# NCSP PLUS

## Certification Training Library

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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.

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| Executive Order (EO) 13800, May 2017 | 0:01:27 |
| EO 13800 Deliverables | 0:02:17 |
| EO 13800 Workforce Development | 0:00:42 |
| NIAC Report: August, 2017 | 0:01:18 |
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| Recommended Approach to Mitigate Risks | 0:02:26 |
| **Lesson: Mitigating Cyber-Risks: Step 1 & Step 2** | 0:00:17 |
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| Cybersecurity Goal 2: Reduce Cyber Risk | 0:01:28 |
| Cybersecurity Goal 3: Best in Class Cybersecurity Capabilities | 0:02:46 |
| Cybersecurity Goal 4: Enterprise Approach to Cybersecurity | 0:01:29 |
| Cybersecurity Goal 5: Cyber Secure Enterprise | 0:00:53 |
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| **Lesson: Mitigating Cyber-Risk: Step 3** | 0:00:15 |
| Risk Management Overview | 0:01:23 |
| The Controls Zone | 0:00:50 |
| The Controls Factory | 0:01:08 |
| The Technical & Business Controls | 0:01:49 |
| **Lesson: Mitigating Cyber-Risks: Step 4 & Step 5** | 0:00:19 |
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| The 6 Steps of the RMF | 0:00:34 |
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**Chapter 03 - The NCSF Controls FactoryTM**

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| Learning Objectives | 0:01:07 |
| **Lesson: Cybersecurity Controls Model** | 0:00:11 |
| The NCSF Controls Factory - Purpose, Goals & Objectives | 0:01:12 |

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| What does Cyber Risk Look Like? | 0:01:20 |
| What does Low Cyber Risk Look Like? | 0:01:19 |
| What does High Cyber Risk Look Like? | 0:01:09 |
| What does Known Cyber Risk Look Like? | 0:03:23 |
| What do Security Controls Look Like? | 0:01:59 |
| What do Strong Security Controls Look Like? | 0:00:28 |
| What do Weak Security Controls Look Like? | 0:00:40 |
| What do Known Security Controls Look Like? | 0:00:38 |
| What are Technical Controls? | 0:01:17 |
| What are Business Controls? | 0:03:25 |
| The NCSF Controls Factory (CFM) | 0:01:03 |
| **Lesson: The Engineering Center** | 0:00:16 |
| The Engineering Center: Purpose, Goals & Objectives | 0:02:28 |
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| Engineering Center: Cyber Threats & Vulnerabilities | 0:01:01 |
| Know What You Have | 0:00:43 |
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| The NCSF Controls Factory: Technology Center | 0:00:42 |
| Technology Center: Designing Security Controls | 0:00:47 |
| Technology Center: Implementing Security Controls | 0:01:16 |
| Technology Center: Operating Security Controls | 0:02:03 |
| Technology Center: Testing Security Controls | 0:01:33 |
| **Lesson: The Business Center** | 0:00:11 |
| The Business Center: Purpose, Goals & Objectives | 0:01:09 |
| The NCSF Controls Factory: Business Center | 0:00:27 |
| Business Center: Designing Security Controls | 0:01:20 |
| Business Center: Implementing Security Controls | 0:00:58 |
| Business Center: Operating Security Controls | 0:02:07 |
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**Chapter 04 - Cyber Threats & Vulnerabilities**

