Solusi
WE OFFER SOLUTIONS

CATALOG
TRAINING

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Solusi
WE OFFER SOLUTIONS

A SHORT BRIEF ABOUT OUR COMPANY

In 1986 the journey began when PT Sarana Solusindo Informatika (SOLUSI) started as an exclusive highquality computer-training provider. Accommodating the needs of computer training to Corporate and Enterprises, SOLUSI realized that IT is a gold mine in business to come.

Supported by highly skilled IT experts and having partnership with numerous worldwide leading principals, we provide the latest high-end technology and friendly to all our customers.

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Solusi
Training

PT Sarana Solusindo Indonesia, we are committed to empowering our clients through knowledge and expertise. Our dedicated Training Group is here to provide comprehensive training solutions that ensure your team is equipped with the skills needed to excel in today's fast-paced and ever-evolving technological landscape.
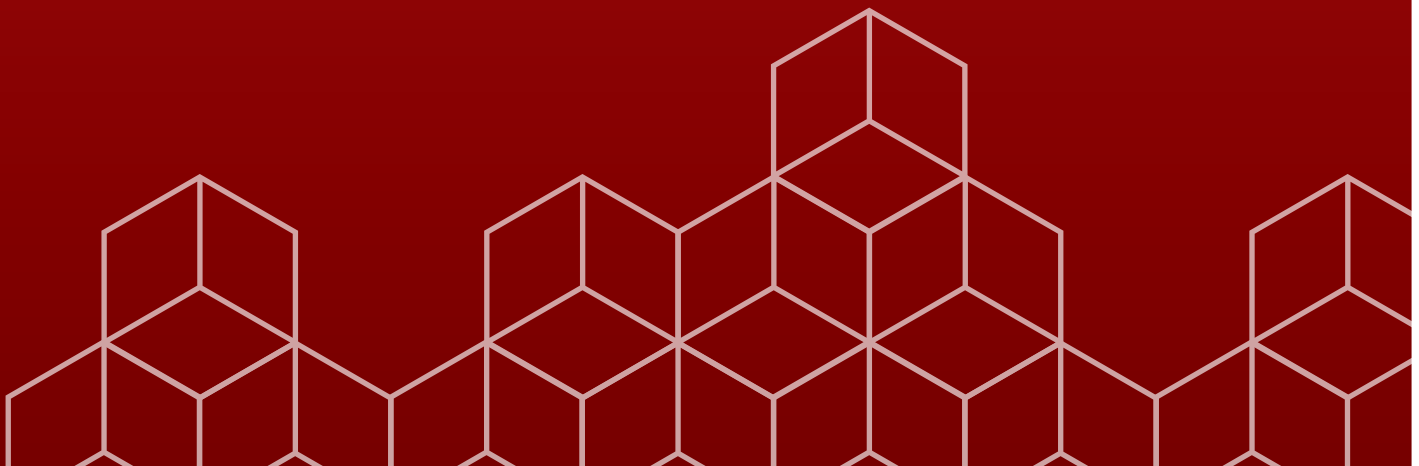
Our Training Services

Regular Training

Public training is training that is carried out regularly at the SOLUSI training center

Preparation Examination

Prepare participants to take exams related to international scale material

In-House Training

In-house training is training conducted in a group of companies

Examination

Carrying out exams for the target of obtaining certain certifications whose recognition is carried out and applies internationally

Customize Training

The training is carried out with material based on the particular needs of the company

Consultancy

Services in the form of consultancy training services from assessment, planning, module making, implementation to evaluationt

Outsourcing

Placing professionals as consultants and instructors who provide solutions related to training activities, especially for information technology disciplines

My Productivity Coach

Helping companies improve staff productivity with special mechanisms for optimizing the use of MS Office as a primary assistive work tool

OFFICE SYSTEM

1 Office Excel Foundation

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Share files with friends and family

Take notes and records

Backup your files and photos

Manage your finances

Protect your personal data

Create presentations

Ms Office Excel Foundation

Course #:

Number of Days: 1

Format: Instructor-Led

Description: In this Introduction to Microsoft Excel (365 / 2021 / 2019 /2016 / 2013) training class, students will create and edit basic worksheets and workbooks. This course is designed for students who want to gain the necessary skills to create, edit, format, and print basic Microsoft Excel worksheets.

Audience: New or intending users of MS Excel who want to gain a good understanding of how to use the software in a short space of time.

Prerequisites:

• A Basic knowledge of Windows XP/7/8

• A working knowledge of Personal Computers

Completion:
After completing this course, students will be able to:

• **Understand Excel environment and workspace.**

• **Create and work with workbooks and worksheets.**

• **Understand various types of data and how to enter them.**

• **Format data and worksheets.**

• **Edit spreadsheets.**

• **Create and edit formulas.**

• **Use some of Excel statistical functions.**

• **Use named cells and ranges in formulas.**

• **Set up and print worksheets**

Ms Office Excel Intermediate

Course #:

Number of Days: 1

Format: Instructor-Led

Description: : This course is designed to advance users' knowledge of the features and functions within Excel (365 / 2021 / 2019 /2016 / 2013). The course is entirely "hands on", so those attending will get practice in creating and modifying actual spreadsheet, using formulas and functions, enhancing worksheet with charts, pictures, and drawing objects, and use Excel features to create and analyze spreadsheet database. Users will also learn how to exchange data between Excel and other applications, manage links between them, and create hyperlinks.

Audience: worksheet with charts, pictures, and drawing objects, and use Excel features to create and analyze spreadsheet database. Users will also learn how to exchange data between Excel and other applications, manage links between them, and create hyperlinks.

Prerequisites:

• A Basic knowledge of Windows XP/7/8

• A working knowledge of Personal Computers

Completion:
After completing this course, students will be able to:

• Use conditional formatting.

• Use the Format Painter.

• Use some of Excel's built-in functions.

• Correct formulas.

• Create and edit a database.

• Sort a database.

• Filter a database.

• Create and format charts.

• Create and format drawing objects.

• Create hyperlinks.

Ms Office Excel Advance

Course #:

Number of Days: 1

Format: Instructor-Led

Description: This course is designed to give users an understanding of some of the more advanced features and functions within Excel (365 / 2021 / 2019 /2016 / 2013). Users will learn how to import data, create templates, use Excel's What IF analysis data, security and protection data, sending workbook and use data validation.

Audience: Existing users of MS Excel who want to gain further in-depth knowledge.

Prerequisites:

- A working knowledge of PCs and Windows XP/7/8, gained from the workplace or by prior attendance on a "Microsoft Windows XP/7/8 Foundation" course.
- A good working knowledge of Excel, gained from the workplace or by prior attendance on a "Microsoft Excel Intermediate" course

Completion:
After completing this course, students will be able to:

- Import data from external sources.
- Create and work with templates.
- Forecast using Goal Seek.
- Use Scenario Manager to find the best decision.
- Use Data Tables to calculate and compare the outcome of different inputs of a formula.
- Use Scenarios to perform What-IF Analysis.
- Inspect document
- Using mark as final
- Handling a data validation
- Send and route workbooks.
- Use Consolidate feature to combine values from several worksheets

Ms Office Excel Professional

Course #:

Number of Days: 2

Format: Instructor-Led

Description: : This course is designed to advance users' knowledge of features and functions within Excel (365 / 2021 / 2019 /2016 / 2013). The course is entirely "hands on", so those attending will get practice for using formulas and functions, saving in PDF file format, managing data, protecting cells, importing data, analyzing data, consolidation, and controlling data.and controlling data.

Audience: his course is intended for anyone who wants to improve his knowledge of Excel so that they can apply their professional world.

Prerequisites:

- A working knowledge of PCs and Windows XP/7/8, gained from the workplace or by prior attendance on a "Microsoft Windows XP/7/8 Foundation" course
- Some experience of creating basic spreadsheets, gained from the workplace or by prior attendance on a "Microsoft Excel Foundation" course.

Completion:

After completing this course, students will be able to:

- Create a Formula and Using Function
- Saving in PDF file format
- Importing Data in Excel
- Sorting a Database
- Filtering a Database
- Create a Excel Table
- Save Excel File to Cloud

- Protecting Sheets and Workbook
- Analyzing data.
- Summary data.
- Controlling data.

Ms Excel Macro + VBA

Course #:

Number of Days: 3

Format: Instructor-Led

Description: This course is designed to give users an understanding of some of the more MS Excel Macro (365 / 2021 / 2019 /2016 / 2013), almost each product from Microsoft of there are a facility to design program by using Visual Basic, like Microsoft Excel.

Audience: This course is intended for users who familiar with Excel and need to customize The Excel tools with Excel Macro or VBA

Prerequisites:

Before attending this course, students must have:

• Experience using Microsoft Office products such as Microsoft Excel

Completion:

After completing this course, students will be able to:

- Recording Macro
- Knowing about the properties, method and function
- Working in the Explorer and
- Properties window
- Using statement, module and procedure
- Differentiating between the methods and properties
- Making procedure and function
- Using the Inputbox and Msgbox
- Declaring a variable
- Using arrays
- Adding Controls to the Form
- Using If...Then Statement
- Using Select Case Statement
- Using Do ... Loop Statement
- Using For... Next Statement

Ms Excel Dashboard + Macro

Course #:

Number of Days: 1

Format: Instructor-Led

Description: Take your Excel skills to a whole new level by learning how to build dynamic Excel (365 / 2021 / 2019 /2016 / 2013) dashboards to show off your data. This online course will teach you the data visualization skills you need to design any dashboard in Excel exactly the way you want.

Audience: This course is intended for students who wants to analyze and visualize data with Excel within a short time frame.

Prerequisites:

•   Those attending should understand Microsoft Excel to an intermediate level, be competent Windows users and be familiar with the basics of file and disk management. Prior completion of Solusi Training Intermediate course would be beneficial but not compulsory.Prior completion of Solusi Training Intermediate course would be beneficial but not compulsory.

Completion:
After completing this course, students will be able to:

•   Developing Data Model

•   Understanding Excel Chart

•   Working with Chart Series

•   Formatting and Customizing Chart

•   Using Pivot Tables

•   Using Pivot Chart

•   Using Excel Sparklines

•   Chartless Visualization Techniques

•   Components that Show Trending

•   Components that Group Data

•   Components that Show Performance against a Target

•   Adding Interactive Controls to Your Dashboard

Microsoft PowerPoint

Course #:

Number of Days: 1

Format: Instructor-Led

Description: This course introduces users to Microsoft Office PowerPoint (365 / 2021 / 2019 /2016 / 2013), the latest version of the popular business presentation graphics application from Microsoft. It introduces new users to the software to teach them how to get the most out of PowerPoint's powerful features. Users will be able to customize and style presentations, create on-screen shows and create printed handouts.

Audience: New or intended users of Microsoft Office PowerPoint who want to gain a good understanding of how to use the software in a short space of time.

Prerequisites:

- A working knowledge of PCs and Windows XP/7/8, gained from the workplace or by prior attendance on a "Microsoft Windows XP/7/8 Foundation" course

Completion:
After completing this course, students will be able to:

- Users can use Microsoft Office PowerPoint 2019 and know the PowerPoint workspace.
- Understand and apply slide layout.
- Understand and apply backgrounds.
- Adjust paragraph indentations, tab settings, paragraph alignment, and line spacing.
- Format and edit text.
- Apply design template and color scheme.
- Apply animation scheme.
- Draw lines and shapes.
- Add clip arts and pictures.
- Preview and print presentations.
- Run the slide show.

