 | 1 | 27 | 24 | 25 | 25 | 23 | 25 | 26 | 26 | 27 |
| MLTEPT | Excel 2010: Pivot Tables | 1/2 | 30 | 29 | 29 | 27 | 30 | 27 | 30 | 29 | 24 |
| MLTEPP | Excel 2010 PowerPivot | 1 | 23 | 31 | 28 | 31 | 31 | 28 | 31 | 30 | 26 |





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| MLTIF10 | InfoPath 2010 | 1 | 30 | - | - | - | - | - | - | - | - |
| MLTO101 | Outlook 2010 Level 1 | 1 | 4 | 7 | 6 | 6 | 7 | 6 | 3 | 7 | 5 |
| MLTO102 | Outlook 2010 Level 2 | 1 | 16 | 17 | 19 | 19 | 16 | 12 | 18 | 19 | 12 |
| MLTO103 | Outlook 2010 Level 3 | 1 | 26 | 30 | 27 | 30 | 28 | 20 | 25 | 28 | 24 |
| MLTPP101 | PowerPoint 2010 Level 1 | 1 | 5 | 8 | 7 | 10 | 8 | 11 | 4 | 8 | 6 |
| MLTPP102 | PowerPoint 2010 Level 2 | 1 | 25 | 23 | 20 | 26 | 24 | 26 | 23 | 21 | 20 |
| MLTP101 | Project 2010 Level 1 | 1 | 9 | 9 | 11 | 12 | 9 | 13 | 9 | 12 | 17 |
| MLTP102 | Project 2010 Level 2 | 1 | 10 | 10 | 10 | 13 | 10 | 14 | 10 | 13 | 18 |
| MLTV10 | Visio 2010 | 2 | 26-27 | 21-22 | 21-22 | 30-31 | 20-21 | 17-18 | 15-16 | 29-30 | 13-14 |
| MLTW101 | Word 2010 Level 1 | 1 | 2 | 7 | 8 | 11 | 2 | 5 | 4 | 9 | 4 |
| MLTW102 | Word 2010 Level 2 | 1 | 12 | 22 | 13 | 20 | 15 | 19 | 17 | 14 | 11 |
| MLTW103 | Word 2010 Level 3 | 1 | 24 | 30 | 26 | 26 | 22 | 28 | 29 | 27 | 28 |

Microsoft Office 2007

| | | Days | Apr. | May | Jun. | Jul. | Aug. | Sep. | Oct. | Nov. | Dec. |
|----------|---|------|-------|-----|-------|------|-------|-------|-------|------|-------|
| MLTA71 | Access 2007 Level 1 | 1 | 4 | 1 | 1 | 2 | 3 | 6 | 2 | 2 | 5 |
| MLTA72 | Access 2007 Level 2 | 1 | 11 | 11 | 7 | 11 | 14 | 12 | 11 | 14 | 10 |
| MLTA73 | Access 2007 Level 3 | 1 | 19 | 22 | 19 | 18 | 22 | 21 | 22 | 20 | 20 |
| MLTA74 | Access 2007 Level 4 | 1 | 25 | 31 | 29 | 23 | 27 | 26 | 31 | 28 | 27 |
| MLTE71 | Excel 2007 Level 1 | 1 | 3 | 2 | 6 | 6 | 1 | 4 | 5 | 1 | 3 |
| MLTE72 | Excel 2007 Level 2 | 1 | 9 | 10 | 15 | 12 | 10 | 10 | 15 | 12 | 12 |
| MLTE73 | Excel 2007 Level 3 | 1 | 20 | 21 | 20 | 24 | 20 | 20 | 29 | 27 | 21 |
| MLTE7VBA | Excel 2007 VBA | 1 | 24 | - | 26 | - | 29 | - | 30 | - | 26 |
| MLTEP7 | Expression Web 2007 | 2 | 12-13 | - | 21-22 | - | 6-7 | - | 18-19 | - | 13-14 |
| MLTIP7 | InfoPath 2007 | 1 | 18 | - | 14 | - | 15 | - | 12 | - | 19 |
| MLTO71 | Outlook 2007 Level 1 | 1 | 5 | 3 | 5 | 3 | 8 | 7 | 1 | 5 | 6 |
| MLTO72 | Outlook 2007 Level 2 | 1 | 17 | 16 | 18 | 20 | 23 | 19 | 16 | 15 | 17 |
| MLTPP71 | PowerPoint 2007 Level 1 | 1 | 6 | 4 | 8 | 5 | 9 | 4 | 3 | 6 | 7 |
| MLTPP72 | PowerPoint 2007 Level 2 | 1 | 23 | 24 | 27 | 25 | 21 | 24 | 22 | 19 | 26 |
| MLTPR7 | Project 2007 | 2 | - | 7-8 | - | 9-10 | - | 17-18 | - | 8-9 | - |
| MLTPU7 | Publisher 2007 | 1 | 10 | - | 27 | - | 13 | - | 10 | - | 11 |
| MLTVI7 | Visio 2007 | 2 | 5-6 | - | 7-8 | - | 16-17 | - | 25-26 | - | 13-14 |
| MLTW71 | Word 2007 Level 1 | 1 | 11 | 1 | 4 | 5 | 1 | 6 | 8 | 7 | 6 |
| MLTW72 | Word 2007 Level 2 | 1 | 16 | 14 | 11 | 16 | 10 | 11 | 17 | 16 | 17 |





