



"The Clever Advantage"



www.leapfoxlearning.com

2100 E. Fairview Meridian, ID 83642

(208) 898-9036

Course Catalog for May 17, 2010 to August 31, 2010

Featured: SharePoint Seminar July 8

Plus: Many Adobe courses are now one day in length, giving you more schedule flexibility!

Free Microsoft SharePoint Seminars

Date: July 8th

- ✓ 8:30 am – 10:00am **Intro to SharePoint**—what every organization needs to know about SharePoint to get started
- ✓ 11:00 am – 12:30 pm: **SharePoint Designer**—how SharePoint Designer can help you easily and quickly develop beautiful, customized SharePoint sites
- ✓ 1:30 pm – 3:00 pm: **Intro to SharePoint**—what every organization needs to know about SharePoint to get started

To register for our free seminars call our office at 898-9036 or email register@leapfoxlearning.com

Free Office 2010 Product Demonstration

Get a preview of the next release of Microsoft Office. See the new collaboration features as well as other Office improvements.

Date: July 22nd 10am – 12 noon

To register for our free seminars call our office at 898-9036 or email register@leapfoxlearning.com



LeapFox Learning Featured Course: SharePoint

LeapFox Learning now offers SharePoint site setup, consulting, and maintenance services! This includes:

- A FREE initial demo of SharePoint, its features, and how SharePoint can help improve communication and processes for your business
- Consultation services for your SharePoint site setup and maintenance
- A customized training program for your business

Call (208) 898-9036 to find out more about our SharePoint services

SharePoint

A web collaboration tool to help businesses with internal data and communication

Windows SharePoint Services 3.0 Level One

This one-day course focuses mainly on end-user concepts such as, a SharePoint overview, lists, libraries, communication, and synchronization. The course is perfect for end-users and administrators alike looking for SharePoint basics.

Thu 6/10, Thu 8/12

Windows SharePoint Services 3.0 Level Two

This two-day course, designed for site managers, covers the following SharePoint topics: creating and managing site collections, controlling permissions, managing lists and libraries, managing content and workflows, site searching, security options, and site usage and maintenance.

Mon-Tue 7/12-13, Mon-Tue 8/30-31

SharePoint Tools

SharePoint Designer helps design and manage SharePoint sites while InfoPath builds forms to help collect and store data on SharePoint sites

SharePoint Designer Level One

This course familiarizes site designers with SharePoint Designer and covers these topics: creating subsites, adding content, using styles, adding basic functionality, adding components, and creating and testing workflows.

Thu 7/8

SharePoint Designer Level Two

This advanced SharePoint Designer course covers these topics: working with ASP.NET forms, data sources, site templates, advanced data integration, customizing workflows, and basic site administration tools.

Fri 7/9

Microsoft InfoPath 2007

This course covers the following SharePoint form-building concepts: creating InfoPath forms, importing and exporting data, customizing layouts, managing views, securing forms, distributing forms, managing controls, and working with databases.

Tue 7/20

SharePoint Technical

Great courses for SharePoint site administrators

Implementing Microsoft Windows SharePoint Services 3.0

This two-day instructor-led course provides students with the knowledge and skills to successfully implement Microsoft Windows SharePoint Services (WSS) version 3.0 in their organizations

Mon-Wed 5/24-5/26
Mon-Wed 8/23-8/25

Implementing Microsoft Office SharePoint Server 2007

This three-day instructor-led course provides students with the knowledge and skills required to implement Microsoft Office SharePoint Server 2007 successfully in their organization

Thu-Fri 5/27-28
Thu-Fri 8/26-27

Social Media		The new age of business and personal communication
Facebook Basics This class explores the use of Facebook from profile creation to a strategy for personal and business usage to use of more advanced applications. Fri 8/20 1-3 p.m.	Social Networking Strategies for Businesses This class helps businesses use social networking tools such as Twitter, Facebook, and LinkedIn to integrate with their current business marketing practices. Fri 8/6 9 a.m.-12 p.m.	

