



certstaffix[®]
training

Course Catalog



TABLE OF CONTENTS

Mission 5

 3 Ways We Deliver Training - Always Instructor-led 5

 1. Attend from Your Home or Work 5

 2. Attend from One of Our Computer Labs..... 5

 3. Onsite at Your Organization 5

 Our Advantages..... 5

Staff 7

 Training 7

 Operations..... 7

 Sales/Customer Service 7

Admission Requirements 8

Class Scheduling 9

 View Current Available Class Dates & Locations 9

 Holidays..... 9

Public Class Policies and Conditions 10

 Class Format 10

 Payment..... 10

 Course Completion Requirements..... 10

 Transfer of Credit..... 11

 Cancellation & Rescheduling..... 11

 For Residents of New Hampshire: 11



No Shows 12

Complaints 12

Public Class Attendance Options 14

 Attend Live Online from Your Location 14

 Attend from One of Our Computer Lab Locations 14

 Current Locations..... 14

Course Price List 18

Course Descriptions 23

 Microsoft Excel 23

 Microsoft Access..... 26

 Microsoft PowerPoint 27

 Microsoft Word..... 29

 Microsoft Outlook 31

 SPSS..... 33

 SAS..... 35

 Microsoft Project..... 36

 Microsoft Visio 38

 Crystal Reports 40

 Adobe Photoshop 41

 Adobe Illustrator 42

 Adobe Animate..... 43

 Adobe InDesign..... 44

 Adobe Dreamweaver 45

 HTML/CSS 46

 QuickBooks..... 47

 Adobe Acrobat 49

 Adobe Lightroom 50

 FileMaker..... 51



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SQL.....	52
AutoCAD	54
Statistics.....	57
Minitab	58
ITIL	59
Google Adwords	61
Microsoft .NET	62
CompTIA	65
Linux/Unix	69
Microsoft Exchange	70
Oracle	71
Programming Concepts.....	73
Android Development.....	74
Java.....	75
PHP.....	76
Python	77
Microsoft SharePoint.....	78
Microsoft SQL Server.....	81
Windows Server.....	83
Google Analytics.....	85
Search Engine Optimization.....	86
Six Sigma	87
jQuery.....	88
Cisco CCNA	89
Adobe After Effects.....	90
Adobe Premiere	91
Adobe Fireworks	92
Adobe Captivate.....	93



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Microsoft Publisher.....	95
XML.....	96
Windows PowerShell.....	97
Microsoft IIS.....	98
Social Media Marketing.....	99
WordPress.....	101
Javascript.....	102
Perl.....	103
Project Management.....	104
Certified Ethical Hacker.....	106
CISSP.....	107
Ruby.....	108
Salesforce.com.....	109
Windows 10.....	112
Tableau.....	113
Amazon AWS.....	115
C# Programming.....	116
ASP.NET.....	118



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Mission

Certstaffix Training specializes in providing computer training to businesses and organizations nationwide. Our instructors are professional trainers and utilize hands-on exercises to reinforce lecture. Each averages more than 5 years delivering classes to business professionals. The company was founded by Jonathan O'Brien in 2008.

With a determined focus of delivering top notch computer training from expert instructors, Certstaffix Training can meet the IT training needs of small and large organizations.

3 Ways We Deliver Training - Always Instructor-led

1. Attend from Your Home or Work

You can attend any of our **live online** classes from your home or work - all you need is a high-speed internet connection. We provide access to any needed software and lab environments during your class. We'll ship you any course material about 1 week prior to your class start date.

2. Attend from One of Our Computer Labs

You can also attend any of our **live online** classes at one of our computer lab locations - you'll get access to a fully set up learning environment for you to walk into and start class. We provide a computer and access to any needed software and lab environments. You'll receive any course materials on the first day of class.

3. Onsite at Your Organization

If you have a group of several students needing the same training, then onsite training is a perfect option. We'll send an instructor onsite to your office so no employees need to travel. You can customize course topics to your needs. You choose a date and time that works for your organization (subject to instructor availability).

Our Advantages

- **Our Instructors:** 5+ years experience teaching to corporate professionals; understand how to increase employee & organizational skills
- **Training Delivery Options:** We deliver training either onsite at your office, in a computer lab or live online
- **Customization:** We can create a custom course/training plan to meet your specific organization's training needs



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Staff

Training

Name	Title	Phone	Email
Jeffry Pilch	Training Manager	888-330-6890 ext 704	jpilch@certstaff.com

Operations

Name	Title	Phone	Email
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Jay Barron	Operations Manager	888-330-6890 ext 705	jbarron@certstaff.com
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Sales/Customer Service

Name	Title	Phone	Email
Mary Carol Davis	Account Manager	888-330-6890 ext 706	mdavis@certstaff.com
Sheila Echols	Account Manager	888-330-6890 ext 707	sechols@certstaff.com
Kristine Kocan	Sales Assistant	888-330-6890 ext 711	kkocan@certstaff.com



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Admission Requirements

Certstaffix Training requires that all attendees of our courses be at least 18 years old, possess a high school diploma or GED and be sponsored by an employer that is paying their course fees.



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Class Scheduling

We schedule our class frequency based on the demand we have. Class dates are scheduled in tandem at all our locations and live online to maximize enrollment and minimize the risk of class cancellation due to low enrollment. We produce 1 year of class schedules each year in the fall for the next year.

View Current Available Class Dates & Locations

Each class is generally offered at least every 6 weeks, with many popular classes being offered every 2 weeks. Please check our class schedule on our website, as it changes very often, even daily –

<https://www.certstaff.com/default.html>

Holidays

Certstaffix Training is closed and holds no classes on the following holidays:

- New Years Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving
- The day after Thanksgiving
- Christmas Day



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Public Class Policies and Conditions

Class Format

I understand & agree:

- Certstaffix Training classes are live, hands-on training with your instructor teaching from a remote location.
- Certstaffix® Training is primarily a Business-to-Business training provider. In certain locations, we cannot accept enrollments from students who's tuition fees are being paid by themselves, not their employer.

Our Remote Instructor-led classes offer:

- A real, live instructor teaching you from another location
- Hands-on learning with the software you are being taught
- Interaction with all students in the class at other locations
- Easy assistance from the instructor:
- Ability to ask questions - you simply speak and all students and the instructor can hear you
- Screen sharing with instructor with your permission
- Instructor remote control of your computer with permission

Payment

I understand & agree:

- If paying by check - Payment is due 15 days from this registration request. To request alternative payment terms, you must call 888-330-6890. If you have submitted a late registration, less than 15 days before your class start date, we require immediate payment. If we have not received your payment by the due date, we may reschedule/cancel your enrollment. We will inform you prior to making any changes to your registration.

Course Completion Requirements

Certstaffix Training uses a completed/not completed format to determine if a student has completed a course. If a student attends 100% of the length of a course, then they are issued a certificate of



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completion. If a student has not attended 100% of the length of a course, then they will be marked as no show/incomplete and no certificate of completion will be issued.

Transfer of Credit

Certstaffix Training does not offer transfer of credit from programs or courses from other schools or training providers. Certstaffix Training is not an accredited degree granting institution, nor do we offer certificate type programs. We offer short 1 to 5-day long courses for employees of organizations to give them specific skills in a software or business skill.

Cancellation & Rescheduling

I understand & agree:

- I can cancel or reschedule my registration without penalty or charge provided I give Certstaffix Training notice of 14 days or more before the first day of my class.
- If I request to cancel or reschedule my registration 14 days or less before the first day of my class, I will be charged 100% the course fee and am not entitled to a refund. I have one (1) opportunity to use Certstaffix Training Make-Up policy to have those funds applied to a later class date. If attending in a classroom: an additional seat fee of \$100 per day will be charged to attend my rescheduled session.
- I cannot change my class location 14 days or less before the first day of class because Certstaffix® Training has shipped training materials and provisioned resources. Location changes requested prior to that timeframe are subject to availability and may incur an additional charge.
- Should Certstaffix Training need to cancel my class due to insufficient enrollment, or postpone it due to events beyond their control, Certstaffix Training will notify registered students as soon as possible. In such cases, the student may reschedule to a future class date at no additional charge or receive a refund for any money on account relating to that registration.
- Travel arrangements and costs are the sole responsibility of the student. Certstaffix Training suggests obtaining refundable reservations. Certstaffix Training classes are confirmed approximately 14 days before the start of the class. We cannot guarantee class commitments before that window of time. Certstaffix Training will not be responsible for any cancellation costs incurred, including but not limited to, airline/mass transit tickets, hotel reservations and so on.

For Residents of New Hampshire:

If you are a resident of New Hampshire, state education law takes precedent over our default refund policies above.

For residents of New Hampshire, our refund policies are:

PART Hedc 307 REFUNDS



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Hedc 307.01 Federal Program Refund. The refund policy for students receiving benefits from federal programs shall be in accordance with federal policy, rules and regulations.

Hedc 307.02 Full Refund. A school shall provide a student with a full refund, of all monies paid within 30 days if:

- (a) The school procured the student's enrollment as the result of any false representations in the written materials used by the school or in oral representations made by or on behalf of the school; or
- (b) The student withdraws from the program or course on or before the first day of instruction, a full refund, less an administrative fee, not to exceed \$150.

Hedc 307.03 Other Refunds.

- (a) A school shall provide a student with a partial refund of monies paid within 30 days if:
 - (1) A student who withdraws or is dismissed before 50% of the instruction period shall receive a pro-rata refund, less an administrative fee, not to exceed \$350;
 - (2) A student who withdraws or is dismissed after more than 50% of the instruction period shall receive no refund.
- (b) All efforts shall be made to refund prepaid amounts for books, supplies and other charges unless the student has consumed or used those items and they can no longer be used or sold to new students, or returned by the school to the supplier.

Hedc 307.04 Notice of Withdrawal.

A school shall require that notice of withdrawal be in writing, but shall not require a specific manner of delivery.

No Shows

I understand & agree:

- If I **no show** to my class, I will be charged 100% the course fee and am not entitled to a refund. I have one (1) opportunity to use Certstaffix Training Make-Up policy to have those funds applied to a later class date. If attending in a classroom: an additional seat fee of \$100 per day will be charged to attend my makeup session.

Complaints

Certstaffix Training holds pride in the thorough selection process we put our instructors through. We believe it is the most important thing we can do to ensure a quality training experience to make attendees in our classes leave both happy and more knowledgeable than before taking a class with us.



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If in the rare event you are not happy with your training experience with Certstaffix Training, you should contact Nicole Barron, Operations Manager, at 888-330-6890 ext 702 or nbarron@certstaff.com.

Our process of analyzing complaints is as follows:

1. We pull all available class evaluations for the class session(s) you attended and compare all the student feedback
2. We share your feedback/complaint with the instructor that has taught the course. We do not mention your specific name or any other identifying information
3. We make a judgement base on the other class evaluations and conversation with the instructor what the appropriate action is to remedy the situation. This usually entails a free retake with a different instructor or a partial or full refund depending on if the entire class session was attended.

We promise we will take your complaint seriously and do the steps above and strive very hard to make the situation corrected so you are satisfied.

If the matter is not resolved, students may contact the Office of Career School Licensing, Department of Education, 101 Pleasant St, Concord NH 03301, 603.271.6443



Public Class Attendance Options

Certstaffix Training offers 2 public class attendance formats. Both are taught by the same live instructor and both offering hands-on exercises.

Attend Live Online from Your Location

You can attend any of our public classes from your home or work - all you'll need is the software for your course installed on the computer you are attending from and high-speed internet connection. We'll ship you any course material about 1 week prior to your class start date.

Attend from One of Our Computer Lab Locations

Note: This information changes frequently, please visit our website for the most current: www.certstaff.com

You can also attend any of our public classes at one of our computer lab locations - you'll get access to a fully set up learning environment for you to walk into and start class. We provide the computer and software you need, and you'll receive any course materials on the first day of class.

Current Locations

Address	City	State	Zip
505 20th Street North, Suite 1215	Birmingham	AL	35203
600 Boulevard South SW, Suite 104	Huntsville	AL	35802
9 Dauphin Street, Suite 100-A	Mobile	AL	36602
4 McKissic Creek Rd	Bentonville	AR	72712
355 S. Grand Ave, Suite 2450	Los Angeles	CA	90071
Sobon & Associates, 615 West Johnson Avenue, Suite 202	Cheshire	CT	06410
6 Landmark Square, 4th Floor	Stamford	CT	06901
300 Delaware Ave., Suite 210	Wilmington	DE	19801
1451 West Cypress Creek Road, Suite 300	Fort Lauderdale	FL	33309
301 W. Bay Street, Suite 1400	Jacksonville	FL	32202
1395 Brickell Ave., Suite 800	Miami	FL	33131
5660 Strand Court	Naples	FL	34110



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CoWork Annex, 13 Palafox Place	Pensacola	FL	32502
914 Railroad Ave.	Tallahassee	FL	32310
3902 Henderson Blvd, 2nd Floor, Suite 208, #220	Tampa	FL	33629
515 North Flagler Drive, Suite P-300	West Palm Beach	FL	33401
3001 Aloma Avenue, Ste. 203	Winter Park	FL	32792
5425 Peachtree Pkwy	Peachtree Corner	GA	30092
309 Court Avenue, Suite 831	Des Moines	IA	50309
500 North Michigan Avenue, Suite 600	Chicago	IL	60611
8425 Woodfield Crossing Blvd., Suite 570	Indianapolis	IN	46240
1657 Commerce Drive Suite 9B PMB 142	South Bend	IN	46628
710 East Main Street	Lexington	KY	40502
4965 US Highway 42, Suite 1000	Louisville	KY	40222
*9800 Airline Hwy	Baton Rouge	LA	70816
3014 Dauphine Street	New Orleans	LA	70117
67 S. Bedford St, Suite 400	Burlington	MA	01803
1300 Caraway Court, Suite 200	Largo	MD	20774
14502 Greenview Drive, Suite 300A	Laurel	MD	20708
477 Congress Street, 5th Floor	Portland	ME	04101-3427
625 Kenmoor Ave SE, Suite 301	Grand Rapids	MI	49546
39111 Six Mile Road, Suite 11	Livonia	MI	48152
12800 Whitewater Drive, Suite 100	Minnetonka	MN	55343
1712 Main St Fl 2-4	Kansas City	MO	64108
10880 Baur Blvd	St. Louis	MO	63132
460 Briarwood Drive, Suite 400	Jackson	MS	39206
1925 Grand Avenue, Suite 127	Billings	MT	59102
1811 Sardis Rd N, Suite 207	Charlotte	NC	28270
8480 Honeycutt Road, Ste 200	Raleigh	NC	27615
211 N. 14th St	Lincoln	NE	68508
12020 Shamrock Plaza, Suite 200	Omaha	NE	68154
3 Executive Park Drive, Ste. 279 (2nd Floor)	Bedford	NH	03110
991 US Highway 22 West Suite 200	Bridgewater	NJ	08807



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2831 St Rose Parkway, Suite 200	Henderson	NV	89052
418 Broadway	Albany	NY	12207
105 Maxess Road Suite S124	Melville	NY	11747
276 5th Avenue Suite 704	New York	NY	10001
250 Mill St., Suite 103	Rochester	NY	14614
75 South Broadway, 4th Floor	White Plains	NY	10601
4031 Colonel Glenn Hwy	Beavercreek	OH	45431
312 Walnut Street, Suite 1600	Cincinnati	OH	45202
One Independence Place Building, 4807 Rockside Road, Suite 400	Cleveland	OH	44131
1900 Polaris Parkway Suite 450	Columbus	OH	43240
3030 NW Expressway PMB#356, Suite 200	Oklahoma City	OK	73112
5272 S Lewis Ave, Ste. 251	Tulsa	OK	74105
1275 Glenlivet Drive, Suite 100	Allentown	PA	18106
1001 State Street, Suite 1400	Erie	PA	16501
5 Great Valley Parkway, Suite 210	Malvern	PA	19355
1800 JFK Blvd, Suite 300	Philadelphia	PA	19103
25 Delano Dr	Greenville	SC	29601
6650 Rivers Ave.	North Charleston	SC	29406
519 W 22nd St #100	Sioux Falls	SD	57105
1100 Market Street Floor 6	Chattanooga	TN	37402
9111 Cross Park Drive, D200	Knoxville	TN	37923
119 S Main St # 500	Memphis	TN	38103
4235 Hillsboro Pike, Suite 300	Nashville	TN	37215
112 SW 8th Ave., Suite 301	Amarillo	TX	79101
700 Lavaca Street, Suite 1400	Austin	TX	78701
3010 Lyndon B Johnson FWY # 1200	Dallas	TX	75234
11811 North Freeway, Suite 500	Houston	TX	77060
7008 Salem Avenue	Lubbock	TX	79424
602 N Baird St., Suite 200	Midland	TX	79701
5460 Babcock Rd Suite 120C	San Antonio	TX	78240
7215 Bosque Boulevard	Waco	TX	76710
4000 Legato Road, Suite 1100	Fairfax	VA	22033



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1327 Grandin Rd SW	Roanoke	VA	24015
900 Commonwealth Place, Suite 200	Virginia Beach	VA	23464
*106 Main Street, Lower Main St., Ste. 4 E	Burlington	VT	05401
5201 Old Middleton Road	Madison	WI	53705
310 E Buffalo St	Milwaukee	WI	53202



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Course Price List

Note: This information changes frequently, please visit our website for the most current: www.certstaff.com

