

Learn iT!

Computer Application Training

Professional Development Workshops

Technical Training and Certification



Computer Application Training

Hands-on, instructor-led Microsoft, Adobe and Business Applications.



Professional Development Workshops

Business Enhancement, Leadership Development, Project Management and more.



Technical Training and Certification

Microsoft, CompTIA and more.

Course Schedule



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LEARN IT! ANYWHERE

Remote Training
Home/Office/Anywhere
www.learnit.com/anywhere



DISCOVER MORE
learnit.com

A letter from our CEO

Welcome to Learn iT's training catalog! Learn iT! is a local and family-owned business and we extend these characteristics into our workplace. The Learn iT! Staff work arm-in-arm to provide you with a stellar experience starting from the first call you make, to the first class you take, to the follow up and additional resources we offer.

We are directly informed by our core values and use them as the basis for all decisions we make. For example, Commitment to Innovation, shines brightly on the following pages. We pride ourselves on staying on the cutting edge of current training trends while simultaneously delivering a dynamite product every time. One of our most recent additions to our dynamic service list is Learn iT! Anywhere, a virtual classroom option that will benefit many individuals and companies. Learn iT! Anywhere allows you to experience Learn iT! classes from your home or office, without accruing any travel expenses.

Another valuable service we offer entails customized courses for individuals and groups. Providing you with tailored classes that we shape, develop, and define according to your specific goals and audience ensures success after success. Our team works hard to deliver the best training in the Bay Area and we use Teamwork, another core value, to create new solutions, techniques, and tools that our clients want and need. Whether this comes across in a customized, high level SharePoint course, within a flexible training package for individuals, or through the plate of freshly baked cookies sitting atop our counter every afternoon, Learn iT! never stops creating ways to benefit you and your partnership with our organization.

Our approach is simple: *We pledge to be the best at we do to make you the best at what you do.* We hope this catalog helps our customers not only acquire a stronger sense of *what* we can do for you, but of *who* we are: a diverse and dynamic team of people adapting to exceed the needs of our clients, our students, and ourselves.

When you are in SF taking a class, stop by my office -- I'd love for you to share your Learn iT! experience with me.

Sincerely,



Damon Lembi
CEO, Learn iT!



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Technical Training

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COMPUTER APPLICATION TRAINING

Office & Business Applications

Access

Day 1	module 1	Introduction to Access & Creating Tables
	module 2	Working with Relationships & Tables
Day 2	module 3	Queries
	module 4	Queries & Importing/Exporting
Day 3	module 5	Creating Forms
	module 6	Creating Reports
Day 4	module 7	Automating Access Databases
	module 8	Database Maintenance & Deployment

These Modules are for the 2003 version of the course. Many of the topics are the same for 2007 & 2010. To view the full list of topics, please visit www.learnit.com.

Access 2003			
Day 1	Day 2	Day 3	Day 4
Module 1-2	Module 3-4	Module 5-6	Module 7-8
7/27	7/28	7/29	7/30
8/24	8/25	8/26	8/27
10/26	10/27	10/28	10/29
11/22	11/23	11/24	11/29

Access 2007			
Day 1	Day 2	Day 3	Day 4
Module 1-2	Module 3-4	Module 5-6	Module 7-8
8/9	8/10	8/11	8/12
9/20	9/21	9/22	9/23
10/11	10/12	10/13	10/14
11/8	11/9	11/10	11/11
12/20	12/21	12/22	12/27

Access 2010			
Day 1	Day 2	Day 3	Day 4
Module 1-2	Module 3-4	Module 5-6	Module 7-8
9/7	9/8	9/9	9/10

Excel

Day 1	module 1	Excel Essentials & Intro to Formulas
	module 2	Formatting, Spreadsheet Design, Page Setup & Printing
Day 2	module 3	List Tools and Charting
	module 4	Import Data & Pivot Tables, Protection & Linking
Day 3	module 5	Advanced Formulas/Functions
	module 6	"What If" Data Analysis Tools, Macros

These Modules are for the 2003 version of the course. Many of the topics are the same for 2007 & 2010. To view the full list of topics, please visit www.learnit.com.

Excel 2007		
Day 1	Day 2	Day 3
Module 1-2	Module 3-4	Module 5-6
8/2	8/3	8/4
8/18	8/19	8/20
9/1	9/2	9/3
9/13	9/14	9/15
9/29	9/30	10/1
10/4	10/5	10/6
10/18	10/19	10/20
11/1	11/2	11/3
11/17	11/18	11/19
12/1	12/2	12/3
12/13	12/14	12/15
12/28	12/29	12/30

Excel 2003		
Day 1	Day 2	Day 3
Module 1-2	Module 3-4	Module 5-6
8/9	8/10	8/11
9/8	9/9	9/10
10/13	10/14	10/15
11/8	11/9	11/10
12/6	12/7	12/8

Excel 2010		
Day 1	Day 2	Day 3
Module 1-2	Module 3-4	Module 5-6
8/23	8/24	8/25
9/20	9/21	9/22

Office 2007 New Features and Tips & Tricks

Please note: this class DOES NOT follow our modular format. Class runs from 1:00pm - 4:30pm

- Use the new features in 2007
- Improved features in 2007
- What has changed in 2007
- What has been removed in 2007
- What kind of questions you can expect to receive from users

Office 2007 New Features and Tips & Tricks			
September	October	November	December
9/10	10/1	11/1	12/6
	10/8	11/15	12/30
	10/22		



One Note

module 1	Getting Started & Creating Notes
module 2	Working, Integrating & Sharing

One Note	
Day 1	
Module 1-2	
8/6	
10/1	
11/5	

Outlook

Day 1	module 1	Introduction to Outlook Email, Contacts & Tasks
	module 2	Using the Calendar & Mailbox Organization
Day 2	module 3	Advanced Email Features & Data Management Techniques
	module 4	Configuring Outlook Accounts, Custom Forms, & Connecting to Other Programs

Outlook 2003	
Day 1	Day 2
Module 1-2	Module 3-4
9/23	9/24
10/25	10/26
12/29	12/30

Outlook 2007	
Day 1	Day 2
Module 1-2	Module 3-4
8/5	8/6
9/2	9/3
10/4	10/5
11/4	11/5
12/2	12/3

Outlook 2010	
Day 1	Day 2
Module 1-2	Module 3-4
8/19	8/20
10/7	10/8

These Modules are for the 2003 version of the course. Many of the topics are the same for 2007 & 2010. To view the full list of topics, please visit www.learnit.com.