Business Skills		Learn new skills and improve existing skills for a better you in the workplace
Effective Management This course will help you understand roles, develop capabilities, and address issues concerning you and your team members. Mon 7/19 1-4 p.m.	E-mail Etiquette In the business world, written communication needs to look good and deliver messages well. This course covers e-mail basics, policies, security, effectiveness, and etiquette guidelines. Fri 6/18 9 a.m. - 12 p.m.	Time Management This course basic time management skills and styles and includes these topics: techniques, avoiding wasting time, and time-saving tips for travelers. Fri 6/18 1-4 p.m.
Managing Information Effectively In this course, you will apply important principles and skills, such as effectively giving and receiving information, to manage the information you have to do your job. Mon 7/19 9 a.m. – 12 p.m.	Fundamentals of Customer Service This course provides guidelines and best practices for enabling frontline associates and service staff in back-up and support roles to build, maintain, and increase a loyal customer base. Fri 6/11 1-4 p.m.	Grammar Essentials This course will help improve your grammar skills. It covers importance, word types, sentence structure, word choices, punctuation, and overall grammar tips. Tue 6/29
What Good Managers Do: The First 100 days In this course that places emphasis on those new to management, you will manage common elements of work including budgets, schedules, performance appraisals, avoiding some common management pitfalls, resolve conflicts and coach people to give great performances. Tue 5/25 9 a.m. - 12 p.m.	Conducting Performance Reviews This course shows what both you and your employees need to do to prepare for and lead a respectful, goal-oriented, and focused discussion during a performance review. Mon 7/26 1-4 p.m.	Finance Essentials This course covers financial roles, responsibilities, and financial ethics in business organizations, discusses the purpose of financial reports and documents, and examines money in business and the role of the federal government in regulating financial concerns. Fri 5/21 9 a.m. - 12 p.m. Mon 7/26 9 a.m. – 12 p.m.
Performance Management This course will give you tools to better conduct performance appraisals; deliver helpful and instructive feedback, and designing and implement performance standards. Fri 6/11 9 a.m. - 12 p.m.	Business Etiquette In this course, you will learn how to build relationships, create a professional appearance, develop positive relationships with co-workers, and practice cubicle and office etiquette. Tue 8/24 9 a.m. – 12 p.m.	Managerial Leadership This course covers organizational leadership. It includes how to define an organization's vision, set goals that are aligned with a vision, and the importance of planning changes before implementing them. Tue 8/24 1-4 p.m.

QuickBooks		A leading everyday accounting program for businesses large and small
QuickBooks Level One: Get Going	QuickBooks Level Two: Keep Going	
Level one covers QuickBooks basics, including: setting up a company, working with lists, setting up inventory, selling products, invoicing, processing payments, working with bank accounts, entering and paying bills, using the EasyStep Interview, and using online banking.	Level two covers customizing forms, setting up asset and depreciation accounts, tracking credit card transactions, reporting, graphs, sales taxes, payroll information, job and time tracking, writing letters, and synchronizing with contact management software.	
Thu 5/27, Thu 6/24, Thu 7/22, Thu 8/26	Fri 5/28, Fri 6/25, Fri 7/23, Fri 8/27	

Operating Systems		The software engine that drives the computer
Windows 7		Microsoft's latest and greatest operating system
Level One: Introduction to Windows 7 (half-day)	Level Two: Powering up with Windows 7	Windows 7: Transition from Windows XP
In this special introductory course, you will become familiar with Windows 7, its control panel, Windows Explorer, managing files and folders, multi-tasking, and receive an introduction to using the Internet. (NOTE: Class Times are 1-4:30 p.m.)	Level two builds on the concepts covered in level one and adds the following topics: customizing Windows 7, working with printers, managing security, connecting to networks, and using system utilities.	This special ½ day course helps those moving from Windows XP to Windows 7 through covering specific new and enhanced features: the Windows 7 desktop, new and improved programs, and new and enhanced security features.
Tue 6/1, Tue 6/15, Tue 7/6, Mon 7/19, Mon 8/2, Tue 8/17, Mon 8/30	Wed 6/30, Thu 7/15, Wed 8/11	Fri 8/13 9 a.m.-12 p.m.

Microsoft Office 2007		A suite of programs covering everything from word processing to spreadsheets to presentations to personal productivity
Microsoft Word		Word processing program used to create documents from simple memos to entire books
Level One	Level Two	Level Three
This course covers the following introductory Word topics: creating a basic document, editing documents, formatting text and paragraphs, adding tables, adding graphic elements, controlling document appearance, and proofreading	This course covers the following Word topics: managing lists, customizing tables and charts, styles and themes, pictures and custom graphic elements, Quick Parts, controlling text flow, templates, mail merges, and macros.	This course goes through: using Word with other programs, document collaboration, versioning, adding reference marks and notes, working with long documents, and document security.
Wed 6/9, Thu 7/1, Mon 7/26, Mon 8/23	Wed 6/2, Wed 7/14, Tue 8/31	Fri 6/4, Wed 8/4