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| Learning Objectives | 0:01:31 |
| **Lesson: Cyber Attack Model** | 0:00:09 |
| Cyber Attack Model - Purpose, Goals & Objectives | 0:01:39 |
| The NCSF Controls Factory | 0:00:08 |
| Modeling Cyber Attacks | 0:00:39 |
| Lockheed Martin Cyber Kill Chain (CKC) Framework | 0:01:32 |
| CKC-01: Reconnaissance | 0:01:59 |
| CKC-02: Weaponization | 0:02:51 |
| CKC-03: Delivery | 0:02:55 |
| CKC-04: Exploitation | 0:02:30 |
| CKC-05: Installation | 0:02:25 |
| CKC-06: Command and Control (C2) | 0:01:55 |
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| **Lesson: The Cyber Threat Landscape** | 0:00:12 |
| Understand Cyber Threats | 0:01:46 |
| The Top Cyber Threats | 0:01:07 |
| THR-01: Malware Attack Diagram | 0:04:05 |
| THR-01: Malware Attack Description | 0:02:18 |
| THR-02: Web Based Attack Diagram | 0:00:35 |
| THR-02: Web Based Attack Description | 0:01:41 |
| THR-03: Web Application Attack Diagram | 0:01:46 |
| THR-03: Web Application Attack Description | 0:01:34 |
| **Lesson: Vulnerabilities & Control Deficiencies** | 0:00:12 |
| Understand Vulnerabilities & Control Deficiencies | 0:01:09 |
| The Vulnerability Management Lifecycle | 0:01:40 |
| The Technical Vulnerabilities / Control Deficiencies | 0:01:05 |
| CSC-01: Inventory of Authorized and Unauthorized Devices | 0:01:07 |
| CSC-03: Secure Configuration of Systems, Workstations, Mobile Devices | 0:00:55 |
| CSC-05: Control of Administrative Privileges | 0:01:16 |
| CSC-12: Boundary Defenses | 0:01:26 |
| CSC-18: Application Software Security | 0:00:49 |
| The Business Vulnerabilities / Control Deficiencies | 0:00:54 |
| ISO-A.6: Organization of Information Security | 0:00:34 |
| ISO-A.7: Human Resources Security | 0:00:56 |
| ISO-A.15: Supplier Relationships | 0:01:00 |
| ISO-A.18: Compliance | 0:00:46 |
| **Summary: Threats & Vulnerabilities** | 0:00:09 |
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**Chapter 05 - Digital Assets, Identities & Business Impact**

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| **Digital Assets, Identities & Business Impact** | 0:00:09 |
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| Learning Objectives | 0:00:43 |
| **Lesson: Securing our Digital Assets** | 0:00:10 |
| Securing our Digital Assets - Prupose, Goals & Objectives | 0:01:31 |
| The NCSF Controls Factory | 0:00:18 |
| Modeling Attacks | 0:00:26 |
| **Lesson: Asset Management** | 0:00:12 |
| Asset Management - Purpose, Goals & Objectives | 0:00:51 |
| Asset Management (ID.AM) | 0:01:30 |
| Asset Management: The Technical Families | 0:00:11 |
| Asset Management: The Business Families | 0:02:05 |
| **Lesson: Business Applications** | 0:00:19 |
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| Application Architecture Diagram | 0:02:52 |
| Application Security Diagram | 0:02:42 |
| Data Flow Diagram | 0:01:01 |
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| Business User & Access Diagram | 0:02:10 |
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| **Lesson: Security Practices** | 0:00:15 |
| Network Segmentation Diagram | 0:01:55 |
| Security Technology Diagram | 0:01:00 |
| Security Practices for Endpoint & Network | 0:00:49 |
| Security Practices for Applications & Information | 0:00:22 |
| Security Practices for Systems & Databases | 0:00:34 |
| **Lesson: Business Environment** | 0:00:08 |
| Business Environment - Purpose, Goals and Objectives | 0:02:35 |
| Business Environment Categories | 0:01:58 |
| 16 Critical Infrastructure Sectors | 0:00:25 |
| Communications Sector Plan | 0:01:01 |
| Financial Services Sector Plan | 0:00:55 |
| Healthcare & Public Health (HPH) Sector Plan | 0:01:03 |
| **Lesson: Governance & Risk Assessment** | 0:00:15 |
| What is IT Governance? | 0:01:05 |
| What is an IT Risk Assessment? | 0:01:11 |
| **Lesson: Risk Management & Supply Chain** | 0:00:09 |
| Risk Management Strategy Categories | 0:00:47 |
| AICPA Cyber Risk Management | 0:00:33 |
| Management Responsibilities | 0:00:40 |
| Supply Chain Risk Management Categories | 0:01:33 |
| **Summary: Digital Assets, Identities & Business Impact** | 0:00:12 |
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**Chapter 06 - NIST Cybersecurity Framework Design & Build**

