

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

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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!



Table of Contents

Computer Application Training

Microsoft Office & Business Applications....4

Access
Excel
Office 2007 Tips & Tricks
One Note
Outlook
PowerPoint
Project
QuickBooks
Windows 7 Basics
Windows 7 Tips & Tricks
Word

Microsoft Office Maximized....7

Manage your Everyday with Outlook
MS Office Efficiency: Tips & Shortcuts
Outlook as CRM
Presenting Financials: PowerPoint & Excel
Teamwork: Collaboration in Microsoft

Social Networking and Google....8

Social Networking - Facebook, Twitter & Linked In
Google Apps Training For End Users

Graphics & Web Applications....8

Acrobat
Captivate
CSS (Cascading Style Sheets)
Dreamweaver
Flash
HTML
Illustrator
InDesign
Photoshop
Visio

Design Labs....11

Guided Print Design Lab
Guided Web Design Lab
Web Design Theory & Best Practices

Professional Development Workshops

Business Enhancement....12

Business Writing
Communication Strategies
Critical Thinking
Dealing with Conflict and Difficult People
Presentation Skills
Time Management

Leadership Development....13

Change Management
Effective Meetings
Negotiation Skills
Performance Management & Appraisal
Strategic Planning
Successful Supervision

Project Management Performance....14

PM 101: Project Management Essentials
PM 102: Project Planning: Create the Plan
PM 103: Managing Projects as they Run
PMP BootCamp

Power Tools: 90 minute workshops...15

Action Writing
Coaching Skills for Leaders
Influencing Through the Art of Persuasion
Leading Through Change
Planning and Preparing for Your Negotiation
Structure Meetings to Engage Your Participants

Technical Training

.NET / Visual Studio....16

BizTalk.....16

Citrix17

CompTIA.....17

A+

Network +

Project +

Exchange/OCS.....18

ITIL.....18

Programming & Scripting...18

Project Management.....18

Security.....18

SharePoint/InfoPath.....18

User

IT Admin

Designer/Developer

SQL 2008: Administration/Development..19

SQL 2008/2005: Business Intelligence...20

Analysis Services

Integration Services

Reporting Services

System Center.....20

Configuration Manager

Operations Manager

Virtual Machine Manager

Data Protection Manager

Virtualization.....20

Microsoft

VMware

Citrix

Windows Server 2008.....21

Windows 7....22

Windows Vista22

Microsoft Office & Business Applications

Access

Access provides a powerful set of tools that are sophisticated enough for professional developers, yet easy to learn for new users. Create or use powerful database solutions that make organizing, accessing, and sharing information easier than ever. Learn IT!'s Access 2007 class has the same topics as earlier versions of Access. However, please be aware that some of the content within the course has changed. Please review the website for a full course description.

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

Access 2003

Module			
1-2	3-4	5-6	7-8
3/9	3/10	3/11	3/12
4/27	4/28	4/29	4/30
5/18	5/19	5/20	5/21

Access 2007

Module			
1-2	3-4	5-6	7-8
3/22	3/23	3/24	3/25
4/12	4/13	4/14	4/15
5/10	5/11	5/12	5/13
6/21	6/22	6/23	6/24

Excel

Excel is a spreadsheet application which features calculation, graphing tools, and pivot tables. It is a powerful tool to create and format spreadsheets, analyze and share information to make informed business decisions. Excel can help students work better in teams, and help protect and control access to your work. Learn IT!'s Excel 2007 class has the same topics as earlier versions of Excel. However, please be aware that some of the content within the course has changed. Please review the website for a full course description.

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

Excel 2003

Module		
1-2	3-4	5-6
3/15	3/16	3/17
4/14	4/15	4/16
4/26	4/27	4/28
5/10	5/11	5/12
5/24	5/25	5/26
6/9	6/10	6/11
6/30	7/1	7/2

Excel 2007

Module		
1-2	3-4	5-6
3/10	3/11	3/12
3/31	4/1	4/2
4/19	4/20	4/21
5/19	5/20	5/21
6/14	6/15	6/16

Office 2007 New Features and Tips & Tricks

In Learn IT!'s exclusive Office 2007 Tips & Tricks class, students will spend 3.5 hours of hands-on training on what's different in Office 2007. The class covers Outlook, Word, Excel, and PowerPoint and will address new features and updates to 2003.

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

Day 1

3/8
4/5
4/23
5/17
6/16
7/1

One Note

Computers are frequently used to create, organize, and share your notes and information with others; you can also enhance the content to suit your purpose. In this course, you will use Microsoft® Office OneNote® 2007 to create different kinds of notes. You will also organize, locate, and share information using OneNote 2007.

Module
1-2
3/12
5/28
7/2

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

Outlook

Outlook delivers innovations you can use to quickly search your communications, organize your work, and better share your information with others. Learn iT!'s Outlook 2007 class has the same topics as earlier versions of Outlook. However, please be aware that some of the content within the course has changed. Please review the website for a full course description.