Microsoft Excel 2007		Spreadsheet program used for lists, budgets, sales and other data needing to be analyzed	
<p>Level One</p> <p>This course introduces you to Microsoft Excel through the following topics: exploring the environment, creating a basic worksheet, performing calculations, modifying a worksheet, formatting a worksheet, printing a workbook, and managing large workbooks.</p> <p>Tue 6/8, Mon 6/28, Thu 7/8, Wed 7/28, Wed 8/18</p>	<p>Level Two</p> <p>This intermediate Excel course covers the following: advanced formulas, organizing worksheet and table data, charts, pivot tables and charts, graphic objects, and customizing the Excel environment.</p> <p>Thu 6/17, Wed 7/21, Thu 8/19</p>	<p>Level Three</p> <p>This advanced Excel course covers the following topics: streamlining workflow through macros, collaboration, auditing, analyzing data, formulas across multiple workbooks, importing and exporting data, interacting with the Web, and XML in Excel.</p> <p>Tue 5/25, Thu 8/5</p>	
<p>Level Four: Data Analysis (NEW!)</p> <p>This course focuses exclusively on using Excel for data and statistical analysis and does so through these concepts: forecasting data using functions, using data analysis tools, using financial functions, exploring math functions, using text and information functions, advanced charts, and managing data.</p> <p>Mon 6/21</p>		<p>Excel VBA Introduction</p> <p>This course introduces Visual Basic for Applications (VBA) and its role in Excel to programmatically create, edit, and debug a macro, format worksheets using macros, create interactive worksheets, work with multiple worksheets, and perform calculations.</p> <p>Tue 8/3</p>	
Microsoft PowerPoint 2007		Creates slide presentations that are delivered at meetings and conferences and through the web.	
<p>Level One</p> <p>This course covers the following introductory PowerPoint concepts: creating presentations, formatting slides, adding and modifying graphical objects, adding tables and charts, and preparing a presentation for delivery to an audience.</p> <p>Fri 5/21, Thu 6/3, Wed 7/14, Wed 8/25</p>	<p>Level Two</p> <p>This course covers advanced PowerPoint concepts, including: customizing PowerPoint, design templates, diagrams, special effects, slide show customization, collaboration, and finalizing a presentation.</p> <p>Mon 5/24, Wed 6/23, Thu 8/5</p>		
Microsoft Outlook		A personal productivity program with e-mail, scheduling and task management capabilities	
<p>Level One</p> <p>This course introduces Outlook and its environment through covering these concepts: sending and replying to e-mail, organizing messages with folders, managing contacts, scheduling appointments and meetings, and creating tasks and notes.</p> <p>Wed 6/16, Wed 7/7, Tue 7/27, Mon 8/16</p>	<p>Level Two</p> <p>In this course, the following Outlook topics are covered: customizing calendar and message options, using the journal, assigning and tracking tasks, sharing folders, customizing Outlook, locating items, and working with public folders.</p> <p>Thu 6/10, Tue 8/3</p>		

Microsoft Access		A relational database program used to store, analyze and report data	
<p>Level One</p> <p>This introductory course will help you use Access to: examine database concepts, design and build a simple relational database, manage data, query data, and create basic forms and reports.</p> <p>Mon 6/7, Thu 7/22</p>	<p>Level Two</p> <p>This course covers the following topics: analyzing and modifying table design, data integrity, querying with joins, advanced forms and reports, charts, and pivot tables and pivot charts.</p> <p>Tue 6/8, Fri 7/23</p>	<p>Level Three</p> <p>This course covers these Access topics: crosstab queries, parameter queries, queries that modify data, macros, importing and exporting data, and database maintenance.</p> <p>Tue 6/29, Mon 8/9</p>	
<p>Level Four</p> <p>This course will help you finalize building an Access application, through: advanced form design, dialog boxes, navigation, switchboards, and customizing a database look and feel.</p> <p>Wed 6/30, Tue 8/10</p>		<p>Introduction to Access VBA Programming</p> <p>This introductory programming course will cover Visual Basic for Applications (VBA) for Access, with an eye on automation, control structures, data objects, and debugging tools.</p> <p>Mon 8/23</p>	
Microsoft Visio		Creates flowcharts, organizational charts, maps, floor plans, and many other diagrams	
<p>Level One</p> <p>This course introduces Visio 2007 through these topics: exploring the Visio 2007 interface, creating maps, creating and enhancing basic and process diagrams, and creating an organizational chart.</p> <p>Wed 8/4</p>	<p>Level Two</p> <p>In this course, the following advanced Visio topics are covered: custom shapes, custom stencils, styles, templates, floor plans, connecting to and displaying external data, and sharing drawings.</p> <p>Thu 8/13</p>		
Microsoft Project		Project management program used to create, track and analyze projects	
<p>Level One</p> <p>This course will help you build project plans through covering these concepts: creating a new plan, organizing and relating tasks, managing resources, and finalizing the plan.</p> <p>Fri 7/9, Mon 8/2</p>	<p>Level Two</p> <p>In this course, the topics covered are: importing and exporting project data, updating plans, managing costs, reporting data visually, and reusing plan information.</p> <p>Tue 4/20, Wed 6/2 Mon 5/10, Wed 6/16</p> <p>Tue 8/24</p>		
Microsoft Publisher		Desktop publishing program used to create newsletters, flyers, and brochures	
<p>Level One</p> <p>This course covers the following: creating a one-page publication, modifying structure and layouts, editing content, formatting, and different ways to distribute publications.</p> <p>Fri 7/9</p>			