Programs/Courses Offered	Clock Hours	Tuition	Total Program Cost
.NET Core Frameworks (Visual Studio 2017)	14	\$1,210	\$1,210
.NET Framework Using C# (Visual Studio 2017)	28	\$2,375	\$2,375
Access 2013/16/10 - Advanced	7	\$335	\$335
Access 2013/16/10 - Basic	14	\$665	\$665
Access 2013/16/10 - Intermediate	14	\$665	\$665
Administering Microsoft SQL Server 2012/14/16 Databases (70-462)	35	\$2,925	\$2,925
Administering Windows Server 2012 (70-411)	35	\$2,925	\$2,925
Adobe Acrobat DC	14	\$920	\$920
Adobe After Effects CC (2018)	21	\$1,330	\$1,330
Adobe Animate CC (2018)	21	\$1,330	\$1,330
Adobe Captivate: Advanced	14	\$920	\$920
Adobe Captivate: Essentials	14	\$920	\$920
Adobe Dreamweaver CC (2018)	21	\$1,330	\$1,330
Adobe Fireworks CS6	21	\$1,300	\$1,300
Adobe Illustrator CC (2018)	21	\$1,330	\$1,330
Adobe InDesign CC (2018)	21	\$1,330	\$1,330
Adobe Lightroom Classic CC	14	\$920	\$920
Adobe Photoshop CC (2018)	21	\$1,330	\$1,330
Adobe Premiere Pro CC (2018)	21	\$1,330	\$1,330
Advanced Python Programming	21	\$2,060	\$2,060
Advanced Solutions of Microsoft SharePoint Server 2013 (70-332)	35	\$2,925	\$2,925
Advanced Statistical Analysis using SPSS	14	\$1,240	\$1,240
Agile Development with Scrum	14	\$1,190	\$1,190
Analyzing Quality with Minitab	7	\$595	\$595
ASP.NET 4: in C# (Visual Studio 2012/13/15)	35	\$2,850	\$2,850
ASP.NET Core MVC6 (Visual Studio 2017)	14	\$1,210	\$1,210
ASP.NET MVC5 Using C# (Visual Studio 2012/13/15)	21	\$1,810	\$1,810
ASP.NET Web API Essentials Using C# (Visual Studio 2017)	14	\$1,210	\$1,210
AutoCAD 2016/2017 3D Drawing & Modeling	21	\$1,730	\$1,730
AutoCAD 2016/2017 Advanced	21	\$1,730	\$1,730
AutoCAD 2016/2017 Essentials	21	\$1,730	\$1,730
AutoCAD 2018 Advanced	21	\$1,730	\$1,730
AutoCAD 2018 Essentials	21	\$1,730	\$1,730
Automating Windows Administration with Windows PowerShell	35	\$2,925	\$2,925
AWS Fundamentals	7	\$620	\$620



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AWS: Systems Operations	28	\$2,480	\$2,480
Beginning Android	35	\$3,250	\$3,250
Business Intelligence in Microsoft SharePoint 2013	35	\$2,925	\$2,925
C# Programming (Visual Studio 2012/13/15)	35	\$2,850	\$2,850
C# Programming (Visual Studio 2017)	35	\$2,950	\$2,950
Certified Ethical Hacker (v9)	35	\$3,200	\$3,200
Cisco CCNA Certification	35	\$3,100	\$3,100
CISSP: Certified Information Systems Security Professional	35	\$3,100	\$3,100
CompTIA A+ Certification	35	\$2,800	\$2,800
CompTIA Cloud Essentials (CLO-001)	14	\$970	\$970
CompTIA Linux+	35	\$2,850	\$2,850
CompTIA Network+	35	\$2,800	\$2,800
CompTIA Security+ (2017 Objectives)	35	\$2,800	\$2,800
Configuring Advanced Windows Server 2012 Services (70-412)	35	\$2,925	\$2,925
Core Solutions of Microsoft SharePoint Server 2013 (70-331)	35	\$2,925	\$2,925
Crystal Reports 2011 Designer 1	14	\$1,240	\$1,240
Crystal Reports 2011 Designer 2	14	\$1,240	\$1,240
Crystal Reports 2013/2016 Designer 1	14	\$1,240	\$1,240
Crystal Reports 2013/2016 Designer 2	14	\$1,240	\$1,240
Data Management & Manipulation with SPSS	14	\$1,240	\$1,240
Excel 2013/2010 - Advanced	7	\$335	\$335
Excel 2013/2010 - Basic	7	\$335	\$335
Excel 2013/2010 - Intermediate	7	\$335	\$335
Excel 2013/2016 - Dashboards	7	\$335	\$335
Excel 2013/2016 - Data Analysis with PivotTables	3.5	\$335	\$335
Excel 2013/2016: VBA Programming	21	\$995	\$995
Excel 2016 - Level 1	7	\$335	\$335
Excel 2016 - Level 2	7	\$335	\$335
Excel 2016 - Level 3	7	\$335	\$335
Facebook Advertising	7	\$435	\$435
FileMaker Pro 15/16 Basic	14	\$890	\$890
FileMaker Pro Advanced	14	\$890	\$890
Fundamentals of UNIX	28	\$2,280	\$2,280
Google AdWords	21	\$1,340	\$1,340
Google Analytics	21	\$1,680	\$1,680
HTML5 & Cascading Style Sheets 3	28	\$1,730	\$1,730
Implementing a Data Warehouse with Microsoft SQL Server 2012/14/16 (70-463)	35	\$2,925	\$2,925
Instagram For Business	7	\$435	\$435
Installing and Configuring Windows Server 2012 (70-410)	35	\$2,925	\$2,925
Internet Information Services (IIS) 8.0 Administration	35	\$2,850	\$2,850



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Intro to Statistics with Minitab	7	\$595	\$595
Introduction to Lean Six Sigma	7	\$570	\$570
Introduction to Programming With C++	35	\$2,850	\$2,850
Introduction to Programming	21	\$1,680	\$1,680
Introduction to Python Programming	28	\$2,580	\$2,580
Introduction to SPSS	14	\$1,240	\$1,240
Introduction to Statistical Analysis using SPSS	14	\$1,240	\$1,240
Introductory Statistics - Advanced	7	\$445	\$445
Introductory Statistics - Basic	7	\$445	\$445
Introductory Statistics - Intermediate	7	\$445	\$445
ITIL Awareness	7	\$770	\$770
ITIL Foundation	21	\$2,200	\$2,200
Java Programming	35	\$2,850	\$2,850
Javascript Programming	21	\$1,740	\$1,740
jQuery Fundamentals	21	\$1,740	\$1,740
Korn & Bash Shell Programming	21	\$1,740	\$1,740
Lean Six Sigma Black Belt	35	\$2,775	\$2,775
Lean Six Sigma Green Belt	28	\$2,230	\$2,230
Learn Java for Web Development	35	\$2,850	\$2,850
Linkedin For Business	7	\$435	\$435
Linux Essentials	28	\$2,280	\$2,280
Linux System Administration	28	\$2,280	\$2,280
Mastering Microsoft Exchange Server 2016	35	\$2,925	\$2,925
Microsoft Publisher 2013	7	\$435	\$435
Microsoft Publisher 2016	7	\$435	\$435
Microsoft SharePoint 2010 Administration (70-668)	35	\$2,925	\$2,925
Microsoft SharePoint 2010 Configuration (70-667)	35	\$2,925	\$2,925
Microsoft SQL Server 2012/14/16 Reporting Services (SSRS)	35	\$2,925	\$2,925
Minitab Basics	7	\$595	\$595
MySQL Workbench: Data Modeling & Development	28	\$2,280	\$2,280
Object-Oriented Analysis and Design Using the Unified Modeling Language	35	\$2,850	\$2,850
Oracle 11g Database Administration	35	\$2,850	\$2,850
Oracle 12c Database Administration	35	\$2,850	\$2,850
Oracle 12c New Features	21	\$1,740	\$1,740
Oracle 12c/11g SQL & PL/SQL	35	\$2,850	\$2,850
Oracle Toad	14	\$1,190	\$1,190
Outlook 2013/2010 - Advanced	7	\$335	\$335
Outlook 2013/2010 - Basic	7	\$335	\$335
Outlook 2016 - Level 1	7	\$335	\$335
Outlook 2016 - Level 2	7	\$335	\$335



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Perl Programming	21	\$1,740	\$1,740
PHP Programming with MySQL	35	\$2,850	\$2,850
PowerPoint 2013/2010 - Advanced	7	\$335	\$335
PowerPoint 2013/2010 - Basic	7	\$335	\$335
PowerPoint 2016 - Level 1	7	\$335	\$335
PowerPoint 2016 - Level 2	7	\$335	\$335
Project 2010 - Advanced	7	\$335	\$335
Project 2010 - Basic	7	\$335	\$335
Project 2013 - Advanced	7	\$335	\$335
Project 2013 - Basic	7	\$335	\$335
Project 2016 - Level 1	7	\$335	\$335
Project 2016 - Level 2	7	\$335	\$335
Project Management Essentials	21	\$1,300	\$1,300
Project Management Fundamentals	7	\$435	\$435
Project Management Professional (PMP) Certification	35	\$2,850	\$2,850
Querying Microsoft SQL Server 2012/14/16 (70-461)	35	\$2,925	\$2,925
QuickBooks Online Edltion	7	\$435	\$435
QuickBooks Pro 2015/16 - Level 1	7	\$435	\$435
QuickBooks Pro 2015/16 - Level 2	7	\$435	\$435
Ruby on Rails	14	\$1,140	\$1,140
Ruby Programming	21	\$1,740	\$1,740
Salesforce Certified Sales Cloud Consultant	21	\$1,860	\$1,860
Salesforce Certified Service Cloud Consultant	21	\$1,860	\$1,860
Salesforce for Marketing	7	\$495	\$495
Salesforce for Reports & Dashboards	7	\$495	\$495
Salesforce Power User for Sales	7	\$495	\$495
Salesforce.com for Sales Representatives - Classic	7	\$495	\$495
Salesforce.com for Sales Representatives - Lightning	7	\$495	\$495
Salesforce.com: Administrator	35	\$2,850	\$2,850
SAS Programming 2: Data Manipulation Techniques	14	\$1,240	\$1,240
SAS Programming Essentials	21	\$1,860	\$1,860
Search Engine Optimization (SEO)	14	\$865	\$865
SharePoint 2010 for End Users	14	\$900	\$900
SharePoint 2013 for End Users	14	\$900	\$900
SharePoint 2016 for End Users	14	\$900	\$900
Six Sigma Yellow Belt	21	\$1,760	\$1,760
Social Media for Business	7	\$435	\$435
SQL Querying - Advanced	7	\$495	\$495
SQL Querying - Basic	14	\$990	\$990
Tableau Desktop: Advanced	14	\$1,240	\$1,240
Tableau Desktop: Basic	14	\$1,240	\$1,240



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Tableau Desktop: Business Intelligence	14	\$1,240	\$1,240
Twitter for Business	7	\$435	\$435
UNIX System Administration	28	\$2,280	\$2,280
Visio 2010 - Advanced	7	\$335	\$335
Visio 2010 - Basic	7	\$335	\$335
Visio 2013 - Advanced	7	\$335	\$335
Visio 2013 - Basic	7	\$335	\$335
Visio 2016 - Level 1	7	\$335	\$335
Visio 2016 - Level 2	7	\$335	\$335
Visual Basic (VB.NET) Programming (Visual Studio 2012/13/15)	35	\$2,850	\$2,850
Windows 10 for End Users	7	\$335	\$335
Windows Communication Foundation (WCF) Using C# (Visual Studio 2012/13/15)	35	\$2,850	\$2,850
Windows Presentation Foundation (WPF) Using C# v4.5 (Visual Studio 2012/13/15)	35	\$2,850	\$2,850
Windows Presentation Foundation (WPF) Using Visual Basic v4.5 (Visual Studio 2012/13/15)	35	\$2,850	\$2,850
Windows Presentation Foundation Using C# (Visual Studio 2017)	28	\$2,375	\$2,375
Windows Server 2016: Identity (Exam 70-742)	35	\$2,925	\$2,925
Windows Server 2016: Install, Store, and Compute (Exam 70-740)	35	\$3,100	\$3,100
Windows Server 2016: Networking (Exam 70-741)	35	\$2,925	\$2,925
Word 2013/2010 - Advanced	7	\$335	\$335
Word 2013/2010 - Basic	7	\$335	\$335
Word 2013/2010 - Intermediate	7	\$335	\$335
Word 2016 - Level 1	7	\$335	\$335
Word 2016 - Level 2	7	\$335	\$335
WordPress for End Users	14	\$1,140	\$1,140
XML	14	\$890	\$890
YouTube For Business	7	\$435	\$435

Note: Some information changes frequently. Information on our website www.certstaff.com takes precedence over any information in this catalog. Please use this catalog as a reference.



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Course Descriptions

Note: This information changes frequently, please visit our website for the most current: www.certstaffix.com

Microsoft Excel

Excel 2013/2010 - Advanced

Length: 1 day(s) | **Price:** \$335

In this ILT Series course, students will further build on the skills acquired in the Microsoft Excel 2013 or 2010 Basic and Intermediate courses. They will work with advanced functions and formulas, as well as lookup functions such as VLOOKUP, MATCH, and INDEX. In addition, students will learn about data validation, and will use advanced data filtering. They will apply advanced chart formatting options, and create more complex charts. They will work with PivotTables and PivotCharts, export and import data, and query external databases. Students will learn about the analytical features of Excel, such as Goal Seek, and how to create scenarios. Finally, they will run and record macros, and explore VBA code.

This course is taught with the Office 2013 version software. You will be able to attend with either 2013 or 2010 version software due to minor variations between the two. All students will receive Office 2013 course materials.

Please note that this course is not appropriate for those students using Mac computers running the Mac version of Microsoft Office. This course is only appropriate for those using PCs running the Windows version of Microsoft Office.

Excel 2013/2010 - Basic

Length: 1 day(s) | **Price:** \$335

This ILT Series course will familiarize students with spreadsheet terminology and the fundamental concepts of Microsoft Excel 2013 or 2010, including identifying Excel window components, navigating worksheets, and downloading templates. In addition, students will learn the basics of entering and editing text, values, and formulas, and how to save workbooks in the native Excel format, as well as in other formats. They will learn how to move and copy data and formulas, how to determine absolute and relative references, and how to work with ranges, rows, and columns. Students will also learn how to use simple functions, and how to easily apply formatting techniques to worksheet data. They will create and modify charts, and work with graphics. Finally, they will review workbooks for spelling errors, modify page setup, and print worksheets.

This course is taught with the Office 2013 version software. You will be able to attend with either 2013 or 2010 version software due to minor variations between the two. All students will receive Office 2013 course materials.

Please note that this course is not appropriate for those students using Mac computers running the Mac version of Microsoft Office. This course is only appropriate for those using PCs running the Windows version of Microsoft Office.

Excel 2013/2010 - Intermediate

Length: 1 day(s) | **Price:** \$335



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This ILT Series course will teach students how to work with large worksheets in Microsoft Excel 2013 or 2010, and use multiple worksheets and workbooks efficiently. It will introduce them to more advanced formatting techniques, such as applying special number formats, using workbook styles and themes, adding backgrounds, and mimicking watermarks. In addition, students will learn how to create outlines and subtotals, and how to create and apply cell names. They will sort and filter data, and create and format tables. They will learn how to save workbooks as Web pages, how to insert and edit hyperlinks, and how to share workbooks via email. Students will learn how to audit worksheets for errors, how to protect worksheets, how to share and merge workbooks, and track changes in a workbook. Finally, students will customize the Excel environment, and create and modify custom templates.

This course is taught with the Office 2013 version software. You will be able to attend with either 2013 or 2010 version software due to minor variations between the two. All students will receive Office 2013 course materials.

Please note that this course is not appropriate for those students using Mac computers running the Mac version of Microsoft Office. This course is only appropriate for those using PCs running the Windows version of Microsoft Office.

Excel 2013/2016 - Dashboards

Length: 1 day(s) | **Price:** \$335

This course builds upon the foundational knowledge presented in the Excel Basic/Level 1 courses and will help start you down the road to creating advanced workbooks and worksheets that you can use to create dashboards. The ability to analyze massive amounts of data, extract actionable intelligence from it, and present that information to decision makers is the cornerstone of driving a successful organization that is able to compete at a high level.

This course is taught with the Office 2013 version software. You will be able to attend with either 2013 or 2016 version software due to minor variations between the two. All students will receive Office 2013 course materials.

Please note that this course is not appropriate for those students using Mac computers running the Mac version of Microsoft Office. This course is only appropriate for those using PCs running the Windows version of Microsoft Office.

Excel 2013/2016 - Data Analysis with PivotTables

Length: 0.5 day(s) | **Price:** \$335

Upon successful completion of this course, you will be able to use Excel 2013/16 advanced PivotTable functionality to analyze your raw data. You will learn to: Prepare data for PivotTable reporting and create PivotTables from various data sources; Analyze Data Using PivotTables; Work with PivotCharts.

This course is taught with the Office 2013 version software. You will be able to attend with either 2013 or 2016 version software due to minor variations between the two. All students will receive Office 2013 course materials.

Please note that this course is not appropriate for those students using Mac computers running the Mac version of Microsoft Office. This course is only appropriate for those using PCs running the Windows version of Microsoft Office.

Excel 2013/2016: VBA Programming

Length: 3 day(s) | **Price:** \$995



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This 3-day Excel VBA Programming course is designed to give experienced Microsoft Excel 2013/2016 users proficiency in creating procedures that run in response to specific events, working with control structures, developing user forms to accept or display data, validating the data entry in user forms, debugging and handling errors in code, and much more!

This course is taught with the Office 2013 version software. You will be able to attend with either 2013 or 2016 version software due to minor variations between the two. All students will receive Office 2013 course materials.

Please note that this course is not appropriate for those students using Mac computers running the Mac version of Microsoft Office. This course is only appropriate for those using PCs running the Windows version of Microsoft Office.

Excel 2016 - Level 1

Length: 1 day(s) | **Price:** \$335

This course will introduce students to spreadsheets and the fundamental concepts of Microsoft Excel 2016. Learn these features of Microsoft Excel 2016 and get more done quickly. Learn how to: Quickly set up workbooks, enter data, and format it for easier viewing, Perform calculations and find and correct errors, Visualize data with charts and graphs, including new sunbursts, waterfalls, and treemaps and Print worksheets and charts

Excel 2016 - Level 2

Length: 1 day(s) | **Price:** \$335

This course will teach students how to perform more advanced calculations and work with larger worksheets in Microsoft Excel 2016. In this intermediate Excel 2016 course, you will learn how to: Perform Calculations on Data, Manage Worksheet Data, Reorder and Summarize Data, Combine Data from Multiple Sources, Analyze Alternative Data Sets and Collaboration.

Excel 2016 - Level 3

Length: 1 day(s) | **Price:** \$335

This course will teach students advanced tasks in Microsoft Excel 2016. In this advanced Excel 2016 course, you will learn about: Alternative Data Sets, Dynamic Worksheets with PivotTables, Automating Repetitive Tasks with Macros, Working with Other Microsoft Office Apps, Business Intelligence Analysis and Forecasts and Visualizations.



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Microsoft Access

Access 2013/16/10 - Advanced

Length: 1 day(s) | **Price:** \$335

This ILT Series course builds on the skills and concepts taught in Access 2013/16/10: Basic and Access 2013/16/10: Intermediate. This course will help students prepare for the Microsoft Office Specialist exam for Access 2013/16/10 (exam 77-424). For comprehensive certification training, students should complete the Basic, Intermediate, and Advanced courses for Access 2013.

This course is taught with the Office 2013 version software. You will be able to attend with either 2010, 2016, or 2013 version software due to minor variations between them. All students will receive Office 2013 course materials.