Outlook 2003

Module	
1-2	3-4
5/6	5/7

Outlook 2007

Module	
1-2	3-4
3/4	3/5
4/8	4/9
6/3	6/4

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

PowerPoint

PowerPoint will improve the way you create, present, and collaborate on presentations. Use enhanced multimedia capabilities to deliver presentations with more impact. Learn iT!'s PowerPoint 2007 class has the same topics as earlier versions of PowerPoint. However, please be aware that some of the content within the course has changed. Please review the website for a full course description.

PowerPoint 2003

Module	
1-2	3-4
3/1	3/2
4/5	4/6
5/3	5/4
6/1	6/2

PowerPoint 2007

Module	
1-2	3-4
3/23	3/24
4/22	4/23
5/27	5/28
6/28	6/29

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

Project

Project will allow you to stay informed and control project work, schedules, and finances, keep project teams aligned and be more productive through integration with powerful reporting, guided planning, and flexible tools. Learn iT!'s Project 2007 class has the same topics as earlier versions of Project. However, please be aware that some of the content within the course has changed. Please review the website for a full course description.

Project 2003

Module	
1-2	3-4
3/18	3/19
4/12	4/13
6/17	6/18

Project 2007

Module	
1-2	3-4
3/29	3/30
4/21	4/22
5/17	5/18

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

Quickbooks

Quickbooks is an accounting software application that allows you to enter checks, invoices, bills, and reports effortlessly. No need to look for an outside source to help you with the books, with Quickbooks you can do it on your own!

Module	
1-2	3-4
3/22	3/23
5/13	5/14

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

Windows 7 Basic

This course is designed for any worker, business professional, or private individual who needs to learn how to use, customize and secure files and settings on a computer using the Windows 7 operating system.

Module
1-2
2/26
3/11
3/25
4/8
4/22
5/5
5/25
6/28

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 New Features

This hands on course is designed for persons who are familiar with and comfortable working in previous versions of Windows and want to upgrade to the new and enhanced features of Windows 7. This course is not for students who are first-time Windows users.

Module
1
3/8
4/5
4/23
5/17
6/16
7/1

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

Word

Word helps users 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. Learn IT!'s Word 2007 class has the same topics as earlier versions of Word. However, please be aware that some of the content within the course has changed. Please review the website for a full course description.

Word 2003

Module		
1-2	3-4	5-6
4/5	4/6	4/7

Word 2007

Module		
1-2	3-4	5-6
3/3	3/4	3/5
5/3	5/4	5/5
6/2	6/3	6/4

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

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

8am - 12pm
3/19* SF only
4/26
5/24
6/28

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

8am - 12pm
3/2* SF only
4/14
5/26
6/24

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

1pm - 5pm
3/19* SF only
4/26
5/24
6/28

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	

1pm - 5pm
3/2* SF only
4/14
5/26
6/24

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

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.

8am - 12pm
4/23

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	

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.

Module
1-2
4/27
6/18

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

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!

Module
1-2
3/12
4/8
5/6
6/30

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

Graphics & Web Applications

Acrobat

Acrobat is the simple way to create and share more secure and reliable Adobe PDF documents. Generate Adobe PDF files that accurately represent the original document, and take advantage of robust tools for sharing information and commenting on electronic files.

Module
1-2 3-4
4/1 4/2
4/26 4/27
5/20 5/21
6/14 6/15

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

Captivate

With the Adobe Captivate software, you can quickly create professional “eLearning” content (presentations and/or full motion video) with interactivity, software and scenario simulations, quizzes, and other engaging experiences with no programming or multimedia skills required.

Module	
1-2	3-4
3/1	3/2
5/11	5/12
6/28	6/29

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

CSS (Cascading Style Sheets)

Once you’re familiar with HTML, Cascading Style Sheets (CSS) is a great way to further your web site building skills. CSS is used to extend the formatting and stylistic capabilities of HTML, allowing greater flexibility and control in page layout and design.

Module
1-2
3/22
4/30
6/18

Prerequisite: HTML 1-4 or equivalent.

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

Dreamweaver

Dreamweaver is the industry-leading web development tool, enabling users to efficiently design, develop and maintain standards-based websites and applications.

Module			
1-2	3-4	5-6	7-8
3/24	3/25	3/26	3/29
5/3	5/4	5/5	5/7
6/21	6/22	6/23	6/25

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

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

Flash

Flash is the industry's most advanced authoring environment for creating interactive websites, digital experiences and mobile content. With Flash, creative professionals design and author interactive content rich with video, graphics, and animation for truly unique, engaging websites, presentations or mobile content.

Module			
1-2	3-4	5-6	7-8
3/1*	3/2*	3/2*	3/4*
4/20*	4/21*	4/22*	4/23*
6/1*	6/2*	6/3*	6/4*

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

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

*SF only. Not available with Learn IT! Anywhere

HTML

Learn iT!'s HTML course teaches you how to create colorful, interactive and accessible web sites that take full advantage of the latest web browser technology.