Desktop Publishing		Programs that create flyers, newsletters, publications, and portable documents	
Adobe Acrobat 9 – Level One This course will introduce you to Adobe Acrobat and show you how to create documents from within Acrobat as well as from other applications. You will also learn how to modify and structure Adobe PDF content. Mon 8/9		Adobe Acrobat 9 – Level Two This course moves past the basics of Acrobat and covers: creating high-quality documents, color management, and building interactive PDFs through the use of forms. Tue 8/10	
Adobe InDesign CS4 – Level One This course covers InDesign basics and focuses on the following topics: creating and enhancing documents, page elements, objects, and tables. Wed 6/9		Adobe InDesign CS4 – Level Two In this course, you will learn advanced InDesign concepts. These concepts include: styles, developing paths, working with external files (including XML files), and working with long documents. Thu 7/1	
Database Querying and Reporting		These courses provide tools to retrieve and report data from multiple types of data systems	
Structured Query Language (SQL)		Querying language used on many database formats, including Microsoft SQL Server, Oracle, and many others	
Level One This course will introduce you to SQL through these concepts: selecting data, using criteria, calculations, organizing data, joining tables, and reporting through various formats. Mon 6/21, Wed 8/25	Level Two In this course, the following topics are covered: subqueries, inserting, updating, and deleting data, structuring tables, views, indexes, and transactions Tue 6/22, Thu 8/26	Level Three This course covers the following advanced Transact-SQL concepts: conditional queries, stored procedures, user-defined functions, triggers, and full-text indexing. Wed 6/23, Fri 8/27	
Crystal Reports		A multi-platform database reporting program	
Level One This two-day introductory course covers the following topics: creating reports, sorting data, grouping data, formulas and functions, report formatting, adding and modifying report elements, basic charts, and distributing report data to a variety of formats. Thu-Fri 7/29-30		Level Two This two-day advanced report covers these topics: running totals, cross-tabs, subreports, drill-down reports, using SQL to create reports, advanced charts, reporting from Excel data, report prompts, and enhancing report functionality. Thu-Fri 8/19-20	

Web Design		Learn web site building and management tools and techniques	
Site Building Tools		Programs used to create and maintain web sites	
Adobe Dreamweaver CS4 – Level One This introductory course covers building web sites and pages, lists and tables, images, navigation, framesets, and uploading web sites Mon 7/12		Adobe Dreamweaver CS4 – Level Two This course moves beyond Dreamweaver basics and covers working with code, styles, layers, Spry elements, forms, and integration with external files. Mon 6/7, Tue 7/13	
Advanced CSS Programming in Dreamweaver This two day course will show you how Dreamweaver can be used to create dynamic layouts using Cascading Style Sheets (CSS) to develop pages, tables, layouts, and a gallery site using Spry. Tue-Wed 7/27-7/28		Application Development in Dreamweaver This three-day web programming course shows how Dreamweaver can be used in conjunction with Ajax, PHP, Spry widgets, mySQL, and XSLT to create dynamic, data-driven web sites. Wed-Fri 8/18-8/20	
Adobe Flash		Interactive graphics for the web or for standalone programs	
Adobe Flash CS 4 This two-day introductory course covers the following Flash concepts: getting started with Flash, working with graphics, symbols, animation, motion and morphing, interactive navigation, sound and video, components, content, and publishing Flash documents. Tue-Wed 6/1-6/2		Adobe Flash ActionScript This two-day course covers the ActionScript programming language as it relates to the following Flash concepts: timelines, events and functions, animation, loading content from external files, preloaders, quizzes, arrays and loops, media, and XML. Tue-Wed 7/6-7/	
Web Languages		Basic and advanced web design languages	
HTML Level One This course introduces HyperText Markup Language (HTML) and these HTML concepts: creating and structuring web pages, links, formatting, and basic tables. Fri 6/4	HTML Level Two This course covers the following HTML concepts: using tables to position content on a Web, communicating through links, cascading style sheets (CSS), forms, and dynamic content. Fri 6/11	Cascading Style Sheets This two-day course introduces Cascading Style Sheets (CSS) for controlling the following aspects of web page layout: color, typography, content, positioning, and functionality enhancement. Tue-Wed 7/20-7/21	
JavaScript Basics This course introduces JavaScript, a scripting language that enhances web pages and covers the following: exploring code and error messages, object references, control structures, dynamic image effects, rollover images, dynamic styles and positioning, loading pages, and validating form data. Fri 6/25		XML This course introduces you to eXtensible Markup Language (XML) and covers the following: creating a basic XML document, validating an XML document, formatting and transitioning an XML document, linking, and accessing XML documents through its Document Object Model (DOM). Thu 6/24	

