



# Training Catalog

## COMPUTER VISIONS

January - June | 2024



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## January - June, 2024 Course Offerings

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## Top-Notch Training Materials



The book and exercise files you use during class are yours to keep.

Since many of our classroom curriculums are perfect for self-paced learning too, it's easy to revisit or review what you learned in class!

# General Policies



Students can repeat any class taken at our facility on a space available basis. Refresher students must bring the student manual from their original class.



Prior to the class date, the students and/or contact person will receive an email or phone call confirming attendance in the class. Please arrive 15 minutes prior to the start of class. A late arrival disrupts the class flow and interrupts learning.



If you cannot attend a class you've signed up for, please notify us. You will receive a full refund if you cancel 10 or more business days in advance for application classes, and fifteen or more business days for technical classes (e.g. certification classes).

## *Keep in Mind!*

If there is a particular class you need, and you don't see it on our schedule, give us a call! We do our best to accomodate the unique training needs of our clients.

**"After 28 years in business, our clients continue to come back to us. Why? Excellence. We look forward to continuing our goal to successfully fulfill your training and technology needs!"**

**- Pamela (Smith) Lansing (CEO)**



# Value-Added Computer Training

Our goal is to deliver complete customer satisfaction while building strong, lasting relationships with our clients. How do we do it? Here is our **10 POINT Technique!**

## **Learning Process**

1

Effective classroom training is enhanced when learning continues outside the classroom. We design our classes to facilitate continued practice, exploration and growth.

## **Quality Training Materials**

3

Computer Visions provides each student with a manual developed for instructor-led training. The manual is user friendly and makes for an easy reference when needed.

## **Help Desk Support \***

5

Enrollment in class entitles a student to free unlimited help desk support. Having an issue executing a skill learned in class? Call or email us and a trainer will be in touch to help you reach a solution.

## **Training at YOUR Location**

7

Along with our regularly scheduled courses at our classrooms, we can provide training to you in the comfort and convenience of your business' location.

## **Price Matching**

9

We will price match competitors pricing for a private class. Contact us to ensure the best pricing possible!

## **Certified Trainers - in Person!**

2

Remote instructors can never compare to in-class instructors who are technically proficient, skilled communicators. You will always have a real life trainer with you in the classroom when you join us for class!

## **Free Refresher Classes \***

4

Students can refresh the skills they've learned in class by taking the same course again, for free, anytime it's offered in the future.

## **Convenient Location**

6

We're located directly off exit 5A on I-90, in the Corporate Woods complex. This makes for easy access from the Northway, the Thruway, and I-787. As a bonus, there are fantastic lunch establishments both walkable and minutes away.

## **Small Class Size**

8

We ensure training integrity with small class size. No gimmick can replace personal interaction to facilitate the learning process.

10

## **Satisfaction Guaranteed!**

**\* = sets us apart from the rest!**

# Custom Training Options



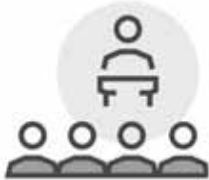
## On-Site Training

Computer Visions will supply an expert trainer with years of training and consulting experience to your facility to train your employees.



## Remote Learning

Computer Visions will leverage key technologies to provide the classroom experience to any remote location. Our remote instructor-led training is delivered in the standard training format of 8:30 am - 4:30 pm



## Small Group

With a class minimum of 4 students we can arrange any training course from basic application classes to advanced networking classes.



## One-on-One

Suited for those who might prefer a little extra attention on a specific application or project. A Computer Visions trainer will customize any of our course offerings to provide you with one-on-one training.



## Custom Classes

Computer Visions will supply an expert trainer with years of training and consulting experience to your facility to train your employees.



## **ATTENTION:** Government Agencies and Contractors!

Computer Visions is a NYS certified woman owned business enterprise (WBE).

**This saves you time!** You won't be subject to the State's competitive bidding requirements for procurements under \$200,000. The issuing entity Nov "buy direct" from a back-drop contractor identified as a New York State WBE.



