

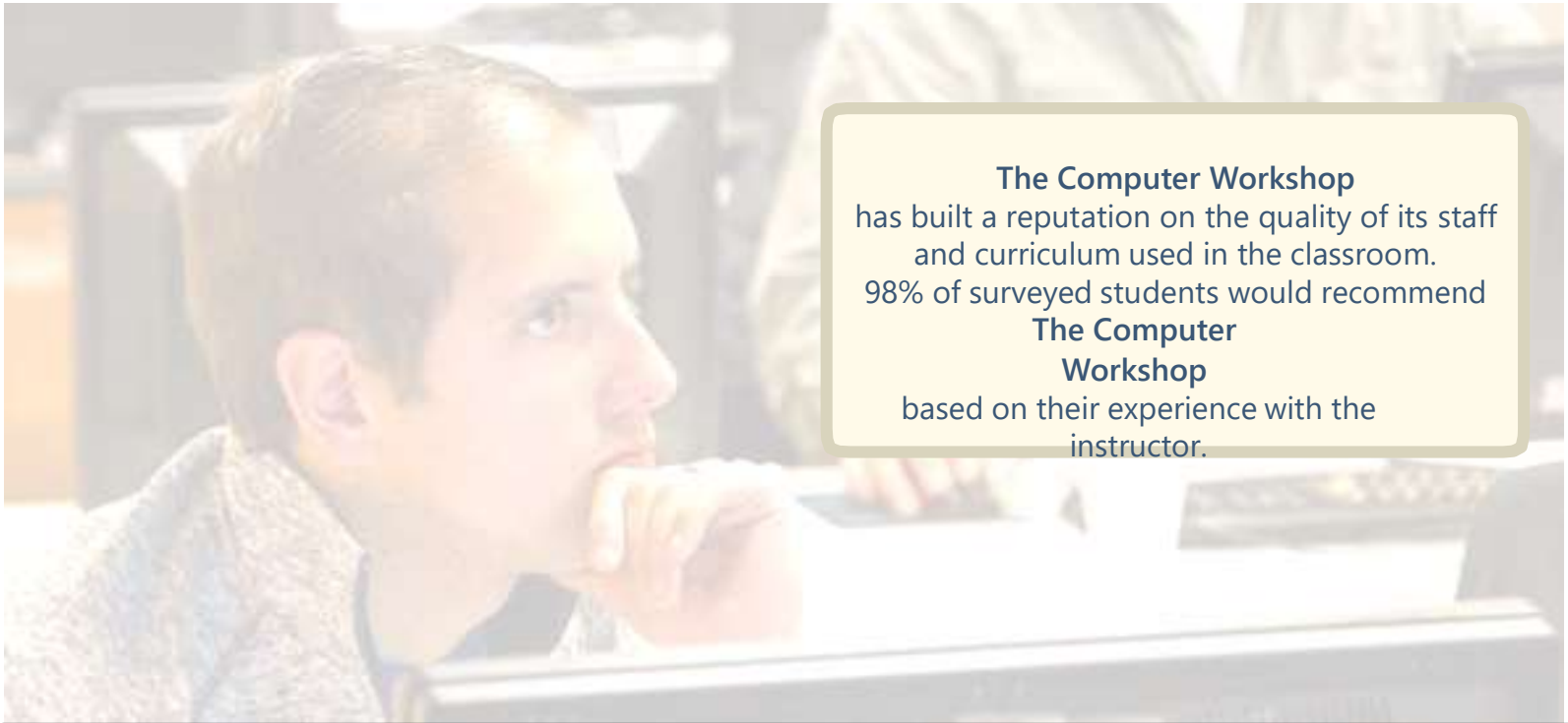


The Computer Workshop

A Professional Development Company

2021 Course Catalog

*Providing instruction and career development
to business and IT professionals since 1988!*



The Computer Workshop
has built a reputation on the quality of its staff
and curriculum used in the classroom.
98% of surveyed students would recommend
The Computer
Workshop
based on their experience with the
instructor.

A PARTNERSHIP WITH THE COMPUTER WORKSHOP PROVIDES

- Group instruction that can be **customized** to the specific needs of a department, or scope of a project.
- Pre-class consultation with an instructor to ensure that the content presented **meets your objectives**.
- A **variety of classes** and teaching modalities that allows every member of your staff to find a class that suits their learning objectives and schedule.
- A proven pathway to achieve **industry certifications**.



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Morrow, GA 30260
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How to Register for a class

call: 800-639-3535
or visit: www.tcworkshop.com

Hours of operation

Monday - Friday, 8am to 5pm.
We observe the following holidays which may impact our normal business hours:

- New Year’s Day
- Good Friday (1/2 day)
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving
- Christmas
- New Year’s Day

Partnering with The Computer Workshop

Does your employee benefit program require college credit?
We qualify for most benefit programs, including tuition reimbursement. Ask how classes taken at The Computer Workshop can qualify for **college credit**.

Need your vendor to meet procurement requirements?
We are a Small Women Owned Business. The Computer Workshop is on the GSA schedule and State Term schedules.

Check our website for current GSA/State term schedule numbers and adjustments to our normal business hours during holidays



Project Management

We offer a diverse range of professional development classes which benefit both the individual and the organization. Ask about how you can obtain college credits and certifications upon course completion.

Project Management Class Essentials

Successfully managing a project requires effective planning and adherence to the industry’s best practices in every step of the process. By understanding the fundamentals of project management, you will be better prepared to initiate a project in your organization and position it for success.

Hours: 7

CAPM Preparation (Certified Associate in Project Management)

This course is designed for persons in a variety of job roles who currently contribute to project teams in various ways, including providing subject matter expertise (e.g., marketing, finance, customer care, processing, fulfillment) and serving as project team sponsors, facilitators, liaisons, or coordinators, but who do not function as project managers and who have little or no formal exposure to or training in standardized project management terminology and processes.

Hours: 35

PMP Preparation (Project Management Professional)

This course is designed for experienced project managers who desire to increase management skills and apply a standards-based approach to project management. This course also provides the 35 hour education requirement for the PMP Certification.

Hours: 35

PMP Certification Boot Camp (Project Management Professional)

The course focuses on the information needed to pass the PMI PMP Certification Test. All ten knowledge areas of the PMBOK are covered in detail as well as Professional Responsibility and the Members Code of Ethics. Supplemental material on Resource Management and Quality Management is included. This course should be taken after the PMP preparation course and is intended to provide final preparation for the PMP exam.

Hours: 20

Additional fee required for PMP certification exam, see PMI.org for certification requirements.

Project Management

Microsoft Project

Microsoft Project courses are designed for people with an understanding of project management concepts and are responsible for creating and maintaining project plans. This course will give students a fundamental understanding of Microsoft Project necessary to create and save project plans. In the 3 day course you will learn step by step how to manage projects with Microsoft Project. Specific topics include: building a project plan and fine-tuning the details, scheduling tasks, assigning resources, and managing dependencies, monitoring progress and costs, keeping your project on track, formatting Gantt charts and other views to communicate project data & beginning to explore enterprise project management systems. The one day classes provide an opportunity to learn at your own pace. If you are contributing information to a project someone else has created, you may want to take one of these shorter courses.

Microsoft Project Level 1, Hours: 7
Microsoft Project Level 2, Hours: 7
Microsoft Project, Hours: 18

Wanting your staff to use this application to solve a specific business problem? This course is eligible for customization. Ask about course customization to address any specific challenges you're facing.

CompTIA Project+ Certification Preparation

Project+ validates the ability to initiate, manage and complete a project or business initiative on time and within budget. This course covers the required topics to take the CompTIA Certification exam and is popular for individuals working on IT projects. Blends agile and scrum concepts with Project Management Institution’s research driven Knowledge areas.

Hours: 35

Exam: PKO-004



“The instructor provided great tips and tricks and examples of when we may use certain functions of Microsoft Project. He knew the material inside and out and could answer questions quickly.. he definitely portrayed the knowledge of a subject matter expert. I would highly recommend this course and the instructor.”

-Student and HR Project Manager from a Fortune 500 company

Improve your competencies and grow your career in business analysis at any stage along the business analysis career path. From entry into the profession through to retirement, engage in professional development that is right for you.

Business Analysis

Business Analysis Overview

In this course, you will cover a realistic and interactive overview of what business analysis is, and what a business analyst does in the framework of defining system solutions. This course will use a case study approach to allow participants to perform a current state analysis to identify the “as is” situation, interview users to elicit requirements about the “future state” and write requirements for the solution. In order to perform these exercises, the workshop will cover such topics as procedure analysis and activity diagrams, interviewing techniques, and the attributes of quality requirements.

Hours: 8

Business Analysis: Fast Start in Business Analysis

From enterprise analysis and scope definition to requirements determination and conceptual design, the Fast Start in Business Analysis workshop gives analysts a thorough understanding of the entire Systems Development Life Cycle. Students emerge from this workshop with a solid foundation of business analysis thinking as well as a greater understanding that doing the right things is just as important as doing things right. This course qualifies for the 21 education hours required to sit the exam.

Hours: 24

Exam: ECBA

“I wouldn’t change a thing - wonderful class and wonderful instructor!”
-Employee from a state agency upon completion of Business Analysis Fast Start course

Business Analysis: Advanced Business Analysis

In this course, you will cover a case study to help you explore two standard approaches to conceptual modeling: the Unified Modeling Language and information Engineering. It is designed to be prescriptive as well as descriptive. This means that best practice will be emphasized through explanation and application. You will discover what should be done as well as how to do it, and why.

Hours: 21

Exam CCBA



Business Analysis: Survival Skills for Analysts

This comprehensive course helps business analysts complement their practical systems thinking with a thorough understanding of effective people skills. To help ensure students continue to cultivate these critical skills after a completion of the workshop, an action plan is developed for ongoing personal development in the workplace environment.

Hours: 16

Business Analysis: Mastering the Requirements Process

This workshop focuses on the skills necessary to thoroughly gather and elicit requirements from users, procedures, system components, and various business documents. In this course participants will learn best practice techniques to write specific, measurable, achievable, realistic, and traceable, requirements statements. Overall the course is designed to give participants the skills, hands on application and confidence they need to tackle any project by producing and gaining approval for a quality requirements document.

