



# **DxCERTS<sup>SM</sup>**

IT & NIST Cybersecurity Video Training Catalog

# IT & NIST Cybersecurity

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*Over 250 video training modules designed for today's IT & NIST Cybersecurity professional*

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## NIST Cybersecurity Framework Certification Training

### NCSF-CFM Foundation Certification Training

*The NCSF-CFM program teaches the fundamentals of the NIST Cybersecurity Framework and the UMass Lowell Controls Factory™ Model. The program is targeted at IT and Business professionals who need a basic understanding of the NIST Cybersecurity Framework and its role within an organization. The program can be delivered in an instructor led classroom or virtual classroom or as a self-paced mentored video training or blended learning program.*

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## NCSF-CFM Practitioner Certification Training

The NCSF-CFM Practitioner program teaches the advanced skills necessary to engineer, operate and manage the business risk of a NIST Cybersecurity Framework program. The program is designed for IT and Business professionals who will play an active role in the design and management of an NCSF program. The program can be delivered in an instructor led classroom or virtual classroom or as a self-paced mentored video training or blended learning program.

### **Course Introduction**

Course Introduction

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## **Chapter 13 - Cybersecurity Program Assessment**

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	0:00:12
	0:02:27
Learning Objectives	0:00:54
<b>Lesson: Cybersecurity Program Approach</b>	0:00:16
Cybersecurity Program Approach	0:01:01
Step 1: The Cybersecurity Strategy	0:01:57
Step 2: The Cybersecurity Program	0:00:51
Step 3: The Security Controls	0:00:22

The Control Objectives	0:00:21
The Technical Security Controls	0:00:14
Technical Controls Mapping	0:00:19
The Business Security Controls	0:00:13
The Business Controls Mapping	0:00:17
Step 4: The Risk Assessment	0:00:52
Risk Assessment: Step 1 to Step 4	0:02:08
Risk Assessment: Step 5 to Step 7	0:01:51
Step 5: The Security Report	0:01:26
Putting it all Together	0:03:29
Summary: Security Program Phases	0:02:34
<b>Lesson: Conducting a Risk Assessment</b>	0:00:11
XYZ Company - Cybersecurity Program Assessment	0:00:06
XYZ Company Network Diagram	0:00:08
XYZ Company Data Flow Diagram	0:00:17
XYZ Company Business Information	0:00:20
XYZ Company Technical Information	0:00:27
XYZ Company Application Inventory	0:00:31
XYZ Company Current Security Profile: CSC01-10	0:00:40
XYZ Company Current Security Profile: CSC11-20	0:00:25
CSC-01: Device Inventory Assessment Approach	0:02:52
CSC-01: Device Inventory Assessment Details	0:03:42
CSC-02: Software Inventory Assessment Approach	0:01:50
CSC-02: Software Inventory Assessment Details	0:01:41
CSC-03: HW/SW Configuration Assessment Approach	0:01:37
CSC-03: HW/SW Configuration Assessment Details	0:00:59
CSC-04: Vulnerability Management Assessment Approach	0:00:56
CSC-04: Vulnerability Management Assessment Details	0:01:13
CSC-05: Administrative Privileges Assessment Approach	0:01:48
CSC-05: Administrative Privileges Assessment Details	0:01:30
CSC-06: Audit Logging Assessment Approach	0:00:43
CSC-06: Audit Logging Assessment Details	0:01:10
CSC-07: Email & Browser Protection Assessment Approach	0:01:24
CSC-07: Email & Browser Protection Assessment Details	0:01:49
CSC-08: Malware Defenses Assessment Approach	0:00:48
CSC-08: Malware Defenses Assessment Details	0:01:23
CSC-09: Ports, Protocols & Services Assessment Approach	0:00:52
CSC-09: Ports, Protocols & Services Assessment Details	0:01:25
CSC-10: Data Recovery Capability Assessment Details	0:00:53
CSC-10: Data Recovery Capability Assessment Approach	0:01:18
<b>Lesson: Cybersecurity Program Summary Design</b>	0:00:13
XYZ Company Cybersecurity Program Summary Design	0:00:45
XYZ Company Application Inventory	0:00:15

XYZ Company Network Architecture	0:00:09
XYZ Company Asset Inventory & Security Solutions	0:00:21
Modelling Cyber Attacks	0:00:34
The Controls Mapping	0:00:57
XYZ Company Current Security Scorecard	0:00:12
XYZ Company Recommendation / Roadmap	0:01:10
XYZ Company Program Evolution	0:00:48
XYZ Company Current Security Profile (March 2017)	0:00:33
<b>Summary: Cybersecurity Program Assessment</b>	0:00:11
	<u>0:00:54</u>
	<b>1:01:53</b>

## **Chapter 14 - Cyber Risk Program Assessment**

<b>The Cyber Risk Program Assessment</b>	0:00:09
	0:00:12
	0:01:59
Learning Objectives	0:00:52
<b>Lesson: The Risk Management Framework (RMF)</b>	0:00:20
Applying the NIST Risk Management Framework	0:00:42
Characteristics of RMF-Based Process	0:01:00
The NIST Risk Management Framework (RMF)	0:00:19
Step 1: Categorize the Information System	0:01:05
Step 2: Select the Security Controls	0:00:33
Step 3: Implement the Security Controls	0:00:27
Step 4: Assess the Security Controls	0:00:37
Step 5: Authorize the Information System (IS)	0:00:20
Step 6: Monitor the Information System (IS)	0:00:35
Security Controls and Continuous Monitoring	0:00:40
<b>Lesson: The AICPA Cyber Risk Categories</b>	0:00:34
The AICPA Cyber-Risk Approach	0:01:00
What you Need to Know	0:01:40
Category 1: Nature of Business and Operations	0:00:41
Category 2: Nature of Information at Risk	0:00:41
Category 3: Cyber Risk Management Program	0:01:04
Category 4: Factors that Impact Cyber-Risk	0:00:54
Category 5: Cybersecurity Risk Governance Structure	0:01:13
Category 6: Cybersecurity Risk Assessment Process	0:01:40
Category 7: Cybersecurity Communications and Quality	0:00:45
Category 8: Monitoring the Cyber-Risk Program	0:01:15
Category 9: Cybersecurity Control Processes	0:01:36
<b>Lesson: FTC Compliance with the Framework</b>	0:00:23
FTC - Advice for Businesses	0:00:33
FTC Statement on the CSF	0:01:19

FTC Start With Security: Identify	0:01:09
FTC Start With Security: Protect	0:01:11
FTC Start With Security: Detect	0:00:34
FTC Start With Security: Respond & Recover	0:00:39
Recent FTC Cases	0:01:30
<b>Summary: The Cyber Risk Program Assessment</b>	0:00:14
	0:00:45
Course Closure	0:00:09
	0:00:48
	<b>0:32:07</b>

## CompTIA Training

### CompTIA A+ 900 Certification Series

*A+ Certification is the computer industry recognized credential that certifies the competency of PC Service Specialists. It is sponsored by CompTIA - the Computing Technology Industry Association, and tests are administered by Pearson VUE. This certification program is backed by over 50 Major computer hardware and software manufacturers, vendors, distributors, resellers, and publications. Certification provides a wealth of benefits to any person seeking a job in the computer industry! Your successful computer career can start with this one course, or it can serve as proof of your computer hardware and operating system knowledge as a professional already in your field.*

Course 01 - Configuring BIOS	32m
Course 02 – Motherboards	36m
Course 03 - Expansion Slots	40m
Course 04 - RAM Types and Features	13m
Course 05 - Install and Configure PC Expansion Cards	50m
Course 06 - Install and Configure Storage Devices	55m
Course 07 - CPU's and Cooling Methods	14m
Course 08 - PC Connection Interfaces	28m
Course 09 - Power Supplies	16m
Course 10 - Custom Computer Specifications	20m
Course 11 - Installing Displays	32m
Course 12 - PC Connectors	12m
Course 13 - Installing Peripheral	39m
Course 14 - Installing Multifunction Devices and SOHO Networks	46m
Course 15 - Printer Technologies	22m
Course 16 - Printer Maintenance	30m
Course 17 – Networking	34m
Course 18 - Properties and Characteristics of TCP/IP	45m
Course 19 - TCP vs. UDP	13m
Course 20 - Wi-Fi Networking Standards and Encryption Types	3m
Course 21 - Install and Configure SOHO Wireless/Wired Router	25m
Course 22 - Architecture and Internet Connection Types	24m
Course 23 - Networking Tools	13m

Course 24 - Laptop Hardware Components	27m
Course 25 - Mobile Devices	25m
Course 26 - Mobile Device Ports and Accessories	21m
Course 27 - Troubleshooting Theory	52m
Course 28 - Troubleshooting RAID Arrays and Hard Drives	22m
Course 29 - Troubleshooting Video	1m
Course 30 - Troubleshooting Network Issues	12m
Course 31 - Troubleshooting Printers	13m
Course 32 - Windows Operating Systems	1h 16m
Course 33 - Command Line Tools	12m
Course 34 - Microsoft Operating System Features and Tools	1h 55m
Course 35 - Control Panel Utilities	1h 27m
Course 36 - Windows Networking on Client Desktops	38m
Course 37 - Preventative Maintenance	37m
Course 38 - Features and Functionality of the Mac OS and Linux OS	24m
Course 39 - Client Side Virtualization	20m
Course 40 - Cloud-based Concepts	9m
Course 41 - Network Host Properties	12m
Course 42 - Mobile Operating Systems	3m
Course 43 - Mobile Device Network and E-mail	10m
Course 44 – Security	21m
Course 45 - Prevention Methods	53m
Course 46 - Windows Security Settings	11m
Course 47 - Security Best Practices	4m
Course 48 - Securing Mobile Devices	7m
Course 49 - Troubleshooting Common PC Tools	48m
Course 50 - Common PC Security Issues	6m
Course 51 - Common Mobile Operating Systems Troubleshooting	16m
Course 52 - Common Safety Practices	53m
Course 53 - Maintenance Tools and Techniques	26m
Course 54 - Privacy and Licensing Concepts	21m

#### CompTIA A+ 800 Certification: A Comprehensive Approach Series

*A+ Certification is the computer industry recognized credential that certifies the competency of PC Service Specialists. It is sponsored by CompTIA - the Computing Technology Industry Association, and tests are administered by Pearson VUE. This certification program is backed by over 50 Major computer hardware and software manufacturers, vendors, distributors, resellers, and publications. Certification provides a wealth of benefits to any person seeking a job in the computer industry! Your successful computer career can start with this one course, or it can serve as proof of your computer hardware and operating system knowledge as a professional already in your field.*

Course 01 - Hardware Fundamentals	2h 8m
Course 02 - Operating System Fundamentals	3h 4m
Course 03 - PC Technician Professional Best Practices	1h 23m
Course 04 - Peripheral Components	1h 1m



Course 05 - Managing System Components	1h 40m
Course 06 - Installing and Configuring Operating Systems	1h 40m
Course 07 - Customized Client Environments	22m
Course 08 - Networking Technologies	2h 45m
Course 09 - Installing, Configuring, and Maintaining SOHO Networks	48m
Course 10 - Supporting Laptops	29m
Course 11 - Mobile Computing	27m
Course 12 - Supporting Printers	49m
Course 13 – Security	1h 16m
Course 14 - Troubleshooting Hardware Components	59m
Course 15 - Troubleshooting System-Wide Issues	51m

#### CompTIA Network+ Certification Series

*The CompTIA Network+ Certification course builds on existing user-level knowledge and experience with personal computer operating systems and networks to present fundamental skills and concepts that students will use on the job in any type of networking career. If students are pursuing a CompTIA technical certification path, the CompTIA A+ certification is an excellent first step to take before preparing for the CompTIA Network+ certification.*

Course 01 - Network Theory	1h 40m
Course 02 - Bounded Network Media	1h 24m
Course 03 - Unbounded Network Media	51m
Course 04 - Network Implementations	4h 9m
Course 05 - TCP/IP Addressing and Data Delivery	2h
Course 06 – Routing	1h 17m
Course 07 - TCP/IP Services	1h 20m
Course 08 - WAN Infrastructure	1h 4m
Course 09 - Cloud and Virtualization Technologies	57m
Course 10 - Network Security Basics	1h 43m
Course 11 - Preventing Security Breaches	2h 3m
Course 12 - Responding to Security Incidents	4m
Course 13 - Remote Networking	28m
Course 14 - Network Management	1h 1m
Course 15 - Troubleshooting Network Issues	2h 27m
Course 16 - Planning and Implementing a SOHO Network	16m

#### CompTIA Security+ Certification Series

*The CompTIA Security+ (SY0-401) certification establishes knowledgeable professionals in the field of corporate security, one of the fastest-growing fields in IT. Even in a troubled economy, most businesses plan to at least maintain or optimally increase their investment in IT security. CompTIA Security+ is an international, vendor-neutral certification that demonstrates competency in network infrastructure, system security, organizational security and access control.*

Course 01 - Security Fundamentals	2h 29m
Course 02 - Identifying Security Threats Vulnerabilities	2h 38m
Course 03 - Managing Data, Application, and Host Security	3h 4m

Course 04 - Implementing Network Security	3h 9m
Course 05 - Implementing Access Control, Authentication, & Account Mgmt.	1h 17m
Course 06 - Managing Certificates	57m
Course 07 - Implementing Compliance and Operational Security	50m
Course 08 - Risk Management	50m
Course 09 - Troubleshooting and Managing Security Incidents	33m
Course 10 - Business Continuity and Disaster Recovery Planning	50m

#### CompTIA Healthcare IT Technician Series

*The CompTIA Healthcare IT Technician certification ensures IT professionals have the knowledge and skills needed to succeed in installing, managing and troubleshooting IT systems in medical and clinical settings. Healthcare IT technicians are essential in maintaining a high quality of care to patients in hospitals nationwide.*

Course 01 - Healthcare IT Fundamentals	32m
Course 02 - The Medical Environment	38m
Course 03 - Using IT in the Medical Workplace	40m
Course 04 - Healthcare IT Technical Components	1h 30m
Course 05 - Providing Medical IT Support	1h 25m
Course 06 – Security	1h 26m

#### CompTIA Linux+ Certification Series

*This instructor-led course will prepare students for the CompTIA Linux+ certification exam. It provides a comprehensive look at common tasks performed by system administrators. This includes installation, management of Linux systems from the command line and the GUI, user administration, file permissions, customization, software configuration, and management of Linux-based clients, troubleshooting, and much more. Expanded coverage of networking and security are covered, which is in step with the CompTIA exam objectives.*

Course 01 – Installation	52m
Course 02 - Using Linux	2h 24m
Course 03 - File and Directory Management	1h 54m
Course 04 - System Administration	2h 40m
Course 05 - Application Management	52m
Course 06 - System Configuration	1h 31m
Course 07 - Process and Module Management	1h 14m
Course 08 - System Maintenance	1h 59m
Course 09 – Networking	2h 6m
Course 10 - File Sharing and Printing	43m
Course 11 – Interoperability	28m
Course 12 – Security	57m
Course 13 - Web Environment	59m
Course 14 - FTP and Email Services	44m
Course 15 - Troubleshooting and Maintenance	57m

## CompTIA Advanced Security Practitioner (CASP) Series

*The CompTIA CASP (CAS-002) certification establishes knowledgeable professionals in the field of advanced security practices. Students will first learn about the the enterprise security architecture, security technology and resource technology. They will then learn security design and solutions, application security design, managing risk, security policies, security procedures and enterprise security integration. Finally, they will learn about security research and analysis, disaster recovery and business continuity, managing risk in projects, legal issues and judgment and decision-making.*

Course 01 - The Enterprise Security Architecture	1h 29m
Course 02 - The Enterprise Security Technology	2h 45m
Course 03 - Enterprise Resource Technology	1h 54m
Course 04 - Security Design and Solutions	4h 37m
Course 05 - Managing Risk in Projects	1h 53m
Course 06 - Integrating Advanced Authentication & Authorization Techniques	27m
Course 07 - Implementing Cryptographic Techniques	57m
Course 08 - Integrating Hosts, Storage, Networks & Applications in a Secure Enterprise Architecture	1h 11m
Course 09 - Security Research and Analysis	1h 7m
Course 10 - Disaster Recovery and Business Continuity	54m
Course 11 - Responding to and Recovering from Incidents	35m
Course 12 - Legal Issues	35m
Course 13 - Judgment and Decision-Making	40m

## IT Service Management (ITSM/ITIL) Training

### ITIL® V3 Orientation Series

*This training series covers the concepts of ITIL® Orientation. Students will learn about the ITIL's lifecycle approach to IT service management.*

Course 01 - ITIL's Lifecycle Approach to IT Service Management	2h 23m
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### ITIL® V3 Foundation Series

*The ITIL® Foundation Certification Course introduces the new student to the fundamentals of IT Service Management as described in the IT Infrastructure Library and helps students prepare for the certification exam along with acquiring valuable insights from instructors who have actually managed IT operations and ITSM programs.*

Course 01 - Course Introduction	15m
Course 02 - Introduction to ITSM	53m
Course 03 - Continual Service Improvement	38m
Course 04 - Service Operation	1h 54m
Course 05 - Service Transition	1h 19m
Course 06 - Service Design	1h 40m
Course 07 - Service Strategy	58m

### ITIL® V4 Foundation Series

*The Foundation level is designed as an introduction to ITIL 4 and enables candidates to look at IT service management through a BRAND NEW end-to-end operating model for the creation, delivery and continual improvement of tech-enabled products and services.*

