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'Probably the best course
I've ever attended'
C. Raghallaigh, Microsoft Corporation

Welcome to IACT

The Complete IT Training Provider

I am delighted to present our latest course outlines brochure. Technology, as ever is moving at a break-neck speed and we've been working hard to bring you the latest and most up-to-date courses on everything from VB.NET and XML to Web Page Design and Desktop Publishing.

At IACT we pride ourselves on delivering professional training in the latest technologies and presenting it so that you master each subject quickly and expertly. Our first class tutors will help you and your team get the best possible results from your technology investment.

IACT provide a wide range of flexible training options to suit you and your company. In addition to our classroom based training, IACT offer a range of blended e-learning solutions combining the best of traditional teaching techniques with the latest advances in Information Technology. We've included some details of these exciting and flexible training options for your review.

For our most up to date course schedule and further information on our customised and blended learning solutions, visit our web site at **www.iactonline.com** or talk to our team at **(01) 434-7600**.

We look forward to seeing you soon.

Yours in computing

Eleanor Manny
Director of Training



"Good comprehensive course covering a lot of tools with practical examples"
Susan Coughlan, Esat Telecom

Corporate Solutions

The Complete IT Training Provider

Cost Effective Tailored Training

Our corporate training programmes provide the highest quality technical education to companies seeking to significantly improve workforce performance. We design and implement responsive, cost effective training programs that maximise the productivity of your employees. IACT will act as your training partner learning your strategic goals and objectives and then design and tailor our training programmes to meet these needs. IACT will structure a training plan within your budget which meets your schedule, learning style and expertise.

IACT provide a wide range of flexible training solutions including:

- Instructor led training
- Customised training and private training sessions
- Custom developed blended e-Learning solutions complementing our classroom courses.
- CD-ROM based multimedia training - for high quality, cost effective mobile training solutions.

Training Needs Analysis

We have developed extensive training analysis tools that will help us to develop the ideal training solution for your company. Detailed training analysis will help focus the training where it is needed most and allow us to customise our programmes to suit you.

Industry led Certification

We've worked hard to be able to deliver technical certification leading to industry recognised qualifications. These certifications will help your staff get the recognition for the skills they have acquired. IACT provide courses leading to certification in:

- A+, Network+ and i-Net+ Certifications*
- MCSE, MCSA, MCP Certifications*
- CISCO Certifications*
- MOS - Microsoft Office Specialist (previously MOUS)*
- Adobe Certification Programmes*
- IACT's own Diploma and Advanced Diploma courses for the Web and DTP*
- VISIO*
- SUN Java*
- RedHat Linux*
- ECDL and ICDL*





"IAC T's trainers have infinite patience!
Thank you."
Maria Fagan, Aer Rianta

Instructor Led Training

Successful Training Solutions

Professional Tutors

At IACT we've built a dedicated team of specialist trainers chosen for their enthusiasm, energy and talent for teaching. Our team work together to develop leading technology training that's timely and relevant to you and your company. Our tutors are industry experts and leaders in their fields who have the right skills to become professional trainers. IACT's training team come from a variety of technical backgrounds with primary and higher level degrees in IT and related disciplines. They combine deep technical expertise with a broad understanding of how technologies are deployed and managed in today's business.

First class training equipment and facilities

Our training classes are kept small - with a maximum of 8 per class to ensure each student receives the individual attention needed to master the course materials. Our training labs are fully equipped with the latest technology including easy to view digital flat panel displays and hi-beam projection equipment. Our labs are fully air-conditioned and equipped with ergonomic seating and lighting. Classes are interactive and fun and team work is encouraged. With your own dedicated PC and the latest versions of PC software available you will succeed with IACT's classroom training courses.

Customised, Flexible Training

IAC T have scheduled courses running during the day, evening and weekend.

We can also customise or even design from scratch training to meet your specific requirements, adjusting the content, pace and level of our courses to suit you.

We can incorporate examples directly from your business and help induct your staff in everything from programming methodologies to file management and network security.



For more information e-mail solutions@iactonline.com or phone us on **(01) 434 7600**



Professional Certification

Get the proof that you know

Certification

Certification is an important part of gaining recognition for IT skills and ensuring courses cover the job requirements. IACT provide an extensive range of IT certification courses which will give you the qualifications to prove you can really do IT.

There are many benefits to independent professional certification for companies and individuals.

- By training your staff to a recognised certification standard you can measure your staff's skills against industry standards.
- Certified individuals benefit from the wide-spread acceptance of certification credentials getting recognition for their skills.
- Enhanced job opportunities - because recruiters and hiring organisations employ certification requirements, more opportunities are available to certified individuals.
- Career enhancement - surveys consistently show enhanced salary and career advancement opportunities for certified individuals.
- Recognised proof of professional achievement - enhanced credibility and a respected credential.
- Authorised VUE, MOS and ECDL test centre

IACT's range of certifications include:

- A+, Network+, Security+ and Linux Certifications
- CISCO Certification
- Programming Certifications
- Windows Administration MCSA
- MCP, MCSD and MCSA Certifications
- Desktop Publishing Certification
- Webmaster Certification
- MOS - Microsoft Office Specialist certification (Previously MOUS certification)
- ECDL and ECDL Advanced certification



For more information e-mail solutions@iactonline.com or phone us on (01) 434 7600



iLive • Learning

Real-time remote learning solutions

Anytime, Anywhere Training with IACT

IACT have developed a state of the art real-time remote learning environment called iLive Learning to enable you to complete a range of our most popular courses from the comfort of your home or office. Now you can attend many of IACT's most popular courses without the expense and overhead of travel at a time and place convenient to you.

Combining our classroom teaching skills with our online e-Learning environment - iLive Learning allows us to provide you with:

- Live interactive tutorials with demonstrations right to your desk
- Ability to talk with and answer questions posed by your tutor through your PC
- Multimedia demonstrations of applications software and programming techniques with our tutors guiding and teaching you step-by-step.
- Feedback and help as you use the application on your PC as part of a class or a private tutorial
- Chat rooms and discussion groups for live tricks and tips and to help with your troubleshooting.
- Online assessments to track progress and skill level.
- Detailed reporting for client progress, skill level and timing.

Easy to setup and use

Using the latest Microsoft .NET environment - the setup for iLive Learning is straightforward. All that is required is a PC or laptop running XP or later with wired broadband internet access and multimedia capabilities. No matter where you are in the world, iLive Learning is only a click away.

State of the art tutorial system

IACT's interactive tutorial system gives you the opportunity to speak directly to your tutor, live. Online tutorials take place regularly to answer questions you may have regarding the content of your course. Your mentor will be transmitting the tutorial, live, and will begin by answering some of the common questions you, or your classmates, have asked during the week.

Detailed training materials

As part of your iLive Learning course you will receive a replica of the course materials used in the classroom. You will use this professionally designed courseware to take notes and use as a reference, while you watch and learn and gain feedback and help in real-time from your tutor.

For more information e-mail solutions@iactonline.com or phone us on **(01) 434 7600**

'Great pace, presentation and excellent facilities and ambience throughout'
K. Giveen, Citibank.



eLearning

Online and DVD-based Training

Multimedia Training

We have developed a series of multimedia training programmes to be used anytime and anywhere from a standalone PC. All our multimedia materials consist of a professionally designed self study guide with a matching multimedia CD showing you exactly how to carry out each step.

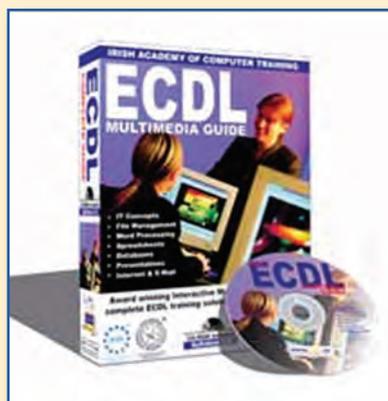
IACT training is expressed in a jargon free manner using step-by-step examples and images to build knowledge and familiarity. All courses are industry approved for their technical accuracy and conformance to certification requirements.

Our multimedia training guides will show you step-by-step on screen exactly how to carry out each lesson. Using patented compression technology we can put over 50 hours of real tutorials and demonstrations onto one CD.

IACT's Blended Multimedia Training Guides are available for a wide range of our courses - including:

- ECDL - covering all seven modules of the syllabus and more including IT Concepts, File Management, Word, Excel, PowerPoint, Access, Internet & E-Mail.
- MOS Master - attain Expert level proficiency in Word, Excel, PowerPoint and Access to become a Microsoft Office Specialist in this unique training programme based on the syllabus designed by Microsoft.
- Programming Primer - learn to programme Visual BASIC for applications development. Ideal for those learning to program macros in Excel, Access and in Visual BASIC.

Our multimedia courses are developed with our own expert instructors providing real-world experience directly on the DVD. Unlike other DVD-ROM products our courses are based on real classroom experience - with instructors explaining useful, practical real-world skills. Working with our Multimedia DVD-ROMs you will feel as if you were working directly with one of our instructors.



For more information e-mail solutions@iactonline.com or phone us on (01) 434 7600



The course was easy to follow and the instructor clarified everything"
J. Nolan, Citicorp

Professional Support Services

Help when you need it

Help and Support

We offer an industry leading portfolio of support services. You'll enjoy the Help & Support of the IACT training team for long after you've completed a course with us. When you attend a course at IACT you'll receive a Learning Card which gives you exclusive access to our support and e-Learning environments.

Training Needs Analysis

We have developed extensive training analysis tools that will help us to develop the ideal training solution for your company.

Detailed training analysis will help focus the training where it is needed most and allow us to customise our programmes to suit you.



IACT's Learning Card

Our support team will help you implement the training you've acquired in your work-place helping you trouble-shoot and deal with technical issues as they arise. This unique service is offered as part of the IACT premium training package supplied to all our customers. The IACT Learning card entitles you to discounts, special offers and support through our online e-learning environment.

Your IACT Learning Card will entitle you to:

- Post-course support and technical advice right to your desk
- FREE online training and seminar updates on selected courses
- Exclusive Special Offers on IACT Training Programmes
- Educational Software discounts

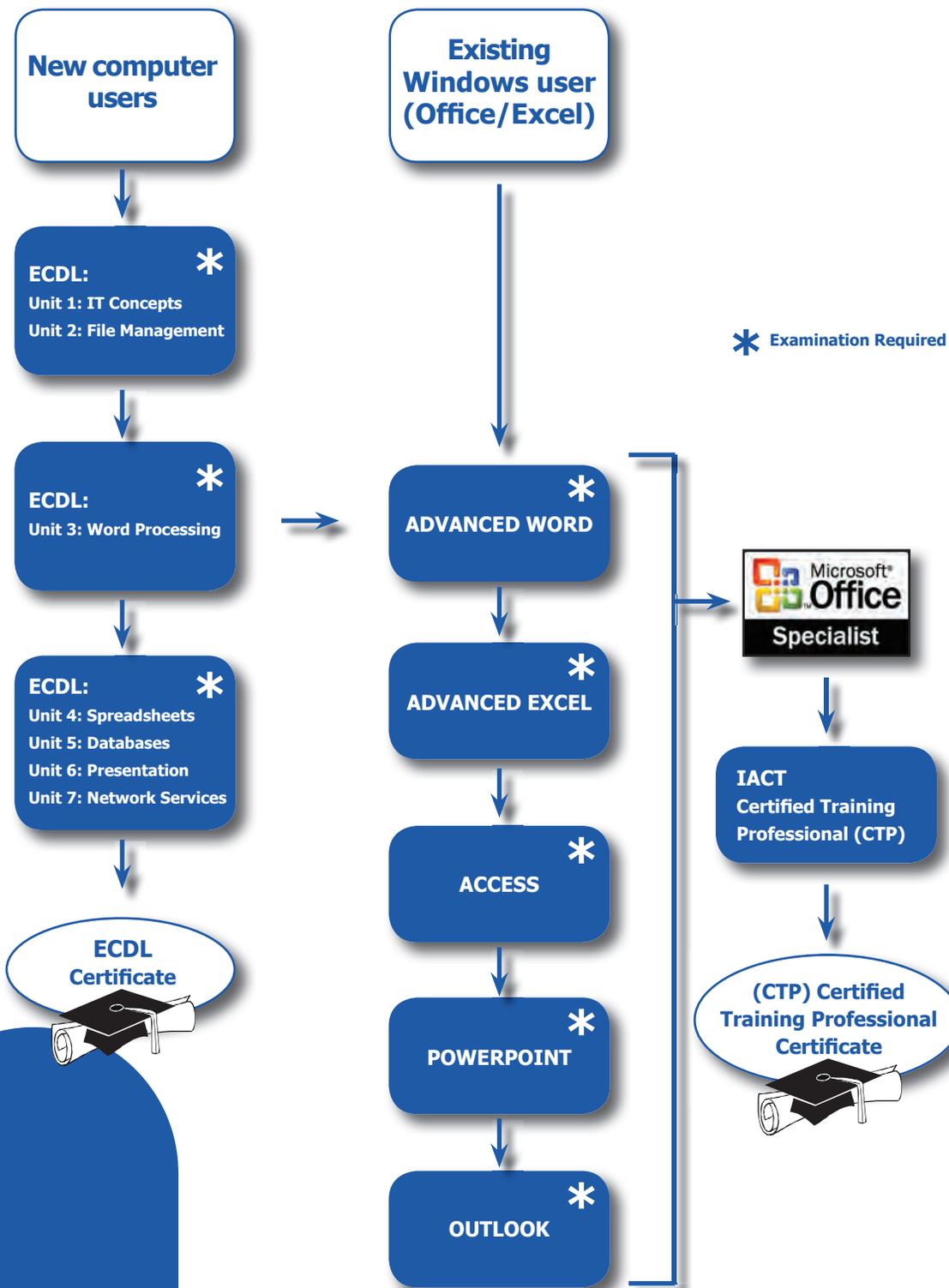
You'll receive your IACT Learning Card automatically once you register for a course with IACT.

For more information e-mail solutions@iactonline.com or phone us on **(01) 434 7600**

Office Computing Skills



Office Skills Training Paths



Office Computing Skills

European Computer Driving Licence (ECDL)

Overview

The ECDL or European Computer Driving Licence is a European initiative to provide a tangible certification programme for general computer usage in business today.

IACT's comprehensive ECDL training solutions are being adopted by semi-state bodies, banks, manufacturing companies and SMEs as the base standard for computer skills.

The ECDL or ICDL certificate consists of seven core units which are considered fundamental to the use of modern computer systems. The Licence is recognised across Europe, South Africa, Australia and as the ICDL in many other countries.

The ECDL and your business

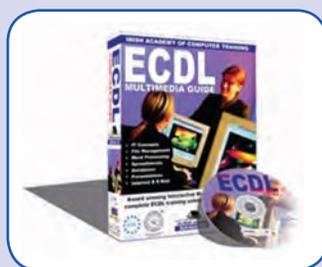
The ECDL provides an ideal way to measure computer skills allowing a training programme's success to be measured more easily. Like all training it will help reduce technical support queries and speed up IT production, helping to get better value out of IT investment.

Flexible blended learning solutions

IACT have developed both classroom, online and Multimedia Training Solutions for the ECDL. Our solutions provide the ideal blended solution for your company's ECDL requirements. Our approved training materials comprehensively cover the ECDL and provide an exactly matching approved ECDL training guide. For more information on our multimedia and e-learning solutions for the ECDL and other training courses call us directly on (01) 434-7616 or e-mail ecdl@iactonline.com

Modules

- IT Concepts
- File Management
- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Microsoft Access
- Internet & E-mail



Objectives

To understand how to use a word processor, spreadsheet, presentation and database application. To be able to use the internet and e-mail to send and receive messages and attachments. To understand the basic concepts of IT and the use of computers in society. To pass the ECDL exams and receive the ECDL certificate.

See also

Our MOS Master course for advanced Microsoft Office skills and individual advanced courses on Word, Excel, Powerpoint and Access leading to Microsoft Office Specialist certification.

You will learn how to

- Use the most common business software
- Learn advanced word-processing features
- Learn to use the internet and e-mail applications
- Understand important IT concepts
- Learn about the inside of your PC: its RAM, ROM, Processor
- Learn about computer security, viruses and ergonomics

... and much more

Audience

New computer users wanting a recognised qualification in business computing skills incorporating the additional advanced topics covered in IACT's leading ECDL course.

Duration

DAY: 5 Days
or
EVENING 20 evenings

International Academy of Computer Training
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32 Fitzwilliam Street Upper, Dublin 2
Tel: +353 1 434 7600

7 Catherine Street, Waterford
Tel: +353 51 854 774

75 Canon St., London EC4N 5BN
Tel: +44 800 587 0003


The complete IT training provider

You will learn how to

- Create advanced templates and forms in Word
- Work with filters, pivot tables and maps in Excel
- Edit macros in Excel
- Build relational databases in Access and customise forms and reports
- Prepare and publish professional presentations in Powerpoint
- Publish to and share results on the web and intranet
- Integrate all the office applications
- Schedule resources with Outlook

... and much more

Audience

Anyone wishing to acquire and demonstrate professional level expertise in the Microsoft Office suite. IACT ECDL level qualification or equivalent must be demonstrated before commencing this course.

Duration

DAY: 8 Days
or
EVENING: 24 Evenings
or
SATURDAY 12 half days:

Office Computing Skills

IACT MOS Master Course

Overview

MOS is the Microsoft Office Specialist certification programme from Microsoft. MOS Master certification is Microsoft's highest level qualification for their Office suite of products incorporating Word, Excel, PowerPoint, Access and Outlook. It provides in-depth knowledge to really prove that you know how to use the products at an advanced and professional level.

To attain MOS Master level means that you have to sit expert exams in Word and Excel and proficient exams in PowerPoint, Access and Outlook. MOS Master is the highest level qualification for the Office suite of products and is deemed to take candidates to a professional product knowledge level sufficient to enable them to teach these products to end-users. Once you attain MOS Master level you can then apply to become a MOS Master Instructor, MMI, (subject to certain terms and conditions).

This course advances users familiar with the products from an ECDL level and prepares them to complete the MOS examinations and become experts in the Office Suite.

Content

- Microsoft Word Level 2
- Microsoft Excel Level 2
- Microsoft Powerpoint
- Microsoft Access Level 1
- Microsoft Outlook

(Content drawn from advanced course outlines and official MOS syllabus.)

Examinations

To become a Microsoft Certified MOS Master candidates must pass all the corresponding MOS examinations based on a computer based simulation. These can be taken at IACT or any MOS exam centre. Exam fees are not included in the tuition fee.

Objectives

On completion of the course attendees should be professional Office Applications Users prepared to sit and pass the MOS Expert and Proficient examinations in the Word, Excel, PowerPoint, Access and Outlook products. Microsoft designed the MOS certification product to give attendees a broad yet detailed knowledge of the applications in the Office Suite allowing for a more in-depth understanding of the application of these powerful tools.

See also

Our ECDL Advanced course for alternative advanced office certification and our individual courses on Word, Excel, Access, Outlook and PowerPoint to prepare for the individual MOS exams

Office Computing Skills

Microsoft Office 2010 Migration Course

Overview

Office 2010 is now appearing widely on new PC's and users are gaining the benefits of Microsoft's latest incarnation of Office. All the various flavours of Office from '95 right through to Office 2003 have shown clear signs of their heritage and Microsoft traditionally steered clear of any radical change in user interface design. However, Office 2007 onwards shows us a radical, fresh new interface and is the first really significant upgrade of the suite and product for nearly 13 years.

IACT have developed a course that will demonstrate to existing users of Office the differences between the Office 2010 Suite and earlier versions. We have developed a course that will show the user exactly how to harness their existing skill set and to be able to develop and advance their skills in Office 2010 to its full potential. Below are some of the changes on each module:

Word 2010

We will use Word to show the main changes in Office, with its ribbons, tabs and mini toolbars. Although most features in Word work the same as in previous versions, they are located in different areas and we will show you the most efficient and effective way of using it.

Outlook 2010

This package has become a lot friendlier and more useful. We can show you how to search for your messages in a more logical and efficient manner as well as how to preview Office and PDF files "in place" within a message without having to open separate Windows. We will show you this, and so much more...

Excel 2010

This has by far the largest number of enhancements of any part of the office suite. You are no longer limited in the amount of rows of data you can use, we will show you how to use up to an amazing one million rows in your workbook! This is ideal for those power users dumping their Oracle databases directly into Excel. The emphasis in this release is clearly on Speed, Efficiency, Integration and Presentation with many exciting new ways of displaying data results.

PowerPoint 2010

We will show you a whole host of new PowerPoint templates and styles that will help to make your presentations look fresher and smarter. We will also show you how to use PowerPoint's new SmartArt tool that makes inserting professional looking graphic diagrams and process flow diagrams very straightforward.

Intro to Access 2010

Access 2007 looks radically different to any previous versions. We will show you how to re-arrange the position of the traditional navigation and control features that have normally lived on the toolbars. This makes for a cleaner design and will make Access a much more accessible product over the next few years.

You will learn how to

- Master powerful conditional formatting
- Make the most of Office 2010s integrated environment
- Get quickly up to speed with new interface shortcuts
- Migrate existing office documents en-masse
- Make the most of Office 2010 integrated messaging services

... and much more

Audience

Existing Microsoft Office users migrating to Office 2010 wishing to gain the most from the application.

Duration

DAY: 2 Days

International Academy of Computer Training
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 Tel: +353 1 434 7600

7 Catherine Street, Waterford
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75 Canon St., London EC4N 5BN
 Tel: +44 800 587 0003

 **iact**
 The complete IT training provider

You will learn how to

- Deliver a classroom training course efficiently & effectively
- Develop a course outline using Module Plans and Session Plans.
- Gain practical classroom experience
- Learn about student feedback and evaluation techniques
- Gain the CTP Instructor certification

...and much more**Audience**

ECDL Certified candidates and IT Trainers wishing to gain a qualification in IT Training.

Duration

3 Days for existing trainers or 10 Days for candidates with no training experience.

Office Computing Skills**Certified Training Professional (CTP)****Overview**

The Certified Training Professional or CTP is an international qualification in IT training. CTP defines an objective standard for instructor led training, and provides a mechanism for IT trainers to have their competence recognised and certified.

The CTP Certification Programme is a process by which IT trainers can have their professionalism and expertise recognised and certified. It is intended for trainers who are very familiar with all aspects of training, including planning, delivery and evaluation.

The emphasis for this program has been on facilitating trainers to demonstrate that they possess the knowledge and skills required for effective IT training. The standards expected of the trainers reflect internationally accepted criteria of best training practice.

Content

- Train the Trainer Introduction
- Training as a career
- Training Methods (individual and corporate)
- The Role of a Trainer
- Training theories
- Phases of learning
- The learning Process
- Communication Process
- Socialisation Implications
- Preparing a Training Programme
- Syllabus objectives
- Preparation for course
- Determining priorities
- Course objectives
- Syllabus outlines
- Training workshops
- Assignment and exam details
- Training Demonstration
- Importance of training
- Course planning
- Training Styles
- Using Visual Aids
- Planning a Presentation
- Giving the Presentation
- Giving a Demonstration
- Supporting the learner
- Using Assessments
- Selecting practical tests
- Oral and Written Tests
- Rating
- Feedback
- Evaluation criteria
- Motivation of Trainer and Students
- Effective help
- Training tips

Assessments

The course is practical and requires trainers to complete a range of practical tasks and written evidence records. This course is assessed through assignments - the trainers evidence record. The evidence consists of documentary evidence (training plans etc.) and performance evidence - video of training delivery made during the course. All applications for certificates will be reviewed by a CTP Internal Verifier and an External Verifier to ensure quality and fairness.

Objectives

To provide training for new instructors on course preparation and delivery and to become a CTP - Certified Training Professional.

