

2019	July				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	
01	02	03	04	05	
			State Holiday		
08	09	10	11	12	
	FMLA (Open) Mercer County Community College	Excel Intermediate 2016 (Open) Rowan at Burlington County, TEC Building Room 208, 900 College Circle, Mount Laurel, New Jersey 08054 OneNote and OneDrive 2016 Bundle (Open) Mercer County Community College	Excel Essentials 2016 (Open) Mercer County Community College		
15	16	17	18	19	
	Visio Basic 2016 (Open) Mercer County Community College		Outlook Essentials 2016 (Open) Mercer County Community College Supervisor Success Series (S3) Day 1: Critical Conversations (Open) Mercer County Community College Business Writing (Open) Rowan at Burlington County Community College / Room Evan 219 Business Objects Fiscal Novice (Open) CSC, 44 South Clinton Ave., Trenton, NJ 08625	Access Intermediate 2016 (Open) Mercer County Community College Business Objects Fiscal Novice (Open) CSC, 44 South Clinton Ave., Trenton, NJ 08625	
22	23	24	25	26	
	PMIS (Open) CSC - Multipurpose Room		Supervisor Success Series (S3) Day 2: Performance Management (Open) Mercer County Community College LEAD (Open) Day 1 - Mercer County Community College	Excel Essentials (Open) Mercer	
29	30	31	01	02	
	Word Intermediate 2016 (Open) Mercer County Community College	Excel Intermediate 2016 (Open) Mercer County Community College Workplace Diversity and Inclusion (Open) Mercer			
05	06	Notes:			

2019	August			
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
29	30	31	01	02
			Outlook Intermediate 2016 (Open) Mercer County Community College Supervisor Success Series (S3) Day 3: Performance Challenges, Documentation and Discipline (Open) Mercer County Community College LEAD (Open) Day 2 - Mercer County Community College	
05	06	07	08	09
Access Essentials 2016 (Open) Mercer County Community College	Word Essentials (Open) Mercer		Understanding 4A State (Open) Mercer County Community College	Understanding 4A State (Open) Mercer County Community College Excel Essentials 2016 (Open) Mercer County Community College Visio Essentials (Open) Mercer County Community College
12	13	14	15	16
		Business Objects - HR Novice (Open) CSC	Visio Advanced 2016 (Open) Mercer County Community College Business Objects - HR Novice (Open) CSC	Excel Advanced 2016 (Open) Mercer County Community College
19	20	21	22	23
CAMPS (Open) Middlesex Access Intermediate 2016 (Open) Mercer County Community College	SharePoint 2013 Site User (2-day) Day One (Open) CSC: 44 South Clinton Ave, Classroom B, Trenton, NJ 08625 Access Advanced 2016 (Open) Mercer County Community College	SharePoint 2013 Site User (2-day) Day Two (Open) CSC: 44 South Clinton Ave, Classroom B, Trenton, NJ 08625	Excel Advanced 2016 (Open) Rowan at Burlington County, TEC Building Room 208, 900 College Circle, Mount Laurel, New Jersey 08054	Excel Intermediate 2016 (Open) Mercer County Community College Visio Advanced (Open) Mercer County Community College
26	27	28	29	30
Word Advanced 2016 (Open) Mercer County Community College	SharePoint 2013 Site Administrator (2-day) Day One (Open) CSC: 44 South Clinton Ave, Classroom B, Trenton, NJ 08625 Excel Advanced 2016 (Open) Mercer County Community College	SharePoint 2013 Site Administrator (2-day) Day Two (Open) CSC: 44 South Clinton Ave, Classroom B, Trenton, NJ 08625	Understanding 4A Local and Discipline and Grievance (Open) Middlesex County College CSC Instructor Word Intermediate 2016 (Open) Mercer	Understanding 4A Local and Discipline and Grievance (Open) Middlesex County College
02	03	Notes:		

2019		September			
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	
26	27	28	29	30	
02	03	04	05	06	
State Holiday				NJSTEP - Mercer (Open) Week 1 -Mercer County Community College NJEDGE (Open) Week 1 - Mercer County Community College	
09	10	11	12	13	
	NJSTEP - (Open) Day 1 - Bergen Community College at the Meadowlands Campus, 1280 Wall Street West, Lyndhurst, New Jersey	TIPS - Courtesy & Respect (Open) Mercer County Community College HR Horizons-4A State-Day 1 (Open) Mercer County Community College	CAMPS (Open) Middlesex County College HR Horizons-4A State-Day 2 (Open) Mercer County Community College	NJSTEP - Mercer (Open) Week 2 -Mercer County Community College NJEDGE (Open) Week 2 - Mercer County Community College	
16	17	18	19	20	
S3 (Open) Day 1 -Mercer County Community College	NJSTEP - (Open) Day 2 - Bergen Community College at the Meadowlands Campus, 1280 Wall Street West, Lyndhurst, New Jersey PMIS (Open) CSC - Multipurpose Room	TIPS - Conflict Resolution (Open) Mercer County Community College HR Horizons-4A Local (Open) Mercer County Community College	LEAD (Open) Mercer County Community College	NJSTEP - Mercer (Open) Week 3 -Mercer County Community College NJEDGE (Open) Week 3 - Mercer County Community College	
23	24	25	26	27	
S3 (Open) Day 2 - Mercer County Community College		TIPS - Face to Face (Open) Mercer County Community College HR Horizons-Business Writing (Open) Mercer County Community College	LEAD (Open) Mercer County Community College	NJSTEP - Mercer (Open) Week 4 -Mercer County Community College NJEDGE (Open) Week 4 - Mercer County Community College	
30	01	Notes:			
S3 (Open) Day 3 -Mercer County Community College					