Course 01 - Course Introduction	23m
Course 02 – Digital Transformation	30m
Course 03 – Key Concepts	20m
Course 04 – Service Value	1h 20m
Course 05 – Service Value Chain & Practices	2h 20m
Course 06 – Course Summary	23m

### ITIL® V3 Practitioner Series

*The ITIL® Practitioner certification offers practical guidance on how to adopt and adapt the ITIL framework to support your business' objectives.*

Course 01 - Course Introduction	14m
Course 02 - ITSM Continual Improvement	2h 21m
Course 03 - Principles Themes	53m
Course 04 – OCM	46m
Course 05 – Communications	37m
Course 06 – Metrics	52m
Course 07 - CSI Approach	55m
Course 08 - Integrate CSI	46m

### ITIL® V3 Service Strategy Series

*This training series covers the concepts of ITIL® Service Strategy. Students will learn about the service strategy processes, as well as organizing, sourcing and implementation of those processes.*

Course 01 - Course Introduction	12m
Course 02 - Service Strategy	1h
Course 03 - Services & Strategy	50m
Course 04 - Service Strategy Processes	2h 55m
Course 05 - Organizing & Sourcing	44m
Course 06 – Implementation	26m

### ITIL® V3 Service Design Series

*This training series covers the concepts of ITIL® Service Design. Students will learn about service design activities and processes, including availability management, IT service continuity management and supplier management. Students will also learn about service design technology as well as organization and implementation of service design.*

Course 01 - Course Introduction	14m
Course 02 - Service Design	56m
Course 03 - Service Design Activities	46m
Course 04 - Service Design Processes	4h 32m
Course 05 - Technology, Organization & Implementation	1h 2m

### ITIL® V3 Service Transition Series

*This training series covers the concepts of ITIL® Service Transition. Students will learn about the service transition processes, common service transition activities as well as structure, technology and implementation.*

Course 01 - Course Introduction	12m
Course 02 - Service Transition	31m
Course 03 - Service Transition Processes	3h 53m
Course 04 - Common Service Transition Activities	35m
Course 05 - Structure, Technology & Implementation	57m

### ITIL® V3 Service Operation Series

*This training series covers the concepts of ITIL® Service Operation. Students will learn about IT service lifecycle service operation, service operation processes and common service operation activities. Students will also learn about service operation functions and technical considerations.*

Course 01 - Course Introduction	12m
Course 02 - IT Service Lifecycle Service Operation	36m
Course 03 - Service Operation Processes	2h 36m
Course 04 - Common Service Operation Activities	25m
Course 05 - Service Operation Functions	42m
Course 06 - Technical Considerations	52m

### ITIL® V3 Continual Service Improvement Series

*Continual service improvement should be an integral part of every stage of the ITIL® service management framework. ITIL® Continual Service Improvement provides best-practice guidance for introducing a cycle of service management improvements, and a structured approach for assessing and measuring services.*

Course 01 - Course Introduction	11m
Course 02 - Continual Service Improvement	42m
Course 03 - 7-Step Improvement Process	46m
Course 04 - Reporting, Methods & Technology	1h 1m
Course 05 - CSI Organization & Implementation	42m

### ITIL® V3 Operational Support & Analysis Series

*This training series covers the concepts of ITIL® Operational Support & Analysis. Students will learn about service operation processes and OSA common activities. Students will also learn about service operation functions and how to organize and implement these concepts.*

Course 01 - Course Introduction	11m
Course 02 - Introduction to Operational Support & Analysis	30m
Course 03 - Service Operation Processes	3h 1m
Course 04 - OSA Common Activities	25m
Course 05 - Service Operation Functions	46m
Course 06 - Organize & Implement	58m

### ITIL® V3 Release, Control & Validation Series

*This training series covers the concepts of ITIL® Release, Control and Validation. Students will learn about the release, control and validation process and the organization and technology surrounding it.*

Course 01 - Course Introduction	12m
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Course 02 - Release, Control & Validation	36m
Course 03 - RCV Processes	4h 12m
Course 04 - Organizing & Technology	1h 8m

#### ITIL® V3 Planning, Protection & Optimization Series

*This training series covers the concepts of ITIL® Planning, Protection and Optimization. Students will learn about the planning, protection and optimization process and how to organize and implement it.*

Course 01 - Course Introduction	12m
Course 02 - Planning, Protection & Optimization	52m
Course 03 - PPO Processes	3h 19m
Course 04 - Organize & Implement	1h 1m

#### ITIL® V3 Service Offerings & Agreements Series

*This training series covers the concepts of ITIL® Service Offerings and Agreements. Students will learn about service offerings and agreements processes and the organization, technology and implementation surrounding them.*

Course 01 - Course Introduction	12m
Course 02 - Service Offerings & Agreements	39m
Course 03 - SOA Processes	4h 2m
Course 04 - Organizing, Technology & Implementation	37m

#### ITIL® V3 Managing Across the Lifecycle Series

*This training series covers the concepts of ITIL® Managing across the Lifecycle. Students will learn about stakeholder management, communication, process integration and managing services across the lifecycle. Students will also learn about governance, measurement, implement and improving.*

Course 01 - Course Introduction	19m
Course 02 - Introduction to Managing Across the Lifecycle	1h 5m
Course 03 - Stakeholder Management & Communication	40m
Course 04 - Process Integration	2h 51m
Course 05 - Managing Services Across the Lifecycle	1h 13m
Course 06 – Governance	1h 14m
Course 07 – Measurement	50m
Course 08 - Implement & Improving	1h 34m

#### RESILIA™ Foundation Awareness Components (itSM751) Series

*This training series covers the concepts of RESILIA™ Foundation. Students will learn about cyber resilience, risk management and managing cyber resilience.*

Course 01 - Introduction to RESILIA™ Foundation	12m
Course 02 - Introduction to Cyber Resilience	45m
Course 03 - Risk Management	24m
Course 04 - Managing Cyber Resilience	30m
Course 05 - RESILIA™ Foundation Summary	6m

#### RESILIA™ Practitioner Awareness Components (itSM761) Series

*This training series covers the concepts of RESILIA™ Practitioner. Students will learn about thinking differently, risk management and the CSI approach to becoming cyber resilient.*

Course 01 - Introduction to RESILIA™ Practitioner	11m
Course 02 - Think Different	53m

Course 03 - Risk Management	44m
Course 04 - CSI Approach to Becoming Cyber Resilient	1h 19m
Course 05 - RESILIA™ Practitioner Summary	19m

#### COBIT 5 Foundation v1.0 Series

*This training series covers the concepts of COBIT 5 Foundation. Students will learn about an overview and key features of COBIT 5 and COBIT 5 principles and enablers. Students will also learn about implementation guidance, process capability model and the COBIT 5 summary.*

Course 01 - Course Introduction	10m
Course 02 - Overview and Key Features of COBIT 5	12m
Course 03 - COBIT 5 Principles	1h
Course 04 - COBIT 5 Enablers	1h 9m
Course 05 - Implementation Guidance	37m
Course 06 - Process Capability Model and COBIT 5 Summary	35m

#### Information Security Training

**CyberSec First Responder: Threat Detection and Response (Exam CFR-210) Series (Logical Operations)**

*This series will help students to understand the anatomy of cyber-attacks. Individuals will gain the skills needed to serve their organizations before, during, and after a breach. A CyberSec First Responder is the first line of defense against cyber-attacks. Students will prepare to analyze threats, design secure computing and network environments, proactively defend networks, and respond/investigate cybersecurity incidents.*

Course 01 - Assessing Information Security Risk	1h 3m
Course 02 - Analyzing the Threat Landscape	23m
Course 03 - Analyzing Reconnaissance Threats to Computing and Network Environments	56m
Course 04 - Analyzing Attacks on Computing and Network Environments	1h 34m
Course 05 - Analyzing Post-Attack Techniques	1h 1m
Course 06 - Evaluating the Organization's Security Posture	53m
Course 07 - Collecting Cybersecurity Intelligence	1h 14m
Course 08 - Analyzing Log Data	1h 21m
Course 09 - Performing Active Asset and Network Analysis	1h 39m
Course 10 - Responding to Cybersecurity Incidents	1h 12m
Course 11 - Investigating Cybersecurity Incidents	34m

#### Certified Wireless Network Administrator (CWNA) Series

*This series covers the functions and features of Certified Wireless Network Administrator. Students will learn the fundamentals of RF, components and measurements of RF as well as WLAN topologies. They will then learn about Wi-Fi access, MAC and WLAN architectures, troubleshooting and security. They will also learn how to navigate site survey tools, high throughput, BYOD and more.*

Course 01 - Overview of Wireless Communications	39m
Course 02 - Fundamentals of RF	40m
Course 03 - Components and Measurements of RF	1h 4m
Course 04 - RF Signal and Antenna Concepts	38m
Course 05 - IEEE 802.11	25m
Course 06 - Spread Spectrum Technologies	42m
Course 07 - WLAN Topologies	33m



Course 08 - Wi-Fi Access	27m
Course 09 - MAC Architecture	29m
Course 10 - WLAN Architecture	29m
Course 11 - WLAN Deployment	23m
Course 12 – Troubleshooting	53mm
Course 13 – Security	46m
Course 14 - Types of Wireless Attacks	38m
Course 15 - Fundamentals of Site Surveys	16m
Course 16 - Site Survey Tools	20m
Course 17 – PoE	18m
Course 18 - High Throughput (HT)	23m
Course 19 - Very High Throughput (VHT)	18m
Course 20 – BYOD	29m

#### Certified Wireless Security Professional (CWSP) Series

*This series covers the functions and features of Certified Wireless Security Professional. Students will learn the basics of WLAN security, Legacy security, encryption ciphers and methods, 802.11 authentication methods. They will then learn about dynamic encryption key generation, SOHO 802.11 security, fast secure roaming, wireless security risks, and wireless LAN security auditing. They will also learn how to implement wireless security monitoring, VPNs, remote access and guest access services, the WLAN security infrastructure, and WLAN security infrastructure*

Course 01 - WLAN Security Overview	1h 12m
Course 02 - Legacy Security	1h 10m
Course 03 - Encryption Ciphers and Methods	1h 12m
Course 04 - 802.11 Authentication Methods	1h 18m
Course 05 - Dynamic Encryption Key Generation	1h
Course 06 - SOHO 802.11 Security	57m
Course 07 - Fast Secure Roaming	1h 52m
Course 08 - Wireless Security Risks	54m
Course 09 - Wireless LAN Security Auditing	28m
Course 10 - Wireless Security Monitoring	39m
Course 11 - VPNs, Remote Access and Guest Access Services	37m
Course 12 - WLAN Security Infrastructure	1h 17m
Course 13 - Wireless Security Policies	32m

#### Certified Information Systems Auditor (CISA) Series

*Our CISA Certified Information Systems Auditor Series provides the student with the knowledge and proficiency to prepare for the globally recognized CISA certification exam. The CISA certification has become very popular since it originated in 1978, and is a benchmark for IS audit, security, control, and assurance personnel to validate their skill set. This course will immerse the student into the subject, with in-depth coverage of the information covering the five domains that make up the "Body of Knowledge" for the CISA exam and will provide the student the tools to build their technical skills to develop, manage, and perform IT security audits.*

Course 01 - The Process of Auditing Information Systems	3h 44m
Course 02 - Governance and Management of IT	3h 40m
Course 03 - Information Systems Acquisition, Development and Implementation	3h 12m
Course 04 - Information Systems Operations, Maintenance and Support	2h 47m



Course 05 - Protection of Information Assets

2h 30m

**Certified Information Security Manager (CISM) Series**

*The CISM certification program is developed specifically for experienced information security managers and those who have information security management responsibilities. CISM is globally recognized as the leading credential for information security managers. Our CISM Certified Information Security Manager course provides the student with the knowledge and proficiency to prepare for the globally recognized CISM certification exam. The CISM certification combines the achievement of passing a comprehensive exam with recognition of work, management and educational experience, providing you with greater credibility in the marketplace. This course will immerse the student into the subject, with in-depth coverage of the information covering the four domains that make up the "Body of Knowledge" for the CISM exam and will provide the student the tools to build their technical skills to manage, design, oversee and assess an enterprise's information security.*

Course 01 - Information Security Governance	3h 48m
Course 02 - Information Risk Management	2h 25m
Course 03 - Information Security Program Development	4h 9m
Course 04 - Information Security Incident Management	4h 20m

**Certified Information Systems Security Officer (CISSO) Series**

*This series covers everything you need to know about becoming a Certified Information Systems Security Officer. Students will learn about risk management, security management, authentication, access control, security models, operations security, symmetric cryptography and hashing, asymmetric cryptography and PKI, network connections, network protocols and devices, telephony, VPNs and wireless, security architecture, software development security, database security and system development, business continuity, disaster recovery, incident management, law, and ethics, and physical security.*

Course 01 - Risk Management	58m
Course 02 - Security Management	58m
Course 03 – Authentication	1h 2m
Course 04 - Access Control	1h 20m
Course 05 - Security Models	1h 2m
Course 06 - Operations Security	1h 11m
Course 07 - Symmetric Cryptography and Hashing	1h 19m
Course 08 - Asymmetric Cryptography and PKI	1h 31m
Course 09 - Network Connections	1h 29m
Course 10 - Network Protocols and Devices	1h 32m
Course 11 - Telephony, VPNs and Wireless	1h 13m
Course 12 - Security Architecture	1h 3m
Course 13 - Software Development Security	1h 5m
Course 14 - Database Security and System Development	1h
Course 15 - Malware and Software Attacks	17m
Course 16 - Business Continuity	44m
Course 17 - Disaster Recovery	53m
Course 18 - Incident Management, Law, and Ethics	1h 6m
Course 19 – Physical	38m

### Certified Information Systems Security Professional (CISSP) Series

*This CISSP training series covers everything you need to know about becoming a Certified Information Systems Security Professional. Students will learn about security and risk management, asset security, security engineering, communication and network security, identity and access management, security assessment and testing, security operations, and software development security.*

Course 01 - Security and Risk Management	24m
Course 02 - Asset Security	12m
Course 03 - Security Engineering	15m
Course 04 - Communication and Network Security	10m
Course 05 - Identity and Access Management	10m
Course 06 - Security Assessment and Testing	12m
Course 07 - Security Operations	36m
Course 08 - Software Development Security	13m

### Certified Information Systems Security Professional (CISSP) Series

*This series covers everything you need to know about becoming a Certified Information Systems Security Professional. Students will learn about security and risk management, asset security, security engineering, communication and network security, identity and access management, security assessment and testing, security operations, and software development security.*

Course 01 - Information Security and Risk Management	3h 22m
Course 02 - Access Control	5h 9m
Course 03 – Cryptography	5h 8m
Course 04 - Physical Security	1h 29m
Course 05 - Security Architecture and Design	2h 40m
Course 06 - Law, Investigation and Ethics	1h
Course 07 - Telecommunications and Networking	6h 53m
Course 08 - Business Continuity	2h 38m
Course 09 - Application Security	3h 23m
Course 10 - Operations Security	1h 44m

### Certified Healthcare Information Systems Security Practitioner (CHISSP) Series

*The Certified Healthcare Information Systems Security Practitioner certification course covers the skills and knowledge needed to implement the best IT Healthcare Practices, as well as regulatory compliance and standards in the healthcare industry. The Certified Healthcare Information Systems Security Practitioner was developed because of growing industry regulations and privacy requirements in the healthcare industry. CHISSPs are vital in managing and protecting healthcare data and are tasked with protecting patient information by implementing, managing, and assessing proper IT controls for patient health information integrity.*

Course 01 - The Healthcare Industry	1h 26m
Course 02 - The Healthcare Regulatory Environment	1h 51m
Course 03 - Privacy and Security in Healthcare	1h 32m
Course 04 - Information Governance and Risk Management	1h 19m
Course 05 - Information Risk Assessment	52m
Course 06 - Third-Party Risk Management	1h 19m

### Certified Disaster Recovery Engineer (CDRE) Series

*This series covers everything you need to know about becoming a certified disaster recovery engineer. Students will learn about business impact analysis, risk analysis, BDP strategies, IT recovery strategies,*

*implementation phase, testing and exercise, maintenance and updating, execution phase, cyber-attacks, and pandemics.*

Course 01 - Welcome to Disaster Recovery Training	26m
Course 02 - Business Impact Analysis	24m
Course 03 - Risk Analysis	12m
Course 04 - BDP Strategies	27m
Course 05 - IT Recovery Strategies	28m
Course 06 - Implementation Phase	9m
Course 07 - Testing and Exercise	7m
Course 08 - Maintenance and Updating	6m
Course 09 - Execution Phase	7m

#### Certified Digital Forensics Examiner (CDFE) Series

*This series covers everything you need to know about becoming a certified digital forensics examiner. Students will learn about computer forensic incidents, the investigation process, disk storage concepts, digital acquisition & analysis, forensic examination protocols, digital evidence protocols, CFI theory, digital evidence presentation, computer forensic laboratory protocols, computer forensic processing, digital forensics reporting, specialized artifact recovery, e-Discovery and ESI, cell phone forensics, USB forensics, incident handling, PDA forensics, and investigating harassment.*