Hours: 21

Business Analysis: Bringing Business Solutions to Life

In this course, you will cover the following key themes of the implementation process from a business analyst perspective: What to implement, how to implement and the process of implementing the solution.

Hours: 16

Business Analysis: Requirements Discovery and Facilitation

In this course, you will cover the role of the Business Analyst within the technical process of software development. Through numerous examples, it enables BAs to work more effectively with the IT team by teaching how to express business requirements in forms that IT can directly use.

Hours: 16

Visit our website for additional course details including prerequisites, exam information and IIBA certification requirements.

visit tcworkshop.com for additional course titles, course content and schedule of classes



Scrum

The Computer Workshop is a Registered Education Partner with Scrum Alliance. SAFe Scrum classes available.



Certified ScrumMaster (CSM)

The Certified ScrumMaster® (CSM) course is a two-day, entry-level course taught by a Certified Scrum Trainer®. The CSM course is designed to cover all the basics of Scrum so you can begin to fulfill the ScrumMaster role. Upon completing this course, and passing the certification exam, students will receive two year membership in the Scrum Alliance.

Hours: 14
Exam: CSM (Exam offered at end of the 2-day training)

Certified Scrum Product Owner (CSPO)

The Scrum Product Owner establishes the crucial interaction between the business and the delivery team that improves productivity within an Agile organization. Product Owners who assume this critical role have the ability to guide the team to gain the full benefit of Agile delivery. This training is interactive and highly experiential. Participants gain practical tools and techniques for engaging with software delivery teams.

Hours: 14
Exam: CSPO (Exam offered at end of the 2-day training)

Certified Scrum Developer

In today's competitive job market, the Certified Scrum Developer credential can set you apart from the pack. A successful Scrum Developer is committed to continuous improvement. The coursework and dedication needed to achieve a CSD sharpens your skills and helps you become a better practitioner of Scrum.

Hours: 21
Exam: CSD (Exam offered at end of the 3-day training)

Visit our website for complete course details.
Contact us for a schedule of our upcoming Scrum classes.

IT Service Management

Foundation Level ITIL Certification

This entry level certification offers a general awareness of the key elements, concepts and terminology used in the ITIL service lifecycle. Topics covered include the links between lifecycle stages, the processes used and their contribution to service management practices.

ITIL Foundation with Case Study, Hours: 21

Intermediate Level ITIL Certification

The intermediate level certification has a modular structure with each module providing a different focus on IT Service Management. These intermediate modules provide an industry-recognized qualification. Prerequisite for any of these courses is an ITIL Foundations Certification.

- Continual Service Improvement, Hours: 28
- Service Offerings and Agreements, Hours: 38
- Operational Support & Analysis Certificate, Hours: 38
- Planning, Protection and Optimization, Hours: 38
- Release, Control and Validation Certificate, Hours: 35
- Service Design, Hours: 28
- Service Operation, Hours: 28
- Service Strategy, Hours: 28
- Service Transition, Hours: 28

Expert Level ITIL Certification

As the capstone course for the ITIL Qualification Scheme, this highly-interactive course uses 15 innovative assignments to evolve candidates from ITIL content knowledge to ITIL application and integration knowledge. Facilitated by our most seasoned instructors, these assignments, require candidates Most assignments are based on the case study used for the exam. This allows candidates to acquire an in-depth understanding of the case study by putting it into action.

ITIL Managing Across the Lifecycle, Hours: 35

The instructor was absolutely amazing!
His diligence, thoroughness, knowledge, and fun professionalism makes the class a success! Thank you!



Soft Skills

Work ethic, attitude, communication skills, emotional intelligence and many other personal attributes are the soft skills that are crucial for career success.

Organizing for Success

There always seems to be more work than time in the day. Have you or your team struggled with how to manage interruptions? Does someone keep losing track of precious action items to an endless mess of half-finished work? Or perhaps, you are incredibly organized, but need some guidance on how to use and choose the ideal communication medium for each person and message. Discover and apply a variety of strategies to communicate more effectively, keep focused, stay organized and claim those precious hours back!

Hours: 7

Story Telling with Data

This course teaches the fundamentals of data visualization and how to communicate effectively with data. You'll discover the power of storytelling and the way to make data a pivotal point in your story. The lessons in this illuminative text are grounded in theory, but made accessible through numerous real-world examples—ready for immediate application to your next graph or presentation. This course is for any student who needs to communicate something to someone using data.

Hours: 7

Dealing with Conflict and Difficult People

In this class, you will learn the cycle of conflict and the role we play in that cycle. You will learn about different types of conflict and how to work effectively to manage those scenarios. You will utilize different communication modalities to increase your chances of turning a conflict or stressful situation into a dialogue of cooperation.

Hours: 7

Student remarks on the 'Dealing with Conflict Course'
"The instructor was so animated and fun. He kept everyone involved and engaged ~ awesome!"
-Accountant, Fortune 500 Client

Soft Skills

Mobile Learning Essentials (mLearning)

With our mLearning workshop, participants will begin to see the importance and usefulness of mLearning in any organization. By absorbing the ins and outs of utilizing mLearning, participants will possess the skills needed to take advantage of this new technology, in order to educate employees and clients more efficiently.

Hours: 7

Goal Setting and Getting Things Done

This course will to help participants deal with distractions and overcome procrastination. These skills will translate into increased satisfaction in their professional and personal lives. Participant will learn the goal setting characteristics of successful people and in turn will become happier and more productive individuals.

Hours: 7

Supervising Others

This course will help supervisors become more efficient and proficient, with information on delegating, managing time, setting goals and expectations (for themselves and others), providing feedback, resolving conflict, and administering discipline.

Hours: 7

Over 100 additional soft skill courses available.
Call to inquire about a customized class for your team:

- | | |
|---|--------------------------------------|
| Time Management Skills | Leadership and Influence |
| Contract Management | Meeting Management |
| Business Writing | Middle Manager |
| Change Management | Millennial Onboarding |
| Communication Strategies | Negotiation Skills |
| Conducting Effective Meetings | Performance Management |
| Conflict Resolution | Personal Development |
| Creative Problem Solving | Risk Assessment and Management |
| Critical Thinking | Team Building for Managers |
| Customer Service | Teamwork and Team Building |
| Cyber Security | The Cloud and Business |
| Developing New Managers | Train-The-Trainer |
| High Performance Teams Inside the Company | Virtual Team Building and Management |
| High Performance Teams Remote Workforce | Workplace Harassment |
| Improving & Refining Bus. Writing Skills | Workplace Violence |

visit tcworkshop.com for additional course titles, course content and schedule of classes

Systems Security Professional

The Computer Workshop partners with the leading cybersecurity training organizations to deliver training for every member of your organization.

CISSP - Certified Information Systems Security Professional

Students pursuing the CISSP training want to establish themselves as credible computer security professionals through a study the 8 CISSP Common Body of Knowledge domains. Specific topics include: controlling access to information systems, networking systems and telecommunications, defining security management, creating applications security, performing cryptography, security system architecture, executing operations security, performing business continuity planning, applying physical security & applying law, investigations and ethics.

Hours: 35

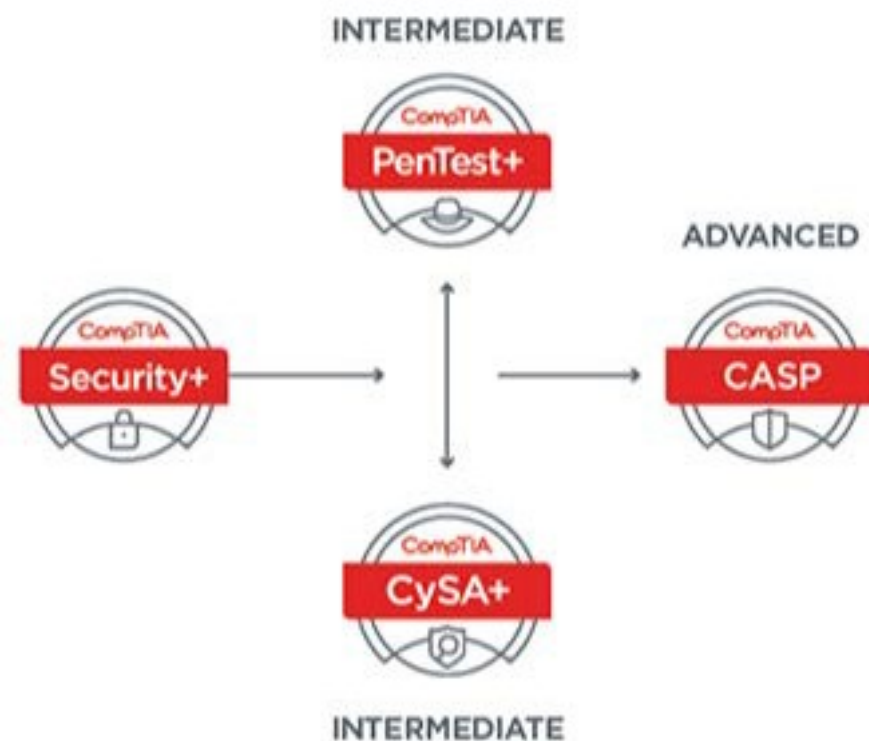
Call to inquire about additional (ISC)2 certification preparation courses

CompTIA

CompTIA Security+

CompTIA Security+ is a great starting point for getting into cybersecurity. This IT certification assesses the knowledge, skills and abilities an IT professional demonstrates after two years of cybersecurity field work and establishes the core knowledge required of any cybersecurity role.

Hours: 35



CompTIA

CompTIA CySA+

CompTIA Cybersecurity Analyst (CySA+) is an intermediate level certification. This IT workforce certification applies behavioral analytics to networks and devices to prevent, detect and combat cybersecurity threats. The focus is on defense through incident detection and response.

Hours: 35

CompTIA PenTest+

CompTIA PenTest+ is for intermediate level cybersecurity professionals who are tasked with penetration testing to manage vulnerabilities on a network. CompTIA PenTest+ focuses on offense through penetration testing and vulnerability assessment.