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|--------|---|-----|----|----|----|----|----|----|----|----|----|
| MLTW73 | Word 2007 Level 3 | 1 | 19 | 25 | 25 | 27 | 24 | 25 | 30 | 26 | 27 |
| MLTNF7 | Office 2007 New Features Demo | 1/2 | - | 18 | - | 19 | - | 27 | - | 23 | - |

Microsoft Office 2003

| | | Days | Apr. | May | Jun. | Jul. | Aug. | Sep. | Oct. | Nov. | Dec. |
|---------|---|------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| MLTA31 | Access 2003 Level 1 | 2 | - | 3-4 | - | 2-3 | - | 10-11 | - | 5-6 | - |
| MLTA32 | Access 2003 Level 2 | 1 | - | 9 | - | 17 | - | 14 | - | 21 | - |
| MLTA33 | Access 2003 Level 3 | 1 | - | 23 | - | 27 | - | 25 | - | 30 | - |
| MLTE31 | Excel 2003 Level 1 | 1 | 2 | - | 5 | - | 3 | - | 1 | - | 5 |
| MLTE32 | Excel 2003 Level 2 | 1 | 12 | - | 13 | - | 13 | - | 9 | - | 11 |
| MLTE33 | Excel 2003 Level 3 | 1 | 25 | - | 18 | - | 28 | - | 24 | - | 20 |
| MLTEVBA | Excel 2003 Intro to VBA | 1 | 30 | - | 28 | - | 31 | - | 31 | - | 28 |
| MLTFP3 | FrontPage 2003 | 2 | 26-27 | - | - | - | 16-17 | - | 25-26 | - | - |
| MLTO31 | Outlook 2003 Level 1 | 1 | - | 2 | - | 5 | - | 5 | - | 1 | - |
| MLTO32 | Outlook 2003 Level 2 | 1 | - | 15 | - | 18 | - | 21 | - | 20 | - |
| MLTPP31 | PowerPoint 2003 Level 1 | 1 | 3 | - | 6 | - | 2 | - | 2 | - | 3 |
| MLTPP32 | PowerPoint 2003 Level 2 | 1 | 24 | 24 | 19 | - | 27 | - | 23 | - | 21 |
| MLTPR3 | Project 2003 | 2 | - | 24-25 | - | 19-20 | - | 27-28 | - | 13-14 | - |
| MLTPU3 | Publisher 2003 | 1 | - | 29 | - | 23 | - | 13 | - | 2 | - |
| MLTVI3 | Visio 2003 | 2 | 9-10 | - | 21-22 | - | 6-7 | - | 11-12 | - | 18-19 |
| MLTW31 | Word 2003 Level 1 | 1 | 4 | - | 1 | - | 8 | - | 3 | - | 7 |
| MLTW32 | Word 2003 Level 2 | 1 | 13 | - | 14 | - | 23 | - | 18 | - | 12 |
| MLTW33 | Word 2003 Level 3 | 1 | 23 | - | 27 | - | 30 | - | 29 | - | 24 |