Ms Office Word Standard / Professional

Course #:

Number of Days: 1

Format: Instructor-Led

Description: This training introduces users to Microsoft Word (365 / 2021 / 2019 /2016 / 2013), the most popular word processing application from Microsoft. Users will know the new features and learn the main features of Word to create, modify, format, and print documents.

Audience: New or intending users of Microsoft Office Word who want to gain a good understanding of how to use the software in a short space of time.

Prerequisites:

• A Basic knowledge of Windows XP/7/8

• A working knowledge of Personal Computers

Completion:
After completing this course, students will be able to:

• Protecting a document.

• Creating, Opening, Saving, and Closing document

• Protecting a document

• Editing text

• Finding and Replacing text

• Inserting a Symbol

• Adding Equation in document

• Correcting your Spelling and Grammar

• Formatting text in document

• Formatting Paragraphs

• Formatting Pages.

• Inserting a Cover Page

• Adding a Text Box

• Preview and Printing document

Microsoft Outlook

Course #:

Number of Days: 1

Format: Instructor-Led

Description: Microsoft Outlook is the email client and personal information organizer that comes with the Microsoft Office. Outlook is used by businesses and home users alike to check, sort, and organize emails. However, that is only the start of what you can do with Outlook. You can also set and delegate tasks, schedule meetings and appointments, add contacts, and much more.

Audience: This training is intended for any business end-user regardless of primary job role, to include Information Workers, and any others.

Prerequisites:

- Have a basic knowledge for working with Personal Computers in operation system of Microsoft Windows

Completion:

After completing this course, students will be able to:

- Send and receive email
- Create plain text, rich text, and HTML emails
- Sort and organize your emails using folders
- Add attachments
- Format text within emails
- Formatting techniques to create newsletters in the body of an email!
- Add contacts and manage them with address books
- Use the calendar to set appointments, meetings, and events
- Set reminders for meetings, tasks, and other things that need your attention
- Share emails, contacts, and calendars
- Organize Tasks and Activities with Microsoft Outlook 365

Ms Office 365
(Word + Excel + PowerPoint + Outlook)

Course #:

Number of Days: 4

Format: Instructor-Led

Description: This all-in-one training course provides comprehensive instruction on four popular Microsoft Office (365 / 2021 / 2019 /2016 / 2013) programs (Word + Excel + Power-Point + Outlook)

Audience: New or intending users of MS Excel who want to gain a good understanding of how to use the software in a short space of time.

Prerequisites:

- A Basic knowledge of Windows XP/7/8
- A working knowledge of Personal Computers

Completion:

After completing this course, students will be able to:

- Managing document
- Editing and formatting data
- Protecting document
- Finding and Replacing text
- Create a watermark
- Using a Header and Footer
- Create a Hyperlink
- Navigating the workbook
- Manipulating data
- Entering formula and function

- Managing data
- Creating a chart
- Sorting and filtering data
- Managing a slide
- Working with slide layouts
- Applying backgound
- Manipulating object or picture
- Transition and animation for objects
- Running a slide show

MIcrosoft Project

Course #:

Number of Days: 1

Format: Instructor-Led

Description: : This course introduces users to Microsoft Project 2019, the project management application from Microsoft. Users will learn the main features of Project to create a task list, schedule the tasks, allocate resources to tasks, and finalize the task plan.

Audience: New or intending users of Microsoft Office Project 2019

Prerequisites:

A working knowledge of Personal Computers and Windows 7 or Windows 8 or Windows 10

Completion:

After completing this course, students will be able to:

- Introduce users to Microsoft Project 2019
- Start Microsoft Project 2019
- Working with Project Plans
- Creating a Plan
- Using Calendar in Project
- Working with Resources and Assignments
- Managing Cost.
- Working with Deadlines and Milestones
- Tracking Progress
- Working with Views
- Reporting

Microsoft Access

Course #:

Number of Days: 2

Format: Instructor-Led

Description: In this course, you will expand your knowledge of relational database design, write advanced queries, structure existing data, share data across applications, and customize reports. Extending your knowledge of Microsoft Access will result in a robust, functional database for your users.

Audience: This course is designed for students wishing to gain intermediate-level skills or individuals whose job responsibilities include constructing relational databases, performing database maintenance, creating advanced queries and reports, or integrating Access with other programs.

Prerequisites:

• Have a basic knowledge for working with Personal Computers in operation system of Microsoft Windows.

Completion:

After completing this course, students will be able to:

• Know Access 2016Essential Concepts

• Create a new database

• Use Tables for storing data

• Create a Query

• Updating and Deleting record by Query

• Use Forms for Editing Data

• Creating report by wizard

• Modifying report design

• Securing your Access

• Database.

• Print some or all of the records.

• Importing and Exporting Data

Microsoft Teams for End Users

Course #: 55300

Number of Days: 1

Format: Instructor-Led

Description: This course will give guidance on how to use the tools for chat, file sharing, meetings and calls. The course will also give direction on best practices for sharing files with external parties and show how to access other services available in the tenant directly from within Teams.

Audience: Microsoft Teams is a full collaboration platform and offers facilities for peer to peer collaboration as well as full team collaboration. This course will give guidance on how to use the tools for chat, file sharing, meetings and calls. The course will also give direction on best practices for sharing files with external parties and show how to access other services available in the tenant directly from within Teams. There will be a series of labs to practice the methods taught during the course

Completion:
After completing this course, students will be able to:

- Understand how to collaborate peer to peer.
- Work within the team, sharing conversations, files, meetings and useful links.
- Utilize teams for setting up, attending and recording meetings.
- Work with files within Teams and to move files to and from other services such as OneDrive and SharePoint.
- Have an understanding of the best practices to use when working with external parties and people within the tenant

Managing Microsoft Teams

Course #: MS-700T00

Number of Days: 4

Format: Instructor-Led

Description: The Managing Microsoft Teams course is designed for persons who are aspiring to the Microsoft 365 Teams Admin role. A Microsoft Teams administrator plans, deploys, configures, and manages Microsoft Teams to focus on efficient and effective collaboration and communication in a Microsoft 365 environment. In this course, you will learn about various Teams management tools, security and compliance feature for Teams, network requirement for Teams deployment as well as different Teams settings and policies for managing collaboration and communication experience in Teams.

Audience: Students in this course are interested in Microsoft Teams or in passing the Microsoft Teams Administrator Associate certification exam. A Microsoft Teams administrator plans, deploys, configures, and manages Microsoft Teams to focus on efficient and effective collaboration and communication in a Microsoft 365 environment. A Microsoft Teams administrator must be able to plan, deploy, and manage teams, chat, apps, channels, meetings, audio/video conferencing, live events, calling, and Teams certified devices.

Completion:
After completing this course, students will be able to:

- Get started with managing Microsoft Teams
- Manage chat, teams, channels, and apps in Microsoft Teams
- Manage meetings and calling in Microsoft Teams
- Prepare the environment for a Microsoft Teams deployment

Microsoft 365 Fundamentals

Course #: MS-900T01

Number of Days: 1

Format: Instructor-Led

Description: This course introduces Microsoft 365, an integrated cloud platform that delivers industry-leading productivity apps along with intelligent cloud services, and world-class security. You'll learn foundational knowledge on the considerations and benefits of adopting cloud services and the Software as a Service (SaaS) cloud model, with a specific focus on Microsoft 365 cloud service offerings. You will begin by learning about cloud fundamentals, including an overview of cloud computing. You will be introduced to Microsoft 365 and learn how Microsoft 365 solutions improve productivity, facilitate collaboration, and optimize communications. The course then analyzes how security, compliance, privacy, and trust are handled in Microsoft 365, and it concludes with a review of Microsoft 365 subscriptions, licenses, billing, and support.

Audience: This course is designed for candidates looking to demonstrate foundational-level knowledge of cloud-based solutions to facilitate productivity and collaboration on-site, at home, or a combination of both. Candidates may have knowledge of cloud-based solutions or may be new to Microsoft 365.

Completion:

After completing this course, students will be able to:

- Describe Microsoft 365 apps and services
- Describe Microsoft 365 security and compliance capabilities
- Describe Microsoft 365 pricing, licensing, and support

Microsoft 365 Administrator

Course #: MS-102T00

Number of Days: 5
Format: Instructor-Led

Description: This course covers the following key elements of Microsoft 365 administration: Microsoft 365 tenant management, Microsoft 365 identity synchronization, and Microsoft 365 security and compliance. In Microsoft 365 tenant management, you learn how to configure your Microsoft 365 tenant, including your organizational profile, tenant subscription options, component services, user accounts and licenses, security groups, and administrative roles. You then transition to configuring Microsoft 365, with a primary focus on configuring Office client connectivity. Finally, you explore how to manage user-driven client installations of Microsoft 365 Apps for enterprise deployments

Audience: This course is designed for people aspiring to the Microsoft 365 Administrator role.

Prerequisites:

- Have completed at least one of the Microsoft 365 role-based administrator certification paths.

Completion:
After completing this course, students will be able to:

- Configure your Microsoft 365 tenant
- Manage your Microsoft 365 tenant
- Implement identity synchronization
- Manage your security services in Microsoft Defender XDR

- Explore data governance in Microsoft 365
- Implement compliance in Microsoft 365
- Manage compliance in Microsoft 365

AI & DATA ANALYTICS

1 Develop dynamic reports with Microsoft Power BI

2 Microsoft Power BI Data Analyst

3 Advanced Microsoft Power BI : DAX Language, Formulas, and Calculations

4 Microsoft Azure AI Fundamentals

5 Develop Generative AI Solutions with Azure OpenAI Service

6 Designing and implementing a Microsoft Azure AI Solution

7 Develop custom copilots with Azure AI Studio

8 Copilot Foundations

Develop dynamic reports with Microsoft Power BI

Course #: DP-605T00

Number of Days: 1

Format: Instructor-Led

Description: In this one-day class, you'll learn how to create dynamic reports with Microsoft Power BI, a powerful business analytics service by Microsoft. You'll discover how to transform and load data, define semantic model relationships and calculations, create interactive visuals, and distribute reports using Power BI..

Audience: Business analysts, data analysts, data scientists, and anyone interested in creating dynamic reports with Power BI.

Prerequisites:

- A Basic knowledge of Windows XP/7/8
- A working knowledge of Personal Computers

Completion:
After completing this course, students will be able to:

- After completing this course, students will be able to:
- Get data in Power BI
- Clean, transform, and load data in Power BI
- Design a semantic model in Power BI
- Add measures to Power BI Desktop models
- Add calculated tables and columns to Power BI Desktop models
- Design Power BI reports
- Configure Power BI report filters
- Create and manage workspaces in Power BI
- Manage semantic models in Power BI

Microsoft Power BI Data Analyst

Course #: PL-300T00

Number of Days: 3

Format: Instructor-Led

Description: This course covers the various methods and best practices that are in line with business and technical requirements for modeling, visualizing, and analyzing data with Power BI. The course will show how to access and process data from a range of data sources including both relational and non-relational sources. Finally, this course will also discuss how to manage and deploy reports and dashboards for sharing and content distribution.

Audience: The audience for this course are data professionals and business intelligence professionals who want to learn how to accurately perform data analysis using Power BI. This course is also targeted toward those individuals who develop reports that visualize data from the data platform technologies that exist on both in the cloud and on-premises.