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

Module	
1-2	3-4
3/18	3/19
4/28	4/29
6/16	6/17

Illustrator

Illustrator gives you new creative freedom that lets you realize your ideas quickly and powerfully. Instantly convert bitmaps to vector artwork and paint more intuitively. Save time with intelligent palettes and optimized workspaces. Plus, tight integration with other software allows you to produce extraordinary graphics for print, video, the web, and mobile devices.

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

Module		
1-2	3-4	5-6
3/15	3/16	3/17
4/28	4/29	4/30
5/17	5/18	5/19
6/30	7/1	7/2

InDesign

Join the growing ranks of creative professionals discovering new levels of creative freedom and productivity using InDesign. Tightly integrated with the Adobe applications you use most, InDesign delivers faster production workflows and a more fluid creative environment for designing professional layouts with sophisticated graphics and typography.

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

Module		
1-2	3-4	5-6
3/8	3/9	3/10
4/19	4/20	4/21
6/7	6/8	6/9

Photoshop

Photoshop, the professional image-editing standard and leader of the Photoshop digital imaging line, delivers more of what you crave. Unprecedented adaptability lets you custom-fit Photoshop to the way you work. And with more efficient editing, processing, and file handling, there's no slowing you down.

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

Module			
1-2	3-4	5-6	7-8
4/12	4/13	4/14	4/15
5/24	5/25	5/26	5/27

Visio

Visio makes it easy for IT and business professionals to visualize, explore, and communicate complex information. Go from complicated text and tables that are hard to understand to Visio diagrams that communicate information at a glance. Learn IT's Visio 2007 class has the same topics as earlier versions of Visio. However, please be aware that some of the content within the course has changed. Please review the website for a full course description.

Visio 2003	Visio 2007
Module	Module
1-2	1-4
3/5	3/19
6/25	5/14

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

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.

Day 1	Day 2
6/10	6/11

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 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!

Day 1	Day 2
3/29	3/30
5/13	5/14

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

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).

Day 1
5/10

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

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			
March	April	May	June
3/24	4/27	5/20	6/22

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			
March	April	May	June
3/16	4/19	5/18	6/17

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			
March	April	May	June
	4/1	5/12	6/30

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			
March	April	May	June
3/1	4/13	5/24	

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			
March	April	May	June
3/8		5/10	

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			
March	April	May	June
	4/12		6/2

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			
March	April	May	June
	4/30		

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			
March	April	May	June
	4/9		

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			
March	April	May	June
3/29		5/24	6/29

Effective Performance Reviews

Research has shown that organizations that conduct performance reviews are more successful than those who do not have a system in place. The first step in a basic system is to develop standards of performance that all employees can understand and agree to. Setting performance objectives to aim for will give supervisors and employees alike focus, and targets to aim for. 6 PDUs .

Effective Performance Reviews			
March	April	May	June
			6/11

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			
March	April	May	June
	4/7		6/9

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			
March	April	May	June
3/10-11		5/3-4	

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)			
March	April	May	June
	4/5		6/2

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)			
March	April	May	June
	4/6		6/3

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)			
March	April	May	June
	4/7		6/4

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	
Mar	May
3/15 - 3/19	5/17 - 5/21

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 Course Schedule

01/2010-07/2010 v1.7

Introduction to Programming, Object-Oriented Analysis & Design Using UML

Course	Description	Days	Price			
IntroProg	Introduction to Programming	1	\$495	1/11	4/5	6/21
JS1	Introduction to JavaScript Programming	2	\$995	1/12	4/6	6/22
JS2	Advanced JavaScript Programming and Ajax	2	\$995	1/14	4/8	6/24
50062	Core XML	2	\$895	2/1	3/18	6/3
OOAD	Object-Oriented Analysis & Design Using the Unified Modeling Language (UML)	4	\$1,995			

