

# Training Catalog

January – June ~2026

COMPUTER  
VISIONS



# Table of Contents



## General Information

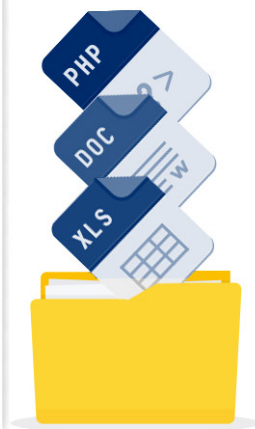
Computer Visions General Policies .....	2
10 Point Strategy for Customer Satisfaction.....	3
Custom Training Options.....	4
Government Agency and Contractor Information.....	4
IT Consulting / Network Consulting .....	17
Room Rental Information.....	18
Get Social with Computer Visions!.....	19



## January - June, 2026 Course Offerings

Microsoft Applications Courses .....	5
Pivot Tables, Microsoft Power BI, Microsoft Teams .....	6
Other Microsoft Courses.....	12-13
Professional Development.....	7
Leadership 4 Day Bootcamp .....	7
Adobe and Miscellaneous Courses.....	8
CompTIA Cybersecurity Training .....	9-10
Project Management & Business Skills Courses .....	11
Microsoft Power Automate & Power Apps.....	15
Leadership & Strategic Business Courses .....	15

## Top-Notch Training Materials



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

Since many of our classroom curriculums are created with self-paced learning in mind, 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, enrolled students and/or a class contact will receive an email or phone call confirming attendance. 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 not listed on our schedule, give us a call! We do our best to accommodate the unique training needs of all our clients.

**“After 30 years in business, our clients continue to come back to us. Why? Excellence. We look forward to continuing our goal of successfully fulfilling 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.

## **Small Class Size**

**2**

We ensure training integrity with small class size. Personal interaction is key in facilitating the learning process.

## **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.

## **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.

## **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.

## **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.

## **Training at YOUR Location**

**7**

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

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

**8**

You will always have a real life trainer in the classroom when you join us for class!

## **Price Matching**

**9**

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

**10**

**Satisfaction  
Guaranteed!**

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

# Custom Training Options



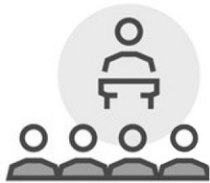
## On-Site Training

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



## Remote Learning

Computer Visions leverages key technologies to provide an effective 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 Groups

With a class minimum of 4 students, we can arrange any training course you are looking for - from basic application classes to advanced networking classes.



## One-on-One

One-on-one training allows students to learn at their own pace, while also giving extra attention to specific applications and projects relevant to their individualized work.



## Custom Classes

A Computer Visions trainer will customize any of our course offerings to provide your company with a tailored learning experience.




## **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 can "buy direct" from a back-drop contractor identified as a New York State WBE.

# Course Offerings | January - June, 2026


## Microsoft Applications




Word  
\$299



Excel  
\$299




Access  
\$299



PowerPoint  
\$299



HTML 5 - 2 days  
\$1,058



Outlook  
\$299



Project  
\$299



Visio  
\$299

	<b>Basic</b>	<b>Intermediate</b>	<b>Advanced</b>
Word	Jan 5 Apr 1 June 22	Feb 12 Apr 8 June 23	Feb 19 Apr 15 June 24
Excel	Jan 6    Apr 7 Feb 4    May 6 Mar 22   June 2	Jan 13   Apr 14 Feb 11   May 13 Mar 9    June 9	Jan 20   Apr 21 Feb 18   May 20 Mar 16   June 16
Access	Jan 8 Mar 30 June 1	Jan 15 Mar 31 June 8	Jan 22 Apr 1 June 15
PowerPoint	Jan 15   Apr 6 Feb 13   May 14 Mar 18   June 29	<p>↑</p> <p><i>These courses offered in basic and advanced levels only</i></p> <p>↓</p>	Apr 13 Feb 20 June 30
HTML 5 - 2 days	Feb 23 June 25		Feb 24 June 26
Outlook	Jan 8 Mar 30 June 1		Jan 15 Mar 31 June 8
Project	Feb 13 Apr 6 June 29		Feb 20 Apr 13 June 30
Visio	Jan 5 Mar 5 May 26		Jan 12 Mar 12 May 29

# Course Offerings | January - June, 2026



## Microsoft Applications

### SharePoint 365

\$499

**Site User**

Call for dates.

