# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mission</td>
<td>7</td>
</tr>
<tr>
<td>4 Ways We Deliver Training</td>
<td>7</td>
</tr>
<tr>
<td>1. Attend from Your Home or Work</td>
<td>7</td>
</tr>
<tr>
<td>2. Attend from One of Our Computer Labs</td>
<td>7</td>
</tr>
<tr>
<td>3. Onsite at Your Organization</td>
<td>7</td>
</tr>
<tr>
<td>4. Self-Paced eLearning</td>
<td>7</td>
</tr>
<tr>
<td>Our Advantages</td>
<td>8</td>
</tr>
<tr>
<td>Staff</td>
<td>9</td>
</tr>
<tr>
<td>Training</td>
<td>9</td>
</tr>
<tr>
<td>Operations</td>
<td>9</td>
</tr>
<tr>
<td>Sales/Customer Service</td>
<td>9</td>
</tr>
<tr>
<td>Admission Requirements</td>
<td>10</td>
</tr>
<tr>
<td>Class Scheduling</td>
<td>11</td>
</tr>
<tr>
<td>View Current Available Class Dates &amp; Locations</td>
<td>11</td>
</tr>
<tr>
<td>Holidays</td>
<td>11</td>
</tr>
<tr>
<td>Public Class Policies and Conditions</td>
<td>12</td>
</tr>
<tr>
<td>Instructor-led Class Format</td>
<td>12</td>
</tr>
<tr>
<td>Payment</td>
<td>12</td>
</tr>
<tr>
<td>Course Grading System for Completion/Graduation</td>
<td>12</td>
</tr>
<tr>
<td>Transfer of Credit</td>
<td>13</td>
</tr>
<tr>
<td>Withdrawal/Refund Policies</td>
<td>13</td>
</tr>
</tbody>
</table>

Revised: 5/30/2019

Note: Some information changes frequently. Information on our website [www.certstaff.com](http://www.certstaff.com) takes precedence over any information in this catalog. Please use this catalog as a reference.
No Shows ................................................................................................................................................................. 14
Complaints .............................................................................................................................................................. 15
Public Class Attendance Options ............................................................................................................................ 16
Attend Live Online from Your Location ............................................................................................................... 16
Attend from One of Our Computer Lab Locations ........................................................................................... 16
Current Locations ................................................................................................................................................ 16
Take Self-Paced eLearning ................................................................................................................................... 20
Instructor-led Course Descriptions & Prices ............................................................................................................. 21
Adobe Acrobat ................................................................................................................................................... 22
Adobe After Effects ............................................................................................................................................ 23
Adobe Animate .................................................................................................................................................. 24
Adobe Captivate ............................................................................................................................................... 25
Adobe Dreamweaver ........................................................................................................................................ 28
Adobe Fireworks .................................................................................................................................................. 28
Adobe Illustrator ................................................................................................................................................ 29
Adobe InDesign ................................................................................................................................................ 30
Adobe Lightroom .............................................................................................................................................. 31
Adobe Photoshop ............................................................................................................................................ 32
Adobe Premiere Pro ........................................................................................................................................... 33
Amazon AWS ....................................................................................................................................................... 33
Android Development ....................................................................................................................................... 35
ASP.NET ................................................................................................................................................................. 36
AutoCAD .............................................................................................................................................................. 40
Business Statistics ................................................................................................................................................. 42
C# ......................................................................................................................................................................... 44
Cisco CCNA ......................................................................................................................................................... 46
CISSP Certification .............................................................................................................................................. 47
CompTIA A+ Certification .................................................................................................................................. 49

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.
CompTIA CTT+ ..................................................................................................................................................... 51
CompTIA Linux+ Certification ............................................................................................................................ 52
CompTIA Network+ Certification ...................................................................................................................... 53
CompTIA Security+ Certification ....................................................................................................................... 54
Computer Programming .................................................................................................................................... 56
Crystal Reports ..................................................................................................................................................... 56
FileMaker .............................................................................................................................................................. 57
Google Ads (Adwords) ...................................................................................................................................... 59
Google Analytics ................................................................................................................................................ 60
HTML / Web Development ................................................................................................................................ 60
ITIL Certification ................................................................................................................................................... 62
Java Programming ............................................................................................................................................. 65
Javascript ............................................................................................................................................................. 67
jQuery ................................................................................................................................................................... 67
Linux ...................................................................................................................................................................... 67
Microsoft .NET ...................................................................................................................................................... 69
Microsoft Access ................................................................................................................................................. 76
Microsoft Excel .................................................................................................................................................... 79
Microsoft Exchange ............................................................................................................................................ 83
Microsoft IIS .......................................................................................................................................................... 84
Microsoft Office ................................................................................................................................................ 85
Microsoft Outlook ............................................................................................................................................... 87
Microsoft PowerPoint .......................................................................................................................................... 89
Microsoft Project ................................................................................................................................................. 91
Microsoft Publisher .............................................................................................................................................. 92
Microsoft SharePoint ......................................................................................................................................... 93
Microsoft SQL Server ....................................................................................................................................... 99
Microsoft Visio .................................................................................................................................................... 102

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.
Microsoft Word .................................................................................................................................................. 103
Minitab ............................................................................................................................................................... 105
Oracle................................................................................................................................................................. 106
Perl Programming ............................................................................................................................................. 109
PHP Programming ............................................................................................................................................. 110
Power BI ............................................................................................................................................................ 110
Project Management ....................................................................................................................................... 111
Python................................................................................................................................................................. 114
Quickbooks ........................................................................................................................................................ 115
Ruby Programming ........................................................................................................................................... 118
Salesforce ........................................................................................................................................................... 121
SAS ...................................................................................................................................................................... 133
Scrum .................................................................................................................................................................. 134
Search Engine Optimization ............................................................................................................................ 135
Six Sigma ............................................................................................................................................................. 135
Social Media Marketing ................................................................................................................................ 137
SPSS ..................................................................................................................................................................... 139
SQL ...................................................................................................................................................................... 142
Tableau .............................................................................................................................................................. 144
Unix ...................................................................................................................................................................... 147
Windows 10 ........................................................................................................................................................ 147
Windows Powershell ......................................................................................................................................... 148
Windows Server ................................................................................................................................................. 148
WordPress ........................................................................................................................................................... 152
XML ..................................................................................................................................................................... 153
Self-Paced eLearning Course Descriptions & Prices ............................................................................................ 154
Adobe Acrobat ................................................................................................................................................. 155
Adobe Animate ................................................................................................................................................ 155

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.
| 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. |  |

Adobe Dreamweaver ...................................................................................................................................... 155  
Adobe Illustrator ................................................................................................................................................ 155  
Adobe InDesign ................................................................................................................................................ 155  
Adobe Photoshop ............................................................................................................................................ 155  
Amazon AWS ..................................................................................................................................................... 156  
Android Development ..................................................................................................................................... 156  
ASP.NET ............................................................................................................................................................... 156  
C# ....................................................................................................................................................................... 157  
Cisco CCNA ....................................................................................................................................................... 160  
CISSP Certification ............................................................................................................................................ 160  
CompTIA A+ Certification ................................................................................................................................ 160  
CompTIA Network+ Certification .................................................................................................................... 161  
CompTIA Security+ Certification ..................................................................................................................... 162  
Crystal Reports ................................................................................................................................................... 162  
Cyber Security ................................................................................................................................................... 163  
Google Ads (Adwords) .................................................................................................................................... 166  
Google Analytics .............................................................................................................................................. 168  
HTML / Web Development .............................................................................................................................. 169  
ITIL Certification ................................................................................................................................................. 169  
Java Programming ........................................................................................................................................... 169  
Javascript ........................................................................................................................................................... 169  
jQuery ................................................................................................................................................................. 170  
Linux .................................................................................................................................................................... 170  
Microsoft .NET .................................................................................................................................................... 170  
Microsoft Access ............................................................................................................................................... 170  
Microsoft Excel .................................................................................................................................................. 171  
Microsoft Office ............................................................................................................................................... 172  
Microsoft Outlook .............................................................................................................................................. 173  

Revised: 5/30/2019
<table>
<thead>
<tr>
<th>Software</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Microsoft PowerPoint</td>
<td>174</td>
</tr>
<tr>
<td>Microsoft Project</td>
<td>174</td>
</tr>
<tr>
<td>Microsoft Publisher</td>
<td>175</td>
</tr>
<tr>
<td>Microsoft SharePoint</td>
<td>175</td>
</tr>
<tr>
<td>Microsoft SQL Server</td>
<td>175</td>
</tr>
<tr>
<td>Microsoft Visio</td>
<td>175</td>
</tr>
<tr>
<td>Microsoft Word</td>
<td>175</td>
</tr>
<tr>
<td>Minitab</td>
<td>176</td>
</tr>
<tr>
<td>Oracle</td>
<td>176</td>
</tr>
<tr>
<td>Perl Programming</td>
<td>177</td>
</tr>
<tr>
<td>PHP Programming</td>
<td>177</td>
</tr>
<tr>
<td>Power BI</td>
<td>177</td>
</tr>
<tr>
<td>Project Management</td>
<td>178</td>
</tr>
<tr>
<td>Python</td>
<td>180</td>
</tr>
<tr>
<td>QuickBooks</td>
<td>180</td>
</tr>
<tr>
<td>Ruby Programming</td>
<td>180</td>
</tr>
<tr>
<td>SAS</td>
<td>180</td>
</tr>
<tr>
<td>Scrum</td>
<td>180</td>
</tr>
<tr>
<td>Search Engine Optimization</td>
<td>181</td>
</tr>
<tr>
<td>Social Media Marketing</td>
<td>182</td>
</tr>
<tr>
<td>SQL</td>
<td>182</td>
</tr>
<tr>
<td>Tableau</td>
<td>182</td>
</tr>
<tr>
<td>Unix</td>
<td>182</td>
</tr>
<tr>
<td>Windows 10</td>
<td>183</td>
</tr>
<tr>
<td>Windows Powershell</td>
<td>183</td>
</tr>
<tr>
<td>Windows Server</td>
<td>183</td>
</tr>
<tr>
<td>WordPress</td>
<td>184</td>
</tr>
<tr>
<td>XML</td>
<td>184</td>
</tr>
</tbody>
</table>
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.

4 Ways We Deliver Training

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).

4. Self-Paced eLearning
Prefer a self-paced learning solution to fit your own schedule? Certstaffix Training offers eLearning courses bundled together:

- Learn at your own pace - Start and stop as it is convenient for you. Pick up where you left off.
- Lecture utilizing video and recorded screen shots
- Desktop Software Courses: We provide lab environment with the software you are learning, no need to have the software on your computer
- 6 month subscription length
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
**Staff**

### Training

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jeffry Pilch</td>
<td>Training Manager</td>
<td>888-330-6890 ext 704</td>
<td><a href="mailto:jpilch@certstaff.com">jpilch@certstaff.com</a></td>
</tr>
</tbody>
</table>

### Operations

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Michelle Burns</td>
<td>Operations Manager</td>
<td>888-330-6890 ext 703</td>
<td><a href="mailto:mburns@certstaff.com">mburns@certstaff.com</a></td>
</tr>
<tr>
<td>Jay Barron</td>
<td>Operations Manager</td>
<td>888-330-6890 ext 705</td>
<td><a href="mailto:jbarron@certstaff.com">jbarron@certstaff.com</a></td>
</tr>
<tr>
<td>Nicole Barron</td>
<td>Operations Manager</td>
<td>888-330-6890 ext 702</td>
<td><a href="mailto:nbarron@certstaff.com">nbarron@certstaff.com</a></td>
</tr>
<tr>
<td>Nikolay Venev</td>
<td>Operations Specialist</td>
<td>888-330-6890 ext 708</td>
<td><a href="mailto:nvenev@certstaff.com">nvenev@certstaff.com</a></td>
</tr>
<tr>
<td>Christopher Tucker</td>
<td>Operations Specialist</td>
<td>888-330-6890 ext 710</td>
<td><a href="mailto:ctucker@certstaff.com">ctucker@certstaff.com</a></td>
</tr>
<tr>
<td>Gianna Mardner</td>
<td>Operations Specialist</td>
<td>888-330-6890 ext 709</td>
<td><a href="mailto:gmardner@certstaff.com">gmardner@certstaff.com</a></td>
</tr>
<tr>
<td>Jessica Pullis</td>
<td>Operations Specialist</td>
<td>888-330-6890 ext 713</td>
<td><a href="mailto:jpullis@certstaff.com">jpullis@certstaff.com</a></td>
</tr>
</tbody>
</table>

### Sales/Customer Service

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mary Carol Davis</td>
<td>Account Manager</td>
<td>888-330-6890 ext 706</td>
<td><a href="mailto:mdavis@certstaff.com">mdavis@certstaff.com</a></td>
</tr>
<tr>
<td>Sheila Echols</td>
<td>Account Manager</td>
<td>888-330-6890 ext 707</td>
<td><a href="mailto:sechols@certstaff.com">sechols@certstaff.com</a></td>
</tr>
<tr>
<td>Kristine Kocan</td>
<td>Sales Assistant</td>
<td>888-330-6890 ext 711</td>
<td><a href="mailto:kkocan@certstaff.com">kkocan@certstaff.com</a></td>
</tr>
</tbody>
</table>
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. Enrollment is on a rolling basis - our classes are offered on a monthly or bi-monthly basis. Dates are posted to our website on a regular basis.
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
Public Class Policies and Conditions

Instructor-led 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 Grading System for Completion/Graduation

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
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.

