



Whether you're new to IT or simply need a refresher, the CompTIA A+ Network+ & Security+ certifications validates the foundational skills needed by all IT professionals:

- A+ Certification-** is the starting point for a career in IT. The performance-based exam certifies foundational IT skills across a variety of devices and operation systems
- Network+ Certification-** Validates the essential skills needed to confidently design, configure, manage and troubleshoot any networking system and wired and wireless devices.
- Security+ Certification-** provides a global benchmark for the best practices in IT network and operational security, one of the fastest growing fields in IT. These certifications set a baseline of knowledge to level the playing field across IT. They cover topics like operating systems, hardware, networking and more that apply to every IT discipline.

**CompTIA Cert Prep Courses (All Included in Package)**

<b>A+ Essential</b>	<b>A+ Practical</b>	<b>Network+</b>
<ul style="list-style-type: none"> <li>• Computer systems</li> <li>• CPU &amp; Peripheral Devices</li> <li>• Computer configuration</li> <li>• Internet connections</li> <li>• Mobile devices and their uses</li> <li>• Portable devices</li> </ul>	<ul style="list-style-type: none"> <li>• Win Operating System</li> <li>• Installing Windows Operating Systems</li> <li>• Display settings</li> <li>• Device Manager</li> <li>• Configure Networking System</li> <li>• Troubleshoot application in a Mac OSX</li> </ul>	<ul style="list-style-type: none"> <li>• Network architecture</li> <li>• Overview of various network devices</li> <li>• Overview of networking services &amp; applications</li> <li>• Install and configure networking services/applications</li> <li>• WAN technologies Install various cable types</li> </ul>

**Security+**

Here's what you will learn:

- Control Fundamentals & Security Threats
- Network Protocols, Attacks, and Defenses
- Creating Secure Networks and Performing Security
- Assessments
- Network and System Security Mechanisms
- Remote Access and Wireless Security
- Authentication, Biometrics, and Security Controls
- Securing the IT Environment
- Cryptography and Public Key Infrastructures
- Securing Applications, Virtualized Environments and Cloud Computing
- Business Continuity, Disaster Recovery, Security Training and Forensics

**MICROSOFT OFFICE COURSES (Select 3 Level)**

<b>Word Basic Level</b>	<b>Word Intermediate Level</b>	<b>Word Advanced Level</b>
<ul style="list-style-type: none"> <li>• Performing Basic Tasks</li> <li>• Editing and Formatting</li> <li>• Structuring a Document</li> <li>• Using Tables</li> </ul>	<ul style="list-style-type: none"> <li>• Advanced Formatting</li> <li>• Navigating and Reviewing Documents</li> <li>• Customizing Document Layout</li> <li>• Inserting and Formatting Graphics</li> </ul>	<ul style="list-style-type: none"> <li>• Advanced Table Customization</li> <li>• Reference Tools and Mail</li> <li>• Adjusting Document Views</li> <li>• Sharing and Collaboration</li> </ul>
<b>Excel Basic Level</b>	<b>Excel Intermediate Level</b>	<b>Excel Advanced Level</b>
<ul style="list-style-type: none"> <li>• Creating Workbooks, Worksheets, and Data</li> <li>• Saving and Printing Data</li> <li>• Formatting Cells and Worksheets</li> <li>• Formatting Data</li> <li>• Create &amp; customized cell style</li> </ul>	<ul style="list-style-type: none"> <li>• Performing Calculations Using Functions</li> <li>• Presenting Data in Tables and Charts</li> <li>• Presenting Data using Conditional Formatting and Spark lines</li> <li>• Creating &amp; Customizing Visual Elements</li> </ul>	<ul style="list-style-type: none"> <li>• Customizing Options and Views</li> <li>• Manipulating Data</li> <li>• Data Search, Data Validation, Modify work environment</li> <li>• Ways to sort and filter data.</li> <li>• Apply and modify default settings.</li> </ul>

**MICROSOFT OFFICE COURSES  
(CONTINUE)  
(Select 3 Level)**

<p align="center"><b>Outlook Basic Level</b></p> <ul style="list-style-type: none"> <li>· Creating &amp; Managing E-mail</li> <li>· Creating &amp; Managing Contacts</li> <li>· Reply &amp; add attachments to emails</li> <li>· Design email signatures</li> <li>· Configure message preview settings</li> </ul>	<p align="center"><b>Outlook Int. Level</b></p> <ul style="list-style-type: none"> <li>· Scheduling Apps, Events, and Tasks</li> <li>· Formatting &amp; Configuring Emails</li> <li>· Create &amp; manage appts, events &amp; tasks</li> <li>· Navigate &amp; manage the Calendar.</li> <li>· Create &amp; reply to meeting requests</li> <li>· Work with meeting features.</li> <li>· Formatting &amp; editing e-mail features</li> <li>· Track and organize e-mails</li> </ul>	<p align="center"><b>Outlook Int. Level</b></p> <ul style="list-style-type: none"> <li>· Ways to customize Outlook</li> <li>· Usage various organizational features</li> <li>· Create &amp; manage Outlook rules</li> <li>· Use cleanup &amp; storage tools</li> <li>· Apply various sharing features</li> <li>· How to configure calendar options</li> <li>· Mail Automation, Cleanup, &amp; Storage</li> <li>· Calendar Collaboration &amp; Customize</li> </ul>
<p align="center"><b>PowerPoint Basic Level</b></p> <ul style="list-style-type: none"> <li>· Formatting a presentation</li> <li>· Insert &amp; format various objects</li> <li>· Create &amp; modify a photo album</li> <li>· Animations in a presentation</li> </ul>		<p align="center"><b>PowerPoint Adv. Level</b></p> <ul style="list-style-type: none"> <li>· Customized transitions &amp; animations.</li> <li>· Steps to insert and modify charts</li> <li>· Create a consistent presentation look</li> <li>· Ways to share presentation</li> </ul>

**PROFESSIONAL DEVELOPMENT COURSES (Select 1 Courses)**

<p align="center"><b>Customer Service</b></p> <ul style="list-style-type: none"> <li>· Telephone Etiquette</li> <li>· Inbound Calls-</li> <li>· Outbound Calls</li> <li>· The Importance of Customer Service</li> <li>· Serving the External Customer</li> </ul>	<p align="center"><b>Business Communication</b></p> <ul style="list-style-type: none"> <li>· Parts of Speech</li> <li>· Working with Words</li> <li>· The Mechanics of Writing</li> <li>· Punctuation</li> <li>· Sentence Construction</li> <li>· Common Grammar Usage Errors</li> </ul>	<p align="center"><b>Keyboarding</b></p> <ul style="list-style-type: none"> <li>· Touch Typing Keyboard Drills</li> <li>· Home Row</li> <li>· Speed Building</li> <li>· Numbers</li> <li>· Enhancing Listening Skills</li> <li>· Number Pad</li> </ul>
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