PowerPoint

Day 1	module 1	PowerPoint Essentials, WordArt & ClipArt
	module 2	Drawing Shapes & Pictures, Transitions, Animation, ClipArt & WordArt
Day 2	module 3	Working with Templates, Master Slides, Charts & other Objects
	module 4	Additional Slideshow Options for Interactive Presentations

PowerPoint 2003	
Day 1	Day 2
Module 1-2	Module 3-4
8/30	8/31
10/7	10/8
11/1	11/2
11/29	11/30

PowerPoint 2007	
Day 1	Day 2
Module 1-2	Module 3-4
8/16	8/17
9/16	9/17
10/21	10/22
11/15	11/16
12/16	12/17

PowerPoint 2010	
Day 1	Day 2
Module 1-2	Module 3-4
8/12	8/13
9/30	10/1

These Modules are for the 2003 version of the course. Many of the topics are the same for 2007 & 2010. To view the full list of topics, please visit www.learnit.com.

Project

Day 1	module 1	Basic Project Scheduling
	module 2	Resources and Finalizing a Plan
Day 2	module 3	Tracking, Filters, Tables and Reports
	module 4	Exchanging Data with Other Applications

Project 2003	
Day 1	Day 2
Module 1-2	Module 3-4
8/16	8/17
11/15	11/16

Project 2007	
Day 1	Day 2
Module 1-2	Module 3-4
8/5	8/6
9/16	9/17
10/6	10/7
11/4	11/5
12/16	12/17

These Modules are for the 2003 version of the course. Many of the topics are the same for 2007 & 2010. To view the full list of topics, please visit www.learnit.com.

For information on Project 2010 - please visit [learnit.com](http://www.learnit.com)



COMPUTER APPLICATION TRAINING

Quickbooks

Day 1	module 1	Creating a New Company andAccounts, Vendors & Paying Bills
	module 2	Creating Items or Services to Buy & Sell & Selling
Day 2	module 3	Creating Reports, Setting up Online Banking & Billing Customers
	module 4	Using Registers & Asset Tracking. Creating & Paying Employees

Quickbooks	
Day 1	Day 2
Module 1-2	Module 3-4
8/12	8/13
11/11	11/12

Windows 7 Basic

Day 1	module 1	Intro to Windows 7, Using & Customizing Windows 7 Features, Managing Folders & Files
	module 2	Configuring Accounts, Devices & Networks and Securing & Enhancing Windows 7

Windows 7
Day 1
Module 1-2
8/23
9/27
10/25
11/22
12/27

Windows 7 New Features

module 1 (partial topics list - for full description, visit learnit.com)
Navigate efficiently around the Windows 7 Desktop user interface
Using the enhanced Windows 7 Taskbar
Examine Enhancements in Windows Explorer
Use "Snap" and "Shake"
Working with and configuring Devices and Printers
Troubleshooting Computer Problems & Using the "Action Center"
Backing Up Your Computer and Data

Windows 7 New Features
Day 1
Module 1-2
8/2
8/16
9/10
10/1
10/8
10/22
11/1
11/15
12/6
12/30

Word

Day 1	module 1	Word Essentials, Formatting and Lists
	module 2	Page Setup Techniques, proofing & Printing
Day 2	module 3	Tables, Tabs & Styles
	module 4	Inserting & Controlling Graphic & Drawing Objects
Day 3	module 5	Forms & Tracking Changes, Inserting Document References
	module 6	Macros, Customizing Toolbars & Linking

These Modules are for the 2003 version of the course. Many of the topics are the same for 2007 & 2010. To view the full list of topics, please visit www.learnit.com.

Word 2003		
Day 1	Day 2	Day 3
Module 1-2	Module 3-4	Module 5-6
8/18	8/19	8/20
9/27	9/28	9/29
11/17	11/18	11/19
12/27	12/28	12/29

Word 2007		
Day 1	Day 2	Day 3
Module 1-2	Module 3-4	Module 5-6
8/30	8/31	9/1
10/13	10/14	10/15
11/29	11/30	12/1

Word 2010		
Day 1	Day 2	Day 3
Module 1-2	Module 3-4	Module 5-6
8/9	8/10	8/11
10/4	10/5	10/6



Microsoft Office Maximized

Manage Your Everyday With Outlook

Manage Your Everyday With Outlook will identify key organizational concepts inherent in all time management approaches, and show what Outlook can do to meet your particular needs. This course will reveal the most effective tools to incorporate into your current organizational system.

Explore key organizational concepts	Automate Outlook and make it work for you with Rules
Determine the best practice for your folders	Create dashboard views to see what you should be doing at any time
Learn to limit searching and find what you need where you need it	Print calendars to use in daily planners
Explore Categories and how to use the tasks lists to your advantage	Interactivity with mobile devices

Dates
8/27
9/27
11/10
12/30

Please note: This class DOES NOT follow our modular format. This is a 4 hour class.

MS Office Efficiency: Speed Tips, Tricks, and Shortcuts

In this course we will explore the most important shortcuts and time saving tools in Outlook, Excel, Word and PowerPoint. You will learn existing keyboard shortcuts and how to create your own, you will modify the program interface to fit your needs, and discover key tools that will make your life easier, no matter what you're work requires.

Navigation and selection shortcuts	Outlook search folders
Top shortcuts for all of Microsoft	Using the PowerPoint Master Slide
Customize toolbars and menus	Create macros to automate repetitive actions
Create and use templates	Create Rules in Outlook

Dates
8/13
9/20
10/27
12/15

Please note: This class DOES NOT follow our modular format. This is a 4 hour class.