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| **NIST Cybersecurity Framework Design & Build** | 0:00:09 |
| | 0:00:16 |
| | 0:01:03 |
| Learning Objectives | 0:00:16 |
| The Framework Components | 0:01:00 |
| **Lesson: NIST CSF Core Functions Mapping** | 0:00:11 |
| Asset Management | 0:00:51 |
| Business Environment | 0:00:30 |
| Governance | 0:00:33 |
| Risk Assessment | 0:00:41 |
| Risk Management Strategy | 0:00:34 |
| Supply Chain | 0:00:44 |
| Access Control | 0:00:55 |
| Awareness and Training | 0:00:51 |
| Data Security | 0:00:50 |
| Information Protection Procedures (part 1) | 0:00:44 |
| Information Protection Procedures (part 2) | 0:00:29 |
| Maintenance | 0:00:17 |
| Protective Technology | 0:00:36 |
| Anomalies & Events | 0:00:31 |
| Security Continuous Monitoring | 0:00:55 |
| Detection Processes | 0:00:32 |
| Response Planning | 0:00:25 |
| Communications | 0:00:29 |
| Analysis | 0:00:23 |
| Mitigation | 0:00:17 |
| Improvements | 0:00:17 |
| Recovery Planning | 0:00:15 |
| Improvements (cont.) | 0:00:13 |
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**Chapter 07 - Technology Program Design & Build**

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| **Technology Program Design & Build** | 0:00:09 |
| | 0:00:16 |
| | 0:00:54 |
| Learning Objectives | 0:00:35 |
| **Lesson: The Technology Program** | 0:00:20 |
| Technology Program - Purpose, Goals & Objective | 0:01:01 |

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| The NCSF Controls Factory | 0:00:37 |
| The CIS 20 Critical Security Controls (CSC) | 0:03:55 |
| Critical Security Controls Mapping | 0:02:04 |
| **Lesson: Critical Security Controls 1-5** | 0:00:27 |
| Controls 1 to 5 - Overview | 0:01:37 |
| CSC-01: Inventory of Authorized & Unauthorized Devices | 0:01:02 |
| CSC-02: Inventory of Authorized and Unauthorized Software | 0:01:33 |
| CSC-03: Secure Configurations for Laptops, Workstations & Servers | 0:03:22 |
| CSC-04: Continuous Vulnerability Assessment & Remediation | 0:04:02 |
| CSC-05: Controlled Use of Administrative Privileges | 0:03:26 |
| **Lesson: Critical Security Controls 6-10** | 0:00:25 |
| Controls 6 to 10 - Overview | 0:01:33 |
| CSC-06: Maintenance, Monitoring, & Analysis of Audit Logs | 0:03:24 |
| CSC-07: Email and Web Browser Security | 0:02:26 |
| CSC-08: Malware Defenses | 0:02:11 |
| CSC-09: Limitation & Control of Ports, Protocols, Services | 0:02:08 |
| CSC-10: Data Recovery Capability | 0:01:44 |
| **Lesson: Critical Security Controls 11-15** | 0:00:23 |
| Controls 11 to 15 - Overview | 0:00:45 |
| CSC-11: Secure Configurations for Firewalls, Routers & Switches | 0:01:17 |
| CSC-12: Boundary Defenses | 0:02:15 |
| CSC-13: Data Protection | 0:03:30 |
| CSC-14: Controlled Access Based on Need to Know | 0:02:12 |
| CSC-15: Wireless Access Control | 0:02:12 |
| **Lesson: Critical Security Controls 16-20** | 0:00:25 |
| Controls 16 to 20 - Overview | 0:00:51 |
| CSC-16: Account Monitoring & Control | 0:02:36 |
| CSC-17: Security Skills Assessment & Training to Fill Gaps | 0:02:24 |
| CSC-18: Application Software Security | 0:02:17 |
| CSC-19: Incident Response and Management | 0:01:26 |
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| **Summary: Technology Program Design & Build** | 0:00:18 |
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**Chapter 08 - Security Operations Center (SOC)**

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| **Security Operations Center** | 0:00:09 |
| | 0:00:13 |
| | 0:01:26 |
| Learning Objectives | 0:01:24 |
| The NCSF Controls Factory - Cybersecurity Operations | 0:00:48 |
| **Lesson: Security Operations Overview** | 0:00:16 |
| Security Operations - Purpose, Goals & Objectives | 0:00:58 |