Completion:
After completing this course, students will be able to:

- Get started with Microsoft data analytics

- Prepare data for analysis with Power BI

- Model data with Power BI

- Build Power BI visuals and reports

- Manage workspaces and datasets in Power BI

Advanced Microsoft Power BI : DAX Language, Formulas, and Calculations

Course #:

Number of Days: 3

Format: Instructor-Led

Description: It's a three-day training for users looking to take their Power BI skills to the next level, mastering Data Analysis Expressions (DAX) is a MUST. In this hands-on training. You'll put your DAX skills to the test and apply what you learn to some of the real-world business intelligence use cases. It's particularly design for participants that have been using Power BI and users who are Self-Service and can create Analytics that need upgrading to the next level. Use Power BI and DAX to answer key questions and deliver data-driven insights for the business, by analyzing product inventory, repeat customers, store-level performance, and everything in between.

Audience: The audience for this course is data professionals and business intelligence professionals with basic knowledge of Power BI.

Completion:

After completing this course, students will be able to:

- Prerequisite Skills Review
- Introduction to the Course Project
- DAX Engine
- DAX Tips and Best Practices
- Scalar Function
- Advanced CALCULATE
- Table & Filter Functions

- Calculated Table Joins
- Relationship Functions
- Iterator Functions
- Advance Time Intelligence
- Performance Tuning

Microsoft Azure AI Fundamentals

Course #: AI-900T00

Number of Days: 1

Format: Instructor-Led

Description: This course introduces fundamentals concepts related to artificial intelligence (AI), and the services in Microsoft Azure that can be used to create AI solutions. The course is not designed to teach students to become professional data scientists or software developers, but rather to build awareness of common AI workloads and the ability to identify Azure services to support them. The course is designed as a blended learning experience that combines instructor-led training with online materials on the Microsoft Learn platform (https://azure.com/learn). The hands-on exercises in the course are based on Learn modules, and students are encouraged to use the content on Learn as reference materials to reinforce what they learn in the class and to explore topics in more depth.

Audience: The Azure AI Fundamentals course is designed for anyone interested in learning about the types of solution artificial intelligence (AI) makes possible, and the services on Microsoft Azure that you can use to create them. You don't need to have any experience of using Microsoft Azure before taking this course, but a basic level of familiarity with computer technology and the Internet is assumed. Some of the concepts covered in the course require a basic understanding of mathematics, such as the ability to interpret charts. The course includes hands-on activities that involve working with data and running code, so a knowledge of fundamental programming principles will be helpful.

Completion:
After completing this course, students will be able to:

- AI Overview
- Computer Vision Knowledge
- Understand Natural Language Processing
- Use Document Intelligence and Knowledge Mining
- Learn Generative AI

Develop Generative AI Solutions with Azure OpenAI Service

Course #: AI-050T00

Number of Days: 1

Format: Instructor-Led

Description: Azure OpenAI Service provides access to OpenAI's powerful large language models such as ChatGPT, GPT, Codex, and Embeddings models. These models enable various natural language processing (NLP) solutions to understand, converse, and generate content. Users can access the service through REST APIs, SDKs, and Azure OpenAI Studio.

Prerequisites:

• Familiarity with Azure and the Azure portal, Experience programming with C# or Python, and an understanding of generative AI.

Completion:
After completing this course, students will be able to:

• Get started with Azure OpenAI Service

• Build natural language solutions

• Apply prompt engineering

• Generate code

• Generate images

• Implement Retrieval Augmented Generation (RAG)

• Learn fundamentals of Responsible AI

Designing and Implementing a Microsoft Azure AI Solution

Course #: AI-102T00

Number of Days: 1

Format: Instructor-Led

Description: AI-102 Designing and Implementing an Azure AI Solution is intended for software developers wanting to build AI infused applications that leverage Azure AI Services, Azure AI Search, and Azure OpenAI. The course will use C# or Python as the programming language.

Audience: Software engineers concerned with building, managing and deploying AI solutions that leverage Azure AI Services, Azure AI Search, and Azure OpenAI. They are familiar with C# or Python and have knowledge on using REST-based APIs to build computer vision, language analysis, knowledge mining, intelligent search, and generative AI solutions on Azure.

Prerequisites:

• Familiarity with Azure and the Azure portal, Experience programming with C# or Python.

Completion:

After completing this course, students will be able to:

• Get started with Azure AI services

• Create Computer Vision solutions with Azure AI Vision

• Develop Natural Language Processing solutions with Azure AI Services

• Implement Knowledge Mining with Azure AI Search

• Develop Solutions with Azure AI Document Intelligence

• Develop Generative AI Solutions with Azure OpenAI Service

Develop custom copilots with Azure AI Studio

Course #: AI-3016

Number of Days: 1

Format: Instructor-Led

Description: Generative Artificial Intelligence (AI) is becoming more accessible through easy-to-use platforms like Azure AI Studio. Learn how to build generative AI applications like custom copilots that use language models and prompt flow to provide value to your users.

Prerequisites:

- Before starting this module, you should be familiar with fundamental AI concepts and services in Azure.

Completion:

After completing this course, students will be able to:

- Introduction to Azure AI Studio
- Get started with prompt flow to develop language model apps in the Azure AI Studio
- Build a RAG-based copilot solution with your own data using Azure AI Studio
- Responsible generative AI in AI Studio

Copilot Foundations

Course #: AI-3018

Number of Days: 1

Format: Instructor-Led

Description: Copilots are quickly becoming a popular way to use with AI models, automate tasks, and improve productivity. In this learning path, you'll explore options for adopting, using, and creating copilots.

Prerequisites:

• Familiarity with Azure and the Azure portal.

Completion:

After completing this course, students will be able to:

• Fundamentals of Generative AI

• Get started with Microsoft Copilot Studio

• Introduction to Azure AI Studio

• Build a RAG-based copilot solution with your own data using Azure AI Studio

BUSINESS APPLICATIONS

1 Microsoft Power Automate for End Users

2 Create and Manage Automated Processes by using Power Automate

3 Microsoft Power Automate RPA Developer

4 Microsoft PowerApps for End Users

5 Create and Manage Canvas Apps with Power Apps

6 Create and Manage Model-Driven Apps with Power Apps and Dataverse

7 Microsoft Power Platform Fundamentals

8 Microsoft Power Platform Functional Consultant

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11 Microsoft Dynamics 365 Fundamentals (CRM)

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Microsoft Power Automate for End Users

Course #: 55268

Number of Days: 2

Format: Instructor-Led

Description: This course delivers an instructor-led product showcase for Microsoft Power Automate from start to finish in an engaging and practical way. Power Automate is a diverse product, turning business processes into automated, consistent and visual workPower Automates. Power Automate is designed to interweave the various products in Office 365 as well as connect to other on-premises and web-based solutions. This course will give you the confidence to select the right actions and workPower Automate logic for your business workPower Automates.

Audience: The intended audience for this course would be those who have been using Office 365 for some time and are now looking at optimizing their existing business processes and designing new ones.

Completion:
After completing this course, students will be able to:

- Understand when to use Power Automate

- Describe the components of Power Automate and their correct use

- How to create and edit Power Automates

- Benefits of Power Automate

- Integration with Power Automate

Create and Manage Automatetd Processes by using Power Automate

Course #: PL-7002

Number of Days: 1

Format: Instructor-Led

Description: Get started with Power Automate by create and manage automated processes with Power Automate. Including creating triggers for cloud flows, configuring actions, implementing conditional logic for a cloud flow, testing a cloud flow, creating and configuring approvals by using Power Automate, and sharing cloud flows

Prerequisites:

- You should understand application development, writing formulas such as those in Excel, and creating, reading, updating, and deleting data.

Completion:
After completing this course, students will be able to:

- Get started with Power Automate
- Build approval flows with Power Automate
- Build flows to manage user information
- Power Automate's deep integration across multiple data sources
- Guided Project - Create and manage automated processes with Power Automate

Microsoft Power Automate RPA Developer

Course #: PL-500T00

Number of Days: 1

Format: Instructor-Led

Description: Candidates for this course automate time-consuming and repetitive tasks by using Microsoft Power Automate. They review solution requirements, create process documentation, and design, develop, troubleshoot, and evaluate solutions. Candidates work with business stakeholders to improve and automate business workflows. They collaborate with administrators to deploy solutions to production environments, and they support solutions.

Audience: If you're a developer with a keen interest in providing automated solutions for your organization, this certification could be a great fit for you. You automate time-consuming and repetitive tasks by using Microsoft Power Automate. You review solution requirements, create process documentation, and design, develop, deploy, integrate, troubleshoot, and evaluate solutions. Working with business stakeholders, you help to improve and automate business workflows.

Completion:
After completing this course, students will be able to:

- Take your first steps with Power Automate for desktop
- Power Automate for desktop development essentials
- Build your first Power Automate for desktop flow
- Define input and output parameters in Power Automate
- Integrate desktop flows with Outlook connector in Power Automate for desktop

Microsoft PowerApps for End Users

Course #: 55265

Number of Days: 2

Format: Instructor-Led

Description: This course delivers an instructor-led breakdown of Microsoft PowerApps. Students will be taught how to design, test and publish new apps that work with a variety of data sources. We will take users through a selection of well-crafted lessons to help them new applications for their business.

Audience: This class has something for everything, from beginners who wish to customise their data entry forms in SharePoint right up to advanced users who need to use advanced formulas to deliver more bespoke actions to their apps

Completion:
After completing this course, students will be able to:

- Understand when to use PowerApps

- Describe the components of PowerApps and their correct use

- Create PowerApps from existing data Sources

- Brand PowerApps

- Customize PowerApps beyond just using the automated wizards

- Connect to a range of data sources from Excel to Azure SQL

- Understand the difference between canvas apps and model-driven apps

- Integrate PowerApps with other Office 365 systems – including Teams and SharePoint Online

Create and Manage Canvas Apps with Power Apps

Business Applications

Course #: PL-7001

Number of Days: 1

Format: Instructor-Led

Description: Create your own data model and canvas app to support a scenario for a fictional company. You're provided high-level specifications on the custom tables, columns and canvas app needed to complete this project.

Prerequisites:

- You should understand application development, writing formulas such as those in Excel, and creating, reading, updating, and deleting data.

Completion:

After completing this course, students will be able to:

- Get started with Power Apps canvas apps
- Customize a canvas app in Power Apps
- How to build the User Interface in a canvas app in Power Apps
- Work with external data in a Power Apps canvas app
- Write data in a Power Apps canvas app
- Publish, share, and maintain a canvas app
- Guided Project - Create and manage canvas apps with Power Apps

Create and Manage Model-Driven Apps with Power Apps and Dataverse

Course #: PL-7003

Number of Days: 1

Format: Instructor-Led

Description: In this learning path, you practice building model-driven apps by using Microsoft Power Apps. The skills validated include creating Dataverse tables, modifying forms and views, and configuring a model-driven app. The scenario in this experience represents real-world challenges faced by individuals with business-specific expertise who build model-driven apps.

Prerequisites:

- Candidates for this credential should be familiar with data modeling concepts in Microsoft Dataverse and with the Power Apps maker portal.

Completion:

After completing this course, students will be able to:

- Create tables in Dataverse
- Get started with model-driven apps in Power Apps
- Configure forms, charts, and dashboards in model-driven apps
- Manage solutions in Power Apps and Power Automate
- Guided Project - Create and manage model-driven apps with Power Apps and Dataverse

Microsoft Power Platform Fundamentals

Course #: PL-900T00

Number of Days: 1

Format: Instructor-Led

Description: Learn the business value and product capabilities of Microsoft Power Platform. Create simple Power Apps, connect data with Dataverse, build a Power BI Dashboard, and automate processes with Power Automate.

