

# TECHNOLOGY SKILLS PORTFOLIO

## TECHNOLOGY SKILLS PORTFOLIO

Citywide Learning & Development offers a full compilation of software offerings, including Microsoft Office products, Adobe products, IT Certifications, and others.

|                                                          |    |
|----------------------------------------------------------|----|
| <b>Microsoft Office Products</b> .....                   | 10 |
| <b>Access</b> .....                                      | 10 |
| <b>Excel</b> .....                                       | 14 |
| <b>Outlook</b> .....                                     | 19 |
| <b>PowerPoint</b> .....                                  | 23 |
| <b>Project</b> .....                                     | 27 |
| <b>Visio Professional</b> .....                          | 31 |
| <b>Word</b> .....                                        | 34 |
| <b>Adobe CC</b> .....                                    | 38 |
| <b>IT Professional &amp; Certification Courses</b> ..... | 40 |

# Microsoft Office Products — Access 2013

## Access 2013, Part 1

In this course, participants will learn how to use Access 2013 to manage their data, including creating a new database; constructing tables; designing forms and reports; and building queries to join, filter, and sort data.

### Objectives:

- Get to know the layout of Access 2013
- Work with table data
- Query a database
- Create advanced queries
- Generate reports
- Customize the Access environment
- Design a relational database
- Join tables
- Organize a database for efficiency
- Share data across applications
- Explore advanced reporting

**Target Audience:** Employees who wish to establish a foundational understanding of Microsoft Office Access 2013

| Course Code                                                   | Days of Training | Dates       | Cost  | CEUs/CPEs |
|---------------------------------------------------------------|------------------|-------------|-------|-----------|
| T4061                                                         | 2                | Oct 10 - 11 | \$300 | 1.2/16    |
| <b>Prerequisite:</b> Basic knowledge of computer applications |                  |             |       |           |

## Access 2013, Part 2

Participants will practice advanced Access 2013 features such as database management, form design, packaging a database, encrypting a database, preparing a database for multi-user access and more.

### Objectives:

- Restructure data into appropriate tables to ensure data dependency and minimize redundancy
- Write advanced queries to analyze and summarize data
- Create macros
- Customize reports by using various Access features
- Maintain your database using Access tools

**Target Audience:** Database administrators or prospective database administrators who have experience working with Access 2013 and need to learn advanced skills

| Course Code                              | Days of Training | Dates      | Cost  | CEUs/CPEs |
|------------------------------------------|------------------|------------|-------|-----------|
| T4062                                    | 2                | Nov 14 -15 | \$300 | 1.2/16    |
| <b>Prerequisite:</b> Access 2013, Part 1 |                  |            |       |           |



# Microsoft Office Products — Access 2016

## Access 2016, Part 1

In this course, participants will use Access 2016 to manage their data, including creating a new database; constructing tables; designing forms and reports; and creating queries to join, filter, and sort data.

### Objectives:

- Create and manage an Access 2016 database
- Navigate within the Microsoft Access application environment
- Create a simple database
- Customize Access configuration options
- Organize and manage data stored in Access tables
- Use queries to join, sort, and filter data from different tables
- Use forms to make it easier to view, access, and input data
- Create and format custom reports

**Target Audience:** Employees who wish to establish a foundational understanding of Microsoft Office Access 2016

| Course Code                                                   | Days of Training | Dates                 | Cost  | CEUs/CPEs |
|---------------------------------------------------------------|------------------|-----------------------|-------|-----------|
| T4071                                                         | 2                | Nov 12 -13; Dec 16-17 | \$300 | 1.2/16    |
| <b>Prerequisite:</b> Basic knowledge of computer applications |                  |                       |       |           |

## Access 2016, Part 2

This course builds on the foundational skills obtained by attending the Access 2016, Part 1 course. The participants will implement advanced form design; will share data across applications; will use macros and Advanced Database Management. Topics such as usage of Visual Basic for Applications (VBA), a distribution and securing of a database, and managing switchboards will be covered.

### Objectives:

- Create and manage a fundamental Access 2016 database
- Customize a form layout to improve usability and efficiency of data entry
- Share data across applications
- Use macros to improve user interface design and VBA to enhance tasks
- Organize data into appropriate tables to ensure data dependency and minimize redundancy
- Lockdown and prepare a database for distribution to multiple users
- Create and modify a database switchboard and set the startup options

**Target Audience:** Database administrators or prospective database administrators who have experience working with Access 2016 and need to learn advanced skills

| Course Code                              | Days of Training | Dates                               | Cost  | CEUs/CPEs |
|------------------------------------------|------------------|-------------------------------------|-------|-----------|
| T4072                                    | 2                | Sept 26-27; Dec 12-13;<br>Jan 16-17 | \$300 | 1.2/16    |
| <b>Prerequisite:</b> Access 2016, Part 1 |                  |                                     |       |           |

## Microsoft Office Products — Excel 2013

### Excel 2013, Part 1

In this course, participants will use Microsoft Office Excel 2013 to create spreadsheets and workbooks that you can use to store, manipulate, and share your data.

#### Objectives:

- Get familiar with Excel 2013
- Perform basic calculations
- Modify and format a worksheet
- Managing and printing workbooks

**Target Audience:** Employees who wish to gain the foundational understanding of Microsoft Office Excel 2013 that is necessary to create and work with electronic spreadsheets

| Course Code                                                   | Days of Training | Dates         | Cost  | CEUs/CPEs |
|---------------------------------------------------------------|------------------|---------------|-------|-----------|
| T3064                                                         | 1                | Oct 21; Nov 4 | \$150 | .6/8      |
| <b>Prerequisite:</b> Basic knowledge of computer applications |                  |               |       |           |

### Excel 2013, Part 2

Participants will build upon the foundational Microsoft Office Excel 2013, Part 1 course. The main topic of this class will be learning to create advanced workbooks and worksheets, including advanced formulas, tables, Pivot Tables, Pivot Charts, and data filtering.

#### Objectives:

- Customize the Excel environment
- Create advanced formulas
- Analyze data with functions and conditional formatting
- Organize and analyze data sets and tables
- Visualize data with basic charts
- Examine data with Pivot Tables, slicers, and Pivot Charts

**Target Audience:** Employees who already have the foundational knowledge of Excel 2013, and who wish to take advantage of some of the higher-level Excel functionality to analyze and present data

| Course Code                             | Days of Training | Dates         | Cost  | CEUs/CPEs |
|-----------------------------------------|------------------|---------------|-------|-----------|
| T3065                                   | 1                | Nov 18; Dec 2 | \$150 | .6/8      |
| <b>Prerequisite:</b> Excel 2013, Part 1 |                  |               |       |           |

## Excel 2013, Part 3

In this course, participants will explore some of the more advanced features of Excel, including automating common tasks, auditing workbooks to avoid errors, sharing data with other people, analyzing data, and using Excel data in other applications.

### Objectives:

- Work with multiple worksheets and workbooks simultaneously
- Share and protect workbooks
- Automate workbook functionality
- Apply conditional logic
- Audit worksheets
- Use automated analysis tools
- Present data visually

**Target Audience:** Employees who have experience working with Excel, and would like to learn more about creating macros, working with shared documents, analyzing data, and auditing worksheets

| Course Code                             | Days of Training | Dates                  | Cost  | CEUs/CPEs |
|-----------------------------------------|------------------|------------------------|-------|-----------|
| T3066                                   | 1                | Sept 13; Dec 20; Jan 3 | \$150 | .6/8      |
| <b>Prerequisite:</b> Excel 2013, Part 2 |                  |                        |       |           |



## Excel 2013, Data Analysis with Pivot Tables

Analyzing data and gaining insight is important. You have experience creating Pivot Tables, but Excel can do more. In this course, participants will learn how to organize data in a way that can be meaningfully presented to others using Pivot Tables.