Hours: 35

CompTIA CASP+

CASP is an advanced certification that validates critical thinking and judgment across a spectrum of security disciplines in complex environments. Upon completion of this course, students will be prepared to take the CAS-003 Exam.

Hours: 35

EC-Council

EC Council Secure Computer User C|SCU

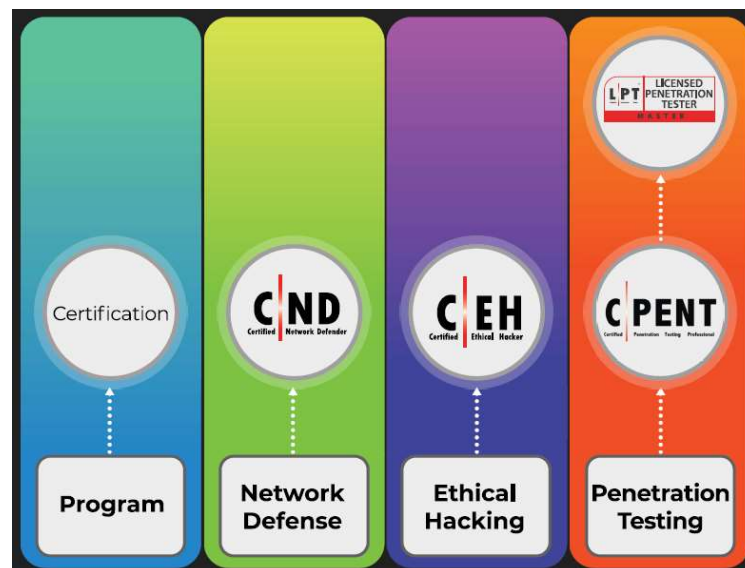
The purpose of the CSCU training program is to provide individuals with the necessary knowledge and skills to protect their information assets. This class will immerse students into an interactive environment where they will acquire a fundamental understanding of various computer and network security threats such as identity theft, credit card fraud, on-line banking phishing scams, virus and backdoors, emails hoaxes, sex offenders lurking on-line, loss of confidential information, hacking attacks and social engineering.

Hours: 16

EC-Council has certified over 200,000 security professionals. Individuals who have achieved EC-Council certifications include those from some of the finest organizations around the world such as the US Army, the FBI, Microsoft, IBM, and the United Nations.



New Vulnerability Assessment and Penetration Testing

EC-Council

Certified Network Defender C|ND

Certified Network Defender (CND) is a vendor-neutral, hands-on, instructor-led comprehensive network security certification training program. It is a skills-based, lab intensive program based on a job-task analysis and cybersecurity education framework presented by the National Initiative of Cybersecurity Education (NICE). The course contains hands-on labs, based on major network security tools and techniques which will provide network administrators real world expertise on current network security technologies and operations.

Hours: 35

EC Council Certified Ethical Hacker C|EH

The Certified Ethical Hacker (C|EH v10) program is a trusted and respected ethical hacking training program. The course work prepares students for the C|EH exam. The C|EH exam is ANSI compliant and endorsed by the following The National Initiative for Cybersecurity Education (NICE), Committee on National Security Systems (CNSS) United States Department of Defense (DoD), National Infocomm Competency Framework (NICF) and the Department of Veterans Affairs. This class will immerse the student into an interactive environment where they will be shown how to scan, test, hack and secure their own systems. The lab intensive environment gives each student in-depth knowledge and practical experience with the current essential security systems.

Hours: 35

EC Council Advanced Penetration Testing C|LPT

The course will teach you how to perform a professional security test as well as how to produce the next most important thing... the findings and the report! The ranges progress in difficulty and reflect an enterprise level architecture. There will be defenses to defeat and challenges to overcome. This is not your typical FLAT network! As the range levels increase you will encounter the top defenses of today and learn the latest evasion techniques.

Hours: 28

EC Council Introduction to Penetration Testing C|PENT

The heart of the CPENT program is all about helping you master your pen testing skills by putting them to use on our live cyber ranges. The CPENT ranges were designed to be dynamic in order to give you a real-world training program, so just as targets and technology continue to change in live networks, both the CPENT practice and exam ranges will mimic this reality as our team of engineers continue to add targets and defenses throughout the CPENT course's lifetime.

Hours: 35

Certified Chief Information Security Officer C|CISO

This program is designed to bring middle managers up to the level of Executive Leaders & hone the skills of existing InfoSec leaders. The CCISO program was developed by sitting CISOs to train the next generation of leaders. CCISO is not a technical course but a leadership course specifically designed for experienced InfoSec professionals. The CCISO course covers the 5 CCISO Domains with deep dives into scenarios taken from the experience of the CISOs who contributed to the building of the Body of Knowledge, course, & exam.

Hours: 35

Additional EC-Council Certification Preparation Courses

C|HFI Computer Forensics: Computer Hacking Forensic Investigator v9

EC Council Certified Threat Intelligence Analyst C|TIA

C|ASE (.net) Certified Application Security Engineer (CASE .NET)

C|ASE (JAVA) Certified Application Security Engineer (CASE JAVA)

E|CIH Computer Security Incident Handling: Certified Incident Handler

Core Concepts: EC-Council Core Concepts

E|CES Certified Encryption Specialist

EC-Council Disaster Recovery Professional (EDRP)

visit tcworkshop.com
for additional course
titles, course content and
schedule of classes



Our application development classes range from one day courses to immersive bootcamps. Ask about college credit options for these classes.

10975 Introduction to Programming

The focus will be on core programming concepts such as computer storage, data types, decision structures, and repetition by using loops. The course also covers an introduction to object-oriented programming covering classes, encapsulation, inheritance, and polymorphism. Coverage is also included around exception handling, application security, performance, and memory management.

Hours: 35

JavaScript and JQuery

JavaScript is one of the most simple, versatile and very effective programming languages used to increase functionality in websites. With the new “JavaScript” approach to web apps development, the server is largely removed from the process of front-end rendering. Rather, a sophisticated JavaScript layer running in the browser gets data from the server and then handles all front-end rendering and logic.

Hours: 35

An Introduction to Angular 10

The Introduction to Angular 10 Programming course covers all the essential topics and is designed to get students up and running with Angular 10 development in the shortest amount of time. Developers and Application Designers as well as those who are tasked with supporting Angular 10 applications will gain valuable knowledge required for success in their job roles while taking this course. Angular 10 is a JavaScript framework that supports the development of single-page applications that run in browsers and can also be used to develop responsive web sites and hybrid mobile applications.

Hours: 21

Comprehensive Angular 10 Programming Training

The Comprehensive Angular 10 Programming Training course covers all the essential topics found in the introductory course as well as additional topics typically encountered while developing real-world applications. It is designed to get students up and running with basic Angular 10 development and provide the knowledge needed for more challenging tasks. The Angular 10 framework supports the creation of single-page browser applications as well as responsive web sites and hybrid mobile applications.

Hours: 35

Java Programming

The Introduction course emphasizes quickly becoming productive as a Java app developer. The advanced course explores advanced Java Standard Edition language features and packages.
 Java Programming Introduction, Hours: 21
 Java Programming Advanced, Hours: 35

Java Fundamentals for Non-C Programmers

This 5 day course is paced to provide a solid foundation in Java for programmers without syntax experience in a C-based language.

Hours: 35

Ruby Fundamentals

This course is designed for programmers to get familiar with Ruby. The coverage of Ruby includes a comprehensive treatment of the language constructs, enabling an experienced programmer to write applications in Ruby.

Hours: 21

Ruby Test Automation

In this course, you will cover the usage of Ruby as a test automation framework to automate Cucumber cukes. Primary focus is on the use of specific Ruby gems for interacting with and manipulating files, databases and invoking networked resources.

Hours: 28

Automated Testing with Selenium WebDriver

Class modules include hands-on labs where you will be able to apply the concepts just learned to developing Selenium automated Java tests. Students will work with a complex Web Application that requires a number of testing scenarios.

Hours: 21

“The instructor did an excellent job in ensuring the objectives were met. He went through different websites, did on the spot coding, showed us examples from everywhere and followed the outline of the syllabus completely. Provided a very comprehensive picture of Angular JS as well as details on how to write the different pieces of code. Excellent job!”

-Application Developer with State of Ohio



Jenkins Training: Continuous Integration with Maven, Jenkins and Nexus

This course will provide students with an understanding of the Apache Maven build process, the principles of continuous integration, and the knowledge of how to implement continuous integration with automated test execution using Jenkins, Maven, and the Sonatype Nexus OSS repository manager. Students will use a local copy of Jenkins and to create and run Maven jobs, link to a version control system, run automated testing and generate development reports, and configure the system to log build reports and generated artifacts to a Nexus repository.

Hours 21

Python

Python is an extremely readable and versatile programming language. The Python development team made the language fun to use, easy to set up, and written in a relatively straightforward style with immediate feedback on errors, Python is a great choice for beginners. As Python is a multi-paradigm language - that is, it supports multiple programming styles including scripting and object-oriented - it is good for general purpose use. Python offers a lot of potential for those looking to pick up an additional programming language.

Introduction to Python Hours: 28

Intermediate Python Hours: 28

Advanced Python Hours: 21

See Page 32 for C#, ASP.Net and other Microsoft specific courses

Kony Developer Bootcamp

This five-day Bootcamp is designed for developers and provides participants with the knowledge and skills that are required to design & develop engaging cross-platform mobile applications using Kony Visualizer and Kony Fabric. Students will learn how to develop and deploy apps across multiple channels, including on-device native applications for iOS, Android as well as HTML5-enabled mobile websites. This week focuses on Kony Visualizer to define and design the user interface, and on the fundamental skills for creating, configuring, managing, and maintaining mobile apps using Kony Visualizer and Kony Fabric. Upon completion of this course, students will be able to start with their Kony Front-end Developer Certified Expert project. This course will be based on the Kony Platform version 8. Where applicable, the trainer will also discuss how to achieve the same (or very similar results) using version 7.x

Hours: 35

Learn To Code Bootcamp

This Program prepares student for roles such as: Software Developer, Associate Software Developer Junior Web Developer, Tech Support, Technology Officer, IT Project Manager I.T. Consultancy. Stay in your current job and retrain in an affordable way with our online diploma. You'll have great support throughout this hands-on course and you'll finish with a cool portfolio of work. Our one-to-one mentors will guide you through the course and our Student Care team are on hand to answer your day-to-day queries.