Graphics		Learn how to design illustrations, create interactive movies, and work with photos	
Drawings			
Adobe Illustrator CS4 – Level One This course will introduce you to Illustrator and its role in creating vector graphics. You will learn about shapes, paths, logos, adding text, organizing an Illustrator document, and saving documents for web and print purposes. Mon 8/16		Adobe Illustrator CS4 – Level Two This advanced course will further your Illustrator knowledge. Specifically, the following concepts are covered: complex illustrations, tracing graphics, special effects, graphs, and outputting documents. Tue 8/17	
Web Graphics			
Adobe Fireworks CS4 – Level One In this course, you will be introduced to Fireworks and the role it plays in graphics for the web. Specifically, you will learn: creating and editing shapes, color, working with bitmaps, adding text, and readying graphics for the web. Thu 7/15		Adobe Fireworks CS4 – Level Two This advanced course helps you to further your Fireworks knowledge. You will learn how to work with complex shapes, layers, image adjustments, interactive graphics, and animation. Fri 7/16	
Photos			
Adobe Photoshop CS4 – Level One This two-day course covers these Photoshop concepts: basic photo corrections, selections, layers, paint and filters, image modes and color adjustments, and saving images for the web and for print. Thu-Fri 7/29-7/30		Adobe Photoshop CS4 – Level Two This advanced course covers these Photoshop concepts: enhancing images, vector paths, layers, tasks, working with video, and integration with other applications. Fri 8/6	
Photos			
Adobe Photoshop CS4 – Web Production This course focuses on getting photos to be web-ready. This includes learning how to prepare and optimize images for the web, creating web page layouts, exporting web pages, and creating animation for the web and for mobile devices. Wed 8/11		Adobe Photoshop Elements 7 This course will introduce you to Photoshop Elements 7 and show you how to: organize photos, create projects, print and share photos, adjust color and exposure in images, re-touch images, work with text, and combine images. Fri 8/13	



Technical Courses		Learn technical skills and pursue certifications	
CompTIA			
<p>A+ Essentials (2009 Objectives)</p> <p>This four-day course provides skills necessary for a computer technician and maps to the A+ Essentials exam (CompTIA 220-701). Specific topics include: computer components, best practices, troubleshooting hardware, installing, configuring, and troubleshooting operating systems, network technologies, laptop and peripheral support, and personal computer security.</p> <p>Tue-Fri 7/6-7/9</p>	<p>A+ Practical Application (2009 Objectives)</p> <p>This three-day course provides practical skills for computer technicians and maps to the A+ Practical Application exam (CompTIA 220-702). Specific topics covered include: installing and configuring components, maintaining and troubleshooting operating systems, network technologies, supporting laptops and similar devices, and supporting personal computer security.</p> <p>Wed-Fri 7/21-7/23</p>	<p>Network+ (2009 Objectives)</p> <p>This five-day course helps you to prepare for the CompTIA Network+ exam (N10-004). Specific concepts covered include: network theory, network communication methods, network data delivery, network media and hardware components, TCP/IP, LAN and WAN implementations, network security, disaster recovery, and troubleshooting network issues.</p> <p>Mon-Fri 8/2-8/6</p>	<p>Security+ (2008 Objectives)</p> <p>This five-day course maps to the CompTIA Security+ exam (SYO-201) and includes these concepts: security fundamentals, security threats, hardening systems and devices, securing network communications, best practices, public keys, certificates, organizational security policies, security infrastructure, and managing security incidents.</p> <p>Mon-Fri 8/23-8/27</p>
<p>Project+ Certification (2009 Objectives)</p> <p>You will apply recognized practices of project management and understand a project's life cycle and roles and skills necessary to effectively initiate, plan, execute, monitor and control, and close a project.</p> <p>Mon-Fri 6/1-6/5</p>	<p>Server+ Certification (2009 Objectives)</p> <p>You will install, configure, upgrade, maintain, and troubleshoot servers. You will also examine the server hardware and software, server IT environment, disaster recovery concepts, and learn information and skills that will be helpful on the job.</p> <p>Mon-Fri 6/28-7/2</p>		