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| Are We Secure? | 0:00:37 |
| Information Security Continuous Monitoring (ISCM) | 0:01:12 |
| What Does ISCM Look Like? | 0:02:03 |
| ISCM Operations | 0:00:50 |
| ISCM Program Steps | 0:01:30 |
| ISCM Technical Solutions | 0:01:00 |
| SIEM Capabilities | 0:02:16 |
| SIEM Inputs and Outputs | 0:01:35 |
| Integrating a SIEM into a SOC | 0:02:03 |
| SOC Operations | 0:01:00 |
| Security Events, Attacks, Incidents | 0:01:31 |
| SOC Building Blocks | 0:00:46 |
| **Lesson: SOC Technology** | 0:00:11 |
| SOC Technology - Purpose, Goals & Objectives | 0:01:59 |
| SOC Technology: Monitoring Security Devices | 0:01:13 |
| SOC Technology: Monitoring Servers & Mainframes | 0:00:49 |
| SOC Technology: Monitoring Networks & Virtual Activity | 0:00:32 |
| SOC Technology: Monitoring Data Activity | 0:00:26 |
| SOC Technology: Monitoring Application Activity | 0:00:15 |
| SOC Technology: Monitoring Configuration Information | 0:00:19 |
| SOC Technology: Monitoring Vulnerabilities and Threats | 0:00:19 |
| SOC Technology: Monitoring User Activity | 0:00:13 |
| SOC Functions: Before, During and After an Attack | 0:03:21 |
| Summary of SOC Capabilities | 0:00:53 |
| **Lesson: SOC People** | 0:00:10 |
| SOC People - Purpose, Goals & Objectives | 0:01:31 |
| SOC Levels | 0:01:44 |
| SOC Duties, Knowledge | 0:02:18 |
| Sample SOC Analyst Skills | 0:00:39 |
| **Lesson: SOC Process / Procedures** | 0:00:17 |
| SOC Processes - Purpose, Goals & Objectives | 0:01:37 |
| Cyber Threat Hunting Process | 0:01:05 |
| Threat Hunting Maturity Model (HMM) | 0:01:30 |
| NIST 800-61 Incident Response Lifecycle | 0:00:22 |
| Incident Management - Step 1 | 0:00:21 |
| Incident Management - Step 2 | 0:00:36 |
| Incident Management - Step 3a | 0:00:25 |
| Incident Management - Step 3b | 0:00:47 |
| Incident Management - Step 4 | 0:00:44 |
| **Lesson: SOC Services** | 0:00:17 |
| SOC Services - Purpose, Goals & Objectives | 0:01:54 |
| Managed Security Services | 0:00:15 |
| Security Consulting & Testing Services | 0:01:45 |

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| Managed Network Security Services | 0:01:47 |
| Managed Monitoring and Operations Services | 0:01:15 |
| Incident Response (IR) and Forensics Services | 0:00:47 |
| **Lesson: SOC Options** | 0:00:10 |
| SOC Alternatives | 0:00:13 |
| Central Log Management | 0:01:22 |
| Do It Yourself SIEM | 0:01:22 |
| Managed Security Service Providers (MSSPs) | 0:01:29 |
| Co-Managed SIEM | 0:01:40 |
| SOC Decision Considerations | 0:01:47 |
| **Summary: Security Operations Center (SOC)** | 0:00:13 |
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**Chapter 09 - Technology Program Test & Assurance**

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| | 0:00:26 |
| | 0:02:12 |
| Learning Objectives | 0:01:37 |
| **Lesson: PCI-DSS Overview & Mapping** | 0:00:14 |
| PCI-DSS Purpose, Goals & Objectives | 0:01:24 |
| The NCSF Controls Factory - Testing & Assurance | 0:00:47 |
| PCI-DSS High Level Overview | 0:01:31 |
| NIST Cybersecurity Framework Mapping | 0:00:58 |
| **Lesson: Build & Maintain a Secure Network & Systems** | 0:00:13 |
| Goal 1: Build and Maintain a Secure Network & Systems | 0:01:22 |
| Requirement 1: Install and Maintain a Firewall | 0:01:11 |
| Requirement 2: Do not use Vendor Default Passwords | 0:01:21 |
| **Lesson: Protect Cardholder Data** | 0:00:10 |
| Goal 2: Protect Cardholder Data | 0:00:54 |
| Requirement 3: Protect Data at Rest | 0:01:26 |
| Requirement 4: Protect Data in Transit | 0:01:11 |
| **Lesson: Maintain a Vulnerability Management Program** | 0:00:11 |
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| Requirement 5: Use Anti-virus Software and Programs | 0:00:47 |
| Requirement 6: Maintain Secure Systems and Applications | 0:01:39 |
| **Lesson: Implement Strong Access Control Measures** | 0:00:15 |
| Goal 4: Implement Strong Access Control Measures | 0:02:04 |
| Requirement 7: Control Access based on the Need to Know | 0:01:04 |
| Requirement 8: Assign Unique ID for Authentication | 0:00:52 |
| Requirement 9: Restrict Physical Access | 0:00:53 |
| **Lesson: Regularly Monitor & Test Networks** | 0:00:14 |
| Goal 5: Regularly Monitor and Test Networks | 0:00:25 |