Office Computing Skills

Microsoft Word Level 1

Overview

This course advances users from the early stages of Word processing and assumes only a fundamental familiarity with Microsoft Windows software. Attendees will gain a fast, practical knowledge of the powerful features of this package and work through a series of carefully designed exercises in order to master the software.

Users build on experience gained in each lesson to build documents using Word's superb editing features and develop skills to judge a documents layout and design to get the best possible results for their documents.

Content

- Managing document filing
- Editing a document
- Shortcut keys
- Aligning text
- Previewing and printing
- Toolbars, menus and rulers
- Modifying document formats
- AutoCorrect and AutoText features
- Changing bullet style
- Creating basic tables
- Using the spelling checker and thesaurus
- Setting page margins
- Navigating, cutting and pasting within a document
- Inserting and removing paragraphs and lines
- Inserting symbols
- Searching and replacing text
- Changing font style, size and colour
- Accessing and using help
- Bulleting text
- Numbering paragraphs
- Table borders and shading
- Creating headers, footers
- Inserting page numbers
- Working with clip art and graphics and company logos

Objectives

To become proficient in Microsoft Word in order to be able to produce a wide range of different documents efficiently. This includes being able to use the Word toolbar and menu systems to their best advantage, being able to organise and locate files created in Word and format documents such as Letters, Memos, Faxes and Invoices.

To be able to use tables, merge and split cells within a table, bullet and number paragraphs, modify the style and format of paragraphs, change document and page setup and add headers and footers to a document.

To be competent to take a MOS exam in Word at core level.

See also

Course Microsoft Word Level 2 for advanced features of Word.

You will learn how to

- Create and manage a document file structure.
- Create letters, memos, fax covers, reports and other documents
- Use headers & footers
- Create single and multi-level lists using bullets and numbers
- Use tables for easy page layout

Audience

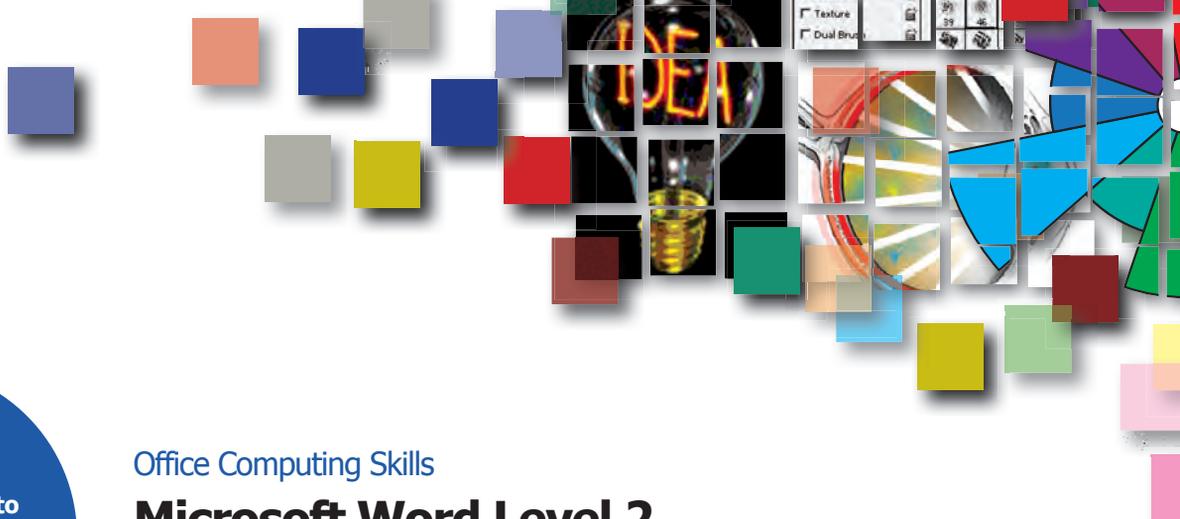
Anyone who needs to produce high quality professional documents using MS-Word including those who may have some experience using earlier DOS based Wordprocessors.

Duration

DAY: 1 Day

or

EVENING: 4 Evenings



You will learn how to

- Create and manage a mail-merge
- Add watermarks and use the graphics toolbar
- Deal with long documents
- Work with newsletters and similar documents
- Create and apply macros
- Manage document revisions
- Produce professional quality documents

Audience

Existing Word users who wish to master the advanced features of this package to produce different types of documents. Reasonable typing speed required.

Duration

DAY: 2 Days
or
EVENING: 6 Evenings

Office Computing Skills

Microsoft Word Level 2

Overview

This course is designed to advance existing Word users and help them take advantage of the powerful features available in Word. The course is geared towards users requiring a detailed knowledge of the package in order to produce professional publications and further streamline and automate repetitive office tasks.

The course starts by refreshing users on the fundamental features of Word but advances quickly to include detailed coverage of templates, mail-merge, envelope and label printing, as well as examining complex multi-file documents such as newsletters and catalogues. The course will also discuss customising options within Word such as modifying toolbars and creating macros for repetitive tasks.

Content

- Finding documents
- Inserting and removing paragraphs and lines
- Customising toolbars
- Accessing and using help
- Advanced table features
- Using the spelling checker
- Watermarks
- Linking & Embedding data from Excel
- Multi-column documents
- Creating a mailmerge
- Mailshot labels
- Text boxes
- Using WordArt
- Customising with Macros
- Exporting to web pages
- Document revisions
- Assigning shortcut keys
- Page setup and margins
- Advanced searching and replacing
- Creating and modifying styles
- AutoCorrect and AutoText features
- Table borders and shading
- Multiple headers and footers and thesaurus
- Footnotes, endnotes and cross references
- Creating a table of contents and an index of figures
- Flow charts
- Graphics Toolbar
- Clip art and graphics and company logos
- Handling long documents and master documents
- Creating templates & forms

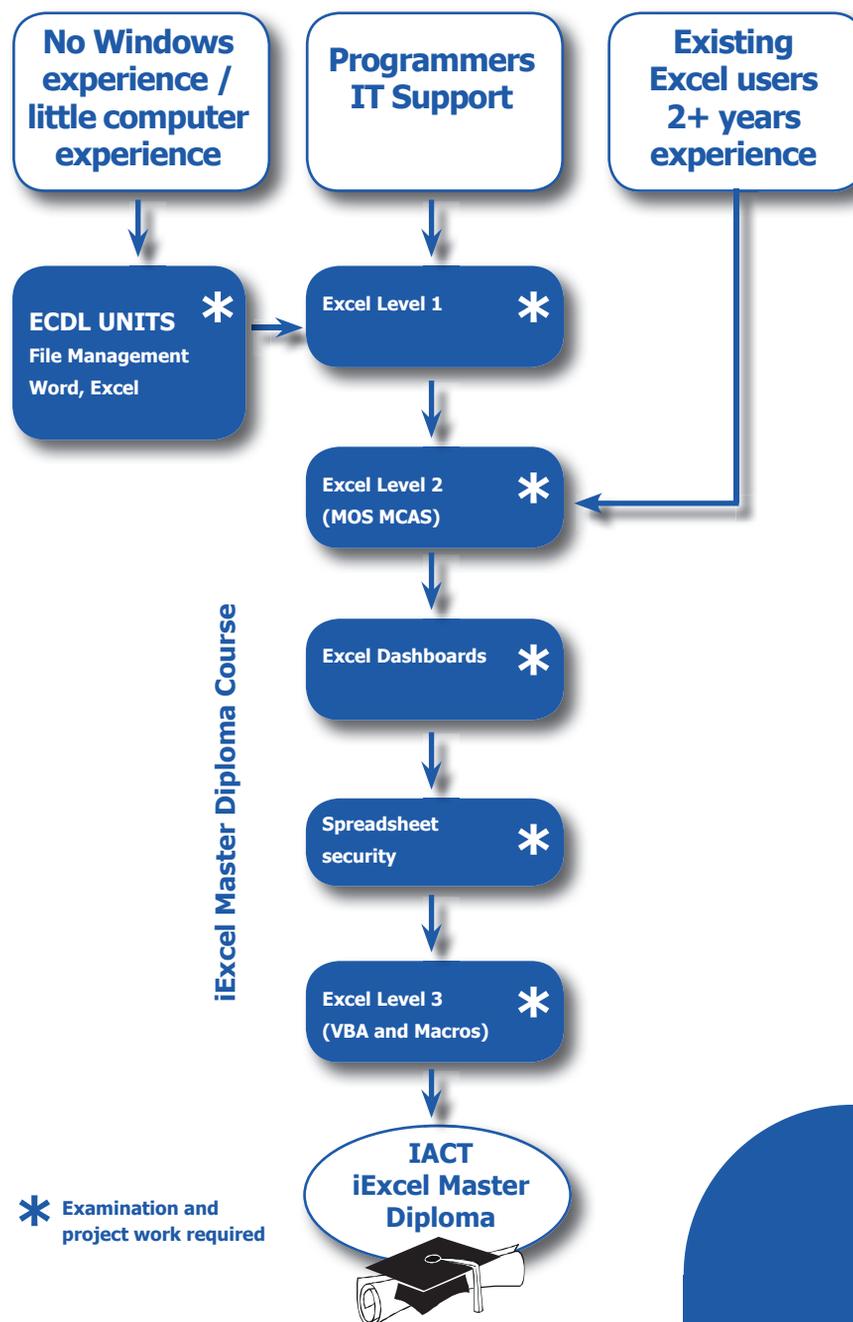
Objectives

To be able to perform a mail-merge using Word and an existing database. To be able to format and layout any document using Word's graphic, table and frame features. To be able to customise word and automate repetitive tasks. To be able to work with graphic and clipart objects within a Word document. To be able to manage and format long documents consistently. To be competent to take a MCAS exam in Word at expert level.

See also

Course Microsoft Word Level 1 for fundamental features of Word.

iExcel Master Diploma Paths



International Academy of Computer Training
www.iactonline.com info@iactonline.com

32 Fitzwilliam Street Upper, Dublin 2
 Tel: +353 1 434 7600

7 Catherine Street, Waterford
 Tel: +353 51 854 774

75 Canon St., London EC4N 5BN
 Tel: +44 800 587 0003

 **iact**
 The complete IT training provider

You will learn how to

Automate excel in a scalable and safe way

Report using spreadsheet dashboards

Understand safety and security issues with spreadsheets

Work with spreadsheet limitations and problems

Gain practical experience with large spreadsheets

Earn the iExcel Master certification

... and much more

Audience

New and existing Excel users wishing to master the advanced design and reporting techniques used in spreadsheet modeling.

Duration

DAY: 4 Days

Office Computing Skills**iExcel Master Course****Overview**

Spreadsheets – and Excel in particular – are the most widely used application in business today. Skill levels in Excel vary considerably, but very few possess the skills taught on the iExcel Master programme. This course was designed to take new or existing Excel users and bring them to a master level of proficiency in Excel.

Excel provides the backbone for many financial services companies. Understanding the power of Excel and learning to design robust, safe and scaleable spreadsheets is a critical skill for most businesses. The course builds on the fundamentals to help build professional techniques that will provide long-lasting practical spreadsheet development skills.

Content

- The iExcel Master Course
- Excel Fundamentals
- Excel Professional Techniques (Level 2 MOS / MCAS)
- Excel Safety and Security
- Excel Dashboard Reporting
- Excel Macro Development with VBA

(Contents drawn from full course outlines)

The iExcel Master certification requires 3 examinations and additional project work. Candidates must complete all three examinations and a substantial practical project in order to attain certification.

Course Objectives

On completion of the course, attendees will be professional Excel users with an in-depth knowledge of Excel reporting and automation techniques. Attendees will be capable of developing and supporting spreadsheets for spreadsheet intensive industries, which include business, banking and financial services, accounting, software and other online industries.

Office Computing Skills

Microsoft Excel Level 1

Overview

Excel is one of the most widely used application packages. This course introduces attendees to the power of Excel.

The course shows in a series of practical hands-on lessons how to use Excel to perform sales analysis, to calculate expenses, to design budgets, to create invoices as well as creating a wide range of other powerful real-world spreadsheets.

During the course of these exercises and examples attendees will learn the important fundamentals of the package to ensure robust spreadsheet development and maintenance. You'll learn how to create stunning charts, how to incorporate graphic images and how to perform What-If? analysis on lists of data.

Content

- Managing spreadsheets files
- Formatting cells, Setting font, colours, borders, alignment, rotating text
- Aligning data across cells
- Common spreadsheet formulae and operators (sum, average, max, min)
- Understanding absolute and relative references
- Previewing and printing a workbook
- Headers and footers
- Summing and averaging list data
- Subtotaling
- Basic graphs
- Graph legends, titles and styles
- Editing, navigating, undo and redo
- Building and using formulae
- Summaries
- Formatting numbers and creating custom number formats
- Hiding columns and rows
- Using named ranges
- Copying formulae quickly
- Page setup and printing
- Splitting a worksheet
- List summary formulae
- Sorting and reordering lists
- Changing graph types

Objectives

To be able to open, save and locate workbooks. To be competent in formatting and editing cells. To be able to print parts of a workbook. To be able to create and enhance charts and modify their appearance. To understand the most important spreadsheet functions and build realistic business models for spreadsheet data. To be able to hide and reveal columns and rows of a sheet. To be able to use absolute and relative references in a spreadsheet. To be competent to take a MOS exam in Excel at core level.

See also

Our course on Microsoft Excel Level 2 and our courses on Microsoft Access.

You will learn how to

- Print spreadsheets with professional finish
- Keep track of sales or budgets
- Use excel for your cash flow analysis, year-end accounts and business plans
- Work with filters
- Create graphs and charts to visibly explain data and forecasts

Audience

Anyone needing to learn how to use Excel or those familiar with other spreadsheet programmes new to Microsoft Excel.

Duration

DAY: 1 Day
or
EVENING: 4 Evenings

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You will learn how to

- Create multi-sheet spreadsheet models
- Protect workbooks and worksheets
- Use the tracking tool to debug spreadsheets
- Use Pivot tables and lists
- Learn lookup and conditional formulae
- Customise graphs

Audience

Anyone having completed Excel Level 1 (or knowing its content) wishing to exploit the advanced features of Excel.

Duration

DAY: 2 Days

or

EVENING: 6 Evenings

Office Computing Skills

Microsoft Excel Level 2

Overview

This course advances users who have attended the Excel Level 1 course or have previous experience using Excel. This course will help attendees work with larger spreadsheet models and explains how to work with and maintain existing spreadsheets. Structuring the organisation of information in a workbook is crucial to developing powerful models. Excel incorporates many features useful when working with database systems and the course will explore how existing data can be mined using different analysis techniques. The course will examine several real world problems and discuss how these can be tackled using techniques available in Excel.

Content

- Review; Formatting, formulae, printing
- Naming cells and ranges
- Advanced Filters
- Importing data from Access and accounting systems
- Pivot charts
- Subtotalling with groups and outlines
- Linking worksheets
 - Handling name changes
- Introduction to report manager
- Creating and customising templates
- Introduction to report manager
- Debugging a spreadsheet
 - Resolving circular references
 - Tracing a formula in a cell
- Protecting a workbook/sheet
 - Protection problems
- Absolute vs. relative reference
- Working with lists
- Power formulae
 - (vlookup, hlookup, if, sumif etc.)
- Pivot tables
 - Producing summary reports
 - Pivot tables on the web
- Using workspaces
- Using scenarios and goal seeking & solver
- Large spreadsheet problem
 - Re-calc problems
- Advanced charting
 - 3D charts, Rotating graphs, Trend lines, waterfall graphs
- Introduction to Excel Macros
 - Common refresh macros

Objectives

To understand the data modelling principles of Excel. To work with lookup and conditional formulae in Excel. To be able to record macros for common repetitive tasks. To be able to use Pivot tables and filtered lists to summarise data. To be able to create and enhance charts in Excel. To be able to protect workbooks. To be competent to take a MOS exam in Excel at expert level.

See also

Our Excel Level 3 course and our course on VBA development with Microsoft Office and our courses on Microsoft Access.

Office Computing Skills

Microsoft Excel Level 3

Overview

Excel has become the cornerstone application for financial services companies and accounts departments throughout the world. Huge spreadsheets are manipulated monthly to generate reports, find anomalies and update data. This course is aimed at professional Excel users with monstrous Excel spreadsheets who need to customise and push Excel to the limit. Attendees will learn through a series of real-world examples how Excel can be automated and coerced into delivering reports, producing summary data and connected to intranets for reporting purposes. The course teaches an introduction to Excel VBA programming with the purpose of assisting in the development of Excel Macros.

Content

- Creating forms and using form elements in spreadsheets
- Customising Excel
 - Adding and modifying menus and toolbar buttons
- Automation with macros
- Simple macro recording
 - Absolute and relative macros
 - Optimising macros
- Generalising macros
- VBA Programming
 - Events, objects and properties
 - Conditional statements
 - Creating custom functions
- Loops and spreadsheet arrays
 - Dialogue boxes
 - Summarising with loops
- Updating template layouts
- Building macros in parts
 - Special Excel events
- The Excel Object Model
- Referencing Excel objects
- Common Excel ActiveX controls
- Sharing and moving workbooks
- Working with text
- Accessing form elements
- Creating a personal macro workbook
- Debugging tools
 - Stepping, walking, breaking code
- Locking and hiding sheets
- Creating and modifying templates
- Modifying Excel's defaults
- OLE linking with other Windows applications
- Excel's support for web pages

Objectives

To be able to build macros in Excel using VBA. To understand the limitations of programmed macros for critical filtering and manipulation of spreadsheets. To be able to work with Excel VBA objects (worksheet, cell, workbook) and manipulate recorded macros. To be able to debug and control macro operation.

See also

Our course on VBA development with Microsoft Office and our courses on Microsoft Access and Microsoft Visual BASIC.

You will learn how to

- Learn to start coding Excel VBA code
- Optimise Macros recorded in Excel
- Build custom functions in Excel
- Create dialog boxes
- Pump data through Excel from accounts systems, phone systems and other .CSV style files
- Modify default behaviour
- Customise graphs

..and much more

Audience
Advanced Excel users wishing to learn how to develop Macros and forms in Excel and who need an introduction the Excel VBA programming language.

Duration
DAY: 2 Days

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You will learn how to

- Learn different report strategies
- Work with conditional formats
- Learn to concisely summarise data in Excel
- Design feature rich dashboards
- Learn to use Excel's data validation
- Work with lists and any other form of database
- Build robust cross checked spreadsheets

..and much more

Audience
Experienced Excel users who have Microsoft Office Specialist Expert level or who have attended our Excel Level 2 course.

Duration
DAY: 2 Days

Office Computing Skills**Microsoft Excel Dashboards****Overview**

Business managers need access to accurate data – presented in a clear and understandable way. IACT's Excel Dashboard course teaches the skills needed to use this data to build powerful reports on any aspect of your business using Excel. Carefully built dashboard reports will help you clearly see insights into any aspect of your business.

IACT's Excel Dashboard course teaches the skills needed to build dynamic feature rich reports in Excel. Whether you are working with the latest release of Excel – or using an earlier version – this course will teach you the skills needed to produce professional feature rich Dashboards that explore your organisations data and provide compelling Excel Dashboards that will allow managers to step back from the details and see the key trends and relationships that drive their companies. Excel is an excellent tool for creating these reports.

Content

- Introduction
- Displaying key statistics
- Dashboard Reporting and Business Size
- Graphic Design
- Charting Technique
- Using Auto Shapes in Charts
- Funnelling Data
- Common Types of Funnel Methods
- Heat maps
- Data validation
- Build-From-Scratch Spreadsheet Reporting
- PivotTables
- Spreadsheet Scope
- Updating template layouts
- The Benefits of Dashboards
- Designing the dashboard
- Dashboard Reporting and Excel
- Creating Mini-Charts
- Overlaid Charts
- Dynamic Text Boxes
- How Data Flows into Excel-Based Dashboards
- Building gauges
- Reporting Periodic Data
- Spreadsheet Databases
- Spreadsheet Databases
- Advanced Dashboard Designs

Objectives

To be able to use Excel to build powerful and clear Dashboards from a wide variety of data sources.

See also

Our Excel Level 3 courses, our course on VBA development with Microsoft Office and our courses on Microsoft Access and Microsoft Visual BASIC.

Office Computing Skills

Professional Excel Skills for Financial Services

Overview

Excel has become the cornerstone application for financial services companies and accounts departments throughout the world. Huge spreadsheets are manipulated monthly to generate reports, find anomalies and update data. This course is aimed at professional Excel users with monstrous Excel spreadsheets who need to customise and push excel to the limit.

Structuring the organisation of information in a workbook is crucial to developing powerful models. Excel incorporates many features useful when working with database systems and the course will explore how existing data can be mined using different analysis techniques. The course will examine several real world problems (including attendees specific problems) and discuss how these can be tackled using techniques available in Excel. Attendees will learn through a series of real-world examples how Excel can be automated and co-erced into delivering reports, producing summary data and connected to intranets for reporting purposes. The course teaches an introduction to Excel VBA programming with the purpose of assisting in the development of Excel Macros. IACT's Professional Excel Skills courses will take existing Excel users from an intermediate skill level in Excel right through to advanced VBA macro development. No previous programming experience is required.

Content

- Absolute vs. relative reference
- Naming cells and ranges
- Working with lists and Filters
- Power formulae (vlookup, hlookup, if, sumif etc.)
- Importing data from Access and accounting systems
- Pivot tables
 - Producing summary reports
 - Pivot tables on the web
- Pivot charts
- Subtotalling with groups and outlines
- Linking worksheets
 - Handling name changes
- Using workspaces
- Using scenarios and goal seeking
- Introduction to report manager
- Creating and customising templates
- Large spreadsheet problems
- Debugging a spreadsheet
- Advanced charting
- Protecting a workbook/sheet
- Creating forms and using form elements
- Customising Excel
- Automation with macros
- Simple macro recording
 - Absolute and relative macros
 - Optimising macros
- Generalising macros
- VBA Programming
 - Events, objects and properties
 - Conditional statements
 - Creating custom functions
- Loops and spreadsheet arrays
- Building macros in parts
- Special Excel events
- The Excel Object Model
- Referencing Excel objects
- Common Excel ActiveX controls
- Sharing and moving workbooks
- Working with text
- Accessing form elements
- Debugging tools
- Creating and modifying templates
- Modifying Excel's defaults
- Excel's support for web pages
- Updating template layouts

See also

Our Access VBA courses and our Visual BASIC .NET programming courses.

You will learn how to

Create multi-sheet spreadsheet models

Protect workbooks and worksheets

Use the tracking tool to debug spreadsheets

Use pivot tables and lists

Learn lookup and conditional formulae

Customise graphs

Learn to start coding in VBA for Excel

Build custom functions in Excel

Create dialog boxes

Pump data through Excel from accounts systems, phone systems and other files

... and much more

Audience

Full time Excel users, Accounting professionals, managers, and IT professionals needing to harness the power of Excel. Anyone interested in learning to automate or develop Macros with Excel.

Duration

DAY: 4 Days

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You will learn how to

- Create and understand simple relational database models
- Query a database and create summary reports
- Create simple forms and reports for data entry
- Analyse and publish data using Excel & Word

Audience

New users of databases and users who have experience using applications like Excel and require the advanced facilities of Access. Also suitable for programmers not familiar with relational databases.

Duration

DAY: 2 Days
or
EVENING: 8 Evenings

Office Computing Skills

Microsoft Access Level 1

Overview

This course guides new users through the Microsoft Access program introducing them to the concepts and ideas behind relational databases. The course explains the structure, design and capabilities of databases written using Microsoft Access and explores the capabilities of using Access with other Windows applications.

Attendees will be familiar with the fundamental building blocks used in developing robust applications and feel confident in creating a range of databases incorporating the use of tables, queries, forms, reports and macros.

