

Learn iT!

Hands-on, Instructor-led Training for Business and Individuals

COURSE SCHEDULE



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.

SAN FRANCISCO

33 New Montgomery St
Suite 300
415.693.0250

SANTA CLARA

5201 Great America Pkwy
#254
408.200.0953

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!

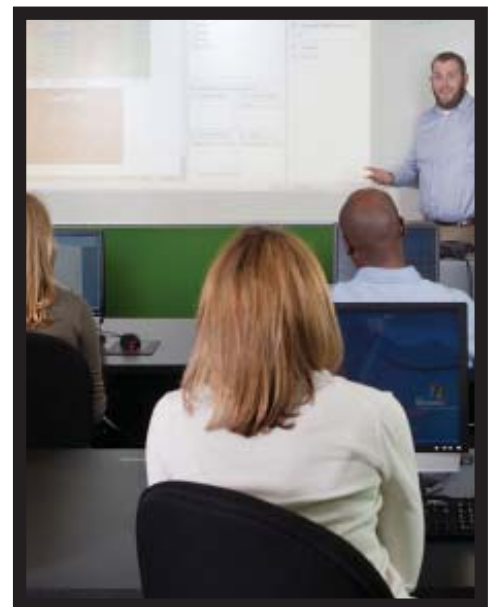
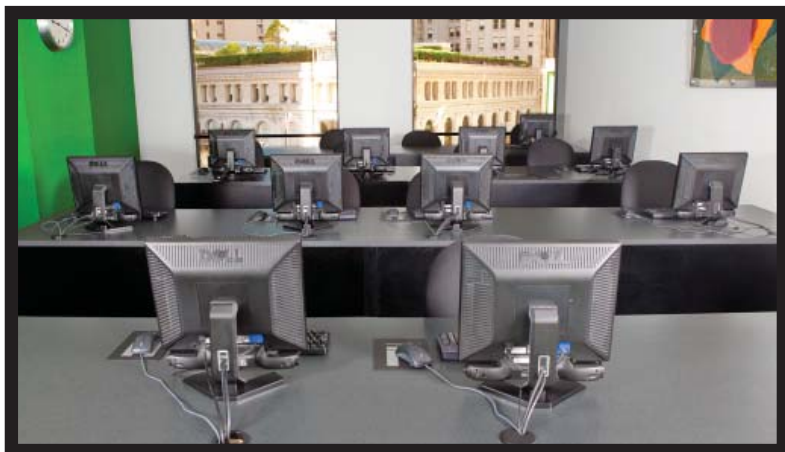


TABLE OF CONTENTS



Computer Application Training

Microsoft Office

& Business Applications....4

Access
Computer Basics (Windows 7)
Excel
Office 2007 Tips & Tricks
Office 2010 Tips & Tricks
OneNote
Outlook
PowerPoint
Project
Project 2010 new Features
Visio
Windows 7
Windows 7 New Features
Word
Word for Law Firms

Microsoft Office Maximized....7

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

Graphics & Web Applications....8

Acrobat
Acrobat for Law Firms
Captivate
CSS (Cascading Style Sheets)
Dreamweaver
Flash
HTML
Illustrator
InDesign
Photoshop

Design Labs....11

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

Social Networking and Google....11

Social Networking
Google Apps Training For End Users

Certification Bootcamps....12

MCAS BootCamp: Office 2007 Microsoft
Certified Applications Specialist

SharePoint End-User Training....12

Info Worker: 2007/2010
Power User: 2007/2010



Professional Development Workshops

Business Enhancement....13

Business Writing
Communication Strategies
Critical Thinking
Dealing with Conflict and Difficult People
Make Meetings Matter: Face to Face Meeting
Strategies
Make Meetings Matter: Virtual Meeting
Strategies

Leadership Development....14

Presentation Skills
Time Management
Influencing without Authority
Negotiation Skills
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