This program is ideal for career changers or those looking to get established in a new career. It can be completed in 12 to 48 weeks.

learn to CODE />
BOOTCAMP

• Earn 12 college credit hours through Ohio Christian University • Finance options available

What will I learn?



Grants and student loans available for qualifying students, call 800-639-3535 to inquire.



It's vital that your business decision makers have trusted data so they can quickly and accurately drive initiatives that improve customer engagement and achieve deeper process improvements.

SQL

SQL is standardized, allowing users to apply their knowledge across systems and providing support for third-party add-ons and tools. SQL continues to earn investment and adoption throughout the big data problem space.

SQL Level 1 for Windows, Hours: 7

SQL Level 2 for Windows, Hours: 7

SQ 1000: SQL Cross Platform SQL Essentials, Hours: 14

SQ 1010: SQL Cross Platform SQL - Dealing with Complex Queries, Hours: 21

SQL Level 1 and Level 2 are among our most popular classes. Here's what our students have to say:

"Enjoyed the class and working environment and the instructor was awesome!"

"Instructor made learning easy very nice guy with a nice and witty sense of humor. Keep up the good work."

MySQL

PHP is the most popular scripting language for web development. It is free, open source and server-side (the code is executed on the server). MySQL is a Relational Database Management System (RDBMS) that uses Structured Query Language (SQL). It is also free and open source. The application is used for a wide range of purposes, including data warehousing,

MySQL Administration and Development, Hours: 28

MySQL Administration, Hours: 14

Fundamentals of XML

In this course you will learn fundamentals necessary to use XML on the Web or in data processing applications. Through lecture and hands-on lab exercises, you will learn the essentials of data interoperability using XML, write well-formed XML documents, enforce document validity, use XSLT and stylesheets to transform XML documents, and get an introduction to XML programming APIs in languages such as Java and Perl.

Hours: 21

Crystal Reports

Crystal Reports is a business intelligence application used to create custom reports from a variety of data sources. The main purpose of Crystal Reports is to allow users to pull their desired data from a data source, such as an Oracle or MS SQL Server database, and present the data in a repeatable and organized way. Crystal Reports provides you with a powerful, dynamic, and actionable reporting solution that helps you design, explore, visualize, and deliver reports via the web or embedded in enterprise applications.

Business Objects Universe Design, Hours: 14

Business Objects Web Intelligence XI, Hours: 14

SAP Business Objects 4x Information Design Tool, Hours 21: 14

SAP Business Objects Analysis, edition for OLAP & Analysis Office 4.1, Hours: 14

Crystal Reports Level 1 (SAP) 2011 for Windows, Hours: 14

Crystal Reports Level 2 (SAP) 2011 for Windows, Hours: 14

Tableau Introduction

In this course, students will learn how to work with Tableau Server, write custom programs, and publish their results to the web. Students will connect Tableau to a variety of databases and data sources, answer questions about trends, exceptions, and hidden insights by going through the steps of framing. Students will learn quick initial visualization options, and the deeper fine points to really maximize their use of Tableau.

Hours: 14

Tableau Advanced

This two day course is designed to provide you with the skills required to become a Tableau power user. The course is designed for the professional who has solid working experience with Tableau and wants to take it to the next level. You should have a deep understanding of all the fundamental concepts of building worksheets and dashboards, but may scratch your head when working with more complex issues

Hours: 14

Additional Tableau Courses

Tableau Intermediate for Analyst, Hours: 14

Storytelling with Data Using Tableau, Hours: 14

Quick Start Tableau for Leadership, Hours: 7

Data Design and Modeling for Tableau, Hours: 14

Informatica

Informatica is a recognized leader of key data solutions that help you deliver great data across on-premise, cloud, and hybrid. Out most popular courses are listed below. Contact your Educational Consultant for additional Informatica Classes

- Informatica Data Quality Beginner and Advanced for Developers, Hours: 21ea
- Informatica Data Quality for Analyst, Hours: 14
- Informatica PowerCenter Foundation Boot Camp for Developers, Hours: 28
- Informatica PowerCenter Advanced Bootcamp for Developers, Hours: 21
- Informatica PowerCenter 10.x Web Services Using Java & XML, Hours: 14

Oracle Administration

TCW offers a wide selection of Certified Oracle Database training. Take courses for Database 12c courses to keep up to date with the latest technology. Other course categories available include MySQL Database Administration, MySQL Developer, Database 12c, Application Development and more.

- Oracle Database 12c: Administration Workshop I, Hours: 35
- Oracle Database 12c: Administration Workshop II, Hours: 35

Oracle SQL

Learning the SQL language is one of the most basic tasks required for the use of a relational database. SQL proficiency is essential for business users, database developers, database administrators and any other database professional. Since SQL is an industry standard language, many of the topics presented and many of the skills you will acquire will be applicable to other database platforms, such as Microsoft SQL Server, IBM DB2, the open-source databases MySQL and PostgreSQL, and others.

- Data Modeling: Logical Database Design, Hours: 21
- Oracle Database 12c: SQL Fundamentals I, Hours: 21
- Oracle Database 12c: SQL Fundamentals II, Hours: 21

Oracle PL/SQL Database Developer

PL/SQL may be considered as one of the basic skill sets required for any Oracle professional, nearly as important as the SQL language itself. Target Audience The target audience is all Oracle professionals. Among the specific groups who will benefit from these courses are: Application designers and database developers, Database administrators, Web server administrators.

- Oracle Database 12c: PL/SQL I - Introduction, Hours: 14
- Oracle Database 12c: PL/SQL II - Intermediate: Develop Program Units, Hours: 21
- Oracle Database 12c: PL/SQL III - Advanced Programming & Tuning, Hours: 35

The best preparation for certification exams is practical experience. Amazon recommends one or more years of hands-on experience using AWS prior to seeking certification.

AWS Certified Solutions Architect

This course covers the fundamentals of building IT infrastructure on AWS. The course is designed to teach solutions architects how to optimize the use of the AWS Cloud by understanding AWS services and how these services fit into cloud-based solutions. This course emphasizes AWS cloud best practices and recommended design patterns to help students think through the process of architecting optimal IT solutions on AWS. Case studies throughout the course showcase how some AWS customers have designed their infrastructures and the strategies and services they implemented.

Hours: 21

Developing on AWS

This course helps developers understand how to use the AWS SDK to develop secure and scalable cloud applications. The course provides in-depth knowledge about how to interact with AWS using code and covers key concepts, best practices, and troubleshooting tips.

Hours: 21

System Operations on AWS

This course is designed to teach those in a Systems Administrator or Developer Operations (DevOps) role how to create automatable and repeatable deployments of networks and systems on the AWS platform. The course covers the specific AWS features and tools related to configuration and deployment, as well as common techniques used throughout the industry for configuring and deploying systems.

Hours: 21

Additional AWS Courses

AWS Business Essentials (AWS-B-ESS), Hours 7

AWS Technical Essentials (AWS-T-ESS), Hours 7

visit tcworkshop.com for additional course titles, course content and schedule of classes

CompTIA

CompTIA A+

A+ is the starting point for a career in IT. The performance-based exams certify foundational IT skills across a variety of devices and operating systems. Upon completion of both the A+ Core 1 and A+ Core 2 courses, students will be prepared to take the 220-901 and 220-902 Exams.

Hours: 35

CompTIA Network+

Network+ certifies the essential skills needed to confidently design, configure, manage and troubleshoot any wired and wireless devices. Upon completion of this course, students will be prepared to take the N10-007 Exam.

Hours: 35

CompTIA Cloud+

Cloud+ validates the skills and expertise required to securely implement, maintain and utilize cloud technologies. Upon completion of this course, students will be prepared to take the CV0-002 Exam.

Hours: 35

CompTIA Linux+

Linux+ is an internationally recognized credential validating technical competencies required for junior-level Linux administrators. A NEW Version of the exam process will launch mid 2019, check website for details.

Hours: 35

CompTIA Server+

Server+ demonstrates the technical knowledge and skills required to perform a variety of tasks on server platforms. Upon completion of this course, students will be prepared to take the CompTIA Server+ Certification Exam.

Hours: 35

Additional CompTIA Certifications

- CIT+
- IT Fundamentals+
- Cloud Essentials
- Project+ (see page 7)
- Security+ (see page 12)



Microsoft Technical Fundamentals



Each of these courses are available as 3 day instructor led workshops or MOC (Microsoft on Demand). Complete the coursework, and pass the associated exam to receive your MTA Certification.

Windows OS Fundamentals (40349)

Build an understanding of these topics: Operating System Configurations, Installing and Upgrading Client Systems, Managing Applications, Managing Files and Folders, Managing Devices, and Operating System Maintenance.

Exam:98-349

Database Fundamentals (40364)

Helps build an understanding of these topics: Network Infrastructures, Network Hardware, and protocols and services.

Exam: 98-366

Microsoft Security Fundamentals (40367)

Build an understanding of these topics: Security Layers, Operating System Security, Network Security, Security Software. This program provides an appropriate entry point to a future career in technology and assumes some hands-on experience or training but does not assume on-the-job experience.

Exam 98-367

Mobility & Devices Fundamentals (40368)

Build an understanding of these topics: Device configurations, data access and management, device security, cloud services, and enterprise mobility.

Exam: 98-368

Cloud Fundamentals (40369)

Build an understanding of these topics: The cloud, enabling, using and configuring cloud services, supporting cloud users, and administering Office 365 and Microsoft Intune.

Exam: 98-369



Microsoft Azure Administrator (AZ104)

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.

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.

Hours: 28

Developing Solutions for Microsoft Azure (AZ204)

This course teaches developers how to create end-to-end solutions in MS 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.