# Course Offerings | January - June 2024

## Microsoft Applications



Word  
\$275



Excel  
\$275



Access  
\$275



PowerPoint  
\$275



Publisher  
\$275



Outlook  
\$275



Project  
\$275



Visio  
\$275

Basic	Intermediate	Advanced
Jan 2    April 3 Feb 5    May 2 Mar 5    June 6	Jan 9    April 10 Feb 12    May 9 Mar 12    June 13	Jan 16    April 17 Feb 19    May 16 Mar 19    June 20
Jan 3    April 2 Feb 1    May 7 Mar 7    June 6	Jan 10    April 9 Feb 8    May 14 Mar 14    June 13	Jan 17    April 16 Feb 15    May 21 Mar 21    June 20
Jan 8    April 8 Feb 5    May 6 Mar 4    June 3	Jan 15    April 15 Feb 12    May 13 Mar 11    June 10	Jan 22    April 22 Feb 19    May 20 Mar 18    June 17
Jan 4    April 22 Feb 22    May 7 Mar 18    June 20	<div>↑</div> <p><i>These courses offered in basic and advanced levels only</i></p> <div>↓</div>	Jan 11    April 29 Feb 29    May 14 Mar 25    June 27
Jan 12    April 12 Feb 9    May 10 Mar 8    June 14		Jan 19    April 19 Feb 16    May 17 Mar 15    June 21
Jan 12    April 12 Feb 9    May 10 Mar 8    June 14		Jan 19    April 19 Feb 16    May 17 Mar 15    June 21
Jan 8    April 8 Feb 5    May 6 Mar 4    June 3		Jan 15    April 15 Feb 12    May 13 Mar 11    June 10
Jan 18    April 22 Feb 22    May 7 Mar 1    June 17		Jan 25    April 29 Feb 29    May 14 Mar 8    June 24

# Course Offerings | January - June 2024

## Microsoft Applications

### SharePoint 2019/365

\$475

#### Site User

Call  
For  
Dates

#### Site Owner

Jan 16      April 23  
Feb 13      May 23  
Mar 21      June 12

*Content is the most critical digital asset for every organization. Learn how to plan, configure and manage SharePoint sites to enable modern content services that transform the content lifecycle.*

### OneNote

\$275

Jan 15      April 15  
Feb 19      May 28  
Mar 15      June 19

### Pivot Tables (1/2 Day)

\$175

Jan 18      April 30  
Feb 27      May 31  
Mar 28      June 27

### Microsoft Office 365 with Teams

\$475

Jan 29      April 25  
Feb 26      May 17  
Mar 26      June 26

### Microsoft Power BI - Data Analysis Practioner

\$995

Jan 23-24      April 16-17  
Feb 20-21      May 29-30  
Mar 11-12      June 10-11

### Data Analysis with PowerPivot

\$475

Jan 12  
Mar 27  
May 22

### Excel VBA

\$1,395

Jan 22-24      April 22-24  
Feb 20-22      May 20-22  
Mar 18-20      June 17-19

3 DAYS

### Office 365 Stream

\$275

Feb 12      May 9  
Apr 10      June 13

### Access VBA

\$1,395

Jan 22-24      April 22-24  
Feb 20-22      May 20-22  
Mar 18-20      June 17-19

3 DAYS

# Course Offerings | January - June 2024

## Professional Development

### Having Difficult Conversations

\$475

Jan 10

Mar 4

May 8

### Having Crucial Conversations

\$475

Jan 22

April 11

Feb 14

May 16

Mar 13

June 6

Leadership 4-day Bootcamp: Learning to Lead;  
Personal Leadership Skills; Leading & Managing  
Others; Change and Project Leadership

\$1,800

January 8-11

March 26-29

June 11-14

## Professional Development: Improve Yourself, Always!!

✓ The world of work is characterized by rapid ongoing change. In this dynamic environment, one of the most critical skills for leaders is their capacity to learn and to adapt; to engage in the continuous development of their skills in managing and leading others. These professional development courses will assist you in the ongoing development of your skills and abilities by focusing on the nature of the self-development process. You will reflect on, and develop self-awareness of, your current leadership style to understand the strengths you need to develop and which challenges you will face as a leader. These courses also examine the change process, and explores the processes of self-regulation that underpin personal skill development.

✓ ***Sept organizations know that leadership development is needed to emphasize the skills and experiences that will be most relevant to their own organization in the near future. An evolving competitive landscape and changing business objectives mean that the challenges of today won't be the same as those of tomorrow.***

***Invest in yourself.***

✓ ***Be READY for an opportunity!***

✓ Why should companies invest in a leadership development program? It's clear that companies need to plan for leadership development to ensure that they always have capable people at the helm — especially those who've been with the company for a while and understand its inner workings. It's also easier to grow your own leaders than to find someone with the right skills from the outside when the timing is tight.



