

2020	January				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	
30	31	01	02	03	
		STATE HOLIDAY			
06	07	08	09	10	
	NJ Supervisory Training Empowering Performance (NJSTEP) (Day 1) (Shared Agency Contract) Raritan Valley Community College, Branchburg, NJ	HR Horizons-Customer Service (Open) Mercer County Community College	Excel Essentials (Open) Mercer County Community College, 1200 Old Trenton Rd., West Windsor, NJ	Business Writing (Open) Mercer County Community College, 1200 Old Trenton Rd., West Windsor, NJ	
13	14	15	16	17	
	NJ Supervisory Training Empowering Performance (NJSTEP) (Day 2) (Shared Agency Contract) Raritan Valley Community College, Branchburg, NJ	HR Horizons-Legal Implications of Interviewing (Open) Mercer County Community College	Customer Service (Open) Mercer County Community College		
20	21	22	23	24	
STATE HOLIDAY	Series Break/No Class: NJ Supervisory Training Empowering Performance (NJSTEP) Raritan Valley Community College	HR Horizons-Critical Thinking (Open) Mercer County Community College Business Objects HR Novice (Day 1) (Open) CSC: 44 South Clinton Ave., Trenton, NJ	Business Objects HR Novice (Day 2) (Open) CSC: 44 South Clinton Ave., Trenton, NJ		
27	28	29	30	31	
MS Excel Essentials (Open) Mercer County Community College	NJ Supervisory Training Empowering Performance (NJSTEP) (Day 3) (Shared Agency Contract) Raritan Valley Community College, Branchburg, NJ	CANCELLED HR Horizons-Civil Service Commission Panel (Open) Mercer County Community College TIPS - Courtesy & Respect (Open) Mercer County Community College	Project Management Essentials (Day 1) (Open) Mercer County Community College 1200 Old Trenton Rd, West Windsor Township, NJ 08550		

2020	February				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	
27	28	29	30	31	
03	04	05	06	07	
	NJ Supervisory Training Empowering Performance (NJSTEP) (Day 4) (Shared Agency Contract) Raritan Valley Community College, Branchburg, NJ	FMLA (Open) Middlesex County College TIPS - Conflict Resolution (Open) Mercer County Community College	Project Management Essentials (Day 2) (Open) Mercer County Community College 1200 Old Trenton Rd, West Windsor Township, NJ 08550		
10	11	12	13	14	
Business Writing (Open) Mercer County Community College, 1200 Old Trenton Rd., West Windsor, NJ	NJ Supervisory Training Empowering Performance (NJSTEP) (Day 5) (Shared Agency Contract) Raritan Valley Community College, Branchburg, NJ	Excel Intermediate (Open) Mercer County Community College, 1200 Old Trenton Rd., West Windsor, NJ TIPS - Face to Face (Open) Mercer County Community College w/Ed Andriessen	Project Management Essentials (Day 3) (Open) Mercer County Community College 1200 Old Trenton Rd, West Windsor Township, NJ 08550 Time Management (Open) Mercer County Community College, 1200 Old Trenton Rd., West Windsor, NJ CAPE-Intro to Clerical: Week 1 (Open) Mercer County Community College, 1200 Old Trenton Rd., West Windsor, NJ		
17	18	19	20	21	
STATE HOLIDAY	NJ Supervisory Training Empowering Performance (NJSTEP) (Day 6) (Shared Agency Contract) Raritan Valley Community College, Branchburg, NJ	Business Objects Fiscal Novice (Day 1) (Open) CSC: 44 South Clinton Ave., Trenton, NJ w/Stanley Green TIPS - Team Building (Open) Mercer County Community College w/Mary DeLello	Project Management Essentials (Day 4) (Open) Mercer County Community College 1200 Old Trenton Rd, West Windsor Township, NJ 08550 Business Objects Fiscal Novice (Day 2) (Open) CSC: 44 South Clinton Ave., Trenton, NJ w/Stanley Green CAPE-Courtesy, Respect, & Professionalism: Week 2 (Open) Mercer County Community College, 1200 Old Trenton Rd., West Windsor, NJ Supervisor Success Series (S3)-Day One, Critical Conversations (Open) Mercer County Community College, 1200 Old Trenton Rd., West Windsor, NJ		
24	25	26	27	28	
	NJ Supervisory Training Empowering Performance (NJSTEP) (Day 7) (Shared Agency Contract) Raritan Valley Community College, Branchburg, NJ		Project Management Essentials (Day 5) (Open) Mercer County Community College, 1200 Old Trenton Rd, West Windsor Township, NJ 08550 CAPE-Office Equipment & PC Basics: Week 3 (Open) Mercer County Community College, 1200 Old Trenton Rd., West Windsor, NJ w/Rosemary Pino Supervisor Success Series (S3)-Day Two, Managing Performance (Open) Mercer County Community College, 1200 Old Trenton Rd., West Windsor, NJ		