Technical Training Courses by Technology

Microsoft

BizTalk.....16
Exchange.....16
Programming & Scripting.....16
Project / Project Server.....16
SharePoint.....17
SQL Server.....17
System Center.....18
System Center.....18
Virtualization (Microsoft.....18
Vista.....18
Visual Studio.....18
Windows 7.....19
Windows Server 2008.....19

Other Technologies

Cisco.....20
CISSP.....20
Citrix.....20
CompTIA.....20
Crystal Reports.....20
ITIL.....20
Programming.....21
Virtualization: VMware.....21



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 2007 version of the course. Many of the topics are the same for 2003 & 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
10/18	10/19	10/20	10/21

Access 2007			
Day 1	Day 2	Day 3	Day 4
Module 1-2	Module 3-4	Module 5-6	Module 7-8
9/26	9/27	9/28	9/30
11/8	11/9	11/10	11/11
12/27	12/28	12/29	12/30

Access 2010			
Day 1	Day 2	Day 3	Day 4
Module 1-2	Module 3-4	Module 5-6	Module 7-8
10/4	10/5	10/6	10/7
11/28	11/29	11/30	12/1

Computer Basics

This hands-on course teaches the basics of using a computer. Students will learn how to start the computer, log in, and use the Start menu to start applications. Using some of Windows 7's built-in applications, they will learn to control the mouse, using it to draw as well as using it to move, resize, and close multiple windows.

Call For Dates

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

Excel 2003		
Day 1	Day 2	Day 3
Module 1-2	Module 3-4	Module 5-6
10/24		
12/5		

Excel 2007		
Day 1	Day 2	Day 3
Module 1-2	Module 3-4	Module 5-6
9/19	9/20	9/21
10/11	10/12	10/13
11/14	11/15	11/16
12/19	12/20	12/21

Excel 2010		
Day 1	Day 2	Day 3
Module 1-2	Module 3-4	Module 5-6
9/19	9/20	9/21
10/11	10/12	10/13
11/14	11/15	11/16
12/19	12/20	12/21



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

2007 T&T

9/12
10/14
11/7
12/12

Office 2010 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 2010
- Improved features in 2010
- What has changed in 2010
- What has been removed in 2010
- What kind of questions you can expect to receive from users

2010 T&T

9/12
10/14
11/7
12/12

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.

- | | | |
|-------|----------|-------------------------|
| Day 1 | module 1 | Introduction to OneNote |
| | module 2 | OneNote Integration |

One Note

Day 1
Module 1-2
10/3
12/9

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
12/29	12/30

Outlook 2010

Day 1	Day 2
Module 1-2	Module 3-4
10/20	10/21
12/8	12/9

Outlook 2007

Day 1	Day 2
Module 1-2	Module 3-4
10/31	11/1

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



COMPUTER APPLICATION TRAINING

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
10/27	10/28
12/1	12/2

PowerPoint 2010	
Day 1	Day 2
Module 1-2	Module 3-4
9/22	9/23
10/24	10/25
11/17	11/18
12/22	12/23

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 2007	
Day 1	Day 2
Module 1-2	Module 3-4
9/22	9/23
10/24	10/25
11/17	11/18
12/22	12/23

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
10/27	10/28

Project 2007	
Day 1	Day 2
Module 1-2	Module 3-4
9/29	9/30
11/8	11/9

Project 2010	
Day 1	Day 2
Module 1-2	Module 3-4
9/22	9/23
10/17	10/18
11/21	11/22
12/27	12/28

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

Project 2010 New Features

This instructor-led course provides students with the knowledge and skills that are needed to understand the major changes in Microsoft Office Project 2010. This course offers a significant amount of lecture and hands-on practices that assist students in becoming proficient in using the new and enhanced functions in Microsoft Office Project 2010.