Content

- Introduction
- Database fundamentals:
 - Tables, Queries, Forms and Reports
- Creating tables and indexes
- Table relationships
- Building Queries
- Understanding query types
 - Update, summary, append and deletion queries
- Creating a Form
- The form Wizards
- The form toolbox
- Customising the appearance of forms
- Objects and properties
- Automating a form with command buttons
- Importing data from Excel
- Restricting user input
- Creating relationships between tables
- Referential integrity
- Sub-forms
- Controlling multiple forms
- List and combo boxes
- Reports
 - Grouping and sorting
 - Creating summaries
- Basing reports on queries
- Using office links
- Database management
 - Creating backups
 - Repairing databases
- User navigation
- Using switchboard manager

Objectives

To be able to design and build databases incorporating the use of tables, forms, queries and reports. To be able to design a query to extract information from the database and export that information into other windows based products. To be able to import and export information from Windows based products (such as Excel) and analyse that data. To be able to manipulate expressions and to be able to create and edit macros to help automate the use of the database. To be able to take the MOS exam in Microsoft Access.

See also

Our course on Microsoft Access Level 2 and our courses on Visual Basic and Excel.

Office Computing Skills

Microsoft Access Level 2

Overview

Microsoft Access is a powerful visual tool with which to design and develop Windows based database applications. During this course attendees will learn key database design concepts and work to build a robust database system. Exercises develop an expanding database application which is used to integrate Access's forms, tables, reports and queries into a complete data entry and reporting solution. Attendees will learn about data normalisation a key component to building scalable and robust database systems and fundamental to advancing from spreadsheet and flat-file style data models.

The course covers automation in Access using the VBA programming language and teaches the fundamentals of programming using Visual Basic in the Access environment.

Content

- Introduction to database theory
- Review of Access techniques
- Data modelling
- Data anomalies
 - Data normalisation
- Relationship types
 - 1-many, 1-1, many-many
 - Referential integrity
- Queries
 - Introduction to SQL
 - Building SQL queries
 - Query types
 - Building query forms
 - Multi-table queries
 - Sum, count, max, min, group
- Access VBA introduction
- Language syntax rules
- Variables
 - Expressions and formulae
 - Conditional statements
- Macros
 - Macro properties
 - Converting macros to VBA
- Working with form objects
 - Command buttons
 - Radio buttons
 - Combo boxes
- Building forms and sub-forms
 - Switch boards and startup forms
- Referencing objects
- Handling form events
- Linking forms
- Refreshing controls
- Error trapping
- Building Database Queries
- Summarising data
- Reports
 - Creating sub-reports
 - Linking sub-reports
- Linking to external databases

Objectives

To understand data modelling principles and the ideas behind data normalisation.

To understand the different relationship types possible between tables. To be able to build queries and understand basic SQL syntax. To be able to create a form and programmatically control common data controls. To work with reports and sub-reports. To use events triggered by users to automate forms and connect events. To use the VBA language to reference objects.

See also

Our course on VBA Development and our courses on Visual Basic.

You will learn how to

- Use Macros to automate code
- Understand data normalisation
- Work with multi-form projects
- Learn professional data modelling techniques
- Understand the relational model
- Work with ActiveX controls on forms

Audience

Existing Access users wishing to advance their knowledge of Access and VBA programming. Knowledge of Access Level 1 course or equivalent is assumed

Duration

DAY: 2 Days

or

EVENING: 8 Evenings

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You will learn how to

- Create professional presentations for onscreen slide shows and for overheads
- Incorporate graphs, clipart and graphics
- Incorporate multimedia facilities like sound, video and animation into a presentation
- Create a corporate presentation to run continuously in a reception or at an exhibition

Audience

Windows users requiring a detailed knowledge of PowerPoint to produce professional presentations

Duration

DAY: 1 Day
or
EVENING: 4 Evenings

Office Computing Skills

Microsoft PowerPoint

Overview

PowerPoint is widely used to produce high quality presentations. This course shows how to harness PowerPoint to produce the most effective eye catching and professional presentations. Attendees will incorporate graphs, charts and graphics into their presentations, learn how to incorporate multi-media features such as sound and animation and study how to best use fonts, styles and slide transitions to attract the viewers attention and help create a winning presentation.

The course includes guidelines and suggestions on how to design a presentation and how to structure slides as well as examining some of the skills required to present the data clearly and effectively.

Content

- Outline mode
- Working with the title page
- Displaying points with bullets and lists
- Designing for overheads and slides
- Fonts, styles and formats
- Drawing lines, boxes and curves
- Slide templates
- Previewing a presentation
- Clipart and images
- On-screen slide shows
- Changing the colour scheme
- Creating a consistent look
- Slide transition effects
- Building a presentation
- Sharing data between Excel and PowerPoint
- Printing notes & handouts
- Publishing presentations on the web
- Changing a slide background
- Slide and title masters
- Creating and importing charts
- Speaker and summary notes
- Slide sorter mode
- Using the Wizards & Assistants
- Rotating text and objects
- Adding multimedia effects
- Animating charts and other graphics
- Automatic slide shows
- Creating and testing slide timings
- Importing text for a presentation
Putting it all together

Objectives

To enable attendees to produce effective and powerful presentations using all the full features and functionality of the package. To be able to include clipart and graphics in a presentation. To be able to import, edit and update graphs. To be able to use slide and text transitions with on-screen presentations. To be able to modify master slides. To be competent to take a MOS core exam in PowerPoint.

See also

Our courses on Desktop Publishing with PhotoShop, Illustrator and InDesign for presentation and design skills and our Microsoft Word and Excel courses for inter-program automation.

Office Computing Skills

Microsoft Project

Overview

Managing a project requires many different management and co-ordination skills. It can be a challenge to keep track of all aspects of a project and still keep everything moving toward a project goal. Learning to use MS Project will help managers plan, manage and co-ordinate a project from conception to completion.

This course teaches through a series of project planning examples how to use Project to store and display project information, allocate resources and handle conflicts. The course will employ Project's powerful reporting and filtering tools to produce summary reports and project plans for managers and other team members.

Content

- Understanding project management and scheduling
- Working with project files and schedule information
- Project views and modes of operation
- Working with Project tasks
- Creating a (realistic) project schedule
- Entering tasks, durations and priorities
- Working with recurring tasks
- The project outline
- Using project management
- Task dependencies
- Lag time and lead time
- Identifying the critical path
- Sharing resources between projects
- Working with resources
- Budgeting resource costs
- Base Calendars and project calendars
- Identifying project milestones
- Allocating resource pools
- Resource contours
- Viewing workloads and task assignments
- Resolving resource conflicts
- Task constraints
- Tracking project progress
Baseline vs. actual data
- Working with filters
- Reporting on projects

Objectives

On completion of this course attendees will be familiar with the Microsoft Project environment and comfortable creating project schedules allocating resources and specifying task dependencies and resource costs. Attendees will be familiar with different project views and work comfortably with different types of Gantt charts. You will learn how to resolve over-allocation issues, compare the project progress with the initial projections and use the critical path method to keep projects on time and within budget.

See also

Our course on Microsoft Excel Level 1 and 2 and our Microsoft Access courses.

You will learn how to

- Develop, plan, schedule and chart project information.

- Work with calendars and implement scheduling methods such as the Critical Path Method to keep projects on track.

- Manage resource workloads and expenses and resolve resource overallocation.

- Use Gantt and Network diagrams to understand project relationships and dependencies.

... and much more

Audience

Managers needing to use Project as a tool for project scheduling and resource allocation & budgeting. Familiarity with existing Windows applications is assumed but no MS-Project experience is required.

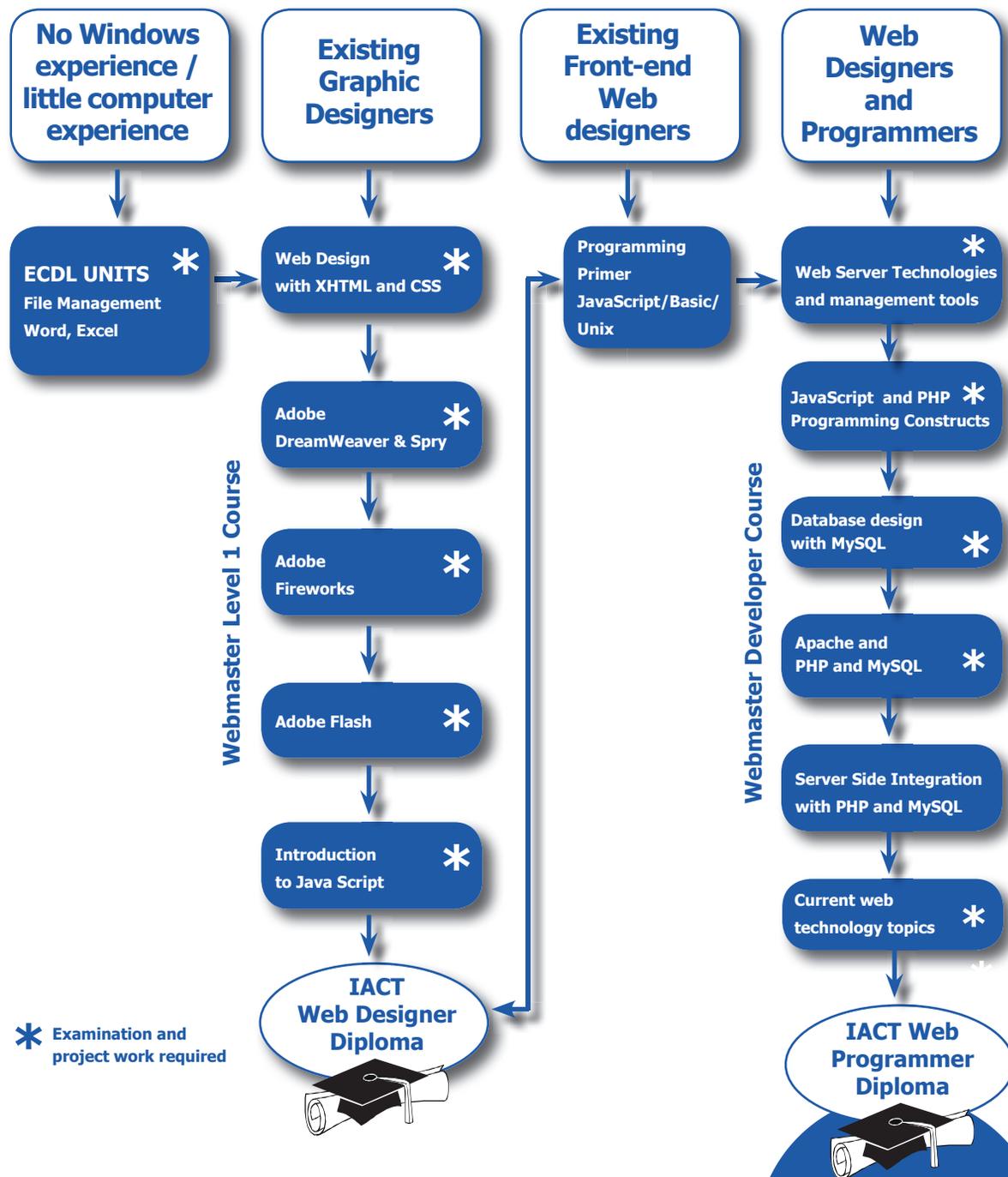
Duration

DAY: 2 Days

Internet & Web Development



Webmaster Paths



You will learn how to

- Design and structure complex web sites
- Understand issues contributing to web display speed
- Learn what makes a successful web site
- Work with the latest industry software for web design
- Master XHTML and understand frames and style sheets
- Deal with incompatibilities between web browsers
- Build a web portfolio

... and much more**Audience**

Anyone wishing to become a professional web designer prepared for hard work. IACT ECDL or equivalent experience required. Experience using graphics software would be useful but is not essential.

Duration

DAY: 10 Days
or
EVENING: 24 Evenings
or
SATURDAYS: 12 half days

Internet & Web Development**Webmaster Designer Diploma****Overview**

IACT's hugely popular Web Master Designer Diploma is renowned throughout the industry for its quality and professionalism. Producing web pages requires a wide range of skills - often incorporating the skills of a graphic designer and layout specialist with those of a programmer understanding Webmaster Level 1 XHTML and JavaScript.

This course gives new web designers the skills needed to produce professional web sites learning the skills to use the latest software (Fireworks, Dreamweaver, Flash) and understand the Webmaster Level 1 XHTML language.

XHTML is the backbone of web design. As well as the basics, this course covers style sheets and frames and how these can make web design more consistent, flexible and ease maintenance. Macromedia's DreamWeaver is the professional's choice for web design. This package incorporates advanced features (support for style sheets, roll-over buttons and facilities to embed XHTML). Flash facilitates advanced interactive features and vector animation on a web page. Fireworks provides a one-stop-shop for the development of bitmap web images and animations.

Content

- Web development with XHTML
- Adobe DreamWeaver and the Spry framework
- Adobe FireWorks
- Adobe Flash

Content drawn from full course outlines.

Examinations & Project Work

Students attending this course must achieve over 70% in two examinations incorporating the topics covered and complete a project to the required level in order to obtain the Webmaster Diploma. Students should expect to spend at least one additional day each week completing project and related work during the course. Additional coaching and tutorial sessions for students are in place to ensure satisfactory progression through the course material.

Objectives

On completion of the course attendees should be competent web designers comfortable in maintaining and developing a wide range of web sites including those involving some client-side features using JavaScript. See our Webmaster Level 2 course for web programming skills.

See also

Our Webmaster Level 2 course and individual courses on DreamWeaver, Web design with XHTML, JavaScript and related courses in DTP and Graphic Design.

Internet & Web Development

Webmaster Programming Diploma

Overview

This course follows on from IACT's hugely successful Webmaster Level 1 Diploma course. The course explores a range of state of the art technologies and current best practices used in order to build and maintain database driven websites and facilitate e-Commerce. This course will teach you how to program client side JavaScript, and server side PHP.

The course will teach you how to develop fully fledged, three tier, eCommerce enabled websites using Javascript, PHP and SQL tools. The course will provide a solid overview of current web technologies to give you the skills to keep up with rapidly changing web technologies.

This course requires extensive project work and research on behalf of each student and requires examinations for each core section. On completion attendees will be competent in building secure and robust e-commerce solutions and extending or designing scalable data driven web sites using a wide range of different technologies.

Content

- Introduction to Web Servers and web server management tools
- Introduction to programming with Javascript and PHP
- Introduction to relational databases with SQL
- Advanced techniques with Adobe PhotoShop
- Relational database design
- SQL statement design
- Client side web programming with Javascript
- Server side web programming with PHP
- Design and development of three tier data driven web sites
- Understanding and implementing secure payment systems on your website
- How to implement XML and RSS technologies on your website
- Current topics in web technology

Examinations & Project work

Students attending this course must achieve over 70% in their examinations and complete 2 major projects to the required level in order to obtain their Web Diploma. Attendees should expect to spend at least 1-2 days per week completing course work, projects and assignments in addition to attendance of the course.

Objectives

To be able to create and maintain database driven web sites using PHP and mySQL. To have a good understanding of the fundamentals of programming and Database design. To be able to implement online secure eCommerce. To have a good general understanding of emerging web technologies and an ability to keep up with rapidly changing technology.

See also

Our original Webmaster Designer Diploma which covers front end web development and our individual courses on JavaScript, ASP, Web design with XHTML and related courses in DTP and Graphic design.

You will learn how to

- Learn how to develop client and server side JavaScript
- Build search facilities into web pages
- Add shopping cart features to a site
- Learn to work with and build client-server databases
- Understand web server architectures
- Get a handle on XML and its importance

... and much more

Audience

Strong application users with a keen aptitude for programming. Advanced ability with XHTML, Dreamweaver, Flash and Fireworks is assumed. Access to a PC is required. Pre-course assessment.

Duration

DAY: 10 Days

or

EVENING: 28 Evenings

or

SATURDAYS:

14 Half Days

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You will learn how to

- Work with and understand HTML tags
- Use tables to enhance page layout
- Use Frames
- Use style sheets to customise web page layout
- Graphics file formats
- Embed objects in a page
- Work with existing word-processing documents to produce web pages

...and much more**Audience**

DTP users, designers and software developers wishing to become professional web designers and needing to learn the HTML language.

Duration

DAY: 2 Days
or
EVENING: 6 Evenings

Internet & Web Development**Web Page Design with XHTML and CSS****Overview**

The aim of this course is to teach users how to develop Web pages using the HyperText Markup Language (XHTML). With new developments in this web format specification occurring all the time and competing web browsers implementing solutions in different ways, this course examines the best way to create effective and impressive web pages which will work on any platform.

The course also examines the issues relating to images, animations and multi-media files displayed on the web and explains the problems involved in creating effective multimedia web pages.

Content

- Introducing web servers, hyperlinks and XHTML
- XHTML file structure and file naming conventions
- The XHTML standard
- XHTML design fundamentals
- Common XHTML tags & styles
- Understanding HEX colour codes
- Horizontal lines
- Anchors and Links and URLs
- Ordered lists and plain lists
- Re-formatting text
- Tables & embedded tables
- Background images
- Working with images
- Online graphic file formats
- Designing online forms
- Cascading style sheets
- Using div tags and CSS for layout
- Web browsers:
 - Firefox, Safari, Internet Explorer
 - the differences
- Tags for search engine optimisation
- Uploading and publishing to a web server
- Accessibility
- Site optimisation
- Testing links

Objectives

To be able to read and edit native code XHTML documents using the XHTML specification. To be able to import and convert documents from existing applications (such as Word, PowerPoint, Excel). To understand the graphic file formats used in web page design. To be familiar with some existing tools for web page publication. To be able to find and lookup new XHTML specifications on the web. To understand the concepts and terminology behind web scripts.

See also

Our courses on FrontPage, Macromedia Dreamweaver, Flash and Fireworks, as well as our VBScript and JAVA Primer Programming courses.

Internet & Web Development

Adobe DreamWeaver

Overview

As web design skills continue to increase in demand, the need for skills to create more powerful and versatile websites and to maintain them becomes ever more important. The goal of this module is to advance attendees skills to allow them to build robust and structured web sites using DreamWeaver. The course takes users from building basic web sites - working with text, paragraphs and styles - to build flexible layouts using CSS, templates and libraries, and introduces the powerful Adobe Spry framework. This module is suitable for both Apple Macintosh and Microsoft Windows users.

Content

- Overview of DreamWeaver
- XHTML inspector, object palettes
- Building basic web pages
- Opening and saving XHTML files colours and page properties
- Working with text fonts, colours, styles
- Paragraphs and layouts, alignment, lists, headings
- Working with images
- Placing images, image properties, image formats, rollovers
- Working with links and URLs
- Relative & absolute links
- Working with tables
- Fill-in forms
- Creating a form, adding form objects, names and values
- Creating a CSS based site
- AP elements
- Adobe Spry components
- Building site navigation with Spry menus and widgets
- Inheriting styles
- Page attributes
- List attributes
- Border attributes
- Layers and positioning
- Moving, resizing, preferences
- Assets and libraries
- Publishing to a web server

Objectives

On completion of this course, attendees will be familiar with DreamWeaver and its design methodology and feel comfortable in designing and building web pages using templates and style sheets. Attendees will also be familiar with the basic concepts involved in creating interactive web pages using Spry components and will understand how to embed objects on a web page and publish the completed pages to the web.

See also

Our Webmaster courses and our courses covering Fireworks and Flash as well as our introductory web skills courses covering Web page design with FrontPage and HTML.

You will learn how to

- Build fast web pages
- Understand web graphic formats
- Work with tables as layout tools
- Understand URLs
- Work with frames and frame-sets
- Use styles sheets to maintain consistent look to web pages
- Use layers effectively
- Incorporate basic JavaScript into a web page
- Build interactive forms

... and much more

Audience

Professional designers familiar with DTP or graphics software needing to get to grips with this powerful web design tool. Strong Windows skills are assumed but no previous web skills required.

Duration

DAY: 3 Days

or

Evenings: 10 Evenings

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You will learn how to

- Work with interactive tools in FireWorks
- Build super Web Graphic images
- Understand different web graphic formats and their restrictions
- Build animations
- Use FireWorks special effects with your own graphic images
- Incorporate images into DreamWeaver
- Understand graphic slicing and transparency

... and much more

Audience

Web designers needing to enhance existing images or those who need to create animations using Fireworks. No previous knowledge of graphics design software is required.

Duration

DAY: 2 Days
or
Evenings: 6 Evenings

Internet & Web Development

Adobe FireWorks

Overview

FireWorks is a web graphics design tool optimised to make the creation of PNGs, GIFs and JPEG images straightforward. [Most web design software does not provide support for editing or creating graphic images which are an important component of website design.

Typically a web page designer will use a number of application packages in the process of producing a website. FireWorks bypasses the need to use these other programs and provides specific web tools - including support for animation, browser palettes and additional functionality when used in conjunction with DreamWeaver. This module teaches users how to optimise their use of the FireWorks program in producing effective and professional web graphic imagery.

Content

- Overview of FireWorks
- The FireWorks screen layout
- Importing and exporting images
- Creating and editing graphics
- Drawing and editing tools
 - Image mode basics
- Using Colour Swatches and the colour mixer
- Applying outlines and fills textures and styles
- Working with effects and extras
- Image resolution
- Text and text paths
- Organising the document
- Grouping objects
- Arranging layers
- Resolution and scaling
- Working with effects
- Masking
- Working with existing images
- Import/export formats and options
- Colour palettes
- File formats and restrictions
- GIF transparency and PNG alpha transparency
- Basic frame animation
- Image maps and links
- Slicing images
- Rollovers
- Integration with Dreamweaver

Objectives

On completion of this course attendees will be familiar with FireWorks program and feel comfortable in designing graphics for the web. The module explains key graphics concepts (resolution, image scaling, etc.) important in website design. Attendees will learn how to mock up websites in Fireworks and how to slice and recompose graphics intensive websites using Fireworkworks and Dreamweaver.

See also

Our courses covering DreamWeaver and Flash and our introductory web skills courses covering Web page design with FrontPage and HTML.

Internet & Web Development

Adobe Flash Level 1

Overview

Adobe's Flash has helped create some of the most exciting and lively web pages in use today. Flash is one of the only vector image formats widely supported on the web which includes animation, interactivity and audio.

This module takes users from the basics of building simple vector images through to creating multi-frame interactive animations which can be deployed on the internet.

Users explore a number of different applications of Flash - learning how to create interactive forms, add sound to events triggered by users and other advanced techniques in working with web design.

Content

- Overview of Flash
- The Flash work environment
- Creating frame by frame animations
- Vector vs. bitmap graphics
- Frame based animation
- Tweening
- Using inspectors
- Drawing and painting
- Using colour swatches and colour mixer
- Applying outlines and fills textures and styles
- Working with effects
- Live effects and extras
- Image resolution
- Text and text paths
- Organising the document
- Grouping objects
- Arranging layers
- Symbols
- Links and URLs
- Working with effects
- Working with existing images, importing
- File formats and restrictions
- Colour palettes
- Creating animation keyframes, tweening paths
- Interactive movies
- Creating forms, form elements and menus
- Creating web objects
- Using layers
- Working with symbols

Objectives

On completion of this course, attendees will be familiar with the Flash program and will be comfortable in creating interactive animations and flash banners for web deployment. The module will explain important animation concepts such as tweening, timelines and frame rates. The module will explain how to work with Flash's vector drawing tools as well as learning to create Flash movies from a sequence of existing images.

See also

Our advanced Flash course, our Webmaster Diploma courses and our introductory web skills courses covering Web page design with FrontPage and XHTML.

You will learn how to

- Use the Flash toolbox
- Create movies
- Understand timelines and frame rates
- Create special effects
- Create interactive forms
- Convert existing images
- Produce interactive movies
- Deploy Flash on a web page
- Add sound to keyframes and in response to actions

... and much more

Audience

Web designers needing to develop interactive web pages perhaps incorporating sound and animation. Anyone wishing to get a good understanding of web design techniques. Familiarity with other web design software (such as FrontPage) is assumed.