Access 2013/16/10 - Basic

Length: 2 day(s) | **Price:** \$665

This ILT Series course covers the basic skills and concepts students need to use Microsoft Access 2013, 2016, or 2010 productively and efficiently. After an introduction to the Access 2013/16/10 environment, students will learn how to plan databases and create tables. Then they will learn to organize fields and records, and to work with data entry rules. They will learn how to create basic queries, and how to work with forms and reports. This course will help students prepare for the Microsoft Office Specialist exam for Access 2013/16/10. For comprehensive certification training, students should complete the Basic, Intermediate, and Advanced courses for Access 2013/16/10.

This course is taught with the Office 2013 version software. You will be able to attend with either 2010, 2016, or 2013 version software due to minor variations between them. All students will receive Office 2013 course materials.

Access 2013/16/10 - Intermediate

Length: 2 day(s) | **Price:** \$665

This ILT Series course provides students with additional skills and concepts needed to use Microsoft Access 2013, 2016, or 2010 productively and efficiently. They will learn to normalize data, join tables while observing referential integrity, query multiple tables, format forms and reports, insert background images and charts; and create specialized objects such as lookup fields, subforms and subreports, navigation forms, and calculated fields. This course will help students prepare for the Microsoft Office Specialist exam for Access 2013/16/10. For comprehensive certification training, students should complete the Basic, Intermediate, and Advanced courses for Access 2013/16/10.

This course is taught with the Office 2013 version software. You will be able to attend with either 2010, 2016, or 2013 version software due to minor variations between them. All students will receive Office 2013 course materials.



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Microsoft PowerPoint

PowerPoint 2013/2010 - Advanced

Length: 1 day(s) | **Price:** \$335

This ILT Series course builds on the skills and concepts taught in PowerPoint 2013/2010: Basic. Students will learn to control global settings by using slide masters, and to apply effects such as transitions and timings. They'll learn more about working with images, and how to include media files, animation, and a photo album in a presentation. Next, they'll explore advanced tools for working with SmartArt, tables, and charts, and then learn how to create action buttons and equations. Students will also integrate other Microsoft Office files, embed and link external resources, and create hyperlinks. Then, they'll insert review comments, protect a presentation with a password, and prepare a presentation for delivery in various formats. Finally, they'll customize application settings and toolbars, and create and apply custom themes. This course will help students prepare for the Microsoft Office Specialist exam for PowerPoint 2013 (exam 77-422). For comprehensive certification training, students should complete the Basic and Advanced courses for PowerPoint 2013.

This course is taught with the Office 2013 version software. You will be able to attend with either 2010 or 2013 version software due to minor variations between the two. All students will receive Office 2013 course materials.

Please note that this course is not appropriate for those students using Mac computers running the Mac version of Microsoft Office. This course is only appropriate for those using PCs running the Windows version of Microsoft Office.

PowerPoint 2013/2010 - Basic

Length: 1 day(s) | **Price:** \$335

This ILT Series course covers the basic functions and features of PowerPoint 2013 or 2010. After an introduction to PowerPoint's window components, students will open and run a presentation and switch between views. They'll create a basic presentation and add content; arrange, insert, and delete slides; and apply templates and design themes. Then, they'll learn how to create and edit shapes, insert and modify WordArt objects and pictures, and work with tables, charts, and diagrams. Finally, they'll learn how to proof a presentation, create speaker notes, and present and share their presentations. This course will help students prepare for the Microsoft Office Specialist exam for PowerPoint 2013 (exam 77-422). For comprehensive certification training, students should complete the Basic and Advanced courses for PowerPoint 2013.

This course is taught with the Office 2013 version software. You will be able to attend with either 2010 or 2013 version software due to minor variations between the two. All students will receive Office 2013 course materials.

Please note that this course is not appropriate for those students using Mac computers running the Mac version of Microsoft Office. This course is only appropriate for those using PCs running the Windows version of Microsoft Office.

PowerPoint 2016 - Level 1

Length: 1 day(s) | **Price:** \$335



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Learn basic features of Microsoft PowerPoint 2016 and get more done quickly. Learn about: PowerPoint Basics, Create & Manage Presentations, Create & Manage Slides, Enter & Edit Text on Slides, Inserting Simple Graphics, Reviewing Presentations and Custom Presentation Elements.

PowerPoint 2016 - Level 2

Length: 1 day(s) | **Price:** \$335

Learn advanced features of Microsoft PowerPoint 2016 and get more done quickly. Learn about: Presenting Text in Tables, Create & Manage Business Graphics, Add Sound & Movement to Slides, Prepare & Deliver Presentations, Work in PowerPoint Efficiently, Creating Custom Presentation Elements and Saving & Sharing Presentations.



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Microsoft Word

Word 2013/2010 - Advanced

Length: 1 day(s) | **Price:** \$335

This ILT Series course covers advanced skills and concepts students need to use Microsoft Word 2013 or 2010 productively and efficiently. Students will learn to add interactive elements such as forms and content from other applications, and to save a file as a web page. Then they will learn how to use document references such as citations, indexes, and tables of contents. Next, they will learn to work more efficiently in Word by customizing the ribbon, creating macros, using building blocks, and inserting subdocuments. In addition, students will learn to record and copy macros, to create and modify VBA modules, and to control Word objects in the Visual Basic Environment. Finally, students will learn the fundamentals of VBA programming through creating control structures, designing VBA forms, and debugging programs.

This course is taught with the Office 2013 version software. You will be able to attend with either 2013 or 2010 version software due to minor variations between the two. All students will receive Office 2013 course materials.

Please note that this course is not appropriate for those students using Mac computers running the Mac version of Microsoft Office. This course is only appropriate for those using PCs running the Windows version of Microsoft Office.

Word 2013/2010 - Basic

Length: 1 day(s) | **Price:** \$335

This ILT Series course covers the basic skills and concepts students need to use Microsoft Word 2013 or 2010 productively and efficiently. After an introduction to Word's window components, students will learn how to create and save documents and how to navigate documents. Then they will edit, copy and paste, and find and replace text. They will also learn how to enhance the appearance of a document by using various formatting options. In addition, they will create tables, adjust page layout, work with graphics, and proof and print documents.

This course is taught with the Office 2013 version software. You will be able to attend with either 2013 or 2010 version software due to minor variations between the two. All students will receive Office 2013 course materials.

Please note that this course is not appropriate for those students using Mac computers running the Mac version of Microsoft Office. This course is only appropriate for those using PCs running the Windows version of Microsoft Office.

Word 2013/2010 - Intermediate

Length: 1 day(s) | **Price:** \$335

In this ILT series course, students will further build on the skills acquired in the Microsoft Word 2013/2010 Basic course. Students will learn to use styles and outlines, and how to format tables. Then they will insert SmartArt diagrams, work with shapes, and format text graphically. They will also learn how to format a document by adding sections, columns, and design elements such as watermarks and themes. In addition, they will use Track Changes and prepare documents for sharing and exporting. Finally, students will learn how to work with fields and perform a mail merge.



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This course is taught with the Office 2013 version software. You will be able to attend with either 2013 or 2010 version software due to minor variations between the two. All students will receive Office 2013 course materials.

Please note that this course is not appropriate for those students using Mac computers running the Mac version of Microsoft Office. This course is only appropriate for those using PCs running the Windows version of Microsoft Office.

Word 2016 - Level 1

Length: 1 day(s) | **Price:** \$335

Learn the basic features of Microsoft Word 2016 and get more done quickly. Learn about: Word Basics, Creating & Managing Documents, Entering & Editing Text, Modifying the Structure & Appearance of Text, Adding Simple Graphics, Inserting & Modifying Diagrams, Finalizing & Distributing Documents and Customizing Options & the User Interface

Word 2016 - Level 2

Length: 1 day(s) | **Price:** \$335

Learn the advanced features of Microsoft Word 2016 and get more done quickly. Learn about: Organizing Information into Tables, Inserting & Modifying Charts, Adding Visual Elements, Organizing & Arranging Content, Collaborating on Documents, Referencing Contents & Sources, Merging Data with Documents & Labels and Creating Custom Documents & Elements.



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Microsoft Outlook

Outlook 2013/2010 - Advanced

Length: 1 day(s) | **Price:** \$335

This ILT Series course builds on the skills and concepts taught in Outlook 2013/2010: Basic. Students will learn how to customize Outlook, use Quick Steps, create Folder pane shortcuts, customize the Navigation bar, customize their messages and signatures, and set up automatic replies. Then students will learn how to set rules for organizing messages and use advanced techniques for managing and maintaining their mailboxes. Students will also learn how to search various folders, use filters, and apply categories, as well as how to work with notes and Journal entries. Finally, they will learn how to share Outlook calendars and contacts and stay informed with RSS feeds. This course will help students prepare for the Microsoft Office Specialist exam for Outlook 2013 (exam 77-423). For comprehensive certification training, students should complete the Basic and Advanced courses for Outlook 2013.

This course is taught with the Office 2013 version software. You will be able to attend with either 2010 or 2013 version software due to minor variations between the two. All students will receive Office 2013 course materials.

Outlook 2013/2010 - Basic

Length: 1 day(s) | **Price:** \$335

This ILT Series course covers the basic functions and features of Outlook 2013 or 2010. After an introduction to Outlook's window components, students will learn how to read and send email messages using several methods. Then they will learn how to manage email messages and attachments, configure message options, and use basic search functions. Students will also learn to manage contacts and contact groups, work with tasks, and create appointments. Finally, they will learn to send and respond to meeting requests. This course will help students prepare for the Microsoft Office Specialist exam for Outlook 2013 (exam 77-423). For comprehensive certification training, students should complete the Basic and Advanced courses for Outlook 2013.

This course is taught with the Office 2013 version software. You will be able to attend with either 2010 or 2013 version software due to minor variations between the two. All students will receive Office 2013 course materials.

Outlook 2016 - Level 1

Length: 1 day(s) | **Price:** \$335

Learn the basic features of Microsoft Outlook 2016 and get more done quickly. Learn about: Outlook 2016 Basic, Outlook Modules, Sending/Receiving Email, Contacts, Calendaring, Tasks and Customizing the Interface.

Outlook 2016 - Level 2

Length: 1 day(s) | **Price:** \$335



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Learn the advanced features of Microsoft Outlook 2016 and get more done quickly. Learn about: Enhancing Message Content, Email Security, Organizing Your Inbox, Managing Contacts, Managing Calendars, Outlook Option Customization and Managing Email Automatically.



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SPSS

Advanced Statistical Analysis using SPSS

Length: 2 day(s) | **Price:** \$1,240

In this two-day seminar you will consider in depth some of the more advanced SPSS statistical procedures that are available in SPSS. You'll take a look at several advanced SPSS statistical techniques and discuss situations when each may be used, the assumptions made by each method, how to set up the analysis using SPSS and how to interpret the results.

This class will be taught using Version 25; Those using Version 19 and newer should attend.

*Please note, there is no training manual for this class.

Data Management & Manipulation with SPSS

Length: 2 day(s) | **Price:** \$1,240

The focus of this two-day course is on the use of a wide range of transformation techniques, ways to automate your work, manipulate your data files and results, and send your output to other Windows applications. You will gain an understanding of the various options for operating SPSS and how to use syntax to perform data transformations efficiently.

This class will be taught using Version 25; those using Version 19 and newer should attend.

*Please note, there is no training manual for this class.

Introduction to SPSS

Length: 2 day(s) | **Price:** \$1,240

Get up to speed in SPSS quickly and easily in this two-day course. The course guides you through the fundamentals of using SPSS for typical data analysis process. Learn the basics of read data, data definition, data modification, and data analysis and presentation of your results. See how easy it is to get your data into SPSS so that you can focus on analyzing the information. In addition to the fundamentals, learn shortcuts that will help you save time.

This class will be taught using Version 25; those using Version 19 and newer should attend.

*Please note, there is no training manual for this class.

Introduction to Statistical Analysis using SPSS

Length: 2 day(s) | **Price:** \$1,240

The focus of this two-day course is an introduction to the statistical component of SPSS. This is an application-oriented course and the approach is practical. You'll take a look at several statistical techniques and discuss situations in which you would use each technique, the assumptions made by each method, how to set up the analysis using SPSS as well as how to interpret the results. This includes a broad range of techniques for exploring and summarizing data, as well as investigating and testing underlying relationships. You will gain an understanding of when and why to use these various



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techniques as well as how to apply them with confidence, and interpret their output, and graphically display the results using SPSS.

This class will be taught using Version 25; those using Version 19 and newer should attend.

*Please note, there is no training manual for this class.



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SAS

SAS Programming 2: Data Manipulation Techniques

Length: 2 day(s) | **Price:** \$1,240

This course is for those who need to learn data manipulation techniques using SAS DATA and procedure steps to access, transform, and summarize SAS data sets. SAS Programming 2 Data Manipulation Techniques builds on the concepts that are presented in the SAS Programming Essentials course and is not recommended for beginning SAS software users.

Learn how to...

- control SAS data set input and output
- combine SAS data sets
- summarize, read, and write different types of data
- perform DO loop and SAS array processing
- transform character, numeric, and date variables.

This course can help prepare you for the following certification exam(s): SAS Base Programming Exam for SAS 9.

SAS Programming Essentials

Length: 3 day(s) | **Price:** \$1,860

This SAS Programming I Essentials foundation course focuses on the following key areas: reading raw data files and SAS data sets; investigating and summarizing data by generating frequency tables and descriptive statistics; creating SAS variables and recoding data values; sub-setting data; combining multiple SAS files.

Before attending this course, you should have experience in the following areas:

- concepts such as file and variable
- accessing data files on your operating system
- programming logic concepts such as IF/THEN

No prior SAS experience is needed.



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Microsoft Project

Project 2010 - Advanced

Length: 1 day(s) | **Price:** \$335

This ILT Series course builds on the concepts and skills taught in the Basic course. Students will learn how to work with templates, create baseline plans, monitor and update projects, analyze project statistics, handle delays and conflicts, create reports, consolidate project files, share resources, and customize Project. Students will also learn how to communicate project information by using Project Server 2010 and how to integrate Project data with other Office applications.

Project 2010 - Basic

Length: 1 day(s) | **Price:** \$335

This ILT Series course teaches the basic commands and features of Microsoft Project 2010. Students will learn how to create and modify task lists, establish a project schedule, create calendars, assign resources to tasks, track costs, and work with different views and tables. Students will also apply filters and groups, and sort task and resource data. Finally, they will learn how to resolve resource conflicts. Comes with CertBlaster pre- and post-assessment software (download).

Project 2013 - Advanced

Length: 1 day(s) | **Price:** \$335

This ILT Series course builds on the concepts and skills taught in Project 2013: Basic. Students will learn how to work with templates, create baseline plans, monitor and update projects, analyze project statistics, handle delays and conflicts, create reports, share resources, consolidate projects, and customize Project. Students will also learn how to communicate project information by using Project Server 2013, and how to integrate Project data with other Office applications.

Project 2013 - Basic

Length: 1 day(s) | **Price:** \$335

This ILT Series course teaches the basic commands and features of Microsoft Project 2013. Students will learn how to create and modify task lists, establish a project schedule, create calendars, assign resources to tasks, track costs, and work with different views and tables. Students will also apply filters and groups, and sort task and resource data. Finally, they will learn how to resolve resource conflicts.

Project 2016 - Level 1

Length: 1 day(s) | **Price:** \$335

Learn the basic features of Microsoft Project 2016 and get more done quickly. Learn about: Project Plans; Task Lists; Setting Up/Assigning Resources; Formatting & Sharing Your Project Plan; Tracking Progress; Fine Tuning Task Scheduling & Details.



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Project 2016 - Level 2

Length: 1 day(s) | **Price:** \$335

Learn the advanced features of Microsoft Project 2016 and get more done quickly. Learn about: Fine Tuning; Resources, Assignments & Project Plans; Organize Plan Details; Tracking Progress; Reporting; Formatting & Printing; Customization of Project; Sharing Information with Other Programs; Consolidating Projects & Resources.



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Microsoft Visio

Visio 2010 - Advanced

Length: 1 day(s) | **Price:** \$335

This ILT Series course builds on the concepts and skills taught in Visio 2010: Basic. Students will learn how to work with layers, create custom shapes, themes, stencils and templates, and create business and project management diagrams. They will also learn how to integrate Visio with other Office programs, and create software and database diagrams.

Visio 2010 - Basic

Length: 1 day(s) | **Price:** \$335

This ILT Series course teaches the basic functions and features of Visio Professional 2010. Students will learn how to use stencils, scale and resize objects, draw basic shapes and compound lines, and arrange objects. They will also learn how to create diagrams, work with text, apply formatting, work with background pages, and set file and print properties. Finally, students will create network and brainstorming diagrams, set shape properties, and create reports

Visio 2013 - Advanced

Length: 1 day(s) | **Price:** \$335

This ILT Series course builds on the concepts and skills taught in Visio 2010: Basic. Students will learn how to work with layers, create custom themes, stencils and templates, and create business and project management diagrams. They will also learn how to integrate Visio with other Office programs, create software and database diagrams, and present diagrams both in Visio and in a web browser.

Visio 2013 - Basic

Length: 1 day(s) | **Price:** \$335

This ILT Series course teaches the basic functions and features of Visio Professional 2013. Students will learn how to use stencils, scale and resize objects, draw basic shapes and compound lines, and arrange objects. They will also learn how to create diagrams, work with text, apply formatting, work with background pages, and set file and print properties. Finally, students will create network and brainstorming diagrams, set shape properties, and create reports.

Visio 2016 - Level 1

Length: 1 day(s) | **Price:** \$335

Learn the basic features of Microsoft Visio 2016 and get more done quickly. Learn about: Creating Diagrams, Managing Text, Shapes & Pages, Creating Business Process Diagrams, Creating Organization (Org) Charts, Adding Style, Color & Themes and Printing, Reusing & Sharing Diagrams

Visio 2016 - Level 2

Length: 1 day(s) | **Price:** \$335



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Learn the advanced features of Microsoft Visio 2016 and get more done quickly. Learn about: Creating Network & Datacenter Diagrams, Working with Shape Data, Visualizing Your Data, Linking to External Data, Hyperlink Usage, Adding Structure to Diagrams, Validating Diagrams and Collaborating & Publishing Diagrams



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Crystal Reports

Crystal Reports 2011 Designer 1

Length: 2 day(s) | **Price:** \$1,240

This two day interactive workshop was designed for new users of Crystal Reports 2011. Some of the topics covered include a review of the software features, report design and the creation of presentation quality reports. The course incorporates a number of hands on exercises to reinforce the learning process.

Crystal Reports 2011 Designer 2

Length: 2 day(s) | **Price:** \$1,240

This two-day workshop is designed to enhance your basic report writing skills and move you into creating more complex reports. Time will be spent walking you through the tips and tricks of advanced report writing along with a good amount of hands on practice. In addition, you will cover professional design, techniques, sub-reporting and advanced formulas. This course incorporates a number of hands on exercises that reinforce the learning process.