Security	
<p>Certified Ethical Hacker (CEH)</p> <p>This class will immerse you into an interactive environment where you will be shown how to scan, test, hack and secure their own systems. You will then learn how intruders escalate privileges and how to secure a system. This course maps to the CEH examination.</p> <p>Mon-Fri 6/14-6/18</p>	<p>Certified Information System Security Professional (CISSP)</p> <p>This course addresses the essential elements of the 10 domains that comprise a Common Body of Knowledge. It offers a job-related approach to the security process and provides preparation for CISSP certification.</p> <p>Call (208) 898-9036 for dates</p>
Cisco	
<p>Interconnecting Cisco Networking Devices Part 1 (ICND1)</p> <p>“What do I need to know to support my network?” The answer to this question depends on the size and complexity of your network. Fortunately, regardless of the size and complexity of the network, the starting point for learning to support a network is the same. This course is intended to be that starting point. It focuses on providing the skills and knowledge necessary to implement and support a small switched and routed network.</p> <p>Mon-Fri 7/5-7/9</p>	<p>Interconnecting Cisco Networking Devices Part 2 (ICND2)</p> <p>Interconnecting Cisco Networking Devices Part 2 (ICND2) v1.0 is an instructor-led course presented by Cisco training partners to their end-user customers. This course focuses on using Cisco Catalyst switches and Cisco routers that are connected in LANs and WANs typically found at medium-sized network sites. Upon completing this training course, you should be able to configure, verify, and troubleshoot the various Cisco networking devices.</p> <p>Mon-Fri 8/9-8/13</p>
VMware	
<p>VMware Infrastructure 3: Install and Configure V3.5</p> <p>This hands-on training course introduces the most compelling features of VMware Infrastructure 3. This course demonstrates VMware Infrastructure 3 features capable of reducing your IT costs while improving efficiency, availability, flexibility, and manageability. Students who complete this course should enroll next in VMware Infrastructure 3: Deploy, Secure, and Analyze.</p> <p>Mon-Thurs 7/26-7/29</p>	<p>VMware Infrastructure 3: Deploy, Secure and Analyze V3.5</p> <p>This hands-on training course, aimed at experienced VMware Infrastructure administrators, has been updated to reflect ESX Server 3.5 and VirtualCenter 2.5. It focuses on ESX Server 3.5 rather than ESX Server 3i. On completion of this course, you can take the examination to become a VMware Certified Professional. This course is a continuation of the VMware Infrastructure 3: Install and Configure course.</p> <p>Mon-Thurs 8/16-8/19</p>

Microsoft – Windows Server 2008 Technical Courses

CORE COURSE: 6419 – Configuring, Managing, and Maintaining Windows Server 2008 Servers

This five-day instructor-led course provides students with the knowledge and skills that are required to manage accounts and resources, maintain server resources, monitor server performance, and safeguard data in a Microsoft Windows Server 2008 environment. This course covers the core skills for working with Windows Server 2008 Servers.

Mon-Fri 8/9-8/13

6425 Configuring Windows Server 2008 Active Directory

This instructor-led course provides Active Directory Technology Specialists with the knowledge and skills to configure Active Directory Domain Services in a distributed environment, implement Group Policies, perform backup and restore, and monitor and troubleshoot Active Directory related issues.

Mon-Fri 5/24-28

6426- Configuring and Identity and Access Solutions with Windows Server 2008 Active Directory

This instructor-led course provides the knowledge and skills that IT Professionals need to configure identity and access solutions with Windows Server 2008 Active Directory.

Wed-Fri 6/2-6/4

6421 Configuring and Troubleshooting a Windows Server 2008 Networking Infrastructure

This instructor-led course provides students with the knowledge and skills to configure and troubleshoot a Windows Server 2008 network infrastructure. Students will learn to implement and configure secure network access and implement fault tolerant storage technologies. Students will gain an understanding of the network technologies most commonly used with Windows Server 2008 and IP-enabled networks. Students will also learn how to secure servers and maintain update compliance.

Mon-Fri 6/14-6/18

6418 Deploying Windows Server 2008

This instructor-led course provides students with an understanding of migrating and deploying Windows Server 2008 including installation, configuration, and upgrading. Special emphasis is given to upgrading common server configurations and using the Microsoft Deployment Toolkit.

Mon-Fri 6/28-7/2

6427 Configuring and Troubleshooting Internet Information Services in Windows Server 2008

In this instructor-led course, the students will learn to install, configure, maintain, and troubleshoot an Internet Information Services (IIS) 7.0 Web Server in Windows Server 2008.

Mon-Wed 7/12-7/14

6428 Configuring and Troubleshooting Windows Server 2008 Terminal Services

This instructor-led course provides students with the knowledge and skills to configure, manage, monitor, and troubleshoot a Terminal Services (TS) environment. The course focuses on configuring of TS core functionality, licensing, Gateway, and Web Access.