2020		March			
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	
24	25	26	27	28	
02	03	04	05	06	
	Business Writing (Open) Mercer County Community College		Project Management Essentials (Day 6) (Open) Mercer County Community College 1200 Old Trenton Rd, West Windsor Township, NJ 08550 CAPE-Word Essentials: Week 4 (Open) Mercer County Community College, 1200 Old Trenton Rd., West Windsor, NJ Supervisor Success Series (S3)-Day Three, Performance Planning (Open) Mercer County Community College, 1200 Old Trenton Rd., West Windsor, NJ		
09	10	11	12	13	
Project Management Test Prep - Day One (6 days, once a week for six weeks) (Open) Mercer County Community College		CAPE-Writing Essentials: Week 5 (Day One) (Open) Mercer County Community College, 1200 Old Trenton Rd., West Windsor, NJ Business Objects Fiscal Novice (Day One) (Open) CSC: 44 South Clinton Ave. (ClassroomB) Trenton, NJ	CAPE-Proofreading: Week 5 (Day Two) (Open) Mercer County Community College, 1200 Old Trenton Rd., West Windsor, NJ Business Objects Fiscal Novice (Day Two) (Open) CSC: 44 South Clinton Ave. (ClassroomB) Trenton, NJ		
16	17	18	19	20	
Project Management Test Prep - Day Two (6 days, once a week for six weeks) (Open) Mercer County Community College		EEO Law and Administrative Investigations Certificate Program (Day One: EEO Law) (Open to State EEO Officers and Investigators) Civil Service Commission, 44 South Clinton Ave. (Classroom A), Trenton, NJ 08609	NOTE CAPE Break 3/19/20 EEO Law and Administrative Investigations Certificate Program (Day Two: EEO Law) (Open to State EEO Officers and Investigators) Civil Service Commission, 44 South Clinton Ave. (Classroom A), Trenton, NJ 08609		
23	24	25	26	27	
Project Management Test Prep - Day Three (6 days, once a week for six weeks) (Open) Mercer County Community College		American with Disabilities Act (ADA) (Open) Mercer County Community College	CAPE-Customer Service: Week 6 (Open) Mercer County Community College, 1200 Old Trenton Rd., West Windsor, NJ		
30	31	Notes:			
Project Management Test Prep - Day Four (6 days, once a week for six weeks) (Open) Mercer County Community College					