.NET - Visual Studio 2008

Visual Studio - .NET Language Prerequisites VB.NET & C#						
4994	Intro. to Programming .NET Framework Applications with Visual Studio 2005	5	\$2,595	1/18	4/12	6/28
4995	Programming with the .NET Framework Using Microsoft Visual Studio 2005	5	\$2,595	3/8	5/24	
6367A	Introduction to Object Oriented Programming using Microsoft Visual Studio 2008	3	\$1,595			
6368A	Programming with the Microsoft .NET Framework using Microsoft Visual Studio 2008	5	\$2,595			
Visual Studio 2008 - Web Application Development						
2310C	Developing Web Applications Using Microsoft Visual Studio 2008	5	\$2,495	2/22		
2310D	Developing Web Applications Using Microsoft Visual Studio 2008	5	\$2,495	5/10	7/26	
6463	Visual Studio 2008: ASP.NET 3.5	2	\$995	1/25	4/19	7/6
Visual Studio 2008 - Data Connected Application Development						
6464	Visual Studio 2008: ADO.NET 3.5	2	\$995	1/27	4/21	7/8
Visual Studio 2008 - Windows Application Development						
6265	Visual Studio 2008: Windows Forms	5	\$2,495	TBD		
Visual Studio 2008 - WPF, WCF, WF						
6460	Visual Studio 2008: Windows Presentation Foundation	3	\$1,595	3/1	6/2	
6461	Visual Studio 2008: Windows Communications Foundation	3	\$1,595	2/3	4/28	7/21
6462	Visual Studio 2008 Connected Systems: Windows Workflow Foundation	2	\$995	3/4	5/20	
Visual Studio - Core/Advanced Foundations to .NET Development						
L! 2956/57	Core and Advanced Foundations of Microsoft .NET 2.0 Development (Visual Studio 2005)	5	\$2,595	2/1	4/26	7/19
Visual Studio 2008 - Team System						
6214	Effective Team Development using Microsoft Visual Studio Team System (Visual Studio 2008)	3	\$1,595	1/4	3/29	6/14
6215	Implementing and Administering Microsoft Visual Studio 2008 Team Foundation Server	2	\$995	1/7	4/1	6/17
Silverlight 2.0 Web Applications						
50147	Tools and Creative Techniques for Designing User Interfaces by using Microsoft Silverlight 2.0	4	\$1,995			
50197	Developing Web Applications Using Microsoft Silverlight 2.0	3	\$1,595			
BizTalk 2006						
2933	Developing Business Process & Integration Solutions w/ BizTalk Server 2006	5	\$2,495	3/8	6/7	
2934	Deploying & Managing BizTalk Server 2006	2	\$995			
Cisco **all Cisco Courses, except CCNA taught in San Jose**						
CCNA - Cisco Certified Network Associate						
ICND	Interconnecting Cisco Network Devices (CCNA)	5	\$2,595	1/4	3/22	6/7
CISSP						
CISSP	Certified Information Systems Security Professional	6	\$2,695	1/25	4/12	

Citrix						
Course	Description	Days	Price			
Citrix XenApp 5 for Windows Server 2008						
CXA-201-1I	Implementing Citrix XenApp 5.0 for Windows Server 2008	5	\$3,195	2/22	5/10	
CXA-202-1I	Citrix Presentation Server 4.5 and XenApp 5.0 for Windows Server 2008: Skills Update	3	\$1,995	1/18	4/12	7/7
CXA-300-1I	Advanced Administration for Citrix XenApp 5.0 for Windows Server 2008	5	\$3,195	3/8	5/24	
Citrix XenApp 5 (and Presentation Server 4.5) for Windows Server 2003						
CTX-1259BI	Citrix Presentation Server 4.5 and XenApp 5.0 for Windows Server 2003: Administration	5	\$2,995			
CTX-4100BI	Citrix Presentation Server 4.5 and XenApp 5.0 for Windows Server 2003: Skills Update	3	\$1,795			
CTX-1264AI	XenApp (Citrix Presentation Server 4.5): Support	3	\$1,795			
CTX-1456AI	Citrix Access Suite 4.0: Build/Test Workshop	2	\$1,195			
Citrix Desktop Delivery Infrastructure						
CMB-200-2I	Implementing the Citrix Desktop Delivery Infrastructure	5	\$4,995	1/11	4/5	6/28
Citrix XenDesktop						
CTX-2201-AI	Citrix XenDesktop 2.0 Enterprise Edition: Administration	2	\$2,195			
Citrix XenServer						
CXS-200-1I	Implementing Citrix XenServer Enterprise Edition: Administration	2	\$2,195			
CPV-201-1I	Implementing Citrix Provisioning Server 5.0	2	\$1,395			
Citrix NetScaler						
CNS-200-1I	Basic Administration for Citrix NetScaler 9.0	5	\$4,995	3/15	6/7	
Citrix Access Gateway						
CTX-1308AI	Citrix Access Gateway 4.5 Advanced Edition: Administration	2	\$1,195			
CTX-1310AI	Citrix Access Gateway 8.1 Enterprise Edition: Administration	2	\$1,995			
Citrix Password Manager						
CTX-1327AI	Citrix Password Manager 4.5: Administration	2	\$1,195			
CompTIA						
A+	A+ (2009 Objectives)	5	\$1,875	1/25	4/12	6/28
CTT+	Certified Technical Trainer+	3	\$1,875			
N+	Network+ (2009 Objectives)	5	\$1,875	2/8	4/26	7/12
Project+	Project+ (2009 Objectives)	5	\$1,875	1/4	3/29	6/21
Security+	Security+ (2008 Objectives)	5	\$1,875	1/11	4/5	6/21
CRM						
CRM 4.0						
8910	What's New in Microsoft Dynamics CRM 4.0	1	\$495			
8911	Installation and Deployment in Microsoft Dynamics CRM 4.0	2	\$995			
8912	Customization and Configuration in Microsoft Dynamics CRM 4.0	3	\$1,495			
8913	Microsoft Dynamics CRM 4.0 Applications	3	\$1,495			
80002	Administration in Microsoft Dynamics CRM 4.0	2	\$995			
80003	Workflow in Microsoft Dynamics CRM 4.0	1	\$495			
Crystal Reports						
CR1 v11	Crystal Reports 11.0 Level 1	2	\$895	3/8	6/1	
CR2 v11	Crystal Reports 11.0 Level 2	2	\$895	3/10	6/3	