Thu-Fri 7/15-7/16

6430 Planning for Windows Server 2008 Servers

This course is intended for IT pros who are interested in the knowledge and skills necessary to plan a Windows Server 2008 operating system infrastructure. This course is aimed at server administrators and is not a "how-to" course; therefore, it has a significant number of planning exercises with less focus on hands-on exercises than some courses.

Mon-Wed 7/26-7/28



Microsoft – Windows Server 2008 Technical Courses (Continued)

6435 Designing a Windows Server 2008 Network Infrastructure

This course will provide students with an understanding of how to design a Windows Server 2008 Network Infrastructure that meets business and technical requirements for network services.

Mon-Fri 8/2-8/6

6436 Designing a Windows Server 2008 Active Directory Infrastructure and Services

At the end of this course, students will learn how to design an Active Directory Infrastructure in Windows Server 2008. Students will learn how to design Active Directory forests, domain infrastructure, sites and replication, administrative structures, group policies, and Public Key Infrastructures. Students will also learn how to design for security, high availability, disaster recovery, and migrations.

Mon-Fri 8/16-8/20

6437: Designing a Windows Server 2008 Applications Infrastructure

This course will prepare IT professionals for the role of Enterprise Administrator. Students will learn how to design application infrastructure solutions based on Windows Server 2008 to meet varying business and technical requirements.

Mon-Wed 8/23-8/25

Microsoft – Exchange Server 2007 Technical Courses

5047 Introduction to Installing and Managing Microsoft Exchange Server 2007

At the end of this course, students who are new to Microsoft Exchange Server will learn how to configure and manage a messaging environment in accordance with technical requirements. Students will learn how to install Microsoft Exchange Server 2007 and manage routing, client access, and the backup and restore of databases. They will also learn how to manage addressing and recipient objects such as mailboxes, distribution groups, and contacts.

Mon-Wed 6/7-6/9

5049 Managing Messaging Security Using Microsoft Exchange Server 2007

This instructor-led course provides messaging specialists with the knowledge and skills to manage messaging security and policies. Students will learn how to manage messaging and connection security. They will also learn how to manage spam, anti-virus, and content filtering. Finally, they will learn how to install and configure a gateway server.

Thu 6/11

5050 Recovering Messaging Servers and Databases Using Microsoft Exchange Server 2007

This course teaches messaging specialists to recover Exchange mailboxes and servers in a variety of disaster scenarios. Students will learn how to perform full and dial-tone recoveries of a mailbox server, as well as repair a mailbox database. They will also learn how to perform a full recovery of Client Access servers, Hub Transport servers, Unified Messaging servers, and Edge Transport servers.

Fri 6/12

5051 Monitoring and Troubleshooting Microsoft Exchange Server 2007

This workshop teaches messaging specialists to monitor and troubleshoot an Exchange Server 2007 messaging system. Students will learn how to correlate client and server issues and resolve those issues. They will also learn how to monitor systems and create reports from the monitoring data.

Mon-Tue 6/21-6/22

5053: Designing a Messaging Infrastructure Using Microsoft Exchange Server 2007

This three-day instructor-led course provides students with the knowledge and skills to design a messaging infrastructure. Students will learn to assess an existing infrastructure and determine technical and business requirements for both new Microsoft Exchange Server 2007 deployments and migrations. Students will create a design that addresses security, architecture, scalability, coexistence, and client access needs. They also will learn strategies for gaining approval for designs from stakeholders.

Wed-Fri 6/23-6/25

5054 Designing a High Availability Messaging Solution Using Microsoft Exchange Server 2007

This course teaches messaging engineers to design a high availability messaging solution using Microsoft Exchange Server 2007. Students will create a high availability design to meet service level agreement requirements and learn strategies for gaining approval for the design. They will learn how to identify risks and create mitigation plans to maintain the business continuity of the messaging system. Students will also learn how to design a backup strategy, disaster recovery procedures, and test plans for those procedures.

Mon-Tue 7/19-7/20

Microsoft – Windows 7 Technical Courses

6292 – Installing and Configuring Windows 7 Client

In this course, you will learn how to install, upgrade, and migrate to Windows 7 client. You will then configure Windows 7 client for network connectivity, security, maintenance, and mobile computing. This course helps you prepare for the Exam 70-680, TS: Windows 7, Configuring.

Wed-Fri 7/28-7/30

50331 Windows 7, Enterprise Desktop Support Technician

This instructor-led course provides students with the knowledge and skills needed to isolate, document and resolve problems on a Windows 7 desktop or laptop computer. It will also help test takers prepare for the 70-685 exam.