Withdrawal/Refund Policies

Instructor-led Courses:
When you enroll into our public classes, on the registration form, you have acknowledged and agreed to our public class policies and conditions. This includes cancellation/reschedule/no show policies that are time sensitive.

I understand:

- Certstaffix® Training classes are live, hands-on training with your instructor teaching from a remote location. If not familiar with this format see our Remote Instructor-led page.

- 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. Read full details here

- **Payment:** 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.

- 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 computer lab: an additional seat fee of $100 per day will be charged to attend my rescheduled session.
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 computer lab: an additional seat fee of **$100 per day** will be charged to attend my makeup 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.

New Hampshire Residents: All refunds shall be paid within 30 days upon written notification from a student of cancellation or withdrawal; and students receiving benefits from federal programs shall be subject to federal refund policies, rules and regulation.

eLearning Courses:

I understand:

- I am purchasing Self-Paced eLearning.
- I will receive login information within 2 business days:
- We will process orders promptly within 2 business days, M-F
- Each student will receive login instructions at the Student Email(s) above
- I will have access to this eLearning for 6 months from issuance date.
- eLearning purchases are non-Refundable

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.

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

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.
Public Class Attendance Options

Certstaffix Training offers 3 public class attendance formats. Either by a live instructor (instructor-led) or self-paced eLearning (for certain course categories).

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

<table>
<thead>
<tr>
<th>AL - Birmingham, AL</th>
<th>NH - Manchester, NH</th>
</tr>
</thead>
<tbody>
<tr>
<td>505 20th Street North, Suite 1215</td>
<td>3 Executive Park Drive</td>
</tr>
<tr>
<td>Birmingham, AL 35203</td>
<td>Bedford, NH 03110</td>
</tr>
<tr>
<td>AL - Huntsville, AL</td>
<td>NJ - New Jersey</td>
</tr>
<tr>
<td>600 Boulevard South S.W., Suite 104</td>
<td>991 US Highway 22 West, Suite 200</td>
</tr>
<tr>
<td>Huntsville, AL 35802</td>
<td>Bridgewater, NJ 08807</td>
</tr>
<tr>
<td>AL - Mobile, AL</td>
<td>NM - Albuquerque, NM</td>
</tr>
<tr>
<td>9 Dauphin Street, Suite 100-A</td>
<td>6300 Riverside Plaza Lane NW, Suite 100</td>
</tr>
<tr>
<td>Mobile, AL 36602</td>
<td>Albuquerque, NM 87120</td>
</tr>
<tr>
<td>AR - Bentonville, AR</td>
<td>NV - Las Vegas, NV</td>
</tr>
<tr>
<td>4 McKissic Creek Road</td>
<td>2831 St Rose Parkway, Suite 200</td>
</tr>
<tr>
<td>Bentonville, AR 72712</td>
<td>Henderson, NV 89052</td>
</tr>
<tr>
<td>AZ - Phoenix, AZ</td>
<td>NY - Buffalo, NY</td>
</tr>
<tr>
<td>2942 N 24th St, Suite #114</td>
<td>1207 Delaware Avenue</td>
</tr>
<tr>
<td>Phoenix, AZ 85016</td>
<td>Buffalo, NY 14209</td>
</tr>
<tr>
<td>CA - Los Angeles, CA (Downtown)</td>
<td>NY - Long Island</td>
</tr>
<tr>
<td>355 S. Grand Ave, Suite 2450</td>
<td>105 Maxess Rd, Suite S124</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Los Angeles, CA 90071
CA - Los Angeles, CA (East)
9431 Haven Ave., Suite 100
Rancho Cucamonga, CA 91730
CA - Sacramento, CA
3550 Watt Avenue, Suite 140
Sacramento, CA 95821
CA - San Diego, CA
8880 Rio San Diego Drive, Suite 800
San Diego, CA 92108
CA - San Francisco, CA
1999 Harrison St., 18th Floor
Oakland, CA 94612
CA - San Jose, CA
2570 N. First Street, 2nd Floor
San Jose, CA 95131
CO - Denver, CO
3801 E Florida Ave., Suite 400
Denver, CO 80210
CT - Hartford, CT
615 West Johnson Avenue, Suite 202
Cheshire, CT 06410
CT - Stamford, CT
6 Landmark Square, 4th Floor
Stamford, CT 06901
DE - Wilmington, DE
300 Delaware Avenue, Suite 210
Wilmington, DE 19801
FL - Fort Lauderdale, FL
1451 West Cypress Creek Road, Suite 300
Fort Lauderdale, FL 33309
FL - Jacksonville, FL
301 W. Bay Street, Suite 1400
Jacksonville, FL 32202
FL - Miami, FL
1395 Brickell Ave, Suite 800
Miami, FL 33131
FL - Naples - Fort Myers, FL
5660 Strand Court
Melville, NY 11747
NY - New York City
276 5th Ave, Suite 704
New York City, NY 10001
NY - Rochester, NY
250 Mill Street, Suite 103
Rochester, NY 14614
NY - White Plains, NY
75 South Broadway, 4th Floor
White Plains, NY 10601
OH - Cincinnati, OH
312 Walnut St Suite 1600
Cincinnati, OH 45202
OH - Cleveland, OH
4807 Rockside Rd, Suite 400
Cleveland, OH 44131
OH - Columbus, OH
1900 Polaris Parkway, Suite 450
Columbus, OH 43240
OH - Dayton, OH
4031 Colonel Glenn Hwy
Beaver Creek, OH 45431
OK - Oklahoma City, OK
3030 NW Expressway, Suite 200
Oklahoma City, OK 73112
OK - Tulsa, OK
5272 S Lewis Ave, #250
Tulsa, OK 74105
OR - Portland, OR
12725 SW Millikan Way, Suite 300 (Room 302)
Beaverton, OR 97005
PA - Allentown, PA
1275 Glenlivet Drive, Suite 100
Allentown, PA 18106
PA - Erie, PA
1001 State Street, Suite 1400
Erie, PA 16501
PA - Philadelphia (Downtown), PA
1800 JFK Blvd, Suite 300

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.
New Orleans, LA 70117

**MA - Boston, MA**
67 S. Bedford Street, Suite 400 West
Burlington, MA 01803

**MA - Worcester, MA**
1900 West Park Drive, Suite 280
Westborough, MA 01581

**MD - Baltimore, MD**
14502 Greenview Drive, Suite 300A
Laurel, MD 20708

**MD - Washington, DC**
1300 Caraway Court, Suite 200
Largo, MD 20774

**ME - Portland, Maine**
477 Congress Street, 5th Floor
Portland, ME 04101

**MI - Detroit, MI**
39111 Six Mile Road, Suite 11
Livonia, MI 48152

**MI - Grand Rapids, MI**
625 Kenmoor SE Avenue, Suite 301
Grand Rapids, MI 49546

**MN - Minneapolis-St. Paul, MN**
12800 Whitewater Drive, Suite 100
Minnetonka, MN 55343

**MO - Kansas City, MO**
1712 Main St F12-4
Kansas City, MO 64108

**MO - St. Louis, MO**
10880 Baur Blvd
St. Louis, MO 63132

**MS - Jackson, MS**
460 Briarwood Drive, Suite 400
Jackson, MS 39206

**MT - Billings, MT**
1925 Grand Avenue Suite 127
Billings, MT 59102

**NC - Charlotte, NC**
1811 Sardis Rd N, #207

**TX - Houston, TX**
11811 North Freeway, Suite 500
Houston, TX 77060

**TX - Lubbock, TX**
7008 Salem Avenue
Lubbock, TX 79424

**TX - Midland, TX**
602 N Baird Street
Midland, TX 79701

**TX - San Antonio, TX**
5460 Babcock Rd, Suite 120C
San Antonio, TX 78240

**TX - Waco, TX**
7215 Bosque Boulevard
Waco, TX 76710

**UT - Salt Lake City, UT**
299 South Main, Suite 1300
Salt Lake City, UT 84111

**VA - Northern Virginia, VA**
4000 Legato Road, Suite 1100
Fairfax, VA 22033

**VA - Richmond, VA**
4860 Cox Road, Suite 200
Glen Allen, VA 23060

**VA - Roanoke, VA**
1327 Grandin Rd SW
Roanoke, VA 24015

**VA - Virginia Beach, VA**
900 Commonwealth Place, Suite 200
Virginia Beach, VA 23464

**VT - Burlington, VT**
106 Main Street, Lower Main, Suite 4E
Burlington, VT 05401

**WA - Seattle, WA**
1700 Seventh Avenue, Suite 2100

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.
Take Self-Paced eLearning

Prefer a self-paced learning solution to fit your own schedule? Certstaffix Training offers eLearning courses bundled together:

- Learn at your own pace - Start and stop as it is convenient for you. Pick up where you left off.
- Lecture utilizing video and recorded screen shots
- Desktop Software Courses: We provide lab environment with the software you are learning, no need to have the software on your computer
- 6 month subscription length
Instructor-led Course Descriptions & Prices

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

2 days per person

$920

Request Quote

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.
Adobe After Effects CC (2019)

| 3 days | $1330 per person | Request Quote |

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.

Adobe Versions That Can Attend: CC 2019, 2018, & 2017 (Microsoft Windows PC or Macintosh)
Course Taught With: CC version 2019 (Microsoft Windows PC)
Software and Courseware
Adobe Animate

Adobe Animate CC (2019)

3 days  
$1330 per person  
Request Quote

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.

Adobe Versions That Can Attend: CC 2019, 2018, & 2017 (Microsoft Windows PC or Macintosh)

Course Taught With: CC version 2019 (Microsoft Windows PC)

Software and Courseware
Adobe Captivate

Adobe Captivate: Advanced

<table>
<thead>
<tr>
<th>Days</th>
<th>Person</th>
<th>Request Quote</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>$920per</td>
<td></td>
</tr>
</tbody>
</table>

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 smartphones). 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.

Captivate Versions That Can Attend: 2019, 2017 & 9 (Microsoft Windows PC)
Course Taught With: Captivate 2017 (Microsoft Windows PC)
Software and Courseware
Adobe Captivate Essentials teaches the core Adobe Captivate skills needed to create interactive eLearning and eLearning 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 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.

Captivate Versions That Can Attend: 2019, 2017 & 9 (Microsoft Windows PC)
Course Taught With: Captivate 2017 (Microsoft Windows PC)
Software and Courseware
Adobe Dreamweaver

Adobe Dreamweaver CC (2019)

3 days per person $1330

Request Quote

This 3-day course teaches key techniques for working in Dreamweaver while editing and creating HTML and Cascading Style Sheets (CSS). Learn how to create web pages for the modern web; use and customize popular web frameworks to build web pages for a wide variety of desktop computers and mobile devices with a minimum of hand coding; incorporate graphics and text; add links to text and images; add interactive elements to your pages, such as HTML5-compatible interactivity; work with the latest HTML5 and CSS3 code and structures; and publish a finished site to the web.

Adobe Versions That Can Attend: CC 2019, 2018, & 2017 (Microsoft Windows PC or Macintosh)

Course Taught With: CC version 2019 (Microsoft Windows PC)

Software and Courseware

Adobe Fireworks

Adobe Fireworks CS6

3 days per person $1300

Request Quote

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.
Adobe Illustrator

Adobe Illustrator CC (2019)

3 days per person

$1330 per person

Request Quote

This 3-day course teaches students step-by-step the key techniques for working in Illustrator CC (2019 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.

Adobe Versions That Can Attend: CC 2019, 2018, & 2017 (Microsoft Windows PC or Macintosh)

Course Taught With: CC version 2019 (Microsoft Windows PC)

Software and Courseware
Adobe InDesign

Adobe InDesign CC (2019) 3 days  $1330 per person Request Quote

This 3-day course teaches students step-by-step the key techniques for working with InDesign CC (2019 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.

Adobe Versions That Can Attend: CC 2019, 2018, & 2017 (Microsoft Windows PC or Macintosh)
Course Taught With: CC version 2019 (Microsoft Windows PC)
Software and Courseware

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.
Adobe Lightroom Classic CC

2 days $920 per person Request Quote

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

Lightroom Versions That Can Attend: Lightroom Classic CC, 5, & 4 (Microsoft Windows PC or Macintosh)

Course Taught With: Lightroom Classic CC (Microsoft Windows PC)
Software and Courseware
Adobe Photoshop CC (2019)

3 days $1330 per person Request Quote

This 3-day course covers techniques for working in Adobe Photoshop CC, including how to correct, enhance, and distort digital images, create image composites, and prepare images for print and the web.

In addition to learning the essential elements of the Photoshop interface, the course will cover features like the new Frame tool, designing reflected and radial art with Paint Symmetry, correcting mistakes with updated Undo, Navigating the redesigned Home screen, removing objects with upgraded Content-Aware Fill, saving time with simplified editing and transformations, and much more!

Adobe Versions That Can Attend: CC 2019, 2018, & 2017 (Microsoft Windows PC or Macintosh)
Course Taught With: CC version 2019 (Microsoft Windows PC)
Software and Courseware
Adobe Premiere Pro

Adobe Premiere Pro CC (2019)  
3 days  $1330 per person  
Request Quote

Learn to edit video in Adobe Premiere Pro CC 2019 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.