### Objectives:

- Prepare data and create Pivot Tables
- Analyze data using Pivot Tables
- Working with Pivot Charts

**Target Audience:** Employees taking this course are experienced Excel users who are seeking to advance their data analysis capabilities by using Pivot Tables

| Course Code                                                                                       | Days of Training | Dates     | Cost  | CEUs/CPEs |
|---------------------------------------------------------------------------------------------------|------------------|-----------|-------|-----------|
| T3071                                                                                             | 1                | Jan 6, 27 | \$150 | .6/8      |
| <b>Prerequisite:</b> Participants should have experience working with Excel 2013 and Pivot Tables |                  |           |       |           |

## Microsoft Office Products — Excel 2016 Excel 2016, Part 1

This course aims to provide participants with a foundation for Excel knowledge and skills, which they can build upon to eventually become an expert in data manipulation.

### Objectives:

- Get to know the layout of Excel 2016
- Perform calculations
- Modify and format a worksheet
- Manage and print workbooks

**Target Audience:** Employees who wish to gain the foundational understanding of Microsoft Office Excel 2016 necessary to create and work with electronic spreadsheets

| Course Code                                                   | Days of Training | Dates      | Cost  | CEUs/CPEs |
|---------------------------------------------------------------|------------------|------------|-------|-----------|
| T3074                                                         | 1                | Oct 16, 23 | \$150 | .6/8      |
| <b>Prerequisite:</b> Basic knowledge of computer applications |                  |            |       |           |

## Excel 2016, Part 2

This course builds upon the knowledge presented in the Microsoft Office Excel 2016, Part 1 course and helps start participants down the road to creating advanced workbooks and worksheets.

### Objectives:

- Work with functions
- Work with lists
- Analyze data
- Visualize data with charts
- Examine data with Pivot Tables and Pivot Charts

**Target Audience:** Employees who already have foundational knowledge and of Excel 2016, and want to take advantage of some of the higher-level Excel functionality to analyze and present data

| Course Code                             | Days of Training | Dates              | Cost  | CEUs/CPEs |
|-----------------------------------------|------------------|--------------------|-------|-----------|
| T3075                                   | 1                | Sept 17; Nov 8, 20 | \$150 | .6/8      |
| <b>Prerequisite:</b> Excel 2016, Part 1 |                  |                    |       |           |



## Excel 2016, Part 3

This course builds off the foundational and intermediate knowledge presented in Excel 2016 Part 1 and 2. This interactive class will help you get the most out of your Excel experience. The ability to collaborate with colleagues, automate complex or repetitive tasks, and use conditional logic to construct and apply elaborate formulas and functions will put the full power of Excel right at your fingertips. The more you learn about how to get Excel to do the hard work for you, the more you will be able to focus on getting the answers you need from the vast amounts of data your organization generates.

### Objectives:

- Work with functions
- Work with lists
- Analyze data
- Visualize data with charts
- Examine data with Pivot Tables and Pivot Charts

**Target Audience:** Employees who already have foundational knowledge and of Excel 2016, and want to take advantage of some of the higher-level Excel functionality to analyze and present data

| Course Code                             | Days of Training | Dates         | Cost  | CEUs/CPEs |
|-----------------------------------------|------------------|---------------|-------|-----------|
| T3076                                   | 1                | Dec 18; Jan 8 | \$150 | .6/8      |
| <b>Prerequisite:</b> Excel 2016, Part 2 |                  |               |       |           |

## Microsoft Office Products — Outlook 2013

### Outlook 2013, Part 1

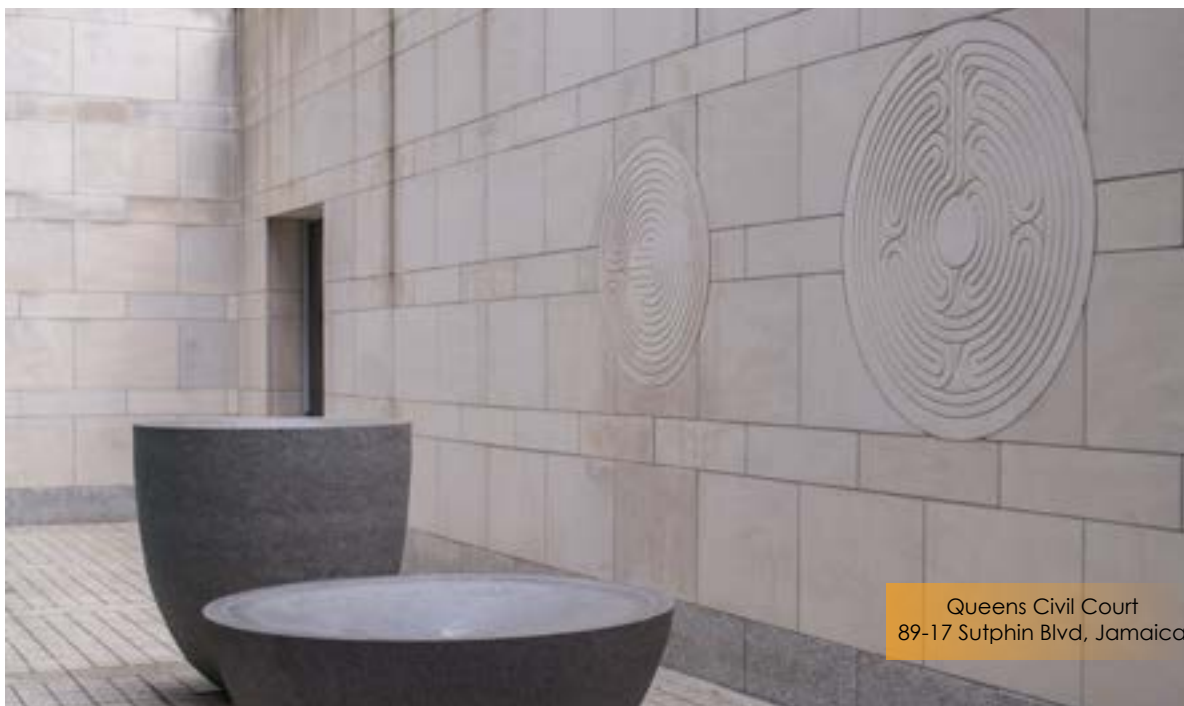
Participants will learn the necessary skills needed to start using Outlook 2013 to manage email communications, calendar events, contact information, tasks, and notes.

#### Objectives:

- Get to know the layout of Outlook 2013
- Compose, read, respond, and manage your messages
- Manage your calendar and contacts
- Work with tasks and notes
- Customize the Outlook environment

**Target Audience:** Staff at all levels

| Course Code                                                   | Days of Training | Dates  | Cost  | CEUs/CPEs |
|---------------------------------------------------------------|------------------|--------|-------|-----------|
| T7061                                                         | 1                | Nov 25 | \$150 | .6/8      |
| <b>Prerequisite:</b> Basic knowledge of computer applications |                  |        |       |           |



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## Outlook 2013, Part 2

In this course, participants will explore Outlook interface's advanced features such as advanced messaging, calendar, and contacts management. They will practice overseeing their activities, sharing their workspace with others and managing Outlook data files.

### Objectives:

- Configure advanced message options
- Explore advanced message management
- Practice advanced contact and calendar management
- Use tasks and journal entries
- Share workspaces with others
- Manage Outlook data files

**Target Audience:** Employees who have a basic understanding of Microsoft Windows and Microsoft Office Outlook 2013 and want or need to know how to perform more advanced tasks in Outlook

| Course Code                               | Days of Training | Dates         | Cost  | CEUs/CPEs |
|-------------------------------------------|------------------|---------------|-------|-----------|
| T7062                                     | 1                | Sept 5, Dec 9 | \$150 | .6/8      |
| <b>Prerequisite:</b> Outlook 2013, Part 1 |                  |               |       |           |

## Microsoft Office Products — Outlook 2016

### Outlook 2016, Part 1

In this course, participants will use Outlook to send, receive, and manage email messages, manage their contact information, schedule appointments and meetings, create tasks and notes, and customize the Outlook interface to suit their working style.

