



COMPUTER  
TRAINING  
SOURCE

## COMPLETE LIST OF CLASSES



## Business & Professional Development

### **Accounting and Finance**

- Budgeting Workshop for Nonfinancial Executives
- Business Finance
- Financial Management: Advanced
- Financial Management: Basic

### **Business Skills**

- Building Relationships for Success in Sales
- Business Analysis Skills
- Business Succession Planning: Developing and Maintaining a Succession Plan
- Celebrating Diversity in the Workplace
- Communicating Across Cultures
- Communication Skills for Leaders
- Cross-Cultural Business Communication
- Crucial Negotiation Skills
- Dynamite Sales Presentations
- Effective Presentations
- Grant Writing
- Leadership Development Program
- Motivating Your Employees
- Organizational Behavior
- Performance Management
- Persuasive Proposal Writing
- Practical Leadership
- Proposal/Bid Management Process
- Say Goodbye to Unclear Objectives
- Strategic Process Improvement
- The ABC's of Supervising Others
- The Truth about Leadership

### **Executive Leadership**

- Developing Meaningful Performance Measures for Balanced Scorecards
- Performance Management for Government
- Strategic Decision Making

### **Human Resources Management**

- Anger Management - Understanding Anger - Yours and others
- Business Ethics for the Office
- Change Management - Dealing with Change
- Conducting Effective Performance Reviews
- Conflict Resolution: Dealing with Difficult People
- Employee Dispute Resolution: Mediation Through Peer Review
- Hiring Smart: Behavioral & Performance-based Techniques
- Orientation Handbook: Getting Employees off to a Good Start

- Preventing Workplace Harassment
- Stress Management Training
- Teamwork: Building Better Teams
- Information Technology Management**
- Advanced Risk Management for IT Project Managers
- Management Essentials for New IT Managers
- Management and Supervision**
- Developing High Performance Teams
- From Manager to Coach
- Motivating Your Team
- Negotiating for Results
- Stepping up to Management
- The Art of Delegation
- Operations and Quality Management**
- Business Process Mapping & Modeling
- Quality Management Essential Concepts
- The Nuts & Bolts of Inventory Management
- Professional Effectiveness**
- Advanced Writing Skills
- Building Self Esteem and Assertiveness Skills
- Business Etiquette: Gaining That Extra Edge
- Business Writing that Works
- Career Development
- Communication Strategies
- Email Etiquette
- Meeting Management: The Art of Making Meetings Work
- Outlook 2010: Email Etiquette - Webinar
- Presentation Survival School
- Public Speaking: Speaking Under Pressure
- Skills for the Administrative Assistant
- The Minute-Taker's Workshop
- Time Management: Get Organized for Peak Performance
- Writing Reports and Proposals
- Sales and Customer Service**
- Advanced CRM Concepts
- Coaching & Mentoring for Sales Managers
- Critical Elements of Customer Service
- Overcoming Objections to Nail the Sale
- Prospecting for Leads like a Pro
- Selling Smarter
- Telemarketing: Using the Telephone as a Sales Tool

## Database & Crystal Reports

- Business Objects
- Crystal Reports 2008
- Crystal Reports 2008 Designer 1 Workshop
- Crystal Reports 2008 Designer 2 Workshop
- Crystal Reports 2008 Designer 3 Workshop

### **FileMaker**

- FileMaker Pro 8
- FileMaker Pro 8.0 for Win (Fun)
- FileMaker Pro 8.0 for Win (Int)

### **Intuit**

- QuickBooks
- QuickBooks 2009: Level 1

### **Microsoft Office**

- Access 2007
- Access 2007 101: Intro to Databases
- Access 2007 102: Intermediate Topics
- Access 2007 104: Macros & Advanced Topics
- Access 2007 105: Application Development & VBA
- Access 2007: Relational DB Design - Webinar
- Access 2010
- Access 2010 101: Introduction to Databases
- Access 2010 102: Intermediate Topics
- Access 2010 103: Relational DB Design
- Access 2010 104: Macros & Advanced Topics
- Migrating to Access 2010

### **Programming**

- SQL
- SQL Scripting 101: Query Fundamentals
- SQL Scripting 102: Intermediate Queries
- Graphic Design & Publishing