Adobe Versions That Can Attend: CC 2019, 2018, & 2017 (Microsoft Windows PC or Macintosh)
Course Taught With: CC version 2019 (Microsoft Windows PC)
Software and Courseware

Amazon AWS

AWS Fundamentals  
1 day  $620 per person  
Request Quote

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 (Amazon Web Services), 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.
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.
| Android Development | 5 days | $- per person | Request Quote | 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? |
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)

3 days  $1810 per person

Request Quote

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. 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.
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.

This course will be taught using Visual Studio 2017, however, due to minor differences, Visual Studio 2012, 2013, and 2015 can attend.
ASP.NET Web API Essentials Using C# (Visual Studio 2017)

2 days $1210 per person

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.

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

AutoCAD 3D Drawing & Modeling

3 days $- per person

AutoCAD: 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.

Course Taught With: AutoCAD 2018 (Microsoft Windows PC)
Software and Courseware
Not Appropriate For: Macintosh versions of AutoCAD
<table>
<thead>
<tr>
<th>Course Title</th>
<th>Duration</th>
<th>Price per Person</th>
<th>Request/Quote</th>
</tr>
</thead>
<tbody>
<tr>
<td>AutoCAD Advanced</td>
<td>3 days</td>
<td>$1730 per person</td>
<td>Request Quote</td>
</tr>
</tbody>
</table>

AutoCAD 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 Essentials Training or equivalent knowledge.

Course Taught With: AutoCAD 2018 (Microsoft Windows PC)
Software and Courseware
Not Appropriate For: Macintosh versions of AutoCAD
AutoCAD Essentials

AutoCAD 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.


Course Taught With: AutoCAD 2018 (Microsoft Windows PC)

Not Appropriate For: Macintosh versions of AutoCAD

Business Statistics

Introductory Statistics - Advanced

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.

Revised: 5/30/2019

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.
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.

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.
C# Programming in Visual Studio

5 days $2950 per person

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.

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.

This course will be taught using Visual Studio 2017, however, due to minor differences, Visual Studio 2012, 2013, and 2015 can attend.
Cisco CCNA Certification

| 5 days | $3100 per person | Request Quote |

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. View the CCNA outline below for detailed course lessons.

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.
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 2018 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

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 A+ Certification

| CompTIA A+ Certification | 5 days | $2800 per person | Request Quote |

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. View our CompTIA A+ outline below for detailed course lessons.

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

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.
testing provider. You must contact Prometric, Pearson Vue or the corresponding testing provider to take a certification exam.
CompTIA CTT+

**CompTIA CTT+ Train The Trainer (TK0-201)**

- **2 days**
- **$- per person**
- **Request Quote**

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.

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.

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.
CompTIA Linux+
Certification

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.

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+ Certification

CompTIA Network+

5 days  $2800 per person  Request Quote

Everything you need to prepare for the CompTIA Network+ Exam N10-007! 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. View our CompTIA Network+ course outline below for detailed course lessons.

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.

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.
CompTIA Security+ Certification

**CompTIA Security+ (2017 Objectives)**

<table>
<thead>
<tr>
<th>Duration</th>
<th>Cost</th>
<th>Request Quote</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 days</td>
<td>$2800 per person</td>
<td></td>
</tr>
</tbody>
</table>

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
- 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.

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.
## Computer Programming

<table>
<thead>
<tr>
<th>Course</th>
<th>Days</th>
<th>Price/Person</th>
<th>Request</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to Programming</td>
<td>3</td>
<td>$1680</td>
<td>Request</td>
<td>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.</td>
</tr>
<tr>
<td>Introduction to Programming With C++</td>
<td>5</td>
<td>$2850</td>
<td>Request</td>
<td>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.</td>
</tr>
<tr>
<td>Object-Oriented Analysis and Design Using the Unified Modeling Language</td>
<td>5</td>
<td>$2850</td>
<td>Request</td>
<td>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.</td>
</tr>
</tbody>
</table>

## Crystal Reports

<table>
<thead>
<tr>
<th>Course</th>
<th>Days</th>
<th>Price/Person</th>
<th>Request</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Crystal Reports Designer 1</td>
<td>2</td>
<td>$1240</td>
<td>Request</td>
<td>This two day interactive workshop was designed for new users of Crystal Reports. 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.</td>
</tr>
</tbody>
</table>


Course Taught With: Crystal Reports 2013 Software and Courseware
Crystal Reports Designer

- **2** days
- **$1240** per person
- **Request Quote**

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.


Course Taught With: Crystal Reports 2013 Software and Courseware

---

FileMaker Pro Advanced

- **2** days
- **$890** per person
- **Request Quote**

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.

FileMaker Versions That Can Attend: 16, 15 & 14 (Microsoft Windows PC and Macintosh)

Course Taught With: FileMaker 15 (Microsoft Windows PC) Software and Courseware
**FileMaker Pro Basic**

|                | 2 days | $890 per person | Request Quote |

This course focuses on the features and benefits of the FileMaker Platform with special attention to the newest version, FileMaker. 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.

FileMaker Versions That Can Attend: 16, 15 & 14 (Microsoft Windows PC and Macintosh)

Course Taught With: FileMaker 15 (Microsoft Windows PC) Software and Courseware
Google Ads (Adwords)

Google AdWords (Ads) 3 $1340 per person Request Quote

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™ (now Google Ads) 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 (now Google Ads) 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.
Google Analytics

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.

Note: 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.

HTML / Web Development

HTML5 & Cascading Style Sheets 3

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.

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.
Responsive Web Development with HTML and CSS

3 days  $1300 per person

Request Quote

With this course, we have created the definitive guide for all things responsive. We cover the entire gamut of HTML5 and CSS3’s new features that help to effortlessly create modern, responsive web designs.

The changing way in which we access the web means that there has never been a greater range of screen sizes and associated user experiences. With these trends driving changes in design, typical desktop-only websites fail to meet even minimum expectations when it comes to style and usability, which can be vital when your website is central to yours or your client's brand.

A responsive web design provides a single solution that looks great on a phone, desktop, and everything in-between, providing the best experience possible for both today's and tomorrow's devices. This course covers every essential aspect of RWD and broader front-end development best practices.

We'll focus heavily on applying the latest techniques provided by HTML5 and CSS3, all in the context of real-world examples. Along the way, you'll discover tips and tricks that make your future designs and development workflow leaner and more maintainable than ever before.

By the time you reach the end, you'll be equipped with the latest cutting edge front-end development skills, ready to develop your very own modern, responsive websites that are pixel-perfect across a wide range of devices.
ITIL Certification

**ITIL Awareness**

1 day $770 per person

The purpose of the ITIL Awareness training 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
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.
Java Programming

5 days $2850 per person Request Quote

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

5 days $2850 per person

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.
### Javascript

<table>
<thead>
<tr>
<th>Course</th>
<th>Days</th>
<th>Cost</th>
<th>Request Quote</th>
</tr>
</thead>
<tbody>
<tr>
<td>Javascript Programming</td>
<td>3</td>
<td>$1740</td>
<td>Request Quote</td>
</tr>
</tbody>
</table>

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. View our Javascript course outline below for detailed course lessons.

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

### jQuery

<table>
<thead>
<tr>
<th>Course</th>
<th>Days</th>
<th>Cost</th>
<th>Request Quote</th>
</tr>
</thead>
<tbody>
<tr>
<td>jQuery Fundamentals</td>
<td>3</td>
<td>$1740</td>
<td>Request Quote</td>
</tr>
</tbody>
</table>

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.

### Linux

<table>
<thead>
<tr>
<th>Course</th>
<th>Days</th>
<th>Cost</th>
<th>Request Quote</th>
</tr>
</thead>
<tbody>
<tr>
<td>Linux Essentials</td>
<td>4</td>
<td>$2280</td>
<td>Request Quote</td>
</tr>
</tbody>
</table>

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

This Linux System Administrator training 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.

<table>
<thead>
<tr>
<th>Course</th>
<th>Duration</th>
<th>Price</th>
<th>Request</th>
<th>Quote</th>
</tr>
</thead>
<tbody>
<tr>
<td>Linux System Administration</td>
<td>4 days</td>
<td>$2280 per person</td>
<td>Request Quote</td>
<td></td>
</tr>
</tbody>
</table>
Microsoft .NET

.NET Core Frameworks
(Visual Studio 2017)

<table>
<thead>
<tr>
<th>Days</th>
<th>Person</th>
<th>Request Quote</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>$1210per</td>
<td></td>
</tr>
</tbody>
</table>

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.
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 applications using the .NET Framework. The student will receive a comprehensive set of materials, including course notes and all the programming examples.
<table>
<thead>
<tr>
<th>Course Title</th>
<th>Duration</th>
<th>Cost per Person</th>
<th>Action</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Visual Basic (VB.NET) Programming (Visual Studio 2012/13/15)</td>
<td>5 days</td>
<td>$2850 per person</td>
<td>Request Quote</td>
<td>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...</td>
</tr>
<tr>
<td>Windows Communication Foundation (WCF) Using C# (Visual Studio 2012/13/15)</td>
<td>5 days</td>
<td>$2850 per person</td>
<td>Request Quote</td>
<td>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.</td>
</tr>
</tbody>
</table>
Windows Presentation Foundation (WPF) Using C# (Visual Studio)

5 days  $2950 per person  Request Quote

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

This course will be taught using Visual Studio 2017, however, due to minor differences, Visual Studio 2012, 2013, and 2015 can attend.
Windows Presentation Foundation (WPF) Using Visual Basic v4.5 (Visual Studio 2012/13/15) 5 days $2850 per person Request Quote

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.
Microsoft Access - Level 1

2 days  $670 per person  Request Quote

This ILT Series course covers the basic skills and concepts students need to use Microsoft Access productively and efficiently. After an introduction to the Access 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. For comprehensive certification training, students should complete the Level 1, 2 and 3 courses for Access.

Course Taught With: Access version 2013 (Microsoft Windows PC)
Software and Courseware
Not Appropriate For: Macintosh versions of Access
This ILT Series course provides students with additional skills and concepts needed to use Microsoft Access 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 comprehensive certification training, students should complete the Level 1, 2 and 3 courses for Access.

Course Taught With: Access version 2013 (Microsoft Windows PC)
Software and Courseware
Not Appropriate For: Macintosh versions of Access

This ILT Series course builds on the skills and concepts taught in Access - Level 1 and Access - Level 2. This course will help students prepare for the Microsoft Office Specialist exam for Access. For comprehensive certification training, students should complete the Level 1, 2 and 3 courses for Access.

Course Taught With: Access version 2013 (Microsoft Windows PC)
Software and Courseware
Not Appropriate For: Macintosh versions of Access
This eLearning Bundle includes three Microsoft Access 2016 courses. A relational database application such as Microsoft Office Access 2016 can help you and your organization collect and manage large amounts of data. Access is a versatile tool. You can use it as a personal data management tool (for your use alone), or you can use it as a construction set to develop applications for an entire department or organization. In the Microsoft Access 2016: Beginner course, you will use Access 2016 to manage your data, including creating a new database; constructing tables; designing forms and reports; and creating queries to join, filter, and sort data. You can also use the course to prepare for the Microsoft Office Specialist (MOS) Certification exam for Microsoft Access 2016. In the Microsoft Access 2016: Advanced course, you will expand your knowledge of relational database design, write advanced queries, structure existing data, validate data entered into a database, and customize reports. Extending your knowledge of Microsoft Access 2016 will result in a robust, functional database for your users. You can also use the course to prepare for the Microsoft Office Specialist (MOS) Certification exam for Microsoft Access 2016. In the Microsoft Access 2016: Expert course, you will learn advanced Access features such as database management, advanced form design, packaging a database, encrypting a database, preparing a database for multiple-user access, and more. Knowledge of these features separate database professionals from the casual database users or occasional designers.
<table>
<thead>
<tr>
<th>Course</th>
<th>Duration</th>
<th>Price</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Microsoft Excel</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Excel - Dashboards</td>
<td>1 day</td>
<td>$335</td>
<td>This course builds upon the foundation knowledge presented in the Excel - Level 1 course and will help you down the road to creating advanced workbooks and worksheets that you can use to create a dashboard. 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.</td>
</tr>
</tbody>
</table>

Excel Versions That Can Attend: Excel 2019, 365, 2016, & 2013 (Microsoft Windows PC)
Course Taught With: Excel version 2013 (Microsoft Windows PC)
Software and Courseware
Not Appropriate For: Macintosh versions of Excel
### Excel - Data Analysis with PivotTables

<table>
<thead>
<tr>
<th>Duration</th>
<th>Cost</th>
<th>Request/Quote</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.5 days</td>
<td>$335 per person</td>
<td>Request/Quote</td>
</tr>
</tbody>
</table>

Upon successful completion of this course, you will be able to use Excel 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.

**Excel Versions That Can Attend:** Excel 2019, 365, 2016, & 2013 (Microsoft Windows PC)

**Course Taught With:** Excel version 2013 (Microsoft Windows PC)

**Software and Courseware Not Appropriate For:** Macintosh versions of Excel

### Excel - Level 1

<table>
<thead>
<tr>
<th>Duration</th>
<th>Cost</th>
<th>Request/Quote</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 day</td>
<td>$335 per person</td>
<td>Request/Quote</td>
</tr>
</tbody>
</table>

This course will introduce students to spreadsheets and the fundamentals concepts of Microsoft Excel. Learn these features of Microsoft Excel 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 Versions That Can Attend:** Excel 2019, 365, 2016, & 2013 (Microsoft Windows PC)

**Course Taught With:** Excel version 2016 (Microsoft Windows PC)

**Software and Courseware Not Appropriate For:** Macintosh versions of Excel
Excel - Level 2

1 day

$335 per person

Request Quote

This course will teach students how to perform more advanced calculations and work with larger worksheets in Microsoft Excel. In this intermediate Excel 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 Versions That Can Attend: Excel 2019, 365, 2016, & 2013 (Microsoft Windows PC)

Course Taught With: Excel version 2016 (Microsoft Windows PC)

Software and Courseware

Not Appropriate For: Macintosh versions of Excel

Excel - Level 3

1 day

$335 per person

Request Quote

This course will teach students advanced tasks in Microsoft Excel. In this advanced Excel 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.