Duration

DAY: 3 Days

or

EVENINGS: 8 Evenings

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You will learn how to

- Develop powerful animations in Flash
- Build frame-by-frame animations and use motion tweening
- Add interactive buttons
- Share symbols and libraries across movies
- Add sound and special effects to movies
- Work with ActionScript to control a movie
- Create dynamic content in a movie
- Pass information to databases and web sites from Flash

... and much more

Audience

Existing Web designers and programmers with at least 1 years experience familiar with Flash interested in learning advanced Flash techniques and programming using the integrated ActionScript programming language.

Duration

DAY: 4 Days

or

EVENING: 10 Evenings

Internet & Web Development

Adobe Flash Level 2

Overview

This course teaches a wide spectrum of software professionals how to design and deliver cross-platform, low-bandwidth animations, presentations, and Web applications using Adobe Flash. This is a practical, task-based course, with students learning by doing. Along with reviewing the basics of Flash, the course focuses on best practices and design, stressing the importance of usability, optimisation, and performance.

The course also teaches how to develop Flash applications using ActionScript, a powerful built in language providing huge additional scope for Flash development.

Content

- Introduction to Flash
- Creating simple graphics and text
- Using graphics, Importing graphics
 - Using text, masking
- Adding simple animation, Working with symbols, libraries, and instances
- Creating frame-by-frame animation
 - Motion tweening, Using motion, guides, shape tweening, stop actions
- Symbols and Libraries. Types of symbols, Working with libraries
- Using Actions and ActionScript
- Controlling the Macromedia Flash Player. Interactive buttons
- Creating Compact Movies. Load Movie action. Shared libraries to create smaller movies
- Adding Sound. Modifying the sound level
- Publishing. Bandwidth Profiler
- The video object. Adding video
 - Importing video clips as embedded files
- Techniques for optimising movies
 - Formats
- Using Variables and Conditional Logic.
 - Overview of ActionScript
- Creating simple forms
- Using built-in functions
- Using conditional logic
- Animating with ActionScript
- Modifying movie clip instance properties
- Referencing a movie clip instance
- Using the on ClipEvent action
- Loading Movies and Passing Variables
- Referencing variables across movies.
- Debugging with the Trace action
- Creating Dynamic Content in Adobe Flash
 - Creating an external data source
 - Loading variables from an external file.
 - Passing variables out of Flash
 - Passing variables via a URL string
 - Using functions to develop reusable ActionScript
 - Creating and referencing functions
 - Creating custom functions
- Introduction to Objects. Creating and using objects. Using the Colour object.

Objectives

On completion of the course attendees will have a thorough understanding of building Flash movies and how to incorporate ActionScript into their movies. The course will also prepare attendees for the Certified Macromedia Flash Developer examinations.

See also

Our Webmaster Level 1 and Level 2 courses, our DreamWeaver, Flash and FireWorks courses and our courses on JavaScript and ASP Programming.

Internet & Web Development

e-Commerce for Managers

Overview

This course is designed to bring delegates up to speed in all the major aspects of building an e-Commerce strategy. Featuring a combination of lecture, discussion and group work, this course provides an overview of web site e-Commerce concerns for managers.

The course provides attendees with an overview of the technologies involved in creating a web presence - from the fundamentals of basic HTML web pages - to integration with existing IT systems using web server technologies. The course also provides an overview of security issues - encryption, digital signatures and on-line credit-card clearance. You will learn key issues involved in successful web site design and e-business development.

Content

- Introduction to e-commerce
 - The internet's history
 - The facts, the fallacies and the opportunities.
- Types of e-businesses
 - On-line services, products, references
- What currently sells on-line and what the future holds
- On-line selling strategies
 - Internet marketing
- Costing an e-commerce site
- Finding profit
- Current US and Irish B2B, B2C e-commerce strategies
- Case study
 - Learning from trends in technology and the Internet boom
- e-Commerce Technology
- Overview of web technologies.
 - Understanding the buzz words
- Building a simple web site
 - Publish a small sample site online during the class
- Shopping carts
- Database systems
- Scalability: Planning and building a site for the future
- Integration with existing IT systems
- Security considerations
- Legal requirements
- Tax liabilities
- Measuring a web site's success

Objectives

To understand key e-Commerce concepts. To understand internet marketing strategies. To gain an overview of various web technologies and their purpose. To be able to constructively critique web sites for e-commerce value. To understand issues involved in scaling a web site. To be able to build a basic web site. To describe audience development, issues when working in a global environment, and other e-commerce terms and concepts.

See also

Our Webmaster courses and our introductory web skills courses covering Web page design with FrontPage and XHTML.

You will learn how

- e-Commerce impacts every business
- Understand key internet concepts
- Learn to sell and market goods and services on-line
- Estimate the cost of a web site
- Understand legal and tax implications for on-line business
- Interpret trends in technology
- Critically evaluate a web sites effectiveness

... and much more

Audience

Directors and Managers of companies wishing to develop an e-commerce strategy for their business or looking for additional insight into how they can best exploit the web.

Duration

DAY: 2 Days

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You will learn how to

- Embed JavaScript in a web page
- Build JavaScript code to control the appearance of HTML pages
- Work with conditions, functions and loops
- Create dynamic effects with images and web pages
- Validate forms
- Interact with the user and remember user preferences

... and much more**Audience**

Web designers with no programming experience wanting to enhance their web pages with dynamic content needing a good foundation in client-side JavaScript programming. A good working knowledge of HTML essential.

Duration

DAY **3 Days**
or
EVENINGS **8 Evenings**

Internet & Web Development**Client-side JavaScript Primer****Overview**

JavaScript is a powerful scripting language that can be directly embedded into HTML web pages. It is used extensively on the web to add interactivity, control the browser and dynamically generate HTML as well as create interactive effects such as roll-over buttons and drop down menus.

The JavaScript language is syntactically similar to C, or JAVA with similar structures. This course teaches users how to program using client-side JavaScript and will help attendees learn to exploit these features in their web pages.

Content

- Overview of JavaScript and other scripting languages
- JavaScript language structure
- Variables
 - Types, declarations & scope
- Operators and expressions
 - Logical, string, arithmetic
- Input and output
 - Dynamically change web pages
- Working with data
 - Strings, numbers, objects
- Decisions and conditions
 - Boolean expressions
- Loops
 - Loop construction
 - For loop, While loop
- Arrays
- Functions
 - Declaration, scope, parameter passing mechanisms
- Embedding JavaScript in HTML
- Introduction to Objects
- Strings and string processing
- Introduction to Events and Event processing
- The WINDOW object
- Working with Frames
- Introduction to DOM
- Forms
 - Testing form field values
 - Text and combo boxes
- Images and image effects
- Introduction to Cookies
- Downloading and working with sample scripts

Objectives

The goal of this course is to provide a solid foundation in client-side JavaScript programming. Attendees will understand the syntax and structure of the JavaScript language - learn how to write conditional statements and loop constructs. Understand the purpose of functions and be able to call and link functions to events. Attendees will learn to embed JavaScript programs within a XHTML page, be able to create dynamic content on a web page and utilise events within a web page.

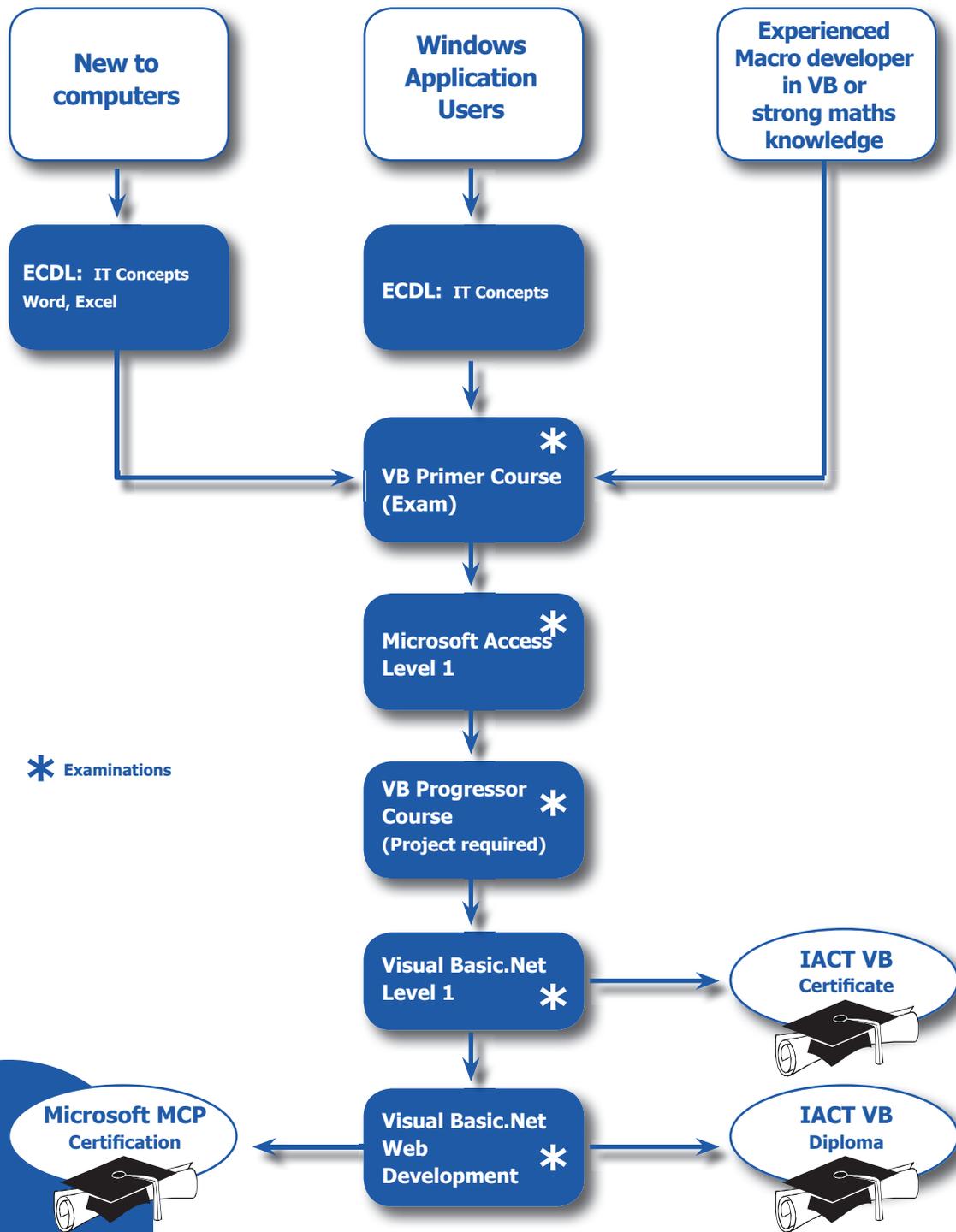
See also

Our course covering JavaScript Development and JAVA Programming, Macromedia DreamWeaver as well as our introductory web skills courses covering Web page design with FrontPage and HTML.

Programming Courses



Visual Basic Skills Paths



Programming Courses

Advanced Diploma in Visual Basic

Overview

This course was designed to provide a fast-track to programming skills for non-programmers. Building from the basics of program design and problem solving the course will develop skills to enable you to understand how to create and design robust applications developed in the Visual Basic environment.

The course discusses database theory and the concepts behind the development of a relational database. Attendees will then advance onto algorithm development and learn important search and sort algorithms as well as programming techniques such as recursion and the use of classes and objects. Once sufficient programming skills have been developed students will develop a 3-tier client-server database based around SQL Server and evolve the project using the .NET framework to build a robust web based application using IIS and ASP.

Content

- Introduction to Programming and algorithmics
- Visual Basic Programming
- Access Databases Level 1
- Visual Basic Progressor - developing algorithms
- SQL and Database Design
- Visual Basic .Net Development
- Visual Basic .NET Web Development

Content drawn from full course outlines.

Exam and project work

This is an intensive course requiring extensive project work and examinations. Attendees must have access to a PC to complete project work running Windows and Visual Basic. Attendees should expect to spend at least one additional day per week completing project assignments, preparing for exams and completing homework.

Objectives

To provide a thorough understanding of the event driven programming model and to provide experience and practical skills in working with a wide range of common ActiveX controls in VB. Attendees will be introduced to the building blocks of the Visual Basic language and develop techniques for programming problems which will help with the management of more complex programming tasks. On course completion attendees will be comfortable developing a 3-tier client-server database and able to integrate it using IIS and ASP into a data-driven web site. This course will allow attendees to grasp the underlying principles behind most computer languages.

See also

Our individual courses on Microsoft Visual Basic, our Access course as well as our Java Primer and C/C++ programming courses.

You will learn how to

- From the beginning how to build a robust programming application
- Work with the latest Visual Basic technology
- Be able to build database applications
- Use SQL to query and update databases
- Build 3-tier client-server applications
- Work with VB .NET to build web applications using IIS and ASP

... and much more

Audience

Non-programmers wishing to learn how to develop fully functional database and web applications in Visual Basic. Pre-course assessment required.

Duration

EVENING: 36 Evenings

You will learn how to

- Understand VB programming constructs
- Work with common VB controls
- Understand the event model
- Understand strings and string functions
- Trap errors and debug an application
- Learn to think like a windows developer

Audience

Non-programmers wishing to start programming Visual BASIC and advanced macro developers wishing edit VBA code.

Duration

DAY: 3 Day
or
EVENING: 8 Evenings

Programming Courses**Visual Basic Primer****Overview**

This course was designed to provide a fast-track to programming skills for non-programmers. The course teaches, in a series of practical sessions, how to work with the fundamental building blocks of programming - learning about loops, conditional statements, and structured program development. It is a precursor to the Visual Basic Progressor course which builds on these fundamentals.

Users will develop using the Visual Basic programming language and learn to work with forms, and controls to bring their skills to a useful level by course completion.

Content

- Algorithms
 - Program Specification Design & Development
 - Pseudocode
- Event driven programming
- Objects
 - Events, methods & properties
- Program design
- MsgBox, inputbox functions
- Variables
 - Naming, declaration and type
 - Assignment
- Expressions
- Operators
 - +, -, /, *, MOD, \ etc.
- Conditional statements
 - Boolean expressions
 - Flow charts
- Startup form
- Testing, Debugging & Walking
- Common Controls
 - Text, label, command button controls
- Loops
 - Initialiser, condition, advancer
 - Counting & Sentinel loops
- Controlling user navigation
- Naming conventions
- Graphics commands
 - Line, circle commands
- Functions and procedures
 - Parameters, return types
- Strings
 - Left\$, Mid\$, Right\$, Len
 - Fixed, variable length
- ASCII text files
 - Reading and writing files
 - Processing basic text files
- Arrays
 - Upper and lower bounds
 - Index, type and value

Objectives

To provide a thorough understanding of the event driven programming model and experience in working with a range of common ActiveX controls in VB. Attendees will be introduced to building blocks of the Visual Basic language and develop techniques for solving simple programming problems which will help with the management of more complex programming tasks. This course will allow attendees to grasp the underlying principles behind most computer languages.

See also

Our follow-on course (Visual Basic progressor) and our Microsoft Visual Basic Levels 1 & 2 courses as well as our Access course.

Programming Courses

Visual Basic Progressor

Overview

The aim of this course is to advance users past the early stages of program development introduced with our Visual Basic Primer course. This course introduces data structures and the step-wise refinement approach to developing software solutions vital to progress to more advanced stages of program design.

Attendees will focus on problem solving to solve basic computing problems as well as learning standard algorithms for sorting and searching data. The course requires one group project and one individual project to be completed by the end of the course and presented to the class.

Content

- Review
- Objects, events, properties and methods
- Variables and types
 - Variable declarations
 - Variable scope and lifetime
- Embedded loops
 - Loop exiting techniques
- User-defined types
- Enumerated types
- Functions and parameter passing mechanisms
- Function scope
- Global variables
- Recursive functions
- Sorting techniques
 - Sorting arrays of numbers and strings
 - Bubble sort, Insertion sort, QuickSort
- Searching algorithms
 - Binary search
- Text files
 - Modes of operation
 - Reading and writing records
 - Searching and processing text files
- Text files and listboxes
- Working with fixed format text files
- Multi-dimensional arrays
- Analysing Requirements
- Working with menus
 - Pop-up menus and drop down menus
- Individual Project & Group project

Objectives

To be able to sort and search arrays and text files. To be able to create functions and procedures and understand the scope and parameter passing mechanisms used in VB and other programming languages. To be able to create user defined types and create fixed format text files. To understand the concept of a recursive function and be able to work with multi-dimensional arrays.

See also

Our course on Visual Basic Primer, Visual Basic Level 1, Level 2 and our Visual Basic for Applications course.

You will learn how to

- Develop and create user defined types
- How to sort and search data and text files
- Understand scope rules and VB project organisation
- Work with multi-dimensional arrays
- Work with recursive functions

... and much more

Audience

This course is aimed at new programmers having completed and passed the exam for the Visual BASIC Primer course (or equivalent).

Duration

DAY: 3 Day

or

EVENING: 8 Evenings

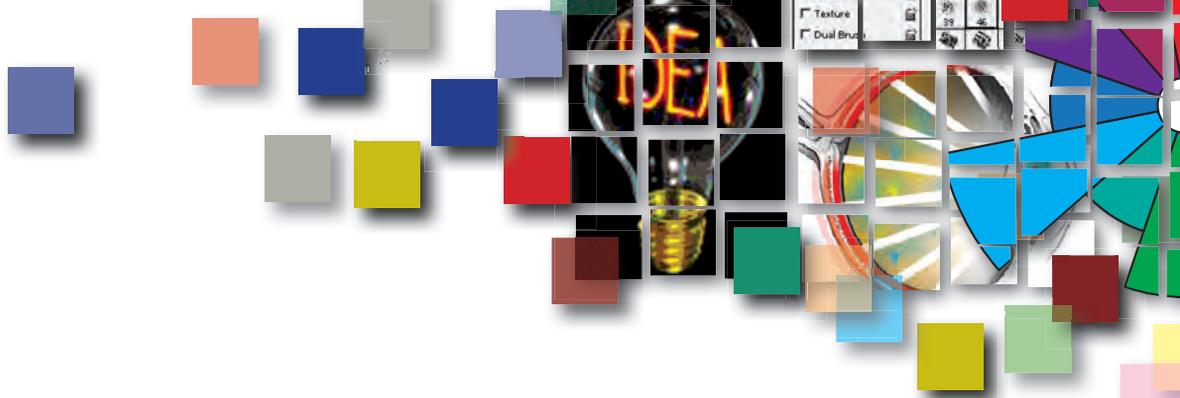
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You will learn how to

- Develop standalone Windows applications
- Understand the event model
- Work with advanced VB controls
- Create simple database applications
- Trap errors and debug an application
- Think like a windows developer

Audience

Software developers with experience using conventional languages and those having completed the VB Progressor course.

Duration

DAY: 4 Days

or

EVENING: 12 Evenings

Programming Courses

Visual Basic .NET Application Development

Overview

This course teaches the Visual Basic .NET language while building graphical front end applications that contain menus and toolbars. The applications you build will display data queried from a database and show you how to update that data through forms you build in the application. There is also an extensive and detailed discussion on building classes and class theory to give you a good grounding in .NET.

Content

- Product Overview - Essentials of Visual Basic development
- Creating an Application Using WinForms
- Responding to Events
- Elements of the Visual Basic Language
- Creating a Larger Application
- Menus and Toolbars
- Controls - Changing the Tab Order - Responding to Command Button Using Text Boxes, Option Buttons, Check Boxes, List Boxes and Combo Boxes - The DataGridView Control.
- Exception Handling - Structured Exception Handling – Using Try, Catch – Throwing Exceptions.
- Debugging
- Programming Databases
- Classes, Structs, Interfaces and Inheritance
- Streams and IO
- Creating Components
- Building the component. Creating a simple client application.
- Working with namespaces.

Objectives

This four-day course teaches the skills required to develop Windows applications using Visual Basic .NET and Visual Studio. The course also covers object orientation, event-driven programming, and database access using ADO.NET. This course stresses good user interface and application design at all stages of development.

See also

Our course on Visual Basic Level 2, VBA for Office Automation and our Microsoft Access Level 2 course.

Programming Courses

Visual Basic .NET Web Development

Overview

Create ASP .NET Web sites using Visual Studio and Visual Basic .NET. You need no knowledge of .NET to attend this course as you will learn Visual Basic .NET and ASP .NET throughout the course. A basic understanding of programming is assumed.

This course start with the fundamentals of creating a Web site through displaying data from a database in the browser to securing parts of your site and building your own components for reusing in other Web sites.

Content

- Overview
- Web Forms - Creating web forms and using “code behind” and events.
- Accessing Data - Overview of ADO.NET.
- Site Look, Feel and Navigation
- Managing State
- Using Caching
- Introduction to Web Services
- Using Trace Functionality
- Security and Membership
- Creating Server Controls
- Deployment - “XCOPY” deployment. Configuration files and site administration.
- ASP .NET Microsoft Management Console Admin Tool.
- HTTP Runtime Support The HTTP Runtime, Modules and Handlers.
- Overview of HttpHandlers and Factories.
- Questions and Answers

Objectives

This four day course teaches programmers how to create web applications using ASP.NET 3.5. The course uses Visual Studio 2008 to develop examples with the Visual Basic .NET language.

See also

Our course ons Microsoft Visual C#, Java Programming, and other related courses on Visual BASIC .NET

You will learn how to

- Create ASP .NET Web sites using Visual Studio and Visual Basic .NET.
- Create robust applications in Visual Basic
- Learn Visual BASIC control structures
- Learn to rollout and deploy your applications
- Trap errors and develop bullet proof applications

Audience

Some knowledge of web application development and experience in developing applications using a language such as Visual Basic, Java, VBScript or JavaScript.

Course participants are provided with a manual containing fully worked examples and explanations of the techniques covered in this course.

Duration

DAY: 4 Day

You will learn how to

- Automate applications using VBA
- Transfer information between applications
- Learn to use object referencing in VBA
- Create reliable applications with error handling
- Use the MAPI to send mail between users automatically

... and much more**Audience**

Advanced applications users and programmers needing to learn VBA techniques for programming Office and other applications such as VISIO and Corel DRAW!

Duration

DAY: 3 Day
or
EVENING: 8 Evenings

Programming Courses**VBA Development with MS Office**

Highly Recommended!

Overview

VBA opens a Pandora's box of delights for advanced users and programmers of applications like Word and Excel supporting the VBA model.

This course has been designed to give an all-round understanding of development in the VBA environment, providing the foundation needed to develop interactive programs exploiting the enormous time and money saving potential offered by VBA.

The course discusses the technologies used within the office suite for communicating between the applications, as well as the fundamentals of the VBA language. Integration of the office suite is then considered in some depth, giving insight into how VBA automation can save hundreds of hours at the click of a button. The course will help exploit the real potential of Visual BASIC for automating tasks within the Office suite of applications.

Content

- The Office Object Model
- Automation with Visual Basic for Applications
- The different flavours of VBA
- The Macro recorder
 - Macro generalisation
 - Stepwise refinement of Macros
- Macros in Word, Excel PowerPoint and Access
- Customising toolbars
 - Adding menus
- The VBA IDE
- Editing Macros
- VBA Language syntax
- Creating forms
 - Displaying and hiding forms
 - Form controls and events
- Modules and dialogue sheets
- Event driven programming
- Excel object model
- Collections, objects, methods and properties
- Getting input from the user
- Data Access with DAO & ADO
- Templates and protection
- Automating mail applications
- Error handling
 - Stepping walking & debugging
 - Setting watches
- Code location & distribution
- Common ActiveX controls
- Form and dialogue box design
- Using ODBC and the jet database engine
- Standalone applications
- Co-operative applications

Objectives

To be able to automate applications in the office suite using VBA and to exploit the advantages of Visual Basic for Applications. To be able to add mail-handling capabilities to an application. To streamline applications using macros. To be able to develop cooperative applications between Word, Excel and Access and communicate between applications.