Audience: Candidates for this exam are users who aspire to improve productivity by automating business processes, analyzing data to produce business insights, and acting more effectively by creating simple app experiences.

Completion:
After completing this course, students will be able to:

- Describe the business value of the Microsoft Power Platform
- Identify foundational components of Microsoft Power Platform
- Describe how to build applications with Microsoft Power Apps
- Describe building automation with Microsoft Power Automate
- Describe the capabilities of Microsoft Power BI
- Demonstrate the capabilities of Microsoft Power Pages
- Describe the AI authoring experience in Power Platform

Microsoft Power Platform Functional Consultant

Course #: PL-200T00

Number of Days: 5

Format: Instructor-Led

Description: This course will teach you to use Microsoft Power Platform solutions to simplify, automate, and empower business processes for organizations in the role of a Functional Consultant. A Microsoft Power Platform Functional Consultant is responsible for creating and configuring apps, automations, and solutions. They act as the liaison between users and the implementation team. The functional consultant promotes utilization of solutions within an organization. The functional consultant may perform discovery, engage subject matter experts and stakeholders, capture requirements, and map requirements to features.

Audience: A Microsoft Power Platform Functional Consultant is responsible for creating and configuring apps, automations, and solutions. They act as the liaison between users and the implementation team. The functional consultant promotes utilization of solutions within an organization. The functional consultant may perform discovery, engage subject matter experts and stakeholders, capture requirements, and map requirements to features.

Completion:

After completing this course, students will be able to:

- Describe the business value of the Microsoft Power Platform
- Identify foundational components of Microsoft Power Platform
- Create and manage environments in Dataverse
- Create tables in Dataverse
- Create and manage columns within a table in Dataverse
- Working with choices in Dataverse
- Create a relationship between tables in Dataverse
- Create and define calculation or rollup columns in Dataverse
- Load/export data and create data views in Dataverse
- Get started with security roles in Dataverse
- Use administration options for Dataverse
- How to build your first model-driven app with Dataverse
- Get started with model-driven apps in Power Apps
- Configure forms, charts, and dashboards in model-driven apps
- Get started with Power Apps canvas apps
- Customize a canvas app in Power Apps
- Navigation in a canvas app in Power Apps
- Create formulas to change behaviors in a Power Apps canvas app
- Connect to other data in a Power Apps canvas app

Microsoft Power Platform Developer

Course #: PL-400T00

Number of Days: 5

Format: Instructor-Led

Description: The Microsoft Power Platform helps organizations optimize their operations by simplifying, automating and transforming business tasks and processes. In this course, students will learn how to build Power Apps, Automate Flows and extend the platform to complete business requirements and solve complex business problems.

Audience: Candidates for this course design, develop, secure, and troubleshoot Power Platform solutions. Candidates implement components of a solution that include application enhancements, custom user experience, system integrations, data conversions, custom process automation, and custom visualizations. Candidates will gain applied knowledge of Power Platform services, including in-depth understanding of capabilities, boundaries, and constraints. Candidates should have development experience that includes JavaScript, JSON, TypeScript, C#, HTML, .NET, Microsoft Azure, Microsoft 365, RESTful Web Services, ASP. NET, and Power BI.

Completion:

After completing this course, students will be able to:

- How to build your first model-driven app with Dataverse
- Get started with model-driven apps in Power Apps
- Manage tables in Dataverse
- Create and manage columns within a table in Dataverse
- Working with choices in Dataverse
- Create a relationship between tables in Dataverse
- Define and create business rules in Dataverse
- Create and define calculation or rollup columns in Dataverse
- Get started with security roles in Dataverse
- Get started with Power Apps canvas apps
- Customize a canvas app in Power Apps
- Manage apps in Power Apps
- Get started with Power Automate
- Build approval flows with Power Automate
- Introduction to expressions in Power Automate
- Introduction to Microsoft Power Platform developer resources
- Use developer tools to extend Power Platform
- Introduction to extending Power Platform
- Introduction to Dataverse for developers
- Extend plug-ins in Power Platform
- Perform common actions with client script in Power Platform
- Automate business process flows with client script

Microsoft Power Platform Solution Architect

Course #: PL-600T00

Number of Days: 1

Format: Instructor-Led

Description: The Solution Architect is responsible for the successful design, implementation, deployment and adoption of an overall solution. The Solution Architect ensures that the solution meets the customer's needs now and in the future. In this course, students will learn about decisions a Solution Architect makes during an implementation, covering security, integrations, Power Apps architecture, Power Automate architecture, and more. This course is designed to give you an introduction to the Solution Architect role.

Audience: Senior Consultants (both functional and technical) that aspire to be Solution Architects, or current Solution Architects that are new to the role.

Prerequisites:

• Senior Consultants (both functional and technical) that aspire to be Solution Architects, or current Solution Architects that are new to the role.

Completion:

After completing this course, students will be able to:

• Becoming a solution architect for Dynamics 365 and Microsoft Power Platform
• Discover customer needs as a Solution Architect for Dynamics 365 and Microsoft Power Platform
• Propose a solution as a Solution Architect for Microsoft Power Platform and Dynamics 365
• Work with requirements for Microsoft Power Platform and Dynamics 365
• Perform fit gap analysis

• Solution Architect series: Implement project governance for Power Platform and Dynamics 365
• Solution Architect series: Power Platform architecture
• Solution architect series: Model data for Power Platform solutions
• Solution Architect series: Evaluate Power Platform analytics and AI

Microsoft Dynamics 365 Fundamentals (CRM)

Course #: MB-910T00

Number of Days: 1

Format: Instructor-Led

Description: Do you want to learn more about Dynamics 365? This course will provide you with a broad introduction to the customer engagement capabilities of Dynamics 365. You will become familiar with the concept of customer engagement, the core capabilities of customer engagement apps as well as with each of the customer engagement apps, including Dynamics 365 Customer Insights, Dynamics 365 Sales, Dynamics 365 Customer Service and Dynamics 365 Field Service. You will also learn how Copilot can assist you in executing customer engagement tasks in Dynamics 365. This course includes lectures and hands-on-labs.

Audience: The Microsoft Dynamics 365 Fundamentals (CRM) course is targeted to those looking to familiarize themselves with and gain a broad exposure to the marketing, sales, customer service, and field service capabilities of Dynamics 365. This audience wants to explore how customer engagement apps (CRM) for Dynamics 365 can be used to:

- Unify profiles and tailor targeted customer journeys by using Dynamics 365 Customer Insights apps.
- Efficiently assist users through the complete sales order lifecycle by using Dynamics 365 Sales.
- Assist agents with case management through the complete customer support lifecycle by using Dynamics 365 Customer Service.
- Schedule and complete work orders by using Dynamics 365 Field Service.
- Evaluate how Copilot can assist with each of these. People in various roles and stages in their careers can benefit from this fundamentals course. The course is designed for IT professionals, business stakeholders, entrepreneurs, students, and people starting or changing careers who want to be exposed to the customer relationship capabilities of Dynamics 365.

Completion:

After completing this course, students will be able to:

- Explore the core capabilities of Microsoft Dynamics 365 customer engagement apps
- Explore the fundamentals of Microsoft Dynamics 365 Customer Insights
- Explore the fundamentals of Microsoft Dynamics 365 Sales
- Explore the fundamentals of Microsoft Dynamics 365 Customer Service
- Explore the fundamentals of Microsoft Dynamics 365 Field Service

Microsoft Dynamics 365 Sales

Course #: MB-210T01

Number of Days: 2

Format: Instructor-Led

Description: Microsoft Dynamics 365 Sales is an end-to-end application to manage the handling of customers and potential customers. Using Dynamics 365 Sales, organizations can track data against sales goals, automate best practices, learn from data, and more. Join our team of globally recognized experts as they take you step by step from lead to opportunity to closed deal. Using the application's available automation and customization options you will learn how to enable sales staff to be their most productive selves.

Audience: A Dynamics 365 Functional Consultant is responsible for performing discovery, capturing requirements, engaging subject matter experts and stakeholders, translating requirements, and configuring the solution and applications. The Functional Consultant implements a solution using out of the box capabilities, codeless extensibility, application and service integrations.

Completion:

After completing this course, students will be able to:

- Work with Dynamics 365 Sales
- Implement goal management in Dynamics 365 Sales and Customer Service
- Enhance Dynamics 365 Sales with tools and apps

AZURE INFRASTRUCTURE

1 Microsoft Azure Fundamentals

2 Microsoft Azure Administrator

3 Planning and Deploying SAP on Azure

4 Designing Microsoft Azure Infrastructure Solutions

5 Designing and Implementing Microsoft Azure Networking Solutions

6 Microsoft Azure Security Technologies

7 Developing Solutions for Microsoft Azure

8 Designing and Implementing Microsoft DevOps solutions

IaaS

Microsoft Azure Fundamentals

Course #: AZ-900T00

Number of Days: 1

Format: Instructor-Led

Description: This course will provide foundational level knowledge on cloud concepts; core Azure services; and Azure management and governance features and tools.

Audience: This course is suitable for IT personnel who are just beginning to work with Azure. This audience wants to learn about our offerings and get hands-on experience with the product. This course primarily uses the Azure portal and command line interface to create resources and does not require scripting skills. Students in this course will gain confidence to take other role-based courses and certifications, such as Azure Administrator. This course combines lecture, demonstrations, and hands-on labs. This course will also help prepare someone for the AZ-900 exam.

Completion:
After completing this course, students will be able to:

• Describe cloud concepts

• Describe Azure architecture and services

• Describe Azure management and governance

Microsoft Azure Administrator

Course #: AZ-104T00

Number of Days: 4

Format: Instructor-Led

Description: This course teaches IT Professionals how to manage their Azure subscriptions, secure identities, administer the infrastructure, configure virtual networking, connect Azure and on-premises sites, manage network traffic, implement storage solutions, create and scale virtual machines, implement web apps and containers, back up and share data, and monitor your solution.

Audience: This course is for Azure Administrators. The Azure Administrator implements, manages, and monitors identity, governance, storage, compute, and virtual networks in a cloud environment. The Azure Administrator will provision, size, monitor, and adjust resources as appropriate. Successful Azure Administrators start this role with experience in virtualization, networking, identity, and storage

Completion:
After completing this course, students will be able to:

- Learn Prerequisites for Azure Administrators
- Manage identities and governance for Azure
- Configure and manage virtual networks for Azure administrators
- Implement and manage storage in Azure
- Deploy and manage Azure compute resources
- Monitor and back up Azure resources

Planning and Deploying SAP on Azure

Course #: AZ-120T00

Number of Days: 3

Format: Instructor-Led

Description: This course teaches IT Professionals experienced in SAP solutions how to leverage Azure resources that include deployment and configuration of virtual machines, virtual networks, storage accounts, and Azure AD that includes implementing and managing hybrid identities. Students of this course will learn through concepts, scenarios, procedures, and hands-on labs how to best plan and implement migration and operation of an SAP solution on Azure. Your will receive guidance on subscriptions, create and scale virtual machines, implement storage solutions, configure virtual networking, back up and share data, connect Azure and on-premises sites, manage network traffic, implement Azure Active Directory, secure identities, and monitor your solution.