## Adobe

### **Illustrator CS4**

- Illustrator CS4: Level 1
- Illustrator CS4: Level 2
- Illustrator CS5
- Illustrator CS5: Level 1
- Illustrator CS5: Level 2
- Illustrator CS5: Level 2

### **InDesign CS4**

- InDesign CS4: Level 1

- InDesign CS4: Level 2
  - InDesign CS5
  - InDesign CS5: Level 1
  - InDesign CS5: Level 2
- Photoshop CS4**
- Photoshop CS4: Level 1
  - Photoshop CS4: Level 2
  - Photoshop CS5
  - Photoshop CS5: Level 1
  - Photoshop CS5: Level 2
- Acrobat 9**
- Acrobat 9.0 Pro: Level 1
  - Acrobat 9.0 Pro: Level 2

## Microsoft Office

### **Publisher 2010**

- Publisher 2010: Advanced
- Publisher 2010: Basic

### **Visio 2007**

- Visio 2007 Professional: Basic
- Visio 2007 Professional: Int-Adv
- Visio 2010
- Visio Professional 2010: Level 1
- Visio Professional 2010: Level 2

### **Excel 2007**

- Excel 2007 101: All About Worksheets
- Excel 2007 102: Formulas, Functions & More
- Excel 2007 103: Databases, Pivot & Data Tables
- Excel 2007 104: Macros & Analytical Tools
- Excel 2007 105: Visual Basic Programming
- Excel 2007 108: Macros - Webinar
- Excel 2007 109: Pivot Tables - Webinar
- Excel 2007 Refresher
- Excel 2007: Formulas and Functions Webinar
- Excel 2007: Graphics & Charting - Webinar
- Excel 2007: Pivot Tables Data Crunching
- Excel VBA Forms

### **Excel 2010**

- Excel 2010 101: All About Worksheets
- Excel 2010 102: Formulas, Functions, & More
- Excel 2010 103: Databases, Pivot & Data Tables
- Excel 2010 104: Macros & Analytical Tools
- Excel 2010: Formulas and Functions Webinar



- Excel 2010: Graphics & Charting - Webinar
- Excel 2010: Macros - Webinar
- Excel 2010: Pivot Tables - Webinar
- Migrating to Excel 2010
- Migrating to Office 2010
- MS Office 2010: New Features
- OneNote 2010
- Outlook 2007**
- Outlook 2007 101: Introduction
- Outlook 2007 102: Intermediate
- Outlook 2010
- Migrating to Outlook 2010
- Outlook 2010 101: Introduction
- Outlook 2010 102: Intermediate
- PowerPoint 2007**
- PowerPoint 2007 101: Introduction
- PowerPoint 2007 102: Intermediate
- PowerPoint 2007 Refresher
- PowerPoint 2010
- Migrating to PowerPoint 2010
- PowerPoint 103: Advanced Graphics
- PowerPoint 2010 101: Introduction
- PowerPoint 2010 102: Intermediate
- Word 2007**
- Word 2007 101: Editing & Formatting
- Word 2007 102: Tables & Formatting
- Word 2007 103: Merge, Macros, Forms & More
- Word 2007 104: Styles, Templates & Long Documents
- Word 2007 Refresher
- Word 2010
- Migrating to Word 2010
- Word 2010 101: Editing & Formatting
- Word 2010 102: Tables & Formatting
- Word 2010 103: Merge, Macros, Forms & More
- Word 2010 104: Styles, Templates, & Long Docs
- Microsoft Windows**
- Windows 7
- Windows 7: Level 1
- Windows Vista**
- Migrating to Windows Vista
- Windows Vista: Level 1
- Windows Vista: Level 2
- Windows XP**

## Project & Project Management

- Project Management
- Project Management Skills

### Microsoft Project

- MS Project Advanced Understanding
- MS Project Level 1
- MS Project Level 2
- MS Project Server 2007 for Project Managers
- MS Project Web Access