Outlook as CRM: Make the Most of Your Contacts

In this course you will learn how to organize, track, and market to your contacts using some of the most powerful, and under utilized tools of Microsoft Outlook. We will also discover the potential of Mail Merge, empowering you to create personalized Marketing Materials for e-mail blasts.

Utilizing Categories	Associate tasks, calendar appointments, and emails to a contact
Customized contact forms	Create boiler plate documents in Word
Custom views to quickly filter your contacts	Running Mail Merge
Distribution lists	Manage undeliverable emails/do not e-mail with Rules & Search folders

Dates
8/27
9/27
11/10
12/30

Please note: This class DOES NOT follow our modular format. This is a 4 hour class.

Presenting Financials: Make Numbers and Statistics Stand Out

This course is designed for individuals who want to combine the data analysis tools of Microsoft Excel with the presentation capabilities of Microsoft PowerPoint. You will learn how to uncover the key values for your business, turn those values into well designed, user friendly charts, and incorporate those charts into a professional PowerPoint Presentation.

Best Practices for creating Charts	Best Practices for Presentations
Tips on common chart customization (e.g. creating threshold marks)	Imbedding and Linking charts in PowerPoint
Using drawing elements to enhance charts	Animating charts in PowerPoint
Data analysis tools	

Dates
8/13
9/20
10/27
12/15

Please note: This class DOES NOT follow our modular format. This is a 4 hour class.



COMPUTER APPLICATION TRAINING

Teamwork: Collaboration in Microsoft

Nobody works alone, and this course will teach you how to use Microsoft Office applications to collaborate as a team. You will explore how to work together in Outlook, Word, Excel and PowerPoint - all without the shared drive getting out of control. We'll also explore how to control access to sensitive files.

Outlook Permissions and delegates	Use the PowerPoint Slide Library
Meeting requests	S: Drive Best Practices
Assigning tasks	File protection
Track Changes in Word	Intro to SharePoint: The ultimate collaborative environment
Linking in Excel	

Dates
8/26
10/11

Please note: This class DOES NOT follow our modular format. This is a 4 hour class.

Social Networking & Google

Google Apps Training For End Users

Google Apps Training for End Users is designed to teach new Google Apps Users how to get the most out of the Google Apps collection of tools and features. This course is geared for individuals transitioning from an office environment to a Google Apps environment. You'll learn the benefits, limitations, and differences between Google Apps tools and other comparable popular software applications - such as using Microsoft Outlook versus Gmail and creating documents with Google Docs versus Microsoft Word.

Day 1	module 1	Using Gmail, Google Calendar & Organizing Contacts
	module 2	Using Google Apps and Google Docs

Please visit learnit.com for dates

Social Networking: Grow Your Business with Facebook, Twitter, & Linked In

If your business isn't correctly maximizing social networking sites like Facebook, Twitter, LinkedIn and others you're losing one of the great business opportunities of our age. Learn IT teaches anyone from beginners to seasoned social network users how to get the most out of free and paid marketing through today's top sites. Now is the time to get your business into social marketing!

Day 1	module 1	How to Use Social Media to Drive Revenue
	module 2	Drive Customers with Paid Social Media Advertising

Dates
Day 1
Module 1-2
8/26
9/24
10/25
11/23
12/13

Graphics & Web Applications

Acrobat

Day 1	module 1	Creating PDF Files
	module 2	Editing PDF Files with Acrobat
Day 2	module 3	Creating forms & using digital signatures
	module 4	Creating interactive presentations

Acrobat	
Day 1	Day 2
Module 1-2	Module 3-4
9/13	9/14
10/25	10/26
12/13	12/14



Captivate

Day 1	module 1	Starting a New Captivate Project
	module 2	Adding Audio and Interactive Content
Day 2	module 3	Creating Simulations and Quizzes
	module 4	Finalizing and Publishing a Project

Adobe Captivate	
Day 1	Day 2
Module 1-2	Module 3-4
8/16	8/17
11/15	11/16

CSS (Cascading Style Sheets)

Day 1	module 1	Introduction to CSS
	module 2	Designing with CSS

CSS
Day 1
Module 1-2
7/30
9/17
10/29
12/17

Prerequisite: HTML 1-4 or equivalent.

Dreamweaver

Day 1	module 1	Setting Up a Site
	module 2	Links, Templates and Libraries
Day 2	module 3	Using Cascading Style Sheets
	module 4	Advanced Techniques
Day 3	module 5	Javascript Behaviors
	module 6	Animation
Day 4	module 7	Advanced CSS& CSS Layout
	module 8	Advanced Content Management & Coding

Dreamweaver			
Day 1	Day 2	Day 3	Day 4
Module 1-2	Module 3-4	Module 5-6	Module 7-8
8/2	8/3	8/4	8/5
9/20	9/21	9/22	9/23
11/1	11/2	11/3	11/4
12/20	12/21	12/22	12/27

Modules 1-4 prerequisite: HTML 1-4 or equivalent.

Modules 5-6 prerequisite: HTML 1-4 & Dreamweaver 1-4 or equivalent

Flash

Day 1	module 1	Introduction to Flash
	module 2	Basic Animation Techniques
Day 2	module 3	Animation & Interactivity Shape Tweening
	module 4	Publishing & Complex Content Creation
Day 3	module 5	Introduction to ActionScripting
	module 6	Interactive Presentations
Day 4	module 7	Download Time & Flash Extras
	module 8	Animating with ActionScript & Load Movies

Flash			
Day 1	Day 2	Day 3	Day 4
Module 1-2	Module 3-4	Module 5-6	Module 7-8
8/30	8/31	9/1	9/2
10/19	10/20	10/21	10/22
11/29	11/30	12/1	12/2

Modules 5-8 Prerequisite: Flash modules 1-4 or equivalent.

SF only. Not available with Learn iT! Anywhere Remote Training.