Excel Versions That Can Attend: Excel 2019, 365, 2016, & 2013 (Microsoft Windows PC)

Course Taught With: Excel version 2016 (Microsoft Windows PC)

Software and Courseware

Not Appropriate For: Macintosh versions of Excel
Excel - VBA Programming

3 days per person

$995 per person

Request Quote

This 3-day Excel VBA Programming course is designed to give experienced Microsoft Excel 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!

Excel Versions That Can Attend: Excel 2019, 365, 2016, & 2013 (Microsoft Windows PC)

Course Taught With: Excel version 2013 (Microsoft Windows PC)

Software and Courseware

Not Appropriate For: Macintosh versions of Excel
Microsoft Exchange

Mastering Microsoft Exchange Server 2016
5 days  $2925 per person  Request Quote

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
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
Microsoft Office

**eLearning Bundle - Office 2016**

<table>
<thead>
<tr>
<th>Duration</th>
<th>Cost per Person</th>
<th>Request Quote</th>
</tr>
</thead>
<tbody>
<tr>
<td>13 days</td>
<td>$800 per person</td>
<td></td>
</tr>
</tbody>
</table>

This eLearning Bundle includes three Microsoft Office 2016 courses. A comprehensive coverage of all Microsoft Office 2016 applications in an easy to follow video training format. These courses teach the student how to use all of the applications in Office 2016, moving from beginner to expert actions and techniques in Excel, Word, PowerPoint, Outlook and Access. If you want to learn about just one of the features in Microsoft Office 2016 check out one of our other course bundles: Microsoft Excel 2016, Microsoft Word 2016, Microsoft PowerPoint 2016, Microsoft Outlook 2016, and Microsoft Access 2016. These courses provide great examples of all of the features of Office 2016, and give the viewer time to try the actions on their own. After taking these courses you will be an expert user of Microsoft Office 2016!
<table>
<thead>
<tr>
<th>Microsoft Office 365 Online (with Skype for Business)</th>
<th>1</th>
<th>$335</th>
<th>Request Quote</th>
</tr>
</thead>
</table>

This course is an introduction to Microsoft® Office 365® with Skype® for Business in a cloud-based environment. It can be used as an orientation to the full suite of Office 365 cloud-based tools, or the Skype for Business lessons can be presented separately in a seminar-length presentation with the remaining material available for later student reference.

Using the Office 365 suite of productivity apps, users can easily communicate and collaborate together through Microsoft® Outlook® mail and Skype for Business instant messaging and online meetings. Additionally, the Microsoft® SharePoint® team site provides a central storage location for accessing and modifying shared documents. This course introduces working with shared documents in the familiar Office 365 online apps—Word, PowerPoint, and Excel—as an alternative to installing the Microsoft® Office desktop applications. This course also introduces several productivity apps—Teams, Yammer, Planner, and Delve—that can be used in combination by teams for communication and collaboration.
Microsoft Outlook

<table>
<thead>
<tr>
<th>eLearning Bundle - Outlook 2016</th>
<th>2 days</th>
<th>$250/person</th>
<th>Request Quote</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

This eLearning Bundle includes two Microsoft Outlook 2016 courses. The Outlook 2016 - Part 1 (Foundations) course will familiarize you with Outlook’s interface. Learn to send and receive emails, compose professional messages, include attachments, organize your inbox, schedule and manage meetings, create and update a list of contacts, and track your workflow. With the Outlook 2016 - Part 2 (Advanced) course, you will discover how to customize the application to best suit your workflow and personal preferences. Learn to modify default settings and leverage available efficiencies for email communication, managing your mailbox and contacts, collaborating with colleagues, scheduling meetings and tasks, and safeguarding your important data.

Outlook - Level 1

<table>
<thead>
<tr>
<th>Outlook - Level 1</th>
<th>1 day</th>
<th>$335/person</th>
<th>Request Quote</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

Outlook Versions That Can Attend: Outlook 2019, 365, 2016, & 2013 (Microsoft Windows PC)
Course Taught With: Outlook version 2016 (Microsoft Windows PC)
Software and Courseware
Not Appropriate For: Macintosh versions of Outlook

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.
| Outlook - Level 2 | 1 | $335per person | | Request Quote | Learn the advanced features of Microsoft Outlook 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.  
Outlook Versions That Can Attend: Outlook 2019, 365, 2016, & 2013 (Microsoft Windows PC)  
Course Taught With: Outlook version 2016 (Microsoft Windows PC)  
Software and Courseware  
Not Appropriate For: Macintosh versions of Outlook
Microsoft PowerPoint

Microsoft PowerPoint -
PowerPoint 2016

2 days $250 per person

Request Quote

This eLearning Bundle includes two Microsoft PowerPoint 2016 courses. In the Microsoft Office PowerPoint 2016: Part 1 (Foundations) course, shows you how to utilize many of the functions and features available through PowerPoint to create engaging and professional presentations. This introductory-level course begins by guiding you through the PowerPoint interface and reviewing some basic functions. You’ll practice creating a PowerPoint presentation, and you’ll learn how to add and edit text and modify the slides. You’ll also perform more advanced text editing and formatting operations. The course outlines how to use graphics, screen shots, and visual effects to energize your presentation. You’ll also learn how to add tables and charts to help you convey key points to your audience and create greater visual appeal. In the Microsoft PowerPoint 2016: Part 1 (Advanced) course, master the advanced tools and functions of this powerful program that help you save time and enhance your work to create outstanding, state-of-the-art presentations. In this course, you’ll learn how to customize the user interface to improve efficiency, create customized templates and insert SmartArt and animations. You’ll also learn how to utilize math equations, use collaborative tools, add security and distribute your presentation in different formats.
### PowerPoint - Level 1

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$335</td>
<td>Request Quote</td>
</tr>
<tr>
<td>1</td>
<td>$335</td>
<td>Request Quote</td>
</tr>
<tr>
<td>days</td>
<td>person</td>
<td>per person</td>
</tr>
</tbody>
</table>

Learn the basic features of Microsoft PowerPoint 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 Versions That Can Attend:** PowerPoint 2019, 365, 2016, & 2013 (Microsoft Windows PC)

**Course Taught With:** PowerPoint version 2016 (Microsoft Windows PC) Software and Courseware

**Not Appropriate For:** Macintosh versions of PowerPoint

### PowerPoint - Level 2

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$335</td>
<td>Request Quote</td>
</tr>
<tr>
<td>1</td>
<td>$335</td>
<td>Request Quote</td>
</tr>
<tr>
<td>days</td>
<td>person</td>
<td>per person</td>
</tr>
</tbody>
</table>


**PowerPoint Versions That Can Attend:** PowerPoint 2019, 365, 2016, & 2013 (Microsoft Windows PC)

**Course Taught With:** PowerPoint version 2016 (Microsoft Windows PC) Software and Courseware

**Not Appropriate For:** Macintosh versions of PowerPoint

---

Note: Some information changes frequently. Information on our website [www.certstaff.com](http://www.certstaff.com) takes precedence over any information in this catalog. Please use this catalog as a reference.
Microsoft Project

Project - Level 1

1 day $335 per person  
Request Quote

Learn the basic features of Microsoft Project 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. View a MS Project course outline with detailed course lessons below.

Project Versions That Can Attend: Project 2016 & 2013 (Microsoft Windows PC)
Course Taught With: Project version 2016 (Microsoft Windows PC)
Software and Courseware
Not Appropriate For: Macintosh versions of Project

Project - Level 2

1 day $335 per person  
Request Quote

Learn the advanced features of Microsoft Project 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.

Project Versions That Can Attend: Project 2016 & 2013 (Microsoft Windows PC)
Course Taught With: Project version 2016 (Microsoft Windows PC)
Software and Courseware
Not Appropriate For: Macintosh versions of Project
<table>
<thead>
<tr>
<th><strong>Microsoft Publisher</strong></th>
<th>1 day</th>
<th>$- per person</th>
<th><strong>Request Quote</strong></th>
</tr>
</thead>
</table>

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 to create, lay out, edit, and share publications. Microsoft® Office Publisher 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.

Publisher Versions That Can Attend: Publisher 2016, & 2013 (Microsoft Windows PC)
Course Taught With: Publisher version 2016 (Microsoft Windows PC) Software and Courseware
Not Appropriate For: Macintosh versions of Publisher
<table>
<thead>
<tr>
<th>Course Name</th>
<th>Duration</th>
<th>Fee</th>
<th>Request</th>
<th>Quote</th>
</tr>
</thead>
<tbody>
<tr>
<td>Microsoft SharePoint Advanced Solutions of Microsoft SharePoint Server 2013 (70-332)</td>
<td>5 days</td>
<td>$2925 per person</td>
<td>Request</td>
<td>Quote</td>
</tr>
</tbody>
</table>

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.
<table>
<thead>
<tr>
<th>Business Intelligence in Microsoft SharePoint 2013</th>
<th>5 days</th>
<th>$2925 per person</th>
<th>Request Quote</th>
</tr>
</thead>
</table>

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)

5 days $2925 per person

Request Quote

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 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.

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.

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.
Microsoft SharePoint 2010 Administration (70-668) | 5 days per person

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.

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.
Microsoft SharePoint 2010 Configuration (70-667)

5 days  $ per person  

Request Quote

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.

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.
SharePoint for End Users

2 days
$900 per person

Request Quote

This is learning made easy. Get more done quickly with SharePoint, 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

SharePoint Versions That Can Attend: 2016 and 2013
Course Taught With: SharePoint 2016 Software and Courseware

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.
Microsoft SQL Server

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

<table>
<thead>
<tr>
<th>Duration</th>
<th>Price</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 days</td>
<td>$2925 per person</td>
<td>Request Quote</td>
</tr>
</tbody>
</table>

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.

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

5 days $2925 per person

Request Quote

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.

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

5 days  $2925/person  Request Quote

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

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.

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.
<table>
<thead>
<tr>
<th>Course</th>
<th>Duration</th>
<th>Fee</th>
<th>Request Quote</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Querying Microsoft SQL Server 2012/14/16 (70-461)</strong></td>
<td>5 days</td>
<td>$2925 per person</td>
<td>Request Quote</td>
</tr>
<tr>
<td>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.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Course</th>
<th>Duration</th>
<th>Fee</th>
<th>Request Quote</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Microsoft Visio - Level 1</strong></td>
<td>1 day</td>
<td>$335 per person</td>
<td>Request Quote</td>
</tr>
<tr>
<td>Learn the basic features of Microsoft Visio and get more done quickly. Learn about: Creating Diagrams, Managing Text, Shapes &amp; Pages, Creating Business Process Diagrams, Creating Organization (Org) Charts, Adding Style, Color &amp; Themes and Printing, Reusing &amp; Sharing Diagrams.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Visio Versions That Can Attend: Visio 2016 &amp; 2013 (Microsoft Windows PC)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Course Taught With: Visio version 2016 (Microsoft Windows PC)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Software and Courseware</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Not Appropriate For: Macintosh versions of Visio</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Visio - Level 2

<table>
<thead>
<tr>
<th></th>
<th>1</th>
<th>$335 per person</th>
<th>Request Quote</th>
</tr>
</thead>
</table>

Learn the advanced features of Microsoft Visio 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

Visio Versions That Can Attend: Visio 2016 & 2013 (Microsoft Windows PC)

Course Taught With: Visio version 2016 (Microsoft Windows PC)

Software and Courseware

Not Appropriate For: Macintosh versions of Visio

### Microsoft Word eLearning Bundle - Word 2016

<table>
<thead>
<tr>
<th></th>
<th>3</th>
<th>$250 per person</th>
<th>Request Quote</th>
</tr>
</thead>
</table>

This eLearning Bundle includes three Microsoft Word 2016 courses. Hone your Microsoft Word 2016 skills with this instructive training bundle, designed to help you take advantage of the application's abundant features and tools for producing professional-quality documents. In the Microsoft Word 2016: Part 1 - Beginner Level course, we'll cover formatting text and paragraphs, boosting your efficiency, managing lists, adding tables, inserting graphic objects, managing page appearance, and publishing error-free, readable documents. In the Microsoft Word 2016: Part 2 - Intermediate Level course we'll cover how to use tables and charts, customize formats with styles and themes, insert content using Quick Parts, automate formatting using templates, controlling document flow, managing long documents, and using mail merge features. In the Microsoft Office Word 2016: Part 3 - Advanced course will cover advanced features and shows you how to manipulate images, create custom graphics, collaborate in real-time, and automate repetitive tasks.
### Word - Level 1

<table>
<thead>
<tr>
<th>Days</th>
<th>Person</th>
<th>Request Quote</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$335</td>
<td></td>
</tr>
</tbody>
</table>

Learn the basic features of Microsoft Word 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. View our MS Word course outline below for detailed course lessons.