Crystal Reports 2013/2016 Designer 1

Length: 2 day(s) | **Price:** \$1,240

This two day interactive workshop was designed for new users of Crystal Reports 2013. Some of the topics covered include a review of the software features, report design and the creation of presentation quality reports. The course incorporates a number of hands on exercises to reinforce the learning process.

Students using Crystal Reports 2016 can attend this training as there are very few differences. All students will receive 2013 course manuals.

Crystal Reports 2013/2016 Designer 2

Length: 2 day(s) | **Price:** \$1,240

This two-day workshop is designed to enhance your basic report writing skills and move you into creating more complex reports. Time will be spent walking you through the tips and tricks of advanced report writing along with a good amount of hands on practice. In addition, you will cover professional design, techniques, sub-reporting and advanced formulas. This course incorporates a number of hands on exercises that reinforce the learning process.

Students using Crystal Reports 2016 can attend this training as there are very few differences. All students will receive 2013 course manuals.



888.330.6890 | www.certstaff.com

Adobe Photoshop

Adobe Photoshop CC (2018)

Length: 3 day(s) | **Price:** \$1,330

This 3-day course covers new features in Adobe Photoshop CC, such as using the updated Start workspace and New Document dialog box to open or create the right document more quickly, using the Select and Mask feature to more easily isolate subjects and remove backgrounds, using Face-Aware Liquify to alter facial features and expressions, and quickly finding Photoshop tools, features, and tutorials. In addition, these lessons lead you through using multiple artboards to design screens more efficiently for a range of display sizes across desktop and mobile devices, previewing mobile designs on actual hardware, using the Export As command to generate optimized web and mobile assets, showing your work on your own Adobe Portfolio website, and more.

This edition is also chock-full of extra information on Photoshop features and how to work effectively with this robust application. You'll learn best practices for organizing, managing, and showcasing your photos, as well as how to optimize images for the web.

This course will be taught using Adobe Photoshop CC 2018 Release materials.



888.330.6890 | www.certstaff.com

Adobe Illustrator

Adobe Illustrator CC (2018)

Length: 3 day(s) | **Price:** \$1,330

This 3-day course teaches students step-by-step the key techniques for working in Illustrator CC (2018 Release). The 15 project-based lessons show users the key techniques for realizing your creative potential with Adobe Illustrator CC. Following hands-on step-by-step projects, users create logos, illustrations, posters, and more. Explore the new Essentials workspace that makes learning Illustrator even easier. Learn how to use the Shaper tool and Live Shapes along with dynamic symbols to streamline graphics creation. Create website assets and export them in multiple formats to support modern responsive web designs. From exacting illustration to free-form painting, you'll build a solid foundation in Illustrator as you progress through the lessons.

This course will be taught using Adobe Illustrator CC 2018 Release materials.



888.330.6890 | www.certstaff.com

Adobe Animate

Adobe Animate CC (2018)

Length: 3 day(s) | **Price:** \$1,330

This 3-day Adobe Animate CC course provides more expressive tools, powerful controls for animation, and robust support for playback across a wide variety of platforms. Learn how to use and create vector-based brushes for painterly effects. Gain more advanced control over complex animations with the Camera tool, and learn to focus the action on different parts of the Stage. Explore the new Layer Depth panel which lets you control the depth level of individual layers, creating a more realistic sense of space.

Support for SVG, WebGL, HTML5 animation and video, and seamless collaboration with other designers and with other Adobe applications through Creative Cloud libraries make Adobe Animate the ideal development environment for creative animation and multimedia.

This course is taught with the Adobe CC 2018 release software.



888.330.6890 | www.certstaff.com

Adobe InDesign

Adobe InDesign CC (2018)

Length: 3 day(s) | **Price:** \$1,330

This 3-day course teaches students step-by-step the key techniques for working with InDesign CC (2018 Release). The 15 project-based step-by-step lessons show users the key techniques for working in InDesign. Designers will build a solid foundation of typographic, page layout, and document-construction skills that will enable them to produce a broad range of print and digital publications—from a simple postcard to an interactive Adobe PDF with form fields. The real-world tasks in this comprehensive book are presented in an easy-to-follow, step-by-step format and are designed to train beginning Adobe InDesign users in the program—from fundamental features to powerful layout and output skills. This book will also help experienced InDesign users elevate their skills, understand best practices, and learn about new features.

This course will be taught using Adobe InDesign CC 2018 Release materials.



888.330.6890 | www.certstaff.com

Adobe Dreamweaver

Adobe Dreamweaver CC (2018)

Length: 3 day(s) | **Price:** \$1,330

This 3 day course teaches you everything you need to know to work in Adobe Dreamweaver CC (2018). Learn how to create webpages for the modern web with a minimum of hand coding; incorporate graphics, and text; add links to text and images; add interactive elements to your sites, such as HTML5-compatible interactivity; work with the latest HTML5 and CSS3 code and structures; and publish a finished site to the web.

This course is taught with Adobe CC 2018 release.



888.330.6890 | www.certstaff.com

HTML/CSS

HTML5 & Cascading Style Sheets 3

Length: 4 day(s) | **Price:** \$1,730

This hands-on course that teaches you HTML5 and CSS3 from scratch, showing you how you can't use one without the other nowadays. Learn how to enhance a site with audio and video clips, forms with HTML5 data validation, or CSS3 transitions and animations. See how JavaScript and jQuery add features like accordions, tabs, and slide shows to a page, or create a mobile site when a responsive site is impractical. You will learn the principles of web design, as well as how to deploy your finished sites. This course also teaches you how to use Responsive Web Design (RWD) so your pages will look good and work right on any screen, from phone to tablet to desktop and beyond.



888.330.6890 | www.certstaff.com

QuickBooks

QuickBooks Online Edition: Basic

Length: 1 day(s) | **Price:** \$435

In this introductory course to using QuickBooks Online, not learn to use QBO® correctly from the beginning. Enter your sales income from Customers, specific to your business's daily workflow. Track your company's Expenses. Run reports to understand your business's growth.

You'll also learn all the most common errors people make, so that you don't make them, too.

Whether you're new to QuickBooks Online – or suspect you're not using it correctly – you'll learn all the basics (and a lot of tips & tricks) that will allow you to get the most out of your QBO subscription.

QuickBooks Pro 2015/16 - Level 1

Length: 1 day(s) | **Price:** \$435

This training course is dedicated to providing you with a flexible, high-performance learning system. This dedication has resulted in a unique and progressive training method. Unlike other training methods that focus on theory or high-tech training products that overwhelm you, this training method provides a simple approach to learning computer software. Each course is given assuming the user has no prior computer skills. If you are using the software for the first time, you will be introduced to its primary features. If you are familiar with the software, you will quickly learn the new features and functionality of this version. Regardless of your skill level, you will learn with the greatest of ease.

Please note that this course is not appropriate for those students using QuickBooks Online. This course is only appropriate for those using PCs running the Windows 2016 or 2015 version of QuickBooks Pro.

QuickBooks Pro 2015/16 - Level 2

Length: 1 day(s) | **Price:** \$435

This training course is dedicated to providing you with a flexible, high-performance learning system. This dedication has resulted in a unique and progressive training method. Unlike other training methods that focus on theory or high-tech training products that overwhelm you, this training method provides a simple approach to learning computer software. Each course is given assuming the user has no prior computer skills. If you are using the software for the first time, you will be introduced to its primary features. If you are familiar with the software, you will quickly learn the new features and functionality of this version. Regardless of your skill level, you will learn with the greatest of ease.

Please note that this course is not appropriate for those students using QuickBooks Online. This course is only appropriate for those using PCs running the Windows 2015 or 2016 version of QuickBooks Pro.



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Adobe Acrobat

Adobe Acrobat DC

Length: 2 day(s) | **Price:** \$920

Adobe Acrobat DC is the most thorough and comprehensive course for students to learn how to reliably create, edit, and sign PDF documents and forms with Adobe Acrobat DC. Each of the 13 lessons in this step-by-step, project-based course contains a project that builds on their growing knowledge of the program. This cross-platform (Mac and Windows) course shows students how to collaborate effectively through electronic reviews, easily share their work across multiple platforms and devices (including via the new Adobe Document Cloud service), and speed up their production and business task workflow with Acrobat DC.



888.330.6890 | www.certstaff.com

Adobe Lightroom

Adobe Lightroom Classic CC

Length: 2 day(s) | **Price:** \$920

Adobe Photoshop Lightroom Classic CC is one of the most powerful tools a digital photographer has in their toolset, offering powerful editing features in a streamlined interface that lets photographers import, sort, and organize images. In this course, you will learn how to:

- Work efficiently with images shot in raw or JPEG formats
- Import photographs with ease and sort them according to your workflow
- Create and manage a personal image and video library
- Integrate Lightroom with Adobe Photoshop
- Prepare images for print, slideshows, or to create a book
- Make the most of new features, such as the ability to migrate and sync photos via the cloud



888.330.6890 | www.certstaff.com

FileMaker

FileMaker Pro 15/16 Basic

Length: 2 day(s) | **Price:** \$890

This course focuses on the features and benefits of the FileMaker Platform with special attention to the newest version, FileMaker 15/16. You will learn how to build a sample FileMaker solution from start to finish.

Say goodbye to paper forms, spreadsheet and single-use apps and learn how to create your own custom solution for your unique business needs.

Get step-by-step instructions to help you create a solution from start to finish. You'll get an overview of the FileMaker Platform as well as a tour the built-in tools and templates to make a solution that's right for you.

Discover the basics of working with layouts, creating interfaces for iPad and iPhone, and building reports on the fly. You'll also get an introduction to calculations, scripting, and keeping your app secure.

This course will be taught using Version 15 of FileMaker software. Due to minor differences, versions 14 and 16 can attend this course as well.

FileMaker Pro Advanced

Length: 2 day(s) | **Price:** \$890

FileMaker advanced training is a great option for people who want to take their database management ability to the next level, while looking like a star player to their manager or supervisor.

Learn to perform macro tasks and automation by working and thinking like a developer. This advanced training really speeds up your workflow and allows you to work at the most efficient level possible.



888.330.6890 | www.certstaff.com

SQL

MySQL Workbench: Data Modeling & Development

Length: 4 day(s) | **Price:** \$2,280

MySQL Workbench Data Modeling and Development helps developers learn how to effectively use this powerful product for database modeling, reverse engineering, and interaction with the database without writing SQL statements. MySQL Workbench is a graphical user interface that can be used to create and maintain MySQL databases without coding. The course covers the interface and explains how to accomplish each step by illustrating best practices visually.

Clear examples, instructions, and explanations reveal, in a single volume, the art of database modeling.

Complete coverage

Installation and Configuration; Creating and Managing Connections; Data Modeling Concepts; Creating an ERD; Defining the Physical Schemata; Creating and Managing Tables; Creating and Managing Relationships; Creating and Managing Views; Creating and Managing Routines; Creating and Managing Routine Groups; Creating and Managing User & Groups; Creating and Managing SQL Scripts; Generating SQL Scripts; Forward Engineering a Data Model; Synchronize a Model with a Database; Reverse Engineering a Database; Managing Differences in the Data Catalog; Creating and Managing Model Notes; Editing Table Data; Editing Generated Scripts; Creating New Instances; Managing Import and Export; Managing Security; Managing Server Instances

SQL Querying - Advanced

Length: 1 day(s) | **Price:** \$495

In this course you will compose Advanced SQL queries to retrieve desired information from a database. You will build on derived tables and common expressions, group and summarize data, explore advanced where clauses and finally write advanced queries.

This course is taught using Microsoft SQL Server, but students using versions of SQL such as Oracle or MySQL will benefit by attending. The courseware and lab environment provided will be Microsoft SQL Server.

SQL Querying - Basic

Length: 2 day(s) | **Price:** \$990

In this course you will compose SQL queries to retrieve desired information from a database. You will explore database concepts, write simple SELECT queries, use built-in functions and expressions, join tables, build subqueries and unions, and finally perform some advanced where clauses.



888.330.6890 | www.certstaff.com

This course is taught using Microsoft SQL Server, but students using versions of SQL such as Oracle or MySQL will benefit by attending. The courseware and lab environment provided will be Microsoft SQL Server.



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AutoCAD

AutoCAD 2016/2017 3D Drawing & Modeling

Length: 3 day(s) | **Price:** \$1,730

AutoCAD 2016: 3D Drawing and Modeling introduces students who are proficient with the 2D commands in the AutoCAD software to the concepts and methods of 3D modeling. The training guide provides a thorough grounding in the fundamentals of 3D and explores the main features of the advanced 3D Modeling workspace in the AutoCAD software.

Prerequisites: Before taking this course, students need to have a good working skill level in the AutoCAD software. A minimum of 80 hours of work experience with the AutoCAD software is recommended.

This course is taught with the AutoCAD 2016 version software. You are also able to attend with 2017 or 2015 version software due to minor variations between the two. All students will receive AutoCAD 2016 course materials.

Please note that this course is not appropriate for those students using Mac computers running the Mac version of AutoCAD. This course is only appropriate for those using PCs running the Windows version of AutoCAD.

AutoCAD 2016/2017 Advanced

Length: 3 day(s) | **Price:** \$1,730

AutoCAD 2016/2017 Advanced training introduces advanced techniques and teaches you to be proficient in your use of AutoCAD. This 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.

Prerequisites: Completion of AutoCAD 2016/2017 Essentials Training or equivalent knowledge.

This course is taught with the AutoCAD 2016 version software. You are also able to attend with 2017 or 2015 version software due to minor variations between the two. All students will receive AutoCAD 2016 course materials.

Please note that this course is not appropriate for those students using Mac computers running the Mac version of AutoCAD. This course is only appropriate for those using PCs running the Windows version of AutoCAD.

AutoCAD 2016/2017 Essentials

Length: 3 day(s) | **Price:** \$1,730

The objective of AutoCAD/AutoCAD LT 2016/2017 Essentials is to enable students to create a basic 2D drawing in the AutoCAD software. Even at this fundamental level, the AutoCAD software is one of the most sophisticated computer applications that you are likely to encounter. Therefore learning to use it can be challenging.



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AutoCAD/AutoCAD LT 2016/2017 Essentials covers the essential core topics for working with the AutoCAD software. The teaching strategy is to start with a few basic tools that enable the student to create and edit a simple drawing, and then continue to develop those tools. More advanced tools are also introduced throughout the training guide included with this course. Not every command or option is covered, because the intent is to show the most essential tools and concepts.

Prerequisites: A working knowledge of basic design/drafting procedures and terminology. A working knowledge of your operating system.

This course is taught with the AutoCAD 2016 version software. You are also able to attend with 2017 or 2015 version software due to minor variations between the two. All students will receive AutoCAD 2016 course materials.

Please note that this course is not appropriate for those students using Mac computers running the Mac version of AutoCAD. This course is only appropriate for those using PCs running the Windows version of AutoCAD.

AutoCAD 2018 Advanced

Length: 3 day(s) | **Price:** \$1,730

AutoCAD 2018 Advanced training introduces advanced techniques and teaches you to be proficient in your use of AutoCAD. This 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.

Topics Covered:

- Advanced Text Objects
- Working with Tables
- Defining dynamic blocks and attributes
- Outputting and publishing files for review
- Collaboration and automation tools
- Creating, publishing, and customizing sheet sets
- Managing Layers
- CAD Management and System Setup
- Enhancing productivity by customizing the AutoCAD interface
- Using macros and custom routines

Prerequisites: Completion of AutoCAD 2018 Essentials Training or equivalent knowledge.



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Please note that this course is not appropriate for those students using Mac computers running the Mac version of AutoCAD. This course is only appropriate for those using PCs running the Windows version of AutoCAD.

AutoCAD 2018 Essentials

Length: 3 day(s) | **Price:** \$1,730

The objective of AutoCAD/AutoCAD LT 2018 Essentials is to enable students to create a basic 2D drawing in the AutoCAD software. Even at this fundamental level, the AutoCAD software is one of the most sophisticated computer applications that you are likely to encounter. Therefore learning to use it can be challenging.

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Prerequisites: A working knowledge of basic design/drafting procedures and terminology. A working knowledge of your operating system.

Please note that this course is not appropriate for those students using Mac computers running the Mac version of AutoCAD. This course is only appropriate for those using PCs running the Windows version of AutoCAD.



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Statistics

Introductory Statistics - Advanced

Length: 1 day(s) | **Price:** \$445

This course discusses the basics of inferential statistics and commonly used tests for analysis. This includes correctly identifying the test to use and possible errors when running analysis. Designed for those people who want to take the next step with their data and to complement their descriptive procedures with inferential.

Introductory Statistics - Basic

Length: 1 day(s) | **Price:** \$445

The purpose of this course is to gain a fundamental understanding of statistics, how to properly select data and design experiments as well as summarization of data. This course is designed for those people who need a refresher in the basic understanding of statistics and those who wish to learn better how to summarize their data.

Introductory Statistics - Intermediate

Length: 1 day(s) | **Price:** \$445

This course discusses the transition phase between descriptive statistics and inferential statistics. Students will take the next step and learn the knowledge necessary to understand more complex statistical inference.



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Minitab

Analyzing Quality with Minitab

Length: 1 day(s) | **Price:** \$595

In this follow on course to Certstaffix Training's Intro to Statistics with Minitab course, you will learn how to use Minitab to evaluate and assess quality to improve processes.

Intro to Statistics with Minitab

Length: 1 day(s) | **Price:** \$595

In this follow on course to Certstaffix Training's Minitab Basics course, you will learn how to use Minitab along with statistical tests to evaluate data. You will also learn how to analyze the outcome of these tests.

Minitab Basics

Length: 1 day(s) | **Price:** \$595

In this introductory level Minitab course by Certstaffix training you will learn the basics of Minitab and be able to start using it effectively.



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ITIL

ITIL Awareness

Length: 1 day(s) | **Price:** \$770

The purpose of the Service Management Awareness course is to enable service providers to deliver key service management messages to large audiences during periods of organizational transformation or service management transition. With the correct conditions this one day, seminar style overview course can easily accommodate up to 100 delegates.

The Service Management Awareness course provides very high-level information and focuses on primary concepts and principles of the Service Lifecycle; as such it does not provide an examination. However, the accompanying delegate courseware includes comprehensive self-study materials which may help prepare individuals with high levels of ITIL awareness for the Service Management Foundation exam. It should be noted however that the purpose of this course is not to prepare delegates for certification. If this is the desired result, then the ITIL Foundation course should be chosen.