#### Objectives:

- Compose, read, and respond to emails
- Schedule appointments and meetings
- Manage contact information
- Create notes and schedule tasks
- Customize message response options and organize your mail
- Attach files and insert illustrations to messages
- Use flags, categories, and folders to organize messages
- Work with contacts

**Target Audience:** Employees who need to know how to use Outlook as an email client to manage their communications, appointments, contact information, and other communication tasks

| Course Code                                                   | Days of Training | Dates | Cost  | CEUs/CPEs |
|---------------------------------------------------------------|------------------|-------|-------|-----------|
| T7071                                                         | 1                | Nov 7 | \$150 | .6/8      |
| <b>Prerequisite:</b> Basic knowledge of computer applications |                  |       |       |           |

## Outlook 2016, Part 2

In this course, participants will customize command sets, configure mail accounts, set global options, perform advanced searches, apply filters to intercept mail and control spam, create rules to automate many management tasks within Outlook.

### Objectives:

- Modify messages and set global options
- Organize, search, and manage messages
- Manage your mailbox
- Automate message management
- Work with calendar settings
- Create groups and manage contacts
- Plan your activities with tasks and notes
- Share workspaces with others
- Configure Outlook data files

**Target Audience:** Employees who want to know how to use Outlook's advanced features to manage their email communications, calendar events, contact information, search functions, and other communication tasks

| Course Code                               | Days of Training | Dates | Cost  | CEUs/CPEs |
|-------------------------------------------|------------------|-------|-------|-----------|
| T7072                                     | 1                | Dec 5 | \$150 | .6/8      |
| <b>Prerequisite:</b> Outlook 2016, Part 1 |                  |       |       |           |

## Microsoft Office Products — PowerPoint 2013

### PowerPoint 2013, Part 1

In this course, participants will use PowerPoint 2013 to begin creating engaging, dynamic multimedia presentations.

#### Objectives:

- Get to know the layout of PowerPoint 2013
- Develop a PowerPoint presentation
- Perform advanced text editing
- Add graphical elements, tables, and charts to your presentation
- Modify objects in your presentation
- Prepare to deliver the presentation

**Target Audience:** Employees who wish to gain the foundational understanding of Microsoft Office PowerPoint 2013 that is necessary to create and develop an engaging multimedia presentation

| Course Code                                                   | Days of Training | Dates  | Cost  | CEUs/CPEs |
|---------------------------------------------------------------|------------------|--------|-------|-----------|
| T6051                                                         | 1                | Oct 25 | \$150 | .6/8      |
| <b>Prerequisite:</b> Basic knowledge of computer applications |                  |        |       |           |

## PowerPoint 2013, Part 2

In this course, participants will enhance their presentation by using features that will transform it into a powerful means of communication. They will customize the PowerPoint interface to suit the requirements and use features to create presentations.

### Objectives:

- Customize the PowerPoint environment Tailor a design template
- Add SmartArt graphics and special effects to your presentation
- Modify a slide show
- Collaborate on a presentation
- Secure and distribute a presentation

**Target Audience:** Employees who have a foundational working knowledge of PowerPoint 2013, who want to take advantage of the application's higher-level usability, security, collaboration, and distribution functionality

| Course Code                                  | Days of Training | Dates  | Cost  | CEUs/CPEs |
|----------------------------------------------|------------------|--------|-------|-----------|
| T6052                                        | 1                | Nov 22 | \$150 | .6/8      |
| <b>Prerequisite:</b> PowerPoint 2013, Part 1 |                  |        |       |           |

# Microsoft Office Products — PowerPoint 2016

## PowerPoint 2016, Part 1

In this course, participants will use PowerPoint 2016 to begin creating engaging, dynamic multimedia presentations.

### Objectives:

- Get to know the layout of PowerPoint 2016
- Develop a PowerPoint presentation
- Perform advanced text editing
- Add graphical elements, tables, and charts to your presentation
- Modify objects in your presentation
- Prepare to deliver the presentation

**Target Audience:** Employees who wish to gain the foundational understanding of Microsoft Office PowerPoint 2016 that is necessary to create and develop an engaging multimedia presentation

| Course Code                                                   | Days of Training | Dates           | Cost  | CEUs/CPEs |
|---------------------------------------------------------------|------------------|-----------------|-------|-----------|
| T6061                                                         | 1                | Sept 25, Dec 11 | \$150 | .6/8      |
| <b>Prerequisite:</b> Basic knowledge of computer applications |                  |                 |       |           |



## PowerPoint 2016, Part 2

In this course, participants will enhance their presentation by using features that will transform it into a powerful means of communication. They will customize the PowerPoint interface to suit the requirements and use features to create presentations.

### Objectives:

- Customize the PowerPoint environment Tailor a design template
- Add SmartArt graphics and special effects to your presentation
- Modify a slide show
- Collaborate on a presentation
- Secure and distribute a presentation

**Target Audience:** Employees who have a foundational working knowledge of PowerPoint 2016, who want to take advantage of the application's higher-level usability, security, collaboration, and distribution functionality

| Course Code                                  | Days of Training | Dates  | Cost  | CEUs/CPEs |
|----------------------------------------------|------------------|--------|-------|-----------|
| T6062                                        | 1                | Jan 22 | \$150 | .6/8      |
| <b>Prerequisite:</b> PowerPoint 2016, Part 1 |                  |        |       |           |

# Microsoft Office Products — Project 2013

## Project 2013, Part 1

In this course, participants will be familiarized with the essential features and functions of Microsoft Project Professional 2013 so that they can use it effectively and efficiently in a real-world environment. Topics will include managing project time frames and tasks, working with and managing project resources, and delivering a project plan.

### Objectives:

- Start a project
- Change working time and project timeframes
- Add summary tasks and milestones
- Manage project resources
- Deliver a project plan

**Target Audience:** Employees who manage projects and wish to learn the fundamentals of Project 2013

| Course Code                                                   | Days of Training | Dates  | Cost  | CEUs/CPEs |
|---------------------------------------------------------------|------------------|--------|-------|-----------|
| T6053                                                         | 1                | Oct 30 | \$150 | .6/8      |
| <b>Prerequisite:</b> Basic knowledge of computer applications |                  |        |       |           |

## Project 2013, Part 2

In this course, participants will exchange project plan data with other applications, update project plans, create visual reports, and reuse project plan information.

### Objectives:

- Manage the project environment
- Change task structures
- Generate project views
- Produce project reports
- Analyze your project

**Target Audience:** Employees who manage projects and wish to learn the advanced features and functions of Project 2013

| Course Code                               | Days of Training | Dates | Cost  | CEUs/CPEs |
|-------------------------------------------|------------------|-------|-------|-----------|
| T6054                                     | 1                | Dec 4 | \$150 | .6/8      |
| <b>Prerequisite:</b> Project 2013, Part 1 |                  |       |       |           |



## Microsoft Office Products — Project 2016

### Project 2016, Part 1

In this course, participants will be familiarized with the essential features and functions of Microsoft Project Professional 2016 so that they can use it effectively and efficiently in a real-world environment. Topics will include managing project time frames and tasks, working with and managing project resources, and delivering a project plan.

#### Objectives:

- Start a project
- Change working time and project timeframes
- Add summary tasks and milestones
- Manage project resources
- Deliver a project plan

**Target Audience:** Employees who manage projects and wish to learn the fundamentals of Project 2016

| Course Code                                                   | Days of Training | Dates | Cost  | CEUs/CPEs |
|---------------------------------------------------------------|------------------|-------|-------|-----------|
| T6063                                                         | 1                | Jan 7 | \$150 | .6/8      |
| <b>Prerequisite:</b> Basic knowledge of computer applications |                  |       |       |           |

## Project 2016, Part 2

In this course, participants will exchange project plan data with other applications, update project plans, create visual reports, and reuse project plan information.