Hours: 35

Designing and Implementing an Azure AI Solution (AI100)

Gain the necessary knowledge for designing Azure AI solution by building a customer support chat Bot using artificial intelligence from the Microsoft Azure platform including language understanding and pre-built AI functionality in the Azure Cognitive Services.

Hours: 21

Microsoft Azure IoT Developer (AZ-220T00)

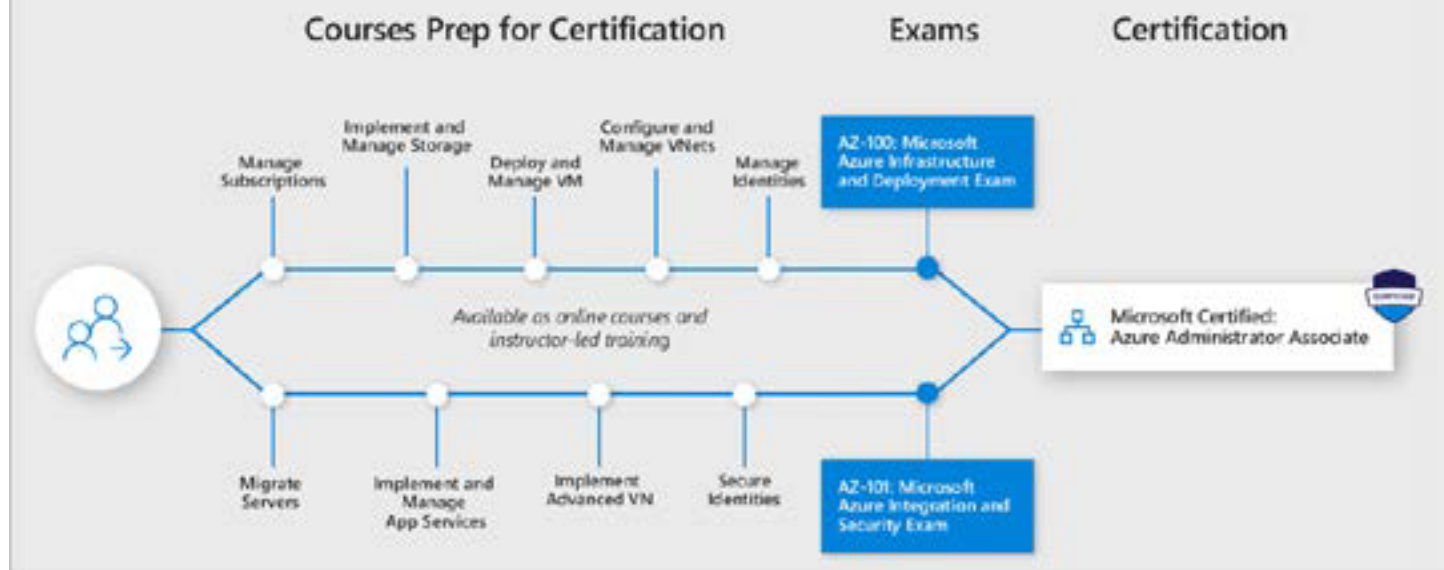
This course provides students with the skills and knowledge required to successfully create and maintain the cloud and edge portions of an Azure IoT solution. The course includes full coverage of the core Azure IoT services such as IoT Hub, Device Provisioning Services, Azure Stream Analytics, Time Series Insights, and more. In addition to the focus on Azure PaaS services, the course includes sections on IoT Edge, device management, monitoring and troubleshooting, security concerns, and Azure IoT Central.

Hours: 28

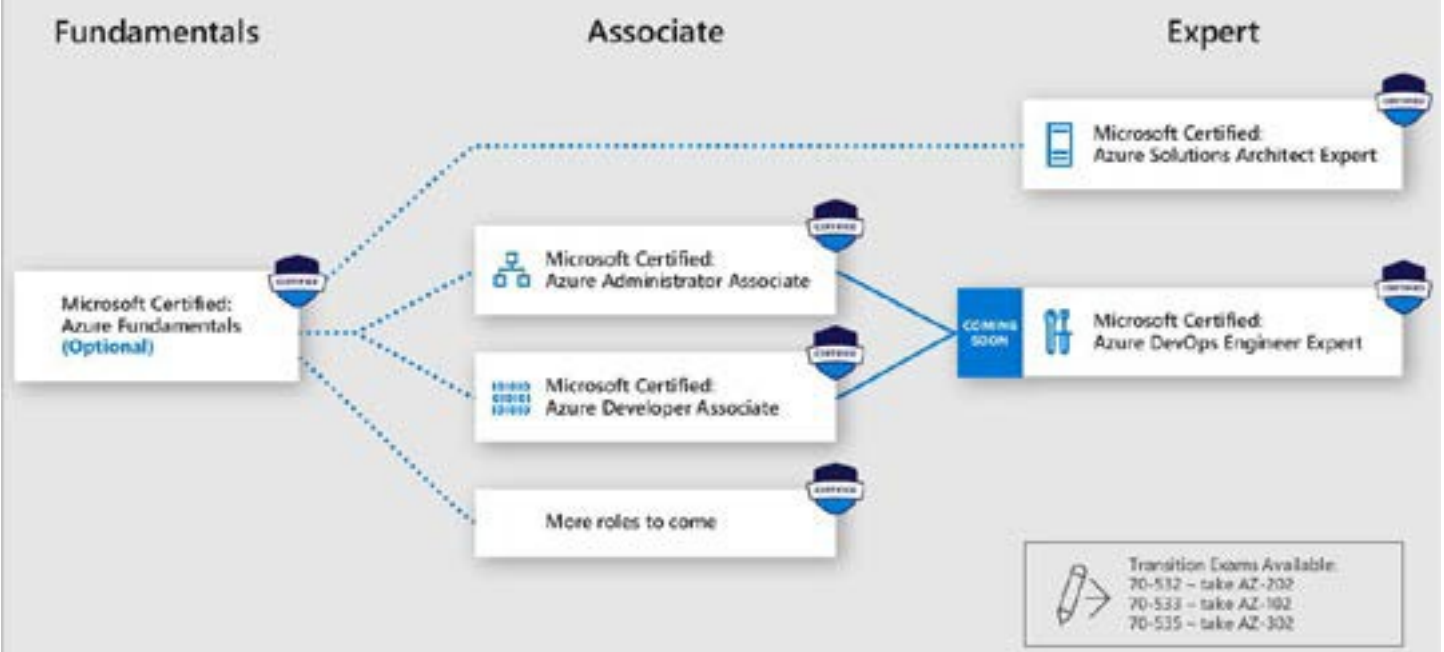
visit tcworkshop.com for additional course titles, course content and schedule of classes

In the Fall of 2018, Microsoft announced Role based certifications. Check our website for current exams Microsoft Certifications

Learning path for Azure Administrator role



Azure Apps and Infrastructure certifications



Installation, Storage and Compute with Windows Server 2016 (20740)

This course is designed primarily for IT professionals who have some experience with Windows Server. It is designed for professionals who will be responsible for managing storage using Windows Server 2016, and who need to understand the scenarios, requirements, and storage and compute options that are available and applicable to Windows Server 2016. This course prepares students to take exam 70-740.

Hours: 35

Networking with Windows Server 2016 (20741)

This course provides the fundamental networking skills required to deploy and support Windows Server 2016 in most organizations. It covers IP fundamentals, remote access technologies, and software defined networking. This course prepares students to take exam 70-741.

Hours: 35

Identity with Windows Server 2016 (20742)

This course teaches IT Pros how to deploy and configure Active Directory Domain Services (AD DS) in a distributed environment, how to implement Group Policy, how to perform backup and restore, and how to monitor and troubleshoot Active Directory-related issues with Windows Server 2016. Additionally, this course teaches how to deploy other Active Directory server roles such as Active Directory Federation Services (AD FS) and Active Directory Certificate Services (AD CS). This course prepares students to take exam 70-742.

Hours: 35

Upgrading Your Skills to MCSA: Windows Server 2016 (20743)

This course is for information technology (IT) professionals who want to upgrade their technical skills from Windows Server 2008 or Windows Server 2012 to Windows Server 2016. It is not a product-upgrade course, rather, this course provides updates to students' existing Windows Server knowledge and skills, as they pertain to Windows Server 2016. This course prepares students to take exam 70-743.

Hours: 35

Securing Windows Server 2016 (20744)

This instructor-led course teaches IT professionals how they can enhance the security of the IT infrastructure that they administer. It begins by emphasizing the importance of assuming that network breaches have occurred already, and then teaches you how to protect administrative credentials and rights to ensure that administrators can perform only the tasks that they need to, when they need to. This course prepares students to take exam 70-744

Hours: 35

DP150 – Migrating on Premises SQLS Server for Azure

In this course, students will explore the objectives of data platform modernization and how it is suitable for given business requirements.

Hours: 14

Updating Your Skills to SQL Server 2017

The primary audience for this course is existing database professionals with experience of SQL Server 2016 who want to update their skills to SQL Server 2017.

Hours: 14

SQL Server

These courses are intended for Database Administrators, Database Developers, and Business Intelligence professionals. These individuals perform database administration and maintenance as their primary area of responsibility, or work in environments where databases play a key role in their primary job.

- Introduction to SQL Databases (10985) Hours 28
- Querying Data with Transact-SQL (20761) Hours 35
- Developing SQL Databases (20762) Hours 35
- Administering a SQL Database Infrastructure (20764) Hours 35
- Provisioning SQL Databases (20765) Hours 35
- Implementing a SQL Data Warehouse (20767) Hours 35
- Developing SQL Data Models (20768) Hours 35

Programming in HTML5 with JavaScript and CSS3-20480

This course provides an introduction to HTML5, CSS3, and JavaScript. This course helps students gain basic HTML5/CSS3/JavaScript programming skills. This course is an entry point into both the Web application and Windows Store apps training paths. The course focuses on using HTML5/CSS3/JavaScript to implement programming logic, define and use variables, perform looping and branching, develop user interfaces, capture and validate user input, store data, and create well-structured application. This course prepares students to take exam 70-480.