Call For Dates

Visio

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

Visio 2003	
Day 1	
Module 1-2	
11/14	

Visio 2007	
Day 1	
Module 1-2	
11/23	

Visio 2010	
Day 1	
Module 1-2	
10/17	
12/12	

Windows 7

Day 1	module 1	Introduction to Windows 7
	module 2	Configuring Accounts, Securing & Enhancing Windows 7

Call For Dates



Windows 7 New Features

module 1 (partial topics list - for full description, visit [learnit.com](http://www.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
4 hours
Module 1
10/3
11/4
12/2

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 2007 version of the course. Many of the topics are the same for 2003 & 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
11/21	11/22	11/23

Word 2007		
Day 1	Day 2	Day 3
Module 1-2	Module 3-4	Module 5-6
9/13	9/14	9/15
10/5	10/6	10/7
10/31	11/1	11/2
12/14	12/15	12/16

Word 2010		
Day 1	Day 2	Day 3
Module 1-2	Module 3-4	Module 5-6
9/13	9/14	9/15
10/5	10/6	10/7
10/31	11/1	11/2
12/14	12/15	12/16

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
9/29

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



COMPUTER APPLICATION TRAINING

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
9/29

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

Call For Dates

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
9/07

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

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
10/5	10/6
11/15	11/16



Acrobat for Law Firms

Day 1	module 1	Review, Examine and Redact Documents
	module 2	Security, Comments, and Improving Scanned Documents

Acrobat for Law Firms	
Day 1	
Module 1-2	
10/7	
12/9	

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
9/29	9/30
10/10	10/11
12/27	12/28

CSS (Cascading Style Sheets)

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

CSS	
Day 1	Day 2
Module 1-2	Module 3-4
9/8	9/9
11/3	11/4
12/12	12/13

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
9/12	9/13	9/14	9/15
11/7	11/8	11/9	11/10
12/14	12/15	12/16	12/19

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
10/10	10/11	10/12	10/13
12/19	12/20	12/21	12/22

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
9/6	9/7
11/1	11/2
12/8	12/9

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
10/26	10/27	10/28
12/5	12/6	12/7

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
9/26	9/27	9/28
11/16	11/17	11/18
12/13	12/14	12/15

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
9/19	9/20	9/21	9/22
10/18	10/19	10/20	10/21
11/28	11/29	11/30	12/1



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)**

Call For Dates

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

Guided Web Design Lab	
Day 1	Day 2
Module 1-2	Module 3-4
11/21	11/22
12/29	12/30

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). **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.**

Web Design Theory
Day 1
Module 1-2
9/23
10/30
12/23

DAY 1	Project Flow & Design Considerations
	Advanced Topics

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.

Call 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!

Call For Dates



COMPUTER APPLICATION TRAINING

MOS Certification Bootcamp

The MOS BootCamp is a great opportunity to round out your mastery of Office 2010 and prepare you to for the MOS certification exams for Word 2010, Excel 2010, & PowerPoint 2010. During the class you will prepare and take the exams for all three programs.

Word	Excel	PowerPoint
Creating and Customizing Documents	Creating and Manipulating Data	Creating and Formatting Presentations
Formatting Content	Formatting Data and Content	Creating and Formatting Slide Content
Working with Visual Content	Creating and Modifying Formulas	Working With Visual Content
Organizing Content	Presenting Data Visually	Collaborating on and Delivering Presentations
Reviewing Documents	Collaborating and Securing Data	
Sharing and Securing Content		

Call For Dates

Please note: This class DOES NOT follow our modular format. This is a 5 day class.

SharePoint End User Training

Information Worker: Introduction to SharePoint 2010

This course has been designed to introduce students with basic navigation and feature use skills to allow them to explore SharePoint Team Sites and begin using standard fundamental elements of SharePoint immediately regardless of which version of SharePoint is being used.

What is SharePoint?	Using Documents in Libraries
Understanding SharePoint Sites	Finding and Sharing Information in a Site
Using Information in Lists	Integrating SharePoint and Office

Please note: This class DOES NOT follow our modular format. This is a 2 day class.

SP 1001
2010
Dates
10/03
11/14
12/05
1/9

SP 101
2007
Dates
9/12
11/07

Power User: Managing Content with SharePoint 2010

This course offers a significant amount of hands-on practices, discussions, and assessments that assist students in becoming proficient in the skills that are needed to implement, manage and support SharePoint Products and Technologies.