Objectives:

This course is designed to provide a high-level overview of ITIL and enable delegates to understand how an integrated IT Service Management framework might be utilized to achieve IT business integration, cost reductions and increased productivity. The areas that this course is designed to cover are:

- An introduction to ITIL, its strategic and operational benefits
- An overview of the ITIL certification scheme
- Service Management as a practice
- The ITIL Service Lifecycle
- Generic ITIL concepts and definitions
- High-level overview of Service Strategy, Service Design, Service Transition, Service Operation and Continual Service Improvement
- A high-level review of the ITIL Service Management functions

ITIL Foundation

Length: 3 day(s) | **Price:** \$2,200



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If you are an IT professional looking to get into IT service management using ITIL best practices, the ITIL Foundation course is the first step in your preparation. The course will prepare you for the ITIL Foundation exam, introducing you to basic concepts used in IT service management. In this course, you will acquire the essential skills and information necessary to lead and manage an IT business service through every stage of its lifecycle.

Implementing and supporting IT services in the workplace can often be a daunting task since all organizations differ in key ways. Whether it's upgrading from one service to another, improving an existing service, or designing a service from scratch, business-focused leadership and management are crucial elements of services that your customers will perceive as valuable. The course will prepare you for the ITIL Foundation exam, introducing you to basic concepts used in IT service management. In this course, you will identify the fundamental concepts of ITIL to help prepare yourself for the Foundation Certification.

Certification exams are administered by third party testing companies. Our courses prepare you for the certification exam, which is an additional fee paid to the testing provider. You must contact testing provider to take a certification exam.



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Google Adwords

Google AdWords

Length: 3 day(s) | **Price:** \$1,340

In today's technologically connected society, people have access to information almost everywhere they go on a variety of devices. All strong marketing campaigns should incorporate some form of search engine advertising. Google AdWords™ is a search engine advertising tool that allows individuals and organizations to advertise on the Internet. Google AdWords is the most popular search engine advertising tool and operates on the largest connected set of networks, Google's networks. Google AdWords is simple to start using, but is difficult to master. AdWords campaigns have many components that must work together well to create an effective ad campaign. Managing an AdWords campaign involves constant monitoring, analysis, and refinement to improve campaign performance. In this course, you will create a Google AdWords account and an AdWords campaign. You will create both text and image ads, and target campaigns to specific audience segments by using advanced AdWords features. You will refine and optimize all aspects of your AdWords campaigns from ads, to keywords, to bidding, to budgets. You will also use advanced tools to manage AdWords accounts and data.

This course is designed for individuals who are seeking the Google AdWords certification and who want to prepare for Google AdWords Fundamentals and Google AdWords Search Advanced exams.

This course is taught using the latest interface released in 2017, however, students using the older interface can attend.



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Microsoft .NET

.NET Core Frameworks (Visual Studio 2017)

Length: 2 day(s) | **Price:** \$1,210

This two-day course is designed to provide a sound introduction to .NET Core for programmers who already know the C# language. It is current to Visual Studio 2017 and .NET Core 2.0, which supports a much larger subset of the classic .NET Framework than the original .NET Core 1.0. The course focuses on core portions of the .NET Framework that are common across many application areas. It starts with an introduction to the architecture and key concepts of .NET. The course then discusses class libraries, packages, metapackages and frameworks. The following chapters discuss important topics in the .NET programming model, including delegates and events, I/O and serialization, memory management, processes and threads. The course concludes with a chapter on threading, which includes an introduction to the Task Parallel Library (TPL).

The course is hands-on, with many programming examples. The goal is to equip you with the foundations of this important new technology from Microsoft. The student will receive a comprehensive set of materials, including course notes and all the programming examples.

.NET Framework Using C# (Visual Studio 2017)

Length: 4 day(s) | **Price:** \$2,375

This four-day course is designed to provide a sound introduction to the .NET Framework for programmers who already know the C# language and the fundamentals of Windows Forms. It is current to Visual Studio 2017, which now includes support for cross-platform development using .NET Core. The course focuses on core portions of the .NET Framework that are common across many application areas. Separate courses are available in specific areas, such as ADO.NET, XML Programming, Windows Presentation Framework, Windows Communications Framework and ASP.NET.

The course starts with an introduction to the architecture and key concepts of .NET. It then discusses class libraries, assemblies, versioning, configuration, and deployment, which constitute a major advance in the simplicity and robustness of deploying Windows applications, ending the notorious "DLL hell." The next four chapters discuss important topics in the .NET programming model, including metadata, reflection, I/O, and serialization. Chapter 6 continues the discussion of the .NET programming model, covering memory management, asynchronous programming and application domains. Next comes a chapter on threading, which includes an introduction to the Task Parallel Library (TPL).

.NET Security, which was simplified in .NET 4.0, is introduced, including both code access security and role-based security. The next chapter covers interoperability of .NET with COM and with Win32 applications. The course includes an introduction to database programming using ADO.NET and LINQ. Finally, the .NET Framework diagnostic facilities are discussed in depth. An appendix covers .NET Remoting.

The course is practical, with many examples and a case study. The goal is to equip you to begin building significant



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applications using the .NET Framework. The student will receive a comprehensive set of materials, including course notes and all the programming examples.

Visual Basic (VB.NET) Programming (Visual Studio 2012/13/15)

Length: 5 day(s) | **Price:** \$2,850

This 5-day course is designed to teach you how to write useful programs in Visual Basic 2012/13/15 as quickly and easily as possible. It provides an introduction to Visual Studio 2012/13/15 and Windows Programming. You'll learn to use variables, data types, comments, methods, and control software flow with the If statement and loops. You'll work with data in arrays, enumerations, constants, structures, ArrayLists, Collections, and tables. And much more...

Windows Communication Foundation (WCF) Using C# (Visual Studio 2012/13/15)

Length: 5 day(s) | **Price:** \$2,850

This 5 day course explains how the pieces of WCF 4.0 with C# build on each other to provide a comprehensive framework to support distributed enterprise applications. Experienced developers will learn both theory, practical application, design services, how to create a hosting environment with Dublin, build cloud-based integrations, and much more.

Windows Presentation Foundation (WPF) Using C# v4.5 (Visual Studio 2012/13/15)

Length: 5 day(s) | **Price:** \$2,850

This 5 day course provides you with a solid foundation of fundamental WPF using C# concepts so you can start building attractive, dynamic, and interactive applications quickly and easily. As the course progresses, topics gradually become more advanced, and you'll discover how to use WPF to build applications that run in more environments, on more hardware, using more graphical tools, and providing a more engaging visual experience than is normally possible with Windows Forms.

Windows Presentation Foundation (WPF) Using Visual Basic v4.5 (Visual Studio 2012/13/15)

Length: 5 day(s) | **Price:** \$2,850

Microsoft's Windows Presentation Foundation (WPF) provides you with a development framework for building high-quality user experiences for the Windows operating system. It blends together rich content from a wide range of sources and allows you unparalleled access to the processing power of your Windows computer.

Pro WPF 4.5 in VB provides a thorough, authoritative guide to how WPF really works. Packed with no-nonsense examples and practical advice you'll learn everything you need to know in order to use WPF in a professional setting. The class begins by building a firm foundation of elementary concepts, using your existing VB skills as a frame of reference, before moving on to discuss advanced concepts and demonstrate them in a hands-on way that emphasizes the time and effort savings that can be gained.

Windows Presentation Foundation Using C# (Visual Studio 2017)

Length: 4 day(s) | **Price:** \$2,375

This course introduces Windows Presentation Foundation or WPF, the .NET technology from Microsoft for building rich



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Windows applications. It was originally part of .NET 3.0, previously called "WinFX" by Microsoft. WPF includes an XML-based markup language for defining program elements, Extensible Application Markup Language (XAML). WPF applications can be created using only code or a combination of code and XAML pages. This course covers the essentials of WPF, providing an orientation to this technology and a firm foundation for creating applications. The course is current to . Visual Studio 2017 and the latest versions of the classical .NET Framework. WPF is not supported on .NET Core.

WPF is a complex technology that can have a steep learning curve. This course approaches the subject in a practical manner, introducing the student to the fundamentals of creating Windows applications using the features of WPF. It includes coverage of both traditional concepts such as controls and new concepts such as XAML, flexible layout, logical resources, dependency properties, routed events, and the loosely-coupled command architecture of WPF. Data binding is discussed in detail, including visual data binding using Visual Studio 2017 and accessing databases using Entity Framework 6. The course also covers styles, templates, skins and themes. The course concludes with a brief chapter on WPF and Windows Forms interoperation.

The course is hands-on with many example programs and lab exercises.



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CompTIA

CompTIA A+ Certification

Length: 5 day(s) | **Price:** \$2,800

This course is your complete solution for A+ exam preparation. Covering 100% of Exam 220-901 and Exam 220-902 objectives, this course gives you everything you need to ensure that you not only understand the basics of IT, but that you can demonstrate your understanding effectively. This course has been updated to reflect the exam's new focus. Coverage includes the latest best practices, Windows 8/8.1 and mobile OSes, and an emphasis on the practical skills required on the job. Clear and concise, this course helps you solidify your understanding of crucial hardware and operating system maintenance and troubleshooting topics covered on the exam.

The CompTIA A+ certification is the essential computer technician credential, and is required by over 100 leading employers. This course helps you prepare and practice so you can approach the exam with confidence, and pass with flying colors.

- Review the components of personal computers, laptops, and portable devices
- Understand operating systems, networks, and security
- Get up to speed on safety and environmental issues
- Practice effective communication and the "soft skills" of professionalism

Certification exams are administered by third party testing companies such as Pearson Vue or Prometric. Our courses prepare you for the certification exam, which is an additional fee paid to the testing provider. You must contact Prometric, Pearson Vue or the corresponding testing provider to take a certification exam.

CompTIA Linux+

Length: 5 day(s) | **Price:** \$2,850

This course offers the most up-to-date information to empower users to successfully pass CompTIA's Linux+ (Powered by LPI) Certification exam, while maintaining a focus on quality, classroom usability, and real-world experience. This course provides not only the conceptual knowledge, but also the hands-on skills necessary to work with the Linux operation systems in a network administration environment. Comprehensive coverage includes updated information pertinent to the latest Linux distributions, as well as new storage technologies such as LVM and ext4. Students will learn about new and expanded material on key job-related networking services including FTP, NFS, Samba, Apache, DNS, DHCP, NTP, RADIUS, LDAP, Squid, Sendmail, Postfix, X, SSH, VNC, SQL, and updated information on security practices and technologies. The Hands-On exercises help learners practice new skills, and review questions and key terms reinforce important concepts.



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Certification exams are administered by third party testing companies such as Pearson Vue or Prometric. Our courses prepare you for the certification exam, which is an additional fee paid to the testing provider.. You must contact Prometric, Pearson Vue or the corresponding testing provider to take a certification exam.

CompTIA Network+

Length: 5 day(s) | **Price:** \$2,800

Knowing how to install, configure, and troubleshoot a computer network is a highly marketable and exciting skill. This course first introduces the fundamental building blocks that form a modern network, such as protocols, topologies, hardware, and network operating systems. It then provides in-depth coverage of the most important concepts in contemporary networking, such as TCP/IP, Ethernet, wireless transmission, and security. After attending this course and completing the hands-on exercises, you will be prepared to select the best network design, hardware, and software for your environment. You will also have the skills to build a network from scratch and maintain, upgrade, and troubleshoot an existing network. Finally, you will be well prepared to pass CompTIA's (the Computing Technology Industry Association's) Network+ certification exam. This course explains concepts logically and in a clear, approachable style. In addition, concepts are reinforced by real-world examples of networking issues from a professional's standpoint. Each lesson opens with an On the Job story from a network engineer. These real-world examples, along with Hands-on Projects and Case Projects in each lesson, make this course a practical learning tool.

Certification exams are administered by third party testing companies such as Pearson Vue or Prometric. Our courses prepare you for the certification exam, which is an additional fee paid to the testing provider.. You must contact Prometric, Pearson Vue or the corresponding testing provider to take a certification exam.

CompTIA Security+ (2017 Objectives)

Length: 5 day(s) | **Price:** \$2,800

This course offers invaluable preparation for Exam SY0-501 and covers 100% of the exam objectives with clear, concise explanation. You'll learn how to handle threats, attacks, and vulnerabilities using industry-standard tools and technologies, while understanding the role of architecture and design. From everyday tasks like identity and access management to complex topics like risk management and cryptography, this course helps you consolidate your knowledge base in preparation for the Security+ exam. Practical examples illustrate how these processes play out in real-world scenarios, allowing you to immediately translate essential concepts to on-the-job application. Students also get access to a robust toolkit for more thorough prep: flashcards, glossary of key terms, practice questions, and a pre-assessment exam equip you with everything you need to enter the exam confident in your skill set.

- Master essential security technologies, tools, and tasks
- Understand how Security+ concepts are applied in the real world
- Study on the go with electronic flashcards and more



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- Test your knowledge along the way with hundreds of practice questions

To an employer, the CompTIA Security+ certification proves that you have the knowledge base and skill set to secure applications, devices, and networks; analyze and respond to threats; participate in risk mitigation, and so much more. As data threats loom larger every day, the demand for qualified security professionals will only continue to grow.

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CompTIA Cloud Essentials (CLO-001)

Length: 2 day(s) | **Price:** \$970

In this course you will weigh the pros and cons of cloud computing to make effective decisions and meet IT challenges. The CompTIA Cloud Essential Specialty certification is relevant to IT specialists, IT technical services specialists, IT relationship managers, IT architects, consultants, business and IT management, business process owners, and analysts. Upon successful completion of this course, students will be able to: learn the fundamental concepts of cloud computing, learn the business aspects and impact of cloud computing, differentiate the types of cloud solutions and the adoption measures needed for each, identify the technical challenges and the mitigation measures involved in cloud computing, identify the steps to successfully adopt cloud services, identify the basic concepts of ITIL and describe how the ITIL framework is useful in the implementation of cloud computing in an organization, identify the possible risks involved in cloud computing and the risk mitigation measures, and you will also identify the potential cost considerations for the implementation of cloud and its strategic benefits.

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CompTIA CTT+ Train the Trainer (TK0-201)

Length: 2 day(s) | **Price:** Only available for groups onsite.

This course will prepare students for the CompTIA CTT+ TK0-201 certification exam. One of two exams required to become CTT+ certified. Students will learn how to plan and prepare to teach a course, and how to select and implement various delivery methods. They'll also learn how to demonstrate professional conduct and content expertise, how to use communication and presentation skills to facilitate learning, and how to establish and maintain a learner-centered environment. Finally, they'll learn techniques for evaluating learner performance throughout an event and techniques for evaluating their training performance and delivery of a course.



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This course is not available for delivery online. It is only delivered for private groups onsite because the instructor must evaluate the students in a classroom setting as part of the training.



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Linux/Unix

Linux Essentials

Length: 4 day(s) | **Price:** \$2,280

This course thoroughly covers Linux fundamentals. You'll begin with basic principles and the Linux way of doing things, then move on to common user programs such as the command line and text editors. With these skills in hand, you can tackle system administration tasks, such as user management and network configuration. Whether you're prepping for the LPI Linux Essentials certification or just brushing up on the basics for your professional work, this is the fast and thorough course you need.

Linux System Administration

Length: 4 day(s) | **Price:** \$2,280

This course will teach you to effectively deploy and maintain Linux and other Free and Open Source Software (FOSS) on your servers or entire network. It provides up-to-date details on the latest Linux distributions, including Fedora, Red Hat Enterprise Linux, CentOS, Debian, and Ubuntu. Learn how to install and customize Linux, work from the GUI or command line, configure Internet and intranet services, interoperate with Windows systems, and create reliable backups. Performance tuning, security, and virtualization are also covered and real-world examples help you put the techniques presented into practice.

Fundamentals of UNIX

Length: 4 day(s) | **Price:** \$2,280

This 4-day hands-on course provides users with the knowledge and skills needed to effectively use UNIX™. In this course, students will learn about the full range of UNIX user commands and utilities and how to develop shell scripts and advance their vi editing skills. This is also a first course for system administrators and programmers who are new to UNIX and Linux.

Korn & Bash Shell Programming

Length: 3 day(s) | **Price:** \$1,740

The vast majority of users utilize the Korn Shell or some variant of the Bourne Shell, such as bash. This course covers both of these shells. It begins with a generalized tutorial of Unix and tools and then moves into detailed coverage of shell programming.

UNIX System Administration

Length: 4 day(s) | **Price:** \$2,280

This 4-day course introduces Linux™ and UNIX™ users to the tasks needed to administer their own system.



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Microsoft Exchange

Mastering Microsoft Exchange Server 2016

Length: 5 day(s) | **Price:** \$2,925

Mastering Microsoft Exchange Server 2016 is the gold-standard reference for system administrators and first-time users alike. Fully updated to align with the latest release, this expert-led training provides comprehensive coverage and easy-to-follow tutorials for all aspects of Exchange Server installation, configuration, and management. This class will walk you through planning and design, installation, administration and management, maintenance, and more, so you can get up to speed quickly and get back to work.

Microsoft Exchange allows access to e-mail, voicemail, and calendars at any time, from almost any device. The 2016 release is designed specifically to appeal to enterprises; if you've been tasked with the implementation, this course has the information you need.

- Get up to speed with the latest changes and features
- Understand server configurations, requirements, installation, and migration
- Manage mailboxes, groups, connectivity, and the client access server
- Troubleshoot common issues efficiently and effectively



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Oracle

Oracle 11g Database Administration

Length: 5 day(s) | **Price:** \$2,850

Learn how to manage a flexible, highly available Oracle 11g database in this course. This course shows how to perform a new installation, upgrade from previous versions, configure hardware and software for maximum efficiency, and employ bulletproof security. You will learn to automate the backup and recovery process, provide transparent failover capability, audit and tune performance, and distribute your enterprise databases with Oracle Net.

Certification exams are administered by third party testing companies such as Pearson Vue or Prometric. Our courses prepare you for the certification exam, which is an additional fee paid to the testing provider.. You must contact Prometric, Pearson Vue or the corresponding testing provider to take a certification exam.

Oracle 12c Database Administration

Length: 5 day(s) | **Price:** \$2,850

This 5-day course will provide you with a solid understanding of restricting and sorting data, walks you through using conversion functions and conditional expressions, and addresses displaying data from multiple tables, manipulating data, database maintenances, and database backups and recovery. You will also... explore the Oracle database architecture and discuss preparing the database environment, create an Oracle database, and manage the Oracle instance. This class will also focus on administering and implementing user security.