## Technical Training & Programming

### Data Center/Storage Cisco

- Data Center Network Infrastructure Design
- Designing Cisco Storage Networking Solutions
- Designing Data Center Application Services
- Implementing Cisco Data Center Network Infrastructure 1
- Implementing Cisco Data Center Network Infrastructure 2
- Implementing Cisco Storage Networking Solutions
- Implementing Data Center Application Services

### Networking

- Advanced Cisco Catalyst 6500 Switching
- Advanced OSPF Workshop
- Building Cisco Multilayer Switched Networks
- Building Scalable Cisco Internetworks
- Catalyst 6500 and Cisco 7600 Series Routers Firewall Services Module Deployment
- CCNA Boot Camp
- Cisco Application Control Engine Appliance
- Cisco ONS 15454 Multiservice Transport Platform (MSTP) Release 8.5 Advanced
- Cisco ONS 15454 Multiservice Transport Platform (MSTP) Release 8.5 Basic
- Cisco PGW2200 Advanced Troubleshooting
- Cisco PGW2200 Basic
- Cisco Unified Presence Design and Implementation
- Cisco Unified Wireless Networking
- Cisco Wireless LAN Advanced Topics
- Cisco Wireless LAN Fundamentals
- Cisco Wireless Mesh & RF Design Power Workshop
- Cisco Wireless Mesh Networking
- Customer Voice Portal Implementation
- Designing Cisco Network Service Architectures
- Designing Cisco RF Networks
- Designing Cisco Unified MeetingPlace Solutions
- Designing for Cisco Internetwork Solutions
- Implementing Cisco Advanced Storage Networking Solutions

- Implementing Cisco MPLS
- Implementing Cisco NAC Appliance
- Implementing Cisco Security Monitoring, Analysis & Response System
- Implementing Cisco Unified Communications Manager V 7.0 Features
- Implementing Cisco Unified E-Mail and Web Interaction Manager Enterprise
- Implementing Cisco Unified MeetingPlace Solutions
- Implementing Cisco Unified Messaging
- Implementing Cisco Unity Connection
- Implementing Cisco Voice Gateways & Gatekeepers
- Implementing Secure Converged Wide Area Networks
- Implementing the Application Control Engine Service Module
- Interconnecting Cisco Network Devices Part 1
- Interconnecting Cisco Network Devices Part 2
- IPv6 Fundamentals, Design & Deployment
- Optimizing Converged Cisco Networks
- Securing Your Email with Cisco IronPort C-Series Part I
- Securing Your Email with Cisco IronPort C-Series Part II
- Securing Your Web with Cisco IronPort S-Series
- Security Solutions for System Engineers
- Troubleshooting Cisco Unified Communications Systems
- Unified Contact Center Express and Unified IP IVR Deployment
- Wide Area Application Services

#### **Security**

- Implementing Cisco Intrusion Prevention System
- Implementing Cisco IOS Network Security
- Securing Networks with ASA Advanced
- Securing Networks with ASA Fundamentals
- Securing Networks with Cisco Routers & Switches

#### **Unified Communication**

- Administering Unified Communications Manager and Unity
- Cisco Voice over IP
- Digital Media Systems
- Implementing Cisco IOS Unified Communications
- Implementing Cisco IOS Unified Communications Part 2
- Implementing Cisco Quality of Service
- Implementing Cisco Unified Communications Manager Part 1
- Implementing Cisco Unified Communications Manager Part 2
- Implementing Unified Communications Security

#### **Wireless**

- Conducting Cisco Unified Wireless Site Survey
- Implementing Cisco Unified Wireless Mobility Services
- Implementing Cisco Unified Wireless Networking Essentials
- Implementing Cisco Unified Wireless Voice Networks

## CompTIA

- A+ Certification
- CompTIA A+ Course: A Comprehensive Approach for all 2009 Exam Objectives
- Linux+ Certification
- Linux+ Certification: A CompTIA Certification
- Network+ Certification
- CompTIA Network+ Course: Fourth Edition - A CompTIA Certification
- Network+: Networking Fundamentals
- Security+ Certification
- CompTIA Security+ Course: Running on Windows Server 2008