### Objectives:

- Manage the project environment
- Change task structures
- Generate project views
- Produce project reports
- Analyze your project

**Target Audience:** Employees who manage projects and wish to learn the advanced features and functions of Project 2016

| Course Code                               | Days of Training | Dates  | Cost  | CEUs/CPEs |
|-------------------------------------------|------------------|--------|-------|-----------|
| T6063                                     | 1                | Jan 30 | \$150 | .6/8      |
| <b>Prerequisite:</b> Project 2013, Part 1 |                  |        |       |           |

# Microsoft Office Products — Visio Professional 2013

## Visio Professional 2013, Part 1

Participants will learn to create a professional-looking visual product, including workflows and flowcharts, using various shapes in Visio Professional 2013.

### Objectives:

- Get to know the layout of Visio 2013
- Create a workflow diagram
- Create an organization chart
- Make a floor plan
- Create a cross-functional flowchart
- Create a network diagram
- Style a diagram

**Target Audience:** Employees who are new to Visio, and who will use this application to create basic workflows and perform end-to-end flowcharting

| Course Code                                                                                                                   | Days of Training | Dates  | Cost  | CEUs/CPEs |
|-------------------------------------------------------------------------------------------------------------------------------|------------------|--------|-------|-----------|
| T6440                                                                                                                         | 1                | Oct 28 | \$150 | .6/8      |
| <b>Prerequisite:</b> General computer proficiency and knowledge of Windows 8 and above to access programs, files, and folders |                  |        |       |           |

## Visio Professional 2013, Part 2

Participants will learn the advanced features of Visio Professional 2013 to create sophisticated graphics and illustrations, that may be linked to an external data source and may be inserted into other Microsoft Office files.

### Objectives:

- Enhance the look of drawings
- Create shapes, stencils, and templates
- Connect drawings to external data
- Leverage development tools
- Share drawings

**Target Audience:** Graphic designer, subject matter specialist, or other employees with basic Visio 2013 skills who need to use this application to create sophisticated graphics and illustrations that may be linked to external data sources

| Course Code                             | Days of Training | Dates  | Cost  | CEUs/CPEs |
|-----------------------------------------|------------------|--------|-------|-----------|
| T6441                                   | 1                | Jan 13 | \$150 | .6/8      |
| <b>Prerequisite:</b> Visio 2013, Part 1 |                  |        |       |           |

# Microsoft Office Products — Visio Professional 2016

## Visio Professional 2016, Part 1

Participants will learn to create a professional-looking visual product, including workflows and flowcharts, using various shapes in Visio Professional 2016.

### Objectives:

- Get to know the layout of Visio 2016
- Create a workflow diagram
- Create an organization chart
- Make a floor plan
- Create a cross-functional flowchart
- Create a network diagram
- Style a diagram

**Target Audience:** Employees who are new to Visio, and who will use this application to create basic workflows and perform end-to-end flowcharting

| Course Code                                                                                                                   | Days of Training | Dates  | Cost  | CEUs/CPEs |
|-------------------------------------------------------------------------------------------------------------------------------|------------------|--------|-------|-----------|
| T6450                                                                                                                         | 1                | Nov 14 | \$150 | .6/8      |
| <b>Prerequisite:</b> General computer proficiency and knowledge of Windows 8 and above to access programs, files, and folders |                  |        |       |           |

## Microsoft Office Products — Word 2013

### Word 2013, Part 1

In this course, participants will learn how to use Word 2013 to create and edit simple documents; format documents; add tables and lists; add design elements and layout options; and proof documents.

#### Objectives:

- Get to know the layout of Word 2013
- Edit a document
- Format text and paragraphs
- Add tables
- Manage lists
- Insert graphic objects
- Control page appearance
- Proof a document
- Customize the Word environment

**Target Audience:** Employees who want to learn essential Word 2013 skills and a variety of techniques for improving the appearance and accuracy of the content of their document

| Course Code                                                   | Days of Training | Dates         | Cost  | CEUs/CPEs |
|---------------------------------------------------------------|------------------|---------------|-------|-----------|
| T2074                                                         | 1                | Sept 6, Nov 1 | \$150 | .6/8      |
| <b>Prerequisite:</b> Basic knowledge of computer applications |                  |               |       |           |

## Word 2013, Part 2

In this course, participants will learn to use Word 2013 more efficiently by automating some tasks and creating compound documents that include lists, tables, charts, graphics, and newsletter layouts and will merge data to personalize correspondence and labels.

### Objectives:

- Work with tables and charts
- Customize formats using styles and themes
- Place images in a document and create custom graphics elements
- Insert content using Quick Parts
- Control text flow
- Use templates, mail merge, and macros

**Target Audience:** Employees who want to learn the advanced functions of Word 2013

| Course Code                            | Days of Training | Dates           | Cost  | CEUs/CPEs |
|----------------------------------------|------------------|-----------------|-------|-----------|
| T2075                                  | 1                | Sept 11, Dec 13 | \$150 | .6/8      |
| <b>Prerequisite:</b> Word 2013, Part 1 |                  |                 |       |           |



## Microsoft Office Products — Word 2016

### Word 2016, Part 1

In this course, participants will learn how to use Word 2016 to create and edit simple documents; format documents; add tables and lists; add design elements and layout options; and proof documents.

#### Objectives:

- Navigate and perform everyday tasks in Word 2016
- Format text and paragraphs
- Perform repetitive operations
- Enhance lists
- Create and format tables
- Insert graphic objects Control page appearance
- Proof a document
- Customize the Word environment

**Target Audience:** Employees who want to learn about Word 2016 to improve the appearance and accuracy of document content

| Course Code                                                   | Days of Training | Dates          | Cost  | CEUs/CPEs |
|---------------------------------------------------------------|------------------|----------------|-------|-----------|
| T2078                                                         | 1                | Sept 9, Nov 19 | \$150 | .6/8      |
| <b>Prerequisite:</b> Basic knowledge of computer applications |                  |                |       |           |

## Word 2016, Part 2

In this course, participants will learn the new features which enable them to create complex documents with a consistent look and feel. Participants will also learn how to automate tedious tasks such as preparing a letter to send to every customer of your organization.

### Objectives:

- Create and modify complex documents
- Organize content using tables and charts
- Customize formats using styles and themes
- Insert content using Quick Parts
- Use templates to automate document formatting
- Control the flow of a document
- Simplify and manage long documents
- Create letters, envelopes, and labels by using mail merge

**Target Audience:** Employees who wish to use Word 2016 to create and modify complex documents and use tools that allow them to customize those documents

| Course Code                            | Days of Training | Dates           | Cost  | CEUs/CPEs |
|----------------------------------------|------------------|-----------------|-------|-----------|
| T2079                                  | 1                | Sept 18, Jan 14 | \$150 | .6/8      |
| <b>Prerequisite:</b> Word 2016, Part 1 |                  |                 |       |           |

## Adobe CC Products

### Adobe Illustrator CC 2017, Part 1

In this course, participants, who are designers or in marketing fields, will create illustrations, logos, advertisements, or other graphic documents. The objectives covered in this class will help them prepare for the Adobe Certified Associate (ACA) exam.

#### Objectives:

- Get to know the layout of Adobe Illustrator CC 2017
- Create documents containing basic shapes and customized paths
- Work on graphics containing customized text
- Customize objects and basic shapes
- Prepare documents for deployment

**Target Audience:** Designers, publishers, pre-press professionals, marketing communication professionals, or employees switching to a design job or taking on design responsibilities

| Course Code                                                   | Days of Training | Dates   | Cost  | CEUs/CPEs |
|---------------------------------------------------------------|------------------|---------|-------|-----------|
| T7410                                                         | 2                | Nov 6-7 | \$300 | 1.2/16    |
| <b>Prerequisite:</b> Basic knowledge of computer applications |                  |         |       |           |

### Adobe InDesign CC 2017, Part 1

In this course, participants will learn to design, and publish a broad range of documents in print, online, and mobile devices with this desktop publishing tool. They will create and deliver eye-catching professional page layout and designs for documents by identifying and customizing InDesign Interface components.