Adobe

| | | Days | Apr. | May | Jun. | Jul. | Aug. | Sep. | Oct. | Nov. | Dec. |
|---------|---|------|------|-----|------|------|------|------|------|------|------|
| MLTA91 | Adobe Acrobat 9.0 Level 1 | 1 | - | 7 | - | 9 | - | 7 | - | 7 | - |
| MLTA92 | Adobe Acrobat 9.0 Level 2 | 1 | - | 16 | - | 18 | - | 12 | - | 19 | - |
| MLTAX | Adobe Acrobat X Level 1 | 1 | - | 4 | - | - | - | - | - | - | - |
| MLTCS | Adobe Captivate 5.0 | 1 | 11 | - | 11 | - | 9 | - | 4 | - | 4 |
| MLTDW51 | Adobe Dreamweaver CS5 Level 1 | 1 | - | 9 | - | 11 | - | 17 | - | 9 | - |
| MLTDW52 | Adobe Dreamweaver CS5 Level 2 | 1 | 16 | - | 12 | - | 14 | - | 8 | - | 10 |
| MLTDW53 | Adobe Dreamweaver CS5 Level 3 | 1 | 20 | - | 28 | - | 29 | - | 17 | - | 26 |
| MLTFL51 | Adobe Flash CS5 Level 1 | 1 | - | 11 | - | 13 | - | 19 | - | 12 | - |
| MLTFL52 | Adobe Flash CS5 Level 2 | 1 | 9 | - | 20 | - | 20 | - | 10 | - | 20 |





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|---------|---|---|----|----|----|----|----|----|----|----|----|
| MLTIL51 | Adobe Illustrator CS5 Level 1 | 1 | - | 14 | - | 16 | - | 24 | - | 15 | - |
| MLTIL52 | Adobe Illustrator CS5 Level 2 | 1 | 18 | - | 25 | - | 22 | - | 22 | - | 27 |
| MLTID51 | Adobe InDesign CS5 Level 1 | 1 | - | 18 | - | 25 | - | 26 | - | 21 | - |
| MLTID52 | Adobe InDesign CS5 Level 2 | 1 | 17 | - | 15 | - | 24 | - | 24 | - | 28 |
| MLTPH51 | Adobe Photoshop CS5 Level 1 | 1 | - | 23 | - | 30 | - | 20 | - | 27 | - |
| MLTPH52 | Adobe Photoshop CS5 Level 2 | 1 | 10 | - | 26 | - | 27 | - | 15 | - | 24 |

SharePoint

| | | Days | Apr. | May | Jun. | Jul. | Aug. | Sep. | Oct. | Nov. | Dec. |
|-----------|--|------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| MLTSP1 | SharePoint 3.0 End-User Level 1 | 2 | - | 7-8 | - | 2-3 | - | 4-5 | - | 1-2 | - |
| MLTSP2 | SharePoint 3.0 End-User Level 2 | 2 | 5-6 | - | 7-8 | - | 9-10 | - | 10-11 | - | 13-14 |
| MLTSPD1 | SharePoint 2007 Designer Level 1 | 1 | - | 4 | - | 6 | - | 7 | - | 6 | - |
| MLTSPD2 | SharePoint 2007 Designer Level 2 | 1 | - | 31 | - | 20 | - | 17 | - | 21 | - |
| MLTSP101 | SharePoint Designer 2010 Level 1 | 1 | - | 10 | - | 9 | - | 12 | - | 9 | - |
| MLTSP102 | SharePoint Designer 2010 Level 2 | 1 | - | 29 | - | 23 | - | 28 | - | 26 | - |
| MLTSPF101 | SharePoint 2010 Foundation Level 1 | 2 | 26-27 | - | 21-22 | - | 20-21 | - | 29-30 | - | 17-18 |
| MLTSPF102 | SharePoint 2010 Foundation Level 2 | 2 | - | 24-25 | - | 30-31 | - | 20-21 | - | 29-30 | - |
| MLTSPS | SharePoint Server 2010 | 1 | - | 14 | - | 18 | - | 24 | - | 12 | - |