COMPUTER APPLICATION TRAINING

HTML

Day 1	module 1	Text Formatting, Hyperlinks & Graphics
	module 2	Tables, Design Guidelines, & Publishing Web Pages
Day 2	module 3	Advanced Tables
	module 4	Forms & Web Related Technologies

HTML	
Day 1	Day 2
Module 1-2	Module 3-4
7/28	7/29
9/15	9/16
10/27	10/28
12/15	12/16

Illustrator

Day 1	module 1	Drawing Basic Shapes
	module 2	Bezier Curves & Colors
Day 2	module 3	Brushes & Transformation Effects
	module 4	Text, Gradients, Patterns & Blends
Day 3	module 5	Using Layers, Symbols & Photographs
	module 6	Using Illustrator with Photoshop

Illustrator		
Day 1	Day 2	Day 3
Module 1-2	Module 3-4	Module 5-6
7/28	7/29	7/30
8/23	8/24	8/25
9/29	9/30	10/1
10/27	10/28	10/29
11/22	11/23	11/24
12/28	12/29	12/30

InDesign

Day 1	module 1	Working with Text and Images
	module 2	Laying out pages
Day 2	module 3	Advanced Text Formatting & Color
	module 4	Advanced Graphics and Templates
Day 3	module 5	Advanced Features
	module 6	Working with Long Documents

InDesign		
Day 1	Day 2	Day 3
Module 1-2	Module 3-4	Module 5-6
9/8	9/9	9/10
10/18	10/19	10/20
12/8	12/9	12/10

Photoshop

Day 1	module 1	Making Selections
	module 2	Layers & Tools
Day 2	module 3	Masks & Channels
	module 4	Correcting Images
Day 3	module 5	Working with Digital Images
	module 6	Creative Features & Techniques
Day 4	module 7	Creating Web Graphics
	module 8	Advanced Web Graphics with ImageReady

Photoshop			
Day 1	Day 2	Day 3	Day 4
Module 1-2	Module 3-4	Module 5-6	Module 7-8
8/10	8/11	8/12	8/13
9/20	9/21	9/22	9/23
10/11	10/12	10/13	10/14
11/9	11/10	11/11	11/12
12/20	12/21	12/22	12/27



Visio

Day 1	module 1	Introduction to Visio & Connecting Shapes
	module 2	Create Complex Shapes, Templates, Stencils & Styles

Visio 2007	
Day 1	
Module 1-2	
9/17	
10/11	
12/10	

Visio 2003	
Day 1	
Module 1-2	
9/3	

These Modules are for the 2003 version of the course. Many of the topics are the same for 2007. To view the full list of topics, please visit www.learnit.com.

Design Labs

Guided Print Design Lab

In Learn iT's two-day Guided Print Design Lab, our expert instructors will lead you step-by-step through a design project. You'll be guided through design creation, "usability" layout, the review process, pre-press preparation, and tips and tricks.

Prerequisites: You **MUST** have taken *Illustrator 1-6* OR *InDesign 1-6* (or have equivalent knowledge)

Day 1	Pre-Press and Project Initiation
Day 2	Production and Design

Guided Print Design Lab	
Day 1	Day 2
Module 1-2	Module 3-4
9/2	9/3
12/2	12/3

Guided Web Design Lab

In Learn iT's two-day Guided Web Design Lab, you will get a chance to apply your new skills while an expert stands by and guides you through the trickier parts. You will leave with a fully functional web site, designed and constructed by you!

Prerequisites: You must have taken *Dreamweaver 1-6* and *Illustrator 1-8* (or have equivalent knowledge)

Day 1	Research and Design
Day 2	Slicing and Construction

Guided Web Design Lab	
Day 1	Day 2
Module 1-2	Module 3-4
8/19	8/20
11/18	11/19

Web Design Theory & Best Practices

Web Design Theory & Best Practices is designed for beginners or experienced designers who want to smoothly complete web projects and create highly effective final result. This class fills in some of the gaps that can not be learned in software or code courses (like Dreamweaver or HTML).

Prerequisite: *Dreamweaver*. It is recommended, although not required, that you have experience with a graphic web design program (*Fireworks, Illustrator, etc.*) before taking this course.

DAY 1	Project Flow & Design Considerations
	Advanced Topics

Web Design Theory and Best Practices	
Day 1	
Module 1-2	
9/24	
10/8	
12/30	



PROFESSIONAL DEVELOPMENT WORKSHOPS

Business Enhancement

Business Writing

The way you write says a lot about you and the organization you represent. The ability to write professionally and effectively is one of the most important skills you can develop. Learn iT!'s tool-based system takes the mystery out of high-quality business writing. We'll show you step-by-step ways to craft your written messages for maximum impact. Learn iT!'s Business Writing workshop is designed for anyone who wants to become a more confident writer and business person. 6 PDUs .

Business Writing				
Aug	Sept	Oct	Nov	Dec
8/23	9/24		11/2	12/14

Communication Strategies

If you've ever felt that you could be more effective in the way you communicate, this is the workshop for you. Learn iT!'s Communication Strategies workshop is designed to teach real-world tools you can use to become one of "those people" who always seem to be clear, open, non-threatening and direct. Useful both in and outside of the workplace, this one day workshop focuses on both verbal and non-verbal communication. You'll spend your class time both learning *and* practicing good communication skills. Learn iT!'s Communication Strategies workshop is one of the most valuable classes you may *ever* take. 6 PDUs .

Communication Strategies				
Aug	Sept	Oct	Nov	Dec
8/26	9/30	10/28		12/1

Critical Thinking

Using Learn iT!'s unique psychological method of learning, you will learn to leverage your personal thinking preferences and use tools and techniques based on cutting-edge research. You will learn to judiciously evaluate arguments, ideas, and decisions—yours and others. Making intelligent decisions through critical thinking enhances smooth productivity, and can save your organization both time and money. 6 PDUs.

Critical Thinking				
Aug	Sept	Oct	Nov	Dec
8/17		10/20		12/30

Dealing with Conflict and Difficult People

After Learn iT!'s Dealing with Conflict and Difficult People workshop, you'll feel more confident when involved in conflict, and will be more easily able to move towards win-win resolutions. You'll also be much better equipped to deal with people that are hard to get along with. 6 PDUs.

Dealing with Conflict & Difficult People				
Aug	Sept	Oct	Nov	Dec
	9/8	10/8		12/7

Presentation Skills

You will learn how to focus your effort and energy so you can deliver the kind of powerful, polished presentations that you've admired in the past. This workshop will cover how to deliver the most effective and concise message, manage anxiety, develop dynamic delivery skills, connect with your audience, and teach you how to exude confidence when presenting. 6 PDUs.