**Word Versions That Can Attend:** Word 2019, 365, 2016, & 2013 (Microsoft Windows PC)

**Course Taught With:** Word version 2016 (Microsoft Windows PC)

**Software and Courseware**

Not Appropriate For: Macintosh versions of Word

### Word - Level 2

<table>
<thead>
<tr>
<th>Days</th>
<th>Person</th>
<th>Request Quote</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$335</td>
<td></td>
</tr>
</tbody>
</table>

Learn the advanced features of Microsoft Word 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.

**Word Versions That Can Attend:** Word 2019, 365, 2016, & 2013 (Microsoft Windows PC)

**Course Taught With:** Word version 2016 (Microsoft Windows PC)

**Software and Courseware**

Not Appropriate For: Macintosh versions of Word

---

**Note:** Some information changes frequently. Information on our website [www.certstaff.com](http://www.certstaff.com) takes precedence over any information in this catalog. Please use this catalog as a reference.
### Minitab

<table>
<thead>
<tr>
<th>Course</th>
<th>Duration</th>
<th>Cost</th>
<th>Request</th>
<th>Quote</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Analyzing Quality with Minitab</strong></td>
<td>1 day</td>
<td>$595</td>
<td>Request</td>
<td>Quote</td>
<td>In this 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.</td>
</tr>
<tr>
<td><strong>Intro to Statistics with Minitab</strong></td>
<td>1 day</td>
<td>$595</td>
<td>Request</td>
<td>Quote</td>
<td>In this 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.</td>
</tr>
<tr>
<td><strong>Minitab Basics</strong></td>
<td>1 day</td>
<td>$595</td>
<td>Request</td>
<td>Quote</td>
<td>In this introductory level Minitab course, you will learn the basics of Minitab and be able to start using it effectively.</td>
</tr>
<tr>
<td><strong>Minitab Design of Experiments (DOE)</strong></td>
<td>1 day</td>
<td>$595</td>
<td>Request</td>
<td>Quote</td>
<td>In this course, students will learn how to create common experiments, control for covariates in the model, and analyze and improve experiments that have been conducted. Experiments include full factorial, fractional factorial, split-half designs, response surface and mixtures.</td>
</tr>
</tbody>
</table>
**Oracle 11g Database Administration**

| 5 days | $- per person | Request Quote |

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.
<table>
<thead>
<tr>
<th>Course Title</th>
<th>Duration</th>
<th>Price per Person</th>
<th>Request Quote</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oracle 12c Database Administration</td>
<td>5 days</td>
<td>$2850 per person</td>
<td></td>
</tr>
</tbody>
</table>

This 5-day Oracle 12c DBA online training 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.

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 New Features

3 days $1740 per person

Request Quote

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

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/11g SQL & PL/SQL

<table>
<thead>
<tr>
<th>Days</th>
<th>Person</th>
<th>Request Quote</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>$2850</td>
<td></td>
</tr>
</tbody>
</table>

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.

Oracle Versions That Can Attend: 12c and 11g

Course Taught With: Oracle 12c Software and Courseware

### Perl Programming

<table>
<thead>
<tr>
<th>Days</th>
<th>Person</th>
<th>Request Quote</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>$1740</td>
<td></td>
</tr>
</tbody>
</table>

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.
PHP Programming

PHP Programming with MySQL

5 days $2850 per person

Request Quote

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.

Power BI

Microsoft Power BI Desktop and Microsoft Power Query

1 day $620 per person

Request Quote

This course familiarizes the participant with Microsoft Power Query, a revolutionary data tool for Excel that allows you to intuitively discover and automate the import, transformation, and combination of data across a variety of data sources for use in Excel and Microsoft Power BI. Power Query is a free add-in for Excel that enhances the self-service Business Intelligence experience in Excel. The course uses Excel 2016, however Power Query works with Excel 2010 and above.

Microsoft Power BI Interactive Data Visualizations

2 days $1240 per person

Request Quote

Microsoft Power BI transforms your company data into rich visuals that facilitate new ways of thinking about and organizing your data, so that you can focus on what is important to achieving your goals. This course covers both Power BI On Line and Power BI desktop.
Microsoft Power BI Online

1 day $620 per person

This one-day course familiarizes the participant with Power BI Online, which allows you to intuitively discover and automate the import, transformation, and combination of data across a variety of data sources.

Project Management Essentials

3 days $1300 per person

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. If you are looking for project manager courses near me, this training is for you.
<table>
<thead>
<tr>
<th>Course Title</th>
<th>Duration</th>
<th>Price</th>
<th>Action</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Project Management Fundamentals</strong></td>
<td>1 days</td>
<td>$435 per person</td>
<td>Request Quote</td>
<td>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. If you are looking for 1 day project management courses, this training is for you.</td>
</tr>
</tbody>
</table>
Project Management Professional (PMP) Certification

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.


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. If you are looking for PMP Certification online training reviews, we have them on the last tab of this page.
### Python

<table>
<thead>
<tr>
<th>Course</th>
<th>Duration</th>
<th>Price per Person</th>
<th>Request Quote</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advanced Python Programming</td>
<td>3 days</td>
<td>$2150</td>
<td><a href="#">Request Quote</a></td>
</tr>
<tr>
<td>Introduction to Python Programming</td>
<td>4 days</td>
<td>$2700</td>
<td><a href="#">Request Quote</a></td>
</tr>
</tbody>
</table>

In this advanced Python course, students already familiar with Python programming will learn advanced Python techniques such as Jupyter Notebook, the Collections module, mapping and filtering, lambda functions, advanced sorting, working with regular expressions in Python, working with databases, CSV files, JSON and XML, writing object-oriented code, testing and debugging and learning about Unicode and text encoding.

In this Python training course, students learn to program in Python. The course is aimed at students new to the language and who may, or may not, have experience with other programming languages.

Students will learn:
- how Python works and its place in the world of programming languages
- to work with and manipulate strings
- to perform math operations
- to work with Python sequences
- to collect user input and output results
- flow control processing
- to write to, and read from, files
- to write functions
- to handle exception
- and work with dates and times
### Quickbooks

<table>
<thead>
<tr>
<th>Course</th>
<th>Duration</th>
<th>Price/Person</th>
<th>Request</th>
<th>Quote</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>eLearning Bundle - QuickBooks</strong></td>
<td>2 days</td>
<td>$250/Person</td>
<td><a href="#">Request</a></td>
<td><a href="#">Quote</a></td>
</tr>
<tr>
<td>This eLearning Bundle includes these two QuickBooks courses: Mastering QuickBooks Online 2018 and Mastering QuickBooks Desktop Basics 2018.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>QuickBooks Desktop Edition: Advanced</strong></td>
<td>1 day</td>
<td>$435/Person</td>
<td><a href="#">Request</a></td>
<td><a href="#">Quote</a></td>
</tr>
<tr>
<td>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.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### QuickBooks Versions That Can Attend:

#### Course Taught With:
- QuickBooks 2018 (Microsoft Windows PC)

#### Software and Courseware
- Not Appropriate For: Macintosh versions of QuickBooks
QuickBooks Desktop Edition: Basic

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.

Course Taught With: QuickBooks 2018 (Microsoft Windows PC)
Software and Courseware
Not Appropriate For: Macintosh versions of QuickBooks
QuickBooks Online
Edition: Basic

1 $435 per person

Request Quote

In this introductory QuickBooks online training to using QuickBooks Online, 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 in this QuickBooks course (and a lot of tips & tricks) that will allow you to get the most out of your QBO subscription.
Ruby on Rails

2 days $1140 per person

Learn to build Rails-based web applications using all the latest features offered in Rails 5.2. Rails is a robust, flexible development platform that lets you build complex websites quickly. Major websites like GitHub, Hulu, and Twitter have run Rails under the hood, and if you know just enough HTML and CSS to be dangerous, Ruby on Rails will teach you to harness Rails for your own projects and create web applications that are fast, stable, and secure.

First, you'll learn Ruby and Rails fundamentals and then dive straight into models, controllers, views, and deployment. Then, 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 metaprogramming, and advanced data modeling techniques within Rail’s Active Record.

Whether you're completely new to Ruby or you've been mucking around for a bit, Ruby on Rails will take you from the basics to shipping your first Rails application.

What You Will Learn

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

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.
- Deploy applications to Heroku
- 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
- Discover many Rails secrets and tips
Ruby Programming

3 days $1740 per person

Request Quote

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...
Salesforce Certified Sales Cloud Consultant

3 days $1860 per person Request Quote

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

| 3 days | $1860 per person | Request Quote |

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.
<table>
<thead>
<tr>
<th>Course Title</th>
<th>Duration</th>
<th>Cost</th>
<th>Request</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Salesforce for Marketing (Classic)</strong></td>
<td>1 day</td>
<td>$495/p</td>
<td>Request</td>
<td>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. This course will cover the Classic version of Salesforce.</td>
</tr>
<tr>
<td><strong>Salesforce for Marketing (Lightning)</strong></td>
<td>1 day</td>
<td>$495/p</td>
<td>Request</td>
<td>This class is delivered by a live instructor and is specifically designed to teach marketing people the basics of Salesforce Sales Cloud marketing features in the Lightning Experience. 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. This class will cover the Lightning version of Salesforce.</td>
</tr>
</tbody>
</table>
Salesforce for Reports & Dashboards (Classic) 1  $495 per person  Request Quote

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.

This course will cover the Classic version of Salesforce.
Salesforce for Reports & Dashboards (Lightning)

1 day

$495

per person

Request Quote

This class is delivered by a live instructor and is specifically designed to teach administrators, business analysts or report writers' how to utilize the Salesforce Lightning Report Builder and Lightning Dashboards.

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, and matrix reports. Students will learn advanced reporting functionality such as charting, report summary fields, bucket fields, conditional highlighting, advanced report filters and building custom report types. Finally, the student will learn how to create and run dashboards and schedule and email reports and dashboards.

This class will cover the Lightning version of Salesforce.
Salesforce Lightning Experience 3 days $1860 per person

This course was created to help Salesforce Administrators, Consultants and other Technicians quickly learn the basics of Salesforce Lightning Experience with a particular emphasis on upgrading from Salesforce Classic. You will learn:

- Lightning Experience Overview, including navigation, new features, and Einstein
- Classic features that are not yet available in Lightning (or are limited)
- Enabling Lightning and important steps to upgrade from Classic to Lightning
- Lightning App Builder, standard Lightning Components, Lightning pages and buttons, and Lightning Actions
- Process Builder, designing for mobile, and Lightning reports & dashboards

Who should attend?
People with a strong technical background who are already familiar with Salesforce Classic, such as system administrators, developers or consultants, OR those who have experience with another CRM or ERP system and are looking to quickly develop equivalent skills on Salesforce.
Salesforce Power User for Sales

1 day $495 per person

Request Quote

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)

1 day $495 per person

Request Quote

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.
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 (Classic) 5 days $2850 per person Request Quote

This Salesforce admin training course will teach students 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 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 are 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. If you are looking for Salesforce Administrator classes, this training is for you.
This class will cover the Classic version of Salesforce.
Salesforce.com: Administrator (Lightning)  
5 days  $2850 per person  Request Quote

This class is designed to teach students the foundation of Salesforce in the new Lightning Experience and to help students prepare for the Salesforce Certified Administrator exam. A student in this class will learn how to administer and configure Salesforce in Lightning and develop new applications utilizing the Force.com platform.

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 covering 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 & Roles, Sharing Rules, Account Teams, Sales Teams, and Queues. The object model related to sales force automation, marketing automation and service are thoroughly covered as well with sections on Accounts, Contacts, Opportunities, Products & Price Books, Quotes, Leads, Campaigns, Cases, Solutions, Knowledge, Ideas, and Answers. The automation of processes within Salesforce including the use of Workflow Rules, Approval Processes, and the Process Builder will be discussed and used in scenario-driven exercises. Students will also learn to develop new applications on the Force.com platform using the declarative interface. Analytics, including Lightning Reports, Lightning Dashboards, and list views will be covered in detail as well.
This class will cover the Lightning version of Salesforce.
### SAS Programming 2: Beyond the Basics

<table>
<thead>
<tr>
<th>Duration</th>
<th>Cost per Person</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 days</td>
<td>$1240</td>
<td>Request Quote</td>
</tr>
</tbody>
</table>

This course is for those who need to perform advanced data processing and manipulation, and create a variety of outputs. SAS Programming 2: Beyond the Basics builds on the concepts that are presented in the SAS Programming Essentials course and is not appropriate for beginning SAS software users.

Learn how to...
- perform DO loop and SAS array processing
- rotate data sets
- write simple macro code
- export data sets
- debug programs
- incorporate other languages

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Duration</th>
<th>Cost</th>
<th>Request</th>
<th>Quote</th>
</tr>
</thead>
<tbody>
<tr>
<td>SAS Programming</td>
<td>3 days</td>
<td>$1860</td>
<td>per person</td>
<td></td>
</tr>
</tbody>
</table>

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.

### Scrum Agile Development with Scrum

<table>
<thead>
<tr>
<th>Course</th>
<th>Duration</th>
<th>Cost</th>
<th>Request</th>
<th>Quote</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agile Development with Scrum</td>
<td>2 days</td>
<td>$1190</td>
<td>per person</td>
<td></td>
</tr>
</tbody>
</table>

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.
Search Engine Optimization

**Search Engine Optimization (SEO)**

- **2 days**
- **$865 per person**
- **Request Quote**

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 search engine optimization online 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.