Understanding SharePoint Content	Creating and Managing Sites
Creating Lists and Libraries	Configuring Content Navigation
Managing Content in Lists and Libraries	Creating and Managing Content Types
Configuring Workflows	Creating and Managing Dashboards
Adding and Configuring Web Pages	Using Personal Sites
Managing Site and List Security	Site Usage and Management

SP 1002
2010
Dates
10/5
11/16
12/7
1/11

SP 102
2007
Dates
9/14
11/09

Please note: This class DOES NOT follow our modular format. This is a 3 day class.



Business Enhancement

Business Writing

In this class, you'll learn practical and useful techniques. You'll be able to write from the readers' point of view, organize information clearly and logically, and present a professional image of yourself and your organization. You will learn the common pitfalls of poorly written e-mail communications and how to create e-mails that will get read first. You will enhance your learning with exercises, assessment tools, and group discussions. -- 6 PDU's

Workshop Dates		
9/15	10/27	12/20

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" always seem to be clear, open, non-threatening and direct. -- 6 PDU's

Workshop Dates		
10/19	11/17	12/13

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 PDU's

Workshop Dates	
9/28	11/29

Customer Service Skills

You will learn how to determine what your customer wants, what they need and why they leave. All participants become more comfortable with active listening and questioning through interactive role play, and practice. We leverage simple tools to overcome objections and turn challenging customers into cooperative ones. Finally, you explore strategies to give the same outstanding service on the telephone that you give your customers in person. You will leave with specific tools and ideas to enhance your future interactions with all types of customers. -- 6PDU's

Workshop Dates
12/20

Dealing with Conflict and Difficult People

In this class, you will learn the cycle of conflict and the role we play in that cycle. You will learn about different types of conflict and how to work effectively to manage those scenarios. You will utilize different communication modalities to increase your chances of turning a conflict or stressful situation into a dialogue of cooperation. You will understand the ten different types of people and what motivates them. Once you understand what motivates them, you can be more effective in facilitating tough situations and people so you can get work done without hassle and stress. -- 6 PDU's

Workshop Dates	
10/11	12/6

Make Meetings Matter: Face to Face Meeting Strategies

Plan for your next meeting using the 5 P's of Effective Meeting preparation, and apply and practice a meeting design methodology to create meetings that work – every time. Consider obstacles that can hinder meeting progress and develop strategies to overcome them. Learn key facilitation strategies to engage participants and consistently create effective meetings that work. -- 3 PDU's

Workshop Dates
12/1 (9am - 12pm)

Make Meetings Matter: Virtual Meeting Strategies

You will learn the 3 key areas where virtual meetings differ from co-located meetings and strategies for overcoming these differences. Apply a heavily practiced and researched meeting facilitation methodology to create meetings that work – every time. Plan for technology so it can help instead of a hindering participant engagement and use a feedback process to engage participants and consistently create effective virtual meetings. -- 3 PDU's

Workshop Dates
12/1 (1pm - 4pm)



PROFESSIONAL DEVELOPMENT WORKSHOPS

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. -- 12 PDUs

Workshop Dates	
11/1-11/2	

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

Workshop Dates	
9/8	11/8

Leadership Development

Influencing without Authority

In this class, you will focus on how to succeed when you don't have authority and control over execution. You will learn the strategies of successful influencers and how they leverage the power of networks, persuasion and preparation. You will learn how to influence people by using a Power Methods Model and an Influence Model to frame your plan for being a successful influencer and networker. You will practice influencing techniques and enhance your learning with exercises, assessment tools and group discussions. . -- 6 PDUs.

Workshop Dates	
9/29	12/7

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.

Workshop Dates	
10/18	12/8

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.

Workshop Dates	
9/12 - 9/13	
11/15 - 11/16	

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 .

Workshop Dates		
9/19	11/9	12/12

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 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.

Workshop Dates		
9/20	11/10	12/13



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.

Workshop Dates		
9/21	11/11	12/14

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.