Course 01 – Introduction	13m
Course 02 - Computer Forensic Incidents	28m
Course 03 - Investigation Process	54m
Course 04 - Disk Storage Concepts	31m
Course 05 - Digital Acquisition & Analysis	24m
Course 06 - Forensic Examination Protocols	25m
Course 07 - Digital Evidence Protocols	21m
Course 08 - CFI Theory	25m
Course 09 - Digital Evidence Presentation	22m
Course 10 - Computer Forensic Laboratory Protocols	33m
Course 11 - Computer Forensic Processing	22m
Course 12 - Digital Forensics Reporting	20m
Course 13 - Specialized Artifact Recovery	46m
Course 14 - e-Discovery and ESI	12m
Course 15 - Cell Phone Forensics	21m
Course 16 - USB Forensics	6m
Course 17 - Incident Handling	36m
Course 18 - PDA Forensics	23m
Course 19 - Investigating Harassment	14m

#### Certified Incident Handling Engineer (CIHE) Series

*This series covers everything you need to know about becoming a Certified Incident Handling Engineer. Students will learn about threats, vulnerabilities and exploits, IH preparation, request trackers for incident handling, preliminary responses, identification and initial responses, sysinternals, containment, eradication, follow-up, recovery, virtualization security, and malware incident handling.*

Course 01 - Course Introduction	9m
Course 02 - Threats, Vulnerabilities and Exploits	48m

Course 03 - IH Preparation	45m
Course 04 - Request Tracker for Incident Handling	12m
Course 05 - Preliminary Response	30m
Course 06 - Identification and Initial Response	12m
Course 07 – Sysinternals	13m
Course 08 – Containment	17m
Course 09 – Eradication	29m
Course 10 - Follow-up	12m
Course 11 – Recovery	16m
Course 12 - Virtualization Security	13m
Course 13 - Malware Incident Handling	1h 14m

#### Ethical Hacker Series

*This series covers everything you need to know about becoming an ethical hacker. Students will learn about reconnaissance, protocols, Windows hacking, attacking web technologies, and pen testing wireless networks.*

Course 01 – Overview	35m
Course 02 – Reconnaissance	25m
Course 03 – Protocols	1h 25m
Course 04 - Windows Hacking	1h 19m
Course 05 - Attacking Web Technologies	56m
Course 06 - Pen Testing Wireless Networks	1h 34m

#### Certified Professional Ethical Hacker (CPEH) Series

*This series covers everything you need to know about becoming a certified professional ethical hacker. Students will learn about security fundamentals, access controls, protocols, cryptography, vulnerability assessments, vulnerability tools of the trade, output analysis and reports, reconnaissance, enumeration and scanning, gaining access, maintaining access, covering tracks, malware, buffer overflows, and password cracking.*

Course 01 - Security Fundamentals	51m
Course 02 - Access Controls	33m
Course 03 – Protocols	36m
Course 04 – Cryptography	52m
Course 05 - Why Vulnerability Assessments?	36m
Course 06 - Vulnerability Tools of the Trade	10m
Course 07 - Output Analysis and Reports	13m
Course 08 - Reconnaissance, Enumeration and Scanning	51m
Course 09 - Gaining Access	31m
Course 10 - Maintaining Access	17m
Course 11 - Covering Tracks	18m
Course 12 – Malware	28m
Course 13 - Buffer Overflows	22m
Course 14 - Password Cracking	33m

### Certified Penetration Testing Consultant (CPTC)

This series covers everything you need to know about becoming a Certified Penetration Testing Consultant. Students will learn about packet capturing, Layer 2 attacks, Layer 3 attacks on Cisco-based infrastructures, pivoting and relays, IPv6 attacks , VPN attacks, defeating SSL, and IDS/IPS evasion.

Chapter 01 - Packet Capturing	38m
Chapter 02 - Layer 2 Attacks	59m
Chapter 03 - Layer 3 Attacks on Cisco Based Infrastructures	1h 10m
Chapter 04 - Pivoting and Relays	20m
Chapter 05 - IPv6 Attacks	49m
Chapter 06 - VPN Attacks	38m
Chapter 07 - Defeating SSL	48m
Chapter 08 - IDS/IPS Evasion	1h 11m

### Certified Penetration Testing Engineer (CPTe)

This series covers everything you need to know about becoming a Certified Penetration Testing Engineer. Students will learn about logistics of pen testing, Linux fundamentals, information gathering, detecting live systems, enumeration, vulnerability assessments, malware going undercover, Windows hacking, hacking UNIX/Linux, advanced exploitation techniques, pen testing wireless networks, networks, sniffing and IDS, injecting the database, attacking web technologies, and project documentation.

Chapter 01 - Logistics of Pen Testing	25m
Chapter 02 - Linux Fundamentals	22m
Chapter 03 - Information Gathering	39m
Chapter 04 - Detecting Live Systems	34m
Chapter 05 - Enumeration	25m
Chapter 06 - Vulnerability Assessments	20m
Chapter 07 - Malware Goes Undercover	28m
Chapter 08 - Windows Hacking	39m
Chapter 09 - Hacking UNIX/Linux	36m
Chapter 10 – Advanced Exploitation Techniques	29m
Chapter 11 - Pen Testing Wireless Networks	34m
Chapter 12 - Networks, Sniffing and IDS	42m
Chapter 13 - Injecting the Database	26m
Chapter 14 - Attacking Web Technologies	30m
Chapter 15 - Project Documentation	17m

### Certified Secure Web Application Engineer (CSWAE)

This series covers everything you need to know about becoming a Certified Secure Web Application Engineer. Students will learn about web application security, secure SDLC, OWASP TOP 10, risk management, threat modeling, authentication and authorization attacks, session management, security architecture, input validation and data sanitization, AJAX security, insecurity code discovery and mitigation, application mapping, cryptography, and testing methodologies

Chapter 01 - Web Application Security	1h 20m
Chapter 02 - Secure SDLC	26m
Chapter 03 - OWASP TOP 10	28m
Chapter 04 - Risk Management	34m
Chapter 05 - Threat Modeling	18m
Chapter 06 - Authentication and Authorization Attacks	24m
Chapter 07 - Session Management	35m
Chapter 08 - Security Architecture	29m
Chapter 09 - Input Validation and Data Sanitization	24m
Chapter 10 – AJAX Security	5m
Chapter 11 - Insecurity Code Discovery and Mitigation	39m
Chapter 12 - Application Mapping	7m
Chapter 13 - Cryptography	28m
Chapter 14 - Testing Methodologies	31m

#### Certified Security Leadership Officer (CSLO)

This series covers everything you need to know about becoming a Certified Security Leadership Officer. Students will learn about security management, risk management, encryption, information security - access control concepts, incident handling and evidence, operations security, and knowing network security

Chapter 01 - Security Management	58m
Chapter 02 - Risk Management	35m
Chapter 03 - Encryption	32m
Chapter 04 - Information Security - Access Control Concepts	31m
Chapter 05 - Incident Handling and Evidence	1h 2m
Chapter 06 - Operations Security	48m
Chapter 07 - Knowing Network Security	1h 13m

#### Certified Security Sentinel (CSS)

This series covers everything you need to know about becoming a Certified Security Sentinel. Students will learn about basic security, user awareness, implementing countermeasures, certified security sentinel, using the Internet at work, accessing the company's network through your assigned computer, accessing the corporate network remotely, social engineering, understanding and manipulating our target, and researching our target.

Chapter 01 - Basic Security	17m
Chapter 02 - User Awareness	27m
Chapter 03 - Implementing Countermeasures	9m
Chapter 04 - Certified Security Sentinel	16m
Chapter 05 - Using the Internet at Work	23m
Chapter 06 - Accessing the Company's Network Through Your Assigned Computer	19m
Chapter 07 - Accessing the Corporate Network Remotely	10m
Chapter 08 - Social Engineering	13m

Chapter 09 - Understanding and Manipulating our Target	16m
Chapter 10 – Researching Our Target	11m

### Certified Vulnerability Assessor (CVA)

This series covers everything you need to know about becoming a Certified Vulnerability Assessor. Students will learn about vulnerability types, assessing the network, assessing web servers & applications, assessing remote & VPN services, vulnerability assessment tools of the trade, and output analysis.

Chapter 01 - Why Vulnerability Assessment	46m
Chapter 02 - Vulnerability Types	23m
Chapter 03 - Assessing the Network	40m
Chapter 04 - Assessing Web Servers & Applications	28m
Chapter 05 - Assessing Remote & VPN Services	17m
Chapter 06 - Vulnerability Assessment Tools of the Trade	15m
Chapter 07 - Output Analysis	12m

### IS20 Security Controls

This series covers everything you need to know about IS20 Security Controls. Students will learn about inventory of authorized and unauthorized devices, inventory of authorized and unauthorized software, secure configurations for hardware and software on laptops, workstations and servers, secure configurations for hardware network devices such as firewalls, routers and switches, boundary defense, maintenance, monitoring, and analysis of audit logs, application software security, controlled use of administrative privileges, controlled access based on need to know, continuous vulnerability assessment and remediation, account monitoring and control, malware defenses, limitation and control of network ports, protocols and services, wireless device control, data loss prevention, secure network engineering, penetration tests and red team exercises, incident response capability, data recovery capability, and security skills assessment and appropriate training to fill gaps.

Chapter 01 - Inventory of Authorized and Unauthorized Devices	6m
Chapter 02 - Inventory of Authorized and Unauthorized Software	6m
Chapter 03 - Secure Configurations for Hardware and Software on Laptops, Workstations & Servers	12m
Chapter 04 - Secure Configurations for Hardware Network Devices such as Firewalls, Routers & Switches	13m
Chapter 05 - Boundary Defense	9m
Chapter 06 - Maintenance, Monitoring, and Analysis of Audit Logs	9m
Chapter 07 - Application Software Security	14m
Chapter 08 - Controlled Use of Administrative Privileges	9m
Chapter 09 - Controlled Access Based on Need to Know	6m
Chapter 10 – Continuous Vulnerability Assessment and Remediation	10m
Chapter 11 - Account Monitoring and Control	10m
Chapter 12 - Malware Defenses	10m
Chapter 13 - Limitation and Control of Network Ports, Protocols & Services	7m

Chapter 14 - Wireless Device Control	14m
Chapter 15 - Data Loss Prevention	9m
Chapter 16 - Secure Network Engineering	6m
Chapter 17 - Penetration Tests and Red Team Exercises	11m
Chapter 18 - Incident Response Capability	7m
Chapter 19 - Data Recovery Capability	6m
Chapter 20 – Security Skills Assessment & Appropriate Training to Fill Gaps	8m

### Information Systems Certification and Accreditation Professional (ISCAP)

This series covers everything you need to know about becoming an Information Systems Certification and Accreditation Professional. Students will learn about the risk management framework, software development life cycle, categorizing information systems, selecting security controls, implementing security controls, assessing security controls, authorizing information systems, and monitoring security controls.

Chapter 01 - Introduction to the Risk Management Framework	1h 9m
Chapter 02 - The Software Development Life Cycle	26m
Chapter 03 - Categorize Information System	24m
Chapter 04 - Select Security Controls	19m
Chapter 05 - Implement Security Controls	10m
Chapter 06 - Assess Security Controls	23m
Chapter 07 - Authorize Information System	27m
Chapter 08 - Monitor Security Controls	27m

### Microsoft IT Networking

#### 70-246 - Monitoring and Operating a Private Cloud with System Center 2012 R2 (MCSE) Series

*This series describes how to monitor and operate a private cloud with System Center 2012 R2. Students will learn the basics of the cloud, cloud services, monitoring and automating responses. Students will also learn about managing problems in the private cloud, service management, cloud protection and cleaning up system center databases.*

Course 01 - System Center 2012	31m
Course 02 - Introducing the Cloud	1h 16m
Course 03 - Working with the Business Cloud	47m
Course 04 - Cloud Services	1h 13m
Course 05 – Monitoring	2h 1m
Course 06 - Automating Responses	50m
Course 07 - Managing Problems in the Private Cloud	30m
Course 08 - Service Management in the Private Cloud	44m
Course 09 - Cloud Protection, Recovery, and Compliance	1h 29m
Course 10 - SLAs, Dashboards and Widgets	1h 3m
Course 11 - Cleaning Up System Center Databases	30m

#### 70-247 - Configuring and Deploying a Private Cloud with System Center 2012 R2 (MCSE) Series

*This series describes how to configure and deploy a private cloud with System Center 2012 R2. Students will learn about understanding and working with the cloud, the cloud components, including*



*infrastructure and service catalog, and virtual applications. Students will also learn about server management, automation and security for the cloud.*

Course 01 - Understanding the Private Cloud	1h 15m
Course 02 - Using VMM to Deploy the Cloud	1h 22m
Course 03 - Working With the Private Cloud Infrastructure	59m
Course 04 - Virtual Applications	55m
Course 05 - Components of the Private Cloud	1h 11m
Course 06 - A First Business Unit Cloud	33m
Course 07 - Private Cloud Infrastructure	1h 33m
Course 08 - Monitoring the Private Cloud	48m
Course 09 - Service Management for the Cloud	57m
Course 10 - Private Cloud Service Catalog	14m
Course 11 - Security for the Cloud	1h 2m
Course 12 - Automation in the Private Cloud	40m

#### 70-410 - Installing and Configuring Windows Server 2012 R2 (MCSA/MCSE) Series

*This series describes how to install and configure Windows Server 2012 R2. Students will learn the basics of the server, server 2012 management, working with server core, configuring local storage and file and print access. Students will also learn about remote management, virtualization, the TCP/IP Protocol Suite, DHCP, DNS, Active Directory domain services and Windows security.*

Course 01 - Server 2012 Overview	1h 8m
Course 02 - Windows Server 2012 Management	1h 3m
Course 03 - Working with Server Core	1h 15m
Course 04 - Configuring Local Storage	1h 37m
Course 05 - Configure File and Print Access	1h 14m
Course 06 - Remote Management and Virtualization	1h 53m
Course 07 - TCP/IP Protocol Suite	1h 59m
Course 08 - DHCP and DNS	1h 25m
Course 09 - Overview of Active Directory Domain Services	3h 27m
Course 10 - Windows Security	1h 24m

#### 70-411 - Administering Windows Server 2012 R2 (MCSA/MCSE) Series

*This series covers everything you need to know about administrating Windows Server 2012 R2. Students will learn the basics of server deployment and image management, managing servers, and configuring network services and access. Students will also learn about file and print services, network policy servers, active directory and group policy.*

Course 01 - Server Deployment and Image Management	1h 34m
Course 02 - Managing Servers and Updates	2h 13m
Course 03 - File and Print Services	2h 25m
Course 04 - Configuring Network Services and Access	1h 29m
Course 05 - Network Policy Servers	2h 23m
Course 06 - Active Directory	2h 39m
Course 07 - Group Policy	2h 30m

#### 70-412 - Configuring Advanced Windows Server 2012 R2 Services (MCSA/MCSE) Series

*This series covers everything you need to know about configuring advanced windows server 2012 R2 services. Students will learn about network services, Hyper-V and high availability, active directory and*

*active directory federation services. Students will also learn about file and storage services, business continuity and disaster recovery, active directory certificate services and active directory rights management services.*

Course 01 - Network Services	2h 23m
Course 02 - High Availability	1h 40m
Course 03 - Hyper-V and High Availability	54m
Course 04 - Active Directory	2h 46m
Course 05 - Active Directory Federation Services	39m
Course 06 - File and Storage Services	1h 59m
Course 07 - Business Continuity and Disaster Recovery	1h 15m
Course 08 - Active Directory Certificate Services	2h 21m
Course 09 - Active Directory Rights Management Services	56m

#### 70-413 - Designing and Implementing a Server Infrastructure (MCSE) Series

*This series covers everything you need to know about designing and implementing a server infrastructure. Students will learn about server infrastructure upgrade and migration, storage and file services, designing a physical AD infrastructure, and planning for external user access. Students will also learn about designing and implementing logical AD infrastructure, AD GPO, network infrastructure services, and domain controllers.*

Course 01 - Server Infrastructure - Upgrade and Migration	2h 14m
Course 02 - Storage and File Services	1h 38m
Course 03 - Network Infrastructure Services	2h 51m
Course 04 - Planning for External User Access	2h 5m
Course 05 - Design and Implement Logical AD Infrastructure	3h 38m
Course 06 - AD GPO	51m
Course 07 - Designing a Physical AD Infrastructure	41m
Course 08 - Domain Controllers	36m

#### 70-414 - Implementing an Advanced Server Infrastructure (MCSE) Series

*This series covers will prepare the student for Exam 70-414: Implementing an Advanced Server Infrastructure. Students will learn how to create the virtual infrastructure, plan and deploy virtual machines and implement solutions for the virtual administration. They will also learn about monitoring, high availability, updates, PKI, BCP and IDA.*

Course 01 - Creating the Virtualization Infrastructure	2h 30m
Course 02 - Planning and Deploying Virtual Machines	1h 19m
Course 03 – Monitoring	1h 42m
Course 04 - Solution for the Virtualization Administration	53m
Course 05 - High Availability	2h 34m
Course 06 – PKI	1h 12m
Course 07 – Updates	57m
Course 08 – BCP	1h 8m
Course 09 – IDA	1h 19m

#### 70-417 - Upgrading Your Skills to MCSA Windows Server 2012 Series

*This series covers everything you need to know about upgrading your skills to MCSA Windows Server 2012. Students will learn how to install and configure servers, configure server roles, features and Hyper-V, install and administer Active Directory, configure network services and access, configure a network*