Miscellaneous

| | | Days | Apr. | May | Jun. | Jul. | Aug. | Sep. | Oct. | Nov. | Dec. |
|-----------|---|------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| MLTCR1 | Crystal Reports XI Level 1 | 2 | - | 24-25 | - | 26-27 | - | 10-11 | - | 15-16 | - |
| MLTCR2 | Crystal Reports XI Level 2 | 2 | 2-3 | - | 4-5 | - | 2-3 | - | 4-5 | - | 27-28 |
| MLTQB10 | QuickBooks 2010 | 2 | - | 17-18 | - | 12-13 | - | 26-27 | - | 19-20 | - |
| MLTRDD | Relational Database Design | 1 | 30 | - | - | 16 | - | - | 19 | - | - |
| MLHTHTML1 | Web Design with XHTML, HTML, and CSS Level 1 | 1 | 20 | - | - | 25 | - | - | 15 | - | - |
| MLHTHTML2 | Web Design with XHTML, HTML, and CSS Level 2 | 1 | - | 22 | - | - | 6 | - | - | 7 | - |
| MLHTHTML3 | Web Design with XHTML, HTML, and CSS Level 3 | 1 | - | - | 18 | - | - | 14 | - | - | 4 |
| MLTW71 | Windows 7 Level 1 | 1 | - | 3 | - | 5 | - | 6 | - | 8 | - |
| MLTWU | Introduction to Web Usability | 1 | - | 11 | - | 10 | - | 13 | - | 27 | - |
| MLTGA | Google Apps for Businesses | 2 | - | 15-16 | - | 30-31 | - | 18-19 | - | 13-14 | - |
| MLTA | CompTIA A+ | 5 | 9-13 | 7-11 | - | 23-27 | - | 10-14 | - | 12-16 | - |
| MLTCTT | CompTIA Certified Technical Trainer (CTT+) Exam Prep Course | 3 | 11-13 | - | 6-8 | - | 15-17 | - | 1-3 | - | 5-7 |
| MLTHIT | CompTIA Healthcare IT Technician | 3 | 25-27 | - | 13-15 | - | 22-24 | - | 16-18 | - | 19-21 |
| MLTNET | CompTIA Network+ | 5 | - | - | 7-11 | - | 27-31 | - | 8-12 | - | 3-7 |





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|--------|---|---|-----|-------|-------|-------|------|-------|-------|-------|-------|
| MLTPRO | CompTIA Project+ | 5 | - | 21-25 | - | 16-20 | - | 24-28 | - | 26-30 | - |
| MLTSEC | CompTIA Security+ | 5 | 2-6 | - | 18-22 | - | 6-10 | - | 22-26 | - | 10-14 |
| MLTSQL | SQL: Fundamentals of Querying | 1 | 4 | - | 1 | - | 13 | - | 15 | - | 24 |

WORKSHOPS

Workshops

| | | Days | Apr. | May | Jun. | Jul. | Aug. | Sep. | Oct. | Nov. | Dec. |
|---------|--|------|------|-----|------|------|------|------|------|------|------|
| MLTWSPM | Performance Management | 1 | - | 2 | - | 6 | - | 7 | - | - | - |
| MLTWSIP | iPad for Businesses | 1 | - | 18 | - | 13 | - | 13 | - | - | - |
| MLTWSBS | Building a SharePoint Site | 1 | - | 23 | - | 19 | - | 20 | - | - | - |
| MLTWSIF | InfoPath 2010 | 1 | - | 30 | - | 24 | - | 27 | - | - | - |
| MLTWSYH | I Have a SharePoint Site - Now What? | 1 | 30 | - | 22 | - | - | 24 | - | 27 | - |
| MTLWSPP | Overview of Performance Point Services for SharePoint 2010 | 1 | - | - | 11 | - | - | 14 | - | 19 | - |