Exchange 2010

Course	Description	Days	Price			
10133B / 10134B	First Look: What's New in Microsoft Exchange Server 2010 Clinic and Hands-on Lab	1	\$495	2/16	5/3	7/6
10165A	Updating Your Skills from Microsoft Exchange Server 2003 or Exchange Server 2007 to Exchange Server 2010 Technology Specialist	3	\$1,795			
10135A	Configuring, Managing and Troubleshooting Microsoft Exchange Server 2010	5	\$2,695	2/22	5/10	7/26
10233A	Designing and Deploying Messaging Solutions with Microsoft Exchange Server 2010	5	\$2,695	1/11	3/1	5/24

Exchange 2007

3938C	Updating Your Skills from Exchange Server 2000 or 2003 to 2007 SP1	3	\$1,495	1/18	4/12	7/12
5047B/49/50	Microsoft Exchange Server 2007 Foundations for IT Professionals SP1	5	\$2,595	1/4	3/29	6/21
5051	Monitoring and Troubleshooting Microsoft Exchange Server 2007	2	\$995	1/21	4/15	7/15
5053/5054	Designing a Messaging Infrastructure & High Availability Messaging Solution Using Microsoft Exchange Server 2007	5	\$2,595			

ForeFront Security

L! 50093/94	50093/94 - Deploying & Administering Microsoft ForeFront Security for Clients, Exchange, SharePoint, & Server Security Management Console	5	\$2,795			
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InfoPath 2007

InfoPath	Microsoft InfoPath 2007	2	\$895	3/1	6/3	
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ITIL - IT Infrastructure Library

ITIL Foundation	ITIL v3 Foundation Bootcamp	3	\$1,995	3/8	5/24	
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Microsoft Office 2007 for IT Professionals

5058	Deploying Microsoft Office 2007 Professional Plus	2	\$995			
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Microsoft Office Programming

VBA Intro	Microsoft Office 2003 Introduction to VBA Programming	3	\$1,295	2/22	6/7	
Excel VBA	Excel Programming with VBA	2	\$895	2/25	6/10	

Office Communications Server 2007

OCS User 101	Office Communications Server 2007 R2 End-User Course (OCS)	1	\$495	2/4	4/29	7/1
50214A	Implementing and Maintaining IM/Presence, Conferencing and Telephony using Microsoft Office Communications Server 2007 R2 (OCS)	5	\$2,795	1/25	4/19	7/12

PerformancePoint Server 2007

50141	Microsoft Office PerformancePoint Server 2007 Technical Training	4	\$2,595			
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Project Server 2007

5927	Microsoft Office Project 2007, Managing Projects (MCTS)	3	\$1,995	3/15	6/7	
5928	Microsoft Office Project Server 2007, Managing Projects (MCTS)	3	\$1,995	2/1	4/26	7/7
5929	Microsoft Office Project Server 2007, Managing Projects and Programs (MCITP)	5	\$2,995	2/8	5/3	7/26

SharePoint Server 2010

SharePoint for IT Administrators & Architects						
10173A / 10176A	First Look: What's New for IT Professionals in Microsoft SharePoint Server 2010 Clinic and Hands-on Lab	1	\$495	2/17	5/4	7/7
10174A	Implementing and Administering Microsoft SharePoint Server 2010	5	\$2,795	5/24		
10231A	Designing and Deploying Microsoft SharePoint Server 2010	5	\$2,795	4/19	6/28	
50048B	Implementing the Search Capability in Microsoft Office SharePoint Server 2010	2	\$1,095	5/5	7/21	
50049B / 50050B /	Implementing Web Content Management, Documents & Record Management, & Portals and Social Computing Solutions with Microsoft Office SharePoint Server 2010	5	\$2,795	5/10	7/26	
SharePoint for Web Developers/Advanced Developers						
10172A / 10177A	First Look: What's New for Developers in Microsoft SharePoint Server 2010 Clinic and Hands-on Lab	1	\$495	2/18	5/7	7/8
10175A	Developing and Customizing Applications for Microsoft SharePoint Server 2010	5	\$2,695	4/26	7/19	
10232A	Designing Applications and Solutions for Microsoft SharePoint Server 2010	5	\$2,695	5/10	8/2	