See also

Our courses on Microsoft Visual Basic and our advanced courses in Microsoft Word, Excel and Access.

Programming Courses

Crystal Reports for Windows

Overview

The aim of this course is to produce flexible reports using Crystal Reports. Crystal is a powerful reporting tool which is regularly used to report from Access, SQL Server, Oracle, Sybase and other relational databases.

This course provides an introduction to reporting from relational databases and explores Crystal Reports features for summarising and highlighting data. Attendees will learn how to produce a range of different reports from list oriented reports to those with embedded sub-forms containing graphs and tabular information.

Content

- Introduction to relational databases (tables, fields, relationships)
- Setting up a report
- Field types
- Formatting fields
- Selecting records
- Sorting report data
- Grouping report data
- Creating custom groups
- Summarizing and totalling data
- Building formulae
- Formula syntax
- Adding graphs/charts
- Working with OLE objects
- Previewing a report
- Editing in preview mode
- Working with field types
- Order of precedence
- Useful domain functions (max, min, average etc.)
- Calculating with dates
- Default Date formats
- Report headers and footers
- Repeating sections
- Refreshing report data
- Sub-reports
 - Embedding sub-reports
- Changing run-time properties
- Highlighting and flagging data
- Summary report types
 - Tabular reports
 - Creating charts and graphs
- Exporting report data
- Creating run-time reports

Objectives

To be able to create, manipulate and modify reports. To understand the implications of selection criteria. To be able to group, sort and summarise data in a report. To use formulae, custom group levels and sorting to order data. To work, create and insert sub-reports and understand where they are required. To flag, customise and highlight data in a report. To be able to build run-time reports. To be able to understand the data refresh options.

See also

Our courses on Microsoft Visual Basic and Microsoft Access.

You will learn how to

- Connect to a database directly and via ODBC
- Work with formulae to summarise data into groups
- Export reports to Excel and onto the web
- Create run-time reports for distribution
- Highlight and flag important data in a report

Audience

New users of Crystal Reports wishing to learn to report using data from a variety of different sources.

Duration

DAYTIME: 2 Days

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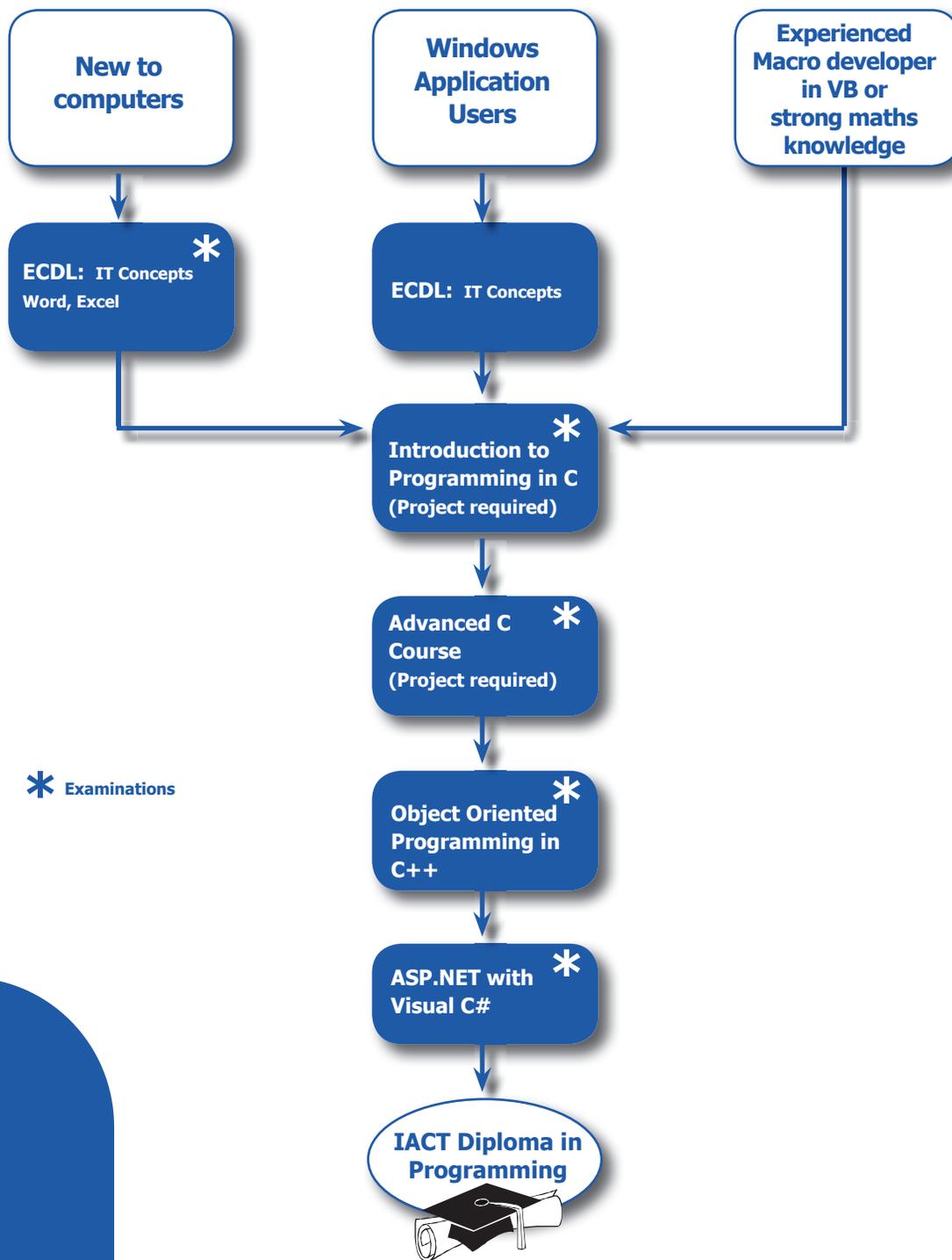
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C, C++ and C# Skills Training Paths



Programming Courses

Introduction to programming C

Overview

The aims of this course are to introduce newcomers to programming in the C language. The course covers all of the fundamental aspects of the C programming language. The emphasis is a hands on practical approach with plenty of examples and user interaction. By the end of the course participants will be able to create and compile portable C programs to perform a wide variety of programming problems and become familiar with most aspects of the C programming language.

The course takes a hands-on practical approach to the development of programming skills which will enable the trainee to build useful applications by the end of the course.

Content

- Characteristics of C and UNIX
- C Language Syntax
- Declaring variables
 - Built in variable types
 - Constants
- Compiling and linking a file
- Header files
- Program project or make files
- Boolean operators
 - Truth tables
 - AND, OR and NOT operators
- Type modifiers
- Standard I/O Library
 - scanf, printf, getchar
- Storage classes
- Casting
- Conditional expressions
 - IF and SWITCH statements
- Loops
 - Parts of a loop
 - FOR and WHILE statements
- Functions
- Recursive functions
- Parameter passing
 - Return values
 - VOID functions
- External functions
- Break and continue
- Single dimensional arrays
- Introduction to Pointers
- Pointers as function parameters
- Arrays vs. Pointers

Objectives

To learn how to understand, modify and develop ANSI C programs in an efficient and reusable way. To make full use of C's powerful structured programming features and to be able to write complex data-structure definitions. To be able to develop programs using standard library functions and to be able to use the software tools necessary for C development.

See also

Our course on Advanced C, C++, JavaScript and Microsoft Visual BASIC.

You will learn how to

- Create programs using the C language
- Work with boolean operators
- Understand Pointers, arrays and structures
- Create and edit make files
- Handle command line arguments in C

...and much more

Audience

New programmers who would like to get up to speed quickly in this powerful and versatile language.

Duration

DAY: 3 Days

or

EVENING: 8 Evenings

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You will learn how to

- Develop and create user defined types
- Learn how to sort and search data and text files
- Understand scope rules
- Master the standard C libraries
- Create and understand make files for project organisation
- Work with multi-dimensional arrays
- Work with pointers and structures

... and much more**Audience**

Anyone having successfully completed the Introduction to C Programming course and those intending to attend the OOP in C++ programming course.

Duration

DAY: 3 Day
or
EVENING: 8 Evenings

Programming Courses**Advanced C****Overview**

The C programming language provides a rich set of features and techniques for developing software. This course takes users with a basic understanding of programming C through its advanced features - revealing the intricacies associated with pointers, user defined types, structures as well as examining additional libraries and programming techniques.

The course assumes familiarity with general C syntax and with common structures such as loops, conditional expressions and functions.

Content

- Review C Syntax
- Variables and types
 - Variable declarations
 - Variable scope and lifetime
- Embedded loops
 - Loop exiting techniques
- User-defined types
- Functions and parameter passing mechanisms
- Recursive functions
- Sorting techniques
 - Sorting arrays of numbers and strings
- Searching algorithms
 - Binary search
- Text files
 - Modes of operation
 - Reading, Writing, Searching and processing text files
- Fixed format text files
- Pointers
 - Arrays vs. Pointers
 - Dynamic memory allocation
 - Pointers to functions
 - Linked lists
 - Multidimensional arrays and pointers
 - Performance issues with pointers
 - Make files and header files
 - Structures and Unions
 - User defined types
 - Pointers to structures
 - Arrays of structures
 - Binary trees and similar structures
 - Structures as pointers
 - Structure hierarchy
 - Command line parameters
 - Parsing command line arguments
 - UNIX pipes
 - Casting
 - External functions
 - Break and continue

Objectives

To be able to sort and search arrays and text files. To be able to understand the scope and parameter passing mechanisms used in C and other programming languages. To be able to create user defined types and structures and work with linked structures using pointers. To master pointer manipulation and understand pointer and array connections. To be able to create an array of pointers to functions and use this to parse command line arguments and similar.

See also

Our courses on Object Oriented Programming in C++ and our Visual C++ programming courses.

Programming Courses

OOP programming in C++

Overview

The aim of this course is to teach the principles underlying Object Oriented Programming through C++. Object Oriented programs are easier to understand and maintain than their traditional counterparts. This style of programming is the key to reusable software and can greatly reduce the costs of developing and adapting software to meet new requirements. This course is aimed principally at C programmers needing to come to grips with the C++ programming methodologies in order to develop software for GUIs and for Open Systems Development.

Content

- Introduction to C++
- Introduction to Object Oriented Program Design
- C vs. C++
- C++ language syntax
 - Variables and types
 - Conditions
 - Loops
 - Functions
 - File structure
- C++ and Object Oriented Programming
- The Structure of a C++ program
- Classes in C++
 - Methods and properties
 - Constructors and destructors
 - Inheritance
- Derived Classes
- Operator overloading
 - Common overloading errors
- I/O Libraries
- Standard C++ Libraries
 - string and math libraries
- Exception Handling
 - Throwing and catching errors
- Object Oriented Design
- Inheritance vs. encapsulation
- The Object Oriented Landscape
- Object Oriented Alternatives in C++
- The future of Object Oriented Programming
- Introduction to MFCs and C++ programming

Objectives

To teach good Object Oriented C++ programming style, to make use of C++ classes for encapsulation and to convert existing C programs into C++ Object Oriented Programs. During the course you will learn how to build Software Libraries, use Constructors and Destructors to manage Storage and use C++ Programming environments and tools. We will use the C++ programming language to build simple Windows based applications illustrating the principles underlying object oriented programming.

See also

Our course on C Programming and Microsoft Visual C++.

You will learn how to

- Develop Objected Oriented programs in C++
- Master key concepts of operator overloading, inheritance, polymorphism and encapsulation
- Understand object oriented methodology applied to Windows MFC development.

Audience

Programmers, analysts and technical managers who are responsible for development and/or maintenance of applications and systems programs in C++.

Duration

DAY: 4 Days

or

EVENING: 12 Evenings

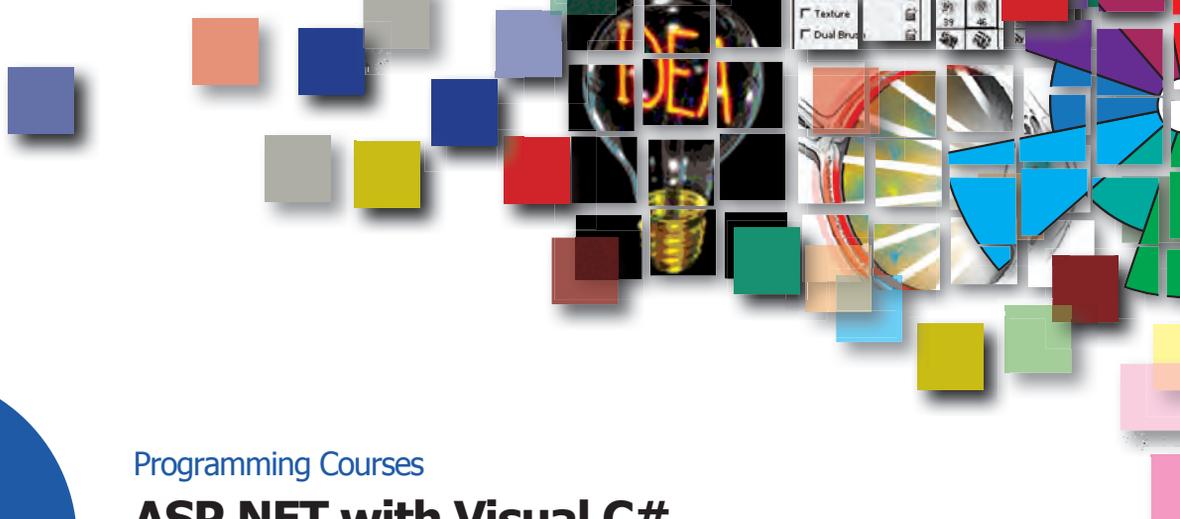
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You will learn how to

- Develop dynamic web sites using Visual C#
- Work with themes and skins
- Use LINQ to speed up database development
- Put into practice the principles of object oriented design

Audience

Programmers with some knowledge of XHTML and experience in a language such as Visual Basic, Java, C++, VBScript or JavaScript.

Course participants are provided with a manual containing fully worked examples and explanations of the techniques covered in this course.

Duration

DAY: 4 Days
or
EVENING: 12 Evenings

Programming Courses

ASP.NET with Visual C#

Overview

Create ASP .NET Web sites using Visual Studio and Visual C#. You need no knowledge of .NET to attend this course as you will learn C# and ASP .NET throughout the course. A basic understanding of programming is assumed.

This course starts with the fundamentals of creating a Web site through displaying data from a database, using AJAX to improve your users experience in the browser to securing parts of your site and building your own components for reusing in other Web sites.

Content

- Overview - Introduction to ASP.NET. Features and functions. Architecture and design
- Overview of Model, View, Controller (MVC) Architecture in ASP .NET.
- Deploying an ASP .NET Website.
- Creating a Master page and using Themes and Skins.
- Defining a Site Map and using the Navigation controls.
- Using the and Cascading Style Sheets (CSS) for layout.
- Web Forms - Using intrinsic and validation controls. Binding controls together.
- AutoPostBack. Cross-Page Postback.
- ASP .NET AJAX Control Toolkit.
- Accessing Data - Overview of ADO.NET. Using stored procedures. Data Source Controls.
- Displaying data with bound controls.
- Overview of LINQ. Data access with LINQ to SQL.
- Managing State
- Using event procedures in global.asax.
- Using Caching - Setting up and managing Page Output Caching, Page Fragment Caching
- Introduction to Web Services. Using the data returned from a web service.
- Using Trace Functionality
- Security and Membership
- Creating Server Controls
- HTTP Runtime Support
- Questions and Answers

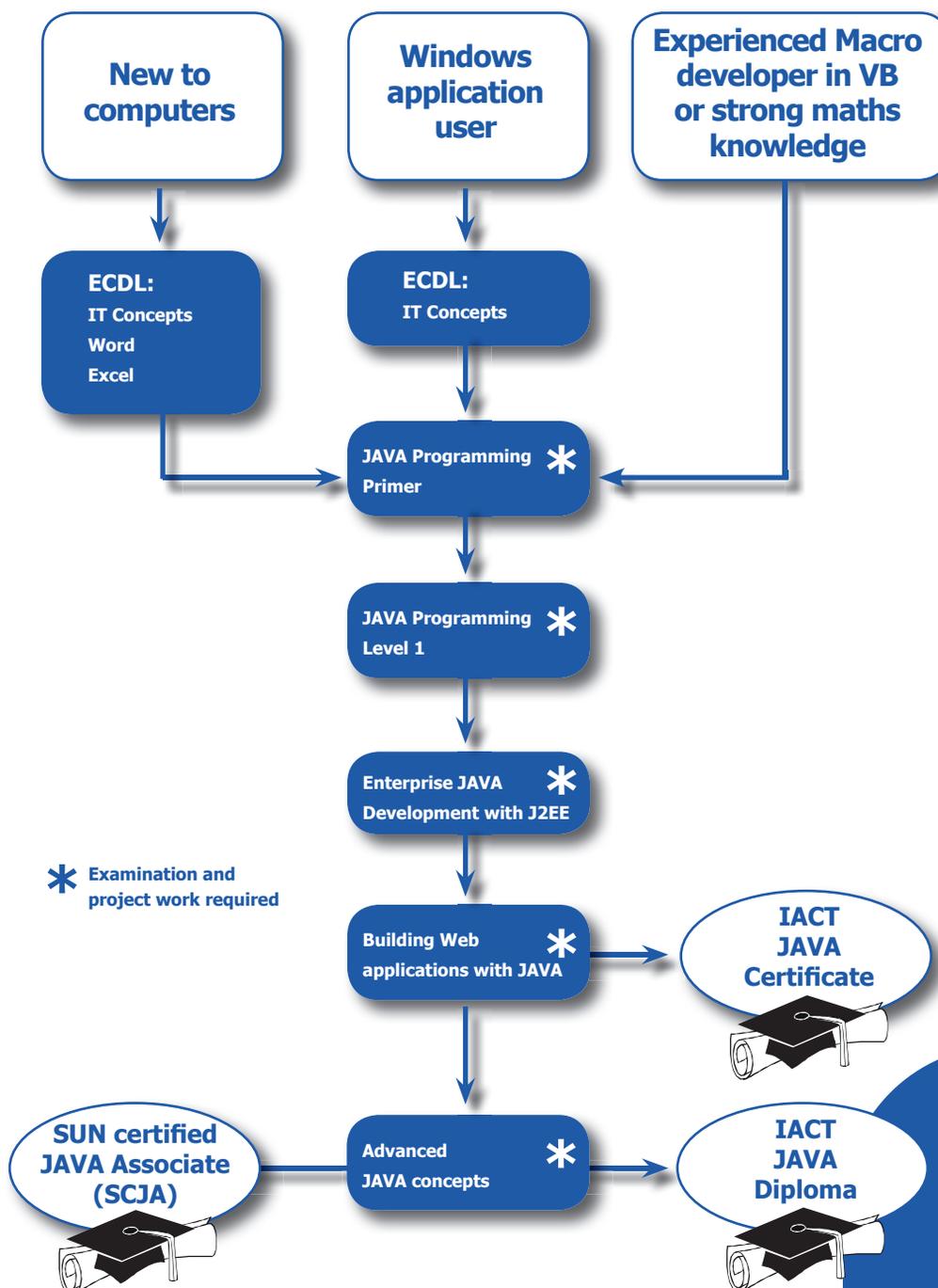
Objectives

This four day course teaches programmers how to create web applications using ASP.NET 4.0. The course uses Visual Studio 2010 to develop examples with the Visual C# .NET language.

See also

Our course on C/C++ Programming and Microsoft Visual Basic .NET

JAVA Training Paths



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You will learn how to

- Understand the key concepts involved in refining and writing a program
- Understand Java Programming constructs
- Build simple programs using the Java programming language
- Learn about loops, Boolean logic, hierarchical program design, objects and classes
- Understand the JAVA Virtual Machine

Audience

This course is suitable for new programmers interested in the JAVA language wishing to gain a starting point in programming.

Duration

DAY: 3 Day
or
EVENING: 8 Evenings

Programming Courses

JAVA Primer

Overview

The aim of this course is to teach newcomers the basics of programming using the dynamic computer language Java. The course aims at improving reasoning abilities in order to solve problems commonly encountered when writing programs and helps to develop the skills necessary to structure any program in a logical manner. Trainees will learn about data abstraction, modular program design, structured programming techniques and also learn to work with objects and classes.

The course is suitable for anyone who wishes to learn how to write structured computer programs and understand the methodology needed to manage complex programming tasks. It serves as an excellent introduction to the field of programming, giving attendees a taste of Java essentials introducing the concepts of development of cross platform applications. The course is also an ideal starting point for those wishing to go on to program professionally in Java.

Content

- Introduction to JAVA
 - The Java Virtual Machine
- Algorithms
 - Design and development
 - The future of internets
- The Java Language
 - Syntax & semantics
 - Program composition
 - Input/Output
 - Compiling and linking
- Programs
 - Data Types
 - Constants and variables
- Procedures
 - Functions and Parameters
- Variables
 - Functions
 - Classes
 - Objects
- Compound statements
 - Boolean Expressions
 - The IF statement
 - The While Loop
 - Testing & Debugging
- Arrays
 - One-dimensional arrays
- Strings and string classes
- Introduction to Object Oriented Design
- The Future

Objectives

The course uses Java with the objective of teaching attendees how to program using modern structured design methods. A good foundation in the principles underlying the development of a good program helps with the management of complex programming tasks later on and enables attendees to grasp the underlying principles behind most computer languages. Attendees will learn Java programming and simple program design.

See also

Our course on JavaScript and our Java Programming course for existing Programmers.

Programming Courses

JAVA Programming

Overview

Java is an object oriented, cross platform programming language which can be used to produce “applets” which provide animation, live updating and secure two-way interaction in World Wide Web pages. Standalone, client/server and intranet applications can also be built with Java.

This course provides extensive experience with the Java language and its run-time development environment. During the hands-on exercises you’ll use Java to create an assortment of applets, integrate them into a dynamic, interactive Web site and build architecture-independent applications using the Java language.

Content

- Introduction to JAVA
 - Java, HTML and the WWW
 - Technical foundations
 - Advantages of Java
 - Features and functions of Applets
- Java and Object Oriented programming
 - Java language syntax
 - Java classes and interfaces
- Enhancing web pages
 - Multi-media applets
 - Applets in a Web page
 - Plugging in existing applets
 - Applet tag syntax
 - Building custom applets
- Building standalone Java apps
 - Developing Java applications
 - Commercial development environments
 - Java libraries and classes
 - Abstract Window Toolkit (AWT)/Swing
 - Creating controls with AWT/ Swing
 - Menus and menu-bars
 - Dialogues
 - Subclassing
 - Standard Java Classes
 - Java security
 - Class access mechanisms
 - Protecting your system against viruses
 - The future of Java
 - Java developments
 - The future of internets and intranets

Objectives

In this course you will learn how to write, compile and execute Java programs. Enhance the functionality of a Web site with embedded Java applets. Create World Wide Web applications using Java run-time class libraries. Take advantage of Java’s powerful classes to build truly object-oriented applications. Develop platform-independent GUIs with Java tools. Ensure the security of your applications with Java’s built-in security safeguards. Write a multi-threaded applet. Install a Java applet on a Web server. Write a standalone Java program.

See also

Our course on JavaScript and our C++, Microsoft Visual C++ and our Web design course with DreamWeaver.

You will learn how to

- Develop JAVA applications to enhance your Web site
- Create standalone applications to access databases
- Understand the concepts behind Applets and the AWT
- Learn to work with the AWT swing libraries

Audience

Experienced programmers familiar with C or a similar language wanting to get to grips with applets and JAVA applications.