Presentation Skills				
Aug	Sept	Oct	Nov	Dec
	9/15-16		11/30 - 12/1	

Time Management

Would you like to learn real tools and techniques to help you get to the important things, not be overwhelmed by details, clarify what's important, and relax into your schedule? Effective time managers approach their to-do list with intelligent processes that allow them to de-stress their existence and accomplish more at the same time! 6 PDUs.

Time Management				
Aug	Sept	Oct	Nov	Dec
8/19		10/1	11/18	12/21



Leadership Development

Change Management

This interactive workshop describes techniques for facilitating the change process. It helps to modify long-standing organizational paradigms, examines types of change, and allows participants to explore the behaviors and feelings of those experiencing change. Role-playing activities assist participants in becoming agents for change. 12 PDUs.

Change Management				
Aug	Sept	Oct	Nov	Dec
	9/7		11/12	

Effective Meetings

Learn IT!'s Effective Meetings workshop teaches you tools you can use in the real world to make your meetings more effective for your organization. Bad meetings almost always lead to bad or indifferent decisions. Using our tools, your meetings can be more smooth, purposeful, exciting, and fun. We will explore models for making meetings productive, gripping and even revitalizing. 6 PDUs.

Effective Meetings				
Aug	Sept	Oct	Nov	Dec
8/6		10/18		12/20

Influencing without Authority

Research on work related stress reveals that people with low power and high responsibility have the greatest levels of stress. This one-day seminar combines interactive lectures, with hands-on activities to provide participants with a clear no-nonsense guide to successful persuasion and influence. Using simple tools, we explore strategies to get things done with colleagues, customers, and management in any situation where you're not in charge, but must get results. 6 PDUs.

Influencing without authorityA				
Aug	Sept	Oct	Nov	Dec
	9/22		11/9	12/28

Negotiation Skills

Negotiation is the single strongest profit building tool your business has available. Successful negotiators utilize a variety of proven techniques to generate the most advantageous deals for their organization. In Learn IT!'s Negotiation Skills workshop, you will develop the confidence and skills necessary to get the best deal for your organization, uncover hidden information about the other side, and build mutually beneficial relationships. 6 PDUs.

Negotiation Skills				
Aug	Sept	Oct	Nov	Dec
8/2	9/10	10/26		12/8

Strategic Planning

Learn how to allocate time and energy to think ahead, add value, and innovate for the future. Today, managers and individual contributors alike are redefining what it means to be truly successful. A recent Wall Street Journal study revealed that the most sought-after executive skill is strategic thinking, but only 30% of managers have this skill set. Managers with superior strategy skills are more likely than other managers to be promoted to top levels of their organizations. 6 PDUs

Successful Supervision				
Aug	Sept	Oct	Nov	Dec
8/30		10/4		12/9

Successful Supervision

Successful Supervision is a *Tool Based* workshop that gives you concrete step-by-step techniques that anyone can use to be one of "those" supervisors—the ones that employees think of when asked "Who was the best supervisor you've ever had?" In only two days, experienced and new supervisors alike can create plans and develop skills that will last a lifetime and affect your organization in untold positive ways. 12 PDUs.

Successful Supervision				
Aug	Sept	Oct	Nov	Dec
	9/13-14		11/15-16	



Project Management Performance

PM 101: Project Management Essentials

During the workshop, students are exposed to official project management language and taught measures that professional project managers use to evaluate and begin projects. You'll become familiar with the major processes that real project managers use to assure maximum efficiency and effectiveness. 6 PDUs .

Project Management Essentials (Part 1)				
Aug	Sept	Oct	Nov	Dec
8/9		10/11		12/13

PM 102: Project Planning - Create the Plan

You will learn tools that will show you in a step-by-step way how to create detailed and accurate plans for your large undertakings. You'll learn how to effectively assign people and other resources in the most efficient way. The skills that you'll take away from this incredibly useful workshop will allow you to calculate costs, reduce the likelihood of failure, and ensure that project results will meet customer expectations. 6 PDUs.

Project Planning - Create the Plan (Part 2)				
Aug	Sept	Oct	Nov	Dec
8/10		10/12		12/14

PM 103: Managing Projects while they Run - After you've Planned

The finest project plan can still fail if it's not executed correctly! Professional project managers learn how to confidently and effectively control a project. You will become knowledgeable of state-of-the-art techniques to observe, track, report, and re-strategize. 6 PDUs.

Managing Projects while they Run (Part 3)				
Aug	Sept	Oct	Nov	Dec
8/11		10/13		12/15

Project Management Professional (PMP)[®] - Exam Prep Bootcamp

Your ability as a project manager to demonstrate best practices in project management—both on the job and through professional certification—is becoming the standard to compete in today's fast-paced and highly technical workplace.

In this bootcamp you will apply the generally recognized practices of project management acknowledged by the Project Management Institute (PMI) to successfully manage projects. 35 PDUs.

PMP Bootcamp			
8/16-8/20	9/20-9/24	11/15-11/19	12/13-17

PMP is a registered certification mark of the Project Management Institute, Inc.



Power Tools

These courses were developed by distilling key topics from some of our most popular Professional Development courses into 90 minute sessions.

Power Tools offer your company the ability to train many people in a single day while only taking 90 minutes of a workday. In those 90 minutes, your employees will be introduced to powerful tools and concepts that they can utilize right away.

Learn iT! is currently offering Power Tools exclusively as Private Events. In a single day, Learn iT! can deliver up to 3 different sessions to your staff (with 20 person per class that means you could potentially offer 60 people training)! These training may be hosted at your location or at Learn iT! - whichever is more convenient for your staff.

Action Writing *from Business Writing*

In this course, we will use the single most effective writing strategy, Bottom Lining, to ensure that your message is clear, concise and powerful. Learn tools to help identify and succinctly state the bottom line of any message, discover the ideal structure of e-mail subject lines, master techniques to develop a message structure that gets to the point and maintains audience interest.