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Oracle 12c New Features

Length: 3 day(s) | **Price:** \$1,740

This 3-day course shows the myriad new and enhanced capabilities available in the latest Oracle Database release. You'll learn everything you need to know to get up and running quickly on Oracle Database 12c. Oracle Database 12c New Features offers detailed coverage of: Installing Oracle Database 12c; Architectural changes, such as Oracle Multitenant; The most current information on upgrading and migrating to Oracle Database 12c; The pre-upgrade information tool and parallel processing for database upgrades; Oracle Real Application Clusters new features, such as Oracle Flex Cluster, Oracle Flex Automatic Storage Management, and Oracle Automatic Storage Management Cluster File System; Oracle RMAN enhancements, including cross-platform backup and recovery; Oracle Data Guard improvements, such as Fast Sync, and Oracle Active Data Guard new features, such as Far Sync; SQL, PL/SQL, DML, and DDL new features; Improvements to partitioning manageability, performance, and availability; Advanced business



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intelligence and data warehousing capabilities; Security enhancements, including privileges analysis, data redaction, and new administrative-level privileges; Manageability, performance, and optimization improvements

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Oracle 12c/11g SQL & PL/SQL

Length: 5 day(s) | **Price:** \$2,850

This 5-day course teaches how to access Oracle 12c/11g databases through SQL statements and construct PL/SQL programs. Oracle Database 12c/11g SQL offers complete coverage of the latest database features and techniques. Find out how to write SQL statements to retrieve and modify database information, use SQL*Plus and SQL Developer, work with database objects, write PL/SQL programs, use performance optimization techniques, incorporate XML, and more. This course contains everything you need to know to master Oracle PL/SQL.

This course is taught with the 12c version of Oracle. You will be able to attend with 11g version, due to minor SQL variations between the two. All students will receive 12c course materials & labs.

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Oracle Toad

Length: 2 day(s) | **Price:** \$1,190

This Oracle Toad training course is packed with step-by-step lectures and hands-on exercises, and brings together everything developers and DBAs need to maximize their productivity with TOAD in both administrative and development tasks. Topics include: TOAD setup and configuration, Browsing databases and schemas, Editing SQL and PL/SQL within TOAD, Creating new databases, Checking database health, Performing common DBA tasks, Reporting via standard and custom reports and Optimizing database performance.



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Programming Concepts

Introduction to Programming

Length: 3 day(s) | **Price:** \$1,680

This course is a language-independent introduction to programming logic. It consists of seven areas that cover the fundamentals of programming logic--introductory concepts, structure, decision-making, looping, array manipulation, calling methods, and an introduction to object-oriented programming.

Introduction to Programming With C++

Length: 5 day(s) | **Price:** \$2,850

This course takes a hands-on, applied approach to the first programming language course for students studying computer science. The course begins with procedural programming in C, and then gradually introduces object-oriented programming features and the C++ language syntax that enables first-time programmers to use them.

Object-Oriented Analysis and Design Using the Unified Modeling Language

Length: 5 day(s) | **Price:** \$2,850

In this 5-day course students learn how to use Object-Oriented techniques to analyze real-world requirements and to design solutions that are ready to code.



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Android Development

Beginning Android

Length: 5 day(s) | **Price:** \$3,250

Get started in creating marketable apps for the burgeoning Android market. Begin your journey by learning the essentials of programming for phones and tables that are built around Google's wildly-successful Android platform. Beginning Android is fresh with details on the latest iteration of the Android 5 and earlier versions.

Google's Android operating-system has taken the industry by storm, going from its humble beginnings as a smartphone operating system to its current status as a platform for apps that run across a gamut of devices from phones to tablets to netbooks to televisions, and the list is sure to grow. Smart developers are not sitting idly by in the stands, but are jumping into the game of creating innovative and salable applications for this fast-growing, mobile- and consumer-device platform. If you're not in the game yet, now is your chance!

Begin at the beginning by installing the tools and compiling a skeleton app. Move through creating layouts, employing widgets, taking user input, and giving back results. Soon you'll be creating innovative applications involving multi-touch, multi-tasking, and more! You'll be drawing data live from the Internet using web services and delighting your customers with life-enhancing apps. Not since the PC era first began has there been this much opportunity for the common developer. What are you waiting for?



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Java

Java Programming

Length: 5 day(s) | **Price:** \$2,850

Whether you want to learn Java to write customized applets to embed in your web pages or large-scale applications, this 5 day course is for you. Learn to program in Java with the latest Java Development Kit 7 (JDK 7). This course: Covers the main terms and concepts that are essential to programming in Java; Explains what the language elements do and how you can effectively apply them in practice; Provides an extensive introduction to the key packages in the Java class library illustrated with full working examples; Walks you through building a robust application to give you a better understanding of how to apply Java in practical projects; Explores the XML and XSLT capability that comes with the JDK; and more...

Learn Java for Web Development

Length: 5 day(s) | **Price:** \$2,850

Learn Java for Web Development teaches web developers who are new to Java key skills, Java-based languages, and frameworks to build simple or complex web sites and applications. You will learn the Java nuts and bolts necessary to build a simple ""HelloWorld"" Java (native) application, as well as a ""HelloWorld"" Java-based web application example that utilizes servlets and Java Server Pages (JSPs).

You'll learn more about servlets and JSPs and delve into Java Server Faces (JSFs) and the expression language found in each of these by applying them in a real-world case study—a book store e-commerce application. Then you'll build your web application using Apache Struts2 and the Spring MVC framework.

The class concludes by exploring the web application that you've built and examining industry best practices and how these might fit with your application, as well as covering alternative Java Web frameworks like Groovy/Grails and Scala/Play 2. You also can explore the basics of Java, Groovy, and Scala.



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PHP

PHP Programming with MySQL

Length: 5 day(s) | **Price:** \$2,850

PHP and MySQL (or its fork, MariaDB) are two of today's most popular, open-source tools for server-side web programming. And with this course, you'll learn right from the start how to use them together, the way the pros do.

If interested in attending this training...

You should know at least the basics of HTML and have done some programming in a modern programming language before but have not necessarily programmed for the web or used a relational database. If you are beginning programmer, you should still find this training useful, but digesting it might take a little longer.



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Python

Advanced Python Programming

Length: 3 day(s) | **Price:** \$2,060

This 3 day course picks up where Introduction to Python Programming leaves off. Some topics are covered in more detail; new topics are added. You will have mastered all of the Python skills that are needed on the job, including those for object-oriented, database, and GUI programming.

Introduction to Python Programming

Length: 4 day(s) | **Price:** \$2,580

If you want to learn how to program but don't know where to start, this is the right class and the right language for you. From the first day, our training approach will help you build competence and confidence in your programming skills. And Python is the best language ever for learning how to program because of its simplicity and breadth...two features that are hard to find in a single language.

Our training approach also works for experienced programmers, helping you learn faster and better than you've ever learned a language before!



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Microsoft SharePoint

Advanced Solutions of Microsoft SharePoint Server 2013 (70-332)

Length: 5 day(s) | **Price:** \$2,925

This course examines how to plan, configure, and manage a Microsoft SharePoint Server 2013 environment. Special 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 2013.

Certification exams are administered by third party testing companies such as Pearson Vue or Prometric. Our courses prepare you for the certification exam, which is an additional fee paid to the testing provider.. You must contact Prometric, Pearson Vue or the corresponding testing provider to take a certification exam.

Business Intelligence in Microsoft SharePoint 2013

Length: 5 day(s) | **Price:** \$2,925

Dive into the business intelligence features in SharePoint 2013—and use the right combination of tools to deliver compelling solutions.

In this course you will learn how to take control of business intelligence (BI) with the tools offered by SharePoint 2013 and Microsoft SQL Server 2012. You'll get step-by-step instructions for understanding how to use these technologies best in specific BI scenarios—whether you're a SharePoint administrator, SQL Server developer, or business analyst.

This course will show you how to: Manage the entire BI lifecycle, from determining key performance indicators to building dashboards, Use web-based Microsoft Excel services and publish workbooks on a SharePoint Server, Mash up data from multiple sources and create Data Analysis Expressions (DAX) using PowerPivot, Create data-driven diagrams that provide interactive processes and context with Microsoft Visio Services, Use dashboards, scorecards, reports, and key performance indicators to monitor and analyze your business and Use SharePoint to view BI reports side by side, no matter which tools were used to produced them.

Core Solutions of Microsoft SharePoint Server 2013 (70-331)

Length: 5 day(s) | **Price:** \$2,925

This course will provide you with the knowledge and skills to configure and manage a Microsoft SharePoint Server 2013 environment. This course will teach you how to configure SharePoint Server 2013, as well as provide guidelines, best practices, and considerations that will help you optimize your SharePoint server deployment.

After completing this course, students will be able to: Describe the key features of SharePoint 2013, Design an



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information architecture, Design logical and physical architectures, Install and configure SharePoint Server 2013, Create web applications and site collections, Plan and configure service applications, Manage users and permissions, Configure authentication for SharePoint 2013, Secure a SharePoint 2013 deployment, Manage taxonomy, Configure user profiles, Configure enterprise search and Monitor and maintain a SharePoint 2013 environment.

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Microsoft SharePoint 2010 Administration (70-668)

Length: 5 day(s) | **Price:** \$2,925

This course shows you how to design, deploy, and implement a SharePoint 2010 environment, providing practical skills and real-world techniques and scenarios you'll be able to apply on the job. You'll not only thoroughly learn SharePoint 2010, but you'll also get up to speed on business continuity and solutions. In addition, those preparing for the MCITP: SharePoint 2010 Administration certification exam 70-668 will find thorough coverage of all exam objectives.

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Microsoft SharePoint 2010 Configuration (70-667)

Length: 5 day(s) | **Price:** \$2,925

SharePoint holds 55 percent of the collaboration and content management market, with many more companies indicating they plan to join the fold. This course covers installing, deploying, configuring, and upgrading SharePoint Server 2010; managing search, business intelligence, and administration; configuring content management and business forms; and more. IT professionals interested in enhancing their marketability with the new Microsoft Certified Technology Specialist: Microsoft SharePoint Server 2010 Configuring exam will find this course ideal to prepare them for the exam 70-667.

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SharePoint 2010 for End Users

Length: 2 day(s) | **Price:** \$900

This course is designed for non-IT personnel that need to administer and edit SharePoint sites from within a web browser. Get the fast facts that make learning Microsoft® SharePoint® 2010 plain and simple! This no-nonsense course uses easy



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steps and concise, straightforward instruction to show the most expedient ways to learn a skill or solve a specific problem.

SharePoint 2013 for End Users

Length: 2 day(s) | **Price:** \$900

This course is designed for non-IT personnel that need to administer and edit SharePoint sites from within a web browser. Get the fast facts that make learning Microsoft SharePoint 2013 plain and simple! This course contains easy steps and clear, concise language to learn the simplest ways to get things done.

In this course, students will learn to: Create libraries for all kinds of media, Share information in one location, Organize people and processes, Connect SharePoint to Microsoft Office with no fuss, Find things fast with the Search Center and Expand your community with social networking.

SharePoint 2016 for End Users

Length: 2 day(s) | **Price:** \$900

This is learning made easy. Get more done quickly with SharePoint 2016, and empower your whole organization to do so, too.

- Create, edit, share, and manage documents, and use document collaboration in teams
- Create sites, organize them, and customize their layouts, features, and apps
- Efficiently organize content by using lists, libraries, and sites
- Manage site security, themes, templates, and content syndication
- Search for information and people, target your queries, and promote search results
- Manage projects by using SharePoint project sites
- Automate business processes by using workflows
- Communicate and collaborate via SharePoint's social features
- Use SharePoint with Microsoft Word, Excel, Outlook, and OneNote



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Microsoft SQL Server

Administering Microsoft SQL Server 2012/14/16 Databases (70-462)

Length: 5 day(s) | **Price:** \$2,925

This course is intended for Database Professionals who perform installation, maintenance, and configuration tasks as their primary areas of responsibility. They will often set up database systems and are responsible for making sure those systems operate efficiently. They also make sure that the data they store is backed up regularly, stored effectively, and that the data is secure from unauthorized access.

This course will be taught using 2012 software, however, 2014 and 2016 can attend due to similarities.

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Implementing a Data Warehouse with Microsoft SQL Server 2012/14/16 (70-463)

Length: 5 day(s) | **Price:** \$2,925

The primary audience for this course is Extract Transform Load (ETL) and Data Warehouse Developers. They are most likely to focus on hands-on work creating business intelligence (BI) solutions including data cleansing, ETL, and Data Warehouse implementation.

This course will be taught using 2012 software, however, 2014 and 2016 can attend due to similarities.

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Microsoft SQL Server 2012/14/16 Reporting Services (SSRS)

Length: 5 day(s) | **Price:** \$2,925

This course introduces the SSRS architecture, the report manager, the basics of databases and database queries, and the report builder role.



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In this course you will learn to: Plan for, install, configure, and customize SQL Server 2012 Reporting Services; Retrieve data with SELECT queries; Generate reports from the Report Wizard and from scratch; Enhance your reports with charts, images, gauges, and maps; Add value to reports through summarizing, totaling, and interactivity; Build reusable report templates; Embed Visual Basic, .NET functions and subreports into your reports; Enable end-user access to reports via the Report Server and its Report Manager web interface; Integrate SSRS reports with your own websites and custom applications

This course is taught with 2012 software, however, 2014 and 2016 users can attend due to the similarities.

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[Querying Microsoft SQL Server 2012/14/16 \(70-461\)](#)

Length: 5 day(s) | **Price:** \$2,925

This course is intended for SQL Server database administrators, implementers, system engineers, and developers who are seeking to prove their skills and knowledge in writing queries.

This course will be taught using 2012 software, however, 2014 and 2016 can attend due to similarities.

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Windows Server

Administering Windows Server 2012 (70-411)

Length: 5 day(s) | **Price:** \$2,925

This course is designed to help enterprise administrators develop real-world, job-role-specific skills. It focuses on deploying and managing Windows Server 2012. Build hands-on expertise through a series of lessons, exercises, and suggested practices—and help maximize your performance on the job. You will learn to: Deploy and update Windows Server 2012, Manage account policies and service accounts, Configure name resolution, Administer Active Directory, Manage Group Policy application and infrastructure, Work with Group Policy settings and preferences, Administer network policies, Configure the network to enable remote access, Manage file services and Monitor and audit Windows Server 2012. This course is fully updated for Windows Server 2012 R2.

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Configuring Advanced Windows Server 2012 Services (70-412)

Length: 5 day(s) | **Price:** \$2,925

This course provides in-depth, hands-on training focuses on job-role-specific expertise for deploying and managing advanced infrastructure services in Windows Server 2012. Taking this course will create a foundation of skills which, along with on-the-job experience, can be measured by Microsoft Certification exams such as 70-412. This course is fully updated for Windows Server 2012 R2, including new practices.

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Installing and Configuring Windows Server 2012 (70-410)

Length: 5 day(s) | **Price:** \$2,925

This course is designed to help you learn a real-world mastery of Windows Server 2012 core infrastructure services. It focuses on job-role-specific expertise for deploying and managing Windows Server 2012 core services and creates a foundation of skills. Topics include: Deploying Servers and Domain Controllers, Remote Management, Administering Active Directory, Network Administration, Using Group Policy, Provisioning and Managing Storage, Deploying Hyper-V Hosts, Deploying and Managing Virtualized Workloads, Deploying File Servers and Managing Print Services. This course is fully updated for Windows Server 2012 R2.



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[Windows Server 2016: Identity \(Exam 70-742\)](#)

Length: 5 day(s) | **Price:** \$2,925

In this course, you will manage identity with Windows Server 2016. This course covers all the topics listed in the exam objectives for 70-742. It also contains practical information for the working network and system administrator. The successful student will become comfortable with all procedures and activities listed in this book, the Spotlights on the CHOICE website, and refer to the websites listed in the student notes throughout the content.

[Windows Server 2016: Install, Store, and Compute \(Exam 70-740\)](#)

Length: 5 day(s) | **Price:** \$3,100

This course covers all the topics listed in the exam objectives for 70-740. In this course, you will be able to install, configure, and administer Windows Server 2016. It also contains practical information for the working server administrator.

[Windows Server 2016: Networking \(Exam 70-741\)](#)

Length: 5 day(s) | **Price:** \$2,925

In this course, you will be able to perform basic and advanced networking with Windows Server 2016. This course covers all the topics listed in the exam objectives for 70-741. It also contains practical information for the working network and system administrator.



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Google Analytics

Google Analytics

Length: 3 day(s) | **Price:** \$1,680

This course covers Google Analytics' current features, paying special attention to new metrics, support such as Intelligence Questions, and the new Global Site Tag tracking code. The updated course discusses the characteristics of the new code as well as the code's impact on page and link tracking, Ecommerce reporting, and event creation and transmission to Google Analytics. Additionally, new scripts have been provided to allow scroll depth, video play and form completion monitoring when the new tracking code is used. This course will help you to better understand how to use and apply Google Analytics data so that you can immediately improve the success of your own digital property.

This course is for marketers, vendors, consultants, and Webmasters who want an introduction to the installation, configuration, tracking techniques, and best practices of Google Analytics.



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Search Engine Optimization

Search Engine Optimization (SEO)

Length: 2 day(s) | **Price:** \$865

Getting seen on the first page of search engine result pages is crucial for businesses and online marketers. Search engine optimization helps improve Web site rankings, and it is often complex and confusing. This task-based, hands-on course covers the concepts and trends and then lays out a day-by-day strategy for developing, managing, and measuring a successful SEO plan. With tools you can download and case histories to illustrate key points, it's the perfect solution for busy marketers, business owners, and others whose jobs include improving Web site traffic.



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Six Sigma

Introduction to Lean Six Sigma

Length: 1 day(s) | **Price:** \$570

This is an introductory course for individuals who want to learn the overall concepts of Lean Six Sigma and to learn the beginning steps into improving processes and eliminating waste.

Lean Six Sigma Black Belt

Length: 5 day(s) | **Price:** \$2,775

This course will prepare you to achieve the status of certified Lean Six Sigma Black Belt. This course covers the entire DMAIC methodology and does it using the industries most recognized statistical software, Minitab. We provide outputs and examples for all analysis and exercises using images rendered from Minitab.

This course will prepare students to take the IASSC Black Belt Certification Exam. A practice exam is included in the course price. > [Important Information About Obtaining Six Sigma Certification](#)

Lean Six Sigma Green Belt

Length: 4 day(s) | **Price:** \$2,230

This course will prepare you to achieve the status of certified Lean Six Sigma Green Belt. This course covers the entire DMAIC methodology and does it using the industries most recognized statistical software, Minitab. We provide outputs and examples for all analysis and exercises using images rendered from Minitab.

This course will prepare students to take the IASSC Green Belt Certification Exam. A practice exam is included in Six Sigma course prices. > [Important Information About Obtaining Six Sigma Certification](#)

Six Sigma Yellow Belt

Length: 3 day(s) | **Price:** \$1,760

This course will prepare you to achieve the status of certified Six Sigma Yellow Belt. It covers the Define, Measure and Control phases of the Six Sigma methodology and will prepare you for more than a basic understanding of Six Sigma. You'll be on your way to a new level of understanding. You'll be prepared to converse and keep up with the progress and direction of certified black belt and green belts.