Hours: 35

Programming in C#-20483

This training course teaches the programming skills that are required for developers to create Windows applications using the Visual C# language. Students review the basics of Visual C# program structure, language syntax, and implementation details, and then consolidate their knowledge throughout the week as they build an application that incorporates several features of the .NET Framework 4.7. This course prepares students to take exam 70-483.

Hours: 35



Microsoft Developer

Developing ASP.NET MVC Web Applications (20486)

In this course, students will learn to develop advanced ASP.NET MVC applications using .NET Framework tools and technologies. The focus will be on coding activities that enhance the performance and scalability of a web application. ASP.NET MVC will be introduced and compared with Web Forms so that students know when each should/could be used.

Hours: 35
Exam: 70-486

Developing Microsoft Azure and Web Services-20487

In this course, students will learn how to design and develop services that access local and remote data from various sources. Students will also learn how to develop and deploy services to hybrid environments, including on-premises servers and Microsoft Azure.

Hours: 35
Exam: 70-487

Microsoft Business Productivity

Microsoft Exchange Server 2016

These courses are intended for people aspiring to become enterprise-level messaging administrators for Exchange Server 2016. IT generalists and help-desk professionals who want to learn about Exchange Server 2016 might also take this course. Students taking this course are expected to have at least two years of experience working in the IT field—typically in the areas of Windows Server administration, network administration, help desk, or system administration.
Administering Microsoft Exchange Server 2016 (20345-1) Hours: 35 Exam: 70-345
Designing and Deploying Microsoft Exchange Server 2016 (20345-2) Hours: 35 Exam 70-345

Office 365

These courses are intended for IT professionals and system administrators who want to learn about administration and troubleshooting techniques in Office 365. These professionals should have at least three years of experience working in their respective fields—typically in the areas of system administration, network administration, and messaging.

Deploying and Managing Office 365 Hybrid Deployments (10984), Hours: 21
Office 365 Administration and Troubleshooting (10997), Hours: 21
MS-030T00: Office 365 Administrator, Hours: 35

SharePoint 2016

Microsoft is transitioning to a Role Base Certification model and has announced a learning path for the Team Work Administrator. This certification is achieved by passing the 339 exam + the MS-302: Microsoft 365 Teamwork Administrator Certification Transition Exam. The following classes will prepare you for those exams.
Planning and Administering {20339-1), Hours: 35
Advanced Technologies of SharePoint 2016 (20339-2), Hours: 35

Microsoft Windows

Supporting and Troubleshooting Windows 10 (10982)

After completing this course, students will be able to: Describe the processes involved in planning and using a troubleshooting methodology for Windows 10; Troubleshoot startup issues and operating system services on a Windows 10 PC; Resolve issues related to hardware devices and device drivers.
Hours: 35

Windows Server 2019 Administration (WS-011T00)

This five-day instructor-led course is designed primarily for IT professionals who have some experience with Windows Server. It is designed for professionals who will be responsible for managing identity, networking, storage and compute by using Windows Server 2019, and who need to understand the scenarios, requirements, and options that are available and applicable to Windows Server 2019. The course teaches IT professionals the fundamental administration skills required to deploy and support Windows Server 2019 in most organizations.

Hours: 35

Administering System Center Configuration Manager (20703-1)

This course describes how to use Configuration Manager and its associated site systems to efficiently manage network resources. In this five-day course, you will learn day-to-day management tasks, including how to manage applications, client health, hardware and software inventory, operating system deployment, and software updates by using Configuration Manager. Course prepares students for exam 70-703
Hours: 35

Microsoft Azure Architect Technologies (AZ303)

This course teaches Solutions Architects how to translate business requirements into secure, scalable, and reliable solutions. Lessons include virtualization, automation, networking, storage, identity, security, data platform, and application infrastructure. This course outlines how decisions in each theses area affects an overall solution.
Hours: 21

Additional Windows Courses

Windows Server 2019 Hybrid and Azure IaaS (WS-012T00)
Azure Stack NCI (WS-013T00)
Migrating Application Workloads to Azure (WS-050T00)



IBM

We work with our IBM Global Training Partner to deliver certified training across all brands.

IBM Analytics

If you need certified IBM Business Analytics training, look no further. Check out Cognos courses to keep you up to date with the latest technology. Additional training topics you can learn about include Report Studio, Analytics, Framework Manager, and BI Administration.

- Essentials for IBM Cognos Analytics (v11.0), U5B6070G, Hours: 35
- Cognos Report Studio Authoring Reports Fundamentals (v10.2.2), U5B5A58G, Hours: 21
- Cognos Report Studio - Professional Reports Advanced (V10.2.2), U5B5A59, Hours: 14
- IBM Cognos Framework Manager: Design Metadata Models (v11.1), B6252G, Hours: 35
- IBM Cognos Analytics: Enterprise Administration (v11.1.x), B6255G, Hours: 14
- IBM Cognos Analytics: Author Reports Fundamentals (v11.1.x), B6258G, Hours: 21
- IBM Cognos Analytics: Author Reports Advanced (v11.1.x), B6259G, Hours: 14
- Db2 11.1 Administration Workshop for Linux, CL207G, Hours: 28
- Db2 11.1 Quickstart for Experienced Relational DBAs, CL487G, Hours: 28
- IBM FileNet P8 Platform Essentials (v5.5x), F2800G, Hours: 35
- IBM InfoSphere DataStage Essentials (v11.5), KM204G, Hours: 28

IBM Cloud

We offer a wide selection of certified IBM WebSphere training. Look through our IBM WebSphere courses to learn about popular topics like Application Server, DataPower, Portal, MQ, Message Broker and Transformation, and Enterprise Service Bus.

- WebSphere Application Server V9 Administration, WA590G, Hours: 21
- WebSphere Application Server V8.5.5 Administration, WA855G, Hours: 35
- Essentials of Service Development for IBM DataPower Gateway V7.5, WE751G, Hours: 21
- Administration of IBM DataPower Gateway V7.6, WE761G, Hours: 28
- Technical Introduction to IBM MQ, WM103G, Hours: 7
- IBM MQ V9 System Administration (using Windows for labs), WM153G, Hours: 28

IBM Courses are offered as both self-paced and instructor led classroom.

IBM

IBM Watson

Get training on IBM Watson, the innovative new cognitive technology from IBM. There are instructor-led, virtual, and self-paced classes available to suit your schedule.
IBM Maximo Asset Management 7.5 Fundamentals, TR571G, Hours: 28

IBM Security

By offering a wide selection of IBM Security Systems training, we keep you up to date with the latest technology. Check out available IBM Certified courses including classroom, virtual, guaranteed to run (GTR) and self-paced learning.

- IBM Access Manager Platform Foundations, TW107G, Hours: 21
- IBM QRadar SIEM Foundations, BQ103G, Hours: 21
- IBM QRadar SIEM Advanced Topics, BQ203G, Hours: 14
- IBM BigFix Platform Foundations, IS720G, Hours: 21
- IBM BigFix Content Development, IS731G, Hours: 21

IBM Systems

If you're looking for IBM Power Systems training in North America, look no further. We offer a wide range of certified Power Systems for AIX and PowerHA courses in instructor-led, virtual and self-paced modalities. Learn more about running Linux from installation to administration, or check out our high availability classes so you can make the most of your IBM investment. View the categories below for more information about our class schedules.

- Power Systems for AIX II AIX Implementation and Administration, AN12G, Hours: 35
- AIX Jumpstart for UNIX Professionals, ANHours 14G, Hours: 35
- Power Systems for AIX - PowerVM I Implementing Virtualization, AN30G, Hours: 35
- System Operator for IBM i, AS24G, Hours: 28
- SAN Volume Controller (SVC) Planning and Implementation Workshop, SNV1G, Hours: 28
- IBM i System Administration, OL19G, Hours: 35
- IBM Spectrum Protect 8.1.6 Implementation and Administration, TS617G, Hours: 35
- IBM Spectrum Scale Basic Administration for Linux and AIX, H005G, Hours: 21
- IBM Spectrum Scale Advanced Administration for Linux, H006G, Hours: 21
- IBM Spectrum Protect 8.1.4 Adv Administration, Tuning, and Troubleshooting, TS626G, Hours: 35

visit tcworkshop.com for additional course titles, course content and schedule of classes



Designing and Implementing Cisco Network Programmability (NPDESI)

This course addresses the evolving role of network engineers towards more programmability, automation, and orchestration, enabling them to leverage the powerful level of abstraction provided by controller-based architectures to create real added value. Other areas of study include automation protocols, data models, operations, and controllers.

Hours 35

Developing with Cisco Network Programmability (NPDEV)

This course is for software developers looking to automate network infrastructure and utilize APIs and toolkits to interface with SDN controllers and individual devices. You will learn about topics covered by the, leading to the Cisco Network Programmability Developer Specialist Certification.

Hours: 35

Securing Networks with Cisco Firepower Threat Defense NGFW (Firepower200)

This instructor-led, lab-based, hands-on course is part of a portfolio of security courses designed to help businesses support and maintain their Cisco Firepower Threat Defense systems. This lab-intensive course introduces you to the basic next-generation intrusion prevention system (NGIPS) and next-generation firewall (NGFW) security concepts.

Hours: 35

Cisco FirePOWER Deployment, Operation & Administration

This five-day course provides basic and advanced training on the key Firepower Threat Defense 6.2.3 features including best practices. You will learn how to deploy, operate and tune your Firepower solution. Use real world attacks and leverage Firepower to detect, block and remediate through Identity Services Engine (ISE) integration.

Hours: 35

FIREPOWER200: Securing Networks with Cisco Firepower Threat Defense NGFW

This course is part of a portfolio of security courses designed to help businesses support and maintain their Cisco Firepower Threat Defense systems. In this course, you will learn about next-generation intrusion prevention system (NGIPS) and next-generation firewall (NGFW) security concepts.

Hours: 35

VersaStack for Data Center Design and Implementation (VDCDI)

This five day seminar is intended for network architects, system engineers, channel partners, resellers, server, network, SAN and storage administrators that will be planning, designing, implementing and managing VersaStack solutions. The program will combine planning and design activities that establish key system parameters with the end-to end configuration and management of a physical VersaStack environment.