Coaching Skills for Leaders *from Successful Supervision*

How effective are you at motivating your employees? Frederick Herzberg is regarded as one of the great original thinkers in management and motivational theory. In this course, you discover how to motivate individual employees to enhance the overall success of your team.

Influencing Through the Art of Persuasion *from Negotiation Skills*

One way effective leaders, coaches and mentors measure success, is by their ability to positively influence others. In this course you learn how to use rhetorical strategies to build a persuasive argument that will influence decision makers.

Leading Through Change *from change Management*

Become more strategic and adaptable during unexpected organizational or personal change by understanding the Change Cycle. Develop a communication plan to announce a pending organizational change that is well received by employees.

Planning and Preparing for Your Negotiation *from Negotiation skills*

You will strengthen your negotiation skills by creating a negotiation plan that will make you more efficient when preparing for and dealing with internal and external workplace issues. This class gives you the tools you need to negotiate with yourself first to increase your confidence and command in every negotiation.

Structure Meetings to Engage Your Participants *from Effective Meetings*

According to Patrick Lencioni, author of *Death by Meeting*, you can tell how functional or dysfunctional your organization is by looking at what happens and what doesn't happen in your meetings. Good meetings are products of good leadership.



TECHNICAL TRAINING

Technical Course Schedule

SA = Microsoft Software Assurance Voucher Eligible Course

Microsoft Technologies

		Cost	Duration	SA	Dates			
BizTalk								
BizTalk Developer	2933 - Developing Business Process and Integration Solutions Using BizTalk Server 2006	\$2,495	5 days	x				
BizTalk Administrator	2934 - Deploying and Managing Business Process and Integration Solutions Using BizTalk Server 2006	\$995	2 days	x				

Exchange/Office Communication Server

2010								
Exchange Administrator	10135A - Configuring, Managing and Troubleshooting Exchange Server 2010	\$2,595	5 days	x	9/13	11/1	1/3	
Exchange Engineer	10233A - Designing and Deploying Messaging Solutions with Exchange Server 2010	\$2,695	5 days		11/29	1/17		
2007								
Exchange Administrator	3938 - Updating Your Skills from Exchange Server 2003 to Exchange Server 2007	\$1,495	3 days	x				
	5047B/5049A/5050A - Exchange Server 2007 Foundations for IT Professionals	\$2,595	5 days	x	10/25	12/6		
	5051A - Monitoring and Troubleshooting Exchange Server 2007	\$995	2 days	x				
Exchange Engineer	MCSE 5053/5054 - Designing a Messaging Infrastructure and High Availability Messaging Solution Using Exchange Server 2007	\$2,595	5 days	x				
OCS								
Office Communications Server End-User	OCS User 101 - Office Communications Server 2007 R2 End-User Course (OCS)	\$495	1 day					
Office Communications Server	50214A - Implementing and Maintaining IM/Presence, Conferencing and Telephony using Office Communications Server 2007 R2 (OCS)	\$2,795	5 days	x	1/24			

Programming & Scripting

Web Programming	SP-301 - SharePoint 2007 Designer/Web Developer Programming Prerequisites Course	\$995	2 days		10/11			
	50062A - Core XML	\$895	2 days	x	12/13			
Office Programming	Office 2003 - Introduction to VBA Programming	\$1,295	3 days		8/30	11/22	1/24	
	Excel Programming with VBA	\$895	2 days		9/2	11/1	1/3	
Windows Scripting	6434A - Automating Windows Server 2008 Administration with Windows PowerShell	\$1,595	3 days	x	9/8			
	2433B - VB Scripting & Script Host Essentials Intense	\$995	2 days	x	8/25	12/20	2/28	

Project/Project Server

2010								
Administrators	Project Server 2010 for Project Server Administrators	\$1,995	4 days		10/4	12/13		
Project Managers	Project Server 2010 for Project Managers	\$1,495	3 days		10/25	12/21		
Enterprise Portfolio & Program Managers	Collaborating on Enterprise Projects using Project Server 2010	\$1,795	3 days		11/17			
Team Members & Executives	Managing Enterprise Portfolios using Project Server 2010	\$2,495	5 days		1/17/11			



Microsoft Technologies continued

		Cost	Duration	SA	Dates		
Project/Project Server (continued)							
2007							
Microsoft Project 2007	5927A - Office Project 2007, Managing Projects	\$1,995	3 days	x	8/25	11/1	12/27
Microsoft Project Server	5928 - Office Project Server 2007 Managing Projects	\$1,995	3 days	x	11/8	1/5	
Microsoft Project Server 2007 - Enterprise Project	5929 - Office Project Server 2007, Managing Projects and Programs	\$2,995	5 days	x	12/6		

SharePoint 2010							
Information Worker	SP-1001 - Introduction to SharePoint 2010	\$995	2 days		9/20	11/29	
	SP-1002 - Managing Content in SharePoint 2010	\$1,495	3 days		9/22	12/1	
	SP-1003 - 50352 SharePoint 2010 Overview for End Users	\$1,495	3 days		9/27		
IT Administrators	10173A/10176A - First Look: What's New for IT Professionals in SharePoint Server 2010 Clinic and Hands-On Lab	\$495	1 day		8/20		
	SP-2001 - 10174 - Implementing and Administering SharePoint	\$2,495	5 days	x	8/30	11/8	
	SP-2002 - 10231 - Designing and Deploying SharePoint 2010	\$2,495	5 days	x	12/13		
	SP-2003 - 50353 SharePoint 2010 Overview for IT Professionals	\$1,495	3 days	x			
Site Designer	SP-3001 - Introduction to SharePoint Designer 2010	\$995	2 days		10/25	12/13	
	SP-3002 - Designing SharePoint Sites with SharePoint Designer 2010	\$1,495	3 days		10/27	12/15	
	SP-3003 - 50354 SharePoint Designer 2010 Overview	\$995	2 days		9/13		
Developers	10172A/10177A - First Look: What's New for Developers in SharePoint Server 2010 Clinic and Hands-On Lab	\$495	1 day				
	SP-4001 - 10175 - Developing and Customizing Applications for SharePoint 2010	\$2,495	5 days	x	11/8		
	SP-4002 - 10232 - Designing Applications and Solutions for SharePoint 2010	\$2,495	5 days	x	10/4	12/6	
	SP-4003 - 50351 SharePoint 2010 Overview for Developers	\$995	2 days	x	11/4		