#### Objectives:

- Get to know the layout of Adobe InDesign CC 2017
- Design a document
- Customize a document
- Work with page elements
- Build tables and prepare a document for delivery

**Target Audience:** Employees who want to use the basic tools and features of InDesign for creating professional page layouts and designs

| Course Code                                                   | Days of Training | Dates             | Cost  | CEUs/CPEs |
|---------------------------------------------------------------|------------------|-------------------|-------|-----------|
| T6330                                                         | 2                | Sept 5-6; Dec 2-3 | \$300 | 1.2/16    |
| <b>Prerequisite:</b> Basic knowledge of computer applications |                  |                   |       |           |

## Adobe Photoshop CC 2017, Part 1

In this course, participants, who may be photographers or are interested in working toward obtaining Adobe Photoshop CC certification, will focus on some of the basic features of Photoshop allowing them to navigate the environment using Photoshop tools to work with photographic images.

### Objectives:

- Get to know the layout of Adobe Photoshop CC 2017
- Create basic images
- Manage selections and layers
- Adjust and refine images
- Manage files in a production workflow

**Target Audience:** Employees switching to a photographer job or taking on the responsibilities of such; who want to use the robust features of Photoshop to enhance, modify, and organize the images and photo reproductions

| Course Code                                                   | Days of Training | Dates     | Cost  | CEUs/CPEs |
|---------------------------------------------------------------|------------------|-----------|-------|-----------|
| T6740                                                         | 2                | Jan 23-24 | \$300 | 1.2/16    |
| <b>Prerequisite:</b> Basic knowledge of computer applications |                  |           |       |           |



## IT Professional & Certification Courses

### BUSINESS INTELLIGENCE AND DATA VISUALIZATION TOOLS

#### Tableau Desktop

##### Tableau Desktop Level 1: Introduction

Tableau has emerged as one of the most popular Business Intelligence solutions in recent times, thanks to its powerful and interactive data visualization capabilities.

This course provides learners to take full advantage of Tableau 10's features regardless of experience. Starting with the fundamentals, such as data preparation, the user will learn how to customize their own data visualizations and dashboards, which is essential for high-level visibility and effective data storytelling. This course will also cover how to use clustering and distribution models for trend analysis and forecasting to inform the analytics at hand.

**Target Audience:** Beginner Tableau user

| Course Code | Days of Training | Dates               | Cost  | CEUs |
|-------------|------------------|---------------------|-------|------|
| I8501       | 2                | Oct 21-22, Dec 9-10 | \$880 | 1.2  |

##### Tableau Desktop Level 2: Intermediate

In this intermediate level course, the user will learn to master Tableau by exploiting many new features introduced in Tableau 10.

This course provides learners with valuable methods utilizing advanced calculations to solve complex problems. These techniques include using different types of calculations such as row-level, aggregate-level, and more. The user will be armed with an arsenal of advanced chart types and techniques to present information to a variety of audiences using clear, efficient, and engaging dashboards.

**Target Audience:** Individuals with experience with the fundamental concepts of Tableau who want to take their skills to the next level or want to prepare themselves to be a Tableau power user

| Course Code | Days of Training | Dates                           | Cost  | CEUs |
|-------------|------------------|---------------------------------|-------|------|
| I8502       | 2                | Oct 23-24, Nov 13-14, Dec 11-12 | \$880 | 1.2  |

### Tableau Desktop Level 3: Visual Analytics

In this two-day course, the user will learn how to use visual analytics to meet their business need using Tableau. This course provides the user to prototype, develop and deploy the final dashboard. Create filled maps and use any shape file. They will discover the basic to advanced features of Tableau Public, creating filters and actions to allow greater interactivity to visualizations and dashboards.

**Target Audience:** Individuals with Tableau level 1 & 2 experience

| Course Code | Days of Training | Dates                           | Cost  | CEUs |
|-------------|------------------|---------------------------------|-------|------|
| I8503       | 2                | Oct 28-29, Nov 18-19, Dec 16-17 | \$880 | 1.2  |

### Analyzing Data with Power BI

This course will provide the user with a comprehensive understanding of how to analyze data with Power BI. The course includes creating visualizations, the Power BI Service, and the Power BI Mobile App. It starts with the introduction to Self-Service BI Solutions and Business Intelligence. Some of the topics included: Introduction to Data Analysis and Data Visualization, viewing reports, creating a Power BI report and dashboard, using Excel and Databases as your Data Sources for Power BI, shaping and combining Data, and many others.

**Target Audience:** The primary audience for this course is BI professionals who need to analyze data utilizing Power BI. The secondary audiences for this course are technically proficient business users.

| Course Code | Days of Training | Dates            | Cost   | CEUs |
|-------------|------------------|------------------|--------|------|
| I1078       | 3                | Oct 7-9, Dec 2-4 | \$1080 | 1.8  |

## IT Professional & Certification Courses

### DATABASE EXPERTISE

#### Microsoft Certified Solutions Associate (MCSA): SQL 2016 Database Administration

##### Administering a SQL Database Infrastructure (SQL Server 2017)

This course provides learners with the knowledge and skills to maintain a Microsoft SQL Server 2017 database. The course focuses on teaching individuals how to use SQL Server 2017 product features and tools related to maintaining a database.

This course is designed for customers who are interested in learning SQL Server 2017. It covers the new features in SQL Server 2017, but also the critical capabilities across the SQL Server data platform.

**Target Audience:** The primary audience for this course is individuals who administer and maintain SQL Server databases. These individuals perform database administration and maintenance as their primary area of responsibility or work in environments where databases play a key role in their primary job. The secondary audience for this course is individuals who develop applications that deliver content from SQL Server databases.

| Course Code | Days of Training                                                                                           | Dates                       | Cost   | CEUs |
|-------------|------------------------------------------------------------------------------------------------------------|-----------------------------|--------|------|
| I20764      | 5                                                                                                          | Sept 30-Oct 4; Oct 28-Nov 1 | \$1800 | 3.0  |
| Exam Code   | Dates                                                                                                      |                             | Cost   | CEUs |
| 70764       | When applying, enter your selected date and time.<br>It must be between Monday to Friday from 10AM to 3PM. |                             | \$165  | N/A  |

### Provisioning SQL Databases (SQL Server 2017)

This course provides learners with the knowledge and skills to install, upgrade and manage a Microsoft SQL Server 2017 database. The course focuses on teaching individuals how to use SQL Server 2017 product features and tools related to maintaining a database.

It is designed for customers who are interested in learning SQL Server 2017. The course covers the new features in SQL Server 2017, but also the important capabilities across the SQL Server data platform, including working with databases, managing a database storage options, planning to deploy and migrating a SQL Server to Microsoft Azure, managing databases in the Cloud.