*policy server infrastructure, and deploy, manage, and maintain servers. Students will also learn how to configure and manage Active Directory, group policy and high availability, configure file and storage solutions, implement business continuity and disaster recovery, configure network services, identity and access solutions.*

Course 01 - Install and Configure Servers	1h 9m
Course 02 - Configure Server Roles and Features	2h 21m
Course 03 - Configure Hyper-V	1h 54m
Course 04 - Install and Administer Active Directory	3h 29m
Course 05 - Deploy, Manage, and Maintain Servers	3h 47m
Course 06 - Configure Network Services and Access	1h 29m
Course 07 - Configure a Network Policy Server Infrastructure	2h 23m
Course 08 - Configure and Manage Active Directory	2h 38m
Course 09 - Configure and Manage Group Policy	2h 27m
Course 10 - Configure and Manage High Availability	1h 40m
Course 11 - Configure File and Storage Solutions	1h 58m
Course 12 - Implement Business Continuity and Disaster Recovery	1h 15m
Course 13 - Configure Network Services	2h 23m
Course 14 - Configure Identity and Access Solutions	39m

#### [70-640 - Configuring Windows Server 2008 R2 Active Directory Series](#)

*This series covers everything you need to know about 70-640: Configuring Windows Server 2008 R2 Active Directory. Students will learn about installing the Active Directory role, working with Active Directory objects, understanding GPOs, managing users and groups with AD, working With Domain Controllers, adding DNS, securing the authentication process, monitoring and supporting AD, planning Active Directory deployment, IDA solutions, and Active Directory Certificate Services.*

Course 01 - Installing the Active Directory Role	1h 22m
Course 02 - Working With Active Directory Objects	2h 29m
Course 03 - Understanding GPOs	2h 16m
Course 04 - Managing Users and Groups with AD	2h 18m
Course 05 - Working With Domain Controllers	45m
Course 06 - Adding DNS	58m
Course 07 - Securing the Authentication Process	39m
Course 08 - Monitoring and Supporting AD	57m
Course 09 - Planning Active Directory Deployment	2h 1m
Course 10 - IDA Solutions	1h 5m
Course 11 - Active Directory Certificate Services	40m

#### [70-642 - Configuring Windows Server 2008 R2 Network Infrastructure Series](#)

*A Microsoft Certified Technology Specialist in Windows Server 2008 Network Infrastructure Configuration possesses the knowledge and skills to work with IP addressing and services, names resolution, file and print services, network access and remote access, and monitoring network services.*

Course 01 - Understanding and Configuring IP	1h 48m
Course 02 - Configuring IP Based Solutions	3h 51m
Course 03 - Understanding IP Routing	1h 18m
Course 04 - Connecting Windows to the LAN	1h 26m
Course 05 - Securing the Client, Network, and Communications	3h 34m

Course 06 - Managing Files	2h 9m
Course 07 - Monitoring Systems	1h 44m
Course 08 - Managing Printers	38m
Course 09 - Securing Windows through Updates	46m

#### 70-643 - Windows Server 2008 Applications Infrastructure Series

*The Microsoft Certified Technology Specialist (MCTS) on Windows Server 2008 credential is intended for information technology (IT) professionals who work in the complex computing environment of medium to large companies. This course will address topics such as Deploying Servers, Configuring Remote Desktop Services, Configuring a Web Services Infrastructure, and Configuring Network Application Services.*

Course 01 - Deploying Windows in the Enterprise	2h 29m
Course 02 - Working with Terminal Services	1h 12m
Course 03 - Working with a Terminal Services Infrastructure	1h 24m
Course 04 - Storage and High-Availability	1h 18m
Course 05 - File and Email Services	1h 27m
Course 06 - Working with Web Applications	2h 39m
Course 07 - Web Server Management & Security	2h 3m
Course 08 - Collaboration with WSS	1h 6m
Course 09 - Working with Windows Media	55m

#### 70-646 - Windows Server 2008 Administration Series

*This course will prepare the student for Exam 70-646: Pro: Windows Server 2008, Server Administrator. Topics covered include planning for server deployment and management, application and data provisioning, business continuity and high availability, and monitoring and maintaining servers.*

Course 01 - Preparing for Windows 2008 Installation	30m
Course 02 - Configuration Change Plan	37m
Course 03 - Preparing for Server 2008 Migration	1h 3m
Course 04 - Server Migration and Planning for Roles	1h 34m
Course 05 - Distributed File System	42m
Course 06 - Windows Server 2008 High Availability	31m
Course 07 - Monitoring Windows Server	1h 9m
Course 08 - Windows Server Security	1h 26m
Course 09 - Windows Server Backup and Restore	1h 30m
Course 10 - Windows Server Maintenance Plan	1h
Course 11 - Planning for Business Continuity	42m
Course 12 - Windows Server Troubleshooting	1h 2m

#### 70-647 - Windows Server Enterprise Administration Series

*Windows Server Enterprise Administration teaches the student how to maintain the Windows Server 2008 R2 environment. Students will learn about such topics as planning for active directory, network infrastructure, active directory issues, active directory administration, deploying windows 2008 to the small and medium sized offices, using remote desktop services and application setup. Students will then learn about securing the network, how to support PKI, discuss various virtualization solutions, windows updates and how to protect the environment by making data secure yet still available to the user.*

Course 01 - Planning for Active Directory	2h 4m
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Course 02 - Network Infrastructure	1h 51m
Course 03 - Advanced Active Directory Issues	32m
Course 04 - Active Directory Administration	1h 46m
Course 05 - Deploying Windows 2008 to the Small/Medium Office	1h 28m
Course 06 - Using Remote Desktop Services and Application Setup	1h 3m
Course 07 - Securing the Network	1h 34m
Course 08 - Supporting PKI	1h 24m
Course 09 - Virtualization Solutions	51m
Course 10 - Windows Updates	1h 2m
Course 11 - Making Data Secure and Available	1h 38m

#### 70-662 - Deploying Microsoft Exchange Server 2010 Series

*The MCTS: Microsoft Exchange Server 2010 certification validates your skills in supporting for the maintenance and administration of the Exchange servers in an enterprise environment.*

Course 01 - Active Directory and Supporting Infrastructure	2h 2m
Course 02 - Mailbox Servers and Recipients	2h 51m
Course 03 - Managing Client Access	1h 47m
Course 04 - Managing Message Transports	2h 23m
Course 05 - Exchange Security	2h 58m
Course 06 - Implementing High Availability	2h 28m

#### 70-680 - Configuring Microsoft Windows 7 Series

*Candidates for this training series operate in computing environments that use Microsoft Windows 7 as a desktop operating system in an enterprise environment. Candidates should have at least one year of experience in the IT field, as well as experience implementing and administering any Windows client operating system in a networked environment. Candidates should be able to install, deploy, and upgrade to Windows 7, including ensuring hardware and software compatibility. Additionally, candidates should be able to configure pre-installation and post-installation system settings, Windows security features, network connectivity applications included with Windows 7, and mobile computing. Candidates should also be able to maintain systems, including monitoring for and resolving performance and reliability issues. Candidates should have a basic understanding of Windows PowerShell syntax.*

Course 01 - Basic Windows 7 Installation	30m
Course 02 - Advanced Windows 7 Installation	33m
Course 03 - Understanding Disk Types and File Systems	52m
Course 04 - Network Configuration	1h 36m
Course 05 - Sharing Files, Folders, and Printers	1h 10m
Course 06 - Working with Windows 7 Client Performance	46m
Course 07 - Basic Desktop Security	1h 14m
Course 08 - Advanced Desktop Security	1h 10m
Course 09 - Disaster Recovery & Prevention	27m
Course 10 - Remote Access Options	34m
Course 11 - Introducing Windows PowerShell 2.0	20m

#### 70-685 - Enterprise Desktop Support Technician for Windows 7 Series

*Candidates for this training series support end users who run Microsoft Windows 7 in a corporate environment. They should have experience using applications that are included with the operating system, such as productivity applications used in a corporate environment and Microsoft Office*

*applications. Candidates should be able to resolve operating system issues by telephone, email, connecting to an end user's system remotely, or by visiting an end user's desktop. They should have a working knowledge of operating in an Active Directory domain environment.*

Course 01 - Identifying Cause and Resolving Desktop Application Issues	2h 30m
Course 02 - Operating System Troubleshooting and Support	2h 34m
Course 03 - Networking with Windows 7	3h 17m
Course 04 - Configuring Security and Troubleshooting Issues	1h 56m
Course 05 - Supporting Mobile Users	1h
Course 06 - Maintaining Hardware on Win 7	1h 52m
Course 07 - Centralizing Configurations	39m
Course 08 - User Login, Profiles and Access to Resources	1h 33m

#### 70-697 - Configuring Windows Devices Series

*This series describes how to configure Windows devices. Students will learn about what's new in Windows 10 and how to deploy it, configuring device settings, connecting Windows 10 to networks, sharing data and printers, managing apps, securing Windows 10 devices, monitoring and maintaining Windows 10, managing users in the enterprise, managing desktops and applications in the enterprise, and managing devices in the enterprise.*

Course 01 - What's New in Windows 10	1h
Course 02 - Windows 10 Deployment	2h 3m
Course 03 - Deploying Virtual Windows 10 Desktops	37m
Course 04 - Configuring Device Settings	2h 7m
Course 05 - Connecting Windows 10 to Networks	1h 49m
Course 06 - Sharing Data and Printers	1h 46m
Course 07 - Managing Apps	32m
Course 08 - Securing Windows 10 Devices	1h 26m
Course 09 - Monitoring and Maintaining Windows 10	1hr 16m
Course 10 - Managing Users in the Enterprise	39m
Course 11 - Managing Desktops and Applications in the Enterprise	1h 1m
Course 12 - Managing Devices in the Enterprise	41m

#### 70-740 - Installation, Storage, and Compute with Windows Server 2016 Series

*This series covers how to install Windows Server 2016 as well as how to navigate the storage and computing protocols. Students will learn about installing windows servers in host and computer environments and maintaining and monitoring server environments. Students will also learn how to implement storage solutions, Hyper-V virtualization, windows containers and high availability.*

Course 01 - Installing Windows Servers in Host and Computer Environments	3h
Course 02 - Implementing Local and Enterprise Storage Solutions	3 h 24m
Course 03 - Implementing Hyper-V Virtualization	1h 38m
Course 04 - Implementing Windows Containers	36m
Course 05 - Implementing High Availability	3h 28m
Course 06 - Maintaining and Monitoring Server Environments	1h 27m

#### 70-741 - Networking with Windows Server 2016 Series

*The 70-741 training series focuses on the networking features and functionality available in Windows Server 2016. It covers DNS, DHCP, and IPAM implementations as well as remote access solutions such as VPN and Direct Access. It also covers DFS and branch cache solutions, high performance network*



*features and functionality, and implementation of Software Defined Networking (SDN) solutions such as Hyper-V Network Virtualization (HNV) and Network Controller*

Course 01 - Plan and Implement IPv4 and IPv6 Networks	2h 59m
Course 02 - Installing and Configuring DHCP	1h 38m
Course 03 - Installing and Configuring DNS	2h 50m
Course 04 - Implementing and Managing IP Address Management	1h 19m
Course 05 - Implementing Remote Access	1h 55m
Course 06 - Installing and Configuring Branch Office Networking	1h 43m
Course 07 - Implementing Advanced Networking Features	53m

#### 70-742 - Identity with Windows Server 2016 Series

*This training series focuses on the identity functionality in Windows Server 2016. It covers the installation and configuration of Active Directory Domain Services (AD DS), in addition to Group Policy implementation for non-Nano Server environments. It also covers functionality such as Active Directory Certificate Services (AD CS), Active Directory Federations Services (AD FS), and Web Application proxy implementations.*

Course 01 - Installing and Configuring Domain Controllers	2h 30m
Course 02 - Managing Active Directory Objects	3h 37m
Course 03 - Securing Active Directory Domain Services	2h 3m
Course 04 - Working with Complex AD DS Infrastructures	1h 54m
Course 05 - Implementing Group Policy	3h 10m
Course 06 - Understanding Microsoft Azure AD and Directory Synchronization	50m
Course 07 - Monitoring and Recovering AD DS	56m
Course 08 - Implementing Active Directory Certificate Services	1h 30m
Course 09 - Implementing Active Directory Federation Services (AD FS)	1h 1m
Course 10 - Implementing Active Directory Rights Management Services	37m

#### 70-744 - Securing Windows Server 2016 Series

*This training series focuses on how to secure Windows Server 2016 environments. It covers methods and technologies for hardening server environments and securing virtual machine infrastructures using Shielded and encryption-supported virtual machines and Guarded Fabric. In addition, the series covers the protection of Active Directory and identity infrastructure with the Enhanced Security Administrative Environment (ESAE) Administrative Forest design approach and the management of privileged identities using Just-in-Time (JIT) and Just-Enough-Administration (JEA) approaches, along with Privileged Access Workstations (PAWs) and Local Administrator Password Solution (LAPS). The series also covers threat detection solutions, such as auditing, implementing Advanced Threat Analytics (ATA), the understanding of Operations Management Suite (OMS) solutions, and workload-specific security including the use of Nano Server for particular server workloads.*

Coming Soon

#### Microsoft Office 365 - Administration Series

*This course is an introduction to the basics of Office 365 administration.*

Course 01 - Getting Your Domain Ready	1h 1m
Course 02 - Creating and Supporting Users and Groups	50m
Course 03 - Administrating Mailboxes, Contacts, Policies and More	34m

## VMware Training (Non Certification)

### VMware vSphere 6.0 Ultimate Bootcamp Series

*This series covers everything you need to know about the VMware vSphere 6.0 Ultimate Bootcamp. Students will learn about virtualization, planning and installing ESXi, using tools to administer a VMware environment, vCenter Server 6.0 and licensing, configuring networking, configuring storage, VM creation, configuration, and snapshots, security and permissions, server and VM monitoring, advanced ESXi and vCenter server management, patching and upgrading ESXi, and disaster recovery and backup.*

Course 01 - Course Introduction and Methodology	3m
Course 02 - Virtualization Overview	16m
Course 03 - Planning and Installing ESXi	35m
Course 04 - Tools to Administer ESXi	30m
Course 05 - vCenter Server and Licensing	1h 25m
Course 06 - Configuring Networking	1h 20m
Course 07 - Configuring Storage	1h 26m
Course 08 - VM Creation Configuration and Snapshots	1h 54m
Course 09 - Security and Permissions	24m
Course 10 - Server and VM Monitoring	53m
Course 11 - Advanced ESXi and vCenter Management	1h 3m
Course 12 - Patching and Upgrading ESXi	54m
Course 13 - Disaster Recovery and Backup	1h 10m

### Virtualization Security Expert (Advanced VMware Security) Series

*This series covers everything you need to know to become a Virtualization Security Expert. Students will learn about routing and the security design of VMware, Remote DataStore security, Penetration Testing 101, information gathering, scanning and enumeration, penetration testing and the tools of the trade, DMZ virtualization and common attack vectors, hardening your ESX server, hardening your ESXi server, hardening your vCenter server, and 3rd party mitigation tools.*

Course 01 - Primer and Reaffirming Our Knowledge	2h 37m
Course 02 - Routing and the Security Design of VMware	1h 20m
Course 03 - Remote DataStore Security	37m
Course 04 - Penetration Testing 101	1h 14m
Course 05 - Information Gathering, Scanning and Enumeration	1h 46m
Course 06 - Penetration Testing and the Tools of the Trade	1h 27m
Course 07 - DMZ Virtualization and Common Attack Vectors	50m
Course 08 - Hardening Your ESX Server	3h 1m
Course 09 - Hardening Your ESXi Server	20m
Course 10 - Hardening Your vCenter Server	1h 28m
Course 11 - 3rd Party Mitigation Tools	24m

### VMware vSphere 4.x/5.x to 5.5 Upgrade & New Tech Ult. Bootcamp Series

*This series covers everything you need to know about the VMware vSphere 4.x/5.x to vSphere 5.5 Upgrade and New Technology Ultimate Bootcamp. Students will learn about vSphere 5.1 & 5.5, upgrading or migrating to vSphere 5.5, virtual machine enhancements, managing vSphere 5.x administration, networking, storage, availability, and security enhancements.*

Course 01 - Course Introduction and Methodology	5m
Course 02 - Overview of vSphere 5.1 & 5.5	53m



Course 03 - Upgrading to vSphere 5.5	26m
Course 04 - Virtual Machine Enhancements	1h 6m
Course 05 - Managing vSphere 5.x Administration	1h 2m
Course 06 – Networking	42m
Course 07 – Storage	50m
Course 08 – Availability	44m
Course 09 - Security Enhancements	12m

#### VMware Ultimate Bootcamp vSphere 5.5 Series

*This series covers everything you need to know about the VMware vSphere 5.5 Ultimate Bootcamp. Students will learn about virtualization, planning and installing ESXi, using tools to administer a VMware environment, vCenter Server 5.5 and licensing, configuring networking, configuring storage, VM creation, configuration, and snapshots, security and permissions, server and VM monitoring, advanced ESXi and vCenter server management, patching and upgrading ESXi, and disaster recovery and backup.*

Course 01 - Course Introduction and Methodology	7m
Course 02 - Virtualization Overview	22m
Course 03 - Planning and Installing ESXi	42m
Course 04 - Using Tools to Administer a VMware Environment	51m
Course 05 - vCenter Server 5.5 and Licensing	1h 45m
Course 06 - Configuring Networking	1h 42m
Course 07 - Configuring Storage	2h 15m
Course 08 - VM Creation, Configuration, and Snapshots	3h 38m
Course 09 - Security and Permissions	52m
Course 10 - Server and VM Monitoring	2h 25m
Course 11 - Advanced ESXi and vCenter Server Management	2h 38m
Course 12 - Patching and Upgrading ESXi	56m
Course 13 - Disaster Recovery and Backup	1h 42m