This course will prepare students to take the IASSC Yellow Belt Certification Exam. A practice exam is included in Six Sigma course prices. > [Important Information About Obtaining Six Sigma Certification](#)



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jQuery

jQuery Fundamentals

Length: 3 day(s) | **Price:** \$1,740

In this jQuery course you will learn about: JavaScript essentials for jQuery users, jQuery essentials, jQuery UI essentials, Ajax, JSON, and APIs and jQuery Mobile.



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Cisco CCNA

Cisco CCNA Certification

Length: 5 day(s) | **Price:** \$3,100

This course is a comprehensive preparation for anyone wishing to obtain a solid background in basic Cisco networking concepts and prepare for the CCNA exams (Exam 100-105, Exam 200-105, Exam 200-125). Students are first introduced to theory-based concepts, which are followed-up with practical hands-on labs. This course is suitable for anyone new to Cisco networking technologies. This course is an accelerated time format alternative to completion of the latest ICND1 and ICND2.

Certification exams are administered by third party testing companies such as Pearson Vue or Prometric. Our courses prepare you for the certification exam, which is an additional fee paid to the testing provider.. You must contact Prometric, Pearson Vue or the corresponding testing provider to take a certification exam.



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Adobe After Effects

Adobe After Effects CC (2018)

Length: 3 day(s) | **Price:** \$1,330

This 3-day course teaches students step-by-step the key techniques for working in Adobe After Effects CC. After Effects CC provides a comprehensive set of 2D and 3D tools for compositing, animation, and effects that motion-graphics professionals, visual effects artists, web designers, and film and video professionals need. After Effects is widely used for digital post-production of film, video, DVD, and the web. You can composite layers in many ways, apply and combine sophisticated visual and audio effects, and animate both objects and effects.

This course is taught with Adobe After Effects 2018 Release materials.



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Adobe Premiere

Adobe Premiere Pro CC (2018)

Length: 3 day(s) | **Price:** \$1,330

Learn to edit video in Adobe Premiere Pro CC 2018 and get the most out of your workflow. Take a project from beginning to end and learn to organize media, add audio, create transitions, produce titles, and add effects. Take your projects further by sweetening and mixing sound, compositing footage, adjusting color, using advanced editing techniques, managing projects, working with 360 video for VR headsets, animating graphics, exporting, and much more.

This course is taught with the Adobe CC 2018 release software.



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Adobe Fireworks

Adobe Fireworks CS6

Length: 3 day(s) | **Price:** \$1,300

This 3 day course teaches students step-by-step the key techniques for working in Fireworks. Students will learn what they need to know to collaborate with other Adobe Creative Suite applications to design and mock up basic Web pages or interfaces for rich Internet applications. In addition students will learn how to demo a design live for a client, export the design as an interactive PDF, and export complete Web page designs as Web standards-compliant CSS-based layouts, or as PDF. This new CS6 edition course covers CSS extraction using the CSS Properties panel, jQuery Mobile skinning, and sprite creation, as well as new gradient editing features and enhancements to the Properties panel.



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Adobe Captivate

Adobe Captivate: Advanced

Length: 2 day(s) | **Price:** \$920

In this course you will learn the higher-end, more advanced functionality of Adobe Captivate.

By following step-by-step instructions, you will improve your screen recording skills via project templates and by pre-editing your text captions. You'll learn how to create and produce video projects that will enable you to record screen actions in real-time. Then, after learning how to import questions into Captivate using the GIFT format, you'll learn how to create a random quiz using question pools and random question slides.

Is creating responsive eLearning a hot topic in your corporate training initiative? You'll learn how to create eLearning lessons that reflow to fit on just about any kind of display (including desktops, laptops, tablets, and smart phones). You'll also learn how to create responsive projects from scratch, and how to edit and produce responsive content.

As your learning adventure continues, you'll fine-tune your production skills by learning about object styles, master slides, themes, and advanced actions. You'll learn to engage the learner like never before by using variables, widgets, and interactions. You will also learn how to create branching scenarios that will enable learners to plot their own learning path.

You'll ensure your eLearning and mLearning output can be used by people with disabilities by adding such 508-compliant features as accessibility text and closed captions. You'll learn about SCORM, SCORM Cloud, AICC, TinCan, SCOs, Manifests, and how to upload a published lesson into a Learning Management System.

This course will be taught using Adobe Captivate 2017 software, however, students using Adobe Captivate 9 may attend due to minor differences.

Adobe Captivate: Essentials

Length: 2 day(s) | **Price:** \$920

Adobe Captivate 9 or 2017: Essentials teaches the core Adobe Captivate 9 or 2017 (also known as Captivate 10) skills needed to create interactive eLearning and mLearning content.

By following step-by-step instructions, you will learn how to create a soft-skills lesson from scratch. You'll learn to record and produce software demonstrations, and interactive training simulations.

By the time you finish this training, you'll know how to control the mouse pointer and add such standard objects as text captions, images, characters, assets from the eLearning Brothers, and highlight boxes. You'll be able to record, import



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and edit audio, and further enhance the learner experience by adding interactivity via click boxes, buttons and text entry boxes.

Have you already created content using Microsoft PowerPoint? Don't throw that presentation away. You'll learn how to import existing PowerPoint content into Captivate.

Last, but not least, you'll learn to publish your project in SWF and HTML5 formats so that your content can be uploaded to a web server for consumption on virtually any device, including the iPad, iPhone and other mobile devices.

This course will be taught using Adobe Captivate 2017 software, however, students using Adobe Captivate 9 may attend due to minor differences.



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Microsoft Publisher

Microsoft Publisher 2013

Length: 1 day(s) | **Price:** \$435

Microsoft® Publisher is a desktop publishing software application capable of producing greeting cards, certificates, newsletters, and other printed publications. Publisher offers a large selection of ""building blocks"" that can be dragged into your documents, helping you to create page elements such as calendars, newsletter sidebars, and borders. Publisher integrates mail merge features, which is handy when you need to send publications to a list of customers, and it's possible to export publications as HTML web pages or PDF documents. With a user-friendly interface, Microsoft Publisher makes it easy to create and edit publications.

Microsoft Publisher 2016

Length: 1 day(s) | **Price:** \$435

This course is intended for persons in a variety of job roles such as publishing specialists, layout specialists, graphic designers, or any other knowledge workers who need to use Microsoft Office Publisher 2016 to create, lay out, edit, and share publications. Microsoft® Office Publisher 2016 is a desktop publishing software application capable of producing greeting cards, certificates, newsletters, and other printed publications. Publisher includes a large collection of templates that provide a great way to start a new publication. Publisher offers a large selection of ""building blocks"" that can be dragged into your documents, helping you to create page elements such as calendars, newsletter sidebars, and borders. Publisher integrates online sharing and mail merge features, which are handy when you need to send publications to a list of customers, and it's possible to export publications as HTML web pages or PDF documents. With a user-friendly interface, Publisher makes it easy to create and edit publications.



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XML

XML

Length: 2 day(s) | **Price:** \$890

In this 2-day course, students will learn how to create well-formed XML documents. In addition, they will learn about the most important supplementary technologies that support XML, including XML Schema for validation as well as XSLT for transformation.



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Windows PowerShell

Automating Windows Administration with Windows PowerShell

Length: 5 day(s) | **Price:** \$2,925

This course teaches the fundamentals of Windows PowerShell 5.0 command line interface and scripting language—one step at a time. This practical course delivers learn-by-doing exercises, timesaving tips, and hands-on sample scripts for performing administrative tasks on both local and remote Windows systems.



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Microsoft IIS

Internet Information Services (IIS) 8.0 Administration

Length: 5 day(s) | **Price:** \$2,850

If you're a developer or administrator, you'll want to get thoroughly up to speed on Microsoft's new IIS 8 platform with this course. This course will prepare you to administer IIS 8 in not only commercial websites and corporate intranets, but also the mass web hosting market. It also covers common administrative tasks associated with monitoring and managing an IIS environment.

This course highlights automated options outside the GUI, options that include the PowerShell provider and AppCmd tool. It explores extensibility options for developers, including ISAPI and HTTP Modules. And, it delves into security protocols and high availability/load balancing.

Topics include:

The management and monitoring of Microsoft Internet Information Services (IIS) 8 for administrators and developers, including MOF and MOM

Using the PowerShell provider and AppCmd tool and other automated options, and extending IIS 8 with ISAPI or HTTPModules

Exploring security issues in depth, including high availability/load balancing, and the Kerberos, NTLM, and PKI/SSL protocols

Explaining how to debug and troubleshoot IIS



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Social Media Marketing

Facebook Advertising

Length: 1 day(s) | **Price:** \$435

Facebook makes it easy for businesses like yours to share photos, videos, and posts to reach, engage, and sell to more than 1 billion active users. This course walks you through Facebook Advertising and its nuances to help you pinpoint your ideal audience and gain a ten-fold return on your investment. It takes you further than Facebook itself by exploring what happens before customers click on your ads and what needs to happen after—10 seconds later, 10 minutes later, and in the following days and weeks.

Instagram For Business

Length: 1 day(s) | **Price:** \$435

Sell more with Instagram. Are you ready to tap into Instagram's booming network of 600 million viable customers? This course gives you the tools you need to get your due return on investment out of Instagram. From cross-platform branding and marketing advice to practical blueprints for funneling followers, this course unlocks the secrets successful entrepreneurs use to drive sales directly from Instagram, become experts in their field, and grow their business.

LinkedIn For Business

Length: 1 day(s) | **Price:** \$435

This course delivers an in-depth guide to targeting, reaching, and gaining ideal customers using the latest updates on LinkedIn. It offers a wealth of no- or low-cost methods for maximizing this dynamic resource. Students will learn to link with the most effective connections for greater exposure.

Social Media for Business

Length: 1 day(s) | **Price:** \$435

When people think of social media, they often jump right into thinking about the tools, such as Facebook, Twitter and blogs. To be truly effective and efficient with your resources, you need a plan or roadmap to guide you through making the best decisions for you and your organization. Who Should Attend: Business owner or marketing managers that need a strategic plan to integrate social media into their marketing plan. Upon completion students will be able to: determine their target audience and goals for their social media strategy, understand the importance of listening to online conversations, know the different social media tools available to them, learn how to generate content ideas and manage their time, promote their new social media efforts and measure their new social media efforts for their effectiveness.

Twitter for Business

Length: 1 day(s) | **Price:** \$435

Who should you follow? How many people should you follow? How often should you tweet? Most people don't get Twitter. This course shows you how to become someone who does. Set to prove that 140 characters or less and a



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hashtag can dramatically grow your brand and your business, it takes you step by step into the Twitterverse and shows you how to tweet your way to the top of your industry.

YouTube For Business

Length: 1 day(s) | **Price:** \$435

From video production to promotion, this course details how to use the power of YouTube to promote business brands, products, or services, ultimately attracting new customers. Unfamiliar entrepreneurs receive a full tutorial on pre-production and production essentials, from developing video ideas that attract attention to overcoming lighting and sound challenges. Amateur producers receive a full list of equipment needed, and they gain tips from well-known YouTube users on how to produce quality spots without breaking the bank. After covering the basics, this course reveals how small business owners can drive viewers to contact their business. It also shows entrepreneurs how they can make money, while promoting themselves.



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WordPress

WordPress for End Users

Length: 2 day(s) | **Price:** \$1,140

In this WordPress training class, you will start with the basics of setting up WordPress and learn how to create and maintain a successful WordPress site.

In this training, you will learn to:

- The two different versions of WordPress.
- Website hosting and domain registrars. How to set this up with separate registrar and host, for more security.
- How to install WordPress.
- An overview of the Dashboard including how to find hidden items.
- Cleaning out the stuff that is installed by default.
- Finding and installing WordPress themes to instantly change the look and feel of your website.
- Plugins. What they are and how you can use them to create magnificent websites.
- How to update WordPress, themes and plugins.
- Every single Dashboard setting, what they do, and what you should use in the settings of your website.
- How to find and use the RSS feeds on your site to help search engines find your content.
- The importance of user profiles, and how to assign a "Gravatar" image to your email address.
- How to create great navigation systems on your site, with custom menus, internal linking and related post sections.
- Enabling and dealing with visitor comments.
- Using the media library for images, video and more.
- The difference between pages and posts, and a simple way to know which one you should be using for each bit of content you publish on your website.
- Effective use of categories and tags. Using these incorrectly can get your site penalized or even banned from search engines.
- How to write posts, and even schedule them so they will be published at some future date.
- Using post revisions.
- Two different types of homepage. A blog style page v a more traditional "static" homepage.
- Using widgets on your site to add neat features.

NOTE: This course is not about Wordpress programming or development. Please see our 5 day PHP/MySQL course for that.



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Javascript

Javascript Programming

Length: 3 day(s) | **Price:** \$1,740

In this 3-day JavaScript training course, students learn to use JavaScript effectively to make their web pages more dynamic and functional and to reduce the number of round-trips to the server. Students will learn JavaScript syntax, how to work with variables, learn write flow control logic, validate forms, create roll-over images, open and work with new windows, and learn to work with JavaScript timers, intervals and navigation history.

Prerequisites: Experience in HTML is required and experience in CSS and programming would be beneficial.



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Perl

Perl Programming

Length: 3 day(s) | **Price:** \$1,740

If you're just getting started with Perl, this is the course you want—whether you're a programmer, system administrator, or web hacker. Perl is suitable for almost any task on almost any platform, from short fixes to complete web applications. Perl teaches you the basics and shows you how to write programs up to 128 lines long—roughly the size of 90% of the Perl programs in use today.



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Project Management

Project Management Essentials

Length: 3 day(s) | **Price:** \$1,300

If you are taking this course, you probably have some exposure to managing projects, or you may be considering embarking on a career as a professional project manager. Your ability as a project manager to demonstrate best practices in project management on the job is becoming the standard to compete in today's fast-paced and highly technical workplace. In this course, you will apply the generally recognized practices of project management to successfully manage projects.

Project managers are always under severe pressure to complete projects on time and within budget. However, most projects fail to meet these demands and as a result, many projects are terminated early. Successful project management requires knowledge and experience. This course is designed to provide you with the skills needed to be a successful project manager in today's rapidly changing world. The skills and knowledge you gain in this course will help you avoid making costly mistakes and increase your competitive edge in the project management profession.

Project Management Fundamentals

Length: 1 day(s) | **Price:** \$435

Successfully managing a project requires effective planning and adherence to the industry's best practices in every step of the process. By understanding the fundamentals of project management, you will be better prepared to initiate a project in your organization and position it for success. In this course, you will identify effective project management practices and their related processes.

Project Management Professional (PMP) Certification

Length: 5 day(s) | **Price:** \$2,850

This course is a complete resource for PMP exam preparation, featuring full coverage of all exam objectives, hands-on practice, and plenty of interactive tools. This course includes detailed discussion on a wide range of project management topics, concepts, and key terms, alongside frequent opportunities to gain hands-on practice using these skills in typical workplace scenarios. Each chapter includes comprehensive review questions to help you gauge your understanding, and you also gain access to interactive online learning environment that features electronic flash cards, chapter tests, practice exams, and more. The IT marketplace demands certified project management professionals, and the PMP certification was created specifically to address that demand. This course gives you everything you need to improve your skills and take the exam with confidence.

This book is aligned with A Guide to the Project Management Body of Knowledge (PMBOK® Guide)—Sixth Edition. For exams taken after March 26, 2018.

Certification exams are administered by third party testing companies such as Pearson Vue or Prometric. Our courses



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prepare you for the certification exam, which is an additional fee paid to the testing provider.. You must contact Prometric, Pearson Vue or the corresponding testing provider to take a certification exam.



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Certified Ethical Hacker

Certified Ethical Hacker (v9)

Length: 5 day(s) | **Price:** \$3,200

The Certified Ethical Hacker is one-of-a-kind in the cybersecurity sphere, allowing you to delve into the mind of a hacker for a unique perspective into penetration testing. This guide is your ideal exam preparation resource, with specific coverage of all CEH objectives and plenty of practice material.

- Review all CEH v9 topics systematically
- Reinforce critical skills with hands-on exercises
- Learn how concepts apply in real-world scenarios
- Identify key proficiencies prior to the exam



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CISSP

CISSP: Certified Information Systems Security Professional

Length: 5 day(s) | **Price:** \$3,100

Security professionals consider the Certified Information Systems Security Professional (CISSP) to be the most desired certification to achieve. More than 200,000 have taken the exam, and there are more than 70,000 CISSPs worldwide. This course is updated for the latest 2015 CISSP Body of Knowledge. This course covers 100% of all exam objectives. You'll prepare for the exam smarter and faster thanks to expert content, real-world examples, advice on passing each section of the exam, access to an online interactive learning environment, and much more. Reinforce what you've learned with key topic exam essentials and chapter review questions.

Coverage of all of the exam topics in the course means you'll be ready for:

- Security and Risk Management
- Asset Security
- Security Engineering
- Communication and Network Security
- Identity and Access Management
- Security Assessment and Testing
- Security Operations
- Software Development Security

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Ruby

Ruby on Rails

Length: 2 day(s) | **Price:** \$1,140

In Part I, you'll learn Ruby and Rails fundamentals and then dive straight into models, controllers, views, and deployment. As you work through the basics, you'll learn how to:

- Craft persistent models with Active Record
- Build view templates with Embedded Ruby
- Use Git to roll back to previous versions of your code base
- Deploy applications to Heroku

In Part II, you'll take your skills to the next level as you build a social networking app with more advanced Ruby tools, such as modules and meta-programming, and advanced data modeling techniques within Rails's Active Record. You'll learn how to:

- Implement an authentication system to identify authorized users
- Write your own automated tests and refactor your code with confidence
- Maximize performance with the asset pipeline and turbolinks
- Secure your app against SQL injection and cross-site scripting
- Set up a server and deploy applications with Capistrano

Ruby Programming

Length: 3 day(s) | **Price:** \$1,740

This 3 day course covers the fundamental components of the Ruby Programming Language. Learn the principles behind object-oriented programming. You'll also gain a basic understanding of many ancillary technologies such as databases, XML, web frameworks, and networking - some of which are needed as part of a fully functioning Ruby application. What you'll learn:

- What are the fundamentals of Ruby and its object-oriented building blocks
- How to work with Ruby libraries, gems, and documentation
- How to work with files and databases
- How to write and deploy Ruby applications
- What are the various Ruby web frameworks and how to use them
- How to do network programming with Ruby and more...