Bootcamp Dates		
9/26	11/14	12/19

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				
BizTalk Server	BizTalk Server 2010 - Developing Business Process and Integration Solutions	\$2,795	5 days		1/9	3/12	5/14	

Exchange/Office Communication Server

2010								
Exchange Administrator	10135A - Configuring, Managing and Troubleshooting Exchange Server 2010	\$2,595	5 days	x	11/14	1/23	3/12	4/30
Exchange Engineer	10233A - Designing and Deploying Messaging Solutions with Exchange Server 2010	\$2,695	5 days					
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				
	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 Exch Server 2007	\$2,595	5 days	x				
Lync								
Lync Server	10533 - Deploying, Configuring, and Administering Microsoft Lync Server 2010	\$2,695	5 days	x	12/12	2/13	4/16	
Lync Server	10534 - Planning and Designing a Microsoft Lync Server 2010 Solution	\$2,695	5 days	x	4/16			

ITIL

Foundations	ITIL v3 Foundation Bootcamp	\$1,995	3 days		11/28	1/16	3/5	5/7
--------------------	-----------------------------	---------	--------	--	-------	------	-----	-----

Programming & Scripting

Web Programming	SP-301 - SharePoint 2007 Designer/Web Developer Programming Prerequisites Course	\$995	2 days					
	50062A - Core XML	\$895	2 days	x				
Office Programming	Office 2003 - Introduction to VBA Programming	\$1,295	3 days					
	Excel Programming with VBA	\$895	2 days		11/21			
Windows Scripting	6434A - Automating Windows Server 2008 Administration with Windows PowerShell	\$1,595	3 days	x				
	10325 - Automating Administration with Windows PowerShell 2.0	\$2,595	5 days	x	1/9	2/27	3/5	5/7
	2433B - VB Scripting & Script Host Essentials Intense	\$995	2 days	x				



Microsoft Technologies continued

		Cost	Duration	SA	Dates				
Project/Project Server									
2010									
Administrators	Project Server 2010 for Project Server Administrators	\$1,995	4 days						
Project Managers	Project Server 2010 for Project Managers	\$1,495	3 days						
Enterprise Portfolio & Program Managers	Collaborating on Enterprise Projects using Project Server 2010	\$1,795	3 days		11/21				
Team Members & Executives	Managing Enterprise Portfolios using Project Server 2010	\$2,495	5 days						
2007									
Microsoft Project 2007	5927A - Office Project 2007, Managing Projects	\$1,995	3 days	x					
Microsoft Project	5928 - Office Project Server 2007 Managing Projects	\$1,995	3 days	x					
Enterprise Project Managers	5929 - Office Project Server 2007, Managing Projects and Programs	\$2,995	5 days	x					

SharePoint 2010									
Information Worker	SP-1001 - Introduction to SharePoint 2010	\$995	2 days		11/14	12/5	1/9	2/27	
	SP-1002 - Managing Content in SharePoint 2010	\$1,495	3 days		11/16	12/7	1/11	2/29	
	SP-1003 - 50352 SharePoint 2010 Overview for End Users	\$1,495	3 days		12/26	3/5			
IT Administrators	SP-2001 - 10174 - Implementing and Administering SharePoint	\$2,495	5 days	x	12/12	1/30	4/2		
	SP-2002 - 10231 - Designing and Deploying SharePoint 2010	\$2,495	5 days	x	1/23	4/9			
Site Designer	SP-3001 - Introduction to SharePoint Designer 2010	\$995	2 days		11/21	1/16			
Developers	SP-4001 - 10175 - Developing and Customizing Applications for SharePoint 2010	\$2,495	5 days	x	12/12	2/13			
	SP-4002 - 10232 - Designing Applications and Solutions for SharePoint 2010	\$2,495	5 days	x	12/19	2/27	4/30		
InfoPath	InfoPath 2010	\$895	2 days		1/5	3/5	5/7		