**Target Audience:** The primary audience for this course is individuals who administer and maintain SQL Server databases. These individuals perform database administration and maintenance as their primary area of responsibility or work in environments where databases play a key role in their primary job. The secondary audience for this course is individuals who develop applications that deliver content from SQL Server databases.

| Course Code | Days of Training                                                                                           | Dates    | Cost   | CEUs |
|-------------|------------------------------------------------------------------------------------------------------------|----------|--------|------|
| I20765      | 5                                                                                                          | Oct 7-11 | \$1800 | 3.0  |
| Exam Code   | Dates                                                                                                      |          | Cost   | CEUs |
| 70765       | When applying, enter your selected date and time.<br>It must be between Monday to Friday from 10AM to 3PM. |          | \$165  | N/A  |

### Certification and Exams

The MCSA: SQL 2016 Database Administration certification candidate must pass two exams.

| Certification                          | Exams                                                                                   |
|----------------------------------------|-----------------------------------------------------------------------------------------|
| MCSA: SQL 2016 Database Administration | 70764: Administering a SQL Database Infrastructure<br>70765: Provisioning SQL Databases |

## HELPDESK EXPERTISE

### CompTIA A+ Certification

#### CompTIA A+ Certification

If you are getting ready for a career as an entry-level information technology (IT) professional or computer service technician, the CompTIA A+ Certification course is the first step in your preparation. The course will build on your existing user-level knowledge and experience with a personal computer (PC) software and hardware to present fundamental skills and concepts that you will use on the job. In this course, you will acquire the essential skills and information you will need to install, configure, optimize, troubleshoot, repair, upgrade, and perform preventive maintenance on PCs, digital devices, and operating systems.

The CompTIA A+ course can benefit you in two ways. Whether you work or plan to work in a mobile or corporate environment, where you have a high level of face-to-face customer interaction and where client communication and client training are important, or in an environment with limited customer interaction and an emphasis on hardware activities, this course provides the background knowledge and skills you will require to be a successful A+ technician.

**Target Audience:** This course is intended for individuals who have basic computer user skills and who are interested in obtaining a job as an entry-level IT technician

| Course Code         | Days of Training                                                                                           | Dates               | Cost        | CEUs |
|---------------------|------------------------------------------------------------------------------------------------------------|---------------------|-------------|------|
| I420                | 5                                                                                                          | Sept 9-13; Oct 7-11 | \$1800      | 3.0  |
| Exam Code           | Dates                                                                                                      |                     | Cost        | CEUs |
| 2201001 and 2201002 | When applying, enter your selected date and time.<br>It must be between Monday to Friday from 10AM to 3PM. |                     | \$219 (ea.) | N/A  |

#### Certification and Exams

An A+ certification candidate must pass two exams. All candidates must pass the A+ Essentials exam and one additional exam depending on the area of specialty.

| Certification | Exams                                    |
|---------------|------------------------------------------|
| CompTIA A+    | CompTIA A+ 2201001<br>CompTIA A+ 2201002 |

## Microsoft Dynamics 365

### Microsoft Dynamics 365 Customization and Configuration

This course provides students with detailed hands-on experience of setting up, customizing, configuring and maintaining the CRM components of Microsoft Dynamics 365.

Attendees of this course will gain an in-depth understanding of the Dynamics 365 security model, learn how to customize the Dynamics 365 framework, create and maintain powerful workflows and business process flows and use solutions to package and deploy customizations across multiple Dynamics 365 environments.

**Target Audience:** This course is intended for Information workers, IT Professionals and Developers

| Course Code | Days of Training                                                                                           | Dates     | Cost   | CEUs |
|-------------|------------------------------------------------------------------------------------------------------------|-----------|--------|------|
| I55242      | 3                                                                                                          | Dec 2 - 4 | \$1080 | 1.8  |
| Exam Code   | Dates                                                                                                      |           | Cost   | CEUs |
| MB2716      | When applying, enter your selected date and time.<br>It must be between Monday to Friday from 10AM to 3PM. |           | \$165  | N/A  |

### Certification and Exams

| Certification                                          | Exams                                                          |
|--------------------------------------------------------|----------------------------------------------------------------|
| Microsoft Dynamics 365 Customization and Configuration | MB2716: Microsoft Dynamics 365 Customization and Configuration |

## INFORMATION SECURITY EXPERTISE

### CompTIA Security+ Certification

#### Security+ Certification

CompTIA Security+ is the primary course you will need to take if your job responsibilities include securing network services, devices, and traffic in your organization. You can also take this course to prepare for the CompTIA Security+ certification examination. In this course, you will build on your knowledge of and professional experience with security fundamentals, networks, and organizational security as you acquire the specific skills required to implement basic security services on any computer network.

**Target Audience:** This course is targeted toward the information technology (IT) professional, who has networking and administrative skills in Windows®-based Transmission Control Protocol/Internet Protocol (TCP/IP) networks; familiarity with other operating systems, such as Mac OS X®, Unix, or Linux; and who wants to further a career in IT by acquiring foundational knowledge of security topics; prepare for the CompTIA Security+ certification examination; or use Security+ as the foundation for advanced security certifications or career roles

| Course Code | Days of Training                                                                                           | Dates                                  | Cost   | CEUs |
|-------------|------------------------------------------------------------------------------------------------------------|----------------------------------------|--------|------|
| I551        | 5                                                                                                          | Sept 16-20; Oct 28-Nov 1;<br>Dec 16-20 | \$1800 | 3.0  |
| Exam Code   | Dates                                                                                                      |                                        | Cost   | CEUs |
| SY0501      | When applying, enter your selected date and time.<br>It must be between Monday to Friday from 10AM to 3PM. |                                        | \$339  | N/A  |

## CompTIA PenTest+ Certification

### CompTIA PenTest+ Certification

CompTIA PenTest+ is a certification for intermediate level cybersecurity professionals who are tasked with penetration testing to identify, exploit, report, and manage vulnerabilities on a network. PenTest+ assesses the most up-to-date penetration testing, and vulnerability assessment and management skills necessary to determine the resiliency of the network against attacks.

Successful candidates will have the intermediate skills and best practices required to customize assessment frameworks to effectively collaborate on and report findings and communicate recommended strategies to improve the overall state of IT security.

**Target Audience:** This course is targeted at Security officers, Auditors, Security professionals, Network Administrators, Firewall Administrators, Site administrators, Individuals concerned about the integrity of the network infrastructure

| Course Code | Days of Training                                                                                           | Dates    | Cost   | CEUs |
|-------------|------------------------------------------------------------------------------------------------------------|----------|--------|------|
| I66656      | 5                                                                                                          | Dec 9-13 | \$1800 | 3.0  |
| Exam Code   | Dates                                                                                                      |          | Cost   | CEUs |
| PT0001      | When applying, enter your selected date and time.<br>It must be between Monday to Friday from 10AM to 3PM. |          | \$349  | N/A  |

### Certification and Exams

The PenTest+ certification candidates must pass one exam. Although not required, it is strongly recommended that candidates have their Security+ Certification or equivalent on-the-job experience.

| Certification    | Exams            |
|------------------|------------------|
| CompTIA PenTest+ | PT0001: PenTest+ |

## CISSP: Certified Information Systems Security Professional

### Certified Information Security Systems Professional (CISSP)

The CISSP has become the key certification for security professionals. Corporations are demanding experienced information security professionals, with the certifications to prove it, to protect their information and assets.

(ISC)2 CISSP is more than just the best way to refresh and review your knowledge base for the CISSP certification exam. It's also the best way to maintain your access to the latest news regarding information system security issues, concerns, and countermeasures. This course is your best bet for making sure you're adequately prepared to take on the challenges inherent in a world of constantly evolving information.

**Target Audience:** The CISSP certification program is targeted at professionals with at least four years of experience in two domains and a college degree, or five years' experience in two domains without a college degree

| Course Code | Days of Training | Dates                 | Cost   | CEUs |
|-------------|------------------|-----------------------|--------|------|
| I9022       | 5                | Sept 16-20; Oct 21-25 | \$2200 | 3.0  |

## NETWORKING EXPERTISE

### CompTIA Network+ Certification

#### Network+ Certification Preparation for N10007

The CompTIA Network+ certification is an international industry credential that validates the knowledge of networking professionals. This course teaches the fundamentals of networking and prepares students for the Network+ certification exam. Through hands-on training and exercises, students learn the vendor-independent skills and concepts necessary for all networking professionals.

This training addresses the latest skills needed by technicians, such as basic principles on how to secure a network. It focuses on the topics covered in the exam, including network technologies, media, and topologies, devices, management, tools and security.