#### VMware Ultimate Bootcamp vSphere 5 Series

*Our VMware Ultimate Bootcamp vSphere 5.0 series teaches advanced virtualization concepts and explores the VMware vSphere 5.0 product suite. This comprehensive series prepares the student to become a certified professional virtualization expert. The objective is to instill the knowledge required for the student to do their job efficiently and effectively, starting from installation of the product to real-world troubleshooting issues. The series focus is not limited only to learning and harnessing the power of VMware but the entire concept of virtualization, and other 3rd party tools and technologies that will enhance VMware capabilities and increase the student's virtualization expertise.*

Course 01 - Course Introduction and Methodology	5m
Course 02 - Virtualization Overview	1h 2m
Course 03 - Planning and Installing ESX/ESXi	1h 24m
Course 04 - Using Tools to Administer a VMware Environment	50m
Course 05 - vCenter Server 5 and Licensing	1h 39m
Course 06 - Configuring Networking	1h 48m
Course 07 - Configuring Storage	2h 16m
Course 08 - VM Creation, Configuration, and Snapshots	2h 40m
Course 09 - Security and Permissions	1h 10m
Course 10 - Server and VM Monitoring	1h 24m

Course 11 - Advanced ESXi and vCenter Server Management	2h 28m
Course 12 - Patching and Upgrading ESXi	39m
Course 13 - Disaster Recovery and Backup	1h 26m

#### VMware Ultimate Bootcamp vSphere 4.1 Series

*Our VMware Ultimate Bootcamp vSphere 4.1 teaches advanced virtualization concepts and explores the VMware vSphere 4.1 product suite. This comprehensive class prepares the student to become a certified professional virtualization expert. The course objective is to instill the knowledge required for the student to do their job efficiently and effectively, starting from installation of the product to real-world troubleshooting issues. The course focus is not limited only to learning and harnessing the power of VMware but the entire concept of virtualization, and other 3rd party tools and technologies that will enhance VMware capabilities and increase the student's virtualization expertise.*

Course 01 - Course Introduction and Methodology	5m
Course 02 - Virtualization Overview	47m
Course 03 - Planning and Installing ESX/ESXi	1h 10m
Course 04 - Using Tools to Administer a VMware Environment	42m
Course 05 - Configuring Networking	59m
Course 06 - Configuring Storage	2h
Course 07 - vCenter Server 4.1 and Licensing	1h 34
Course 08 - VM Creation, Configuration, and Snapshots	2h 26m
Course 09 - Security and Permissions	1h 22m
Course 10 - Server and VM Monitoring	1h 22m
Course 11 - Advanced ESX/ESXi and vCenter Management	2h 13m
Course 12 - Patching and Upgrading ESX	51m
Course 13 - Disaster Recovery and Backup	1h 18m

#### VMware Ultimate Bootcamp vSphere 4 Series

*Our VMware Ultimate Bootcamp vSphere 4.0 series teaches advanced virtualization concepts and explores the VMware vSphere 4.0 product suite. This comprehensive series prepares the student to become a certified professional virtualization expert. The objective is to instill the knowledge required for the student to do their job efficiently and effectively, starting from installation of the product to real-world troubleshooting issues. The focus is not limited only to learning and harnessing the power of VMware but the entire concept of virtualization, and other 3rd party tools and technologies that will enhance VMware capabilities and increase the student's virtualization expertise.*

Course 01 - Course Introduction and Methodology	14m
Course 02 - Virtualization Overview	37m
Course 03 - Planning and Installing ESX	1h 16m
Course 04 - Tools to Administer ESX	58m
Course 05 - Configuring Networking	54m
Course 06 - Configuring Storage	1h 18m
Course 07 - vCenter Server and Licensing	54m
Course 08 - VM Creation, Configuration, and Snapshots	1h 56m
Course 09 - Security and Permissions	50m
Course 10 - Advanced ESX and vCenter Management	1h 13m
Course 11 - Patching and Upgrading ESX	32m
Course 12 - Disaster Recovery and Backup	56m
Course 13 - Server and VM Monitoring	55m

Course 14 - Installing and Configuring ESXi

1h 26m

## Professional Project Management

### Introduction to Project Management

*Course Overview This instructor-led course focuses on introducing participants to the practical basics of project management. Focus is placed on the ANSI and IEEE accepted standards for professional project management as defined by the Project Management Institute (PMI).*

Course 01 - Introduction & Overview	35m
Course 02 - Teams & Leadership	1h 42m
Course 03 - Project Communication	1h 8m
Course 04 - Stakeholder Management	19m
Course 05 - The Basics of Project Management	40m
Course 06 - Scope and Requirements	1h 27m
Course 07 - Developmental Methodologies	1h 12m
Course 08 - Effective Budgets & Schedules	1h 17m
Course 09 - Project Performance	1h 12m
Course 10 - Change Management	17m

### Associate in Project Management (CAPM)<sup>®</sup> Exam Prep

*This course will help prepare students for the Certified Associate in Project Management exam, first by reviewing the CAPM application and exam itself, followed by looking at organizations and the basics of project management. The course then explores the 10 knowledge areas including, integration management, scope management, time management, cost management, quality management, human resource management, communications management, risk management, procurement management, and stakeholder management.*

Course 01 - CAPM <sup>®</sup> Application & Exam	29m
Course 02 - Organizations and Project Management	29m
Course 03 - The Basics of Project Management	29m
Course 04 - Project Integration Management	28m
Course 05 - Project Scope Management	26m
Course 06 - Project Time Management	43m
Course 07 - Project Cost Management	37m
Course 08 - Project Quality Management	35m
Course 09 - Project Human Resource Management	28m
Course 10 - Project Communications Management	20m
Course 11 - Project Risk Management	53m
Course 12 - Project Procurement Management	29m
Course 13 - Project Stakeholder Management	12m
Course 14 - Professional Responsibility	8m

### Project Management Professional (PMP)<sup>®</sup> Exam Prep

*This course has been designed to prepare participants to take the Project Management Institute's Project Management Professional (PMP) Exam, 2016 edition and is based on the information covered in the 11 areas of study used to formulate the exam, including the Project Management Body of Knowledge (PMBOK Guide). This is an advanced level course that will count for 21 PMI PDU/Contact Hours. In addition to providing a comprehensive presentation and review of the material covered on the exam, this*

*course will guide the student through the exam application and registration procedures. Included with the course are over 1000 practice questions and a Simulated Exam with Lesson Reviews and Lab Practical's to prepare participants to succeed.*

Course 00 - PMP Application & Exam	1h 13m
Course 01 - Types of Exam Questions	17m
Course 02 - Organizations and Project Management	21m
Course 03 - The Basics of Project Management	27m
Course 04 - Project Integration Management	25m
Course 05 - Project Scope Management	19m
Course 06 - Project Time Management	1h 8m
Course 07 - Project Cost Management	48m
Course 08 - Project Quality Management	42m
Course 09 - Project Human Resource Management	25m
Course 10 - Project Communications Management	13m
Course 11 - Project Risk Management	33m
Course 12 - Project Procurement Management	17m
Course 13 - Project Stakeholder Management	8m
Course 14 - Professional Responsibility	10m

#### Quality Management

*This course provides students with extensive project quality management skills. Students will first go through the concept of quality, customer input to quality, how to plan quality, quality control, and finally the Six Sigma methodology.*

Course 01 - Concept of Quality	1h
Course 02 - Customer Input to Quality	10m
Course 03 - Plan Quality	14m
Course 04 - Quality Control	32m
Course 05 - Six Sigma	22m

#### Risk Management Professional (RMP)<sup>®</sup> Exam Prep

*This course will help prepare students for the Risk Management Professional exam, first by reviewing project management as a whole and going over the RMP credential, followed by looking at specific areas of project risk such as risk management planning, stakeholder management and communication, risk identification, qualitative and quantitative risk analysis, risk response planning, and finally learning to control those risks.*

Course 01 - Quick PM Review & the RMP <sup>®</sup> Credential	18m
Course 02 - Introduction to Project Risk	11m
Course 03 - Risk Management Planning	15m
Course 04 - Stakeholder Management & Communication	11m
Course 05 - Risk Identification	13m
Course 06 - Qualitative Risk Analysis	12m
Course 07 - Quantitative Risk Analysis	33m
Course 08 - Risk Response Planning	23m
Course 09 - Learning to Control Risks	23m

### Schedule & Cost Control

*This instructor-led course provides participants with real world tools to manage the complex problems surrounding schedule and cost management. Students will learn a variety of tools and techniques to see what works and what does not in the real world of project management.*

Course 01 - Quick PM Review	24m
Course 02 - Time Management	58m
Course 03 - Critical Path Method	29m
Course 04 - Basic Cost Management	20m
Course 05 - Introduction to Earned Value	30m
Course 06 - Critical Chain Management	53m
Course 07 - Other Cost Calculations	34m

### Scope & Requirements

*This instructor-led course introduces participants to the tools and techniques necessary to develop well-understood project requirements. Participants are introduced to Displayed Thinking, use-cases, requirements interview's, requirements meetings, requirements documentation, and many other topics critical to the success of a complex project.*

Course 01 - Effective Listening Skills for Requirements Definition	38m
Course 02 – Stakeholders	13m
Course 03 - Scope Definition	46m
Course 04 - Creating Effective Work Breakdown Structures	34m
Course 05 - Requirements Basics	23m
Course 06 - Use Cases	11m
Course 07 - Development Methodologies	57m
Course 08 - Testable Requirements	16m
Course 09 - The Software Requirements Specification (SRS)	12m
Course 10 - Business Domain Modeling	15m
Course 11 - Other Advanced Tools	40m

### Executive Strategy & Management

*Executive Strategy & Management is designed to help executives and senior managers develop a well formed organizational strategy and other essential documents and plans for success. At the end of the course, students will be able to develop a real-world strategy document for their organization and possess the elements necessary to put this plan into action.*

Course 01 - The Basics of Project Management	42m
Course 02 - The Keys to Success	21m
Course 03 - Strategy Basics	49m

### Agile Certified Practitioner (ACP)<sup>®</sup> Exam Prep

*This course will help prepare students for the Agile Certified Practitioner exam, first by explaining the application process and test, then by looking at specific areas of Agile such as the Agile framework, value-driven delivery, stakeholder engagement, boosting team performance, adaptive planning, problem detection and resolution, and continuous improvement.*

Course 01 - Application Process and Test	39m
Course 02 - Agile Framework	1h 20m
Course 03 - Value-Driven Delivery	1h 24m

Course 04 - Stakeholder Engagement	47m
Course 05 - Boosting Team Performance	22m
Course 06 - Adaptive Planning	42m
Course 07 - Problem Detection and Resolution	27m
Course 08 - Continuous Improvement	5m

#### Agile Certified Practitioner (ACP)<sup>®</sup> Exam Prep - 2016 Updates

*This course will help prepare students for the Agile Certified Practitioner exam, first by explaining the application process and test, then by looking at specific areas of Agile such as the Agile framework, value-driven delivery, stakeholder engagement, boosting team performance, adaptive planning, problem detection and resolution, and continuous improvement.*

Course 01 - The Process	16m
Course 02 - The Exam	23m
Course 03 - Agile Principles & Mindset	2h 4m
Course 04 - Dynamic Systems Development (DSDM)	54m
Course 05 - Value-Driven Delivery	1h 32m
Course 06 - Stakeholder Engagement	58m
Course 07 - Boosting Team Performance	30m
Course 08 - Adaptive Planning	42m
Course 09 - Problem Detection & Resolution	43m
Course 10 - Continuous Improvement	23m

#### SCRUM Immersion

*This course provides students with the knowledge and skills to utilize Scrum, the agile software development framework for managing product development. Students will first go through an overview of Scrum itself, followed by Scrum basics, key Scrum artifacts, user stories, and finally how to implement Scrum in an organization.*

Course 01 – Overview	1h 21m
Course 02 - Scrum Basics	1h 11m
Course 03 - Key Scrum Artifacts	55m
Course 04 - User Stories	21m
Course 05 - Implementing Scrum	47m

#### Managing Project Teams

*Utilize the Managing Project Teams training to learn how to properly build, nurture, and manage your team. From identifying and utilizing strategies when managing a working team, to effectively closing out a project with your team, this course is a must have for Project Managers.*

Course 01 - Knowing Your Team	1h 8m
Course 02 - Managing Your Team	59m

#### Strategic Planning Skills

*This course will provide you with the skills for developing a clear understanding of your organization's current and desired state, its operations and market position. Learn how to develop a mission and vision statement for your company, after gathering the information that influences your business, from operational data to assessing internal and external factors.*

Course 01 - Preparing for the Strategic Planning Process	34m
Course 02 - Initiating the Strategic Planning Process	38m

Course 03 - Developing the Strategic Plan	22m
Course 04 - Executing the Plan	24m

#### Project Management Skills for Non-Project Managers

*From managers to staff members, the need to assume leadership responsibilities for projects is always needed, regardless of your job title. This course will teach you how to make a meaningful contribution by leading others through the stages of planning, executing, and completing a project.*

Course 01 - Planning the Project	1h 6m
Course 02 - Implementing the Project Plan	1h 9m

## Cloud Management

### Amazon Web Services - Basic Series

This course will introduce students to Amazon Web Services, as well as teach them about services and support, creation, security, best practices, net and content delivery, storage and object lifecycles, and EC2.

Course 01 - Amazon Services and Support	1h 43m
Course 02 - Creation, Security, and Best Practices	1h 17m
Course 03 - Net and Content Delivery	1h 9m
Course 04 - Storage and Object Lifecycles	47m
Course 05 - EC2	1h 2m

### Amazon Web Services - Intermediate Series

This course will teach students about AWS compute, database options, cloud services, and data migration.

Course 01 - AWS Compute	1h 14m
Course 02 - Database Options	1h 18m
Course 03 - Cloud Services	1h 6m
Course 04 - Data Migration	51m

### Microsoft Azure 2017

This course series will introduce students to Microsoft Azure, as well as teach them about the Azure App Service, monitoring and application insights, and DevOps.

Course 01 - Introduction to Azure	1h 12m
Course 02 - App Service	1h 15m
Course 03 - Monitoring and App Insights	1h 39m
Course 04 - DevOps	1h 11m

### CompTIA Cloud+ Basic

This course will teach students about cloud concepts, models, data storage, networking, and network infrastructure.

Course 01 - Cloud Concepts and Models	1h 12m
Course 02 - Data Storage and Networking	1h 36m

Course 03 - Network Infrastructure 1h

### [CompTIA Cloud+ Intermediate](#)

This course will teach students about virtualization in the Cloud, resource allocation, and optimization.

Course 01 - Virtualization in the Cloud	1h 42m
Course 02 - Resource Allocation	1h 1m
Course 03 - Optimization	1h

### [CompTIA Cloud+ Advanced](#)

This course will teach students about testing, tools, security, controls, recovery, and availability.

Course 01 - Testing and Tools	1h 9m
Course 02 - Security and Controls	1h 28m
Course 03 - Recovery and Availability	55m

### [Exploring SharePoint 2016 - Coming Soon](#)

Course 01 - Features and History  
Course 02 - Content Management

### [SQL Server 2016 Core - Coming Soon](#)

Course 01 - Getting Started  
Course 02 - Install and Configure  
Course 03 - Interface and Querying  
Course 04 - TBD  
Course 05 - TBD

### [Exploring SQL Server 2016 - Coming Soon](#)

Course 01 - First Look  
Course 02 - Performance Enhancements  
Course 03 - Security and Availability  
Course 04 - Business Intelligence  
Course 05 - Advanced Integration

### [SQL Server 2014 \(Coming Soon\)](#)

Course 01 - A Tour of SQL Server  
Course 02 - Installing  
Course 03 - Working with Management Studio  
Course 04 - Designing and Creating a Database  
Course 05 - Security Basics  
Course 06 - Permissions and Data Protection  
Course 07 - Introduction to T-SQL  
Course 08 - T-SQL Select, Where, and Clauses  
Course 09 - T-SQL Working with Data



## Software Development

### C++: Fundamentals

This course will get students started with C++ and teach them about Syntax Fundamentals

Course 01 - Getting Started	1h 33m
Course 02 - Syntax Fundamentals	1h 54m

### C++: Intermediate

This course will teach students about data structures, pointers, arrays, and strings

Course 01 - Data Structures and Pointers	2h 22m
Course 02 - Syntax Fundamentals	1h 53m

### Python Part 1: Fundamentals

This course series will teach students about installing and configuring Python, syntax, importing, statements, types, strings, booleans, files, lists, tuples, comprehensions, functions, and classes.

Course 01 - Install and Configure	1h 33m
Course 02 - Syntax, Import, Other Topics	1h 13m
Course 03 – Statements	1h 34m
Course 04 – Types	1h 6m
Course 05 - Strings, Booleans and Files	44m
Course 06 - Lists, Tuples, Comprehensions	45m
Course 07 – Functions	1h 7m
Course 08 – Classes	37m

### Python Part 2: Tools, Modules, and JSON

This course series will teach students about programming tools, modules and packages, and metaprogramming and JSON.