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| Requirement 10: Track and Monitor Resources and Data | 0:01:50 |
| Requirement 11: Regularly Test Systems and Processes | 0:01:24 |
| **Lesson: Maintain an Information Security Policy** | 0:00:09 |
| Goal 6: Maintain an Information Security Policy | 0:00:42 |
| Requirement 12: Document & Communicate Security Policy | 0:01:17 |
| **Summary: Technology Program Test & Assurance** | 0:00:12 |
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**Chapter 10 - Business Program Design & Build**

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| **Business Center Design & Build** | 0:00:09 |
| | 0:00:18 |
| | 0:02:26 |
| Learning Objectives | 0:01:08 |
| **Lesson: Controls Factory - The Business Center** | 0:00:23 |
| The Controls Factory Model - Business Center | 0:00:57 |
| NIST Cybersecurity Framework Mapping | 0:01:20 |
| Business Program - Purpose, Goals & Objectives | 0:01:38 |
| ISMS Structure: Plan, Do, Study, Act | 0:01:17 |
| Building an ISMS | 0:01:04 |
| ISMS Justification & Critical Success Factors | 0:01:43 |
| **Lesson: ISO 27002 Clause 5 to 7** | 0:00:13 |
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| ISO-A5: Mapping to CSF | 0:00:29 |
| Clause 6 - Organization of Information Security | 0:00:58 |
| ISO-A6: Mapping to CSF | 0:00:32 |
| Clause 7 - Human Resources Security | 0:01:51 |
| ISO-A7: Mapping to CSF | 0:00:17 |
| **Lesson: ISO 27002 Clause 8 to 9** | 0:00:08 |
| Clause 8 - Asset Management | 0:01:30 |
| ISO-A8: Mapping to CSF | 0:00:59 |
| Clause 9 - Access Control | 0:01:05 |
| ISO-A9: Mapping to CSF | 0:00:44 |
| **Lesson: ISO 27002 Clause 10 to 11** | 0:00:10 |
| Clause 10 - Cryptography | 0:00:35 |
| ISO-A10: Mapping to CSF | 0:00:18 |
| Clause 11 - Physical and Environmental Security | 0:00:40 |
| ISO-A11: Mapping to CSF | 0:00:47 |
| **Lesson: ISO 27002 Clause 12 to 14** | 0:00:14 |
| Clause 12 - Operations Security | 0:01:08 |
| ISO-A12: Mapping to CSF | 0:00:23 |
| Clause 13 - Communications Security | 0:01:05 |
| ISO-A13: Mapping to CSF | 0:00:24 |

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| Clause 14 - System Acquisition, Development & Maintenance | 0:01:14 |
| ISO-A14: Mapping to CSF | 0:00:40 |
| **Lesson: ISO 27002 Clause 15 to 18** | 0:00:16 |
| Clause 15 - Supplier Relationships | 0:01:15 |
| ISO-A15: Mapping to CSF | 0:00:32 |
| Clause 16 - Information Security Incident Management | 0:01:00 |
| ISO-A16: Mapping to CSF | 0:00:18 |
| Clause 17 - Business Continuity Management | 0:00:58 |
| ISO-A17: Mapping to CSF | 0:00:14 |
| Clause 18 - Compliance | 0:01:36 |
| ISO-A18: Mapping to CSF | 0:00:15 |
| **Summary: Business Center Design & Build** | 0:00:19 |
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**Chapter 11 - Cyber Workforce Skills Development**