**Site Owner**

Jan 12	Apr 16
Feb 10	May 18
Mar 12	June 15

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

### OneNote

\$299

Jan 9	Apr 24
	May 11
Mar 6	June 23

HALF-DAY

### Pivot Tables

\$199

Jan 2	Apr 24
Feb 16	May 22
Mar 27	June 19

### Microsoft Office 365 with Teams

\$499

Jan 16
Mar 20
May 21

### Office 365 Stream

\$499

Feb 6
Apr 3
June 26

### Time Management with Outlook

\$499

Jan 30
Mar 20
May 1

### Introduction to Business Analysis Using Excel

\$499

Feb 27
Mat 13
May 15

### How to Visualize Your Data in PowerPoint

\$499

July 29
Sept 29
Nov 14

3 DAYS

### Access or Excel VBA

\$1,395

Jan 26-28
Mar 30 - Apr 1
June 1-3

# Course Offerings | January - June, 2026

## Professional Development

### Learning to Lead

\$499

Jan 7  
Mar 2  
May 5

### Meeting Management: The Art of Making Meetings Work

\$499

Jan 12  
Feb 12  
Mar 16  
May 12

2 DAYS

### Problem Solving and Decision Making

\$998

Mar 23-24  
Apr 1-2  
June 1-2

## 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 developments 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.

**Some 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, 2026



## Microsoft Power Applications

2 DAYS

### Microsoft Power BI - Data Analysis Practitioner

\$998

Jan 21-22	Apr 8-9
Feb 25-26	May 26-27
Mar 10-11	June 29-30

2 DAYS

### Data Storytelling with Power BI

\$998

Feb 4-5	May 13-14
Mar 30-31	June 17-18

### Getting Started with DAX Formulas in Power BI and PowerPivot

\$499

Jan 26
Mar 26
May 6

### Common DAX Expressions and Scenarios - Power BI Playbook

\$499

Feb 6
Apr 20
June 22

### Data Analysis with PowerPivot

\$499

Jan 8
Mar 3
May 20

### Microsoft Power Automate

\$499

Jan 5	Apr 14
Feb 9	May 7
Mar 17	June 3

### Automate Document Review with SharePoint and Power Automate

\$499

Jan 4	Apr 15
Feb 24	June 25

### Automate Monthly Reports with Power Automate and Excel

\$499

Jan 7
Mar 2
May 5

### Microsoft Power Apps

\$499

Jan 13	Apr 7
Feb 3	May 4
Mar 17	June 10

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

\$499

Jan 6
Mar 19
May 21

### Creating a Power App for Adding Records to SharePoint Lists

\$499

Feb 6
Apr 10
June 12

### Managing Company Expenses in Power Apps

\$499

Jan 15
Mar 4
May 28

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

# Course Offerings | January - June, 2026



## Project Management, Leadership, and Strategic Business Trainings

### Influence and Persuasion

\$499	Jan 7	Mar 24	Apr 20 June 12
-------	-------	--------	-------------------

### Conversational Leadership

\$499	Jan 19	Feb 11	Apr 13 June 9
-------	--------	--------	------------------

### Leading and Managing Others

\$499	Jan 21	Mar 16	May 19
-------	--------	--------	--------

### Visual Data Analysis

\$499	Jan 27	Mar 23	June 25
-------	--------	--------	---------

### Building Better Teams

\$499	Jan 19	Mar 26	May 28
-------	--------	--------	--------

### Facilitation Skills

\$998	Jan 29-30	Mar 26-27	May 28-29
-------	-----------	-----------	-----------

### Time Management and Organization Skills

\$499	Jan 8	Mar 3	May 21
-------	-------	-------	--------

### Critical Thinking

\$998	Feb 25-26	Apr 1-2	June 8-9
-------	-----------	---------	----------

### **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.**



Strategic Skills

### Change and Project Leadership

\$499	Jan 28	Mar 23	May 26
-------	--------	--------	--------

### Successfully Managing Change

\$499	Jan 28	Mar 19	May 19
-------	--------	--------	--------

# Course Offerings | January - June, 2026



## Project Management, Leadership, and Strategic Business Trainings

### Effective Presentations

\$499	Jan 5	Mar 31	June 5
-------	-------	--------	--------

### Fundamentals of Communication

\$499	Feb 12	Apr 9	June 4
-------	--------	-------	--------

### Advanced Communication

\$499	Feb 19	Apr 16	June 11
-------	--------	--------	---------

### Emotional Intelligence

\$499	Feb 2	Mar 24	May 7
-------	-------	--------	-------

### Conflict Resolution

\$499	Feb 2	Mar 24	May 7
-------	-------	--------	-------

### Personal Leadership Skills

\$499	Jan 14	Mar 9	May 12
-------	--------	-------	--------

### Becoming a Better Learner

\$499	Jan 20 Apr 22	Feb 11	Mar 18 June 8
-------	------------------	--------	------------------