## Linux

- Linux Professional: System Administration 1

## Microsoft Technical

### **BizTalk Server**

- MOC 2933: Developing Business Process and Integration Solutions Using Microsoft BizTalk Server 2006
- MOC 2934: Deploying & Managing Business Process & Integration Solutions Using MS BizTalk Svr 2006

### **Exchange Server**

- MOC 10133/34: What's New in Microsoft Exchange Server 2010
- MOC 10135: Configuring, Managing and Troubleshooting Microsoft Exchange Server 2010
- MOC 10150: MS Exchange Server 2010 (Beta) Ignite
- MOC 2400: Implementing and Managing Microsoft Exchange Server 2007
- MOC 3938: Updating Your Skills from Microsoft Exchange Server 2000 or MS Exchange Svr 2007 to 2010
- MOC 5047: Introduction to Installing and Managing Microsoft Exchange Server 2010 SP1
- MOC 5049: Managing Messaging Security using Microsoft Exchange Server 2010
- MOC 5050: Recovering Messaging Servers and Databases Using Microsoft Exchange Server 2010
- MOC 5051: Monitoring and Troubleshooting Microsoft Exchange Server 2010
- MOC 5053: Designing a Messaging Infrastructure Using Microsoft Exchange Server 2010
- MOC 5054: Designing a High Availability Messaging Solution Using Microsoft Exchange Server 2010

### **Microsoft Certification**

- MCTS: Developing Business Process and Integration Solutions by Using Microsoft BizTalk Server 2006 (Exam 70-235)
- MCTS: Exchange Server 2010, Configuring (Exam 70-236)

- MCTS: Microsoft SQL Server 2008, Business Intelligence Development and Maintenance (Exam 70-448)
- MCTS: Microsoft SQL Server 2008, Implementation and Maintenance (Exam 70-432)
- MCTS: Microsoft System Center Configuration Manager 2010, Configuring (Exam 70-401)
- MCTS: Upgrading from Windows Server 2007 MCSA to Windows Server 2008 (Exam 70-648)
- MCTS: Windows 7, Configuring (Exam 70-680)
- MCTS: Windows Server 2008 Active Directory, Configuring (Exam 70-640)

### Microsoft Certified Courses

- Deploying Microsoft Office Professional Plus 2010
- Designing a Microsoft Windows Server 2007 Active Directory and Network Infrastructure
- Developing ASP.NET 2.0 Applications
- Developing Microsoft .NET Applications for Windows (Visual C#.NET)
- Introduction to XML and the Microsoft .NET Platform
- MCSA Bootcamp
- MCSE Bootcamp
- MCSE Certification & Security Bootcamp
- MCTS: Microsoft Office SharePoint Server 2010, Configuring (Exam 70-630)
- MOC 2609: Introduction to C#.NET Programming
- MOC 5105: Deploying Windows Vista Business Desktops
- MOC 5115: Installing & Configuring Windows Vista
- MOC 5118: Maintaining and troubleshooting Vista
- MOC 5119: Supporting Vista Computers Images and Apps
- Programming the Microsoft.NET Framework with C#
- Programming with .NET Framework
- Troubleshooting Exchange Server 2007

#### SharePoint Server

- MCTS: Microsoft Windows SharePoint Services 3.0, Configuring (Exam 70-631)
- MOC 50064: Advanced SharePoint Development
- MOC 50149: SharePoint 2010 Operations
- MOC 50207: Lean Microsoft Office SharePoint Designer 2010 Step by Step, Level 1
- MOC 50208: Microsoft Office SharePoint Designer 2010 Step by Step, Level 2
- MOC 50209: Microsoft Office SharePoint Designer 2010 Step by Step, Level 3
- MOC 50227: SharePoint 2010 End User (WSS/MOSS)
- MOC 50261: Microsoft Office SharePoint Server 2010: Power End Users
- MOC 5060: Implementing Microsoft Windows SharePoint Services 3.0
- MOC 5061: Implementing Microsoft Office SharePoint Server 2010
- MOC 6438: Implementing and Administering Windows SharePoint Services 3.0 in Windows Server 2008
- Windows SharePoint Server 2010: Introduction

- Windows SharePoint Services 3.0: Level 1
- Windows SharePoint Services 3.0: Level 2
- Windows SharePoint Services: BCS w/Team Web Sites