# Course Offerings | January - June 2024

## Adobe Applications



Acrobat Pro  
\$499



Illustrator  
\$499



Photoshop  
\$499



InDesign  
\$499



Dreamweaver  
\$499

<i>Basic</i>	<i>Advanced</i>
Call For Dates	Call For Dates
Call For Dates	Call For Dates
Call For Dates	Call For Dates
Call For Dates	Call For Dates
Call For Dates	Call For Dates

Ask about our  
**Photoshop for  
Web Design** and  
**Photoshop: Color  
Printing** classes!

Computer  
Visions can  
accommodate  
custom training  
dates. Just give  
us a call!

Other Awesome Options!

### Service Desk Manager

\$475

Jan 5	April 5
Feb 2	May 3
Mar 22	June 7

### HTML 5: I & II

\$1058

#### *Basic I*

Feb 9  
April 12  
June 14

#### *Advanced II*

Feb 16  
April 19  
June 21

### Telephone Customer Service

\$ 475

Jan 5	April 5
Feb 2	May 3
Mar 22	June 7

### Quickbooks

\$529

Call For Dates

# Course Offerings | January - June 2024

## CompTIA Cybersecurity Training

To stand out in the cybersecurity industry, you need not just the skills, you need the certifications. Certifications are the proof that signify you really know your stuff!

Computer Visions can provide you with the training you need to crush today's most vital IT security certification exams:

✓ **CompTIA Cybersecurity Analyst**

✓ **CompTIA Advanced Security Practitioner**

✓ **CompTIA PenTest+**

✓ **CompTIA Security+**

5 DAYS

### CompTIA Cybersecurity Analyst (CySA+)

\$2,495

Feb 26 - Mar 1  
May 13-17

This course introduces the tools and tactics to manage cybersecurity risks; identify various types of common threats; evaluate the organization's security; collect and analyze cybersecurity intelligence; and handle incidents as they occur. Preparation for the CSO-001 exam.

5 DAYS

### CompTIA Advanced Security Practitioner

\$2,795

Call for dates.

In this course students will expand on their knowledge of information security to apply more advanced principles that will keep their organizations safe from the many ways technology can be a threat. Preparation for the CAS-002 exam.

5 DAYS

### CompTIA PenTest+

\$2,995

Feb 19-23  
May 6-10

This course teaches the most up-to-date penetration testing, and vulnerability assessment and management skills necessary to determine the resiliency of the network against attacks. Learn the skills to customize assessment frameworks to effectively collaborate and report findings, and communicate recommended strategies to improve the overall state of IT security. Preparation for the PenTest+ exam.

5 DAYS

### CompTIA Security+

\$2,495

Feb 5-9  
Mar 25-29  
May 13-17

In this course students will implement, monitor and troubleshoot infrastructure, application, information and operational security. Preparation for the Security+ exam.

# Course Offerings | January - June 2024

## CompTIA Cybersecurity Training

5 DAYS

### A+ Certification (220-1001/1002 Exam Series)

\$2,795

Feb 5-9

Mar 18-22

June 17-21

Focuses on the skills required for entry-level PC technicians. Students learn how to install, configure, upgrade, and repair PC's. The courses include instruction in computer architecture, memory, modems, printers, hard disk setup and operating system optimization.

5 DAYS

### Network+ Certification (N10-008 Exam)

\$2,795

Jan 22-26

Mar 4-8

Apr 25-29

June 10-14

Instruction in network operating system basics, network topologies and strategies, the OSI Model, data transmission, network, transport and session layers, TCP/IP fundamentals, IP addressing, network security and network installation, maintenance and troubleshooting.

5 DAYS

### Server+ Certification

\$2,795

Mar 11-15

June 3-7

Focuses on server hardware technologies, including how to install, configure, and upgrade server hardware; preventative maintenance, troubleshooting, and disaster-recovery techniques for servers.

5 DAYS

### Project+ Certification

\$2,795

Feb 26 - Mar 1

May 13-17

This is an industry-recognized credential acknowledging competency and professionalism in Project Management; including the necessary business knowledge, interpersonal skills, and project management processes required to successfully manage projects.

3 DAYS

### IT Fundamentals

\$1,690

Feb 12-14

May 6-8

Designed to help you learn more about the world of information technology (IT). An ideal course if you're considering a career in IT or if you work in a related field that requires a broad understanding of IT.

3 DAYS

### Cloud Essentials Certification

\$1,690

Feb 20-22

Apr 22-24

Focuses on the real-world issues and practical solutions of cloud computing in business and IT. It's the preferred cloud certification for business professionals.