SharePoint 2007									
Information Worker	SP-101 - Introduction to SharePoint 2007	\$895	2 days		1/16	3/12			
	SP-102 - Managing Content with SharePoint 2007	\$1,395	3 days		1/18	3/14			
	SP-103 - Configuring SharePoint 2007 for Application Use	\$895	2 days						
IT Administrators	SP-201 - 6438/5061 Implementing and Administering SharePoint 2007	\$2,495	5 days	x					
	SP-202 - 50149 SharePoint 2007 Operations	\$2,495	5 days	x					
Site Designer	SP-301 - Designing SharePoint Sites with SharePoint Designer 2007	\$995	2 days						
Developers	SP-401 - 50205 Web Development with SharePoint 2007	\$2,495	5 days	x					
	SP-402 - 50064/50146 - Advanced SharePoint Development	\$2,595	5 days	x					
InfoPath	InfoPath 2007	\$895	2 days		1/23	3/26	5/29		

SQL Server 2008									
Fundamentals	SQL101 - T-SQL Fundamentals	\$995	2 days		1/9	3/5	5/7		
Administration & Development									
Updating Skills	6158C - Updating Your SQL Server 2005 Skills to SQL Server 2008	\$1,595	3 days	x					
SQL Admin	6231 - Maintaining a SQL Server 2008 Database (Administrator)	\$2,595	5 days	x	12/5	1/30	3/12	3/26	4/23
SQL Developer	2778 - Writing Queries using SQL Server 2008/2005/2000 Transact SQL	\$1,595	3 days	x	11/21	12/19	1/11	3/7	5/9
	Introduction to SQL Server Database Programming	\$2,595	5 days	x					
	6232 - Implementing a SQL Server 2008 Database (Developer)	\$2,595	5 days	x	12/19	2/13	4/16		



TECHNICAL TRAINING

Microsoft Technologies continued

		Cost	Duration	SA	Dates			
SQL Server 2008 continued								
Business Intelligence								
SQL 2008 BI Implementation for IT Pros	6234/2791 - Implementing and Maintaining SQL Server 2008 Analysis Services	\$1,595	3 days	x	12/12			
	6235/2792 - Implementing and Maintaining SQL Server 2008 Integration Services	\$1,595	3 days	x	1/16			
	6236/2793 - Implementing and Maintaining SQL Server 2008 Reporting Services	\$1,595	3 days	x	1/23	3/12	5/14	

System Center								
System Center Configuration Manager	6451A - Planning, Deploying and Managing System Center Configuration Manager 2007	\$2,495	5 days	x	12/19	2/13	4/16	
System Center Operations Manager	50028 - Managing System Center Operations Manager 2007	\$2,495	5 days	x				
	50216A - System Center Operations Manager 2007: Advanced Configuration and Administration	\$1,595	3 days	x				
System Center Virtual Machine Manager	6331A - Deploying & Managing System Center Virtual Machine Manager	\$1,795	3 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				
Server Virtualization	10215 - Implementing and Managing Microsoft Server Virtualization	\$2,895	5 days	x	1/16	3/19		
Virtualization Management	6331A - Deploying & Managing System Center Virtual Machine Manager	\$1,795	3 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				

Visual Studio 2008								
.NET Framework Fundamentals & Languages	4994 - Introduction to Programming .NET Framework Applications with Visual Studio 2005	\$2,595	5 days	x				
	2310 - Developing Web Applications Using Visual Studio 2008	\$2,495	5 days	x				
	6463 - Visual Studio 2008: ASP.NET 3.5	\$995	2 days	x				
	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				
	6461 - Visual Studio 2008: Windows Communication Foundation (WCF)	\$1,595	3 days	x				
	6462 - Visual Studio 2008: Windows Workflow Foundation (WF)	\$995	2 days	x				