Duration

DAY: 4 Day

or

EVENING: 12 Evenings

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You will learn how to

- Develop multi-tiered applications using Java Beans
- Develop CGI scripts and work with HTML forms
- Utilise XML feeds in Java
- Learn how to deploy Java files online
- Work with struts architecture frameworks and MVC

... and much more**Audience**

Existing Java developers or object oriented programmers who wish to learn how use Java to develop web based applications.

Duration**DAY: 3 Days****Programming Courses****Building Web applications with Java****Overview**

This module teaches additional skills for programming web applications using Java. Topics include Servlets, Java Server Pages (JSP), database access with Java Database Connectivity (JDBC) and XML integration. Extensive fully worked examples are used to illustrate the points raised in the course, and to provide hands-on experience. Content can be modified or adapted to suit required timeframes.

Enterprise Application Development

Distributed applications. Multi-tiered development using JAVA. Comparing Enterprise JAVA Beans, RMI, CORBA. Design and Security considerations for an Enterprise Application. Introducing J2EE. Program architecture in the J2EEW platform.

Web Application Development

Web architecture. Using n-tier architectures with Servlets, Java Server Pages and Enterprise Java Beans. Principles of connecting to databases using Java Database Connectivity.

Common Gateway Interface (CGI)

Forms. Client-side arguments. POST and GET operations.

Connecting to Databases

JDBC Driver types. Access databases through JDBC. Establishing a connection. Executing SQL statements and retrieving results. Transaction support. Optimising performance with prepared statements. Pooling connection objects.

Using XML with Java

Accessing XML data from Java. Parsing XML. Enumerating XML elements and attributes. JAXP, DOM and SAX. Displaying XML with XSL. Transforming XML with XSL on the server.

Enterprise Java Beans (EJB)

What is an EJB? The EJB specification. The role of Session Beans. Creating stateful and stateless Session Beans. Entity Beans. Bean managed persistence. Transaction management. Web applications and EJBs. Design considerations.

Packaging and Deployment.

Building archive files for components. EJB JARs. Application Client JARs. WARs. J2EE Application WARs. XML deployment descriptors. Security. Servlet and JSP registration.

Struts Architecture

Frameworks. MVC and Model 2. Command pattern. Jakarta Struts. Action mappings. JavaBeans in Struts. Working with forms. Validation. Presentation technology. Tiles. Action mapping.

Command Pattern for web applications

ActionServlet. Action and Action Mappings. Struts configuration. Selecting a Forward. Global Forwards. Declaration exception handling. Global exception handlers. Forms. Working with HTML Forms. Action Forms. Relationships. DynaActionForm and Map-Backed forms. Validation coarse-grained Form Beans.

Struts Tag Libraries

Building view components. Struts Tag libraries. Attributes and Struts Expressions. Building forms. Forms and Form Beans. Scope and duration of form data. Managing hyperlinks. Error messages.

Programming Courses

Advanced Java and J2EE Development

Overview

This module teaches programming applications for the enterprise using J2EE technologies including Java Database Connectivity (JDBC), Remote Method Invocation (RMI) and Enterprise Java Beans (EJB). As these applications will work in a distributed environment, security and interoperability are emphasised throughout. Content can be modified or adapted to suit required timeframe.

Enterprise Application Development

Distributed applications. Multi-tiered development using JAVA. Comparing Enterprise JAVA Beans, RMI, CORBA. Design and Security considerations for an Enterprise Application. Introducing J2EE. Program architecture in the J2EEW platform.

Database accessing JDBC

JDBC driver types. Accessing databases through JDBC. Establishing a connection. Executing SQL Statements and Retrieving Results. Transaction support. Optimising performance with prepared statements. Pooling connection objects.

Object Communication

Naming services. Java Naming and Directory Interface (JNDI). Service providers. Directory entries. Naming context. Java Messaging System (JMS).

Remote Method Invocation (RMI)

Using the RMI package. Remote interfaces and objects. Security manager. Registry and serializable. Passing and returning parameters. Memory management of remote objects.

Deployment of EJB in a J2EE environment

Configuring J2EE. EJB packaging and deployment. Building archive files for components. EJB JARs, J2EE Application WARs, EARs, XML deployment descriptors - Security - Servlet and JSP registration. Servlet lifecycle.

Java Servlets

Passing data from a HTML form to a Servlet. The Servlet container. The Servlet interface - *Init*, *Service*, *Destroy*, *getServletInfo* methods. The *HttpServlet* class. The *HttpServletRequest* and *HttpServletResponse* interfaces. Error handling and event logging. Sessions and session tracking. Using the Servlet Context.

JavaServer Pages (JSP)

JSP Architecture. JSP and the relationship to Servlets. Elements of a JSP. JSP tags, JSP directives, declarations, scriptlets and expressions. Submitting forms to JSP pages. Handling exceptions to your JSP pages. State management on a JSP page. Using Java Beans components with JSP.

Java Messaging System (JMS)

Messaging overview. The JMS API. The JMS API programming model. Writing simple JMS client applications. Possibilities of message-driven Beans. Managing distributed transactions.

Using Design Patterns

Introduction to Patterns. Frameworks. Idioms. UML. Some sample Patterns. Creational, Structural, Behavioural Patterns.

You will learn how to

- Develop data driven applications in JAVA
- Build Java Servlets and work with JSP
- Utilise XML feeds in Java
- Call remote methods with Java
- Learn how to use the Java Messaging System
- Work with struts architecture frameworks and MVC

... and much more

Audience

Existing Java developers wishing to learn advanced functionality in Java.

Duration

DAY: 3 Days

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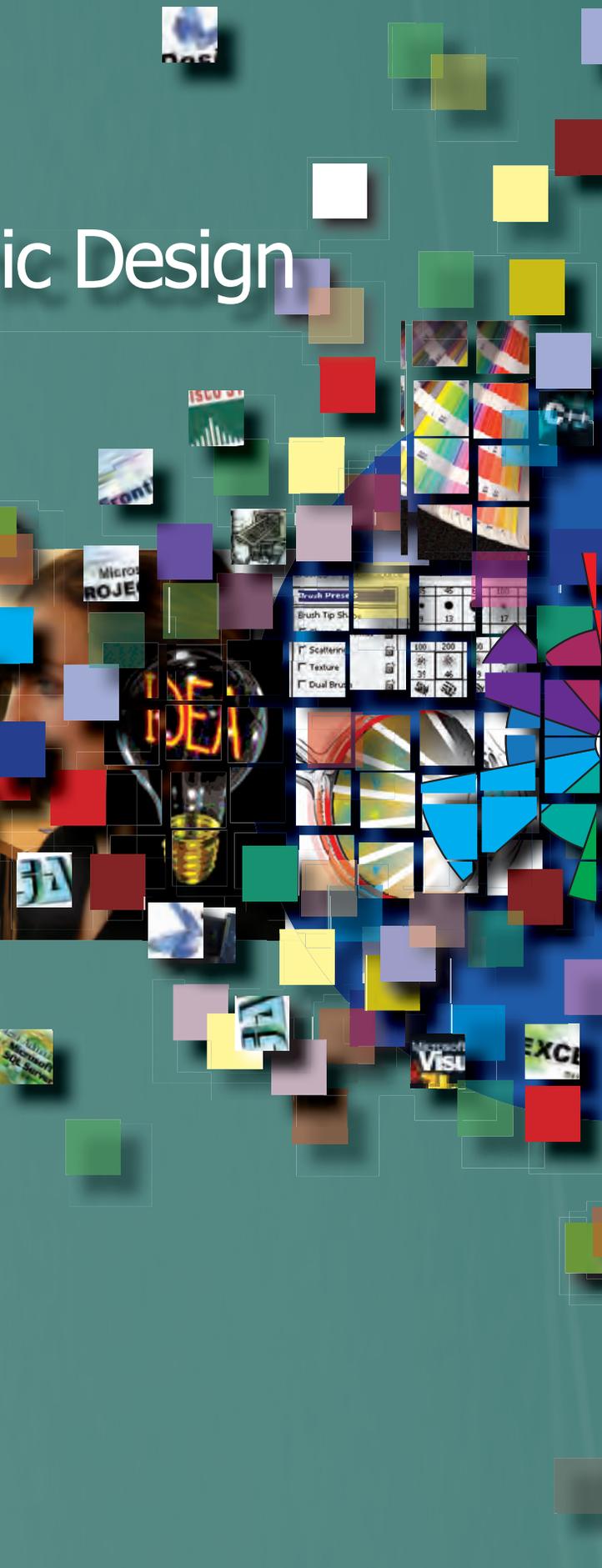
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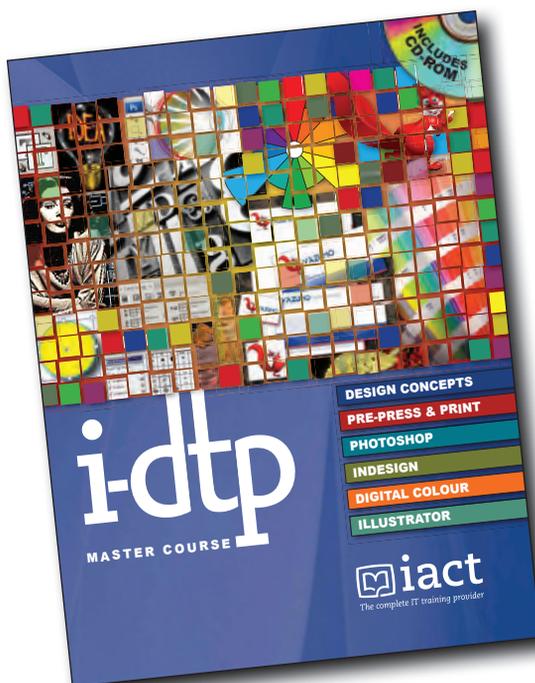
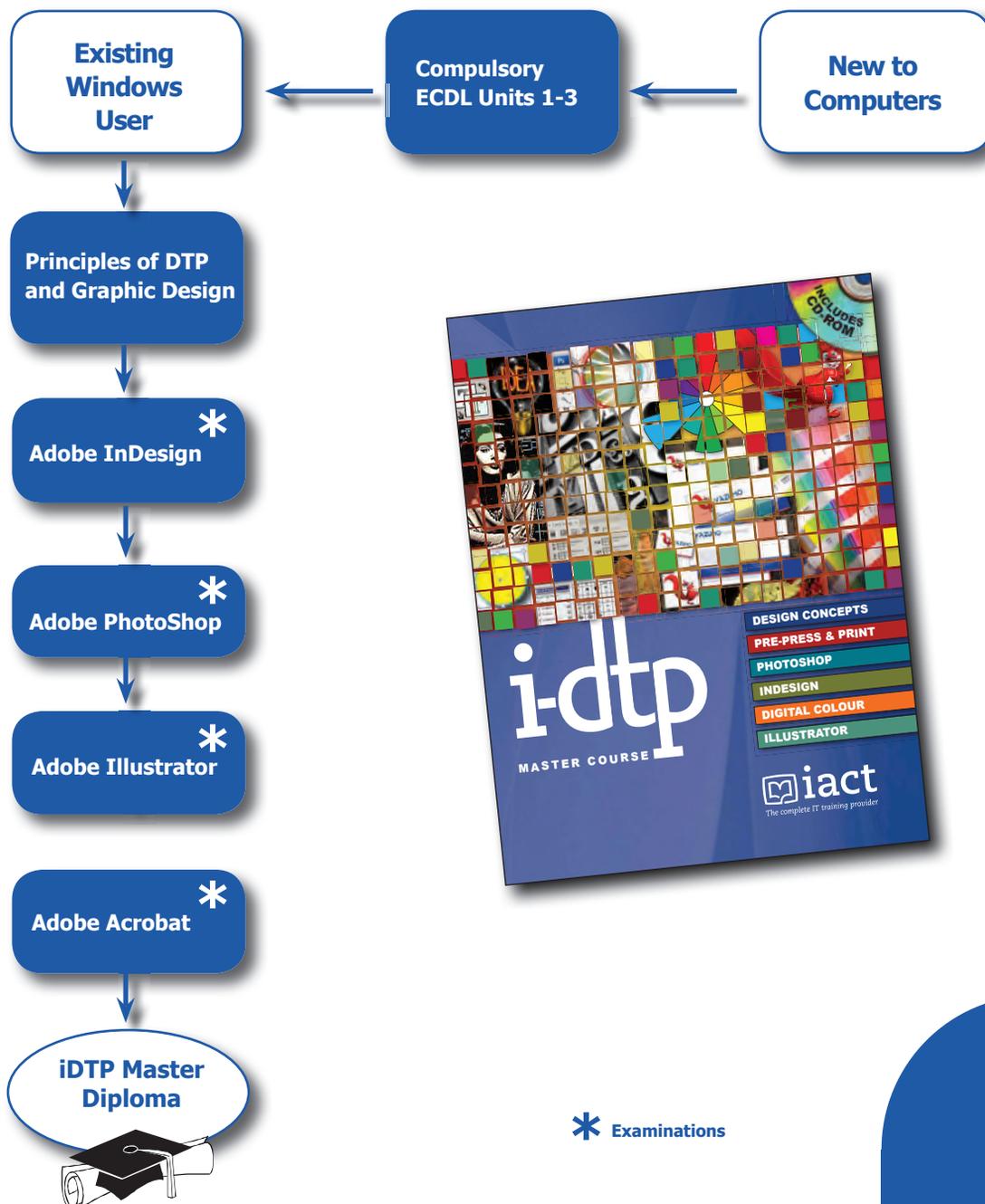
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DTP & Graphic Design



DTP and Graphic Design Training Paths



* Examinations

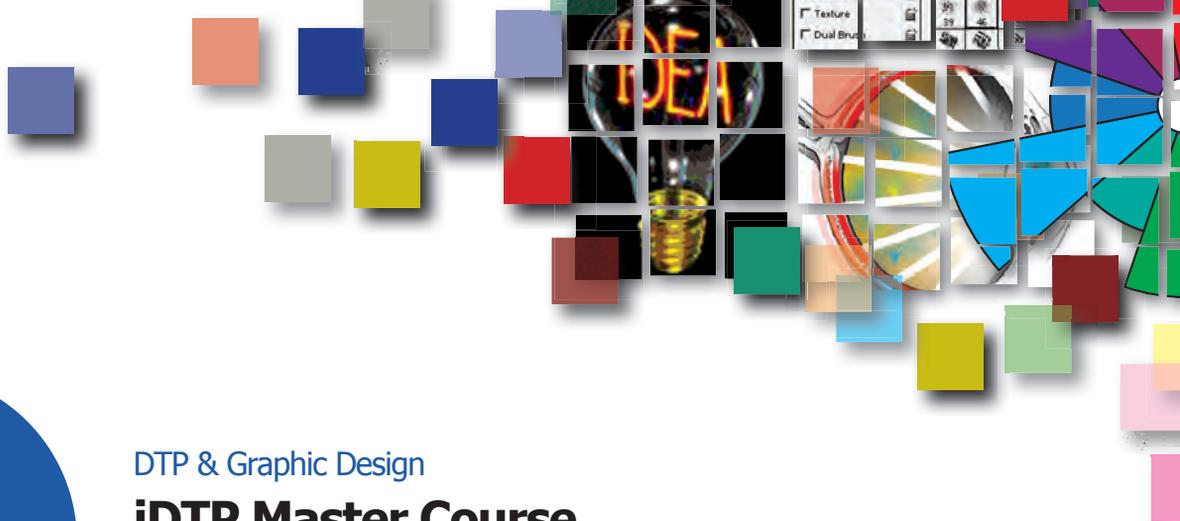
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You will learn how to

- Design professionally
- Take advantage of the print process
- Learn to layout books, newsletters, fliers and more with Adobe InDesign
- Create professional results with Adobe's PhotoShop & Illustrator
- Use the graphic file formats
- Obtain an IACT Diploma

...and much more

Audience

Anyone wishing to work professionally in DTP or graphic design. The ECDL or equivalent experience is required.

Duration

DAY: 10 Days

or

EVENING: 24 Evenings
(Also available on Saturdays)

DTP & Graphic Design

iDTP Master Course

Overview

Desktop Publishing (or DTP) incorporates a huge variety of skills dating back from the first printing presses. Modern DTP requires a detailed knowledge of many related pieces of applications software as well as a thorough understanding of the print processes involved in the final printing of documents.

IACT's DTP Master Course teaches the tools needed to work in a modern DTP environment, providing the language of DTP and the skills needed to create a range of professional documents, from business cards and letterheads to brochures and newsletters.

Adobe InDesign and **QuarkXpress** are the most popular DTP applications for the production of newsletters, magazines and books. Available on both PC and Macintosh, these products are an essential tool for modern DTP.

Adobe Photoshop and **Adobe Illustrator** are the standard tools for the production and scanning of images for brochure and logo design. **Adobe Acrobat** is now the DTP standard for document dissemination and prepress production. An understanding of Acrobat and other graphics formats (Postscript, TIFF etc.) is crucial for the successful designer.

Content

- DTP and graphic design concepts, pre-press and print
- Adobe InDesign or QuarkXpress
- Adobe PhotoShop
- Adobe Illustrator
- Adobe Acrobat

(Content drawn from full course outlines.)

Objectives

On completion of the course attendees should be competent Desktop Publishers, comfortable in maintaining and developing a wide range of publications and document types.

Examinations & Project Work

All students attending the i-DTP Master Course are required to sit three exams and to submit a final project. The maximum score in each of the exams gives you 20% of the final mark.

Exam and Project breakdown:

Photoshop	max. 20%
InDesign or Quark Xpress	max. 20%
Illustrator	max. 20%
Project	max. 40%

Your final grade will be included on your Diploma:

Distinction (93% - 100%), **Merit** (86% - 92%) or **Pass** (70% - 85%)

Everyone attending the i-DTP Master Course must attain at least 70% in each of the three examinations. The exams run at IACT and you can register online through the IACT website.

To register for courses, please go to www.iactonline.com and choose **exams**. Results of these exams will be e-mailed as soon as they are available.

DTP & Graphic Design

Adobe InDesign

Overview

Adobe InDesign is becoming established as one of the leading Desktop Publishing tools for the Apple and Windows environments, replacing QuarkXpress as the designer's tool.

This course will teach users how to harness the power of InDesign to develop different types of documents. Attendees will learn to create documents from simple fliers to newsletters and advertisements. Users will incorporate graphics created in PhotoShop and Illustrator into different document types. Learn how to package your document for print to get the most from the final design.

Content

- Page and document layout
- Configuring preferences
- View modes
- Importing text
- Creating a text frame
- Defining a text path
- Type styles and fonts
- Type options
- Character and paragraph styles
- Bulleting and numbering text
- Using tabs and indents
- Graphics formats
- Working with PhotoShop and Illustrator files
- Importing graphics
- Lines, circles, boxes and curves
- Scanning images
- Transparency
- Working with graphic objects
- Grouping graphics
- Rotating, scaling, skewing and reflecting images
- Wrapping text
- Creating watermarks
- Document templates
- Numbering sections and pages
- Generating tables of contents
- Bookmarking for PDF
- Multi-column documents
- Linking text frames
- Creating tables
- Borders, and shading
- Document headers and footers
- Using master pages
- Creating styles
- Dealing with colour
- Graduated fountain fills
- Swatches
- Special effects with text
- Colour separated printing
- Finishing the document
- Trapping colours
- Preparing for final output

Objectives

This course teaches through a series of practical exercises how to create professional documents using this powerful DTP tool. Users take home work created during the class on disk and are able to use classes to explore new possibilities for design in their own businesses.

See also

Our related DTP courses covering Adobe Illustrator, QuarkXPress and Corel DRAW!

You will learn how to

- Learn to create newsletters, adverts and other common documents
- Create templates for pages to improve productivity and consistency
- Understand how to create special effects with colour and transparency
- Understand graphic file formats and print terminology
- Use templates and styles to speed up creating and updating documents

...and much more

Audience

Those needing to use Adobe InDesign to produce professional graphic designs. Familiarity with Adobe PhotoShop and Illustrator would be useful but is not essential.

Duration

DAY: 2 Days

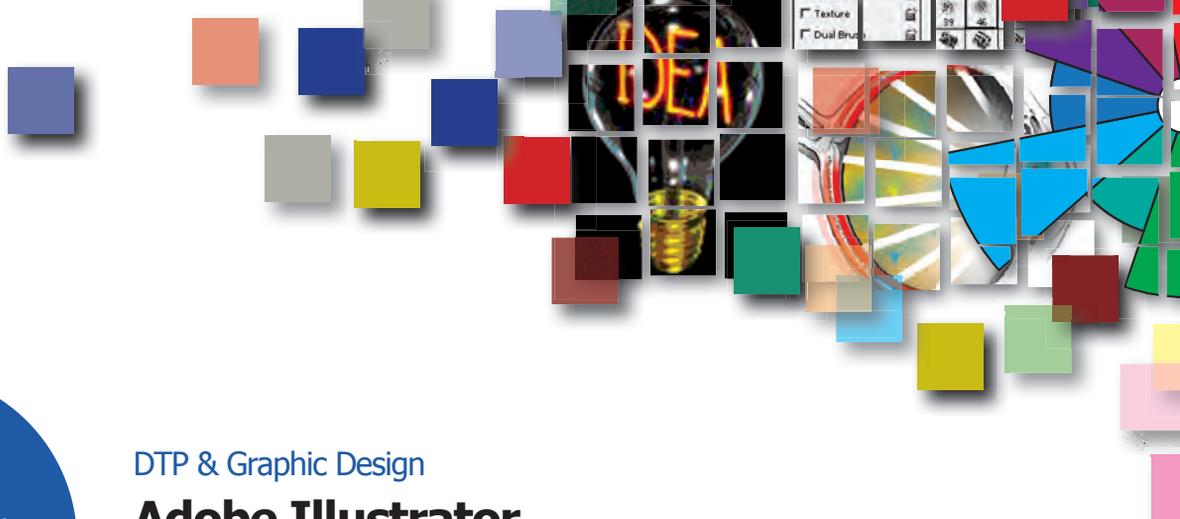
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You will learn how to

- Work with Illustrator to design logos drawings
- Work with paths, nodes and Bezier curves
- Flow text into any shape along any path
- Effectively use Adobe's filters and tools
- Work with layers and masks
- Use built-in colour management to get colours right first time.

Audience

This course is suitable for anyone who is new to Illustrator and desktop publishing wishing to master the skills required for this application.

Duration

DAY: 2 Days
or
EVENING: 6 Evenings

DTP & Graphic Design

Adobe Illustrator

Overview

This course is designed to lead you through the design process following a series of projects.

Working in the context of real world projects you'll learn a variety of ways to produce artwork and learn to understand the issues involved with professional graphic design.

By the end of the course you'll be fully capable of creating shapes, patterns, layouts and special effects suitable for conventional printing as well as for electronic publishing.

Content

- Overview of Illustrator
 - Toolbox and windows
- Working with preferences
- Navigation
 - Working with views
 - Rulers and guides
- Creating paths and drawings
 - Open vs. closed paths
 - Combining and grouping
 - Line and fill tools
- Working with paintbrush and fill tools
- Editing graphics
 - Working with selection tools
 - Grouping, locking and hiding
 - Transforming objects
 - Editing paths
- Layers
 - The layers palette
 - Moving and duplicating
- Working with raster objects
- Exporting raster files
- Text and layout
 - Using type tools
 - Creating point text
 - Formatting text
 - Text effects
- Page layout
- Working with perspective
- Masks, compound paths and blends
- Using special effects
 - Adobe and third-party filters
- Printing
 - Preparing for print
 - Selecting a PPD
 - Separations
 - Trapping
- Introduction to working with the Web

Objectives

To be able to edit anchor points and paths. To paint with gradient fills and styles. To work with special effects and work with masks and imported photographs. To use the graphics filters and plug-ins. To work with custom graphs. To understand the concepts and problems involved with trapping, knockouts and overprinting.