| | |
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| **Cybersecurity Workforce Demands** | 0:00:09 |
| | 0:00:24 |
| | 0:02:18 |
| Learning Objectives | 0:01:07 |
| **Lesson: The NCSF Controls Factory Cyber Workforce Development** | 0:00:12 |
| The NCSF Controls Factory - Cyber Workforce Development | 0:00:30 |
| The NICE Cybersecurity Workforce Framework (NCWF) | 0:02:02 |
| NCWF Workforce Categories | 0:02:06 |
| Cybersecurity Career Pathway | 0:02:07 |
| Mapping Cybersecurity Careers to NICE Specialties | 0:01:07 |
| DHS Cybersecurity Workforce Development Toolkit | 0:01:20 |
| **Lesson: The Workforce Framework** | 0:00:13 |
| NCWF - Purpose, Goal & Objectives | 0:01:08 |
| NCWF Building Blocks | 0:00:53 |
| NCWF Organization of Work | 0:02:01 |
| NCWF Components | 0:00:55 |
| **Lesson: NCWF: Securely Provision** | 0:00:18 |
| NCWF: Securely Provision | 0:00:38 |
| NCWF: Securely Provision Specialty Areas | 0:01:21 |
| NCWF: Securely Provision Work Role (Example) | 0:01:19 |
| NCWF: Securely Provision Workforce Categroy Mapping | 0:00:24 |
| **Lesson: NCWF: Operate & Maintain** | 0:00:16 |
| NCWF: Operate & Maintain | 0:00:31 |
| NCWF: Operate & Maintain Specialty Areas | 0:00:56 |
| NCWF: Operate & Maintain Work Role (Example) | 0:01:04 |
| NCWF: Operate & Maintain Workforce Category Mapping | 0:00:24 |
| **Lesson: NCWF: Oversee & Govern** | 0:00:17 |

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| NCWF: Oversee & Govern | 0:00:38 |
| NCWF: Oversee & Govern Specialty Areas | 0:01:02 |
| NCWF: Operate & Maintain Work Role (Example) | 0:00:57 |
| NCWF: Oversee & Govern Workforce Category Mapping | 0:00:38 |
| **Lesson: NCWF: Protect & Defend** | 0:00:15 |
| NCWF: Protect & Defend | 0:00:28 |
| NCWF: Protect & Defend Specialty Areas | 0:00:56 |
| NCWF: Protect & Defend Work Role (Example) | 0:00:53 |
| NCWF: Protect & Defend Workforce Category Mapping | 0:00:22 |
| **Lesson: NCWF: Analyze** | 0:00:12 |
| NCWF: Analyze | 0:00:30 |
| NCWF: Analyze Specialty Area | 0:00:46 |
| NCWF: Analyze Work Role (Example) | 0:00:51 |
| NCWF: Analyze Workforce Category Mapping | 0:00:24 |
| **Lesson: NCWF: Collect & Operate** | 0:00:11 |
| NCWF: Collect & Operate | 0:00:27 |
| NCWF: Collect & Operate Specialty Areas | 0:00:35 |
| NCWF: Collect & Operate Work Role (Example) | 0:00:42 |
| NCWF: Collect & Operate Workforce Category Mapping | 0:00:22 |
| **Lesson: NCWF: Investigate** | 0:00:09 |
| NCWF: Investigate | 0:00:19 |
| NCWF: Investigate Specialty Areas | 0:00:34 |
| NCWF: Investigate Work Role (Example) | 0:00:55 |
| NCWF: Investigate Workforce Category Mapping | 0:00:24 |
| **Summary: Cyber Workforce Skills Development** | 0:00:20 |
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**Chapter 12 - Cyber Risk Program Design & Build**

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| **Cyber Risk Program Introduction** | 0:00:09 |
| | 0:00:17 |
| | 0:01:54 |
| Learning Objectives | 0:01:24 |
| **Lesson: NCSF Controls Factory - Cyber Risk Program Design & Build** | 0:00:10 |
| The NCSF Controls Factory - Cyber Risk Program | 0:00:32 |
| AICPA Description Criteria - Purpose, Goals & Objectives | 0:01:19 |
| AICPA Cybersecurity Risk Management Program | 0:01:40 |
| AICPA Cybersecurity Attestation Project | 0:00:57 |
| Description Criteria: DC-01 to DC-06 | 0:03:51 |
| Description Criteria: DC-07 to DC-12 | 0:02:20 |
| Description Criteria: DC-13 to DC-16 | 0:01:55 |
| Description Criteria: DC-17 to DC-19 | 0:01:28 |
| **Lesson: AICPA Description Criteria 1 to 10** | 0:00:50 |