SharePoint Services v 3.0 / SharePoint Server 2007 (MOSS 2007)

Course	Description	Days	Price			
SharePoint Briefings for Executives & Business Decision Makers						
L! SP-EB	Executive Briefing: Windows SharePoint Services 3.0 & Microsoft Office SharePoint Server 2007 (MOSS)	3 hours	\$495			
SharePoint for Users, Site Administrators/Power Users						
SP-101	SharePoint Services v 3.0 User Course	2	\$895	1/25	4/5	6/14
SP-102	MOSS 2007 User Course (Prerequisite: SP-101)	1	\$495	1/27	4/7	6/16
SP-103	SharePoint 2007 Site Administrator/Power User Course (Prerequisites: SP-101, 102)	2	\$895	1/28	4/8	6/17
SharePoint for IT Administrators & Architects						
SP-201-WS'03	MS 5060A - Implementing Windows SharePoint Services 3.0 for IT Professionals	2	\$995	1/18	4/12	
SP-202	MS 5061 - Implementing Microsoft Office SharePoint Server 2007 for IT Pros (Prerequisite: SP-201)	3	\$1,595	1/20	4/14	
SP-203	MS 50047A - Advanced IT Pro Course for MOSS 2007 & Windows SharePoint Services 3.0 (Prerequisites: SP-201, SP-202)	5	\$2,495	3/15	4/26	
L! SP-204	MS 50049/50/51A - Architecting Web Content Management, Documents & Records Management, and Portals & Collaboration Solutions with MOSS 2007 (Prerequisites: SP-	5	\$2,795	2/8		
50228	MS 50228 - Governance: Windows SharePoint Services 3.0 & Microsoft Office SharePoint Server 2007 (MOSS)	2	\$995	3/10	6/1	
SharePoint for Web Developers/Advanced Developers						
L! SP-300	SharePoint Designer 2007 Fundamentals	2	\$995	2/18	5/6	7/19
L! SP-301	SharePoint 2007 Designer/Web Developer Prerequisites Course (Prerequisites: SP-300)	3	\$1,495	1/18	4/12	6/28
SP-302	MS-50205 - SharePoint 2007 Designer/Web Developer Course (Prerequisites: SP-300, SP-301)	5	\$2,495	1/25	4/19	7/5
SP-303	MS 50064 - WSS 3.0 & MOSS 2007 Programming & Customization Course (Prerequisites: SP-302, 2310)	5	\$2,795	2/22	5/24	
SP-304	MS 50146 - Advanced MOSS 2007 Programming & Customization Course (Prerequisites: SP-302, SP-303, 2310)	5	\$2,995	1/4		
SQL Server 2008						
SQL Server 2008 - What's New						
6156/6157	What's New in SQL Server 2008 Clinic & Hands-on Lab	1	\$595			
SQL Server 2008 - Updating Skills						
6158C	Updating Your SQL 2005 Skills to SQL Server 2008 (RTM)	3	\$1,595	2/8	5/17	
6317A	Upgrading Your SQL Server 2000 Database Administration (DBA) Skills to SQL Server 2008 DBA Skills	3	\$1,595	1/11	4/19	7/26
Technology Specialist - Administration & Development on SQL Server 2008						
2778	Writing Queries using Microsoft SQL Server 2008 Transact-SQL	3	\$1,595	2/16	4/5	6/14
6231	Maintaining a Microsoft SQL Server 2008 Database (Administrator)	5	\$2,595	2/1	4/12	6/21
6232	Implementing a Microsoft SQL Server 2008 Database (Developer)	5	\$2,595	1/4	3/29	6/28
Technology Specialist - Business Intelligence on SQL Server 2008/2005						
6234/2791	Implementing & Maintaining Microsoft SQL Server 2008/2005 Analysis Services (SSAS)	3	\$1,595	1/11	3/22	6/7
6235/2792	Implementing & Maintaining Microsoft SQL Server 2008/2005 Integration Services (SSIS)	3	\$1,595	1/25	4/12	6/28
L! 6236/2793	Implementing & Maintaining Microsoft SQL Server 2008/2005 Reporting Services Intense (SSRS)	2	\$1,095	1/14	3/25	6/10
Business Intelligence on SQL Server 2008/2005 - End User/IT Courses						
50263B	Introduction to Microsoft Business Intelligence from SQL 2008 through SharePoint and Office 2007	4	\$2,095	2/1		
50263C	Introduction to Microsoft Business Intelligence from SQL 2008 through SharePoint and Office 2007	5	\$2,495	4/19	7/12	
IT Professional - Database Administrator on SQL Server 2008						
6315A	Designing, Optimizing, & Maintaining SQL Server 2008 Servers (Administrator)	5	\$2,795			

L! = Exclusive Course

SQL Server 2008 (continued)