Microsoft Technologies continued

		Cost	Duration	SA	Dates					
Visual Studio 2010										
Programming and Language Fundamentals (VB.Net and C#)	10261-C# - Learning to Program Using Visual C# 2010	\$2,695	5 days							
	10261-VB - Learning To Program Using VB.Net 2010	\$2,695	5 days		11/14					
	10266 - Programming in C# with Microsoft Visual Studio 2010	\$2,695	5 days	x	12/12	2/6				
	10550 - Programming in Visual Basic with Microsoft Visual Studio 2010	\$2,595	5 days	x						
.NET Application Development (Windows and Web, Using VB.Net and C#)	10267 - Introduction to Web Development with Microsoft Visual Studio 2010	\$2,695	5 days	x	1/16	3/26	5/14			
	10264 - Developing Web Applications with Microsoft Visual Studio 2010	\$2,595	5 days	x	11/28					
	10262 - Developing Windows Applications with Microsoft Visual Studio 2010	\$2,695	5 days	x	12/19	3/19				
Connectivity and Collaboration Technologies in Visual Studio .Net 2010	SP-4001 - 10175 - Developing and Customizing Applications for SharePoint 2010	\$2,495	5 days	x						
	10265 - Developing Data Access Solutions with Microsoft Visual Studio 2010	\$2,695	5 days	x	12/5					
	10263 - Developing Windows Communication Foundation Solutions with Microsoft Visual Studio 2010	\$1,795	3 days	x	11/21	1/9				

Windows 7										
Bootcamp	Windows 7 MCITP Bootcamp	\$3,395	5 days	x	1/9	2/27	4/16			
Desktop Support (Tier 1)	6292A - Installing and Configuring Windows 7 Client	\$1,795	3 days	x	12/5	1/16				
Desktop Support (Tier 2)	50292 - Administering Windows 7 for the Enterprise Desktop Support Technician	\$2,595	5 days	x	11/28	1/30	3/26	5/14		
Enterprise Desktop Engineering	6294A - Planning and Managing Windows 7 Desktop Deployments and Environments	\$2,695	5 days	x	12/12	1/30	3/19	4/23	5/14	
	6293 - Troubleshooting and Supporting Windows 7 in the Enterprise	\$1,795	3 days	x	11/21	1/4				

Windows Server 2008										
Updating Windows Server Skills	10159A - Updating Your Windows Server 2008 Technology Specialist Skills to R2	\$1,795	3 days	x						
	6416 - Updating Your Network Infrastructure and Active Directory Technology Skills to Window Server 2008	\$2,495	5 days	x	12/12					
Bootcamps	MCSA/MCSE - WS08 MCTS Upgrade Bootcamp: MCTS Networking, MCTS Active Directory, MCTS Application Platform	\$3,495	5 days		12/12					
	Windows Server 2008 MCITP Bootcamp	\$7,400	14 days	x						
Network										
Network Administrator	6420 - Fundamentals of a Windows Server 2008 Network Infrastructure & Application Platform	\$2,495	5 days	x	11/28					
	6419 - Configuring, Managing and Maintaining Windows Server 2008 Servers	\$2,495	5 days	x	12/5	2/6	3/19	5/14		
	6421 - Configuring & Troubleshooting a Windows Server 2008 Network Infrastructure	\$2,495	5 days	x	1/9	3/5	4/23			
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	1/4					
	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						



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				
Server Engineer	6430B - Planning for Windows Server 2008 Servers	\$1,795	3 days	x				
	6422A- Implementing & Managing Win Server 2008 Hyper-V	\$1,795	3 days	x				
	6423 - Implementing and Managing Windows Server 2008 Clustering	\$1,795	3 days	x	1/4			
Active Directory								
	6425B - Configuring Windows Server 2008 Active Directory Domain Services	\$2,495	5 days	x	11/28	1/23	3/19	5/7
Active Directory Engineer/Enterprise Administrator	6426 - Configuring Identity & Access Solutions with Windows Server 2008 Active Directory	\$1,795	3 days	x				
	6436 - Designing a Windows Server 2008 Active Directory Infrastructure & Services	\$2,495	5 days	x	12/5			