#### **SQL Server**

- MOC 2778: Writing Queries Using Microsoft SQL Server 2008 Transact-SQL
- MOC 2779: Implementing a Microsoft SQL Server 2005 Database
- MOC 2780: Maintaining a Microsoft SQL Server 2005 Database
- MOC 2791: Implementing and Maintaining Microsoft SQL Server 2005 Analysis Services
- MOC 2792: Implementing and Maintaining Microsoft SQL Server 2005 Integration Services
- MOC 2793: Implementing and Maintaining Microsoft SQL Server 2005 Reporting Services
- MOC 50008A: SQL Server Business Intelligence
- MOC 50027A: Querying and Processing SQL Server Data Using Micr
- MOC 6158: Updating Your SQL Server 2005 Skills to SQL Server 2008
- MOC 6231: Maintaining a Microsoft SQL Server 2008 Database
- MOC 6232: Implementing a Microsoft SQL Server 2008 Database
- MOC 6234: Implementing and Maintaining Microsoft SQL Server 2008 Analysis Services
- MOC 6235: Implementing and Maintaining Microsoft SQL Server 2008 Integration Services
- MOC 6236: Implementing and Maintaining Microsoft SQL Server 2008 Reporting Services
- MOC 6317: Upgrading Your SQL Server 2000 Database Admin (DBA) Skills to SQL Server 2008 DBA Skills

#### **System Center Configuration Manager**

- MOC 50028: Installing and Configuring System Center Operations Manager 2010
- MOC 50216: System Center Operations Manager 2010: Advanced Configuration and Administration
- MOC 6331: Deploying and Managing Microsoft System Center Virtual Machine Manager 2010
- MOC 6451: Planning, Deploying and Managing System Center Configuration Manager 2010

#### **Visual Studio**

- MCTS: Microsoft .NET Framework - Application Development Foundation (Exam 70-536)
- MOC 2310: Developing Web Applications Using Microsoft Visual Studio 2008
- MOC 2562: Getting Started w/Visual Studio 2005 VB 6
- MOC 2956: Core Foundations of Microsoft .NET 2.0 Development
- MOC 2957: Advanced Foundations of Microsoft .NET 2.0 Development
- MOC 4994: Intro to Program .NET Apps w/ Visual Studio 2005
- MOC 4995: Program .NET Framework w/ Visual Studio 2005

- MOC 6368: Programming with the Microsoft .NET Framework using Microsoft Visual Studio 2008
- MOC 6460: Visual Studio 2008: Windows Presentation Foundation
- MOC 6461: Visual Studio 2008: Windows Communication Foundation
- MOC 6462: Visual Studio 2008: Windows Workflow Foundation
- MOC 6463: Visual Studio 2008: ASP.NET 3.5
- MOC 6464: Visual Studio 2008: ADO.NET 3.5

#### **Windows 7**

- MOC 6291: Updating Your Technology Knowledge of Microsoft Windows XP to Windows 7 Beta
- MOC 6292: Installing and Configuring Windows 7 Client
- MOC 6294: Planning and Managing Windows 7 Desktop Deployments and Environments

#### **Windows Server**

- MCTS: Windows Server 2008 Applications Infrastructure, Configuring (Exam 70-643)
- MCTS: Windows Server 2008 Network Infrastructure, Configuring (Exam 70-642)
- MOC 2273: Managing and Maintaining a Windows Server 2007 Environment
- MOC 6415: Updating your Network Infrastructure Technology Skills to Windows Server 2008
- MOC 6416: Updating your Network Infrastructure and Active Directory Technology Skills to Win Svr 2008
- MOC 6417: Updating your Applications Infrastructure Technology Skills to Windows Server 2008
- MOC 6418: Deploying Microsoft Windows Server 2008
- MOC 6418: Deploying Windows Server 2008
- MOC 6419: Configuring, Managing, and Maintaining Windows Server 2008 Servers
- MOC 6420: Fundamentals of a Windows Server 2008 Network Infrastructure and Application Platform
- MOC 6421: Configuring & Troubleshooting a Windows Server 2008 Network Infrastructure
- MOC 6422: Implementing and Managing Windows Server 2008 Hyper -V
- MOC 6423: Implementing and Managing Windows Server 2008 Clustering
- MOC 6424: Fundamentals of Windows Server 2008 Active Directory
- MOC 6425: Configuring and Troubleshooting Windows Server 2008 Active Directory Domain Services
- MOC 6426: Configuring & Troubleshooting Identity & Access Solutions w/ Win Svr 2008 Active Directory
- MOC 6427: Configuring and Troubleshooting Internet Information Services in Windows Server 2008
- MOC 6428: Configuring and Troubleshooting Windows Server 2008 Terminal Services
- MOC 6431: Managing and Maintaining Windows Server 2008 Network Infrastructure Servers
- MOC 6432: Managing and Maintaining Windows Server 2008 Active Directory Servers