Audience: This course is for Azure Administrators who migrate and manage SAP solutions on Azure. Azure Administrators manage the cloud services that span storage, networking, and compute cloud capabilities, with a deep understanding of each service across the full IT lifecycle. They take end-user requests for new cloud applications and make recommendations on services to use for optimal performance and scale, as well as provision, size, monitor and adjust as appropriate. This role requires communicating and coordinating with vendors. Azure Administrators use the Azure Portal and as they become more proficient, they use PowerShell and the Command Line Interface.

Prerequisites: Before taking this training, you should complete the Azure Administrator (AZ-104) or Azure Solutions Architect Expert (AZ-305) exam, and SAP HANA or NetWeaver training.

Completion:

After completing this course, students will be able to:

- Explore Azure for SAP workloads
- Explore the foundations of IaaS for SAP on Azure
- Explore the foundations of identity and governance for SAP on Azure
- Deploy SAP on Azure
- Ensure business continuity and implement disaster recovery for SAP solutions on Azure
- Migrate SAP workloads to Azure
- Monitor and troubleshoot Azure for SAP workloads

Designing Microsoft Azure Infrastructure Solutions

Course #: AZ-305T00

Number of Days: 4

Format: Instructor-Led

Description: This course teaches Azure Solution Architects how to design infrastructure solutions. Course topics cover governance, compute, application architecture, storage, data integration, authentication, networks, business continuity, and migrations. The course combines lectures with case studies to demonstrate basic architect design principles.

Audience: Successful students have experience and knowledge in IT operations, including networking, virtualization, identity, security, business continuity, disaster recovery, data platforms, and governance. Students also have experience designing and architecting solutions

Prerequisites: Azure compute technologies such as VMs, containers and serverless solutions, Azure virtual networking to include load balancers, Azure Storage technologies (unstructured and databases), General application design concepts such as messaging and high availability

Completion:
After completing this course, students will be able to:

- Learn Microsoft Azure Architect Design Prerequisites
- Design identity, governance, and monitor solutions
- Design business continuity solutions
- Design data storage solutions
- Design infrastructure solutions
- Build great solutions with the Microsoft Azure Well-Architected Framework
- Accelerate cloud adoption with the Microsoft Cloud Adoption Framework for Azure

Designing and Implementing Microsoft Azure Networking Solutions

Course #: AZ-700T00

Number of Days: 1

Format: Instructor-Led

Description: In this Introduction to Microsoft Excel (365 / 2021 / 2019 /2016 / 2013) training class, students will create and edit basic worksheets and workbooks. This course is designed for students who want to gain the necessary skills to create, edit, format, and print basic Microsoft Excel worksheets.

Audience: New or intending users of MS Excel who want to gain a good understanding of how to use the software in a short space of time.

Prerequisites:

• A Basic knowledge of Windows XP/7/8

• A working knowledge of Personal Computers

Completion:

After completing this course, students will be able to:

• **Understand Excel environment and workspace.**

• **Create and work with workbooks and worksheets.**

• **Understand various types of data and how to enter them.**

• **Format data and worksheets.**

• **Edit spreadsheets.**

• **Create and edit formulas.**

• **Use some of Excel statistical functions.**

• **Use named cells and ranges in formulas.**

• **Set up and print worksheets**

Microsoft Azure Security Technologies

Course #: AZ-500T00

Number of Days: 4

Format: Instructor-Led

Description: This course provides IT Security Professionals with the knowledge and skills needed to implement security controls, maintain an organization's security posture, and identify and remediate security vulnerabilities. This course includes security for identity and access, platform protection, data and applications, and security operations.

Audience: This course is for Azure Security Engineers who are planning to take the associated certification exam, or who are performing security tasks in their day-to-day job. This course would also be helpful to an engineer that wants to specialize in providing security for Azure-based digital platforms and play an integral role in protecting an organization's data.

Completion:

After completing this course, students will be able to:

- Manage Identity and Access
- Secure Networking
- Secure compute, storage, and Database
- Manage security operations

Developing Solutions for Microsoft Azure

Course #: AZ-204T00

Number of Days: 1

Format: Instructor-Led

Description: This course teaches developers how to create end-to-end solutions in Microsoft Azure. Students will learn how to implement Azure compute solutions, create Azure Functions, implement and manage web apps, develop solutions utilizing Azure storage, implement authentication and authorization, and secure their solutions by using KeyVault and Managed Identities. Students will also learn how to connect to and consume Azure services and third-party services, and include event- and message-based models in their solutions. The course also covers monitoring, troubleshooting, and optimizing Azure solutions.

Audience: Students in this course are interested in Azure development or in passing the Microsoft Azure Developer Associate certification exam.

Prerequisites: At least one year of experience developing scalable solutions through all phases of software development; Have a base understanding of Azure and cloud concepts, services, and the Azure portal; If you're new to Azure or cloud computing it's recommended you complete the AZ-900: Azure Fundamentals course.

Completion:
After completing this course, students will be able to:
- Implement Azure App Service web apps
- Implement Azure Functions
- Develop solutions that use Blob storage
- Develop solutions that use Azure Cosmos DB
- Implement containerized solutions
- Implement user authentication and authorization
- Implement secure Azure solutions
- Implement API Management
- Develop event-based solutions
- Develop message-based solutions
- Troubleshoot solutions by using Application Insights
- Implement caching for solutions

Designing and Implementing Microsoft DevOps solutions

Course #: AZ-400T00

Number of Days: 1

Format: Instructor-Led

Description: This course provides the knowledge and skills to design and implement DevOps processes and practices. Students will learn how to plan for DevOps, use source control, scale Git for an enterprise, consolidate artifacts, design a dependency management strategy, manage secrets, implement continuous integration, implement a container build strategy, design a release strategy, set up a release management workflow, implement a deployment pattern, and optimize feedback mechanisms

Audience: Students in this course are interested in designing and implementing DevOps processes or in passing the Microsoft Azure DevOps Solutions certification exam.

Completion:

After completing this course, students will be able to:

- Developing enterprise DevOps
- Implement CI with Azure Pipelines and GitHub Actions
- Design and implement a release strategy
- Implement a secure continuous deployment using Azure Pipelines
- Manage infrastructure as code using Azure and DSC
- Implement security and validate code bases for compliance
- Design and implement a dependency management strategy
- Implement continuous feedback

OPERATING SYSTEM

1 Administering Windows Server Hybrid Core Infrastructure

2 Configuring Windows Server Hybrid Advanced Services

3 Automating Administration with PowerShell

Administering Windows Server Hybrid Core Infrastructure

Course #: AZ-800T00

Number of Days: 4

Format: Instructor-Led

Description: This course teaches IT Professionals how to manage core Windows Server workloads and services using on-premises, hybrid, and cloud technologies. The course teaches IT Professionals how to implement and manage on-premises and hybrid solutions such as identity, management, compute, networking, and storage in a Windows Server hybrid environment.

Audience: This four-day course is intended for Windows Server Hybrid Administrators who have experience working with Windows Server and want to extend the capabilities of their on-premises environments by combining on-premises and hybrid technologies. Windows Server Hybrid Administrators implement and manage on-premises and hybrid solutions such as identity, management, compute, networking, and storage in a Windows Server hybrid environment.

Completion:
After completing this course, students will be able to:

- Deploy and manage identity infrastructure
- Manage Windows Servers and workloads in a hybrid environment
- Manage virtualization and containers in a hybrid environment
- Implement and operate an on-premises and hybrid networking infrastructure
- Configure storage and file services

Configuring Windows Server Hybrid Advanced Services

Course #: AZ-801T00

Number of Days: 4

Format: Instructor-Led

Description: his course teaches IT Professionals to configure advanced Windows Server services using on-premises, hybrid, and cloud technologies. The course teaches IT Professionals how to leverage the hybrid capabilities of Azure, how to migrate virtual and physical server workloads to Azure IaaS, and how to secure Azure VMs running Windows Server. The course also teaches IT Professionals how to perform tasks related to high availability, troubleshooting, and disaster recovery. The course highlights administrative tools and technologies including Windows Admin Center, PowerShell, Azure Arc, Azure Automation Update Management, Microsoft Defender for Identity, Azure Security Center, Azure Migrate, and Azure Monitor.

Audience: This four-day course is intended for Windows Server Hybrid Administrators who have experience working with Windows Server and want to extend the capabilities of their on-premises environments by combining on-premises and hybrid technologies. Windows Server Hybrid Administrators who already implement and manage on-premises core technologies want to secure and protect their environments, migrate virtual and physical workloads to Azure Iaas, enable a highly available, fully redundant environment, and perform monitoring and troubleshooting.

Completion:
After completing this course, students will be able to:

- Secure Windows Server on-premises and hybrid infrastructures

- Implement Windows Server high availability

- Implement disaster recovery in Windows Server on-premises and hybrid environments

- Migrate servers and workloads in on-premises and hybrid environments

- Monitor and troubleshoot Windows Server environment

Automating Administration with PowerShell

Course #: AZ-040T00

Number of Days: 5

Format: Instructor-Led

Description: This course provides students with the fundamental knowledge and skills to use PowerShell for administering and automating administration of Windows servers. This course provides students the skills to identify and build the command they require to perform a specific task. In addition, students learn how to build scripts to accomplish advanced tasks such as automating repetitive tasks and generating reports. This course provides prerequisite skills supporting a broad range of Microsoft products, including Windows Server, Windows Client, Microsoft Azure, and Microsoft 365. In keeping with that goal, this course will not focus on any one of those products, although Windows Server, which is the common platform for all of those products, will serve as the example for the techniques this course teaches.

Audience: This course is intended for IT Professionals who are already experienced in general Windows Server, Windows client, Azure, and Microsoft 365 administration, and who want to learn more about using Windows PowerShell for administration. No prior experience with any version of PowerShell or any scripting language is assumed. This course is also suitable for IT Professionals already experienced in server administration, including Microsoft Exchange Server, Microsoft SharePoint Server, and Microsoft SQL Server.