SharePoint 2007							
Information Worker	SP-101 - Introduction to SharePoint 2007	\$895	2 days		9/27	11/15	
	SP-102 - Managing Content with SharePoint 2007	\$1,395	3 days		8/11	9/29	11/17
	SP-103 - Configuring SharePoint 2007 for Application Use	\$895	2 days		11/22		
IT Administrators	SP-201 - 6438/5061 Implementing and Administering SharePoint 2007	\$2,495	5 days	x	10/18		
	SP-202 - 50149 SharePoint 2007 Operations	\$2,495	5 days	x	8/23	11/1	
Site Designer	SP-301 - Designing SharePoint Sites with SharePoint Designer 2007	\$995	2 days		10/11		
Developers	SP-401 - 50205 Web Development with SharePoint 2007	\$2,495	5 days	x	8/16	9/27	
	SP-402 - 50064/50146 - Advanced SharePoint Development	\$2,595	5 days	x	11/29		

SQL Server 2008							
Administration & Development							
Updating Skills	6158C - Updating Your SQL Server 2005 Skills to SQL Server 2008	\$1,595	3 days	x			
	6317A - Upgrading Your SQL Server 2000 Database Administration (DBA) Skills to SQL Server 2008 DBA Skills	\$1,595	3 days	x			
SQL Admin	6231 - Maintaining a SQL Server 2008 Database (Administrator)	\$2,595	5 days	x	10/4		
SQL Developer	2778 - Writing Queries using SQL Server 2008/2005/2000 Transact SQL	\$1,595	3 days	x	9/8	10/18	
	6232 - Implementing a SQL Server 2008 Database (Developer)	\$2,595	5 days	x	8/23	11/15	



TECHNICAL TRAINING

Microsoft Technologies continued

		Cost	Duration	SA	Dates			
SQL Server 2008 (continued)								
Business Intelligence								
Introduction to SQL 2008 Business Intelligence	50263C - Introduction to Business Intelligence from SQL 2008 through SharePoint and Office 2007	\$2,595	5 days	x	9/13			
SQL 2008 BI Implementation for IT Pros	6234/2791 - Implementing and Maintaining SQL Server 2008 Analysis Services	\$1,595	3 days	x	9/13	9/20	8/16	10/11
	6235/2792 - Implementing and Maintaining SQL Server 2008 Integration Services	\$1,595	3 days	x	9/20			
	6236/2793 - Implementing and Maintaining SQL Server 2008 Reporting Services	\$1,595	3 days	x	10/11			
System Center								
System Center Configuration Manager	6451A - Planning, Deploying and Managing System Center Configuration Manager 2007	\$2,495	5 days	x	9/20			
System Center Operations Manager	50028 - Managing System Center Operations Manager 2007	\$2,495	5 days	x	9/27			
	50216A - System Center Operations Manager 2007: Advanced Configuration and Administration	\$1,595	3 days	x				
	50231A - System Center Operations Manager 2007: Advanced Management Pack Authoring	\$1,595	3 days	x				
System Center Virtual Machine Manager	6331A - Deploying & Managing System Center Virtual Machine Manager	\$1,795	3 days	x				
	50023A - Implementing System Center Data Protection Manager 2007		5 days	x				

Virtualization (for non-Microsoft Virtualization Training, please see section below)

Server Virtualization	6422A - Implementing & Managing Windows Server 2008 Hyper-V	\$1,795	3 days	x	9/1	11/22	2/14	
Virtualization Management	6331A - Deploying & Managing System Center Virtual Machine Manager	\$1,795	3 days	x				
Application Virtualization	7197 - Managing Enterprise Desktops Using the Desktop Optimization Pack (MDOP)	\$2,595	5 days	x				
Presentation Virtualization	6428A - Configuring Windows Server 2008 Terminal Services Server	\$995	2 days	x				

Vista

Desktop Support Tier 1	5115B - Installing, Configuring, Troubleshooting Windows Vista	\$1,495	3 days	x				
Desktop Support Tier 2	5118B - Supporting Windows Vista and Applications in the Enterprise	\$2,595	5 days	x				
	5117 - Installing, Configuring, Troubleshooting, and Maintaining Windows Vista	\$1,495	3 days	x				
Desktop Engineering	5105C - Deploying Windows Vista Desktops	\$1,495	3 days	x				
	5058A - Deploying Office 2007 Professional Plus	\$895	2 days	x				
	7197 - Managing Enterprise Desktops Using the Desktop Optimization Pack	\$2,595	5 days	x				
	6451A - Planning, Deploying and Managing System Center Configuration Manager 2007	\$2,495	5 days	x	9/20			



Microsoft Technologies continued

		Cost	Duration	SA	Dates			
Visual Studio								
.NET Framework Fundamentals & Languages	4994 - Introduction to Programming .NET Framework Applications with Visual Studio 2005	\$2,595	5 days	x	8/30	10/18		
	2310C - Developing Web Applications Using Visual Studio 2008	\$2,495	5 days	x	9/20	11/15		
	6463 - Visual Studio 2008: ASP.NET 3.5	\$995	2 days	x	12/1			
	6464 - Visual Studio 2008: ADO.NET 3.5	\$995	2 days	x				
Windows Presentation, Communication, & Workflow Foundation	6460 - Visual Studio 2008: Windows Presentation Foundation (WPF)	\$1,595	3 days	x	11/1			
	6461 - Visual Studio 2008: Windows Communication Foundation (WCF)	\$1,595	3 days	x	9/8	11/22		
	6462 - Visual Studio 2008: Windows Workflow Foundation (WF)	\$995	2 days	x	11/29			
Visual Studio Team System	6214 - Effective Team Development using Visual Studio 2008 Team System	\$1,595	3 days	x				
	6215 - Implementing and Administering Visual Studio 2008 Team Foundation Server	\$995	2 days	x				