Hours: 35

Cisco SD-WAN

This Viptela training is targeted to engineers and technical personnel involved in deploying, implementing, operating and optimizing Cisco SD-WAN solution (Viptela), both in enterprise and Service Provider environments, including advanced features for Multi-tenant deployment, QoS, application performance routing, configuration templates, control policies and troubleshooting common operating issues. The Cisco SD-WAN course is lab-intensive, and objectives are accomplished mainly through hands on learning. Students taking this Viptela training course should be familiar with Wide Area Networks (WANs) in a variety of ways, which can be found below. Ideal candidates for this course include engineering and planning teams who evaluate WAN evolution, personnel involved in SD-WAN Design, Implementation and Operation, and others.

Cisco SD-WAN Operation and Deployment (ENSDW) v1.0, Hours: 14

Viptela Training - Cisco SD-WAN, Hours: 21

SD-WAN: Advanced Operations & Troubleshooting Bootcamp (SDWOTS) v1.0, Hours: 35

Cisco HyperFlex Implementation and Administration (HXICA)

HXICA is designed to provide understanding of how Cisco HyperFlex HX-Series combines compute, storage, and networking into an easy-to-use system that brings new levels of speed and efficiency to IT. We recommend students have a familiarity with basic implementation of Cisco Data Center Storage Server/Compute along with network Virtualization Infrastructure

Hours: 21

Cisco Data Center Fundamentals (DCFUND)

This course will cover the fundamentals of Cisco Data Center Environment. It is a five-day course on Ethernet communication functions and standards OSI and TCP/IP models: the routing process on Nexus switches and compare storage connectivity options in the data center, Fiber Channel name server and fabric login (FLOGI) process.

Hours: 35

visit tcworkshop.com for additional course titles, course content and schedule of classes



ArcGIS workshops

Using Version 10.x?	Experienced in 10.x but moving to Pro?	New to ArcGIS? <i>Pro is the latest release</i>
<ul style="list-style-type: none">• Fundamentals 10.x Hours: 16• Intermediate 10.x Hours: 24	<ul style="list-style-type: none">• Pro Quick Start ★ Hours: 16	<ul style="list-style-type: none">• Pro Fundamentals Hours: 16• Pro Intermediate Hours: 24

Explore deeper functionality with these courses

- ArcGIS Field Data Collection with Collector and Survey 123, Hours: 8 ★
- ArcGIS Geoprocessing and Model Builder, Hours: 16
- ArcGIS Python for 10.x and Pro, Hours: 16 (10.x); 21 (Pro)
- ArcGIS Web App Builder, Hours: 8
- ArcGIS Web Map Essentials - Understanding ArcGIS Online and Portal, Hours: 16

★ New Class

ArcGIS Pro Introduction

This course introduces participants to the ArcGIS Pro software. The class begins with the basics of navigating the map and walks through the process of creating maps, optimizing the display of the data, and performing spatial analysis.

Hours: 16

ArcGIS Pro Intermediate

One of the things that makes ArcGIS so useful is the tremendous amount of data available to map and analyze. In this course, you will learn to find, connect to, create, manage, and analyze that data.

Hours: 24

ArcGIS Pro Advanced

For many GIS projects, there is a simplified way to accomplish a task, as well as a more advanced approach to complete the same task..

Hours: 16

Call for full list of ArcGIS Pro courses.

AutoCAD 2019

In this course, you will cover: working with files, drawing command concepts, selecting sets, basic drawing setup, object snap and object snap tracking. In the Level 2 course, you will cover additional features of AutoCAD 2019 including: xreferences, object linking and embedding (OLE), raster images and vector files, advanced layouts and plotting, 3D modeling basics, 3D display and viewing. Check website for complete course descriptions.

AutoCad 2019 Level 1, Hours: 21

AutoCad 2019 Level 2, Hours: 14

Introduction to Salesforce Administration & Config. - Lightning

This class is designed to teach students the foundation of Salesforce in the new Lightning Experience and to help students prepare for the Salesforce Certified Administrator exam. A student in this class will learn how to administer and configure Salesforce in Lightning and develop new applications utilizing the Force.com platform.

Hours: 35

Introduction to Salesforce Analytics - Building Reports and Dashboards - Lightning

A student in this class will learn the basic Salesforce object model, and how to create and secure reports and dashboards. The instructor will lead students through exercises to create tabular, summary, matrix and join reports. Students will learn advanced reporting functionality such as charting, report summary fields, bucket fields, conditional highlighting, advanced report filters and building custom report types. Finally, the student will learn how to create and run dashboards and schedule and email reports and dashboards.

Hours: 5

Introduction to Salesforce for Sales - Lightning

A student in this class will learn the basics of managing leads, accounts, contacts and opportunities in the Lightning experience. In addition, the instructor will show students the basics of activity management and how to utilize Lightning's flexible, interactive tools to visualize data and build a plan to win. Finally, the student will learn how to leverage these tools and understand how they seamlessly translate to the Salesforce App (Mobile) platform.

Hours: 5

visit tcworkshop.com for additional Salesforce courses and schedule of classes





We believe you need to practice what you are learning. Our instructor led classes thoroughly explain concepts and the students complete exercises pertaining to those concepts.

Microsoft Office 365: Online with Teams for the Desktop

This course introduces working with shared documents in the familiar Office 365 online apps—Word, PowerPoint®, and Excel®—as an alternative to installing the Microsoft® Office desktop applications. This course also introduces several productivity apps including Yammer™, Planner, and Delve® that can be used in combination by teams for communication and collaboration. In this course, you will build upon your knowledge of the Microsoft Office desktop application suite to work productively in the cloud-based Microsoft Office 365 environment.

Hours: 7

Wanting your staff to use this application to solve a specific business problem? This course is eligible for customization. Ask about course customization to address any specific challenges you're facing.

Microsoft SharePoint Power User

This course delivers the complete site owner story from start to finish in an engaging and practical way to ensure you have the confidence to plan and create new sites or manage your existing sites. Your goal is to learn how to make SharePoint relevant to your team by using a sites functionality to help you share information and collaborate with your colleagues. During the class you will also learn best practices and 'what not to do' as you watch live, interactive demonstrations and put theory into practice with hands on exercises.

SharePoint Server Online Power User, Hours: 24
SharePoint Server On-Premise Power End User, Hours: 24

"I enjoyed how the instructor worked with our specific needs and did not go step by step through the book. She understood what functions we would need to know about and what we didn't. Her flexibility and use of teachable moments was extremely helpful!"

-SharePoint student



Microsoft Word

In this course, you'll learn how to use Word 2016 or 2019 to create and edit simple documents; format documents; add tables and lists; add design elements and layout options; and proof documents. In advanced courses, you will learn to create and modify complex documents and use tools that allow you to customize those documents. Course curriculum can be customized to the version of Word that you are currently running.

Word Level 1 for Windows, Hours 7
Word Level 2 for Windows, Hours 7
Word Level 3 for Windows, Hours 7

Microsoft OneNote

This course will introduce you to using OneNote notebooks to store a wide variety of content in an organized structure, access the content from anywhere, and also share it with others. Additionally, learning how OneNote and the other applications in the suite are integrated increases your productivity with Microsoft Office.

OneNote Level 1 for Windows, Hours 7



"I am grateful that your staff has the ability to train me in a manner that I can understand. Thank you"

- OneNote student

Microsoft Outlook

In this course, you will use Outlook to send, receive, and manage email messages, manage your contact information, schedule appointments and meetings, create tasks and notes for yourself, and customize the Outlook interface to suit your working style. In Level 2, you will use Outlook's advanced features to customize and manage your email communications, including using advanced features to organize emails; managing calendar settings and options; managing contact information; scheduling tasks; and managing Outlook backups and data file settings.

Outlook Level 1 for Windows, Hours 7
Outlook Level 2 for Windows, Hours 7

Course curriculum can be customized to the version that you are currently running.

visit tcworkshop.com
for additional course
titles, course content and
schedule of classes



Wanting your staff to use Excel to solve a specific business problem? These course are eligible for customization. Ask about course customization to address any specific challenges you’re facing.



Microsoft Excel

In the level 1 course, you will cover spreadsheet terminology and the fundamental concepts of Microsoft Excel. You will learn how to move and copy data and formulas, how to determine absolute and relative references, and how to work with ranges, rows, and columns. In level 2 learn how to work with large worksheets in, and use multiple worksheets and workbooks efficiently. Level 3 teaches how to sort and filter data, use conditional formatting, and create and format tables and charts. The outline for each individual class can be found on our website

Excel Level 1 for Windows, Hours: 7
 Excel Level 2 for Windows, Hours: 7
 Excel Level 3 for Windows, Hours: 7

Excel Charts

In this course, you will cover how to create a chart sheet, create an embedded chart, format a chart, create a pie chart, create a 3D Column Chart, create a picture chart, create a combination chart, add new data & create a user-defined chart type.

Hours: 4

Excel Formulas

In this course, you will cover how to: build a formula, use function formulas, work with range names in a formula, use Logical and Lookup function formulas, use Financial function formulas, use the Concatenate function formula, work with the Date, Proper, Upper and Lower function formulas, create a function formulas from scratch & work with data tables.

Hours: 7

Excel Dashboards

In this course you will cover the skills to use Excel Dashboards at an advanced level. Microsoft Excel 2016 and 2019 Dashboards are a reporting mechanism that can deliver Business Intelligence (BI) in graphical form. Participants in this course must have an Intermediate working knowledge of Excel.

Hours: 7

"I really enjoyed the Excel Formulas class. I also enjoy that you get a workbook to take with you for future reference. Instructor was great, very helpful and enthusiastic."

Excel Data Analysis

In this course, you will cover creating and modifying table elements, adding and deleting records and fields, and using Data forms and Slicers with table data. You will import data from Access and Excel objects as well as text file types. Proper data management will be discussed to determine structure requirements, sorting, filtering, using flash fill, auto filter and advanced filtering features. The database functions will allow the user to extract data from a large list of content with precision based on specific criteria. Finally, the data modeling features will examine how to take spreadsheet data and create one to many relationships which will expand the functionality of a pivot table for a greater understanding of the data.