Completion:
After completing this course, students will be able to:

- Get started with Windows PowerShell

- Maintain system administration tasks in Windows PowerShell

- Work with the Windows PowerShell pipeline

- Work with PowerShell providers and PowerShell drives in Windows PowerShell

- Query management information by using Common Information Model and Windows Management Instrumentation

DATA BASE

1 Administering Windows Server Hybrid Core Infrastructure

2 Configuring Windows Server Hybrid Advanced Services

3 Automating Administration with PowerShell

4 Implementing a Lakehouse with Microsoft Fabric

5 Querying Data with Microsoft Transact-SQL
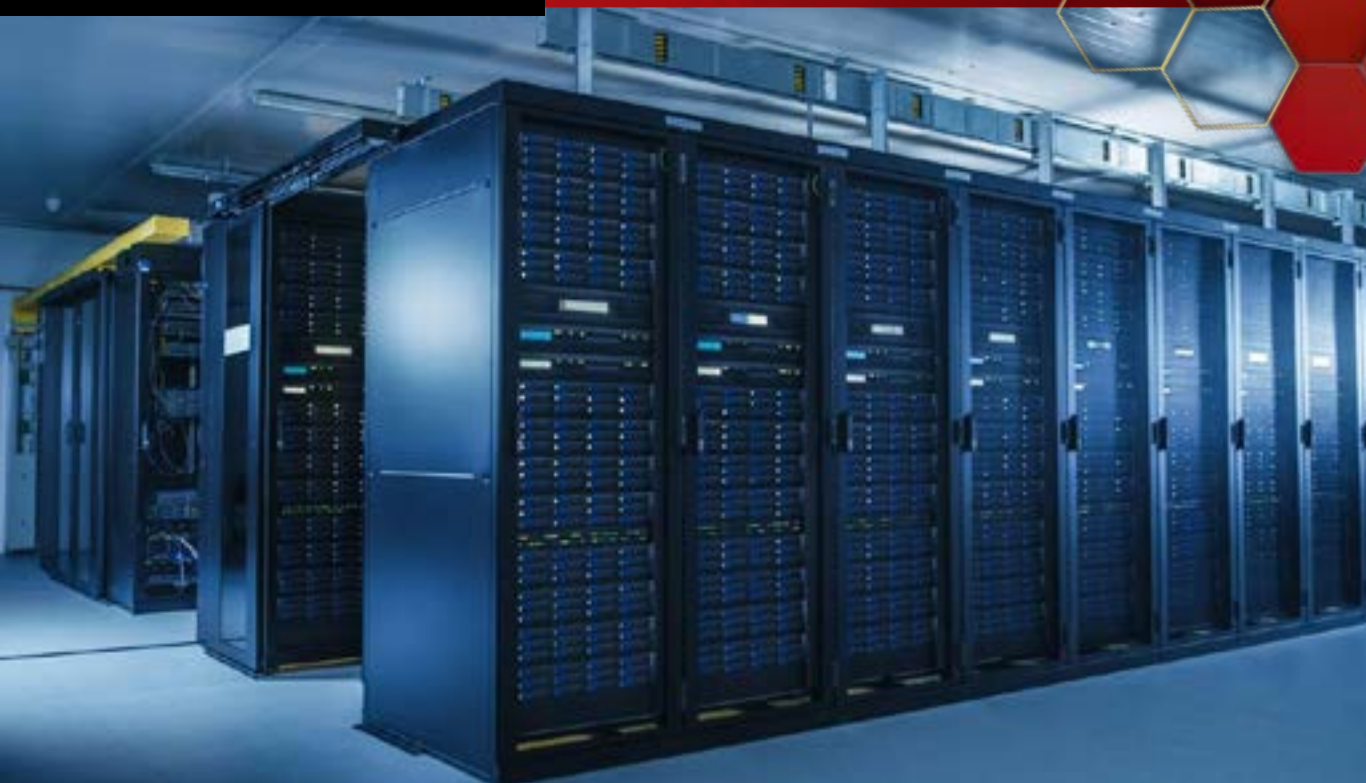
Microsoft Azure Data Fundamentals

Course #: DP-900T00

Number of Days: 1

Format: Instructor-Led

Description: In this course, students will gain foundational knowledge of core data concepts and related Microsoft Azure data services. Students will learn about core data concepts such as relational, non-relational, big data, and analytics, and build their foundational knowledge of cloud data services within Microsoft Azure. Students will explore fundamental relational data concepts and relational database services in Azure. They will explore Azure storage for non-relational data and the fundamentals of Azure Cosmos DB. Students will learn about large-scale data warehousing, real-time analytics, and data visualization.

Audience: The audience for this course is individuals who want to learn the fundamentals of database concepts in a cloud environment, get basic skilling in cloud data services, and build their foundational knowledge of cloud data services within Microsoft Azure.

Completion:
After completing this course, students will be able to:

· Explore core data concepts

· Explore relational data in Azure

· Explore non-relational data in Azure

· Explore data analytics in Azure

Designing and Implementing a Data Science Solution on Azure

Course #: DP-100T01

Number of Days: 4

Format: Instructor-Led

Description: : Learn how to operate machine learning solutions at cloud scale using Azure Machine Learning. This course teaches you to leverage your existing knowledge of Python and machine learning to manage data ingestion and preparation, model training and deployment, and machine learning solution monitoring with Azure Machine Learning and MLflow.

Audience: This course is designed for data scientists with existing knowledge of Python and machine learning frameworks like Scikit-Learn, PyTorch, and Tensorflow, who want to build and operate machine learning solutions in the cloud.

Completion:

After completing this course, students will be able to:

- Design a machine learning solution
- Explore and configure the Azure Machine Learning workspace
- Experiment with Azure Machine Learning
- Optimize model training with Azure Machine Learning
- Deploy and consume models with Azure Machine Learning

Administering Microsoft Azure SQL Solutions

Course #: DP-300T00

Number of Days: 4

Format: Instructor-Led

Description: This course provides students with the knowledge and skills to administer a SQL Server database infrastructure for cloud, on-premises and hybrid relational databases and who work with the Microsoft PaaS relational database offerings. Additionally, it will be of use to individuals who develop applications that deliver content from SQL-based relational databases.

Audience: The audience for this course is data professionals managing data and databases who want to learn about administering the data platform technologies that are available on Microsoft Azure. This course is also valuable for data architects and application developers who need to understand what technologies are available for the data platform with Azure and how to work with those technologies through applications.

Completion:
After completing this course, students will be able to:

- Introduction to Azure database administration
- Plan and implement data platform resources
- Implement a secure environment for a database service
- Monitor and optimize operational resources in Azure SQL
- Optimize query performance in Azure SQL
- Automate database tasks for Azure SQL
- Plan and implement a high availability and disaster recovery environment

Implementing a Lakehouse with Microsoft Fabric

Course #: DP-601T00

Number of Days: 1

Format: Instructor-Led

Description: This learning path introduces the foundational components of implementing a data lakehouse with Microsoft Fabric.

Prerequisites:

• You should be familiar with basic data concepts and terminology.

Completion:

After completing this course, students will be able to:

• Introduction to end-to-end analytics using Microsoft Fabric

• Get started with lakehouses in Microsoft Fabric

• Use Apache Spark in Microsoft Fabric

• Work with Delta Lake tables in Microsoft Fabric

• Ingest Data with Dataflows Gen2 in Microsoft Fabric

• Use Data Factory pipelines in Microsoft Fabric

• Organize a Fabric lakehouse using medallion architecture design

Querying Data with Microsoft Transact-SQL

Course #: DP-080T00

Number of Days: 2

Format: Instructor-Led

Description: This course will teach the basics of Microsoft's dialect of the standard SQL language: Transact-SQL. Topics include both querying and modifying data in relational databases that are hosted in Microsoft SQL Server-based database systems, including: Microsoft SQL Server, Azure SQL Database and, Azure Synapse Analytics.

Audience: This course can be valuable for anyone who needs to write basic SQL or Transact-SQL queries. This includes anyone working with data as a data analyst, a data engineer, a data scientist, a database administrator or a database developer. It can also be useful for others peripherally involved with data, or wanting to learn more about working with data such as solution architects, students and technology managers

Completion:
After completing this course, students will be able to:

• **Get started Querying with Transact-SQL**

SECURITY

1 Microsoft Cybersecurity Architect

2 Microsoft Security Operations Analyst

3 Microsoft Identity and Access Administrator

4 Administering Information Protection and Compliance in Microsoft 365

5 Microsoft Security, Compliance, and Identity Fundamentals

6 IT Security Awareness

7 Digital Forensic

8 Risk IT Framework

9 CEH: Certified Ethical Hacker V8 & CNDA: Certified Network Defense Architect

10 Hacking and Hardening Windows

11 Web Application Hacking (Penetration Testing)

Microsoft Cybersecurity Architect

Course #: SC-100T00

Number of Days: 4

Format: Instructor-Led

Description: This is an advanced, expert-level course. Although not required to attend, students are strongly encouraged to have taken and passed another associate level certification in the security, compliance and identity portfolio (such as AZ-500, SC-200 or SC-300) before attending this class. This course prepares students with the expertise to design and evaluate cybersecurity strategies in the following areas: Zero Trust, Governance Risk Compliance (GRC), security operations (SecOps), and data and applications. Students will also learn how to design and architect solutions using zero trust principles and specify security requirements for cloud infrastructure in different service models (SaaS, PaaS, IaaS).

Audience: This course is for experienced cloud security engineers who have taken a previous certification in the security, compliance and identity portfolio. Specifically, students should have advanced experience and knowledge in a wide range of security engineering areas, including identity and access, platform protection, security operations, securing data, and securing applications. They should also have experience with hybrid and cloud implementations. Beginning students should instead take the course SC-900: Microsoft Security, Compliance, and Identity Fundamentals.

Completion:
After completing this course, students will be able to:

• Design solutions that align with security best practices and priorities

• Design security operations, identity, and compliance capabilities

• Design security solutions for applications and data

• Design security solutions for infrastructure

Microsoft Security Operations Analyst

Course #: SC-200T00

Number of Days: 4

Format: Instructor-Led

Description: : Learn how to investigate, respond to, and hunt for threats using Microsoft Sentinel, Microsoft Defender XDR and Microsoft Defender for Cloud. In this course you will learn how to mitigate cyberthreats using these technologies. Specifically, you will configure and use Microsoft Sentinel as well as utilize Kusto Query Language (KQL) to perform detection, analysis, and reporting. The course was designed for people who work in a Security Operations job role and helps learners prepare for the exam SC-200: Microsoft Security Operations Analyst.

Audience: The Microsoft Security Operations Analyst collaborates with organizational stakeholders to secure information technology systems for the organization. Their goal is to reduce organizational risk by rapidly remediating active attacks in the environment, advising on improvements to threat protection practices, and referring violations of organizational policies to appropriate stakeholders. Responsibilities include threat management, monitoring, and response by using a variety of security solutions across their environment. The role primarily investigates, responds to, and hunts for threats using Microsoft Sentinel, Microsoft Defender XDR, Microsoft Defender for Cloud, and third-party security products. Since the Security Operations Analyst consumes the operational output of these tools, they are also a critical stakeholder in the configuration and deployment of these technologies.

Completion:
After completing this course, students will be able to:
- Mitigate threats using Microsoft Defender XDR
- Mitigate threats using Microsoft Copilot for Security
- Mitigate threats using Microsoft Puview
- Mitigate threats using Microsoft Defender for Endpoint
- Mitigate threats using Microsoft Defender for Cloud
- Create queries for Microsoft Sentinel using Kusto Query Language (KQL)
- Configure your Microsoft Sentinel environment
- Connect logs to Microsoft Sentinel
- Create detections and perform investigations using Microsoft Sentinel
- Perform threat hunting in Microsoft Sentinel

Microsoft Identity and Access Administrator

Course #: SC-300T00

Number of Days: 4

Format: Instructor-Led

Description: The Microsoft Identity and Access Administrator course explores how to design, implement, and operate an organization's identity and access management systems by using Microsoft Entra ID. Learn to manage tasks such as providing secure authentication and authorization access to enterprise applications. You will also learn to provide seamless experiences and self-service management capabilities for all users. Finally, learn to create adaptive access and governance of your identity and access management solutions ensuring you can troubleshoot, monitor, and report on your environment. The Identity and Access Administrator may be a single individual or a member of a larger team. Learn how this role collaborates with many other roles in the organization to drive strategic identity projects. The end goal is to provide you knowledge to modernize identity solutions, to implement hybrid identity solutions, and to implement identity governance.

Audience: This course is for the Identity and Access Administrators who are planning to take the associated certification exam, or who are performing identity and access administration tasks in their day-to-day job. This course would also be helpful to an administrator or engineer that wants to specialize in providing identity solutions and access management systems for Azure-based solutions; playing an integral role in protecting an organization.