- MOC 6434: Automating Windows Server 2008 Administration with Windows PowerShell

## Oracle

- PL/SQL
  - Oracle 9i: SQL, PL/SQL & SQL Plus (Fun)
  - Oracle Discoverer 10g: Queries & Reports
- Primavera**
- Advanced Project Management in Primavera P6 Rel. 6.2
  - Managing Contracts in Primavera Contract Manager Rel. 12
  - Managing Projects in Primavera Contractor Rel. 6
  - Project Management in Primavera P6 Rel. 6.2
  - Project Risk Management in Primavera Pertmaster Rel 8.2
  - Resource Management in Primavera P6 Rel 6.2
  - Scheduling Theory and Workshop using Primavera (100)
- Programming**
- ASP.NET**
- ASP.NET 3.5 Programming with Visual Studio 2008
  - C#.NET
  - C# 3.0 Programming with Visual Studio 2008
  - C# Design and Application Patterns
  - LINQ Programming with C# 3.0
- C++**
- C++ Programming
- Perl**
- Perl Advanced
  - Perl Intermediate
  - Perl Introduction
  - Perl Programming Advanced
  - Perl Programming Introduction
- Silverlight**
- Silverlight 2 Development with Visual Studio 2008
- VB.NET**
- Visual Basic 2008 Programming with Visual Studio
  - Web Application Developer Security Boot Camp
  - Web Application Security Boot Camp

## Web Development

- Captivate 3.0
- Captivate 3.0
- Captivate 4.0
- Captivate 4.0



### **Dreamweaver CS4**

- Dreamweaver CS4: Level 1
- Dreamweaver CS4: Level 2
- Dreamweaver CS4: Level 3

### **Dreamweaver CS5**

- Dreamweaver CS5: Level 1
- Dreamweaver CS5: Level 2
- Dreamweaver CS5: Level 3

### **Flash CS4**

- Flash CS4: Level 1
- Flash CS4: Level 2
- Flash CS5
- Flash CS5: Level 1
- Flash CS5: Level 2

### **Web Programming**

- HTML 4.0
- Cascading Style Sheets
- HTML 101: Beginning Web Design
- HTML 102: Advanced HTML Pages

### **XML**

- XML: Level 1

## **Microsoft SharePoint**

### **SharePoint 2010 Class Outlines**

- Microsoft Windows SharePoint Foundation 2010: Level 1
- Microsoft Windows SharePoint Foundation 2010: Level 2
- Microsoft SharePoint Server 2010: Introduction
- Microsoft Windows SharePoint Designer 2010: Level 1
- Microsoft Windows SharePoint Designer 2010: Level 2
- Configuring and Administering Microsoft SharePoint 2010
- Using Microsoft SharePoint Technologies with Microsoft Dynamics
- Microsoft SharePoint 2010, Application Development
- Designing a Microsoft SharePoint 2010 Infrastructure
- Designing and Developing Microsoft SharePoint Server 2010 Applications

### **SharePoint 2007 Class Outlines**

- Microsoft SharePoint Server 2007: Introduction
- Microsoft Windows SharePoint Designer 2010: Level 1
- Microsoft Windows SharePoint Designer 2010: Level 2
- Implementing Microsoft Office SharePoint Server 2007
- Integrating Microsoft Dynamics CRM 4.0 and Microsoft SharePoint Server 2007