Six Sigma

**Introduction to Lean Six Sigma**

- **1 day**
- **$570 per person**
- **Request Quote**

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**

- **5 days**
- **$2775 per person**
- **Request Quote**

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](#)
<table>
<thead>
<tr>
<th>Course</th>
<th>Duration</th>
<th>Cost per Person</th>
<th>Request Quote</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Lean Six Sigma Green Belt</strong></td>
<td>4 days</td>
<td>$2230</td>
<td>Request Quote</td>
<td>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. <a href="#">Important Information About Obtaining Six Sigma Certification</a></td>
</tr>
<tr>
<td><strong>Six Sigma Yellow Belt</strong></td>
<td>3 days</td>
<td>$1760</td>
<td>Request Quote</td>
<td>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. <a href="#">Important Information About Obtaining Six Sigma Certification</a></td>
</tr>
</tbody>
</table>
### Social Media Marketing

<table>
<thead>
<tr>
<th>Course</th>
<th>Duration</th>
<th>Price per Person</th>
<th>Request Quote</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Facebook Advertising</strong></td>
<td>1 day</td>
<td>$435</td>
<td>Request Quote</td>
</tr>
</tbody>
</table>

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** | 1 day    | $435             | Request Quote |

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** | 1 day    | $435             | Request Quote |

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

| 1 days | $435 per person | Request | Quote |

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

| 1 days | $435 per person | Request | Quote |

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

<table>
<thead>
<tr>
<th>Days</th>
<th>Person</th>
<th>$435</th>
<th>Request</th>
<th>Quote</th>
</tr>
</thead>
</table>

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.

**SPSS Advanced Statistical Analysis using SPSS**

<table>
<thead>
<tr>
<th>Days</th>
<th>Person</th>
<th>$1240</th>
<th>Request</th>
<th>Quote</th>
</tr>
</thead>
</table>

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

<table>
<thead>
<tr>
<th>2 days</th>
<th>per person</th>
<th>Request</th>
<th>Quote</th>
</tr>
</thead>
<tbody>
<tr>
<td>$1240</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>2 days</th>
<th>per person</th>
<th>Request</th>
<th>Quote</th>
</tr>
</thead>
<tbody>
<tr>
<td>$1240</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

2 days $1240 per person

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 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.
**MySQL Workbench: Data Modeling & Development**

<table>
<thead>
<tr>
<th>Duration</th>
<th>Cost per Person</th>
<th>Request Quote</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 days</td>
<td>$2280</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Days</th>
<th>Person</th>
<th>Price</th>
<th>Request</th>
<th>Quote</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$495</td>
<td>per</td>
<td>Request</td>
<td>Quote</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Days</th>
<th>Person</th>
<th>Price</th>
<th>Request</th>
<th>Quote</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>$990</td>
<td>per</td>
<td>Request</td>
<td>Quote</td>
</tr>
</tbody>
</table>

In this course you will compose basic 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.

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.
### Tableau Desktop: Advanced

| 2 days | $1240 per person | Request Quote |

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 2 days 2 $1240 per person Request Quote

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 so 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 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

2 days $1240 per person

Request Quote

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.
### Unix

<table>
<thead>
<tr>
<th>Course</th>
<th>Duration</th>
<th>Cost per Person</th>
<th>Action</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fundamentals of UNIX</td>
<td>4 days</td>
<td>$2280</td>
<td>Request</td>
<td>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.</td>
</tr>
<tr>
<td>Korn &amp; Bash Shell Programming</td>
<td>3 days</td>
<td>$1740</td>
<td>Request</td>
<td>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.</td>
</tr>
<tr>
<td>UNIX System Administration</td>
<td>4 days</td>
<td>$2280</td>
<td>Request</td>
<td>This 4-day course introduces Linux™ and UNIX™ users to the tasks needed to administer their own system.</td>
</tr>
</tbody>
</table>

### Windows 10

<table>
<thead>
<tr>
<th>Course</th>
<th>Duration</th>
<th>Cost per Person</th>
<th>Action</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Windows 10 for End Users</td>
<td>1 day</td>
<td>$335</td>
<td>Request</td>
<td>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.</td>
</tr>
</tbody>
</table>
Windows
Powershell

**Automating Windows Administration with Windows PowerShell**

- **5 days**
- **$2925 per person**

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.

Windows Server

**Administering Windows Server 2012 (70-411)**

- **5 days**
- **$2925 per person**

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.

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.
Configuring Advanced Windows Server 2012 Services (70-412)

5 days $2925 per person

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.

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.
Installing and Configuring Windows Server 2012 (70-410)

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.

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.

Windows Server 2016: Identity (Exam 70-742)

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)
5 days  $3100 per person
Request Quote
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)
5 days  $2925 per person
Request Quote
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.
WordPress

**WordPress for End Users**

| 2 days | $1140 per person | Request Quote |

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 create content using both the Classic editor and the new Gutenberg editor.

**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.
• How to publish 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 vs 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.

XML

<table>
<thead>
<tr>
<th>XML</th>
<th>2 days</th>
<th>$890 per person</th>
<th>Request Quote</th>
</tr>
</thead>
</table>

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.
Self-Paced eLearning Course Descriptions & Prices

Note: This information changes frequently, please visit our website for the most current: www.certstaff.com
<table>
<thead>
<tr>
<th>Adobe Acrobat</th>
<th>eLearning Bundle - Adobe Acrobat DC</th>
<th>2 course(s)</th>
<th>$350 per person</th>
<th>This eLearning Bundle includes these 2 courses: Adobe Acrobat DC Pro - Beginner and Adobe Acrobat DC Pro - Advanced.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adobe Animate</td>
<td>eLearning Bundle - Adobe Animate CC</td>
<td>1 course(s)</td>
<td>$350 per person</td>
<td>This Adobe Animate training class is for people new to Animate (formerly Adobe Flash). After getting to know the Animate CC interface, you will learn to use the drawing tools and to create graphic and button symbols and cool Animate animations.</td>
</tr>
<tr>
<td>Adobe Dreamweaver</td>
<td>eLearning Bundle - Dreamweaver CC</td>
<td>4 course(s)</td>
<td>$350 per person</td>
<td>This eLearning Bundle includes these 4 courses: HTML5 and CSS3, Part 1 of 3, HTML5 and CSS3, Part 2 of 3, HTML5 and CSS3, Part 3 of 3 and Introduction to Dreamweaver Creative Cloud (CC).</td>
</tr>
<tr>
<td>Adobe Illustrator</td>
<td>eLearning Bundle - Adobe Illustrator CC</td>
<td>2 course(s)</td>
<td>$350 per person</td>
<td>This eLearning Bundle includes these 2 courses: Adobe Illustrator CC - Beginner and Adobe Illustrator CC - Advanced.</td>
</tr>
<tr>
<td>Adobe InDesign</td>
<td>eLearning Bundle - Adobe InDesign CC</td>
<td>2 course(s)</td>
<td>$350 per person</td>
<td>This eLearning Bundle includes these 2 courses: Adobe InDesign CC - Beginner and Adobe InDesign CC - Advanced.</td>
</tr>
<tr>
<td>Adobe Photoshop</td>
<td>eLearning Bundle - Adobe Photoshop CC</td>
<td>3 course(s)</td>
<td>$350 per person</td>
<td>This eLearning Bundle includes these 3 courses: Adobe Photoshop CC - Beginner, Adobe Photoshop CC - Intermediate and Adobe Photoshop CC for Photographers - Advanced.</td>
</tr>
</tbody>
</table>
Explore why more businesses than ever are utilizing cloud services, and why it may be time that your company considers using a cloud service, such as Amazon Web Services (AWS), for its business needs. This bundle includes the following topics: Agile Background, Agile Overview, Agile Manifesto, Why Agile Works, Scrum Overview, Scrum Team, Team Roles, Exercise, Core Services, Services Continued, Support, Creating an AWS Account, Security Services, IAM, Roles, Policies, and Best Practices, Net and Content Delivery, RTS, VPC, VPC Security, Storage Overview, Object Lifecycle, Versioning, and Permissions, EC2 Overview, Instance Types and AMI, EBS and Snapshots, Launch an EC2, Auto Scaling, Elastic Beanstalk, Lambda, RDS Database, DynamoDB, ElastiCache, Redshift, CloudFormation, CloudWatch, CloudTrail, Application Discovery Service, Database Migration Service, Server Migration Service, and Snowball.

**Amazon AWS**

**eLearning Bundle - Amazon AWS**

- **9 course(s)**
- **$650 per person**

This eLearning Bundle includes these 8 courses: Java Programming Basics, Java SE 9, Android Application Architecture, Applied Kotlin for Android Application Development, Hands-on Background Services in Android, Learn Kotlin Programming, Learning React Native Development and Modernizing Your Android Applications.

**Android Development**

**eLearning Bundle - Android Development**

- **8 course(s)**
- **$1200 per person**

This eLearning Bundle includes these 2 courses: Beginning Modern C# and .NET Development and Beginning ASP.NET.
C# and the .NET Framework provide a complex set of tools and technologies for building software applications on multiple platforms. This course covers the basics of what .NET is—along with a bit of history, and where Visual Studio and C# fit into it. Don will explore a simple .NET application so that you can begin to see the structure of both C# code and .NET projects. Then he'll delve into the C# language and why it is such a compelling tool for application development. Nothing is stopping you from using your favorite text editor and command line tools to build .NET projects, but Visual Studio provides an environment that will help you be much more productive. In this course you'll learn about some of the best features of Visual Studio and learn how to create complete solutions with it. You'll also learn about the rich support for debugging in both C# and Visual Studio, so you can hunt down the causes for problems in your applications. The purpose of any general-purpose programming language is to provide a syntax that supports various features to manipulate data and interact with its environment. C# has rich support for this kind of syntax, and you'll begin to explore it in this course. You'll learn about the structure of C# code, then will start to learn about C# statements and expressions that let you perform complex operations with your code. Variables and data types are a core feature of any programming language, and you'll learn about them in this course. You'll see how to name, declare, and initialize variables, as well as a way to let the compiler determine the appropriate data type, and why you may or may not want to do that. Then you'll learn about many of the built-in data types provided by C# and the .NET Framework, letting you manage just about any kind of data in memory. The course wraps up with a look at three advanced types: constants, enumerations, and structures.

Data types and variables are a fundamental part of learning to program, and C# provides a robust set of language features to work with variables and data in
In this course, you'll learn about many variable data types, as well as how to convert between them and how to handle null values. You'll also learn about altering and evaluating data with operators, from simple mathematical functions like addition and subtraction to logical and other advanced operators. The .NET framework is a collection of thousands of rich objects you can use in your code, and it's one of the compelling reasons to use C#. Using .NET classes can save you a lot of work in providing basic infrastructure to your C# applications. In this course, you'll learn about some of the many classes and objects the .NET framework, as well as more sophisticated techniques for using some of its more advanced data types. In particular, you'll learn about the support the .NET framework provides for working with strings, files, and dates. C# provides a number of methods for making decisions as code executes. You can branch execution of your code based on conditions you define—anything from a simple check on the value of a variable to the value of a complex expression that you create—with if and switch statements. Another common technique is to execute one block of code over and over again until some condition is met, which can be accomplished with the various kinds of loops provided by C#. Finally, C# supports jumping to locations in code outside of the normal sequential order of statements. You'll even learn some narrow and specific uses for the much-maligned goto operator. Classes are one of the fundamental concepts of C# application development, because you'll often need to work with more complex data than C#'s base data types. Classes serve as a blueprint or design: they can't be used directly as components of an application, but you can use them to create objects whose form and behavior you control. In this course, you'll learn about classes and objects in C#, and then learn how to create your own classes, how to declare and define them, how to use them to store data, and how to imbue them with behaviors.

This class teaches you the nuances of objects, which are the building blocks of
complex applications. Noted instructor and consultant Don Kiely will teach you what you need to know about value and reference types as well as how to take control of the garbage collection process included in .NET in order to dispose of objects and manage their memory footprint. In this course, Visual Studio expert Don Kiely teaches you the techniques needed to build sophisticated classes in your code. Using a sample customer class, he will demonstrate how to validate property values and also explore automatic properties as well as advanced method techniques such as parameter arrays. Here veteran programmer and instructor Don Kiely delves deep into the robust features baked deep within C#. Kiely will review the programming tools necessary to create enterprise-class code and focuses on one of the key features of object-oriented programming, inheritance, and how to create it using derived classes. According to programming expert Don Kiely, it's hard to imagine a C# application that doesn't make use of the language element known as arrays. In this course Kiely examines what arrays are and how to create and initialize them with data. He will also explore the support that the .NET framework offers arrays as well as how to use advanced sorting techniques.
Cisco CCNA eLearning Bundle - Cisco CCNA:
- 2 course(s) per person:
  - $650 per person

This eLearning Bundle includes these 2 courses: Interconnecting Cisco Networking Devices: Part 1 Certification (CCENT) and Interconnecting Cisco Networking Devices: Part 2 Certification (CCNA).

CISSP Certification eLearning Bundle - CISSP Certification:
- 9 course(s) per person:
  - $650 per person

This cybersecurity certification is an elite way to demonstrate your knowledge, advance your career and become a member of a community of cybersecurity leaders. It shows you have all it takes to design, engineer, implement and run an information security program.