Some of the projects attendees will work on include the design of logo and stationery, production of a full size poster, design of magazine advertisements, a three-fold brochure and a layout and design of a tabloid newsletter and other practical projects.

See also

Our course on QuarkXPress and Adobe PhotoShop and Corel DRAW!

DTP & Graphic Design

Adobe Photoshop

Overview

Adobe Photoshop is the DTP standard for editing photographic elements and images. This course takes new users through the Photoshop application with a series of practical exercises to explore the full power of this legendary application and workflow between the Adobe suite of applications.

The course covers all aspects of the design process from importing images from Adobe Bridge (from scanners and digital cameras) right through to the final production considerations for finished art.

Content

- Photoshop toolbox
- Acquiring Images
- Importing & exporting images
- Scanning images
- Digital cameras
- Creating & touching up images
- Drawing, painting and editing
- Selecting objects in Photoshop
- Working with layers
- Drawing and editing paths
- Working with masks
- Working with colour
- Colour formats (Pantone etc.)
- Colour correction tools
- Working with palettes
- Working with text
- Text effects and anti-aliasing
- Graphic file formats
- Vector images formats
- Bitmap image formats
- Masking and selecting areas
- Layers
- Transparency
- Blending modes
- Adjusting layers
- Grouping
- Filters, plug-ins and special effects
- Working with channels
- Image adjustments
- Correcting images
- Image repairs
- Text special effects
- Publishing
- Preparing for publishing
- Sending files to a bureau
- Photoshop and the web
- Automating Photoshop
- Professional examples

Objectives

To understand the form of a bitmap image, its colour depth, resolution and file formats. To be able to use colour in bitmap images and understand colour models and the implications of working in specific colour modes. To work with text and overlaid images in Photoshop. To understand the use of layers and masks. To effectively use the plug-ins and filters.

See also

Our related DTP courses covering Adobe Illustrator, Adobe InDesign, QuarkXPress and Corel DRAW!

You will learn how to

- Import and manipulate images in different formats
- Produce professional images using text and graphic effects
- Work with colour for print production
- Format to work with DTP applications
- Work with layers for professional results

Audience

New users of Photoshop requiring in-depth knowledge of the application and its uses.

Duration

DAY: 2 Days

or

EVENING: 8 Evenings

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You will learn how to

- Learn to create newsletters, adverts and other common documents
- Create templates for pages to improve productivity and consistence
- Understand how to use colour to its best effect
- Understand graphic file formats and print terminology
- Learn how to trap colours and maximise the use of available colours

Audience

Those needing to use QuarkXPress to produce professional documents.

Duration

DAY: 2 Days
or
EVENING: 6 Evenings

DTP & Graphic Design

QuarkXPress

Overview

QuarkXPress is probably the world's most popular DTP programme. QuarkXPress offers a tremendous amount of flexibility in creating and managing different types of documents. For users wishing to create their own in-house newsletter, design posters and develop camera ready copies for printing Quark is the ideal DTP package - and it integrates well with other software packages like Adobe PhotoShop, Aldus Pagemaker and Corel DRAW!

This course shows users how to use Quark to its best effect in creating professional quality publications - learning tricks from the experts to exploit the advanced features of the package.

Content

- Free-form editing
- Type style and fonts
- Importing text
- Creating a text frame
- Defining a text path
- Style sheets
- Bulleting and numbering text
- Using Tabs and indents
- Graphics formats
- Importing graphics
- Scanning images
- Working with graphic objects
- Grouping graphics
- Rotating, scaling, skewing and reflecting images
- Wrapping text around graphics
- Creating watermarks
- Document templates
- Multi-column documents
- Linking text frames
- Creating Tables
- Borders, and shading
- Lines, circles, boxes and curves
- Document headers and footers
- Using master pages
- Creating Styles
- Dealing with colour
- Blends
- Special effects with text
- Colour separated printing
- Stylistic features
- Finishing the document
- Trapping colours
- Outputting in a device independent format

Objectives

This course teaches through a series of practical exercises how to create professional documents using this powerful DTP tool. Users take homework created during the class on disk and are able to use classes to explore new possibilities for design in their own work and for business.

See also

Our courses on Adobe InDesign, on Corel DRAW! and on Adobe Illustrator.

DTP & Graphic Design

Introduction to VISIO

Overview

VISIO is a superb design package which makes creating diagrams like flow-charts and business process diagrams a snap. This course teaches you how to get the most from this powerful package. It will explain the details of grouping and managing shapes, using layering and custom object properties. Attendees will explore the techniques for producing professionally finished symbols and artwork combining existing shapes with user defined shapes.

VISIO commonly works in conjunction with other Windows applications. We examine the options available for importing and moving drawings between applications and using VISIO as an OLE server. Attendees will learn how VISIO integrates into the Windows environment and can be used in conjunction with packages such as Word and Powerpoint.

Content

- Exploring the standard templates
- Editing facilities
- Customising VISIO
- Page set-up and design
- Drawing tools
- Editing preferences
- Grid, gravity
- Custom object properties
- Transforming shapes
- Rotating, skewing, re-shaping
- Linking and routing connections
- Auto-routing links between objects
- Working to scale
- Grouping objects
- Working with layers
- Aligning shapes
- Distributing and spacing shapes
- Page properties
- Fill and outline properties
- Transparent shapes
- Paragraph and line text tools
- Creating custom templates
- Modifying shapes
- Importing clipart and other graphics
- Exporting from VISIO
- Working with OLE
- Multiple page designs
- Creating fill-in forms
- Graphs, trees and special diagrams

Objectives

To understand how to create drawings using standard VISIO templates. To be able to create drawings using the standard VISIO drawing tools and create templates for custom drawings. To understand the benefits and usage of layers in VISIO. To understand grouping and object hierarchies. Working with existing clipart and graphics. Creating complex models. Creating multi-page designs. Learning to integrate VISIO with other applications in Windows. Creating scaled diagrams.

See also

Available as an advanced customised course on request. See our DTP Master course and our courses on Corel DRAW! and Microsoft Word for Windows for related features.

You will learn how to

- Create hierarchical tree diagrams
- Design network layouts
- Work with templates
- Group and layer objects
- Work with scaled diagrams
- Create your own stencils
- Use OLE between VISIO and other applications

...and much more

Audience

New and existing users of VISIO wishing to gain the most from the package.

Duration

DAY: 1 Day

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You will learn how to

- Create posters, newsletters, adverts, business cards
- Work with Print Bureaus and design shops
- Exploit Corel's special features for maximum effect
- Understand graphic file formats
- Overcome printing problems

...and much more

Audience

Existing Windows users who wish to master Corel's powerful DRAW! package taking advantage of the special effects and graphics utilities available to expert users.

Duration

DAY: 2 Days

or

EVENING: 6 Evenings

DTP & Graphic Design

Corel DRAW!

Overview

The aim of this course is to teach trainees how to produce professional "type-set" quality documents ready for print. Draw is a sophisticated and versatile Desktop Publishing and Design package with capabilities to allow users to design and develop newsletters, posters, pamphlets, reports and similar documents with greater flexibility than ever before. During this course attendees will learn about the features and tools Corel Draw has available to allow you create, manipulate and format drawings, objects and text in order to produce proofs quickly, efficiently and cost effectively.

Content

- Tools and features
- Graphics terms - the jargon
- Working with objects and nodes
- Manipulating objects
 - Alignment, scaling, rotation
- Grouping Objects
- Creating and handling text
- Artistic and paragraph text
- Customising text
- Wrapping text to curves
- Editing, Resizing, Moving and rotating text and graphics
- Trimming, welding and intersecting shapes
- Tracing objects
- Colour and objects
- Working with PANTONE colours.
- Fills and Outlines
 - Gradient and texture fills
- Graphic file formats
 - Vector vs. bitmap formats
- Corel clipart galleries
- Working with layers
 - Master layers
 - Editing across layers
- Special Effects
 - Drop shadow, envelope
 - Bitmap filters and effects
 - Interactive effects
- Powerclips
- Adding Perspective
- Extruding text and graphics
- Using the lens tool
- Bitmaps
 - Resolution and screen size
 - Transparency, duotones etc.
- Preparing for the print shop

Objectives

Attendees will learn the features and functionality of this design package. They will learn how to create, edit and produce professional products ready for printing, using drawing tools, text, imported graphics and user defined objects.

See also

Our iDTP Master, Corel PhotoPaint and Corel Ventura courses.

DTP & Graphic Design

Corel Ventura

Overview

Ventura was the first PC-based DTP package and Corel have consistently improved and developed the product since its early days. Ventura is the ideal application for the development of newsletters, books, and adverts. It now also provides excellent facilities to painlessly convert publications into interactive web-pages, making it an excellent web design tool.

This course uses a series of practical exercises that take the user through the DTP design process creating a range of publications and solving practical real-world problems with fonts, colours, file conversion and so on. The course will also help new users develop their eye for good design style and seasoned professionals appreciate the rich feature set available in Ventura.

Content

- Overview of Ventura
- Free-form editing
- Tabs and indentation
- Bullets and numbering
- Paragraph tags
- Auto-number options
- Importing text and graphics
- Graphic file formats
- Text frames
 - Multi-column documents
- Linking frames
- Graphic run-arounds and envelopes
- Merging, deleting and splitting cells
- Borders and shading
- Graphic objects
- Grouping, aligning and distributing shapes
- Preparing for the printer
- Pantone colour system
- Font matching
- Document templates
- Web documents
 - Hyperlinks
- Web graphic formats
- Long documents
- DTP design guidelines

Objectives

To be able to edit and create simple page layouts. To work with textflows and reshape text paths. To be able to align, distribute and resize graphics. To be able to produce newsletters, pamphlets, structured documents and adverts in Ventura. To prepare documents for correct colour separation. To understand graphic and text file formats.

See also

Our course on Corel DRAW! and Corel PhotoPaint for creating web and DTP images.

You will learn how to

- Create newsletters, pamphlets and structured documents
- Import early files into Ventura format
- Convert publications into dynamic Web pages
- Understand the print and publication processes
- Interact with other design tools

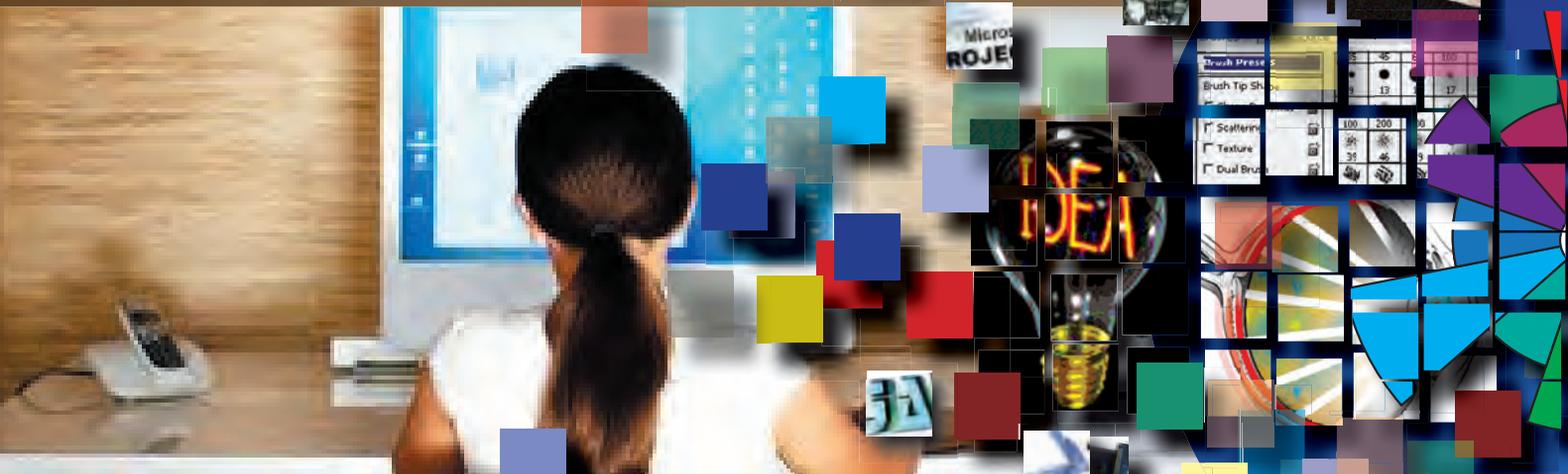
Audience

Anyone needing to produce high quality professional documents using Ventura including those who may have some experience using earlier versions or similar packages wishing to get the most from the package.

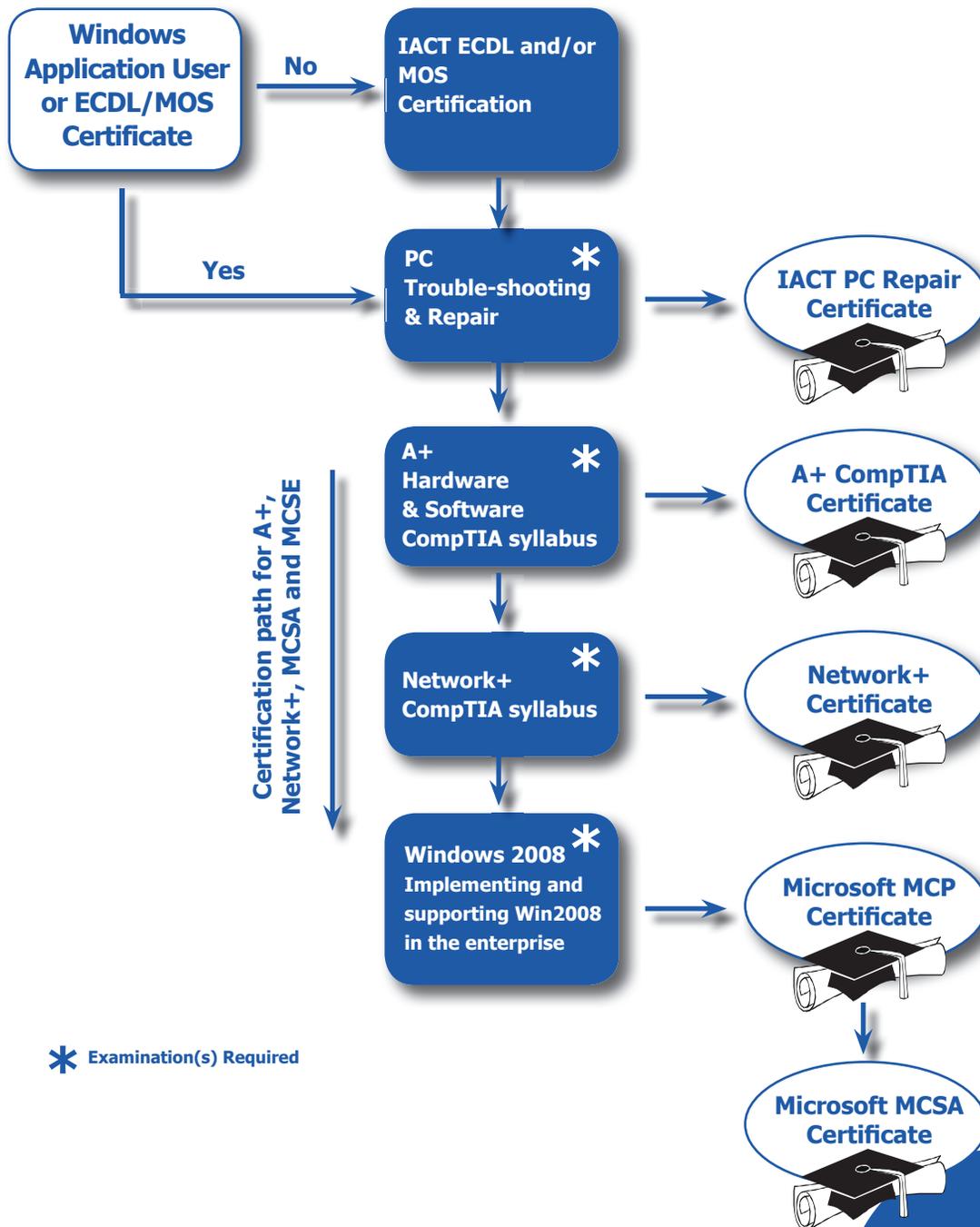
Duration

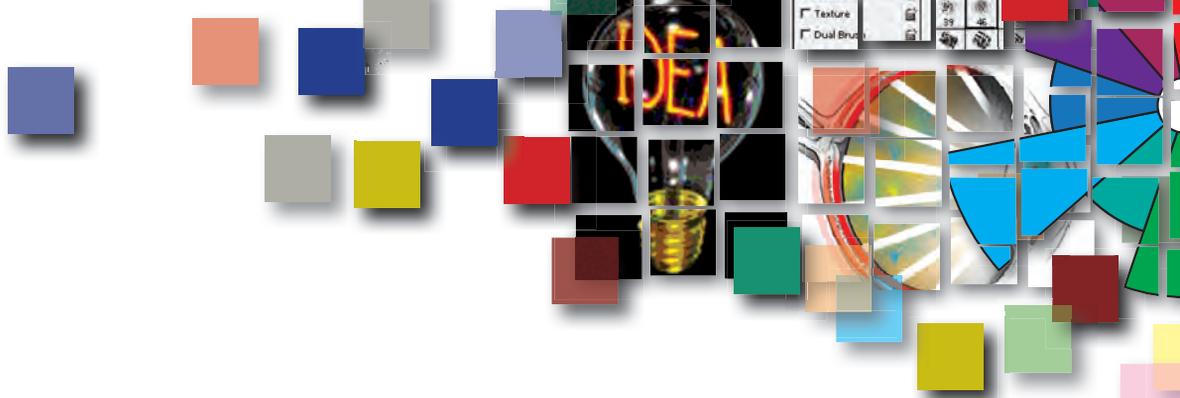
DAY: 2 Days

PC support & Operating Systems Administration



PC support & OS Training Paths





Learn to:

- Protect against viruses
- Configure a new PC
- Download software patches and updates
- Add desktop shortcuts
- Create Acrobat documents
- Add and remove attachments from e-mails
- Add a local printer or share a printer
- Troubleshoot common PC problems
- Configure screen resolution and settings
- Free disk space and unclutter a hard disk
- Develop a backup policy

...and much more

Audience

Non-technical PC users who are required to perform common house-keeping and administrative tasks on their PC and network. ECDL or equivalent experience assumed.

Duration

DAY: 1 Days

PC support and OS Administration

PC Survival Course

Overview

PCs can be tricky devices and working with them can often seem frustrating. The “PC Survival Course” is designed to help you get through the everyday setup and configuration tasks you need to perform on your PC with the minimum of frustration and in the most efficient way possible. With a series of practical real world examples and with hands-on practicals the course will provide you with the “missing manual” on how to use your PC.

The course is based around the Microsoft Windows operating system and focuses on users running the Microsoft Windows XP, Vista and Windows 7 - but the techniques covered are generally applicable to all versions of Windows. The course provides a down-to-earth overview on setting up and maintaining an office PC on a network for non-technical users.

Content

- Viruses
 - Install configure, update and run virus protection software.
- Computer Setup & PC Cabling
 - Move, and trouble-shoot the setup and the direct cabling of a PC
- Check the cables connected to a PC
- Install and update Software Update and install software on a PC
- Download and install patches on a PC
- Add desktop shortcuts
- Internet & E-Mail
 - Add and remove attachments from e-mails
- Zip and Unzip files
- Setup new users and change their email settings
- Configure a browser for internet access
- Printers
 - Add a local printer to a PC
 - Share a printer on a network
 - Connect to a network printer
 - Clear a print queue
- Networking
 - Check network cabling
 - Troubleshoot common network and PC problems
- Scanners
 - Setup a scanner
 - Configure screen resolution and settings
 - Scan documents or pictures into a PC
- Hard Disks
 - Free disk space and unclutter a hard disk
- Develop a backup policy and learn to backup a computer to tape or zip disk

Objectives

To be able to use Virus protection software. To be able to move and setup a PC and connect all the related cables. To be able to download and install software patches on a PC. To be able to add a desktop shortcut for a program or document. To be able to add and remove attachments. To be able to use WinZip. To be able to setup new users and change their e-mail settings. To be able to configure a browser. To be able to install software on a PC. To be able to add a printer. To be able to clean up a hard disk. To be able to de-frag and backup a hard disk.

See also

Our course leading to A+ certification in PC support, our courses on Windows XP and our Windows 2000 Administration course.

PC support and OS Administration

PC Troubleshooting and Repair

Overview

The aim of the course is to give attendees hands-on experience in assembling, configuring, upgrading and repairing IBM compatible PCs. Participants will also learn how to troubleshoot hardware and software problems that accompany complex configurations of the modern commercial PC.

The course is conducted around hands-on exercises to disassemble a PC, reinstall and configure all components, motherboard, adaptor cards, hard disk, floppy disk and CD-ROM. You will also learn how to expand and manage PC memory, configure and troubleshoot IRQs, I/O and memory addresses and adaptor cards. The course teaches specific methodologies to identify hardware and software problems.

Content

- Introduction
- The PC Components
- PC Architecture
- Software Components
 - BIOS & Device Drivers
 - Operating System
 - Config.sys & Autoexec.bat
- PC Troubleshooting Strategy
 - Where to begin testing?
 - Common causes of failure
 - Diagnosing the problem
 - Power On Self Test
 - Using Diagnostic Programs
- PC Components in Detail
 - Motherboard
 - CPU
 - Jumper & CMOS Setup
 - Plug & Play Components
 - Power supplies
- I/O Devices and Displays
 - Configuring Network & Sound Cards
- Monitor & Display Adaptors
 - Display types: SVGA, DVI, HDMI
- Memory
 - DIMM, SO-DIMM, SD RAM etc.
 - Configuring Cache & RAM
 - Upgrading & Troubleshooting Memory Problems
- Disk Drives
 - Installing Hard Disks
 - DVD-ROM
 - Discussing Drive Technology
- Software Problems
 - Troubleshooting Software Problems
- Printers and Ports
 - Printer Connection Problems
 - Legacy Serial and Parallel ports
 - Testing Serial Devices

Objectives

To understand the architecture, components and makeup of the modern PC. To be able to install hardware devices and diagnose installation problems. To understand how Windows configures and works with hardware devices.

See also

Our course leading to A+ certification in PC support, our courses on Windows 98 and our Windows NT 4.0 Administration course.

You will learn how to

- Identify the different parts of a computer
- Assemble a PC from its components
- Upgrade RAM and Processors
- Configure & troubleshoot IRQs, I/O and memory addresses on adapter cards

...and much more

Audience

This course is suitable for all personnel responsible for operation, maintenance and support of PC hardware and software. Technicians, Support Staff, Managers and Engineers

Duration

DAY: 3 Days

or

EVENING: 8 Evenings

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You will learn how to

- Upgrade and repair PCs
- Trouble-shoot problems with drivers, installations and memory faults
- Configure Windows on PCs
- Fix installation problems

... and much more

Audience

Technicians and users wishing to prepare for the A+ Hardware & Software examinations and those who need to gain an in-depth knowledge of PC configuration for support and installation of PCs.

Duration

DAY: 6 Days
or
EVENING: 20 Evenings

PC support and OS Administration

CompTIA A+ Certification Course

Overview

The popular A+ certification for PC technicians was established in 1993 by CompTIA - The Computing Technology Industry Association. The aim of the A+ certification is demonstrate a basic knowledge of supporting microcomputers. The certification is achieved by taking two computer-based multiple-choice examinations.

The A certification is widely recognised in the computer industry, and significantly improves a technicians ability to secure and keep employment. The course aims to teach you to perform tasks such as installation, repairing, configuration, troubleshooting, optimizing, diagnosing and preventive maintenance in the context of the field service or enterprise environment.