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Salesforce.com

Salesforce Certified Sales Cloud Consultant

Length: 3 day(s) | **Price:** \$1,860

A student in this class will learn how to be a Salesforce Sales Cloud Consultant. This class will cover: Software Development Lifecycles, project management strategies, the Force.com architecture, the model, view, controller design pattern, and typical salesforce automation goals. Training will go more in depth on the coverage of system security topics such as: Users, Licenses, Profiles, Field Level Security, Permission Sets, Delegated Administration, Record Security, Organization Wide Defaults, Role Hierarchy & Roles, Sharing Rules, Account Teams, Sales Teams, Territory Management & Queues. The object model related to sales force automation is thoroughly covered as well with sections on: Accounts, Contacts & Person Accounts, Opportunities, Products & Price Books, Quotes, Forecasting, Assets, Contracts, Leads and Campaigns. Finally, topics concerning integration, success metrics, analytics and best practices will be explored. As a participant in the class, each student will be given a practice learning environment to use during hands-on exercises during the class.

Salesforce Certified Service Cloud Consultant

Length: 3 day(s) | **Price:** \$1,860

A student in this class will learn how to be a Salesforce Service Cloud Consultant. The instructor will cover all the key customer service concepts within Salesforce in addition to sharing real world experiences and best practices.

The topics covered in this class are, but not limited to: Software Development Lifecycles, project management strategies, the Force.com architecture, the model, view, controller design pattern, and typical customer service and call center goals. There is in depth coverage of system security topics such as: Users, Licenses, Profiles, Field Level Security, Permission Sets, Delegated Administration, Record Security, Organization Wide Defaults, Role Hierarchy & Roles, Sharing Rules, Account Teams, Case Teams, & Queues. The object model related to customer service automation is thoroughly covered as well with sections on: Accounts, Contacts & Person Accounts, Cases, Assets, Solutions, Entitlements & Milestones, Knowledge, and Chatter. Finally, topics concerning Service Cloud Console, CTI, IVR, WFM, portals, integration, success metrics, analytics and best practices will be explored.

Salesforce for Marketing

Length: 1 day(s) | **Price:** \$495

This class is delivered by a live instructor and is specifically designed to teach marketing people the basics of Salesforce. The instructor will focus on the key features a marketer can use to immediately become effective with Salesforce.

A student in this class will learn how to manage leads and campaigns. In addition, the instructor will show students how to use the Lead Import Wizard to manage large campaigns. Finally, the student will learn how to use and create list views and reports.

Salesforce for Reports & Dashboards

Length: 1 day(s) | **Price:** \$495



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This class is delivered by a live instructor and is specifically designed to teach administrators, business analysts, or report writers how to utilize the basic and advanced analytic capabilities of Salesforce.

A student in this class will learn the basic Salesforce object model, and how to create and secure reports and dashboards. The instructor will lead students through exercises to create tabular, summary, matrix, and join reports. Students will learn advanced reporting functionalities such as charting, report summary fields, bucket fields, conditional highlighting, advanced report filters, and building custom report types. Finally, students will learn how to create and run dashboards, and schedule and email reports and dashboards.

[Salesforce Power User for Sales](#)

Length: 1 day(s) | **Price:** \$495

This class is delivered by a live instructor and is specifically designed to teach sales people the more advanced sales and activity management features of Salesforce.

A student in this class will learn how to configure some of the advanced functionality within Salesforce including the user interface features and search settings. Students will also set up and use advanced email features, Chatter, Opportunity features such as tracking competitors, contact roles, partners, and setting up and utilizing Price books and Products. Finally, participants will learn how to create and utilize views, reports and the Activities Tab.

[Salesforce.com for Sales Representatives - Classic](#)

Length: 1 day(s) | **Price:** \$495

Building strong relationships with your customers is the key to sales success. Salesforce is a powerful tool that enables you to manage your customer relationships more effectively and efficiently - resulting in greater sales to new and existing customers. This course will give you the knowledge and skills you need to use Salesforce in the real world - ultimately enabling you to meet and exceed your sales targets.

[Salesforce.com for Sales Representatives - Lightning](#)

Length: 1 day(s) | **Price:** \$495

This class is specifically designed to teach sales people the basics of Salesforce Lightning. The instructor will focus on the key pages in Lightning optimized for sales use. The focus will be on the features of Lightning that help sales reps focus on the right deals and the right activities. A student in this class will learn the basics of managing leads, accounts, contacts and opportunities in the Lightning experience. In addition, the instructor will show students the basics of activity management and how to utilize Lightning's flexible, interactive tools to visualize data and build a plan to win. Finally, the student will learn how to leverage these tools and understand how they seamlessly translate to the Salesforce1 (Mobile) platform.

[Salesforce.com: Administrator](#)

Length: 5 day(s) | **Price:** \$2,850

A student in this class will learn how to administer Salesforce, configure Salesforce, and develop new applications utilizing the Force.com platform. This class is delivered by a senior instructor with many years of real-world Salesforce



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experience. The instructor will cover all the basic administration concepts within Salesforce in addition to sharing real-world experiences and best practices.

The class presents a broad range of topics that cover just about everything on which a student will be tested. These topics include but are not limited to: basic administration, the Force.com architecture, configuration, customization, and data management. There is in-depth coverage of system security topics such as: users, licenses, profiles, field-level security, permission sets, record security, organization-wide defaults, role hierarchy and roles, sharing rules, account teams, sales teams, and queues. The object model related to Salesforce automation, marketing automation, and service is thoroughly covered as well with sections on accounts, contacts, opportunities, products and price books, quotes, leads, campaigns, cases, solutions, knowledge, ideas, and answers. Students will also learn to develop new applications on the Force.com platform using the declarative interface. Analytics, including reports, dashboards, and list views will be covered in detail as well.

This class is for the "out of the box" Salesforce application. If you use the Non Profit Service Pack, you are welcome to take the class, but we will not cover the NPSP version

This course prepares students to take the ADM 201 certification exam



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Windows 10

Windows 10 for End Users

Length: 1 day(s) | **Price:** \$335

Whether you're new to computers or have used them in the past, this class will help you become more comfortable using a personal computer (PC) and, more specifically, the Windows 10 interface. This course will help you to define what a PC is, and familiarize you with the Windows 10 user interface and its basic capabilities. In this course, you will explore Windows 10 and learn how to create documents, send email, browse the Internet, and share information between applications and with other users.



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Tableau

Tableau Desktop: Advanced

Length: 2 day(s) | **Price:** \$1,240

Master the intricacies of Tableau to create effective data visualizations. 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 will empower you to become a master in Tableau by exploiting the many new features introduced in Tableau 10.0.

You will embark on this exciting journey by getting to know the valuable methods of utilizing advanced calculations to solve complex problems. These techniques include creative use of different types of calculations such as row-level, aggregate-level, and more. You will discover how almost any data visualization challenge can be met in Tableau by getting a proper understanding of the tool's inner workings and creatively exploring possibilities.

You'll be armed with an arsenal of advanced chart types and techniques to enable you to efficiently and engagingly present information to a variety of audiences through the use of clear, efficient, and engaging dashboards. Explanations and examples of efficient and inefficient visualization techniques, well-designed and poorly designed dashboards, and compromise options when Tableau consumers will not embrace data visualization will build on your understanding of Tableau and how to use it efficiently.

By the end of this course, you will be equipped with all the information you need to create effective dashboards and data visualization solutions using Tableau.

Tableau Desktop: Basic

Length: 2 day(s) | **Price:** \$1,240

Learn how to create effective data visualizations with Tableau and unlock a smarter approach to business analytics. Tableau has for some time been one of the most popular Business Intelligence and data visualization tools available. Why? Because, quite simply, it's a tool that's responsive to the needs of modern businesses. But it's most effective when you know how to get what you want from it – it might make your business intelligent, but it isn't going to make you intelligent...

We'll make sure you're well prepared to take full advantage of Tableau 10's new features. Whether you're an experienced data analyst that wants to explore Tableau, or you're a beginner that wants to expand their skillset and bring a more professional and sharper approach to their organization, we've got you covered. Beginning with the fundamentals, such as data preparation, you'll soon learn how to build and customize your own data visualizations and dashboards, essential for high-level visibility and effective data storytelling. You'll also find out how to do trend analysis and forecasting using clustering and distribution models to inform your analytics.

But it's not just about you – when it comes to data it's all about availability and access. That's why we'll show you how to



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share your Tableau visualizations. It's only once insights are shared and communicated that you – and your organization – will start making smarter and informed decisions. And really, that's exactly what this guide is for.

Tableau Desktop: Business Intelligence

Length: 2 day(s) | **Price:** \$1,240

Create powerful, effective visualizations to help analyze your data with Tableau 10 by your side. Tableau is a software tool that can speed up data analysis through its rich visualization capabilities, and help uncover insights for better and smarter decision making. This course is for the business, technology, data and analytics professionals who use and analyze data and data-driven approaches to support business operations and strategic initiatives in their organizations.

This course provides easy-to-follow recipes to get the reader up and running with Tableau 10, and covers basic to advanced use cases and scenarios. The course starts with building basic charts in Tableau and moves on to building more complex charts by incorporating different Tableau features and interactivity components. There is an entire section dedicated to dashboard techniques and best practices. A number of recipes specifically for geospatial visualization, analytics, and data preparation are also covered.

By the end of this course, you'll have gained confidence and competence to analyze and communicate data and insights more efficiently and effectively by creating compelling interactive charts, dashboards, and stories in Tableau.



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Amazon AWS

AWS Fundamentals

Length: 1 day(s) | **Price:** \$620

The AWS Fundamentals course is designed for technology enthusiasts who are working in IT (as an administrator, software developer, or manager), or any other interested individual who would like to learn about the core cloud services provided by AWS, such as: - Information Technology practitioners and leaders who are new to AWS and who will be supporting or implementing AWS in their organizations; - Business and technology leaders responsible for articulating the technical and business benefits of using AWS; - Administrators and developers who are evaluating the use of AWS services.

By the end of this course, you will be able to: Reach customers with AWS, Implement AWS storage and database services, Optimize compute and network services, Use AWS management tools and Secure an AWS deployment.

AWS: Systems Operations

Length: 4 day(s) | **Price:** \$2,480

This course covers the duties of those who are responsible for implementing, managing, and maintaining a computer systems and networking architecture in the Amazon Web Services cloud environment platform. Amazon Web Services supports an array of cloud service models, including Infrastructure-as-a-Service, Platform-as-a-Service, and Software-as-a-Service. The course provides students with the tools and knowledge they need to support existing cloud resources incorporated in these service models, or on-premises resources that will eventually migrate to the cloud.

Ultimately, Amazon Web Services enables businesses and other organizations to offload a great deal of computing infrastructure to the cloud. This can reduce operational costs, provide access to powerful emerging technologies, and streamline management of that infrastructure. This course prepares students to support these advantages in their day-to-day operational duties.

This course is designed for system administrators and other IT practitioners who will be implementing, supporting, and maintaining Amazon Web Services in their organizations.

This course is also designed for students who are seeking the AWS Certified SysOps Administrator—Associate Level certification and who want to prepare for the requisite exam.



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C# Programming

C# Programming (Visual Studio 2012/13/15)

Length: 5 day(s) | **Price:** \$2,850

This 5 day course starts with C# basics and brings you thoroughly up to speed. You'll first cover the fundamentals such as variables, flow control, and object-oriented programming and gradually build your skills for Web programming, Windows forms, and data access. Addresses expressions, functions, debugging, error handling, classes, collections, comparisons, conversions, and more.

C# Programming (Visual Studio 2017)

Length: 5 day(s) | **Price:** \$2,950

This thorough and comprehensive course is a practical introduction to programming in C#, utilizing the services provided by .NET. This course emphasizes the C# language. It is current to Visual Studio 2017, .NET Framework 4.7 and C# 7.0. Important newer features such as dynamic data type, named and optional arguments, the use of variance in generic interfaces, asynchronous programming keywords, and tuples are covered in a final chapter. A supplement covers the fundamentals of Language Integrated Query (LINQ).

This course is intended to be fully accessible to programmers who do not already have a strong background in object-oriented programming in C-like languages, such as C++ or Java. It is ideal, for example, for procedural programmers who desire to learn C#.

An important thrust of the course is to teach C# programming from an object-oriented perspective. It is often difficult for programmers trained originally in a procedural language to start "thinking in objects." This course introduces object-oriented concepts early, and C# is developed in a way that leverages its object orientation. A case study is used to illustrate creating a complete system using C# and .NET. Besides supporting traditional object-oriented features, such as classes, inheritance, and polymorphism, C# introduces several additional features, such as properties, indexers, delegates, events, and interfaces that make C# a compelling language for developing object-oriented and component-based systems. This course provides thorough coverage of all these features.

C# as a language is elegant and powerful. But to utilize its capabilities fully, you need to have a good understanding of how it works with the .NET Framework. The course explores several important interactions between C# and the .NET Framework, and it includes an introduction to major classes for collections, delegates, and events. It includes a succinct introduction to creating GUI programs using Windows Forms. The course concludes with a chapter covering the newer features in the language through C# 7.0.

Numerous programming examples and exercises are provided, including the case study. The student will receive a comprehensive set of materials, including course notes and all the programming examples.



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The course includes four electronic supplements, provided as PDF files. They cover Visual Studio 2017, Language Integrated Query (LINQ), unsafe code and the C# pointer type, and .NET 4.7.



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ASP.NET

ASP.NET 4: in C# (Visual Studio 2012/13/15)

Length: 5 day(s) | **Price:** \$2,850

This five-day course is for anyone who wants to learn how to build rich and interactive web sites that run on the Microsoft platform. With the knowledge you gain from this course, you create a great foundation to build any type of web site, ranging from simple hobby-related web sites to sites you may be creating for commercial purposes.

If you know how to create Windows applications using C#, you're ready to learn Web Forms programming with our ASP.NET training. It will get you off to a fast start whether or not you have done any web programming. It will teach you the skills you need to develop bullet-proof web applications on the job.

ASP.NET Core MVC6 (Visual Studio 2017)

Length: 2 day(s) | **Price:** \$1,210

This course covers the fundamentals of the Model-View-Controller design pattern and its implementation in ASP.NET Core MVC. This technology is compared with classical ASP.NET Web Forms. Visual Studio 2017 with ASP.NET Core 2.0 is used as a productive platform for creating MVC Web applications. After presenting the fundamentals of the technology with several examples, the main components of Model, Controller and View are covered in detail. The discussion of the Model incorporates Microsoft technologies for persisting data, including XML Serialization and ADO.NET with SQL Server 2016. The routing mechanism of ASP.NET MVC is covered. The course includes an introduction to ASP.NET Web API.

Numerous programming examples and exercises are provided. The student will receive a comprehensive set of notes and all the programming examples.

ASP.NET MVC5 Using C# (Visual Studio 2012/13/15)

Length: 3 day(s) | **Price:** \$1,810

This course provides a practical hands-on introduction to developing Web applications using ASP.NET MVC 5 and C#. This Web development framework from Microsoft emphasizes separation of concerns in the architecture and testability of applications. The course includes coverage of the Razor View Engine, Entity Framework 6 and ASP.NET Web API 2. It also introduces Windows Azure and the deployment of ASP.NET MVC applications to the Azure cloud.

The course covers the fundamentals of the Model-View-Controller design pattern and its implementation in ASP.NET MVC. This technology is compared with classical ASP.NET Web Forms. The two technologies share a common ASP.NET infrastructure. Visual Studio 2015 with .NET 4.5.2 is used as a productive platform for creating ASP.NET MVC applications. After presenting the fundamentals of the technology with several examples, the main components of Model, Controller and View are covered in detail. The discussion of the Model incorporates modern Microsoft data access technologies, including SQL Server 2014, LINQ and ADO.NET Entity Framework 6. The routing mechanism of ASP.NET MVC is covered.



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The course introduces automated unit testing of Web applications, one of the chief advantages of the new technology. Security is covered, with some hands-on illustrations of attacks and defenses against them. The course includes a discussion of how ASP.NET MVC and Web Forms can be used together in the same application. The course includes with an introduction to ASP.NET Web API and concludes with deployment to Windows Azure. An appendix covers deployment on IIS 7.5

ASP.NET Using C# (Visual Studio 2017)

Length: 5 day(s) | **Price:** \$2,950

This five-day course provides a comprehensive and practical hands-on introduction to developing Web applications using ASP.NET and Visual Studio 2017. It includes an introduction to ASP.NET MVC, a newer Web programming framework that incorporates use of the Model-View-Controller (MVC) pattern. It also includes coverage of using ASP.NET AJAX to build rich client applications and the use of Web API to create HTTP services. A final chapter introduces ASP.NET on Microsoft's Azure cloud. The fundamentals of Web applications are reviewed, and a testbed is established for ASP.NET and Internet Information Services. The architecture of ASP.NET is outlined, including the role of compilation, the Page class and code-behind. Web Forms are introduced, including server controls, view state, life cycle, and the event model. Request/response HTTP programming using ASP.NET is covered. Visual Studio 2017 is used to greatly simplify the development of ASP.NET Web applications, including facilitating UI design. ASP.NET Web applications are covered, including issues of application and session state and the use of cookies. Server controls represent an important innovation in ASP.NET and are covered in detail, including validation, rich controls, and user controls. There is an introduction to caching in ASP.NET, which provides an effective mechanism for optimizing the performance of your ASP.NET application. The fundamentals of configuration and security are introduced. Diagnostics and debugging are covered, including the use of tracing.

Additional server controls are introduced, including menus and master pages. Data access is covered in some detail in two chapters, including an introduction to ADO.NET, Language Integrated Query (LINQ), the Entity Data Model (EDM) and the powerful data access controls provided by ASP.NET. The LocalDB version of SQL Server 2016 Express is used as the database. This section of the course is tied together by a progressive case study illustrating a Web site for a publishing company.

The final section of the course introduces four important ASP.NET technologies: ASP.NET AJAX, ASP.NET MVC, ASP.NET Web API, and ASP.NET on Azure.

Numerous programming examples and exercises are provided, including case studies. The student will receive a comprehensive set of notes and all the programming examples.

ASP.NET Web API Essentials Using C# (Visual Studio 2017)

Length: 2 day(s) | **Price:** \$1,210

This course provides a practical hands-on introduction to developing and consuming ASP.NET Web API services using C# and Visual Studio 2017. This Web development framework from Microsoft makes it easy to create HTTP services that can reach a broad range of clients. It is an excellent platform for creating RESTful Web applications.



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Numerous programming examples and exercises are provided. The student will receive a comprehensive set of notes and all the programming examples.

[Agile Development with Scrum](#)

Length: 2 day(s) | **Price:** \$1,190

Whether you are new to Scrum or years into your use, this course will introduce, clarify, and deepen your Scrum knowledge at the team, product, and portfolio levels. It provides every team member, manager, and executive with a common understanding of Scrum, a shared vocabulary they can use in applying it, and practical knowledge for deriving maximum value from it.