# Course Offerings | January - June 2024

## Project Management and Business Skills Offerings

### Project Management Essentials

\$650

Jan 8

Mar 6

June 12

### Project Management Professional

\$2,795

Feb 26 - Mar 1

-

May 13-17

### Using Power Apps with Excel, OneDrive & SharePoint

\$475

Feb 26 - Mar 1

-

May 13-17

### Data Visualization Essentials

\$475

Jan 5

Mar 22

May 3

### Building Better Teams

\$475

Jan 5

Mar 22

May 3

### Facilitation Skills

\$899

Feb 14-15

Apr 8-9

June 24-25

### Time Management and Organization Skills

\$450

Feb 27

Apr 30

June 27

### Critical Thinking

\$899

Feb 1-2

Apr 2-3

June 12-13

### ***DID YOU KNOW?***

***Approximately 30% of IT projects are cancelled before completion.***

***84 % of IT projects have cost overruns of more than 20%.***

### ***BEAT THE ODDS!***

***Take world-class project management training at Computer Visions.***



### BUSINESS ANALYSIS

### Fast Start in Business Analysis

\$1,690

-

March 13-14

June 19-20

### Business Analysis Overview

\$650

Jan 8

March 6

June 12

# Course Offerings | January - June 2024

## Microsoft Course Offerings

MICROSOFT AZURE	4 DAYS	Microsoft Azure Administration	\$2,235	Jan 8-11	Mar 26-29	June 11-14
	4 DAYS	Designing Microsoft Azure Infrastructure Solutions	\$2,235	Jan 16-19	Mar 11-14	May 14-17
MICROSOFT TEAMS & POWERSHELL	4 DAYS	Managing Microsoft Teams	\$2,235	Feb 12-16	Mar 25-28	June 24-27
	5 DAYS	Automating Administration with PowerShell	\$2,795	Jan 15-19	Apr 1-5	June 3-7
WINDOWS SERVER	5 DAYS	Windows Server 2019 Administration	\$2,795	Jan 15-19	Apr 1-5	June 3-7
	5 DAYS	Administering Windows Server Hybrid Core Infrastructure	\$2,795	Call for dates.	-	-
	3 DAYS	Windows Server 2019 Hybrid and Azure IaaS	\$1,690	Call for dates.	-	-
WINDOWS 10 & Power BI	5 DAYS	Supporting and Troubleshooting Windows 10	\$2,795	Jan 22-26	Mar 25-29	June 3-7
	2 DAYS	Microsoft Power BI - Data Analysis Practitioner	\$995	Feb 20-21	Apr 16-17	June 10-11

## Microsoft Course Offerings

Call to Schedule!

More Microsoft Courses

### OFFICE 365 AND SHAREPOINT COURSES

Microsoft 365 Fundamentals  
Office 365 Administration  
Manage Sharepoint & OneDrive in Microsoft 365  
Microsoft 365 Identity Services  
Sharepoint Server for the Site Owner/Power User  
Microsoft 365 Mobility and Security

### MICROSOFT BUSINESS APPLICATION COURSES

Microsoft Dynamics 365 Fundamentals  
Microsoft Dynamics for Sales/Marketing

### APPLICATION DEVELOPMENT COURSES

Introduction to Programming Visual Studio  
Python Programming: Fundamentals to Advanced

### MISCELLANEOUS

UNIX/LINUX: Basic to Advanced

### AZURE

Microsoft Azure AI Fundamentals  
Microsoft Azure Administrator  
Microsoft Azure Security Technologies

### POWERSHELL

Automating Administration with Windows Powershell  
Advanced Automated Administration with Windows Powershell

### SQL SERVER AND EXCHANGE SERVER

Querying Data with Transact - SQL  
Developing SQL Server Databases  
Developing Microsoft SQL Server Databases  
Administering a Microsoft SQL Database Infrastructure  
Administering Microsoft Exchange Server 2019  
Introduction to SQL



We've put these  
courses in the

# *Spotlight*

to light up your potential!



Fundamentals of  
Communication  
and Critical  
Thinking

Effectively communicating facts, ideas, concepts, and opinions is essential to working together successfully. Knowing how to think critically about information you're presented with will aid your ability to know when, and if, that information can help you in pursuit of your goals. Communication and critical thinking are synergistic skills!



EFFECTIVE  
PRESENTATIONS

Learn how to set presentation objectives, analyze the audience, use supporting materials, organize your presentation clearly, and successfully incorporate visual aids. Course activities will also address fear of public speaking and improving presentation delivery.



Create an Adwords account, run an Adwords campaign, and track your ads' performance. This course is for business owners, Marketing departments, or those seeking to become Google Adwords professionals or simply wanting to know how to effectively use this powerful Marketing platform.