Windows 7								
Desktop Support (Tier 1)	6292A - Installing and Configuring Windows 7 Client	\$1,795	3 days	x	9/20			
Desktop Support (Tier 2)	50292 - Administering Windows 7 for the Enterprise Desktop Support Technician	\$2,595	5 days	x	10/4	11/15	1/10	2/21
Enterprise Desktop Engineering	6294A - Planning and Managing Windows 7 Desktop Deployments and Environments	\$2,695	5 days	x	8/16	9/27		
	6451A - Planning, Deploying and Managing System Center Configuration Manager 2007	\$2,495	5 days	x	9/20			
Developers	50219A - Introduction to Windows 7 for Developers	\$695	1 day	x				
	50218A - Windows 7 Training for Developers	\$2,195	4 days	x				

Windows Server 2008								
	10159A - Updating Your Windows Server 2008 Technology Specialist Skills to R2	\$1,795	3 days	x	10/25			
	6434 - Automating Windows Server 2008 Administration with Windows PowerShell	\$1,595	3 days	x	9/8			
Bootcamp	MCSA/MCSE - WS08 MCTS Upgrade Bootcamp: MCTS Networking, MCTS Active Directory, MCTS Application Platform	\$3,495	5 days		8/30	10/25		
Network								
Network Administrator	6420 - Fundamentals of a Windows Server 2008 Network Infrastructure & Application Platform	\$2,495	5 days	x	9/27			
	6419 - Configuring, Managing and Maintaining Windows Server 2008 Servers	\$2,495	5 days	x	9/13	11/1	12/13	1/24
	6421 - Configuring & Troubleshooting a Windows Server 2008 Network Infrastructure	\$2,495	5 days	x	9/27	11/1	12/13	2/7
Network Engineer	6431 - Managing and Maintaining Windows Server 2008 Network Infrastructure Servers	\$995	2 days	x				
	6427 - Configuring & Troubleshooting Internet Information Services 7.0 in Windows Server 2008 (IIS)	\$1,795	3 days	x	11/22			
	6428 - Configuring Windows Server 2008 Terminal Services Server	\$995	2 days	x				
	6435 - Designing a Windows Server 2008 Network Infrastructure	\$2,495	5 days	x				
	6437 - Designing a Windows Server 2008 Applications Infrastructure	\$1,795	3 days	x	12/6			



TECHNICAL TRAINING

Microsoft Technologies continued

		Cost	Duration	SA	Dates			
Windows Server 2008 (continued)								
Server								
Server Administrator	6419 - Configuring, Managing and Maintaining Windows Server 2008 Servers	\$2,495	5 days	x	9/13	11/1	12/13	1/24
Server Engineer	6430B - Planning for Windows Server 2008 Servers	\$1,795	3 days	x	10/25	1/3	3/28	
	6422A- Implementing & Managing Windows Server 2008 Hyper-V	\$1,795	3 days	x	9/1	11/22	2/14	5/9
	6423 - Implementing and Managing Windows Server 2008 Clustering	\$1,795	3 days	x	1/5			
Active Directory								
	6419 - Configuring, Managing and Maintaining Windows Server 2008 Servers	\$2,495	5 days	x	9/13	11/1	12/13	1/24
	6425B - Configuring Windows Server 2008 Active Directory Domain Services	\$2,495	5 days	x	8/16	10/4	11/29	1/17 3/7
Active Directory Engineer/Enterprise Administrator	6426 - Configuring Identity & Access Solutions with Windows Server 2008 Active Directory	\$1,795	3 days	x	10/18	12/13	2/14	5/11
	6436 - Designing a Windows Server 2008 Active Directory Infrastructure & Services	\$2,495	5 days	x	10/11			

Other Technologies

Cisco								
	CISCO - CCNA: Interconnecting Cisco Network Devices	\$2,595	5 days		9/13	10/11		

CISSP								
	CISSP (ISC)2 - Certified Information System Security Professional Bootcamp	\$2,695	5 days		11/1			

CompTIA								
	CompTIA - A+ (2009 Objectives)	\$1,875	5 days		8/23			
	CompTIA - Network+: Networking Fundamentals (2009 Objectives)	\$1,875	5 days		10/4			
	Project+: IT Project Management Skills	\$1,875	5 days		9/20	11/29		
	CompTIA -Security+ (2008 Objectives)	\$1,875	5 days		10/11			

Crystal Reports								
	Crystal Reports 11 Design I	\$895	2 days		9/7			
	Crystal Reports 11 Design II	\$895	2 days		9/9			

ITIL								
	ITIL - (IT Infrastructure Library) Foundation v3 Boot Camp	\$1,995	3 days		9/27	12/6	1/31	

Programming								
	Intro to Web Programming	\$1,495	3 days		10/13			
End-User								
	JavaScript Level 1: Intro	\$995	2 days		11/22			
	JavaScript Level 2: Advanced	\$995	2 days		11/29			

Virtualization - VMware								
	VM-100 - VMware vSphere 4.0s Bootcamp	\$3,495	4 days		9/6	10/4	11/1	12/6
	VM-200 - VMware vSphere 4.0 Advanced Bootcamp	\$3,495	4 days		8/16	9/20	10/18	11/15 12/20

August 2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6 <small>Labor Day</small>	7	8 <small>Rosh Hashanah</small>	9	10	11
12 <small>Grandparents Day</small>	13	14	15	16	17 <small>Yom Kippur</small>	18
19	20	21	22	23 <small>Autumn begins</small>	24	25
26	27	28	29	30		

October 2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8	9
10	11 <small>Columbus Day</small>	12	13	14	15	16
17	18	19	20	21	22	23
24	31	25	26	27	28	29
					30	

November 2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7 <small>Daylight Savings ends</small>	8	9	10	11 <small>Veteran's Day</small>	12	13
14	15	16	17	18	19	20
21	22	23	24	25 <small>Thanksgiving</small>	26	27
28	29	30				

December 2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 Hanukkah begins	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21 Winter begins	22	23	24 Christmas Eve	25 Christmas Day
26 Kwanzaa	27	28	29	30	31 New Year's Eve	

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