Other Technologies

		Cost	Duration		Dates			
Cisco - Cisco classes are held in various locations. Please check the website for location information.								
	Cisco - ASA Specialist Training Boot Camp	\$3,495	6 days		4/30			
	Cisco - CCENT (Cisco Certified Entry Network Technician) Boot Camp	\$2,495	4 days		2/14	3/27	5/15	
	Cisco - CCNA Training Bootcamp	\$3,295	5 days		11/28	12/12	1/9	2/20
								4/2
								5/21
	Cisco - CCNA Wireless Training Boot Camp	\$2,850	4 days		5/1			
	Cisco - CCNP Training Boot Camp	\$6,995	12 days		1/16	3/26		
	Cisco - CCNP Voice Training Boot Camp	\$6,995	14 days		12/5	3/12		
	Cisco - CCNA Voice Training Boot Camp	\$2,995	4 days		3/6			

CISSP

	CISSP (ISC)2 - Certified Information System Security Professional Bootcamp	\$2,695	5 days		1/16			
--	--	---------	--------	--	------	--	--	--

Citrix

Netscaler								
	NetScaler 9.2 Basic Administration	\$4,995	5 days		11/28	12/5	12/12	
	NetScaler 9.0 Platinum Edition Advanced Administration	\$4,995	5					
	Implementing Access Gateway 9.0 Enterprise Edition	\$2,195	2		11/21	12/21		
XenApp								
	Basic Administration for Citrix XenApp 6	\$3,195	5 days		11/14	11/28	12/5	12/12
	Implementing XenApp 5.0 for Windows Server 2008	\$3,195	5 days					
	Advanced Administration for XenApp 5.0 for Windows Server 2008	\$3,195	5 days					
	Implementing XenApp Platinum Edition Components	\$4,995	5 days					
	Providing Help Desk Support for Citrix XenApp	\$1,195	2		11/21	12/19		
XenServer								
	Citrix XenServer 5.6 Administration	\$4,995	5 days		12/5			
XenDesktop								
	Citrix XenDesktop 5 Administration	\$4,995	5 days		11/28	12/19		
Citrix Engineer								
Citrix Engineer	Engineering a Citrix Virtualization Solution	\$3,995	5 days		12/12			
Citrix Engineer	Architecting a Citrix Virtualization Solution	\$3,995	5 days		12/19			

Other Technologies continued

		Cost	Duration		Dates				
CompTIA									
	CompTIA - A+ (2009 Objectives)	\$1,875	5 days		11/14	1/23	4/2		
	CompTIA - Network+: Networking Fundamentals (2009 Objectives)	\$1,875	5 days		12/19	2/27	5/7		
	Project+: IT Project Management Skills	\$1,875	5 days						
	CompTIA -Security+ (2008 Objectives)	\$1,875	5 days		1/30				

Crystal Reports									
	Crystal Reports 11 Design I	\$895	2 days		12/12	1/30	3/19	4/30	
	Crystal Reports 11 Design II	\$895	2 days		12/14	2/1	3/21	5/2	

ITIL									
	ITIL - (IT Infrastructure Library) Foundation v3 Boot Camp	\$1,995	3 days		11/28	1/16	3/5	5/7	

Programming									
	Intro to Web Programming	\$1,495	3 days						

End-User									
	JavaScript Level 1: Intro	\$995	2 days						
	JavaScript Level 2: Advanced	\$995	2 days						

Virtualization - VMware									
	VM-100 - VMware vSphere POWERCAMP	\$3,495	4 days		12/5	1/2	2/6	3/5	4/2 5/7
	VM-200 - Mastering vSphere Advanced with ESX/ESXi and vCenter	\$3,495	4 days		12/19	1/16	2/20	3/19	4/16 5/21
	VM-300 - VMware View 4.6				11/28	12/26	1/23	2/27	3/26 4/23 5/28

Learn iT! ANYWHERE



Distance Learning at Learn iT!

- Fully participate in instructor-led classrooms, complete with demonstrations and labs
- Use high-quality conferencing equipment to interact with the instructor and peers
- See the instructor's monitor, presentation, and demonstrations on your screen
- Receive hands-on help from the instructor via a remote connection to your virtual classroom computer
- Learn more and test your system at www.learnit.com/anywhere

2011 v.4

Learn iT!
33 New Montgomery
Suite 300
San Francisco, CA 94105

www.learnit.com