Course 01 - Programming Tools	1h 26m
Course 02 - Modules and Packages	1h 13m
Course 03 - Metaprogramming and JSON	1h 34m

### Ruby – Fundamentals

This course series will introduce students to Ruby, as well as teach them about classes, methods, variables, data structures, loops, enumerable methods, and finishing touches.

Course 01 - Getting Started	43m
Course 02 - Classes and Methods	1h 15m
Course 03 - Variables and Data Structures	1h
Course 04 - Loops and Enumerable Methods	45m
Course 05 - Finishing Touches	1h 25m

### Ruby – Intermediate

This course series will teach students about conditionals and blocks, metaprogramming, frameworks, and algorithms.

Course 01 - Conditionals and Blocks	1h 46m
Course 02 – Metaprogramming	1h 18m

Course 03 - Frameworks and Algorithms

1h 42m

#### Angular Series - Coming Soon

Course 01 - Introduction and Components

Course 02 - Tools

Course 03 - Updates and Best Practices

#### HaDooop Series - Coming Soon

Course 01 - Introduction and HDFS

Course 02 - ETL and MapReduce

Course 03 - YARN and NiFi

Course 04 - HBase and MapReduce

#### Exploring ASP.NET Core Series - Coming Soon

Course 01 - Getting Started

Course 02 - Apps and MVC

Course 03 - Tools and Projects

Course 04 - Structure and Middleware

Course 05 - Dependency and Tag Helpers

Course 06 - View Components

#### SQL 2014 Developer Series - Coming Soon

Course 01 - Views

Course 02 - Stored Procedures

Course 03 - Functions

Course 04 - Transactions

Course 05 - Common Language Runtime

Course 06 - Advanced SQL CLR

Course 07 - Design and Deployment

Course 08 - Advanced T-SQL Queries

Course 09 - Advanced Data Types

Course 10 - Partitions

Course 11 - Complex Querying

Course 12 - Coding Techniques

Course 13 - Working with XML

#### Java Series - Coming Soon

Course 01 - Enhancements and Concurrency

Course 02 - IO, New IO, and Network Protocols

Course 03 - Unicode, Classes, and Frameworks

Course 04 - JDBC and Security

#### Programming C# Series - Coming Soon

Course 01 - Getting Started

Course 02 - Your First App

Course 03 - Projects and Syntax

Course 04 - Variables and Data Types

Course 05 - Adv Data Types and Operators

Course 06 - Strings, File I/O, and Data Types  
Course 07 - Conditions and Looping  
Course 08 - Objects and Classes  
Course 09 - Objects and Types  
Course 10 - Classes and Methods  
Course 11 - Advanced Class Features  
Course 12 - Arrays and Sorting

#### Introduction to R Series - Coming Soon

Course 01 - Workspaces and Types  
Course 02 - Advanced Types and Operators  
Course 03 - Working with Data

#### Perl - Coming Soon

Course 01 - Variables and Conditions  
Course 02 - Lists and User Input  
Course 03 - Regular Expressions and Routines

#### RESTful Services - Coming Soon

Course 01 - Overview and JAX-RS  
Course 02 - Injection and Sub Resources  
Course 03 - Response, Form, and Exceptions  
Course 04 - Install, JAX-RS, and Jersey  
Course 05 - The Server and Client

#### Selenium Fundamentals - Coming Soon

Course 01 - IDE  
Course 02 - WebDriver

#### Bootstrap - Coming Soon

Course 01 - Introduction and Installing  
Course 02 - Base CSS  
Course 03 - Components  
Course 04 - JavaScript

## Professional Business Skills Training

### Security

#### Digital Security Awareness Training

*The Digital Security Awareness course series is designed to give the knowledge and tools necessary to protect themselves and the sensitive information they use from security attacks. It covers many simple ways to prevent security breaches and protect valuable data.*

Course 00 - Course Overview	14m
Course 01 - Types of Security Threats	29m
Course 02 - Social Engineering	30m
Course 03 - Identity Theft	29m
Course 04 - Data Classification	46m

Course 05 - Protecting Your Digital Information	46m
Course 06 – Malware	45m
Course 07 - Security from End-to-End	1h 15m
Course 08 – Piracy	16m
Course 09 - Security Policies	18m
Course 10 - Moving Forward	13m

## Operating in a Windows Environment

### What's New in Windows 10 Series

*This series covers the newest developments in Windows 10 management and deployment. Students will learn about the primary features, the user experience and how to use the settings app and Cortana.*

Course 01 - What's New in Windows 10	28m
Course 02 - Navigating and Using Windows 10	36m

### Introduction to PCs Using Windows 8 Series

*This course will cover the basics of using personal computers with Windows 8. Students will get an overview of PCs and the Windows 8 interface, using modern apps and navigation, and working with desktop applications. They will also learn about using Internet Explorer 10, customizing their Windows 8 environment, and using Windows 8 security features.*

Course 01 - Getting to Know PCs and the Windows 8 User Interface	48m
Course 02 - Using Modern Apps and Navigation Features	26m
Course 03 - Working with Desktop Applications	1h 19m
Course 04 - Using Internet Explorer 10	37m
Course 05 - Customizing the Windows 8 Environment	35m
Course 06 - Using Windows 8 Security Features	25m

### Microsoft Windows 7 New Features Series

*This course is intended for students with some experience with Windows, but who may not have been exposed to Windows 7. This course details the ways that the Windows 7 environment has changed from previous versions of Windows. Topics covered include file organization and management, printers and devices, file protection and troubleshooting, and new features of Internet Explorer 8.*

Course 01 - The Windows 7 Environment	26m
Course 02 - Customizing the Environment	21m
Course 03 - Libraries, Folders, and Content	23m
Course 04 - Device Stage	18m
Course 05 - File Protection and Troubleshooting	22m
Course 06 - Internet Explorer 8	19m

### Microsoft Windows 7 Basic Series

*This course will introduce the Windows 7 environment to students with little to no experience working with the Windows operating system. Students will be introduced to topics such as the start menu, the desktop, managing files, folders, and libraries, as well as options for customizing the Windows 7 environment.*

Course 01 - The Windows 7 Environment	1h 1m
Course 02 - Files, Folders, and Libraries	33m
Course 03 - Managing Content	17m

Course 04 - Customizing the Environment	41m
Course 05 - Internet Explorer 8	41m

#### Microsoft Windows 7 Advanced Series

*This course is intended for students with some experience with Windows, preferably Windows 7. Students will learn some of the more advanced techniques for working with the Windows 7 environment. In addition to topics such as user accounts and installing devices and printers, file management and protection techniques will be addressed. Students will also learn how to use utilities such as system restore and configure networking in Windows 7.*

Course 01 - User Accounts	27m
Course 02 - Devices and Printers	20m
Course 03 - File Management and Protection	29m
Course 04 - Programs and Utilities	37m
Course 05 - Networks and Mobile Computing	50m
Course 06 – Security	48m

#### Introduction to Windows Vista for End Users Series

*In this series the instructor will discuss and demonstrate many of the new features of Windows Vista. There are a bunch of new features to learn that will make you everyday computing even easier. You'll be acquainted with Vista in no time and be able to use Microsoft's latest operating system to its fullest.*

Course 01 - Exploring the New Interface	43m
Course 02 - Programs and Documents	43m
Course 03 - Working with Pictures, Sound and Music	16m
Course 04 - Printing and Scanning	20m
Course 05 - Managing Files and Folders	34m

#### Introduction to Windows Vista for Intermediate Users Series

*In this video-based course, the instructor will discuss and demonstrate many of the new features of Windows Vista. There are a bunch of new features to learn that will make your everyday computing even easier. You'll be acquainted with Vista in no time and be able to use Microsoft's latest operating system to its fullest.*

Course 01 - Setting up your PC	42m
Course 02 – Networking	35m
Course 03 - Customizing Your PC	27m
Course 04 – Security	31m
Course 05 - Managing Vista	40m

#### Basic Computing Skills

##### Computer Fundamentals Series

*This series will cover the basics of Computer Fundamentals. Students will get an overview of operating system fundamentals and computer and network terminology. They will also learn about working with software and the OS and troubleshooting.*

Course 01 - Operating System Fundamentals	2h 54m
Course 02 - Computer and Network Terminology	49m
Course 03 - Working with Software and the OS	54m

Course 04 – Troubleshooting 37m

#### Key Applications Series

*This series will cover the basics of Key Applications. Students will get an overview of application features, working with word processing and spreadsheets. They will also learn about databases, collaboration and how to make a presentation.*

Course 01 - Application Features	1h 20m
Course 02 - Working with Word Processing	45m
Course 03 - Working with Spreadsheets	49m
Course 04 - Making a Presentation	1h 38m
Course 05 – Databases	34m
Course 06 – Collaboration	18m

#### Living Online Series

*This series will cover the basics of Living Online. Students will get an overview of communicating with the modern world via web browsers and email. They will also learn about networking terminology and protecting your information online.*

Course 01 - Web Browsers	46m
Course 02 - Networking Terminology	35m
Course 03 - E-mail	38m
Course 04 - Communicating in the Modern World	14m
Course 05 - Protecting Yourself	32m
Course 06 - Web Searching	32m

#### Introduction to Social Media for Business Series

*This course covers the basics of social media for business. Students will learn about Pinterest, Facebook and Twitter. They will also learn about Google+ advertising and networking, LinkedIn and YouTube.*

Course 01 – Pinterest	1h 52m
Course 02 – Facebook	1h 53m
Course 03 – Twitter	1h 3m
Course 04 - Google+ Advertising and Networking	57m
Course 05 – LinkedIn	1h 29m
Course 06 - YouTube Channels	1h 6m

#### Social Media Strategist Series

*This course covers the path of becoming a social media strategist. Students will learn about the rise of social media, conducting and auditing market analysis, setting goals and selecting platforms, creating the social media policy and integrating marketing strategies. They will also learn about developing effective content, popular platforms, launching successful campaigns, managing the community, customer service and measuring, analyzing and reporting.*

Course 01 - The Rise of Social Media	27m
Course 02 - Conducting Market Analysis	15m
Course 03 - Auditing Social Media	25m
Course 04 - Setting Goals and Selecting Platforms	30m
Course 05 - Creating the Social Media Policy	1 h
Course 06 - Integrating Marketing Strategies	43m
Course 07 - Developing Effective Content	47m

Course 08 - Understanding the Popular Platforms	3h 33m
Course 09 - Launching Successful Campaigns	1h 37m
Course 10 - Managing the Community	55m
Course 11 - Providing Customer Service	1h 7m
Course 12 - Measuring, Analyzing and Reporting	1h 8m
Course 13 - The Social Media Strategist Career	21m

#### Professionalism in the Office Series

*This course covers the basics of professionalism in the workplace. Students will learn about positioning yourself as a professional and enhancing your professional image. You will also learn about expanding your skills, communicating for results and building relationships and networks.*

Course 01 - Positioning Yourself as a Professional	19m
Course 02 - Enhancing Your Professional Image	16m
Course 03 - Expanding Your Skills	22m
Course 04 - Communicating for Results	41m
Course 05 - Building Relationships and Networks	29m

#### Business Etiquette and Professionalism Series

*This course covers the basics of business etiquette and professionalism in the workplace. Students will learn about the principles of professional behavior, interview etiquette and electronic etiquette. They will also learn about planning and attending business meetings and multicultural etiquette.*

Course 01 - Principles of Professional Behavior	22m
Course 02 - Interview Etiquette	26m
Course 03 - Planning and Attending Business Meetings	24m
Course 04 - Electronic Etiquette	16m
Course 05 - Multicultural Etiquette	12m

#### Communication Essentials Series

*This course covers the communication essentials in business. Students will learn about business communication, verbal and non-verbal communication and written communication. They will also learn about electronic communication, communicating with graphics and effectively working for your boss.*

Course 01 - Business Communication	12m
Course 02 - Verbal and Non-verbal Communication	27m
Course 03 - Written Communication	13m
Course 04 - Electronic Communication	19m
Course 05 - Communicating with Graphics	10m
Course 06 - Effectively Working for Your Boss	23m

#### Thinking Critically Series

*This course covers the basics of thinking critically in the workplace. Students will learn about facing new problems and establishing a specific problem. They will also learn about discovering solutions and accepting a decision.*

Course 01 - Facing New Problems	55m
Course 02 - Establishing the Problem	13m
Course 03 - Discovering the Solution	18m
Course 04 - Accepting a Decision	12m

### Time Management Skills Series

*This course covers the basics of time management skills. Students will learn about identifying goals, effective energy distribution and working with your personal style. You will also learn about building your toolbox and establishing your action plan.*

Course 01 - Identifying Goals	10m
Course 02 - Effective Energy Distribution	19m
Course 03 - Working with Your Personal Style	18m
Course 04 - Building Your Toolbox	10m
Course 05 - Establishing Your Action Plan	9m

### Customer Service Skills Series

*This course covers the basics of customer service. Students will learn about understanding customer service and focusing on the customer. They will also learn about interacting on the telephone, handling complaints and enduring stress.*

Course 01 - Understanding Customer Service	31m
Course 02 - Focusing on the Customer	7m
Course 03 - Customer Service and the Telephone	8m
Course 04 - Handling Complaints	12m
Course 05 - Enduring Stress	12m

### Managing Project Teams Series

*This series will provide you with the skills for developing a clear understanding of your organization's current and desired state, its operations and market position. Learn how to develop a mission and vision statement for your company, after gathering the information that influences your business, from operational data to assessing internal and external factors.*

Course 01 - Knowing Your Team	1h 5m
Course 02 - Managing Your Team	59m

### Strategic Planning Skills Series

*This series will provide you with the skills for developing a clear understanding of your organization's current and desired state, its operations and market position. Learn how to develop a mission and vision statement for your company, after gathering the information that influences your business, from operational data to assessing internal and external factors.*

Course 01 - Preparing for the Strategic Planning Process	34m
Course 02 - Initiating the Strategic Planning Process	38m
Course 03 - Developing the Strategic Plan	22m
Course 04 - Executing the Plan	24m

### Project Management Skills for Non-Project Managers Series

*From managers to staff members, the need to assume leadership responsibilities for projects is always needed, regardless of your job title. This series will teach you how to make a meaningful contribution by leading others through the stages of planning, executing, and completing a project.*

Course 01 - Planning the Project	1h 6m
Course 02 - Implementing the Project Plan	1h 9m



### Introduction to Legal Concepts Series

*This course covers the basics of legal concepts. Students will learn about courts, crime, controversy, law and crime, state courts, the arrest to arraignment process, trials and juries, appellate courts, and legal terminology.*

Course 01 - Legal Secretary Introduction	18m
Course 02 - Courts, Crime, and Controversy	1h
Course 03 - Law and Crime	53m
Course 04 - State Courts	23m
Course 05 - Arrest to Arraignment	33m
Course 06 - Trials and Juries	47m
Course 07 - Appellate Courts	27m
Course 08 - Legal Terminology	32m

### Legal Office Administration Series

*This course covers the details of legal office administration. Students will learn about certification for paralegals, the law office, preparing legal documents, billing, litigation and contracts. They will also learn about family law, business law, bankruptcy, and criminal law and procedure.*

Course 01 - Certification for Paralegals	10m
Course 02 - The Law Office	51m
Course 03 – Billing	42m
Course 04 - Preparing Legal Documents	31m
Course 05 – Litigation	26m
Course 06 – Contracts	25m
Course 07 – Torts	40m
Course 08 - Criminal Law and Procedure	40m
Course 09 - Family Law	23m
Course 10 - Business Law	56m
Course 11 - Real Estate	40m
Course 12 - Estate Planning and Guardianship	39m
Course 13 – Bankruptcy	18m

### Introduction to Business Accounting Series

*This course covers the basics of business accounting. Students will learn about the accounting equation, analyzing transactions, preparing a worksheet, financial statements, and the fiscal year.*

Course 01 - Professional Bookkeeper Introduction	8m
Course 02 - Introduction to Accounting and Business	20m
Course 03 - The Accounting Equation	30m
Course 04 - Analyzing Transactions	1h 21m
Course 05 - Entering Information - Posting Entries	1h 26m
Course 06 - Adjusting Process	15m
Course 07 - Adjusting Entries	31m
Course 08 - Adjustment Summary	45 1m
Course 09 - Preparing a Worksheet	5m
Course 10 - Financial Statements	23m
Course 11 - Completing the Accounting Cycle	17m
Course 12 - The Accounting Cycle Illustrated	21m

Course 13 - Fiscal Year	8m
Course 14 - Spreadsheet Exercise	43m

#### Bookkeeping and Payroll Series

*This course covers bookkeeping and payroll. Students will learn about internal controls, subsidiary ledgers, reconciliations, sales tax, budgeting, accounting for merchandising and cash, partnerships and corporations, and cash flow.*

Course 01 – Principles	1h 8m
Course 02 - Overview of Internal Controls	53m
Course 03 - Subsidiary Ledgers and Special Journals	1h
Course 04 – Reconciliations	47m
Course 05 - Correcting Entries	11m
Course 06 - Sales Tax	24m
Course 07 – Budgeting	46m
Course 08 - Accounting for Merchandising	1h 1m
Course 09 - Accounting for Cash	1h 6m
Course 10 – Payroll	2h 14m
Course 11 - Partnerships and Corporations	53m
Course 12 - Accounts Receivable and Bad Debts	1h 1m
Course 13 - Interim Profit or Loss	7m
Course 14 - Year End - Preparing to Close the Books	39m
Course 15 - Year End - Closing the Books	42m
Course 16 - Cash Flow	49m