Completion:
After completing this course, students will be able to:

- Explore identity in Microsoft Entra ID
- Implement an identity management solution
- Implement an Authentication and Access Management solution
- Implement Access Management for Apps
- Plan and implement an identity governance strategy

Administering Information Protection and Compliance in Microsoft 365

Course #: SC-400T00

Number of Days: 4

Format: Instructor-Led

Description: Learn how to protect information in your Microsoft 365 deployment. This course focuses on data lifecycle management and information protection and compliance within your organization. The course covers implementation of data loss prevention policies, sensitive information types, sensitivity labels, data retention policies, Microsoft Purview Message Encryption, audit, eDiscovery, and insider risk among other related topics. The course helps learners prepare for the Microsoft Information Protection Administrator exam (SC-400).

Audience: The information protection administrator translates an organization's risk and compliance requirements into technical implementation. They are responsible for implementing and managing solutions for content classification, data loss prevention (DLP), information protection, data lifecycle management, records management, privacy, risk, and compliance. They also work with other roles that are responsible for governance, data, and security to evaluate and develop policies to address an organization's risk reduction and compliance goals. This role assists workload administrators, business application owners, human resources departments, and legal stakeholders to implement technology solutions that support the necessary policies and controls.

Completion:

After completing this course, students will be able to:

- Implement Information Protection in Microsoft 365
- Implement Data Loss Preventions
- Implement Data Lifecycle and Records Management
- Monitor and investigate data and activities by using Microsoft Purview
- Manage Insider and Privacy Risk in Microsoft 365

Microsoft Security, Compliance, and Identity Fundamentals

Course #: SC-900T00

Number of Days: 1

Format: Instructor-Led

Description: This course provides foundational level knowledge on security, compliance, and identity concepts and related cloud-based Microsoft solutions.

Audience: The audience for this course is looking to familiarize themselves with the fundamentals of security, compliance, and identity (SCI) across cloud-based and related Microsoft services. The content for this course aligns to the SC-900 exam objective domain. Candidates should be familiar with Microsoft Azure and Microsoft 365 and understand how Microsoft security, compliance, and identity solutions can span across these solution areas to provide a holistic and end-to-end solution

Prerequisites:

• General understanding of networking and cloud computing concepts.

• General IT knowledge or any general experience working in an IT environment.

• General understanding of Microsoft Azure and Microsoft 365.

Completion:

After completing this course, students will be able to:

• Describe the concepts of security, compliance, and identity

• Describe the capabilities of Microsoft Entra

• Describe the capabilities of Microsoft security solutions

• Describe the capabilities of Microsoft compliance solutions

IT Security Awareness

Course #:

Number of Days: 2

Format: Instructor-Led

Completion:

After completing this course, students will be able to:

- Awareness: Hacker Evolution, "The World War III", Top & The latest IT Security Breach Cases
- Elements and I.T Security Triangles
- Vulnerability Research
- I.T Attack Vectors : Server Side Attack, Client Side Attack and Application Attack
- Malware and Wireless Security

Digital Forensic

Course #:

Number of Days: 1

Format: Instructor-Led

Completion:

After completing this course, students will be able to:

- Introduction to Digital Forensic
- Digital Forensic Implementation
- Project / Workshop

Risk IT Framework

Course #:

Number of Days: 3

Format: Instructor-Led

Description: IT Risk Management identifies and classifies the inherent risks that an organization faces. The key business applications in use are identified and addressed at a high level, to incorporate them into the future planning process. That's said, the controls within the core systems including the business and other important systems residing on the various platforms are evaluated throughout the workshop.

Audience: The target audience for this IT Risk Management workshop is entry-level professionals who are new to the field. This includes recent graduates or individuals transitioning into IT risk roles from other areas within the organization. They seek foundational knowledge on identifying and classifying inherent risks, evaluating business applications, and understanding control mechanisms within IT systems. These professionals are eager to learn best practices for integrating risk management into future planning and are looking for practical, hands-on experience to build their skills and confidence in this critical area.

Completion:

After completing this course, students will be able to:

- Understanding IT Risk Management concept: elements, standards and frameworks
- Valuing and utilizing ISACA Risk IT Framework, Practitioner Guide and Toolkit
- Creating Risk Identification
- Selecting various risks through Risk Assessment
- Identifying Risk Scenario of qualified risks
- Crafting Risk Scoring and Map
- Defining Risk Action and its strategy
- Setting-up Risk Action Ownership and Its Timeline
- Creating IT Risk Management Plan

CEH: Certified Ethical Hacker V8 & CNDA: Certified Network Defense Architect

Course #:

Number of Days: 5
Format: Instructor-Led

Description: Students will begin by understanding perimeter defenses work and then be led into scanning and attacking their own networks, no real network is harmed. Students then learn how intruders escalate intruders escalate privileges and what steps can be taken to secure a system. Students then learn how intruders escalate intruders escalate privileges and what steps can be taken to secure a system.

Completion:
After completing this course, students will be able to:

- Introduction to Ethical Hacking
- Footprinting and Reconnaissance
- Scanning Networks
- Enumeration
- System Hacking
- Trojans and Backdoors
- Viruses and Worms
- Sniffers

Hacking and Hardening Windows

Course #:

Number of Days: 1

Format: Instructor-Led

Description: Hacking and Hardening Windows training takes a deep look into Windows security features and how to configure it in order to minimize the attack surface. The aim is to provide Security Professionals not only attack techniques, but countermeasures and secure configuration to protect their IT infrastructure. This course is built on the latest Windows OS (Windows 7 / 8, Windows server 2008 R2 / 2012 R2) to ensure that students are up to date in terms of securely configuring the current systems we use now in our environments.

Audience: Security professionals, System administrators, Network Administrators and Technical Support personnel who wish to take a deeper look on how to secure Windows environment.

Prerequisites:

• Network and Windows systems understanding.

Completion:
After completing this course, students will be able to:

• secure Windows clients, servers, and network communications. Students will also learn to harden web services and databases, as well as using Microsoft Roles and other features to secure the environment

Web Application Hacking (Penetration Testing)

Course #:

Number of Days: 1

Format: Instructor-Led

Description: Our web sites are under attack on a daily basis and the next security breach is just a matter of time. This intensive hands-on course will teach you how to find those vulnerabilities in your web applications before the bad guys do. The course will introduce the various methods, tools and techniques used by attackers, in order to know how to test for the major security vulnerabilities and how to identify security bugs on real systems, by using live hacking demonstrations and hands-on labs.

Audience:

- Security professionals
- Software experts
- Experienced developers

Prerequisites:

Before attending this course, students must have:

- Operating systems concepts, basic knowledge in databases & SQL language
- Programming concepts, with emphasis on web applications (HTML/JS)

Completion:

After completing this course, students will be able to:

- **The objectives of the course are to teach developers and security professionals about the most dangerous vulnerabilities and how to perform security testing, and by that increasing the amount and quality of test cases that can be performed by the auditor. Set up and print worksheets**

IT SOFTSKILL AND OTHERS

1 IT - Project Management

2 Cobit 2019 Foundation

3 ITIL V4 Foundation

4 ITIL V4 Managing Professional

5 MikroTik Certified Network Associate (MTCNA)

6 VMware vSphere: Install, Configure, Manage [V6]

7 Primavera P6 Fundamentals

IT – Project Management

Course #:

Number of Days: 3

Format: Instructor-Led

Description: This course introduces attendees to the essentials of project management. It approaches project management from the standpoint of managing a single, stand-alone project that is small to medium in size. The course takes attendees through the project life cycle in the same sequence they would face when managing a real project in the workplace. This course includes an introduction to the use of MS Project as a useful tool to effectively and efficiently manage a project.

Audience: This course is for individuals who desire to understand how to organize and manage a project

Prerequisites:

• Students have experience in a project management environment is helpful

• An understanding and experience with MS Windows and Office products

Completion:
After completing this course, students will be able to:

• Understand the difference between the Project Life Cycle, and a Product or System Life Cycle
• Understand the minimum set of deliverables needed to effectively manage a project
• Be able to write a project charter
• Be able to write a project plan for a stand-alone project
• Know how to develop a Work Breakdown Structure
• Know how to develop a project schedule
• Understand how to manage project time, cost and risk
• Know how to set up a review and approval process
• Know how to integration and reporting progress
• Know how to Managing project communications, procurement and quality
• Know how to use Project human resources management, project control and advanced topics

Cobit 2019 Foundation
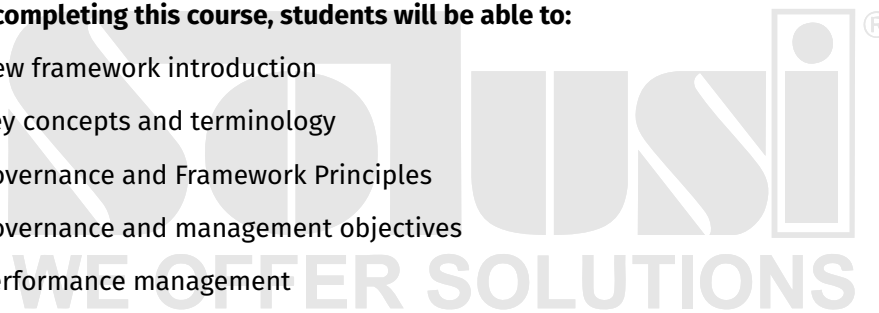
Course #:

Number of Days: 3

Format: Instructor-Led

Description: This COBIT 2019 Foundation course is designed as an introduction to COBIT 2019 and enables you to understand how an integrated business framework for the governance and management of enterprise IT can be utilized to achieve IT business integration, cost reductions and increased productivity.

Completion:

After completing this course, students will be able to:

- New framework introduction
- Key concepts and terminology
- Governance and Framework Principles
- Governance and management objectives
- Performance management
- Designing a tailored governance system

ITIL V4 Foundation

Course #:

Number of Days: 3
Format: Instructor-Led

Description: ITIL 4 Foundation is designed as an introduction to ITIL 4 and enables candidates to look at IT service management through an end-to-end operating model for the creating, delivery, and continual improvement of tech-enabled products.

Completion:
After completing this course, students will be able to:

- A holistic approach to the facilitation of co-creation of value with customers and other stakeholders in the form of products and services
- The guiding principles of ITIL 4
- The four dimensions of Service Management
- Key concepts from Lean, Agile, DevOps, and why these important to deliver business value
- How ITIL practices described in ITIL 4 will maintain the value and importance provided by the current ITIL processes, whilst at the same time expand to be integrated to different areas of service management and IT, from demand to value.

ITIL V4 Managing Professional

Course #:

Number of Days: 3

Format: Instructor-Led

Description: It's time to elevate your career by getting certified in the Managing Professional modules of the world's most recognized framework for IT. Bring depth and breadth to your work, team and organization with the following ITIL® 4 modules, especially designed to meet the most demanding industry needs. ITIL 4 MP has been created for IT practitioners working within technology and digital teams across businesses.

Completion:

After completing this course, students will be able to:

- ITIL Specialist: Create, Deliver and Support
- ITIL Specialist: Drive Stakeholder Value
- ITIL Specialist: High Velocity IT
- ITIL Strategist: Direct, Plan and Improve

MikroTik Certified Network Associate (MTCNA)

Course #:

Number of Days: 3

Format: Instructor-Led

Description: The MikroTik Certified Network Associate (MTCNA) Training is a comprehensive course designed to provide participants with foundational knowledge and practical skills in networking using MikroTik RouterOS and RouterBoard devices. This training covers essential topics such as basic network concepts, router configuration, routing, bridging, wireless networking, and firewall management. Participants learn through a combination of theoretical instruction and hands-on labs, ensuring they can effectively implement and manage MikroTik networks. Upon completion, attendees are prepared to take the MTCNA certification exam, which validates their ability to configure, manage, and troubleshoot MikroTik devices in a variety of network environments.