| | |
|---|---|
| DC-01: Nature of Business and Operations | 0:00:27 |
| Mapping Nature of Business and Operations | 0:00:38 |
| DC-02: Information at Risk | 0:00:57 |
| Mapping Information at Risk | 0:00:15 |
| DC-03: Cybersecurity Risk Management Program Objectives | 0:00:37 |
| DC-04: Developing and Maintaining Cybersecurity Objectives | 0:00:30 |
| Mapping Cyber Program Objectives & Processes to Maintain Objectives | 0:00:33 |
| DC-05: Factors that Impact Inherent Cyber Risks | 0:00:47 |
| DC-06: Security Incidents during Last 12 Months | 0:00:29 |
| Mapping Technology Connections & Security Incidents | 0:00:18 |
| DC-07: Establishing Integrity and Ethical Values | 0:00:31 |
| DC-08: Board Oversight of Cyber Risk Management Program | 0:00:31 |
| DC-09: Accountability and Reporting Lines | 0:00:31 |
| DC-10: Personnel Hire, Develop, Retain Procedures | 0:00:44 |
| Mapping Personnel Values, Oversight, Accountability & Employee Development | 0:00:26 |
| **Lesson: AICPA Description Criteria 11 to 19** | 0:00:48 |
| DC-11: Cybersecurity Risk Assessment Process | 0:00:44 |
| DC-12: Vendor and Business Partner Risks | 0:00:48 |
| Mapping Internal Risks, Vendor Risks & Business Partner Risks | 0:00:28 |
| DC-13: Internally Communicating Cybersecurity Information | 0:00:29 |
| DC-14: Externally Communicating Cybersecurity Information | 0:00:39 |
| Mapping Internal & External Communications | 0:00:21 |
| DC-15: Periodic Evaluation of Key Control Activities | 0:00:47 |
| DC-16: Communicating Threats and Vulnerabilities | 0:00:30 |
| Mapping Evaluating Controls & Communicating Threats & Vulnerabilities | 0:00:22 |
| DC-17: Developing a Response to Assessed Risks | 0:00:41 |
| DC-18: IT Infrastructure and Network Architecture | 0:00:24 |
| DC-19: Key Security Policies and Processes | 0:00:36 |
| Mapping Risk Response, Infrastructure, Security Policies & Procedures | 0:00:27 |
| **Summary: Cyber Risk Program Design & Build** | 0:00:15 |
| | 0:02:28 |
| | **0:37:47** |

**Chapter 13 - Cybersecurity Program Assessment**

| | |
|---|---|
| **Cybersecurity Program Details** | 0:00:09 |
| | 0:00:12 |
| | 0:02:27 |
| Learning Objectives | 0:00:54 |
| **Lesson: Cybersecurity Program Approach** | 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 |
| **Lesson: Conducting a Risk Assessment** | 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 Privilages Assessment Approach | 0:01:48 |
| CSC-05: Administrative Privilages 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 |
| **Lesson: Cybersecurity Program Summary Design** | 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 |
| **Summary: Cybersecurity Program Assessment** | 0:00:11 |
| | 0:00:54 |
| | **1:01:53** |

**Chapter 14 - Cyber Risk Program Assessment**

| | |
|---|---|
| **The Cyber Risk Program Assessment** | 0:00:09 |
| | 0:00:12 |
| | 0:01:59 |
| Learning Objectives | 0:00:52 |
| **Lesson: The Risk Management Framework (RMF)** | 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 |
| **Lesson: The AICPA Cyber Risk Categories** | 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 |
| **Lesson: FTC Compliance with the Framework** | 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 |
| **Summary: The Cyber Risk Program Assessment** | 0:00:14 |
| | 0:00:45 |
| Course Closure | 0:00:09 |
| | 0:00:48 |
| | **0:32:07** |

## 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 |

### 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® V4 Foundation Bridge Series

***This course is designed for candidates that are already ITIL V3 Foundation certified and want to bridge to ITIL V4 Foundation.*** *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 – ITIL 2011 to ITIL4 | 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 |
| 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.*

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|---|---|
| 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 |

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|---|---|
| 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.*

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|---|---|
| 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 |

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|---|---|
| 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 |

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|---|---|
| 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 |

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|---|---|
| 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

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|---|---|
| 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.

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|---|---|
| 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.

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|---|---|
| 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.

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|---|---|
| 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 |

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| 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.

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|---|---|
| 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 |

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|---|---|
| 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 |

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|---|---|
| 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.*

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|---|---|
| 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 |

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|---|---|
| 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 |
| 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)® 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® 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)® 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)® 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® 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)® 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)® 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

## HaDoop 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 |
| 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 |
| Course 02 - Costs, Visualization, and Reusing Plan Information | 1h 28m |

### 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 |