#### Introduction to HR Concepts Series

*This course covers the basics of human resource concepts. Students will learn about attracting and retaining employees, training and development, the legal environment of HRM, contemporary motivation theory and techniques, and teamwork.*

Course 01 - Human Resources Assistant Introduction	15m
Course 02 - Attracting and Retaining Employees	42m
Course 03 - Recruiting, Selection and Orientation	2h 5m
Course 04 - Training and Development	26m
Course 05 - Performance Appraisal	34m
Course 06 - Legal Environment of HRM	39m
Course 07 - Motivating Employees	1h 4m
Course 08 - Contemporary Motivation Theory	31m
Course 09 - Motivation Techniques	54m
Course 10 - Teams and Teamwork	23m

#### Effective Human Resource Administration Series

*This course covers human resource administration. Students will learn about the fundamentals of motivation, behavior, productivity, leadership, and communication.*

Course 01 - Effective Human Resource Administration Overview	23m
Course 02 - Fundamentals of Motivation	1h 46m
Course 03 - Individual Behavior	1h 4m
Course 04 - Group Behavior	1h 30m

Course 05 - The Informal Organization	41m
Course 06 - Technology and People at Work	57m
Course 07 - Productivity and Quality Improvement	57m
Course 08 - Job Redesign and Job Enrichment	20m
Course 09 - Fundamentals of Leadership	1h 52m
Course 10 - Developing, Appraising, and Rewarding Employees	1h 46m
Course 11 - Communicating for Effectiveness	1h 19m
Course 12 - Managing Conflict and Change	53m
Course 13 – Human Relations in Global Business	36m

## Microsoft Office Training

### Office 2016: New Features Series

*This training series will introduce students to the new interfaces and features of Microsoft Office 2016 Word, Excel, PowerPoint, and Outlook. Students will learn about the new features that are shared between all products in the Office suite, as well as the new features that are product specific.*

Course 01 - Word 2016 New Features	31m
Course 02 - Excel 2016 New Features	59m
Course 03 - PowerPoint 2016 New Features	30m
Course 04 - Outlook 2016 New Features	25m

### Transition to Office 2013 from Office 2007/2010 Series

*This course provides students with the knowledge and skills get started with Microsoft Office 2013, and work with Microsoft Word, Excel, PowerPoint, Access, and Outlook 2013.*

Course 01 - Getting Started with Microsoft Office 2013	17m
Course 02 - Working with Microsoft Word 2013	50m
Course 03 - Working with Microsoft Excel 2013	44m
Course 04 - Working with Microsoft PowerPoint 2013	39m
Course 05 - Working with Microsoft Access 2013	11m
Course 06 - Working with Microsoft Outlook 2013	22m

### Microsoft Office 2013 Lync Essentials Series

*This course provides students with the knowledge and skills to setup Lync 2013, use Presence, IM and Contacts, make audio and video calls, and schedule, join and conduct Lync meetings.*

Course 01 - Setup Lync 2013	19m
Course 02 - Presence, IM and Contacts	25m
Course 03 - Make Audio and Video Calls	15m
Course 04 - Schedule, Join and Conduct Lync Meetings	28m

### Microsoft Project 2013 Basic Series

*This course provides students with the basic features and functions of Microsoft Project 2013 so that you can use it effectively and efficiently in a real-world project management environment.*

Course 01 - Starting a Project	1h 18m
Course 02 - Working with Project Calendars	27m

Course 03 - Working with Project Tasks	58m
Course 04 - Working with Project Resources	36m
Course 05 - Delivering a Project Plan	17m

#### Microsoft Project 2013 Advanced Series

*This course provides students with the knowledge and skills to manage the project environment, manage task structures, generate project views, and produce project reports*

Course 01 - Managing the Project Environment	47m
Course 02 - Managing Task Structures	1h 18m
Course 03 - Generating Project Views	1h 3m
Course 04 - Producing Project Reports	39m

#### Microsoft Office 2013 Access Basic Series

*This course provides students with the knowledge and skills create a new database, construct data tables, design forms and reports, and create queries.*

Course 01 - Getting Started with Access	1h 19m
Course 02 - Working with Table Data	36m
Course 03 - Querying a Database	47m
Course 04 - Creating Advanced Queries	35m
Course 05 - Generating Reports	30m
Course 06 - Customizing the Access Environment	7m

#### Microsoft Office 2013 Access Intermediate Series

*This course provides students with the knowledge and skills to construct relational databases, perform database maintenance, create advanced queries and reports, or integrate Access with other programs*

Course 01 - Designing a Relational Database	37m
Course 02 - Joining Tables	31m
Course 03 - Organizing a Database for Efficiency	25m
Course 04 - Sharing Data across Applications	32m
Course 05 - Advanced Reporting	51m

#### Microsoft Office 2013 Access Advanced Series

*This course provides students with knowledge and skills such as database management, advanced form design, packaging a database, encrypting a database, and preparing a database for multi-user access.*

Course 01 - Implementing Advanced Form Design	42m
Course 02 - Using Data Validation	29m
Course 03 - Using Macros to Improve User Interface Design	40m
Course 04 - Using Advanced Database Management	27m
Course 05 - Distributing and Securing a Database	32m
Course 06 - Managing Switchboards	17m

#### Microsoft Office 2013 Excel Basic Series

*This course provides students with the knowledge and skills to create spreadsheets and workbooks that can be used to store, manipulate, and share data.*

Course 01 - Getting Started with Microsoft Excel 2013	32m
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Course 02 - Performing Calculations	42m
Course 03 - Modifying a Worksheet	36m
Course 04 - Formatting a Worksheet	46m
Course 05 - Printing Workbook Contents	28m
Course 06 - Managing Large Workbooks	21m
Course 07 - Customizing the Excel Environment	28m

#### Microsoft Office 2013 Excel Intermediate Series

*This course provides students with the knowledge and skills to advance their data analysis skills and abilities through the application of advanced Excel 2013 functionality such as advanced formula creation, tables, charts, PivotTables and PivotCharts.*

Course 01 - Creating Advanced Formulas	30m
Course 02 - Analyzing Data with Logical and Lookup Functions	26m
Course 03 - Organizing Worksheet Data with Tables	1h 1m
Course 04 - Visualizing Data with Charts	50m
Course 05 - Analyzing Data with PivotTables, Slicers, and PivotCharts	40m
Course 06 - Inserting Graphics	27m
Course 07 - Enhancing Workbooks	29m

#### Microsoft Office 2013 Excel Advanced Series

*This course provides students with the knowledge and skills to automate common tasks, audit workbooks to avoid errors, share your data with other people, analyze data, and use Excel data in other applications.*

Course 01 - Automating Worksheet Functionality	42m
Course 02 - Auditing Worksheets	37m
Course 03 - Analyzing and Presenting Data	1h 2m
Course 04 - Working With Multiple Workbooks	29m
Course 05 - Exporting Excel Data	36m

#### Microsoft Office 2013 Outlook Basic Series

*This course provides students with the knowledge and skills to utilize Microsoft Outlook 2013 to manage all aspects of email communications.*

Course 01 - Getting Started With Outlook 2013	45m
Course 02 - Composing Messages	49m
Course 03 - Reading and Responding to Messages	18m
Course 04 - Managing Your Messages	15m
Course 05 - Managing Your Calendar	30m
Course 06 - Managing Your Contacts	10m
Course 07 - Working With Tasks and Notes	10m
Course 08 - Customizing the Outlook Environment	11m

#### Microsoft Office 2013 Outlook Advanced Series

*This course provides students with the knowledge and skills to utilize the advanced features provided with the Microsoft Outlook 2013 interface, such as advanced message, calendar, and contacts management.*

Course 01 - Configure Advanced Message Options	41m
Course 02 - Advanced Message Management	34m
Course 03 - Advanced Calendar Management	21m
Course 04 - Advanced Contact Management	18m
Course 05 - Managing Activities by Using Tasks and Journal Entries	21m
Course 06 - Sharing Workspaces with Others	12m
Course 07 - Managing Outlook Data Files	8m

#### Microsoft Office 2013 PowerPoint Basic Series

*This course provides students with the knowledge and skills to create and deliver engaging multimedia presentations that convey the key points of your message through the use of text, graphics, and animations.*

Course 01 - Getting Started with PowerPoint	30m
Course 02 - Developing a PowerPoint Presentation	55m
Course 03 - Performing Advanced Text Editing	42m
Course 04 - Adding Graphical Elements to Your Presentation	21m
Course 05 - Modifying Objects in Your Presentation	43m
Course 06 - Adding Tables to Your Presentation	17m
Course 07 - Adding Charts to Your Presentation	21m
Course 08 - Preparing to Deliver Your Presentation	26m

#### Microsoft Office 2013 PowerPoint Advanced Series

*This course provides students with the knowledge and skills to customize the PowerPoint 2013 application, and effectively create, collaborate on, secure, and distribute complex multimedia presentations for a variety of situations.*

Course 01 - Modifying the PowerPoint Environment	16m
Course 02 - Customizing Design Templates	22m
Course 03 - Adding SmartArt to a Presentation	13m
Course 04 - Working with Media and Animations	39m
Course 05 - Collaborating on a Presentation	29m
Course 06 - Customizing a Slide Show	29m
Course 07 - Securing and Distributing a Presentation	26m

#### Microsoft Office 2013 Word Basic Series

*This course provides students with the knowledge and skills to create and edit simple documents; format documents; add tables and lists; add design elements and layout options; and proof documents.*

Course 01 - Getting Started with Word	31m
Course 02 - Editing a Document	19m
Course 03 - Formatting Text and Paragraphs	49m
Course 04 - Adding Tables	23m
Course 05 - Managing Lists	14m
Course 06 - Inserting Graphic Objects	11m
Course 07 - Controlling Page Appearance	24m
Course 08 - Proofing a Document	19m

Course 09 - Customizing the Word Environment 20m

#### Microsoft Office 2013 Word Intermediate Series

*This course provides students with the knowledge and skills to create more complex documents that include lists, tables, charts, graphics, and newsletter layouts. You will also merge data into documents to personalize correspondence and address envelopes and labels with the data as well.*

Course 01 - Working with Tables and Charts	30m
Course 02 - Customizing Formats Using Styles and Themes	32m
Course 03 - Using Images in a Document	48m
Course 04 - Creating Custom Graphic Elements	24m
Course 05 - Inserting Content Using Quick Parts	25m
Course 06 - Controlling Text Flow	28m
Course 07 - Using Templates	15m
Course 08 - Using Mail Merge	32m
Course 09 - Using Macros	16m

#### Microsoft Office 2013 Word Advanced Series

*This course provides students with the knowledge and skills to create and work with lengthy documents, collaborate with others on documents, and create forms in Microsoft Word.*

Course 01 - Collaborating on Documents	49m
Course 02 - Adding Reference Marks and Notes	50m
Course 03 - Simplifying and Managing Long Documents	49m
Course 04 - Securing a Document	24m
Course 05 – Forms	18m

#### Microsoft Office 2010 New Features Series

*This course will introduce students to the new interfaces and features of Microsoft Office 2010 Word, Excel, PowerPoint, Outlook, and Access. Students will learn about the new features that are shared between all products in the Office suite, as well as the new features that are product specific.*

Course 01 - The Office 2010 Interface	56m
Course 02 - New Word Features	14m
Course 03 - New Excel Features	24m
Course 04 - New PowerPoint Features	33m
Course 05 - New Outlook Features	42m
Course 06 - New Access Features	17m

#### Microsoft Project 2010 Basic Series

*This course teaches the basic commands and features of Microsoft Project 2010. Students will learn how to create and modify task lists, establish a project schedule, create calendars, assign resources to tasks, track costs, and work with different views and tables. Students will also apply filters and groups, and sort task and resource data. Students will finish up the course with learning how to resolve resource conflicts.*

Course 01 - Getting Started	40m
Course 02 – Tasks	29m
Course 03 - Tasks Scheduling	30m
Course 04 - Resource Management	28m

Course 05 - Views and Tables	16m
Course 06 - Filters, Groups, and Sorting	19m
Course 07 - Finalizing the Task Plan	20m

#### Microsoft Project 2010 Advanced Series

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

Course 01 - Using Templates and Importing Data	15m
Course 02 - Managing a Project	36m
Course 03 - Analyzing and Adjusting the Plan	34m
Course 04 - Working with Reports	19m
Course 05 - Customizing Project	41m
Course 06 - Managing Multiple Projects	20m
Course 07 - Exchanging Project Information	16m

#### Microsoft Office 2010 Access Basic Series

*Series course covers the basic functions and features of Access 2010. After an introduction to database concepts and the Access environment and Help systems, students will learn how to design and create databases. Then they will work with tables, fields, and records. Sort and filter data and set field properties and data entry rules. Students will then learn to create queries, forms, and reports.*

Course 01 - Getting Started	17m
Course 02 - Databases and Tables	56m
Course 03 - Fields and Records	39m
Course 04 - Data Entry Rules	27m
Course 05 - Basic Queries	36m
Course 06 - Using Forms	29m
Course 07 - Working with Reports	28m

#### Microsoft Office 2010 Access Intermediate Series

*Series course builds on the skills and concepts taught in Access 2010: Basic. Students will learn how to normalize data, manage table relationships, and enforce referential integrity; work with Lookup fields and subdatasheets; create join queries, calculated fields, and summary values; add objects to forms and create advanced form types; print reports and labels; create and modify charts; and use PivotTables and PivotCharts.*

Course 01 - Relational Databases	39m
Course 02 - Related Tables	23m
Course 03 - Complex Queries	44m
Course 04 - Advanced Form Design	36m
Course 05 - Reports and Printing	35m
Course 06 - Charts	15m
Course 07 - PivotTables and Pivot Charts	21m



### Microsoft Office 2010 Access Advanced Series

*This ILT Series course builds on the skills and concepts taught in Access 2010: Intermediate. Students will learn how to query with SQL; create crosstab, parameter, and action queries; create macros; import, export, and link database objects; interact with XML documents; create hyperlink fields; optimize, split, and back up databases; password protect and encrypt databases; and set Access options and properties.*

Course 01 - Querying with SQL	30m
Course 02 - Advanced Queries	34m
Course 03 – Macros	14m
Course 04 - Advanced Macros	39m
Course 05 - Importing, Exporting, and Linking	54m
Course 06 - Database Management	29m

### Microsoft Office 2010 Excel Basic Series

*This course teaches the basic functions and features of Excel 2010. After an introduction to spreadsheet terminology and Excel's window components, students will learn how to use the Help system and navigate worksheets and workbooks. Then they will enter and edit text, values, formulas, and pictures, and they will save workbooks in various formats. Students will also move and copy data, learn about absolute and relative references, and work with ranges, rows, and columns. This course also covers simple functions, basic formatting techniques, and printing. Finally, students will create and modify charts, and learn how to manage large workbooks.*

Course 01 - Getting Started	18m
Course 02 - Entering and Editing Data	28m
Course 03 - Modifying a Worksheet	33m
Course 04 – Functions	30m
Course 05 – Formatting	46m
Course 06 – Printing	27m
Course 07 – Charts	16m
Course 08 - Managing Large Workbooks	34m
Course 09 - Graphics and Screenshots	19m

### Microsoft Office 2010 Excel Intermediate Series

This course builds on the skills and concepts taught in Excel 2010: Basic, First Look Edition. Students will learn how to use multiple worksheets and workbooks efficiently, and they will start working with more advanced formatting options including styles, themes, and backgrounds. They will also learn how to create outlines and subtotals, how to create and apply cell names, and how to work with tables. Students will save workbooks as Web pages, insert and edit hyperlinks, and learn to share workbooks by email. This course also covers advanced charting techniques, use of trendlines and sparklines, worksheet auditing and protection, file sharing and merging, and workbook templates.