SOFTSKILLS

Sales and Marketing

| | | Days | Apr. | May | Jun. | Jul. | Aug. | Sep. | Oct. | Nov. | Dec. |
|---------|---|------|------|-----|------|------|------|------|------|------|------|
| MLTSSBR | Building Relationships for Success in Sales | 1 | 9 | - | - | 2 | - | - | 1 | - | - |
| MLTSSDS | Dynamic Sales Presentations | 1 | - | - | 1 | - | - | 4 | - | - | 3 |
| MLTSSOO | Overcoming Objections and Nailing the Sale | 1 | 10 | - | - | 3 | - | - | 2 | - | - |
| MLTSSPL | Prospecting for Leads Like a Pro | 1 | - | - | 4 | - | - | 5 | - | - | 4 |
| MLTSSSS | Selling Smarter | 1 | - | - | 5 | - | - | 6 | - | - | 5 |
| MLTSSUT | Using Telephone as a Sales Tool | 1 | 16 | - | - | 5 | - | - | 3 | - | - |

Career Development

| | | Days | Apr. | May | Jun. | Jul. | Aug. | Sep. | Oct. | Nov. | Dec. |
|---------|--|------|-------|-----|-------|-------|------|-------|-------|------|-------|
| MLTSSCS | Communications Strategies | 2 | - | - | 6-7 | - | - | 10-11 | - | - | 6-7 |
| MLTSSBS | Building Self Esteem and Assertive Skills | 1 | 11 | - | - | 6 | - | - | 4 | - | - |
| MLTSSBW | Business Writing That Works | 2 | - | - | 11-12 | - | - | 12-13 | - | - | 10-11 |
| MLTSSCR | Conflict Resolution: Dealing with Difficult People | 1 | 12 | - | - | 9 | - | - | 5 | - | - |
| MLTSSCS | Customer Service: Critical Elements | 2 | 2-3 | - | - | 10-11 | - | - | 8-9 | - | - |
| MLTSSPS | Public Speaking | 1 | 4 | - | - | 12 | - | - | 10 | - | - |
| MLTSSP | Public Speaking: Presentation Survival School | 2 | 16-17 | - | - | 26-27 | - | - | 11-12 | - | - |
| MLTSSSA | Skills for the Administrative Assistant | 1 | 5 | - | - | 13 | - | - | 15 | - | - |





MLT/

Instructing Technologies...a Continuing Education Division of Herzing University

| | | | | | | | | | | | |
|---------|---|---|-------|---|---|-------|---|---|-------|---|---|
| MLTSSSE | SpeakEasy: Conquering Your Fear of Speaking in Public | 1 | 6 | - | - | 17 | - | - | 16 | - | - |
| MLTSSMT | The Minute Taker's Workshop | 1 | 13 | - | - | 16 | - | - | 17 | - | - |
| MLTSSTM | Time Management: Get Organized for Peak Performance | 1 | 19 | - | - | 18 | - | - | 18 | - | - |
| MLTSSWS | Working Smarter Using Technology to Your Advantage | 1 | 20 | - | - | 19 | - | - | 19 | - | - |
| MLTSSWR | Writing Reports and Proposals | 2 | 23-24 | - | - | 23-24 | - | - | 23-24 | - | - |