Hours: 7

Excel Pivot Tables

In this course you will learn how to create and modify PivotTables and PivotCharts, as well as how to filter and modify fields to format and group data. In addition you will learn to use the advanced features of PivotTables, such as consolidating multiple workbooks as well as creating and using page fields. Finally, you will learn how to generate PivotTables using imported data from external data sources. This information could be in Access, SQL Tables, the Internet, or other database programs. Understanding how to work with PivotTables and PivotCharts to achieve the results you want is one of the most powerful tools in Excel.

Hours: 4

Excel Data Analysis with Power Pivot

In this course, you will cover creating and modifying table elements, adding and deleting records and fields, and using Data forms and Slicers with table data. You will import data from Access and Excel objects as well as text file types. Proper data management will be discussed to determine structure requirements, sorting, filtering, using flash fill, auto filter and advanced filtering features.

Hours: 4

Excel VBA Programming

Students learn the Visual Basic for Applications language as well as the Excel classes and objects needed to create VBA scripts to automate Excel. Participants create procedures and functions using the VBA language and Excel objects. The PivotTable object is used to create macros that add interactivity to the standard Pivot Table. As well, debugging and error handling techniques are reviewed.

Hours: 21

visit tcworkshop.com for additional course titles, course content and schedule of classes



Microsoft Access

In these courses, you will use Access to manage your data, including creating a new database; constructing tables; designing forms and reports; and creating queries to join, filter, and sort data. Advanced courses will teach students how to Organize a database for efficiency and performance, and to maintain data integrity and customize reports to organize the displayed information and produce specific print layouts. Course curriculum can be customized to the version of Access that you are currently running.

Access Level 1 for Windows, Hours: 7
Access Level 2 for Windows, Hours: 7
Access Level 3 for Windows, Hours: 7
Access VBA Programming, Hours: 21

Microsoft PowerPoint

In this class you will learn the overview of the PowerPoint interface and how to view a presentation. You will create and save a presentation, format text on slides, and modify objects. In addition you will learn how to add tables to a presentation, format and modify tables, as well as how to insert and modify charts in a presentation. In advanced classes you will learn how to create and format slide masters, add and use data from Word, add text, pictures, notes and objects, as well as create and edit links. Course curriculum can be customized to the version of Access that you are currently running.

PowerPoint Level 1 for Windows, Hours: 7
PowerPoint Level 2 for Windows, Hours: 7



Microsoft Project

Microsoft Project courses are designed for people with an understanding of project management concepts and are responsible for creating and maintaining project plans. The courses will give students a fundamental understanding of Microsoft Project 2016 or 2019, necessary to create and save project plans.

Microsoft Project Level 1 for Windows, Hours: 7
Microsoft Project Level 2 for Windows, Hours: 7

Adobe Design Tools: Photoshop, Illustrator, and InDesign Illustrated

This course covers the essential skills for working with Adobe InDesign, Photoshop and Illustrator brings relevancy to your course while helping students maximize their potential with the software. The course materials have easy-to-follow and easy-to-absorb two-page spread lessons which appeal to a wide variety of learning styles. Also included are case studies that provide a variety of interesting and relevant exercises for students to practice skills, allowing students to independently work through cases with confidence and creativity.

Hours: 21

Additional Photoshop classes (1 Day)
Photoshop Level 1
Photoshop Level 2
Photoshop Artistic Effects

Adobe InDesign

In this course you will cover basic through advanced features of InDesign including: a quick tour of Adobe InDesign, getting to know the workspace, setting up your document and working with pages, working with frames, importing and editing text, working with typography, working with color, working with styles, importing and modifying graphics, creating tables, working with transparency, working with long documents, output and exporting & creating rich interactive documents.

Hours: 21

Illustrator

This course covers the fundamentals of Illustrator, which is used primarily to work with vector-based graphics. After getting familiar with the Illustrator CS6 environment, students will learn how to create a simple illustration by creating and manipulating shapes and by drawing and editing paths. Students will also learn how to apply color, gradients, and transparency. They will then learn how to work with text and layers. In Level 2, learn how to create vector graphics and drawings for both print and the Web.

Illustrator Level 1, Hours: 7
Illustrator Level 2, Hours: 21

Adobe Premiere Pro

In this course, you will learn key techniques for working in Premiere Pro Creative Cloud (CC). You will learn the basics on things like setting up a project, importing and organizing media, understanding video editing, working with clips and markers, adding transitions and advanced editing techniques. Then you will start putting clips in motion, working with multicamera editing, editing and mixing audio, sweetening sound, adding video effects, color correction and grading, exploring compositing techniques, creating titles, managing your projects and exporting frames, clips and sequences.

Hours: 24



AfterEffects

This course will include all that’s new in this upgrade: the ability to import 3D layers from Photoshop; the Cartoon effect that converts live-action footage into stylized imagery; Adobe Device Central, which lets you preview and test animations for mobile devices, and more. Designed around a single complex project that’s broken down into manageable lessons, this course mimics a real-world workflow.

Hours:14

Adobe Captivate 2019 Essentials

In this course, you will cover the core Adobe Captivate skills needed to create interactive eLearning and mLearning content. You will also learn how to create a soft-skills lesson from scratch. You’ll learn to record and produce software demonstrations, and interactive training simulations. By the time you finish this course, you’ll be able to record, import and edit audio, and further enhance the learner experience by adding interactivity via click boxes, buttons and text entry boxes.

Hours: 14

Adobe Captivate 2019: Beyond the Essentials

You will quickly learn Captivate’s higher-end functionality while improving your production skills via project templates, object styles, master slides, Themes and advanced actions. You will learn to collaborate with team members via Captivates’ powerful commenting features and Acrobat.com. You’ll enhance the learners experience via variables that will make it seem like each eLearning lesson you produce has been customized for and is talking directly to your customer.

Hours:14

Acrobat

One of the most popular ways to view documents on the Internet is in the Portable Document Format (PDF) format developed by Adobe Systems. This file type compresses information into smaller sizes that are easier to e-mail and to open from websites. All a person needs for viewing PDFs is the Adobe Acrobat Reader, a free download from the Adobe website. People who want to create and edit PDF files must have Adobe Acrobat software.

Acrobat Level 1, Hours: 14
Acrobat Level 2, Hours: 7

Multi-media Tools

Adobe AfterEffects and Premiere Pro do completely different things. After Effects is for compositing and motion graphics while Premiere Pro is for editing. In other words, if you are trying to edit a video then use Premiere. Editing in After Effects is a nightmare. If you want to add some animation to your video, sophisticated effects, lens flares, animated titles, green screen compositing, etc, then use After Effects. The tools available in Adobe® Flash® can be used to create and manipulate a variety of graphics and animations ranging from simple designs to complex animated sequences. Audition is a comprehensive toolset that includes multitrack, waveform, and spectral display for creating, mixing, editing, and restoring audio content. This powerful audio workstation is designed to accelerate video production workflows and audio finishing - and deliver a polished mix with pristine sound.

Adobe AfterEffects, Hours: 14
Adobe Premiere Pro, Hours: 24
Adobe Audition CS6 or CC (Edit, mix, record, and restore audio), Hours: 21

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schedule of classes

The instructor was excellent and I learned not only the outlined content but his tips and tricks for the application. He shared his years of experience and that will really assist me when developing projects for my work. He also took time to look over a couple of my present projects and provide feedback which I found of high value. And he provided me with resources outside of the course content that I did not know existed. A big plus!

-Captivate Student

Committed to Excellence in training for over 32 years

The Computer Workshop is a privately held corporation founded by Thelma Tippie in 1988 as an instructional workshop for computer users. We offer both vendor neutral certification preparation (CompTIA, EC-Council) and vendor specific courses (Adobe, Cisco, Microsoft and Oracle). We also partner with professional development organizations renowned for their instruction and accreditation which include Information Technology Infrastructure Library-ITIL, International Institution of Business Analysis- IIBA and Scrum Alliance. With these affiliations, The Computer Workshop provides a single source for clients pursuing industry certification as part of their employee development initiative.

- Group instruction can be **customized** to the specific needs of a department, or scope of a project.
- Pre-class consultation with an instructor ensures that the content presented **meets your objectives**.
- The **variety of classes** and teaching modalities we offer allows every member of your staff to find a class that suits their learning objectives and schedule.

Comment from a student

"I just wanted to share the good news that I passed my CAPM certification this past weekend. I was able to re-study the amazing teaching notes and resources material I obtained while attending your PMP course... This is my 3rd certification that I have been able to achieve through your organization, therefore I wanted to say thank you!"

VP, a national financial institution

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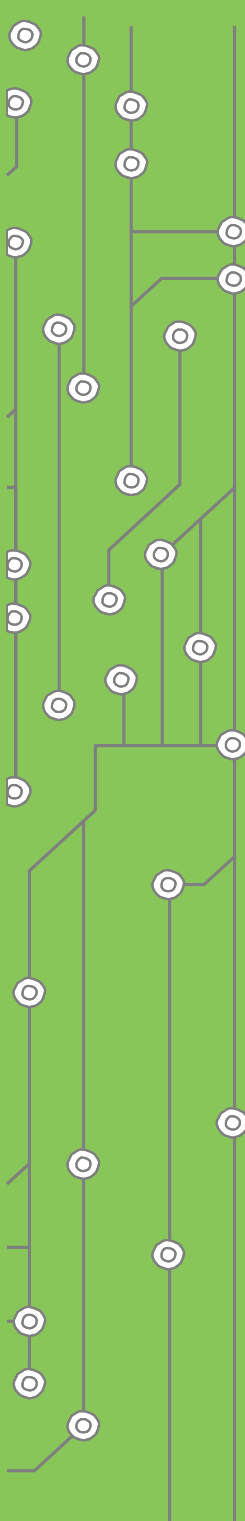
Our **overall satisfaction** rate among students is **97.8%**

98.6% of students agreed that the instructor showed concern for their learning experience.

99% of students would **recommend the course** they took to a friend

95% of students agree that our **course was the best fit** for their training needs

(based on course evaluations completed in 2018)



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