Course 01 - Using Multiple Worksheets and Workbooks	23m
Course 02 - Advanced Formatting	49m
Course 03 - Outlining and Subtotals	20m
Course 04 - Cell and Range Names	21m
Course 05 - Lists and Tables	22m
Course 06 - Web and Internet Features	13m

Course 07 - Advanced Charting	24m
Course 08 - Documenting and Auditing	26m
Course 09 - Templates and Settings	14m
Course 10 - PivotTables and Pivot Charts	26m

### Microsoft Office 2010 Excel Advanced Series

*This course builds on the skills and concepts taught in Excel 2010: Intermediate. Students will work with advanced formulas, as well as lookup functions such as VLOOKUP, MATCH, and INDEX. In addition, students will learn about data validation and database functions such as DSUM. They will learn how to work with PivotTables and PivotCharts, how to import and export data, and how to query external databases. Finally, students will learn about the analytical features of Excel (such as Goal Seek and Solver), running and recording macros, SmartArt graphics, and conditional formatting with graphics.*

Course 01 - Advanced Functions	36m
Course 02 - Lookups and Data Tables	32m
Course 03 - Advanced List Management	28m
Course 04 - PivotTables and Pivot Charts	15m
Course 05 - Exporting and Importing	24m
Course 06 - Analytical Options	23m
Course 07 - Macros and Custom Functions	31m

### Microsoft Office 2010 Outlook Basic Series

*This ILT Series course covers the basic functions and features of Outlook 2010. After an introduction to Outlook's window components and the Help system, students will read and send e-mail messages using several techniques. Then they will learn how to manage e-mail messages and attachments, configure message options, and use search folders. Students will also learn to manage contacts and use the People Pane, work with tasks, and create appointments. Finally, they will learn to send and respond to meeting requests.*

Course 01 - Getting Started	22m
Course 02 – Email	38m
Course 03 - Email Management	32m
Course 04 - Contact Management	29m
Course 05 – Tasks	27m
Course 06 - Appointments and Events	36m
Course 07 - Meeting Requests and Responses	26m

### Microsoft Office 2010 Outlook Intermediate Series

*This ILT Series course builds on the skills and concepts taught in Outlook 2010: Basic. Students will learn how to customize Outlook and work with address books. They will search and filter mail folders, and apply and customize categories. Students will also work with personal, public, and offline folders. Finally, students will organize folders and set rules.*

Course 01 - Customizing Outlook	43m
Course 02 - Working with Contacts	20m
Course 03 - Customizing Messages	48m
Course 04 - Organizing Items	40m

Course 05 - Organizing Mail 45m

#### Microsoft Office 2010 Outlook Advanced Series

*This ILT Series course builds on the skills and concepts taught in Outlook 2010: Intermediate. Students will learn how to stay current with colleagues via the Outlook Social Connector. They will learn advanced techniques for managing and maintaining their mailboxes. Students will create and work with notes and Journal entries, share Outlook calendars and contacts, create customized e-mail templates, and use mail merge to send personalized messages to groups of contacts.*

Course 01 – Collaboration	29m
Course 02 - Mailbox Management	41m
Course 03 - The Notes and Journal Folders	30m
Course 04 - Calendars and Contacts	38m
Course 05 - Mail Merges and Templates	33m

#### Microsoft Office 2010 PowerPoint Basic Series

*This course covers the basic functions and features of PowerPoint 2010. After an introduction to PowerPoint's window components and Help system, students will learn to create, save, and rearrange presentations. Then they will format text, use drawing objects, work with graphics, and insert tables and charts. They will then learn to use templates and themes, slide masters, and transition effects. Finally, students will learn to proof, run, and print presentations.*

Course 01 - Getting Started	16m
Course 02 - New Presentations	20m
Course 03 - Formatting Slides	34m
Course 04 - Using Drawing Objects	37m
Course 05 - Working with Graphics	17m
Course 06 - Using Tables and Charts	21m
Course 07 - Modifying Presentations	36m
Course 08 - Proofing and Delivering Presentations	15m

#### Microsoft Office 2010 PowerPoint Advanced Series

*This course builds on the skills and concepts taught in PowerPoint 2010: Basic. Students will customize PowerPoint by modifying the Ribbon and changing application settings. They will also apply themes and templates, and they will work with SmartArt graphics and tables. Students will add multimedia content and interactive elements to slides, and they will learn about presentation distribution options including PDF, HTML, and online broadcasts. Finally, students will integrate PowerPoint with Word and Excel.*

Course 01 - Customizing PowerPoint	23m
Course 02 - Using Graphics and Multimedia	43m
Course 03 - Customizing SmartArt Graphics and Tables	19m
Course 04 - Action Buttons, Custom Slide Shows, and Equations	26m
Course 05 - Distributing Presentations	1h 1m
Course 06 - Integrating Microsoft Office Files	27m

#### Microsoft Office 2010 Word Basic Series

*This course covers the basic functions and features of Word 2010. After an introduction to Word's window components, students will learn how to use the Help system and navigate documents. Then they*

*will enter and edit text, create and save documents, and learn how to enhance the appearance of a document by using various formatting options. They will also create tables, insert headers and footers, proof and print documents, and insert graphics.*

Course 01 - Getting Started	25m
Course 02 - Navigation and Selection Techniques	26m
Course 03 - Editing Text	15m
Course 04 - Formatting Text	55m
Course 05 – Tables	26m
Course 06 - Page Layout	20m
Course 07 - Proofing and Printing Documents	28m
Course 08 – Graphics	18m

#### Microsoft Office 2010 Word Intermediate Series

*This course builds on the skills and concepts taught in Word 2010: Basic, First Look Edition. Students will work with styles, sections, and columns and will use the Navigation pane to work with outlines. They will format tables, print labels and envelopes, and work with graphics. They will also use document templates, manage document revisions, and work with Web features.*

Course 01 - Styles and Outlines	46m
Course 02 - Sections and Columns	21m
Course 03 - Formatting Tables	35m
Course 04 - Printing Labels and Envelopes	11m
Course 05 - Templates and Building Blocks	27m
Course 06 – Graphics	21m
Course 07 - Managing Document Revisions	23m
Course 08 - Web Features	13m

#### Microsoft Office 2010 Word Advanced Series

*This course builds on the skills and concepts taught in Word 2010: Intermediate. Students will perform mail merges, create and use forms, and create master documents that include a table of contents, a table of figures, footnotes, endnotes, an index, bookmarks, cross-references, and Web frames. They will also create macros, customize the ribbon and Quick Access toolbar, and work with XML documents.*

Course 01 - Using Mail Merge	26m
Course 02 - Objects and Backgrounds	32m
Course 03 - Using Macros	32m
Course 04 - Working with Forms	28m
Course 05 - Customizing Word	21m
Course 06 - Long Documents	53m
Course 07 - XML Features	15m

#### Microsoft Project 2007 Basic Series

*You need to gather information about the various tasks involved, resources required to accomplish the tasks, and the overall cost in order to plan a project. Microsoft® Office Project Professional 2007 acts as a tool that assists you in managing your projects. In this course, you will create and modify a project plan.*

Course 01 - Getting Started and Creating a Project Plan	31m
Course 02 - Managing and Finalizing	53m

#### Microsoft Project 2007 Advanced Series

*In Microsoft Project 2007: Level 1, you used your project management skills to create a complete project plan. Now the plans need to be updated and modified regularly to keep the project moving on track. Project Level 2 will build upon the knowledge gained, and give you the opportunity to work with a project plan once it reaches the project implementation phase.*

Course 01 - Exchanging Information and Updating a Plan	1h 10m
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Course 02 - Costs, Visualization, and Reusing Plan Information	1h 28m
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#### Microsoft Office 2007 Access Basic Series

*With its Microsoft Office Fluent user interface and interactive design capabilities that do not require deep database knowledge, Microsoft Office Access 2007 helps you track and report information with ease. Get started quickly with prebuilt applications that you can modify or adapt to changing business needs. Collect information through forms in e-mail or import data from external applications. Create and edit detailed reports that display sorted, filtered, and grouped information in a way that helps you make sense of the data for informed decision-making. Share information by moving your Office Access 2007 files to a Windows SharePoint Services Web site, where you can audit revision history, recover deleted information, set data access permissions, and back up your information at regular intervals.*

Course 01 - Getting Started	25m
Course 02 - Databases and Tables	51m
Course 03 - Fields and Records	39m
Course 04 - Data Entry Rules	29m
Course 05 - Basic Queries	36m
Course 06 - Using Forms	29m
Course 07 - Working with Reports	28m

#### Microsoft Office 2007 Access Intermediate Series

*This course follows up from our "Microsoft Access 2007 - Level 1 Training" course.*

Course 01 - Relational Databases	37m
Course 02 - Working with Related Tables	22m
Course 03 - Complex Queries	33m
Course 04 - Advanced Form Design	31m
Course 05 - Reports and Printing	35m
Course 06 – Charts	16m
Course 07 - PivotTables and Pivot Charts	24m

#### Microsoft Office 2007 Access Advanced Series

*Your training in and use of Microsoft® Office Access 2007 has provided you with a solid foundation in the basic and intermediate skills for working in Microsoft® Office Access 2007. You have worked with the various Access objects, such as tables, queries, forms, and reports. In this course, you will extend your knowledge into some of the more specialized and advanced capabilities of Access by*

*structuring existing data, writing advanced queries, working with macros, enhancing forms and reports, and maintaining a database.*

Course 01 - Querying with SQL	33m
Course 02 - Advanced Queries	32m
Course 03 – Macros	13m
Course 04 - Advanced Macros	27m
Course 05 - Importing, Exporting, and Linking	43m
Course 06 - Database Management	23m
Course 07 - Internet Integration	7m

#### Microsoft Office 2007 Excel Basic Series

*Microsoft Office Excel 2007 is a powerful tool you can use to create and format spreadsheets, and analyze and share information to make more informed decisions. With the Microsoft Office Fluent user interface, rich data visualization, and PivotTable views, professional-looking charts are easier to create and use. Office Excel 2007, combined with Excel Services, a new technology that will ship with Microsoft Office SharePoint Server 2007, provides significant improvements for sharing data with greater security. You can share sensitive business information more broadly with enhanced security with your coworkers, customers, and business partners. By sharing a spreadsheet using Office Excel 2007 and Excel Services, you can navigate, sort, filter, input parameters, and interact with PivotTable views directly on the Web browser.*

Course 01 - Getting Started	34m
Course 02 - Entering and Editing Data	34m
Course 03 - Modifying a Worksheet	30m
Course 04 - Using Functions	26m
Course 05 - Formatting Worksheets	37m
Course 06 – Printing	21m
Course 07 - Creating Charts	19m
Course 08 - Managing Large Workbooks	24m

#### Microsoft Office 2007 Excel Intermediate Series

*Microsoft Office Excel 2007 is a powerful tool you can use to create and format spreadsheets, and analyze and share information to make more informed decisions. With the new Microsoft Office Fluent user interface, rich data visualization, and PivotTable views, professional-looking charts are easier to create and use. Students will learn how to share sensitive business information more broadly with enhanced security with coworkers, customers, and business partners. This course follows up from the “Microsoft Excel 2007 - Level 1 Training” course.*

Course 01 - Using Multiple Worksheets and Workbooks	25m
Course 02 - Advanced Formatting	1h 2m
Course 03 - Outlining and Subtotals	17m
Course 04 - Cell and Range Names	17m
Course 05 - Lists and Tables	45m
Course 06 - Web and Internet Features	19m
Course 07 - Advanced Charting	22m
Course 08 - Documenting and Auditing	33m

Course 09 - Templates and Settings 23m

#### Microsoft Office 2007 Excel Advanced Series

*Your training in and use of Microsoft® Office Excel® 2007 has provided you with a solid foundation in the basic and intermediate skills for working in Excel. You have used Excel to perform tasks such as running calculations on data and sorting and filtering numeric data. In this course, you will extend your knowledge into some of the more specialized and advanced capabilities of Excel by automating some common tasks, applying advanced analysis techniques to more complex data sets, collaborating on worksheets with others, and sharing Excel data with other applications.*

Course 01 - Advanced Functions	53m
Course 02 - Lookups and Data Tables	24m
Course 03 - Advanced List Management	11m
Course 04 - PivotTables and Pivot Charts	15m
Course 05 - Exporting and Importing	34m
Course 06 - Analytical Options	38m
Course 07 - Macros and Custom Functions	21m
Course 08 - Conditional Formatting and SmartArt	21m

#### Microsoft Office 2007 Outlook Basic Series

*Outlook 2007 provides an integrated solution for managing your time and information, connecting across boundaries and remaining safe and in control. Outlook 2007 delivers innovations you can use to instantly search your communications, organize your work, and better share your information with others — all from one place. And Outlook 2007 makes it easier for you to prioritize and control your time, so you can focus on the things that matter most.*

Course 01 - Getting Started	18m
Course 02 - E-mail	36m
Course 03 - E-mail Management	38m
Course 04 - Contact Management	31m
Course 05 – Tasks	21m
Course 06 - Appointments and Events	29m
Course 07 - Meeting Requests and Responses	18m

#### Microsoft Office 2007 Outlook Intermediate Series

*This course follows up from our “Microsoft Outlook 2007 - Level 1 Training” course.*

Course 01 - Customizing Outlook	26m
Course 02 - Customizing Messages	28m
Course 03 - Organizing Items	24m
Course 04 – Folders	44m
Course 05 - Organizing Mail	39m

#### Microsoft Office 2007 Outlook Advanced Series

*This course is the third in a series of Microsoft® Office Outlook® 2007 courses. It builds on the email and calendaring skills you have already obtained and will provide you with the skills needed to personalize email, organize Outlook items, manage Outlook data files, share and link contacts, save and archive email, create forms, and work offline and remotely.*



Course 01 – Mailbox	22m
Course 02 - Notes and Journal Folders	34m
Course 03 - Calendar and Contacts	35m
Course 04 - Collaboration Features	1h
Course 05 - Templates and Forms	26m

#### Microsoft Office 2007 PowerPoint Basic Series

*Microsoft Office PowerPoint 2007 enables users to quickly create high-impact, dynamic presentations, while integrating workflow and ways to easily share information. From the Microsoft Office Fluent user interface to the new graphics and formatting capabilities, Office PowerPoint 2007 puts the control in your hands to create great-looking presentations.*

Course 01 - Getting Started	17m
Course 02 - New Presentations	19m
Course 03 - Formatting Slides	32m
Course 04 - Drawing Objects	35m
Course 05 – Graphics	26m
Course 06 - Tables and Charts	24m
Course 07 - Modifying Presentations	41m
Course 08 - Proofing and Delivering Presentations	17m

#### Microsoft Office 2007 PowerPoint Advanced Series

*This course follows up from our “Microsoft PowerPoint 2007 - Level 1 Training” course.*

Course 01 - Custom Presentation Options	31m
Course 02 - Graphic and Multimedia Content	30m
Course 03 - Customizing SmartArt Graphics and Tables	25m
Course 04 - Action Buttons and Custom Slide Shows	12m
Course 05 - Distributing a Presentation	30m
Course 06 - Integrating Microsoft Office Files	20m

#### Microsoft Office 2007 Word Basic Series

*Office Word 2007 helps information workers create professional-looking content more quickly than ever before. With a host of new tools, you can quickly construct documents from predefined parts and styles, as well as compose and publish blogs directly from within Word. Advanced integration with Microsoft Office SharePoint Server 2007 and new XML-based file formats make Office Word 2007 the ideal choice for building integrated document management solutions.*

Course 01 - Getting Started	30m
Course 02 - Navigation and Selection Techniques	20m
Course 03 - Editing Text	19m
Course 04 - Formatting Text	47m
Course 05 – Tables	23m
Course 06 - Page Layout	19m
Course 07 - Proofing and Printing Documents	37m
Course 08 – Graphics	10m



### Microsoft Office 2007 Word Intermediate Series

*Office Word 2007 helps information workers create professional-looking content more quickly than ever before. This course will show students how, with a host of new tools, they can quickly construct documents from predefined parts and styles, as well as compose and publish blogs directly from within Word. This course follows up from the "Microsoft Word 2007 - Level 1 Training" course.*

Course 01 – Styles	1h 9m
Course 02 - Sections and Columns	37m
Course 03 - Formatting Tables	53m
Course 04 - Printing Labels and Envelopes	11m
Course 05 - Templates and Building Blocks	40m
Course 06 – Graphics	35m
Course 07 - Managing Document Revisions	33m
Course 08 - Web Features	17m

### Microsoft Office 2007 Word Advanced Series

*You know to use Microsoft® Office Word 2007 to create and format typical business documents. Now, you may need to work on more complex documents. In this course, you will use Word to create, manage, revise, and distribute long documents and forms.*

Course 01 - Mail Merge	38m
Course 02 - Objects and Backgrounds	26m
Course 03 – Forms	35m
Course 04 – Macros	17m
Course 05 - Toolbar and Keyboard Customization	14m
Course 06 - Long Documents	1h 3m
Course 07 - XML Features	20m

### Microsoft Office 365 - For End Users Series

*This course provides students with the knowledge and skills to use Microsoft Office 365 email, contacts, calendar, and Office Apps.*

Course 01 - Office 365 Overview	53m
Course 02 - Email, Contacts & Calendar	43m
Course 03 - Using the Office 365 Office Apps	47m

### Microsoft Office 365 - Administration Series

*This course is an introduction to the basics of Office 365 administration.*

Course 01 - Getting Your Domain Ready	1h 1m
Course 02 - Creating and Supporting Users and Groups	50m
Course 03 - Administrating Mailboxes, Contacts, Policies and More	34m

### Microsoft Office 365 - SharePoint for End Users Series

*This course provides students with the knowledge and skills to create their first SharePoint site in Office 365.*

Course 01 - SharePoint Overview	50m
Course 02 - Creating Your First Site	24m

Course 03 - Adding Content to the Team Site | Searching for Content 35m

#### SharePoint Foundation Basics Series

*This series teaches the student how use lists, libraries, views and account information and notification settings all within the SharePoint Foundation 2010 environment. In addition to that, the student will learn how to use team communication services via discussion boards, surveys and blog posts. This series assumes you are familiar with personal computers and have experience using Windows 7.*

Course 01 – Getting Started	20m
Course 02 – Lists	1h 7m
Course 03 – Libraries	1h 20m
Course 04 – Team Communication	40m
Course 05 – Views	25m
Course 06 – Account Information and Notifications	45m

#### SharePoint Foundation Advanced Series

*This series teaches the student how to add components into SharePoint Foundation 2010, change the look and feel of the program and customize the site. In addition, the student will learn how to control the information that is being displayed, create workflows and add to site galleries. This series assumes that the student has completed SharePoint Foundation 2010: Basic or have equivalent experience.*

Course 01 – Adding Components	1h 24m
Course 02 – Changing the Look and Feel	24m
Course 03 – Customizing a Site	56m
Course 04 – Controlling Information Display	23m
Course 05 – Creating Workflows	31m
Course 06 – Adding to Site Galleries	21m