Course	Description	Days	Price			
IT Professional - Database Developer on SQL Server 2008						
6316A	Designing, Developing & Optimizing SQL Server 2008 Databases (Developer)	5	\$2,795			
IT Professional - Business Intelligence Developer on SQL Server 2008						
6314A	Designing SQL Server 2008 Business Intelligence Solutions (SSAS, SSIS, SSRS)	5	\$2,795			

SQL Server 2005

Technology Specialist - SQL Server 2005						
2779	Implementing a Microsoft SQL Server 2005 Database (Developer)	5	\$2,495			
2780	Maintaining a Microsoft SQL Server 2005 Database (Administrator)	5	\$2,495			

System Center

System Center Configuration Manager (SCCM, formerly SMS)						
6451A	Planning, Deploying and Managing System Center Configuration Manager 2007 (SCCM)	5	\$2,495	2/1	4/26	7/12
50215A	System Center Configuration Manager 2007 R2 - Advanced Configuration and Troubleshooting (SCCM)	3	\$1,795			
System Center Data Protection Manager (SCDPM)						
50213	50213A - Implementing System Center Data Protection Manager 2007 (SCDPM)	2	\$1,195			
System Center Operations Manager (SCOM, formerly MOM)						
50028B	Managing System Center Operations Manager 2007 (SCOM)	5	\$2,495	2/8	5/3	7/26
50216A	System Center Operations Manager 2007: Advanced Configuration and Administration (SCOM)	3	\$1,795	2/17	5/10	
50231A	System Center Operations Manager 2007: Advanced Management Pack Authoring (SCOM)	3	\$1,795	3/22	6/28	
System Center Service Manager (SCSM)						
50246A	Microsoft Operations Framework Foundation Training for IT Service Management	1	\$495			
50217A	Planning & Deploying Microsoft System Center Service Manager 2010	3	\$1,795			
System Center Virtual Machine Manager (SCVMM)						
6331A	Deploying & Managing System Center Virtual Machine Manager (SCVMM)	3	\$1,795	1/4	3/22	6/7
VMware						
L! VM-100	VMware vSphere 4.0 Bootcamp (Extended hours: 8:00am-6:00pm)	5	\$3,995	1/11	3/29	6/14
L! VM-200	VMware vSphere 4.0 Advanced Bootcamp	4	\$3,495	2/8	5/3	7/19

L! = Exclusive Course

Windows Server 2008						
Course	Description	Days	Price			
Windows Server 2008 Bootcamps						
L! MCSA/SE WS08 MCTS BC	MCSA/MCSE - WS08 MCTS Upgrade Bootcamp: MCTS Networking, MCTS Active Directory, MCTS Application Platform	5	\$3,495	1/4	3/29	6/21
Windows Server 2008 First Look Course						
L! 6400B- 6413B	First Look: Getting Started with Windows Server 2008 (RTM)	3	\$1,795			
Windows Server 2008 Updating Skills Courses						
10159A	Updating Your Windows Server 2008 Technology Specialist Skills to R2	3	\$1,795	2/22	5/10	7/12
6416B	Updating Your Network Infrastructure and Active Directory Technology Skills to Windows Server 2008 (Exam 70-648)	5	\$2,495	1/11		
6416C	Updating Your Network Infrastructure and Active Directory Technology Skills to Windows Server 2008 (Exam 70-648)	5	\$2,495	4/5	6/14	
6417B	Updating Your Applications Infrastructure Platform Technology Skills to Windows Server 2008 (Exam 70-649)	3	\$1,795	2/24	4/19	7/7
Windows Server 2008 Foundational Skills Courses						
6419	Configuring, Managing and Maintaining Windows Server 2008 Servers	5	\$2,495	3/1	5/17	7/26
6420A	Fundamentals of a Windows Server 2008 Network Infrastructure & Application Platform	5	\$2,495	1/4	3/22	6/7
6424	Fundamentals of Windows Server 2008 Active Directory	3	\$1,795			
Technology Specialist - Windows Server 2008 Networking Infrastructure Configuration						
6421	Configuring & Troubleshooting a Windows Server 2008 Network Infrastructure (Exam 70-642)	5	\$2,495	2/1	4/26	7/19
Technology Specialist - Windows Server 2008 Active Directory Configuration						
6425B	Configuring Windows Server 2008 Active Directory Domain Services (Exam 70-640)	5	\$2,495	1/18	4/12	6/28
6426B	Configuring Identity & Access Solutions with Windows Server 2008 Active Directory (Exam 70-640)	3	\$1,795	2/22	3/24	5/24
Technology Specialist - Windows Server 2008 Application Platform Configuration						
6418B	Deploying Windows Server 2008 (Exam 70-643)	3	\$1,795	12/28	3/15	6/2
6427	Configuring & Troubleshooting Internet Information Services 7.0 in Windows Server 2008 (Exam 70-643)	3	\$1,795	1/18	3/8	6/2
6428	Configuring Windows Server 2008 Terminal Services Server (Exam 70-643)	2	\$995	1/21	4/29	
IT Professional - Server Administrator on Windows Server 2008						
6430B	Planning & Administering Windows Server 2008 Servers (Exam 70-646)	3	\$1,795	2/1	5/3	7/26
IT Professional - Enterprise Administrator on Windows Server 2008						
6435	Designing a Windows Server 2008 Network Infrastructure (Exam 70-647)	5	\$2,495	2/22	5/24	
6436	Designing a Windows Server 2008 Active Directory Infrastructure & Services (Exam 70-647)	5	\$2,495	3/15	6/21	
6437	Designing a Windows Server 2008 Applications Infrastructure (Exam 70-647)	3	\$1,795			
Windows Server 2008 Virtualization Courses						
6422	Implementing & Managing Windows Server 2008 Hyper-V	3	\$1,795	12/28	3/15	6/2
Windows Server 2008 Advanced Courses						
6431	Managing & Maintaining Windows Server 2008 Network Infrastructure Servers	2	\$995	1/18	4/5	7/6
6432	Managing & Maintaining Windows Server 2008 Active Directory Servers	2	\$995	1/20	4/7	7/8
6423	Implementing & Managing Windows Server 2008 Clustering	3	\$1,795	12/28	4/5	7/7
6429	Configuring & Managing Windows Media Services for Windows Server 2008	2	\$995			
Windows Small Business Server 2008						
6445A	Implementing & Administering Windows Small Business Server 2008	5	\$2,495			
Windows Essential Business Server 2008						
6446A	Implementing & Administering Windows Essential Business Server 2008	5	\$2,495	3/15	6/14	