Mon-Fri 8/16-8/20

6294 Planning and Managing Windows 7 Desktop Deployments and Environments

This instructor-led course is intended for desktop administrators who want to specialize in desktop deployment, configuration, and management. In this course, students will learn how to plan and deploy Windows 7 desktops in large organizations. They will also learn how to design, configure, and manage the Windows 7 client environment. This course helps students prepare for the Exam 70-686, Pro: Windows 7, Enterprise Desktop Administrator.

Mon-Fri 6/7-6/11

Microsoft – Project 2007 Technical Courses

5927 Microsoft Office Project 2007, Managing Projects

This instructor-led course provides students with the knowledge and skills to build, maintain, and control well-formed project plans.

Mon-Wed 8/2-8/4

5928 Microsoft Office Project Server 2007, Managing Projects

This instructor-led course provides students with the knowledge and skills to initiate, plan, execute, monitor and control, and close enterprise projects by using the Microsoft Office Project Server 2007 enterprise tool.

Mon-Wed 8/9-8/11

5929 Microsoft Office Project Server 2007, Managing Projects and Programs

This instructor-led course provides students with the knowledge and skills to use the Microsoft Office Project Server 2007 enterprise tool to initiate, plan, execute, monitor and control, and close enterprise programs and to customize the enterprise environment.

Mon-Fri 6/21-6/25

Microsoft – Office SharePoint Server 2007 Technical Courses

5061 Implementing Microsoft Office SharePoint Server 2007

This instructor-led course provides students with the knowledge and skills required to implement Microsoft Office SharePoint Server 2007 successfully in their organization

Mon-Wed 7/5-7/7

50047 Advanced IT Pro Course for Microsoft Office SharePoint Server 2007 and Windows SharePoint Services 3.0

This five-day instructor-led course provides students with the knowledge and skills to plan, deploy, and configure server farm solutions with Microsoft Office SharePoint Server 2007 and Windows SharePoint Services 3.0. The course focuses on key deployment and configuration tasks.

Mon-Fri 8/2-8/6

Microsoft – Windows SharePoint Services 3.0 Technical Courses

5060 Implementing Windows SharePoint Services 3.0

This instructor-led course provides students with the knowledge and skills to successfully implement Microsoft Windows SharePoint Services (WSS) version 3.0 in their organizations. It emphasizes that students should think about the architecture of their entire environment, including business and application needs, during the planning and deployment phases. The course covers how to perform a clean installation of WSS 3.0 and also describes all the prerequisites required to select the most appropriate method for upgrading WSS from 2.0 to 3.0 in a specific scenario. In addition, the course focuses on how to manage WSS after it is configured.

Mon-Tue 6/14-6/15

6438 Implementing and Administering Windows SharePoint Services 3.0 in Windows Server 2008

This instructor-led course provides the knowledge and skills that IT Professionals need to configure Microsoft Windows SharePoint Services in Windows Server 2008.

Thu-Fri 6/17-6/18

Microsoft – SQL Server 2008 Technical Courses

2778A Writing Queries Using Microsoft SQL Server 2008 Transact-SQL

This instructor led course provides students with the technical skills required to write basic Transact-SQL queries for Microsoft SQL Server 2008.

Tue-Thu 6/29-7/1

6231 Maintaining a Microsoft SQL Server 2008 Database

This instructor-led course provides students with the knowledge and skills to maintain a Microsoft SQL Server 2008 database. The course focuses on teaching individuals how to use SQL Server 2008 product features and tools related to maintaining a database.

Mon-Fri 7/26-7/30

6232 Implementing a Microsoft SQL Server 2008 Database

This five-day instructor-led course provides students with the knowledge and skills to implement a Microsoft SQL Server 2008 database. The course focuses on teaching individuals how to use SQL Server 2008 product features and tools related to implementing a database.

Mon-Fri 7/12-7/16

6234 Implementing and Maintaining Microsoft SQL Server 2008 Analysis Services

This instructor-led course teaches students how to implement an Analysis Services solution in an organization. The course discusses how to use the Analysis Services development tools to create an Analysis Services database and an OLAP cube, and how to use the Analysis Services management and administrative tools to manage an Analysis Services solution.

Tue-Thu 8/3-8/5

6235 Implementing and Maintaining Microsoft SQL Server 2008 Integration Services

This instructor-led course teaches students how to implement an Integration Services solution in an organization. The course discusses how to develop, deploy, and manage Integration Services packages.

Tue-Thu 8/17-8/19

6236A Implementing and Maintaining Microsoft SQL Server 2008 Reporting Services

This instructor-led course teaches students how to implement a Reporting Services solution in an organization. The course discusses how to use the Reporting Services development tools to create reports, and how to use the Reporting Services management and administrative tools to manage a Reporting Services solution.

Tue-Thu 8/31-9/2