CompTIA A+ Certification eLearning Bundle - CompTIA A+:
- 2 course(s) per person:
  - $800 per person

The CompTIA A+ 220-1001 & 220-1002 training for the new Core Series covers expanded content on growing parts of the IT support role including an expansion of baseline security topics and a different approach to defining competency in operational procedures. CompTIA A+ 220-1001 covers mobile devices, networking technology, hardware, virtualization and cloud computing, and network troubleshooting. The CompTIA A+ 220-1002 course covers Operating Systems, Security, Software Troubleshooting and Operational Procedures.
The CompTIA Network+ training course prepares the student to take the CompTIA Network+ N10-007 certification exam. It covers all exam objectives and additional topics that provide background and context. Demonstrations and instructor commentary throughout the course come from real-world experience. Included are examples and tips that the network professional can use in a production environment. This course is ideal for an individual developing a career in an IT infrastructure group. You will learn concepts that cover troubleshooting, network management, installation and configuration.
CompTIA Security+ Certification

**eLearning Bundle - CompTIA Security+**

1 course(s) $600 per person

Looking for a security certification? The CompTIA Security+ course is designed to teach students security basics and prepare them for testing to become CompTIA Security+ certified. The CompTIA Security+ covers many vendor neutral topics including different types of threats and attacks, networking technologies and tools, secure design and architecture, identity and access management, risk assessment and management, and finishes up with Cryptography and Public Key Infrastructure. This covered everything from the ever-expanding virtualization of various computing systems to industry management of smart devices. These topics will be covered from a ground-up perspective so that even inexperienced students will be able to follow along. IT security is an ever-growing field and its importance is recognized universally throughout the industry. This continues to make getting a security certification more important than ever.

This CompTIA Security+ course will cover security concerns from both a professional setting and on a personal level. This gives students who do not plan to apply their certificate in the immediate future the benefit of keeping up to date on the latest security practices and techniques that they can follow to keep themselves secure in a digital world. Each of the modules of this course is designed to align with the official objectives of this certification and expand past the scope of the certification to allow for real-life application. They give the student some real-life examples of various attacks or security practices that they can both apply in real life or use to further their understanding of a course objective.

Crystal Reports

**eLearning Bundle - Crystal Reports**

3 course(s) $450 per person

This eLearning Bundle includes these 3 courses: Introduction to Crystal Reports Training, Intermediate Crystal Reports and Advanced Crystal Reports.
Learn penetration testing with the CompTIA PenTest+ (PT0-001) course. This highly hands-on course gives participants experience in network and system penetration testing. It covers all of the exam objectives for the CompTIA PenTest+ PT0-001 exam. Also included is an extensive step-by-step 47 page Lab Setup Guide that details every aspect of setting up a virtual environment so you can practice all aspects of this training course. We believe this is one of the most comprehensive courses covering penetration testing available anywhere.

This course takes the learner step-by-step through hacking and exploiting each network and system type. Tools used in the activities are mostly Kali Linux-based. A broad range of real-world examples used by penetration testers and red teams are covered. The CompTIA PenTest+ certification is a much-sought-after security certification. It is the final step in achieving the new CompTIA Network Vulnerability Assessment Professional (CNVP) or Network Security Professional (CNSP) stackable certification.

The pen test course is also an intermediary step in achieving the CompTIA Security Infrastructure Expert (CSIE) top level certification. In this course you will learn hands-on penetration testing and hacking skills including:

- Client engagement and documentation
- Passive and active reconnaissance
- Windows
- Linux and mobile device system hacking
- Physical security testing and social engineering
- Wired and wireless network hacking and exploitation
- Network service hacking and exploitation
- Application and web app hacking and exploitation
- Lateral movement and persistence in a compromised network
This pentest course is intended for advanced students and cyber security practitioners who will actively test networks and computer systems for vulnerabilities. Successful completion of two pre-requisite courses, Network+ and Security+, is highly recommended.

- Covering your tracks
- Report writing and post-test cleanup
eLearning Bundle - Cyber Security Awareness Basics

- 2 course(s) $250 per person

This two part course will explore types of security threats, both digital and physical. It will start off with an overview, look at types of threats, social engineering and identity theft. The course will continue by exploring types of security threats, both digital and physical. It starts with protecting digital information and then discusses types of malware such as viruses, worms, trojans and phishing as well as software detection and finishes with file extensions.
This eLearning bundle consists of these three courses:

**Online Marketing 101** - You’ve heard of businesses making it big online, and others not making it at all – and the difference is whether or not they can master online marketing techniques. Whether You’re Just Getting Started, Or Trying To Generate Better Results From Your Current Online Marketing Strategies – This Course Is A “How To” For Anyone Wanting To Generate More Profits Online. If You’re Just Starting Out, Or If You Need To Drive In Better Results With Your Marketing Budget – This Course Will Help You Design And Implement Your Effective Strategy.

**Pay Per Click (PPC) Foundations Course** - Pay per click is an internet marketing model used on websites in which advertisers pay their hosts only when their ad is clicked. It also focuses on optimizing ad spends and maximizing Click-through rate (CTR) and conversion. The Pay per click (PPC) Foundation Course from Simplilearn trains participants in the online marketing discipline of PPC and Paid Search. This course imparts an in-depth knowledge about the PPC advertising like campaign setup, campaign economics, landing pages, managing campaigns, and other PPC concepts.

**Paid Search (PPC)** - Paid Search advertising, also called pay-per-click (PPC), is used to pay for traffic to visit a website. In this course, learners will explore search marketing, the search process, and the buying cycle. Also included is how to set up a successful PPC account, how to set and measure goals, and how to optimize keyword usage using a variety of strategies. Learners will then examine components of effective ads and landing pages, how to optimize ad targeting, and when to use search or display advertising. The course then delves into research and analysis considerations, such as report creation, improving quality score, and using A/B and multivariate ad testing. Course
material is presented through the use of text, videos, games, and other engaging content.
This eLearning bundle consists of these two courses:

**Online Marketing 101** - You've heard of businesses making it big online, and others not making it at all – and the difference is whether or not they can master online marketing techniques. Whether you're just getting started, or trying to generate better results from your current online marketing strategies – this course is a "how to" for anyone wanting to generate more profits online. If you're just starting out, or if you need to drive in better results with your marketing budget – this course will help you design and implement your effective strategy.

**Google Analytics** - This comprehensive course will teach you how to utilize Google Analytics, a highly powerful software tool that allows you to collect data and compile reports about online marketing campaigns. Beginning with the basics, we'll review key terms including dimensions, metrics, and key performance indicators (KPIs). You'll discover how Google Analytics works and familiarize yourself with the interface. You'll create an account and learn how to install Google Analytics on a website, before moving on to more advanced functions such as building an analytics infrastructure, and setting up conversion data as well as e-commerce and goal tracking. Next, we'll focus on reporting, both real-time analytics as well as the standard reports, such as acquisitions, behavioral, and audience conversion. Led by an industry and subject-matter expert, this course gives you the knowledge and tools to use Google Analytics to track and report web traffic, and make calculated and informed business decisions.
888.330.6890 | www.certstaff.com

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.

HTML / Web Development

**eLearning Bundle - Web Design**
- 5 course(s) per person
This eLearning Bundle includes these 5 courses: HTML5 and CSS3, Part 1 of 3, HTML5 and CSS3, Part 2 of 3, HTML5 and CSS3, Part 3 of 3, Beginning Responsive Web Development with HTML and CSS and Developing Mobile Websites.

ITIL Certification

**eLearning Bundle - ITIL**
- 2 course(s) per person
This eLearning Bundle includes these 2 courses: ITIL Service Management and ITIL 4 Foundation.

Java Programming

**eLearning Bundle - Java Programming**
- 2 course(s) per person
This eLearning Bundle includes these 2 courses: Java Programming Basics and Java SE 9.

Javascript

**eLearning Bundle - Javascript**
- 1 course(s) per person
JavaScript is the programming language of the World Wide Web, the code that makes a Web page come alive. The Document Object Model (DOM) lets you manipulate a page dynamically and provide instant responses to user actions, with or without ongoing interactions with the Web server. JavaScript is arguably also the most widely used programming language in the world, primarily because of its use in Web browsers. The language itself is a prototype-based interpreted scripting language that has dynamic and functional characteristics, is weakly typed and supports object-oriented programming. JavaScript long ago outgrew its scripting roots to become a solid, general-purpose programming language, suitable for large-scale development. In this course you will learn about the origins of JavaScript and its core language features, giving you a solid foundation on which to take advantage of the many benefits of this versatile language.
**jQuery**  
**eLearning Bundle - jQuery**  
1 course(s)  $350 per person  
This introductory course on jQuery 1.7 will introduce you to the jQuery library and lead you through the basics, from simple jQuery statements through DOM manipulations and event handling, preparing you for more advanced lessons on jQuery. jQuery has grown in usage in web development. This course “jQuery: Graphics, Data, and Interactions”, will show you some of the great ways you can use jQuery to enhance your web pages. The course will start with how to debug jQuery in a browser and check for feature support. Then the course will move on to drawing, effects and animation. Next you will see how to work with dynamic data by using Ajax and JSON. Then to finish up this course you will see how to work with advanced interactions with form validation, creating menus, drag and drop and creating jQuery plug-ins.

**Linux**  
**eLearning Bundle - Linux**  
4 course(s)  $900 per person  
This eLearning Bundle includes these 4 courses: Linux, Linux Shell Scripting Solutions, Linux System Administration and Mastering Linux Security and Hardening.

**Microsoft .NET**  
**eLearning Bundle - Microsoft .NET**  
6 course(s)  $900 per person  
This eLearning Bundle includes these 6 courses: .NET Framework 4.5.1, ASP.NET Core Using MVC, Beginning ASP.NET, Beginning Modern C# and .NET Development, Programming C# and VB.NET - Beginner.

**Microsoft Access**  
**eLearning Bundle - Access 2013**  
3 course(s)  $350 per person  
This eLearning Bundle includes these 3 courses: Microsoft Access 2013: Getting Started (Level 1), Microsoft Access 2013: Intermediate (Level 2) and Microsoft Access 2013: Advanced (Level 3).
This eLearning Bundle includes three Microsoft Access 2016 courses. A relational database application such as Microsoft Office Access 2016 can help you and your organization collect and manage large amounts of data. Access is a versatile tool. You can use it as a personal data management tool (for your use alone), or you can use it as a construction set to develop applications for an entire department or organization. In the Microsoft Access 2016: Beginner course, you will use Access 2016 to manage your data, including creating a new database; constructing tables; designing forms and reports; and creating queries to join, filter, and sort data. You can also use the course to prepare for the Microsoft Office Specialist (MOS) Certification exam for Microsoft Access 2016. In the Microsoft Access 2016: Advanced course, you will expand your knowledge of relational database design, write advanced queries, structure existing data, validate data entered into a database, and customize reports. Extending your knowledge of Microsoft Access 2016 will result in a robust, functional database for your users. You can also use the course to prepare for the Microsoft Office Specialist (MOS) Certification exam for Microsoft Access 2016. In the Microsoft Access 2016: Expert course, you will learn advanced Access features such as database management, advanced form design, packaging a database, encrypting a database, preparing a database for multiple-user access, and more. Knowledge of these features separate database professionals from the casual database users or occasional designers.

Microsoft Excel

This eLearning Bundle includes these 3 courses: Microsoft Excel 2013: Getting Started (Level 1), Microsoft Excel 2013: Intermediate (Level 2) and Microsoft Excel 2013: Advanced (Level 3).
Microsoft Office

**eLearning Bundle - Excel 2016**

<table>
<thead>
<tr>
<th>Course(s)</th>
<th>Price per Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>$350</td>
</tr>
</tbody>
</table>


Microsoft Office

**eLearning Bundle - Office 2013**

<table>
<thead>
<tr>
<th>Course(s)</th>
<th>Price per Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>13</td>
<td>$800</td>
</tr>
</tbody>
</table>

This eLearning Bundle includes 13 Microsoft Office 2013 courses. A comprehensive coverage of all Microsoft Office 2013 applications in an easy to follow video training format. Go from "Oh no" to "Office Pro" in no time. These courses teach the student how to use all of the applications in Office 2013, moving from beginner to expert actions and techniques in Excel, Word, PowerPoint, Outlook and Access. If you want to learn about just one of the features in Microsoft Office 2013 check out one of our other video bundles: Microsoft Excel 2013, Microsoft Word 2013, Microsoft PowerPoint 2013, Microsoft Outlook 2013, and Microsoft Access 2013. These courses provide great examples of all of the features of Office 2013, and give the viewer time to try the actions on their own. After taking these courses you will be an expert user of Microsoft Office 2013! You may just be the "Office Superstar!"
This eLearning Bundle includes 13 Microsoft Office 2016 courses. A comprehensive coverage of all Microsoft Office 2016 applications in an easy to follow video training format. These courses teach the student how to use all of the applications in Office 2016, moving from beginner to expert actions and techniques in Excel, Word, PowerPoint, Outlook and Access. If you want to learn about just one of the features in Microsoft Office 2016 check out one of our other course bundles: Microsoft Excel 2016, Microsoft Word 2016, Microsoft PowerPoint 2016, Microsoft Outlook 2016, and Microsoft Access 2016. These courses provide great examples of all of the features of Office 2016, and give the viewer time to try the actions on their own. After taking these courses you will be an expert user of Microsoft Office 2016!

**Microsoft Outlook**

<table>
<thead>
<tr>
<th>eLearning Bundle - Office 2016</th>
<th>13 course(s)</th>
<th>$800 per person</th>
</tr>
</thead>
</table>

This eLearning Bundle includes these 2 courses: Microsoft Outlook 2013: Getting Started (Level 1) and Microsoft Outlook 2013: Intermediate (Level 2).