Windows Server 2003

Course	Description	Days	Price			
L! WIN2K3BC - MCSA	Windows Server 2003 MCSA Security Bootcamp	9	\$4,995			
L! WIN2K3BC - MCSE	Windows Server 2003 MCSE/MCSA Security Bootcamp	14	\$6,995			
2273	Managing & Maintaining a Windows Server 2003 Environment	5	\$2,495			
L! 2277/78	Planning, Implementing, Managing & Maintaining a Windows Sever 2003 Network Infrastructure (Intense)	5	\$2,495			
2279	Planning, Implementing & Maintaining a Windows Server 2003 Active Directory Infrastructure	5	\$2,195			
2282	Designing a Windows Server 2003 Active Directory & Network Infrastructure	5	\$2,495			
2823	Implementing & Administering Security in a Server 2003 Network	5	\$2,195			
2830	Designing Security for Microsoft Networks	3	\$1,395			

Windows Scripting

6434A	Automating Windows Server 2008 Administration with Windows PowerShell	3	\$1,795	3/15	5/17	
10325A	Automating Administration with Windows PowerShell 2.0	5	\$2,595			
2433B	VB Scripting & Script Host Essentials Intense *prereqs apply*	2	\$995	3/4	5/20	
2439A	Scripting Using Windows Management Instrumentation (WMI) *prereqs apply*	2	\$995			

Windows 7

Windows 7 for IT Professionals						
L! 6289A / 6290A	First Look: Windows 7 for IT Professionals Clinic and Hands-on Lab (Beta)	1	\$495	2/16	4/15	7/9
6291A	Updating your Technology Skills from Windows XP to Windows 7 (Beta)	3	\$1,695	1/11	3/22	
6292A	Installing and Configuring Windows 7 Client	3	\$1,795	1/18	3/29	6/7
6293A/5033 1A	Windows 7 Enterprise Desktop Support Technician Course	5	\$2,595	1/25	4/5	6/14
6294A	Planning and Managing Windows 7 Desktop Deployments and Environments	5	\$2,595	2/8	4/19	6/28
Windows 7 for Developers						
50219A	Introduction to Windows 7 for Developers	1	\$695	2/8	5/10	
50218A	Windows 7 Training for Developers	4	\$2,195	2/9	5/11	

Windows Vista

5115/5116	Windows Vista Foundations for IT Professionals	5	\$2,595			
5115B	Installing, Configuring, and Troubleshooting Windows Vista	3	\$1,495	1/25	4/19	7/19
5118B	Supporting Windows Vista and Applications in the Enterprise	5	\$2,595	3/1	5/24	
5117A	Installing, Configuring, Troubleshooting, and Maintaining Windows Vista	3	\$1,495	2/1	5/3	
5105C	Deploying Windows Vista Desktops	3	\$1,495			
7197	Managing Enterprise Desktops using the Microsoft Desktop Optimization Pack (MDOP)	5	\$2,595	2/8	5/24	

Windows XP

2261	Supporting Users Running the Windows XP Operating System	3	\$1,195	2/22		
2262	Supporting Users Running Applications on a Windows XP Operating System	2	\$795	2/25		
L! 2272	Implementing & Supporting XP Professional Intense	4	\$1,895			

L! = Exclusive Course

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