**Target Audience:** Network+ Certification is suited for computer technicians who are searching for a challenging career in the administration and support of complex internetworking environments. Anyone who wants to learn about the fundamentals of Networking and TCP/IP

| Course Code | Days of Training                                                                                           | Dates                           | Cost   | CEUs |
|-------------|------------------------------------------------------------------------------------------------------------|---------------------------------|--------|------|
| I492        | 5                                                                                                          | Sept 9-13; Nov 18-22; Dec 16-20 | \$1800 | 3.0  |
| Exam Code   | Dates                                                                                                      |                                 | Cost   | CEUs |
| N10007      | When applying, enter your selected date and time.<br>It must be between Monday to Friday from 10AM to 3PM. |                                 | \$319  | N/A  |

#### Certification and Exams

The Network+ certification candidate must pass a single exam. Although not required, it is strongly advised to have your A+ Certification prior to taking the Network+ exam.

| Certification | Exams            |
|---------------|------------------|
| Network+      | N10007: Network+ |

## Cisco CCENT Certification

### Cisco® Interconnecting Cisco® Networking Devices Part 1 v3.0 (ICND1)

Conveyed through hands-on lab exercises by the expert instructors, the ICND1 Part 1 v3.0 exam training will inform learners about installing, preparing, configuring and verifying a basic IPv4 and IPv6 network. The all-inclusive training also includes tutorials on establishing internet connectivity, functions of networking, performing basic troubleshooting, configuring device security, configuring static routing, and more.

**Target Audience:** This course is intended for Network administrators, Network specialists, Network engineer associate, Network support engineers, Network analyst, Network specialist

| Course Code | Days of Training                                                                                           | Dates                | Cost   | CEUs |
|-------------|------------------------------------------------------------------------------------------------------------|----------------------|--------|------|
| I1005       | 5                                                                                                          | Sept 23-27; Oct 7-11 | \$2200 | 3.0  |
| Exam Code   | Dates                                                                                                      |                      | Cost   | CEUs |
| 100105      | When applying, enter your selected date and time.<br>It must be between Monday to Friday from 10AM to 3PM. |                      | \$165  | N/A  |

### Certification and Exams

The Cisco CCENT requires a single exam

| Certification                                        | Exams             |
|------------------------------------------------------|-------------------|
| Cisco® Certified Entry Networking Technician (CCENT) | 100105 ICND1 exam |

### Cisco® Interconnecting Cisco® Networking Devices Part 1 v3.0 (ICND1)

Conveyed through hands-on lab exercises by the expert instructors, the ICND1 Part 1 v3.0 exam training will inform learners about installing, preparing, configuring and verifying a basic IPv4 and IPv6 network. The all-inclusive training also includes tutorials on establishing internet connectivity, functions of networking, performing basic troubleshooting, configuring device security, configuring static routing, and more.

**Target Audience:** This course is intended for Network administrators, Network specialists, Network engineer associate, Network support engineers, Network analyst, Network specialist

### Cisco® Interconnecting Cisco® Networking Devices Part 2 v3.0 (ICND2)

The Interconnecting Cisco Networking Devices, Part 2 v3.0 -ICND2 (Associate) training course is ideal for all those who have undertaken ICND1 v3.0 - Interconnecting Cisco Networking Devices, Part 1 training. Undergoing ICND2 training will help them to advance their knowledge and skills in the domain.

**Target Audience:** This course is intended for Network administrators, Network specialists, Network engineer associate, Network support engineers, Network analyst, Network specialist

| Course Code | Days of Training                                                                                           | Dates                                   | Cost   | CEUs |
|-------------|------------------------------------------------------------------------------------------------------------|-----------------------------------------|--------|------|
| I2005       | 5                                                                                                          | Sept 16-20; Sept 30-Oct 4;<br>Oct 21-25 | \$2200 | 3.0  |
| Exam Code   | Dates                                                                                                      |                                         | Cost   | CEUs |
| 200105      | When applying, enter your selected date and time.<br>It must be between Monday to Friday from 10AM to 3PM. |                                         | \$165  | N/A  |

### Certification and Exams

The Cisco CCNA can be obtained by taking a single exam which combines ICND1 and ICND2 or by taking two separate exams

| Certification                             | Exams                                  |
|-------------------------------------------|----------------------------------------|
| Cisco® Certified Network Associate (CCNA) | 100105 ICND1 exam<br>200105 ICND2 exam |

## Microsoft Certified Solutions Associate (MCSA): Windows Server 2016

### Installation, Storage, and Compute with Windows Server 2016

This course is designed primarily for IT professionals who have some experience with Windows Server. It is designed for professionals who will be responsible for managing storage and compute by using Windows Server 2016, and who need to understand the scenarios, requirements, and storage and compute options that are available and applicable to Windows Server 2016.

This course will be beneficial for Windows Server administrators who are relatively new to Windows Server administration and related technologies, and who want to learn more about the storage and compute features in Windows Server 2016.

**Target Audience:** IT professionals with general IT knowledge, who are looking to gain knowledge about Windows Server, especially around storage and compute technologies in Windows Server 2016

| Course Code | Days of Training                                                                                           | Dates                   | Cost   | CEUs |
|-------------|------------------------------------------------------------------------------------------------------------|-------------------------|--------|------|
| I20740      | 5                                                                                                          | Sep 30-Oct 4; Nov 18-22 | \$1800 | 3.0  |
| Exam Code   | Dates                                                                                                      |                         | Cost   | CEUs |
| 70740       | When applying, enter your selected date and time.<br>It must be between Monday to Friday from 10AM to 3PM. |                         | \$165  | N/A  |

## INFORMATION ANALYSIS / INFRASTRUCTURE EXPERTISE

### ITIL Foundation

#### ITIL Foundations

The IT Infrastructure Library® (ITIL®) Foundation certification training course from NetCom Learning provides an insight into the fundamentals of the globally adopted framework for IT Service Management. The ITIL Foundation courses focus on basic concepts of the ITIL Service Lifecycle and how it influences IT Service Management across private and public organizations.

Learners are provided with real-world projects, assessments, and presentations to prepare competently for their ITIL Foundation certification exam. The program explains the key concepts and principles of the ITIL Service Management model, providing comprehensive coverage of the knowledge required for this entry-level qualification.

**Target Audience:** IT Consultants, IT Managers, IT Support Teams, Process Owners, Service Delivery Professionals, Quality Analysts, System Administrators / Analysts, Database Administrators, Development Team / Application Management Team, Senior Operational and Technical Staff, IT professionals looking to understand and leverage ITIL concepts, as well as understand the differences from previous ITIL® versions

| Course Code                       | Days of Training                                                                                        | Dates                       | Cost   | Cost |
|-----------------------------------|---------------------------------------------------------------------------------------------------------|-----------------------------|--------|------|
| I443                              | 3                                                                                                       | Sept 9-11; Oct 7-9; Dec 2-4 | \$1320 | 1.8  |
| Exam Code                         | Dates                                                                                                   |                             | Cost   | Cost |
| Auto-Generated / ITIL Examination | When applying, enter your selected date and time. It must be between Monday to Friday from 10AM to 3PM. |                             | \$189  | N/A  |

### CompTIA Train the Trainer (CTT+) Certification

#### CompTIA Train the Trainer (CTT+)

CompTIA Certified Technical Trainer (CTT+) certification is a cross-industry credential that provides recognition that an instructor has attained a standard of excellence in the training industry.

CompTIA CTT+ is a highly interactive and participant-driven course designed to cultivate the technical training and concept delivery skills in trainers, technicians, Subject Matter Experts, presenters, sales and support staff in any organization. The participants will connect abilities, theories and situations to create their most effective instructional styles. Microsoft and ProSoft accept this course towards their MCT.