### Active Listening

\$499	Jan 15	Mar 4	May 28
-------	--------	-------	--------

### Collaboration

\$499	Jan 19 Apr 23	Feb 18	Mar 26 June 16
-------	------------------	--------	-------------------

### Negotiating Results

\$499	Aug 25	Oct 6	Dec 17
-------	--------	-------	--------

# Course Offerings | January - June, 2026

## CompTIA Cybersecurity Training

To stand out in the cybersecurity industry, you need more than 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+)

\$2,999

Call for dates

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

\$2,999

Call for dates

In this course, students will expand on their knowledge of information security and apply more advanced principles to keep their organizations safe from technological threats. Preparation for the CAS-002 exam.

5 DAYS

### CompTIA PenTest+

\$2,999

Call for dates

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

5 DAYS

### CompTIA Security+

\$2,999

Call for dates

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

# Course Offerings | January - June, 2026



## CompTIA Cybersecurity Training

5 DAYS	<b>A+ Certification (220-1001/1002 Exam Series)</b> \$2,999	Call for dates	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	<b>Network+ Certification (N10-008 Exam)</b> \$2,999	Call for dates	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	<b>Server+ Certification</b> \$2,999	Call for dates	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	<b>Project+ Certification</b> \$2,999	Call for dates	This is an industry-recognized credential acknowledging competency and professionalism in Project Management; includes the necessary business knowledge, interpersonal skills, and project management processes.
3 DAYS	<b>IT Fundamentals Certification</b> \$1,799	Call for dates	Designed to help you learn more about the world of information technology (IT). An ideal course if you are considering a career in IT or work in a related field that requires a broad understanding of IT.
3 DAYS	<b>Cloud Essentials Certification</b> \$1,799	Call for dates	Focuses on the real-world issues and practical solutions of cloud computing in business and IT. The preferred cloud certification for business professionals.



## 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 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 in the 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 fears 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, those seeking to become Google Adwords professionals, or those simply wanting to know how to effectively use this powerful marketing platform.



*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.*

## Unlock Your Business Potential with Expert Training!

Are you ready to take your business skills to the next level? Our business training classes are designed to empower professionals like you with the knowledge, strategies, and practical tools needed to succeed in today's competitive marketplace.

### Why Choose Our Training?

- **Expert-Led Courses:** Learn from experienced industry leaders and business strategists.
- **Hands-On Learning:** Engage in real-world case studies, interactive exercises, and actionable insights.
- **Flexible Options:** Whether in-person or online, we offer convenient training that fits your schedule.
- **Networking Opportunities:** Connect with like-minded professionals, share ideas, and grow your network.

### What You'll Gain:

Improved leadership and decision-making skills  
Advanced marketing and sales techniques  
Efficient business operations strategies  
Confidence to tackle challenges and innovate

Invest in yourself and your business today—let's build your success story together!



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

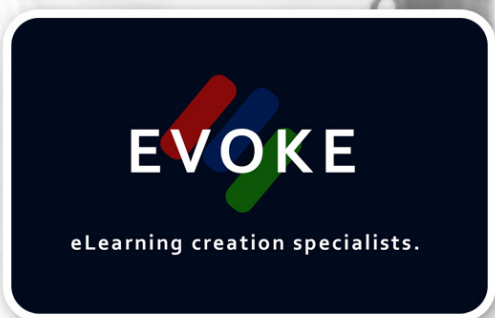
We can start from scratch or convert your in-person employee trainings to online digital modules - complete with visually appealing and engaging graphic content.

**Online modules  
are perfect for**



- New Employee Orientations
- Policy Trainings
- Skills Trainings
- Bulletins / Updates

**Call us today to inquire!**

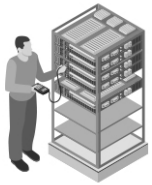


# IT / Network Consulting



Computer Visions' Network Consulting Services encompasses all your networking needs - from complete network design and 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 appropriate equipment and software, provide you with a competitive quote, and then install and configure all necessary components. 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



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

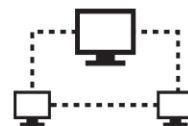
Computer Visions offers fully furnished computer labs with seating from two students to twenty.

**Need a professional classroom environment to host a meeting or class?**

Computer Visions has been providing outstanding room rental services to companies around the country for over 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 are easy accessible off highway I-90 in Albany. Computer Visions is the perfect place to host your next business event!**



**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://www.facebook.com/compvisions)

*Stop by to drop us a "like" and see what's new in our feed!*