2020		April		
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
30	31	01	02	03
			CAPE-Telephone Skills: Week 7 (Open) Mercer County Community College, 1200 Old Trenton Rd., West Windsor, NJ	
06	07	08	09	10
Series Break: Project Management Test Prep			CAPE-Outlook Essentials: Week 8 (Open) Mercer County Community College, 1200 Old Trenton Rd., West Windsor, NJ	STATE HOLIDAY
13	14	15	16	17
Project Management Test Prep - Day Five (6 days, once a week for six weeks) (Open) Mercer County Community College		Leadership Education and Development (LEAD) (Day One) (Open) Mercer County Community College, 1200 Old Trenton Rd., West Windsor, NJ	CAPE-Organization in the Office: Week 9 (Open) Mercer County Community College, 1200 Old Trenton Rd., West Windsor, NJ	
20	21	22	23	24
Project Management Test Prep - Day Six (6 days, once a week for six weeks) (Open) Mercer County Community College	EEO Law and Administrative Investigations Certificate Program (Day Three: Internal Investigations -Employees) (Open to State EEO Officers and Investigators) Civil Service Commission, 44 South Clinton Ave. (Classroom A), Trenton, NJ 08609	CAPE-PowerPoint Essentials: Week 10 (Day One) (Open) Mercer County Community College, 1200 Old Trenton Rd., West Windsor, NJ EEO Law and Administrative Investigations Certificate Program (Day Four: Internal Investigations -Employees) (Open to State EEO Officers and Investigators) Civil Service Commission, 44 South Clinton Ave. (Classroom A), Trenton, NJ 08609 Leadership Education and Development (LEAD) (Day Two) (Open) Mercer County Community College, 1200 Old Trenton Rd., West Windsor, NJ	CAPE-Presenting with Confidence: Week 10 (Day Two) (Open) Mercer County Community College, 1200 Old Trenton Rd., West Windsor, NJ	
27	28	29	30	01
			NOTE: CAPE Break 4/30/20	

2020		May			
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	
27	28	29	30	01	
04	05	06	07	08	
	EEO Law and Administrative Investigations Certificate Program (Day Five: Internal Investigations - Note-taking and Reports) (Open to State EEO Officers and Investigators) Civil Service Commission, 44 South Clinton Ave. (Classroom A), Trenton, NJ 08609 Supervisor Success Series (S3) (Day One) Critical Conversations (Open) Mercer County Community College, 1200 Old Trenton Rd., West Windsor, NJ	CAPE-Business Math Essentials: Week 11 (Day One) (Open) Mercer County Community College, 1200 Old Trenton Rd., West Windsor, NJ EEO Law and Administrative Investigations Certificate Program (Day Six: Internal Investigations - Note-taking and Reports) (Open to State EEO Officers and Investigators) Civil Service Commission, 44 South Clinton Ave. (Classroom A), Trenton, NJ 08609	CAPE-Business Math Essentials: Week 11 (Day Two) (Open) Mercer County Community College, 1200 Old Trenton Rd., West Windsor, NJ	Business Writing (Open) Mercer County Community College	
11	12	13	14	15	
	Public Speaking (Day One) (Open) Mercer County Community College, 1200 Old Trenton Rd., West Windsor, NJ Supervisor Success Series (S3) (Day Two) Managing Performance (Open) Mercer County Community College, 1200 Old Trenton Rd., West Windsor, NJ	Public Speaking (Day Two) (Open) Mercer County Community College, 1200 Old Trenton Rd., West Windsor, NJ	CAPE-Excel Essentials: Week 12 (Open) Mercer County Community College, 1200 Old Trenton Rd., West Windsor, NJ		
18	19	20	21	22	
	Supervisor Success Series (S3) (Day Three) Performance Planning (Open) Mercer County Community College, 1200 Old Trenton Rd., West Windsor, NJ		CAPE-Applying Business Math: Week 13 (Open) Mercer County Community College, 1200 Old Trenton Rd., West Windsor, NJ		
25	26	27	28	29	
STATE HOLIDAY			CAPE-Formatting Business Documents: Week 14 (Open) Mercer County Community College, 1200 Old Trenton Rd., West Windsor, NJ		

2020	June			
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
01	02	03	04 CAPE-Putting It All Together: Week 15 (Open) Mercer County Community College, 1200 Old Trenton Rd., West Windsor, NJ	05
08	09	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	01	02	03