**Target Audience:** This certification is targeted towards all training professionals and can be applied to all industries that provide technical and non-technical training and education

| Course Code                 | Days of Training                                                                                           | Dates              | Cost                                           | CEUs |
|-----------------------------|------------------------------------------------------------------------------------------------------------|--------------------|------------------------------------------------|------|
| I507                        | 5                                                                                                          | Oct 7-11; Dec 9-13 | \$1800                                         | 3.0  |
| Exam Code                   | Dates                                                                                                      |                    | Cost                                           | CEUs |
| TK0201 and TK0202 or TK0203 | When applying, enter your selected date and time.<br>It must be between Monday to Friday from 10AM to 3PM. |                    | TK0201 \$319,<br>TK0202 and TK0203 \$339 (ea.) | N/A  |

### Certification and Exams

The Train the Trainer (CTT+) certification candidates must pass two exams

| Certification                    | Exams                                                                                                                         |
|----------------------------------|-------------------------------------------------------------------------------------------------------------------------------|
| CompTIA Train the Trainer (CTT+) | TK0201: CTT+ Essentials<br>TK0202: CTT+ Classroom Performance Based<br>OR<br>TK0203: CTT+ Virtual Classroom Performance Based |

## WEB PUBLISHING / ONLINE COLLABORATION EXPERTISE

### Microsoft Certified Solutions Expert (MCSE): Productivity Certification (SharePoint 2016)

#### Planning and Administering SharePoint 2016

This course will provide you with the knowledge and skills to configure and manage a Microsoft SharePoint Server 2016 environment. This course will teach you how to configure SharePoint Server 2016, as well as provide guidelines, best practices, and considerations that will help you optimize your SharePoint server deployment. It is the first course in a sequence of two courses for IT Professionals and will align with the first exam in the SharePoint Server 2016 IT Pro certification.

**Target Audience:** The course is targeted at experienced IT Professionals interested in learning how to install, configure, deploy and manage SharePoint Server 2016 installations in either the data center or the cloud

| Course Code | Days of Training                                                                                           | Dates                        | Cost   | CEUs |
|-------------|------------------------------------------------------------------------------------------------------------|------------------------------|--------|------|
| I20391      | 5                                                                                                          | Sept 9-13; Oct 7-11; Dec 2-6 | \$1800 | 3.0  |
| Exam Code   | Dates                                                                                                      |                              | Cost   | CEUs |
| 70331       | When applying, enter your selected date and time.<br>It must be between Monday to Friday from 10AM to 3PM. |                              | \$165  | N/A  |

#### Advanced Technologies of SharePoint 2016

This five-day course examines how to plan, configure, and manage a Microsoft SharePoint Server 2016 environment. Specific areas of focus include implementing high availability, disaster recovery, service application architecture, Business Connectivity Services, social computing features, productivity and collaboration platforms and features, business intelligence solutions, enterprise content management, web content management infrastructure, solutions, and apps. The course also examines how to optimize the Search experience, how to develop and implement a governance plan, and how to perform an upgrade or migration to SharePoint Server 2016.

**Target Audience:** The course is targeted at experienced IT Professionals interested in learning how to install, configure, deploy and manage SharePoint Server 2016 installations in either the data center or the cloud

| Course Code | Days of Training                                                                                           | Dates      | Cost   | CEUs |
|-------------|------------------------------------------------------------------------------------------------------------|------------|--------|------|
| I20392      | 5                                                                                                          | Sept 16-20 | \$1800 | 3.0  |
| Exam Code   | Dates                                                                                                      |            | Cost   | CEUs |
| 70332       | When applying, enter your selected date and time.<br>It must be between Monday to Friday from 10AM to 3PM. |            | \$165  | N/A  |

### Certification and Exams

The Microsoft Certified Solution Developer: Web Applications candidate must pass two exams - for more information, please visit the Microsoft Certifications website.

| Certification                                                               | Exams                                                                                                                          |
|-----------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|
| Microsoft Certified Solutions Expert (MCSE): Productivity (SharePoint 2016) | <b>70331: Core Solutions of Microsoft SharePoint Server</b><br><b>70332: Advanced Solutions of Microsoft SharePoint Server</b> |

## PROJECT MANAGEMENT EXPERTISE

### PMI: Project Management Professional (PMP)

The Project Management Professional (PMP)® Certification program is led by the industry's top PMP instructors, who prepares you to pass the PMP® exam, earning one of the most valued credentials around.

The PMP® exam content is majorly focused on A Guide to the Project Management Body of Knowledge - Sixth Edition, (PMBOK® Guide) and other sources, this program features a wide variety of proven learning tools and study aids.

#### What you will receive:

- Expert-led lectures
- Real-life examples
- 35 PMI PDUs (Based on course delivery & assignment hours)
- Tips and tricks to conquer the exam
- Assistance with the PMI application process

#### To become a certified Project Management Professional, a student must have:

- A bachelor's degree and 4,500 hours of Project Management experience, and 35 hours of classroom instruction that relate to project management objectives (NetCom's PMP training satisfies this requirement) - OR - a High School diploma or equivalent and 7,500 hours of Project Management experience
- Supporting Documentation is required for the above qualifications.
- Pass the PMP exam, which consists of 200 multiple-choice questions to be completed in 4 hours. NetCom's Project Management Professional (PMP) Certification course will prepare you for this exam

**Target Audience:** Project Managers, Associate Project Managers, Project Coordinators, Project Analysts, Project Leaders, Senior Project Managers, Team Leaders, Product Managers, Program Managers, Project team members seeking the PMP certification

| Course Code | Days of Training | Dates              | Cost   | CEUs |
|-------------|------------------|--------------------|--------|------|
| 1445        | 5                | Oct 21-25; Dec 2-6 | \$2200 | 3.0  |

## ARCHITECTURAL DESIGN EXPERTISE

### AutoDesk AutoCAD 2019

#### AutoCAD 2019 Level 1: Essentials

Learn to design and shape the world around you using the powerful, flexible features found in AutoCAD® design and documentation software, one of the world's leading 2D and 3D CAD tools.

In this course, you will learn to navigate the AutoCAD user interfaces and use the fundamental features of AutoCAD. You will learn to use the precision drafting tools in AutoCAD to develop accurate technical drawings and you will also discover the ways to present drawings in a detailed and visually impressive way.

**Target Audience:** Professionals who want unparalleled creative freedom, productivity, and precision for producing superb 3D modeling

| Course Code | Days of Training | Dates                        | Cost   | CEUs |
|-------------|------------------|------------------------------|--------|------|
| I8801       | 3                | Sept 23-25; Oct 7-9; Dec 2-4 | \$1080 | 1.8  |

#### AutoCAD 2019 Level 2: Intermediate

Discover the powerful tools and techniques for drawing, dimensioning, and printing 2D drawings in this course that enables you to reuse content and extract information from your drawings. With an understanding of the tools and concepts you'll learn in class, you can begin to streamline the design process and become more productive with AutoCAD.

**Target Audience:** Professionals who want unparalleled creative freedom, productivity, and precision for producing superb 3D modeling

| Course Code | Days of Training | Dates                                      | Cost  | CEUs |
|-------------|------------------|--------------------------------------------|-------|------|
| I8802       | 2                | Sept 26-27; Oct 10-11;<br>Nov 7-8; Dec 5-6 | \$720 | 1.2  |

**AutoCAD 2019 Level 3: Advanced**

AutoCAD 2019: Advanced introduces advanced techniques and teaches you to be proficient in your use of the AutoCAD software. It is done by teaching you how to recognize the best tool for the task, the best way to use that tool, and how to create new tools to accomplish tasks more efficiently.

**Target Audience:** Professionals who want to excel expertise in AutoCAD

| Course Code | Days of Training | Dates                                 | Cost   | CEUs |
|-------------|------------------|---------------------------------------|--------|------|
| I8803       | 3                | Sept 30-Oct 2; Oct 15-17;<br>Dec 9-11 | \$1080 | 1.8  |