<table>
<thead>
<tr>
<th>eLearning Bundle - Outlook 2013</th>
<th>2 course(s)</th>
<th>$350 per person</th>
</tr>
</thead>
</table>

This eLearning Bundle includes two Microsoft Outlook 2016 courses. The Outlook 2016 - Part 1 (Foundations) course will familiarize you with Outlook’s interface. Learn to send and receive emails, compose professional messages, include attachments, organize your inbox, schedule and manage meetings, create and update a list of contacts, and track your workflow. With the Outlook 2016 - Part 2 (Advanced) course, you will discover how to customize the application to best suit your workflow and personal preferences. Learn to modify default settings and leverage available efficiencies for email communication, managing your mailbox and contacts, collaborating with colleagues, scheduling meetings and tasks, and safeguarding your important data.

<table>
<thead>
<tr>
<th>eLearning Bundle - Outlook 2016</th>
<th>2 course(s)</th>
<th>$350 per person</th>
</tr>
</thead>
</table>
### Microsoft PowerPoint

<table>
<thead>
<tr>
<th>eLearning Bundle - PowerPoint 2013</th>
<th>2 course(s)</th>
<th>$350 per person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Getting Started (Level 1) and Intermediate/Advanced (Level 2)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

This eLearning Bundle includes these 2 courses: Microsoft PowerPoint 2013: Getting Started (Level 1) and Microsoft PowerPoint 2013: Intermediate/Advanced (Level 2).

<table>
<thead>
<tr>
<th>eLearning Bundle - PowerPoint 2016</th>
<th>2 course(s)</th>
<th>$350 per person</th>
</tr>
</thead>
<tbody>
<tr>
<td>This eLearning Bundle includes two Microsoft PowerPoint 2016 courses. In the Microsoft Office PowerPoint 2016: Part 1 (Foundations) course, shows you how to utilize many of the functions and features available through PowerPoint to create engaging and professional presentations. This introductory-level course begins by guiding you through the PowerPoint interface and reviewing some basic functions. You'll practice creating a PowerPoint presentation, and you'll learn how to add and edit text and modify the slides. You'll also perform more advanced text editing and formatting operations. The course outlines how to use graphics, screen shots, and visual effects to energize your presentation. You'll also learn how to add tables and charts to help you convey key points to your audience and create greater visual appeal. In the Microsoft PowerPoint 2016: Part 1 (Advanced) course, you'll learn how to customize the user interface to improve efficiency, create customized templates and insert SmartArt and animations. You'll also learn how to utilize math equations, use collaborative tools, add security and distribute your presentation in different formats.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Microsoft Project

<table>
<thead>
<tr>
<th>eLearning Bundle - Project 2013</th>
<th>2 course(s)</th>
<th>$350 per person</th>
</tr>
</thead>
<tbody>
<tr>
<td>This eLearning Bundle includes these two courses: Project 2013 - Beginner and Project 2013 - Advanced.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>eLearning Bundle - Project 2016</th>
<th>2 course(s)</th>
<th>$350 per person</th>
</tr>
</thead>
<tbody>
<tr>
<td>This eLearning Bundle includes these two courses: Project 2016 - Beginner and Project 2016 - Advanced.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Microsoft Publisher</td>
<td>eLearning Bundle - Microsoft Publisher</td>
<td>2 course(s)</td>
</tr>
<tr>
<td>---------------------</td>
<td>--------------------------------------</td>
<td>-------------</td>
</tr>
<tr>
<td>Microsoft SharePoint</td>
<td>eLearning Bundle - SharePoint 2013 End User</td>
<td>3 course(s)</td>
</tr>
<tr>
<td>Microsoft SharePoint</td>
<td>eLearning Bundle - SharePoint 2016/365 End User</td>
<td>4 course(s)</td>
</tr>
<tr>
<td>Microsoft SharePoint</td>
<td>eLearning Bundle - SharePoint Technical</td>
<td>3 course(s)</td>
</tr>
<tr>
<td>Microsoft SQL Server</td>
<td>eLearning Bundle - Microsoft SQL Server</td>
<td>6 course(s)</td>
</tr>
<tr>
<td>Microsoft Visio</td>
<td>eLearning Bundle - Microsoft Visio</td>
<td>4 course(s)</td>
</tr>
<tr>
<td>Microsoft Word</td>
<td>eLearning Bundle - Word 2013</td>
<td>3 course(s)</td>
</tr>
</tbody>
</table>
This eLearning Bundle includes three Microsoft Word 2016 courses. Hone your Microsoft Word 2016 skills with this instructive training bundle, designed to help you take advantage of the application’s abundant features and tools for producing professional-quality documents. In the Microsoft Word 2016: Part 1 - Beginner Level course, we’ll cover formatting text and paragraphs, boosting your efficiency, managing lists, adding tables, inserting graphic objects, managing page appearance, and publishing error-free, readable documents. In the Microsoft Word 2016: Part 2 - Intermediate Level course we’ll cover how to use tables and charts, customize formats with styles and themes, insert content using Quick Parts, automate formatting using templates, controlling document flow, managing long documents, and using mail merge features. In the Microsoft Office Word 2016: Part 3 - Advanced course will cover advanced features and shows you how to manipulate images, create custom graphics, collaborate in real-time, and automate repetitive tasks.

This course ensures that you learn the practical applications of the latest version of the statistical tool, Minitab® 17 and excel at the tools used by both Lean Six Sigma Green Belt and Black Belt professionals. The course covers 9 case studies in the domains of Healthcare, IT and IT Services, and Manufacturing, and each case study describes a problem and its solution using Minitab® 17.

This eLearning Bundle includes these 4 courses: Introduction to SQL Training (Oracle), Advanced SQL Queries with Oracle, Oracle PL/SQL Training and Oracle 12c OCP 1Z0-062: Installation and Administration.
Perl Programming

| eLearning Bundle - Perl Programming | 1 course(s) | $450 per person |

With the long-awaited upgrade to the popular scripting language Perl finally here, there's no better time than the present to dive in and learn. Join CISSP-certified trainer Chris Penick as he explains how Perl's human-friendly linguistic approach makes it an easy language for novice coders to learn.

PHP Programming

| eLearning Bundle - PHP Programming | 1 course(s) | $450 per person |

In this PHP training course, students will learn to create database-driven websites using PHP and MySQL.

Power BI

| eLearning Bundle - Power BI | 5 course(s) | $700 per person |

This eLearning Bundle includes these 5 courses: Building Interactive Dashboards with Microsoft Power BI, Hands-On Data Visualization with Microsoft Power BI, Learning Microsoft Power BI, Microsoft Power BI Recipes and Office 365 Power BI.
Project Management

**eLearning Bundle - Project Management**

- **3 course(s)**
- **$850 per person**

This eLearning bundle consists of these three courses:

**Project Management Fundamentals** - Project Management Fundamentals is designed to help beginners and new project managers understand the basics of project management. Develop a Solid Understanding of Project Management Processes, Terms, and Techniques. If you’re getting started with project management, you’ll want to familiarize yourself with generally accepted best practices. In this course, PMP and Project Management guru Christina Tankersley will show you all the basics you need to know in order to effectively manage projects.

**Certified Associate in Project Management (CAPM) 6th Edition** - Brimming with insights, this course is an expert guide to the basic concepts and essential resources you need to prepare for the Certified Associate in Project Management (CAPM) exam. This is an ideal place to kick-start your goal to achieve the important entry-level benchmark. Your training begins with a thorough review of industry organizations, advantages of memberships, various fees, and access to reference handbooks and other important documentation. The remainder of the course offers a detailed study of the modern principles of PM. After completing this course you’ll have a fundamental understanding of the project management process including scope, cost and risk evaluation as well as managing staff, timelines, and stakeholders. In addition to boosting your PM skills, this course provides the prerequisite project management education hours required to sit for the Project Management Institute CAPM exam.

**Project Management Professional (PMP) 6th Edition** - The purpose of this program is to prepare experienced project management team members to take the PMP® (Project Management Professional) certification examination. The
emphasis is on explaining the PMI® (Project Management Institute) best practices for project management across the continuum from predictive through adaptive life cycles as proposed in the 6th edition PMBOK® (Project Management Body of Knowledge). The course provides the student the information required to understand the concepts that will need to be applied in an analytical manner to answer examination situational questions. It is expected that the student will review these lessons and use practice questions and flashcards to finish preparation for the examination.
<table>
<thead>
<tr>
<th>Course Catalog</th>
<th>Page 180 of 185</th>
</tr>
</thead>
</table>

### Python

| eLearning Bundle - Python | 2 course(s) | $750 per person | This eLearning Bundle includes these 2 courses: Introduction to Python Training and Advanced Python Training. |

### QuickBooks

| eLearning Bundle - QuickBooks | 2 course(s) | $350 per person | This eLearning Bundle includes these two courses: Mastering QuickBooks Online 2018 and Mastering QuickBooks Desktop Basics 2018. |

### Ruby Programming

| eLearning Bundle - Ruby Programming | 2 course(s) | $650 per person | This eLearning Bundle includes these 2 courses: Ruby, Parts 1-6 and Ruby on Rails, Parts 1-5. |

### SAS

| eLearning Bundle - SAS | 1 course(s) | $800 per person | The data science with SAS certification training is designed to impart an in-depth knowledge of SAS programming language, SAS tools, and various advanced analytics techniques. The training provides a solid base for implementing these techniques. Mastering SAS and related tools: The course covers PROC SQL, SAS Macros, and various statistical procedures like PROC UNIVARIATE, PROC MEANS, PROC FREQ, and PROC CORR. You will learn how to use SAS for data exploration and data optimization. Mastering advanced analytics concepts: The course also covers advanced analytics techniques like clustering, decision tree, and regression. The course covers time series, it's modeling, and implementation using SAS. |

### Scrum

| eLearning Bundle - Scrum | 4 course(s) | $650 per person | This eLearning Bundle includes these 4 courses: Agile/Scrum Essentials for Practitioners, Scrum Master, Parts 1-2, SCRUM Product Owner, Parts 1-2 and SCRUM Developer, Parts 1-2. |
This eLearning bundle consists of these three courses:

**Online Marketing 101** - You've heard of businesses making it big online, and others not making it at all – and the difference is whether or not they can master online marketing techniques. Whether You're Just Getting Started, Or Trying To Generate Better Results From Your Current Online Marketing Strategies – This Course Is A "How To" For Anyone Wanting To Generate More Profits Online. If You're Just Starting Out, Or If You Need To Drive In Better Results With Your Marketing Budget – This Course Will Help You Design And Implement Your Effective Strategy.

**Search Engine Optimization (SEO)** - Search Engine Optimization (SEO) encompasses the practices and metrics of trying to increase a website's ranking with search engines. This course will engage learners through a variety of assignments that span the history and technology of the World Wide Web. Students will learn how to leverage both content and technical features in order to increase ranking while also learning about the latest tools to measure performance. These aspects are then incorporated into real-world scenarios that challenge students to apply what they have learned.

**SEO 2018: Training with an SEO Expert for Beginners** - Would you like to be high in Google search engine result and earn more money because of it? If yes then it's time to take your website from the depths of the Internet. Make your page visible to others by using proven SEO techniques. Websites without users don't exist. Gain more visitors by using the SEO techniques presented in this course and gain: more money from ads, more money from bought products, more fame/subscribers.
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.
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>eLearning Bundle - Windows 10</strong></td>
<td><strong>eLearning Bundle - PowerShell</strong></td>
<td><strong>eLearning Bundle - Windows Server 2012</strong></td>
<td><strong>eLearning Bundle - Windows Server 2016</strong></td>
</tr>
<tr>
<td>2 course(s)</td>
<td>2 course(s)</td>
<td>3 course(s)</td>
<td>3 course(s)</td>
</tr>
<tr>
<td>$500 per person</td>
<td>$600 per person</td>
<td>$1200 per person</td>
<td>$1200 per person</td>
</tr>
</tbody>
</table>

This eLearning Bundle includes these 2 courses: Using Microsoft Windows 10 and Windows 10 Power User.

This eLearning Bundle includes these 2 courses: Windows PowerShell Fundamentals LiveLessons and PowerShell Toolmaking.


This eLearning Bundle includes these 3 courses: Microsoft 70-740 Installation, Storage & Compute with Windows Server 2016, Microsoft 70-741 Networking with Windows Server 2016 MCSA and Microsoft 70-742 Identity in Windows Server 2016 MCSA.
WordPress

**eLearning Bundle - WordPress**

- 2 course(s) per person
- $350 per person

This eLearning bundle consists of these two courses:

Online Marketing 101 - You've heard of businesses making it big online, and others not making it at all – and the difference is whether or not they can master online marketing techniques. Whether You're Just Getting Started, Or Trying To Generate Better Results From Your Current Online Marketing Strategies – This Course Is A "How To" For Anyone Wanting To Generate More Profits Online. If You're Just Starting Out, Or If You Need To Drive In Better Results With Your Marketing Budget – This Course Will Help You Design And Implement Your Effective Strategy.

Introduction to WordPress Training - 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.

XML

**eLearning Bundle - XML**

- 1 course(s) per person
- $350 per person

In this XML training class, you will learn to create well-formed XML documents, to build simple DTDs and XML Schema for validating XML documents, and to build XSLTs for transforming XML documents into XHTML and other XML structures.