Audience: Network engineers and technicians wanting to deployand support:

- Corporate networks
- Client CPEs (WISPs and ISPs)

Prerequisites: The student must have a good understanding of TCP/IP and subnetting.

Completion:

- By the end of this training session, the student will be familiar with RouterOS software and RouterBOARD products and be able to connect the client to the Internet. He will also be able to configure, manage, do basic troubleshooting of a MikroTik router and provide basic services to clients.

VMware vSphere: Install, Configure, Manage [V6]

Course #:

Number of Days: 5

Format: Instructor-Led

Description: VMware vSphere: Install, Configure, Manage features intensive hands-on training that focuses on installing, configuring, and managing VMware vSphere® 6, which includes VMware ESXi™ 6 and VMware vCenter Server™ 6. This course prepares you to administer a vSphere infrastructure for an organization of any size and forms the foundation for most other VMware technologies in the software-defined data center.s.

Audience: System administrators & Systems engineers

Prerequiestes

- System administration experience on Microsoft Windows or Linux operating systems
- Understanding of concepts presented in the VMware Data Center Virtualization Fundamentals course for VCA-DCV certification

Completion:

After completing this course, students will be able to:

- Describe the software-defined data center
- Deploy an ESXi host and create virtual machines
- Describe vCenter Server architecture
- Deploy a vCenter Server instance or VMware vCenter Server™ Appliance™
- Use vCenter Server to manage an ESXi host
- Configure and manage vSphere infrastructure with VMware vSphere® Client™ and VMware vSphere® Web Client
- Configure virtual networks with vSphere standard switches
- Use vCenter Server to manage various types of host storage: VMware vSphere® VMFS, NFS, virtual SAN and Virtual Volumes
- Manage virtual machines, templates, clones, and snapshots
- Create a vApp
- Describe and use the content library

Primavera P6 Fundamentals

Course #:

Number of Days: 3

Format: Instructor-Led

Description: : Participants will create a project, add activities and relationships, assign resources, adjust the project plan to account for schedule delays and over allocated resources, and analyze portfolios. Participants will also learn how to customize the personal workspace and the project workspace to monitor project progress and communicate with team members. Oracle BI and BPM are not covered in this course. The course uses P6, Primavera Web-based project management tool. It is divided into four sections: Overview and Creating a Project; Scheduling the Project and Managing Data; Assigning Resources and Baselining; and Project Execution and Control.

Audience: The minimally qualified candidate typically: Existing user, Business Analyst, Functional Implementer, Project Manager

Prerequisites: Knowledge of project management principles

Completion:
After completing this course, students will be able to:

- Create a project
- Create a Work Breakdown Structure
- Add Activities
- Customize activity views
- Create Relationships
- Schedule the project
- Assign constraints
- View the Enterprise Project Structure
- Optimize the project schedule

- Assign roles and resources
- Analyze resources and cost
- Baseline the project plan
- Execute the project
- Customize dashboards
- Manage risk
- View reports

AUTODESK

1 AutoCAD Fundamentals

2 AutoCAD Advance

3 AutoCAD Architecture

4 AutoCAD Electrical

5 AutoCAD Mechanical

6 Autodesk Revit Structure 2020

7 Autodesk Inventor Basic

8 SketchUp VRay

AutoCAD Fundamentals

Course #:

Number of Days: 3

Format: Instructor-Led

Description: The AutoCAD Fundamentals training class provides a comprehensive introduction to the essential features and functionalities of AutoCAD, a leading computer-aided design (CAD) software used by professionals across various industries. Participants will gain hands-on experience navigating the AutoCAD environment, utilizing view commands, and drawing lines with precision. The course covers fundamental draw commands and modify commands, enabling users to create and edit detailed designs efficiently. Additionally, learners will become proficient in selecting objects and adjusting object properties to ensure accuracy and adherence to design specifications. This training is designed to equip beginners with the foundational skills needed to effectively use AutoCAD for diverse design and drafting projects.

Audience: This training class is ideal for professionals and students in architecture, engineering, construction, and related fields who are new to AutoCAD or seeking to strengthen their basic understanding of the software. The course caters to those who require a solid foundation in CAD to enhance their design capabilities and improve project outcomes. It is particularly beneficial for individuals transitioning from manual drafting to digital design, as well as for those looking to streamline their workflow and increase productivity using AutoCAD's robust toolset. No prior experience with AutoCAD is necessary, making it accessible to complete beginners and those with minimal exposure to CAD software.

Completion:
After completing this course, students will be able to:

- Use AutoCAD Environment
- View Commands
- Drawing Lines
- Draw Commands
- Modify Commands
- Selecting Objects
- Object Properties

AutoCAD Advance

AUTODESK

Course #:

Number of Days: 3

Format: Instructor-Led

Completion:
After completing this course, students will be able to:

- Advance Annotation
- Advanced Block Management
- Sheet Set Manager
- CAD and System Standards
- Introduction to Customization

AutoCAD Architecture

Course #:

Number of Days: 3

Format: Instructor-Led

Description: The AutoCAD Advanced training class delves deeper into the sophisticated features and capabilities of AutoCAD, building upon fundamental skills to enhance the proficiency of experienced users. Participants will explore advanced annotation techniques, allowing for precise and detailed documentation of designs. The course covers advanced block management strategies to optimize the use of reusable content, and the Sheet Set Manager for efficient organization and publication of drawing sets. Attendees will also learn about CAD and system standards to ensure consistency and compliance across projects. Additionally, the class introduces customization options, enabling users to tailor the AutoCAD environment to their specific needs and workflows. This advanced training is designed to elevate the technical skills of participants, empowering them to tackle complex design challenges with confidence.

Audience: This training class is tailored for professionals in architecture, engineering, construction, and related fields who have a solid foundation in AutoCAD and are looking to advance their skills. It is ideal for experienced AutoCAD users seeking to enhance their productivity and efficiency through the mastery of advanced features and techniques. The course is particularly beneficial for those involved in large-scale projects that require rigorous documentation, organization, and standardization. Participants should have prior experience with AutoCAD fundamentals, as the training builds on basic knowledge to address more complex design and management tasks. This class is suitable for those who are aiming to become power users and leverage AutoCAD's full potential to streamline their design processes.

Completion:

After completing this course, students will be able to:

- AutoCAD Architecture
- Using the Interface
- Basic Wall Construction
- Creating Wall Openings
- Structural Design
- Reflected Ceiling Plans
- Vertical Circulation
- Working with Floors
- Working with Roofs

AutoCAD Electrical

Course #:

Number of Days: 3

Format: Instructor-Led

Description: The AutoCAD Electrical training class provides specialized instruction in using AutoCAD Electrical for electrical design and documentation. Participants will learn to create and manage project files, develop single and multiwire schematics, and use advanced tools for panel drawings, PLC symbols, and reporting. This course equips users with the skills to produce professional electrical documentation efficiently.

Audience: This training is ideal for electrical engineers, designers, and technicians who work on electrical control design and documentation. Suitable for both beginners and those with some AutoCAD experience, the course benefits professionals in industries like manufacturing, automation, and power distribution. Participants should have a basic understanding of electrical design principles.

Completion:
After completing this course, students will be able to:

- Introduction to AutoCAD Electrical
- Project Files
- Schematics I- Single Wires/ Components
- Schematics II- Multiwire and Circuits
- Editing Commands
- Panel Drawings
- Terminals
- PLC Symbols
- Point-to-Point Wiring Drawings
- Symbol Creation
- Titleblocks
- Reporting Tools
- Settings and Templates
- Drawing Update Tools

AutoCAD Mechanical

Course #:

Number of Days: 3

Format: Instructor-Led

Description: : The AutoCAD Mechanical training class focuses on the specialized tools and features of AutoCAD Mechanical for mechanical design. Participants will learn to navigate the interface, manage layers, structure and edit mechanical data, and create key geometry with precision. The course covers advanced techniques for adding centerlines and holes, manipulating geometry, inserting parts, and creating detailed drawing sheets with dimensions and annotations.

Audience: This training is ideal for mechanical engineers, designers, and drafters involved in mechanical design and documentation. It is suitable for both beginners and those with basic AutoCAD knowledge, aiming to enhance their skills with AutoCAD Mechanical's specialized tools. Participants should have a fundamental understanding of mechanical design principles.

Completion:
After completing this course, students will be able to:

- Navigating the interface
- Managing layers and object properties
- Structuring, reusing, and editing mechanical data
- Creating key geometry
- Adding centerlines and holes
- Manipulating geometry
- Inserting parts with part generators
- Creating drawing sheets
- Placing dimensions and annotating parts

Autodesk Revit Structure 2020

Course #:

Number of Days: 3

Format: Instructor-Led

Description: The Autodesk Revit Structure 2020 training class provides comprehensive instruction on using Revit for structural design and documentation. Participants will learn to navigate the Revit interface, utilize basic drawing and editing tools, and set up levels and grids. The course covers starting structural projects, working with views, adding structural elements like columns, walls, and foundations, and using advanced features such as structural reinforcement, beams, framing systems, floors, and shafts.

Audience: This training is ideal for structural engineers, designers, and drafters involved in building design and construction. Suitable for both beginners and those with basic Revit knowledge, the course is designed to enhance skills in using Revit Structure's specialized tools for accurate and efficient structural design. Participants should have a basic understanding of structural design principles.

Completion:

After completing this course, students will be able to:

• Understand Excel environment and workspace.

• Create and work with workbooks and worksheets.

• Understand various types of data and how to enter them.

• Format data and worksheets.

• Edit spreadsheets.

• Create and edit formulas.

• Use some of Excel statistical functions.

• Use named cells and ranges in formulas.

• Set up and print worksheets

Autodesk Inventor Basic

Course #:

Number of Days: 3

Format: Instructor-Led

Description: The Autodesk Inventor Basic training class introduces participants to the essential features of Autodesk Inventor for 3D mechanical design. Learners will start with the basics of the interface, creating sketches, and applying dimensioning and constraints. The course covers creating solid models and assembly design, providing a strong foundation in Inventor's capabilities for efficient product design.

Audience: This training is ideal for engineers, designers, and drafters involved in mechanical and product design. Suitable for beginners, the course is designed to build foundational skills in using Autodesk Inventor for 3D modeling and assembly creation. Participants should have a basic understanding of mechanical design concepts.

Completion:
After completing this course, students will be able to:

• Starting with Autodesk Inventor

• Creating Sketches

• Dimensioning and Constraining

• Creating Solid Models

• Assembly Design

SketchUp VRay

Course #:

Number of Days: 3

Format: Instructor-Led

Description: The SketchUp VRay training class teaches participants how to enhance their 3D models with photorealistic rendering using VRay. Learners will explore importing various models, setting up renderings with the VRay Asset Editor, and adjusting shadows for realistic effects. The course also includes techniques for finalizing rendered images in Photoshop, ensuring professional-quality presentations.

Audience: The SketchUp VRay training class teaches participants how to enhance their 3D models with photorealistic rendering using VRay. Learners will explore importing various models, setting up renderings with the VRay Asset Editor, and adjusting shadows for realistic effects. The course also includes techniques for finalizing rendered images in Photoshop, ensuring professional-quality presentations.

Completion:
After completing this course, students will be able to:

- The Import of Various Models
- Setting Rendering VRay (Vray Asset Editor)
- Setting Shadow
- Finalization at Photoshop

THANK YOU