See full list of **Leadership and Strategic Business** courses on next page.

# Leadership and Strategic Business Training

## Fundamentals of Communication

1/2, 2/7, 3/6, 4/4, 5/1

## Advanced Communications

1/10, 2/28, 3/27, 4/11, 5/28, 6/5

## Critical Thinking

2/1-2, 4/2-3, 6/12-13

## Facilitation Skills

2/14-15, 4/8-9, 6/24-25

## Emotional Intelligence

1/8, 2/1, 3/12, 4/9, 5/6, 6/24

## Active Listening

1/22, 2/28, 3/18, 4/25, 5/15, 6/26

## Learning To Lead

1/31, 2/26, 3/26, 4/23, 5/23, 6/19

## Personal Leadership Skills

1/9, 2/8, 3/5, 4/4, 5/9, 6/11

## Leading and Managing Others

1/30, 2/23, 3/29, 4/24, 5/24, 6/18

## Change and Project Leadership

1/25, 2/23, 3/25, 4/1, 5/30, 6/28

## Time Management

1/30, 2/27, 3/28, 4/30, 5/31, 6/27

## Conflict Resolution

1/19, 2/9, 3/11, 4/18, 5/22, 6/5

## Effective Presentations

1/11, 2/6, 3/7, 4/10, 5/29, 6/3

## Telephone Customer Service

1/5, 2/2, 3/22, 4/5, 5/3, 6/7

## Microsoft Power Apps

1/26, 2/6, 3/20, 4/18, 5/21, 6/13

## Microsoft Power Automate

1/29, 2/7, 3/25, 4/24, 5/15, 6/4

## Data Analysis with PowerPivot

1/12, 3/27, 5/22

*Note: All of our Leadership and Strategic Business courses are scheduled on a per request basis. Give us a call for more information or to schedule.*

# eLearning Content Creation

Computer Visions has partnered with the team at **Evoke - eLearning Creation Specialists** to provide eLearning content creation services to our customers.

We can start from scratch, or convert your in-person employee trainings to online digital modules, complete with visually appealing graphic content and engaging interactivity.

**Online modules  
are perfect for**



New Employee Orientations  
Policy Trainings  
Skills Trainings  
Bulletins / Updates

**Call us today to inquire!**



# IT / Network Consulting

Computer Visions' Network Consulting Services encompasses all your networking needs, from complete network design & installation to troubleshooting, maintenance, upgrades, and general consulting. We provide support for Microsoft, VMWare, Linux, and proprietary systems.

Our methodology is simple: we analyze your environment and your objectives, suggest the equipment and software you need, provide you with a competitive quote, and then install and configure it. Our process provides you with a turnkey business solution.



- ▶ Knowledgeable technicians with years of on-site, hands-on experience
- ▶ Support for all popular platforms
- ▶ Provide critical network security

## Services available

- ▶ Consulting and Research Services
- ▶ Forensic discovery and recovery
- ▶ Professional LAN wiring and LAN jack installation
- ▶ Setup of small office networks
- ▶ Web Server setup on all Windows Servers
- ▶ Windows Server setup and configuration
- ▶ Enterprise LAN/WAN router installation and configuration
- ▶ Backup system hardware and software installation
- ▶ Backup software installation and configuration
- ▶ Group workstation setup to work in LAN/WAN configuration in new offices
- ▶ Desktop support for all Windows operating systems
- ▶ Firewall installation and setup
- ▶ Internal/external email system setup
- ▶ General network services, computer services and consulting



**Trust our years  
of hands-on  
experience to  
keep your  
network running  
optimally and  
efficiently!**



# Room Rentals



***Would you like to train your employees on proprietary software, but don't have the space at your facility?***

Computer Visions offers fully furnished computer labs with seating from two to twenty.

***Do you need a professional classroom environment to host either a meeting or a class?***

Computer Visions has been providing this outstanding service to companies around the country for 25 years. When your meeting or training brings you to Albany, come to Computer Visions for a clean, spacious classroom. We will even take care of breakfast, snacks, and a catered lunch!



***All of our amenities and easy accessibility off highway I-90 makes Computer Visions the perfect place to host your next training or meeting!***



**Network capabilities**



**Catering services (optional)**



**Flexible seating arrangements  
(2 - 20 people)**



**Onsite technical staff**



**Digital projectors and AV equipment**



**High speed internet**



**Whiteboard and instructional supplies**

## Let's Get Social - We're on Facebook!



**[facebook.com/compvisions](https://facebook.com/compvisions)**

***Stop by to drop us a “like” and see  
what’s new in our feed!***