2019	October			
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
30	01	02	03	04
	NJSTEP - (Open) Day 3 - Bergen Community College at the Meadowlands Campus, 1280 Wall Street West, Lyndhurst, New Jersey	Business Writing (Open) Mercer County Community College TIPS - Team Building (Open) Mercer County Community College HR Horizons-Classification and Compensation (Open) Mercer County Community College	Conscious Workforce (Open) Mercer County Community College	NJEDGE (Open) Week 5 - TBD
07	08	09	10	11
	NJSTEP - (Open) Day 4 - Bergen Community College at the Meadowlands Campus, 1280 Wall Street West, Lyndhurst, New Jersey	NJTEP - Rowan College at Burlington (Open) Rowan at Burlington County Community College / Room Evan 219 A-D HR Horizons-Face to Face (Open) Mercer County Community College		NJSTEP - Mercer (Open) Week 5 -Mercer County Community College NJEDGE (Open) Week 6 - Mercer County Community College
14	15	16	17	18
State Holiday	NJSTEP - (Open) Day 5 - Bergen Community College at the Meadowlands Campus, 1280 Wall Street West, Lyndhurst, New Jersey	NJTEP - Rowan College at Burlington (Open) Rowan at Burlington County Community College / Room Evan 219 A-D HR Horizons-Performance Planning (Open) Mercer County Community College		NJSTEP - Mercer (Open) Week 6 -Mercer County Community College NJEDGE (Open) Week 7 - Mercer County Community College
21	22	23	24	25
	NJSTEP - (Open) Day 6 - Bergen Community College at the Meadowlands Campus, 1280 Wall Street West, Lyndhurst, New Jersey	NJTEP - Rowan College at Burlington (Open) Rowan at Burlington County Community College / Room Evan 219 A-D HR Horizons-Local Pensions & Benefits (Open) Mercer County Community College	Principles of Investigative Interviewing and Reporting (PIIR) (Open) Day 1 - Mercer County Community College	NJSTEP - Mercer (Open) Week 7 -Mercer County Community College NJEDGE (Open) Week 8 - Mercer County Community College
28	29	30	31	01
	NJSTEP - (Open) Day 7 - Bergen Community College at the Meadowlands Campus, 1280 Wall Street West, Lyndhurst, New Jersey	NJTEP - Rowan College at Burlington (Open) Rowan at Burlington County Community College / Room Evan 219 A-D HR Horizons-Local Pensions & Benefits (Open) Mercer County Community College	Principles of Investigative Interviewing and Reporting (PIIR) (Open) Day 2 - Mercer County Community College	
04	05	Notes:		

2019	November				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	
28	29	30	31	01	NJEDGE (Open) Week 9 - Mercer County Community College
04	05	06	07	08	
	State Holiday	NJTEP - Rowan College at Burlington (Open) Rowan at Burlington County Community College / Room Evan 219 A-D HR Horizons-Conflict Resolution (Open) Mercer County Community College	S3 (Open) Mercer County Community College Principles of Investigative Interviewing and Reporting (PIIR) (Open) Day 3 - Mercer County Community College	NJEDGE (Open) Week 10 - Mercer County Community College	
11	12	13	14	15	
State Holiday		NJTEP - Rowan College at Burlington (Open) Rowan at Burlington County Community College / Room Evan 219 A-D HR Horizons-FMLA (Open) Mercer County Community College	S3 (Open) Mercer County Community College LEAD (Open) Day 1 Mercer County Community College		
18	19	20	21	22	
	Business Writing (Open) Mercer County Community College	NJTEP - Rowan College at Burlington (Open) Rowan at Burlington County Community College / Room Evan 219 A-D HR Horizons-Time Management (Open) Mercer County Community College	S3 (Open) Mercer County Community College LEAD (Open) Day 2 Mercer County Community College		
25	26	27	28	29	
			State Holiday		
02	03	Notes:			

2019	December			
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
25	26	27	28	29
02	03	04	05	06
		HR Horizons-Diversity (full day) (Open) Mercer County Community College		
09	10	11	12	13
		HR Horizons-Discipline & Grievance (Open) Mercer County Community College		
16	17	18	19	20
23	24	25	26	27
		State Holiday		
30	31	Notes:		