Supervisor and Manager

| | | Days | Apr. | May | Jun. | Jul. | Aug. | Sep. | Oct. | Nov. | Dec. |
|----------|--|------|-------|-------|------|-------|-------|------|-------|-------|------|
| MLTSSABC | The ABCs of Supervising Others | 2 | 25-26 | - | - | 30-31 | - | - | 24-25 | - | - |
| MLTSSBL | Business Leadership: Becoming Management Material | 3 | 25-27 | - | - | 9-11 | - | - | 29-31 | - | - |
| MLTSSCL | Coaching: A Leadership Skill | 1 | 30 | - | - | 19 | - | - | 26 | - | - |
| MLTSSDA | Delegation: The Art of Delegating Effectively | 1 | 9 | - | - | 25 | - | - | 5 | - | - |
| MLTSSMS | Marketing and Sales | 1 | - | 1 | - | - | 1 | - | - | 1 | - |
| MLTSSMM | Meeting Management: The Art of Making Meetings Work | 2 | - | 2-3 | - | - | 2-3 | - | - | 5-6 | - |
| MLTSSMT | Motivation Training: Motivating Your Workforce | 1 | - | 4 | - | - | 6 | - | - | 2 | - |
| MLTSSNF | Negotiating for Results | 1 | - | 7 | - | - | 7 | - | - | 7 | - |
| MLTSSPM | Project Management: Understanding Project Management | 3 | - | 9 | - | - | 8-10 | - | - | 12-14 | - |
| MLTSSTB | Team Building: Developing High Performance Teams | 3 | - | 14-16 | - | - | 13-15 | - | - | 19-21 | - |
| MLTSSPS | The Professional Supervisor | 1 | - | 17 | - | - | 16 | - | - | 8 | - |

Human Resources

| | | Days | Apr. | May | Jun. | Jul. | Aug. | Sep. | Oct. | Nov. | Dec. |
|----------|--|------|------|-------|------|------|-------|-------|------|-------|-------|
| MLTSSCR | Conflict Resolution: Getting Along in the Workplace | 2 | - | 21-22 | - | - | 20-21 | - | - | 15-16 | - |
| MLTSSAM | Anger Management: Understanding Anger – Yours and Others | 1 | - | 11 | - | - | 22 | - | - | 9 | - |
| MLTSSCD | Celebrating Diversity | 1 | - | 18 | - | - | 17 | - | - | 23 | - |
| MLTSSCM | Change Management: Change and How to Deal with It | 1 | - | 23 | - | - | 23 | - | - | 26 | - |
| MLTSSCE | Conducting Effective Performance Reviews | 3 | - | 29-31 | - | - | 27-29 | - | - | 27-29 | - |
| MLTSSCS | Customer Service Training: Managing Customer Service | 1 | - | - | 13 | - | - | 7 | - | - | 13 |
| MLTSSSED | Employee Dispute Resolution: Mediation through Peer Review | 1 | - | 23 | - | - | 30 | - | - | 30 | - |
| MLTSSHS | Hiring Smart: Behavioral and Performance-Based Techniques | 2 | - | 24-25 | - | - | 7-8 | - | - | 1-2 | - |
| MLTSSPM | Performance Management: Managing Employee Performance | 1 | - | - | 14 | - | - | 14 | - | - | 12 |
| MLTSSPS | Problem Solving and Decision Making | 2 | - | - | 19 | - | - | 17-18 | - | - | 17-18 |
| MLTSSSM | Stress Management Training | 1 | - | - | 15 | - | - | 19 | - | - | 19 |
| MLTSSSTW | Teamwork: Building Better Teams | 1 | - | - | 20 | - | - | 20 | - | - | 20 |





| Train-the-Trainer | | Days | Apr. | May | Jun. | Jul. | Aug. | Sep. | Oct. | Nov. | Dec. |
|-------------------|--|------|------|-----|-------|------|------|-------|------|------|-------|
| MLTSSFS | Facilitation Skills: Becoming a Great Trainer | 2 | - | 3-4 | 21-22 | - | - | 24-25 | - | - | 27-28 |
| MLTSSAPT | Train-the-Trainer: Advanced Skills for the Practical Trainer | 1 | - | - | 25 | - | - | 26 | - | - | 24 |
| MLTPT | Train-the-Trainer: The Practical Trainer | 1 | - | - | 26 | - | - | 27 | - | - | 26 |
| Workplace Level 1 | | Days | Apr. | May | Jun. | Jul. | Aug. | Sep. | Oct. | Nov. | Dec. |
| MLTSSBE | Business Ethics for the Office | 1 | - | - | 27 | - | - | 28 | - | - | 21 |