Content includes

- The Visible PC
- CPUs, Connectors, Video, USB, SCSI, IEEE 1394
- Power Supply Unit
- Motherboards
- System Clock, Bus Architecture, Expansion Bus, Adapter Cards, Form Factors, RAM
- Microprocessors
- Multiprocessing, Multitasking, Multithreading, Intel and AMD Processors, Sockets and Chipsets
- Portable Computers
- Notebooks, Tablets, PDAs
- Peripherals
- PC Display Screens, Graphics Adapters, TV Tuners, Sound Cards
- PC Support
- Hardware Troubleshooting Operating System, Security, Safety and Environmental
- Printers and Scanners
- Installing, Configuring, Operating, Troubleshooting
- Networking Topologies, Components, OSI, Devices, LAN, WAN, Transport Protocols
- Wireless Networking
WEP, WPA, WiFi, Access Point
- Operating Systems
Windows XP, OS X, Linux
- Installing and Upgrading Windows
Methods, Failure and Recovery, Deploying, Domain or Workgroup Selection
- Windows Boot Process
Boot Files, Startup Process, BOOT.INI
- Windows Desktop Features
System Settings, Managing Software, Managing Services, Performance Options
- Windows Storage Management
- Disk Management, Files, Folders, Searching, Network Places
- Professionalism and Communication
- Customer Service Skills, Giving Feedback etc.
Communication with a Customer, Professionalism, Handling Customer Complaints

FREE Comprehensive 800+ page book with sample exam questions is yours when you complete the course.

Objectives

This course teaches all the necessary topics in order pass the A+ Certification Examination with a thorough practical understanding of all topics on the syllabus. The course is designed around a practical hands-on approach to PC Repair and trouble-shooting to ensure all attendees receive real world practice at completing the tasks they will be tested on during the examination and so master the fundamentals of PC hardware and the Windows system software support.

See also

Our courses on PC Trouble-Shooting and Repair, CompTIA Network+, Windows Server administration, Windows 2008, MCSA, Linux and CompTIA Security+ courses

PC support and OS Administration

CompTIA Network+ Certification

Overview

The Network+ certification is the natural progressor from CompTIA's hugely popular A+ certification. The course comprehensively covers PC networking technology and will teach the functions of network components and the skills needed to install, configure, and troubleshoot basic networking hardware peripherals and protocols. We recommend attendees have A+ certification or equivalent knowledge prior to attending the course.

The Network+ course has been updated to include wireless networking and gigabit Ethernet. The syllabus also includes Linux/Unix, Windows XP, Windows Vista, Windows 7. The course will help provide real hands-on experience needed in areas of network implementation and network support including troubleshooting scenarios with a wide range of network configurations.

Content

- Logical or physical network topologies
- Understand the main features of LLC, Ethernet, Token ring, and Wireless networking technologies
- Understand differences, purpose and features of various network connectors
- Work with and learn to configure Hubs, Switches, Bridges, Routers, Gateways, CSU/DSU, ISDN adapters and LAN cards, Wireless access points & Modems
- Describe the OSI reference model
- Understand principles of TCP/IP protocols (IP, HTTP, FTP etc.)
- Configure software network components including DHCP/boot, DNS, NAT/ICS, WINS, and SNMP
- Understand subnetting and IP addresses
- Work with WAN technologies
- Packet switching vs. circuit switching. ISDN, FDDI, ATM, Frame Relay, Sonet/SDH, T1/E1, T3/E3
- Remote access services
- Security services
- Identify security protocols and describe their purpose and function IPsec, L2T, SSL, Kerberos
- Understand client support, interoperability and authentication
- File and print services, application support, and security for Linux, Windows 2000, Netware, Apple
- Firewalls & proxy servers
- TCP/IP utilities (Tracert, ping, Arp, Netstat, Nbtstat, etc.)
- xDSL, cable, home satellite, wireless, POTS
- Fault tolerance
- Client connection to servers
- Understand wiring tools
Wire crimper, media tester/certifier, punch down tool, tone generator, optical tester
- Network troubleshooting and diagnostics

Objectives

On completion of the course attendees will have mastered the fundamentals of networking and understand the hardware and software settings required to administer a wide range of network configurations. The course will also prepare students for the Network+ certification examination.

See also

Our A+ Certification course and our Linux+ course for other CompTIA certifications. See also our Windows 2008 Administration course for Windows 2008 network administration.

You will learn how to

- Understand network topologies
- Understand uses for different TCP/IP protocols
- Learn to configure Hubs, Routers, bridges & gateways
- Configure network clients to connect to Linux, Win XP and Windows Visdta
- Configure RAS services
- Setup security protocols to work with firewalls and proxy servers
- Learn to use TCP/IP network utilities
- Use wiring tools like crimpers and tone generators

... and much more

Audience

Holders of the A+ certification wishing to advance their knowledge of Networking. At least 9 months experience working in a PC administrative role and the A+ certification are recommended prior to attending this course.

Duration

DAY: 6 Days

or

EVENING: 24 Evenings

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Learn to:

- Understand the mind of the hacker
- Detect weaknesses in security of different IT systems
- Protect systems against different virus attacks
- Harden applications
- Use encryption techniques
- Use certificates for authentication
- Understand weaknesses in web and e-mail applications

...and much more**Audience**

Existing IT support professionals with the A+ and Network+ or certifications or equivalent experience who need to be proficient in IT security issues.

Duration

DAY: 6 Days
or
EVENING: 20 evenings

PC support and OS Administration**CompTIA Security+ Certification****Overview**

Most businesses increasingly require the skills of a network security specialist in order to protect their business from intruder attack. Security+ is a vendor neutral baseline certification for individuals and companies entering the Information Security field.

To earn Security+ certification, IT professionals are required to be proficient in a wide range of security concepts - including access control, authentication and external attack techniques. They must have also mastered such areas as operational and organisational security and the basics of cryptography. This course takes IT professionals through the tools and techniques to protect their IT systems from different types of attack.

Content

- Access Control: MAC/DAC/RBAC and authentication.
- Protocols: Disabling unnecessary Attacks: Types and techniques
- Social Engineering: Auditing - Logging, system scanning
- Communication Security: Remote Access: 802.1x, VPN, RADIUS, TACACS/+, L2TP/PPTP, SSH, IPSEC,
- Vulnerabilities
- Email and web security considerations
- Directory - Recognition not administration
- Packet Sniffing
- Wireless: WTLS, 802.11x, WEP/WAP, Vulnerabilities, Site Surveys
- Mobile Devices
- Media : Coax, UTP/STP, Fibre, Removable media, Tape, CDR, Hard drives, Diskettes, Flashcards, Smartcards
- Security Topologies and Zones, Detection techniques
- Security Baselines
- OS/NOS Hardening (Concepts and processes)
- Application Hardening
- Directory Services, Databases Basics of Cryptography
- Algorithms :Hashing, Symmetric, Asymmetric, Cryptography Concepts
- Confidentiality. Integrity, Digital Signatures, Authentication
- Centralized vs. Decentralized. Storage: Hardware vs. Software, Private Key Protection
- Renewal, Destruction, Key Usage, Multiple Key Pairs (Single, Dual)
- Operational/Organisational Security Physical Security: Access Control
- Backups
- Off Site Storage, Secure Recovery, Alternate Sites, Disaster Recovery Planning
- Termination - Adding / revoking passwords, privileges, etc.
- Chain of Custody, Preservation of Evidence, Collection of Evidence.
- Training of end users, executives and HR
- Communication: User Awareness, Education, Online Resources, Documentation
- Standards and Guidelines: Systems Architecture, Change Documentation, Logs and Inventories, Classification, Notification, Destruction

For full course details please visit our web site at www.iactonline.com

See also

Our courses on PC Trouble-Shooting & Repair, Windows NT administration, Windows 2000, MCSA, Linux and Network+.

PC support and OS Administration

CompTIA I-Net+ Certification Course

Overview

This new certified course designed by CompTIA provides the knowledge to understand the many different technologies involved with the Internet. The course helps to explain these technologies and enables attendees to put them into the proper context. The course shows how to build moderately complex web pages, and how to support Internet client desktops. The course is suitable for those seeking Internet related jobs including Internet Systems Administrators, Security Specialists, Application Developers, Database Specialist, e-Commerce Specialists, Network Specialists, and Site Designers. i-Net+ is recognised as a good starting point for entry into a large number of e-business and Internet job roles. The certification demonstrates baseline knowledge needed in all these jobs, and positions you for building on that foundation. This course provides a solid foundation in the core internet technologies available today providing a detailed overview of both server and client side issues with web design.

Content

- **Net basics** - Understand URLs, how Internet sites function, and how information, is found on the World Wide Web
- **Net clients** - Understand the infrastructure needed to support Internet clients including network protocols, operating systems, hardware, web browsers, e-mail clients and other client software and how to configure, secure, and support the desktop.
- **Development** - Define and put into proper context popular client-side and server-side programming languages and technologies, describe database technologies and multimedia plug-ins, create moderately complex HTML web pages, and understand the philosophy and methods of pre-launch site testing.
- **Networking and infrastructure** - Describe the current Internet infrastructure, hardware, connectivity, servers, system of domain names, protocols and their services, diagnostic tools, and bandwidth technologies.
- **Net security** - Describe Internet security concepts including encryption and access control, virtual private network technologies, server security features, anti-virus software, and various types of suspicious activities.
- **Business concepts** - Explain copyrighting, trademarking and licencing issues. Describe audience development, issues related to working in a global environment, and other e-commerce terms and concepts.

Included with this course are comprehensive reference notes and a reference book including sample examination papers and invaluable reference material to help you master the i-Net+ examination.

Objectives

The main objective of the course is to teach all the necessary topics in order pass the i-Net+ Certification Examination with flying colours. The course is designed, however, around a practical hands-on approach to ensure all attendees receive real-world practise at completing the tasks they will be tested on during the examination and so master the fundamentals of web systems administration and configuration.

See also

Our Webmaster course for practical web development skills, our Webmaster Level 2 course for e-Commerce and database-driven web sites.

You will learn how to

- Upgrade and repair PCs
- Trouble-shoot problems with drivers, installations and memory faults
- Configure Windows and Linux on PCs
- Fix installation problems

... and much more

Audience

Technicians and users wishing to prepare for the i-Net+ examination and who need to gain an in-depth knowledge of PC configuration for support and installation of PCs.

Duration

DAY: 6 Days

or

EVENING: 20 evenings

International Academy of Computer Training
www.iactonline.com info@iactonline.com

32 Fitzwilliam Street Upper, Dublin 2
 Tel: +353 1 434 7600

7 Catherine Street, Waterford
 Tel: +353 51 854 774

75 Canon St., London EC4N 5BN
 Tel: +44 800 587 0003

 **iact**
 The complete IT training provider

Learn to:

- Understand networking topology and Cisco networking technology
- Configure and manage Cisco routers, hubs and switches
- Learn to configure Virtual Private Networks and gateways
- Learn to configure devices remotely and interconnect networks
- Learn about switching technologies
- Understand how IP routing works
- Work with CISCO tools and simulators
- Gain the internationally recognised CCNA qualification

...and much more**Audience**

Users new to networking familiar with IT systems. Content of our PC troubleshooting or equivalent course is assumed.

Duration

DAY: 6 Days
or
EVENING: 20 Evenings

PC support and OS Administration

Cisco Certified Network Associate Certification

Cisco's CCNA certification is widely recognized as the entry level certification for Cisco technology networking skills. The CCNA certification validates an individual's networking skills at the foundation level. Candidates who pass the CCNA exam receive a CCNA certificate from Cisco and may display the CCNA designation on their business cards. CCNA forms the associate level of the Cisco Career Certifications program. It is the entry level certification that supports all of the career tracks within Cisco Certifications.

CCNA Certified professionals can install, configure and operate LAN, WAN and dial-up access services for small networks (100 nodes or fewer), included, but not limited to use of these protocols: IP, IGRP, IPX, Serial, AppleTalk, Frame Relay, IP RIP, VLANs, RIP, Ethernet, Access Lists.

Content

Internetworking: The Cisco hierarchical model, Core, Distribution, Access, OSI reference model, OSI review, Application, Presentation, Session, Transport, Network, Datalink, Physical, Assembling and cabling Cisco devices, Cabling the LAN and WAN, Console connections, Selecting Cisco products, Cisco hubs, routers & switches.

Common LAN Technologies: Ethernet and IEEE 802.3, CSMA.CD/Broadcasts, Switching Vs Routing in Network Design, Bandwidth domains/Broadcast radiation, Network congestion/segmentation, 100BaseT fast ethernet, Ethernet design rules and topologies.

Switching Technologies: Layer 2 switching, Address learning, Forward/filter decision, Half and full duplex ethernet, Bridging compared to LAN switching, LAN switch types, Spanning Tree.

Configuring a Cisco IOS Device: Operation of Cisco IOS, Startup of a Cisco Router, Software Exec, Keyboard help, Router identification, Setting the passwords, Setting banners, Saving configurations, Router interfaces, Descriptions, Verifying your configuration.

Internet Protocol: DOD stack, IP addressing, Subnetting.

Interconnection Catalyst Switches: Cisco Catalyst 1900 switch, Configuring the catalyst 1900 switch.

Virtual LANs: VLAN concepts, ISP, VTP, VLAN configuration, Guidelines, Configuration steps.

IP Routing: Basic IP routing, Static routing, Default routing, Dynamic routing, RIP, IGR.

Managing a Cisco Network: Managing IOS and configuration images, Router boot sequence, Backing up the Cisco IOS, Restoring the Cisco IOS, Backing up the Cisco configuration, Restoring the Cisco configuration, Cisco discovery protocol, Telnet, Pin.

Access Lists: IP, Standard, Wildcards, Extended, Controlling VTY access, Named Access-lists, Access-list configuration, Verifying and monitoring access lists, IPX, Standard, Extended, SAP filters, Review questions.

Objectives

To prepare for the Cisco exam 640-802 and achieve Cisco Certified Network Associate status CCNA.

See also

Our A+ Certification course and our Linux+ course for other CompTIA certifications. See also our Windows 2008 Administration course for Windows 2008 network administration.

PC support and OS Administration

MCSA Certification Course

Overview

Microsoft's MCSA certification programme is the latest in a line of successful certification's offered by Microsoft. The MCSA is a natural progressor for those who have completed the A+ and Network+ certifications and both these exams can be used as credit towards attaining the MCSA certificate.

To acquire the MCSA attendees must complete 4 examinations (3 if you have A+ and Network+ certificates) in Windows administration technologies. In the process of attaining the MCSA candidates will acquire the MCP certificate and they can use the MCSA certification as a precursor to the MCSE certificate.

This course will provide individuals with the knowledge necessary to understand and identify the tasks involved in supporting Windows 2008 networks and will provide an overview of networking concepts and how they are implemented in Windows 2008.

Content

- Installing, Configuring, and Administering Microsoft Windows 2008 Server
- Configuring the Windows 2008 Environment
- Define a network and describe the different types of networks and network operating systems.
- Define domains, trees, and forests.
- Describe the implementation of Windows Directory Services with Active Directory service.
- Administration tools
- Control Panel, System Properties, System Information, Event Viewer, Windows Task Manager, Performance, Printers, Shared Folders, Disk Management, Backup, Security Management, Network, Management Console
- Windows 2008 security: User Accounts, Groups, User Rights, Permissions
- Access to Resources using Groups
- Scope of Networks, Connectivity Components, Network Topologies, Network Technologies
- Introduction to Protocols, Protocols and Data Transmissions
- TCP/IP Protocol Suit, Name Resolution, Examining the Data Transfer Process, Routing Data
- DNS, zones, queries resolution
- Classful IP Addressing, Subnetting a Network, Planning IP Addressing, Assigning TCP/IP Addresses
- Implementing and Managing DHCP
- Optimising IP Address Allocation
- Web Services
- Managing Data by Using NTFS Permissions, Disk Quotas, Securing Data with EFS
- Network Access to File Resources
- Optimising Performance in Windows Server
- Configuring Windows server for Mobile Computing
- Configuring and Managing Disks
- Disaster Protection
- Installing and Configuring Terminal Services
- Implementing Servers
- Troubleshooting startup and log-ins

Objectives

To be able to configure, support and administer Windows 2008 based Networks and understand the security, access and optimisation requirements of same. To be able to attain the MCSA certification by passing the relevant Microsoft Examinations.

See also

Our Windows 2000 Administration course and our A+, Network+ Certification course and our Linux+ course for other CompTIA certifications.

You will learn how to

- Configure and setup Windows 2008 server PCs
- Understand configuration of domains, trees and forests
- Use Administration tools
- Secure your network
- Configure user and group permissions
- Setup permissions and define quotes
- Troubleshoot startup and client log-ons
- Optimise Windows server performance
- Setup RAS for remote network connections

... and much more

Audience

Holders of the A+ and Network+ certification. Anyone needing to implement, manage, and troubleshoot Windows 2008 Server. Considered mid-level between MCP and MCSE certifications.

Duration

DAY 8 Days

or

EVENING 24 Evenings

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You will learn how to

- Install and configure Linux
- Setup accounts configure auditing options
- Configure TCP/IP
- Backup and recovery
- Configuring and installing servers
- Configure and troubleshooting x-Windows
- Fix installation problems

... and much more**Audience**

Anyone needing to become familiar with administering and configuring Linux systems. No experience with Linux is required although basic systems experience is assumed.

Duration**DAY: 4 Days**

or

EVENING: 12 evenings**PC support and OS Administration****Linux Systems Administration****Overview**

Linux has grown tremendously in popularity during its evolution and is now widely used as the server OS of choice with many leading organisations. This course explores the tools and resources within Linux used to provide a wide range of services across a network.

This course covers Linux System Administration to a level suitable for administrators who will be supporting Linux installations across a heterogenous network. The emphasis is on practical solutions and contains troubleshooting and implementation tips. Completion of the course will provide a firm understanding of Linux administration and familiarity with a host of powerful tools to support Linux on the desktop and as a file and web server.

Content

- Structure and internals of Linux
- Hardware requirements for workstation systems
- Hardware requirements for server systems
- PC Installation and installation troubleshooting (DVD ROM, NFS and HTTP installs)
- System startup and initialisation (the boot process, run levels and startup scripts)
- System shutdown and shutdown scripts
- Creating, deleting and auditing accounts
- Secure remote access using SSH
- Filesystem management (physical and logical filesystem design, RAID, mirroring, NFS and NIS)
- TCP/IP networking (host configuration, setting up DNS servers, troubleshooting)
- Filesystem backup and recovery (tar, cpio, rcp, nfs based approaches, use of open source and commercial backup tools)
- Setting up and administering print services and configuring Linux for dedicated print server hosts
- Job scheduling using cron shell scripting
- Managing and auditing system , server and network logs
- Defending against denial of service attacks
- Configuring and installing servers (mail servers, ftp servers, web servers)
- Working in heterogeneous environments (installing and configuring Samba, installing and configuring IPX/SPX support)
- Terminal configuration and troubleshooting
- Principles of configuring Linux as a Firewall system
- Basic security audit procedures
- X Windows configuration, security and troubleshooting
- System tuning and performance monitoring
- In depth coverage of package installation and RPM
- Adding and configuring new devices (network cards, fax modem cards, hard drives, ISDN cards, graphics, audio and video devices)

Objectives

By the end of this course users will be familiar with file and system security issues, file system backup and recovery. Configuring and setting up TCP/IP networks and troubleshooting NFS. Understand issues involved in tuning and performance monitoring. Installation and de-installation of packages. Understanding and modifying sysadmin scripts. Configuring troubleshooting X Windows. Configuring and upgrading the Kernel. Setting up and configuring web services.

See also

Our course NT Administration, PC Trouble-shooting & Repair and our A+ course.

PC support and OS Administration

System Administration Microsoft SQL Server

Overview

SQL Server is one of the most widely used database management systems. Learning to administer and support SQL Server will provide you with the skills needed to support users of this database. This course provides you with the knowledge and skills required to install, configure, administer, and troubleshoot Microsoft's SQL Server client/server database management system.

Pre-requisites

An understanding of basic relational database concepts.

Knowledge of basic Transact SQL syntax (SELECT, UPDATE, and INSERT statements).

Familiarity with the role of the database administrator.

Content

- SQL Server Overview
- Installing and configuring SQL Server
- Configuring SQL Server Agent and SQL
- Enterprise manager
- Managing Security
- Revoking access
- Managing Permissions
- Managing Application Security
- Implementing permissions
- Managing Database files
- Viewing and changing database options using Transact SQL
- Backing up databases
- Performing differential backup
- Restoring databases
- Creating jobs and operators
- Using SQL Mail
- Creating alerts
- Assigning a fail-safe operator
- Publishing SQL Server Data on the Web
- Transferring Data
- Importing data from a query
- Modifying DTS package using DTS designer
- Monitoring SQL Server
- Implementing replication
- Maintaining Replicant

Objectives

On course completion users will be comfortable in administering the Microsoft SQL Server databases system. Plan for a SQL Server installation. Install SQL Server. Configure SQL Server; manage files and databases. Choose a login security method. Configure login security. Plan and implement database permissions. Back up databases.

See also

Our course Windows 2008 Administration, Introduction to SQL and our Microsoft Access Level 1 and Level 2 courses.

You will learn how to

- Describe SQL Server architecture
- Plan for a SQL Server installation
- Install SQL Server
- Configure SQL Server; manage files and databases
- Choose a login security method
- Configure login security
- Plan and implement database permissions
- Back up databases
- Restore databases
- Automate administrative tasks using SQL Server Agent
- Import, export and transform data
- Monitor and maintain SQL Server performance
- Replicate data from one SQL Server to another

... and much more

Audience

Anyone needing to become familiar with administering and configuring SQL Server. An understanding of relational database concepts and the role of a database administrator are assumed.

Duration

DAY: 5 Days

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Other Information



Course Registration & Times

Booking and Registering for Your Course

Booking and registering for an IACT course is easy. To reserve places on a course fill in and return the registration form opposite together with the booking fee.

Alternatively you can register online at www.iactonline.com or call our **Registration Hotline (01) 434-7600**.

Please clearly state your preferred start date and whether you wish to attend a day, evening or online course. Where you need to book several courses please complete a separate registration form for each course.

Confirmations will be sent by e-mail, fax or post confirming your bookings and start dates.

Day courses

Please arrive at least 15 minutes prior to course commencement to register. Coffee and refreshments will be available before the course from 9:00am. Classes start at 9:30am and finish at approximately 5:00pm. Lunch will be provided in a local Dublin restaurant between 1:00pm - 2:00pm. Please check the relevant course outline for the course duration.

Evening courses

Registration and coffee on first evening 30 minutes before course commencement. Classes start at 6:00pm or at 8:15pm and last for two hours. Please see your timetable for details of your course start date and time.

Saturday courses

Registration and coffee 30 minutes before course commencement. Classes start at 9:30am or at 1:30pm and last for four hours. Please see your timetable for details of your course start date and time.

What to Bring

Everything you need will be provided on the course, but you might care to bring along any relevant work examples to which you have been assigned - such as source code, designs or books and articles you might wish to discuss with the tutor. Other than that, just be prepared for plenty of rewarding hard work!

We look forward to seeing you soon!

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How to find us

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IACT - London

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4 easy ways to register

Phone

Dublin

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Fax: +353 1 284 6426

Waterford

Tel: +353 51 854 774

London, UK:

Tel: +44 800 587 0003

Online

www.iactonline.com

E-mail

info@iactonline.com

Post

IACT
32 Fitzwilliam Street Upr
Dublin 2

Registration Form

Group Booking & Registration

Company Name:		Tel:	
		Fax:	
Course Title:			
Preferred Dates:			
Address:		Invoice Address:	
Participants:			
If you require more space please copy this form			
Booked by:		Email:	
Position:			
Signed:			
Date:			
Payment:			
I agree to abide by your terms and conditions: <input type="checkbox"/>			
Card No:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Exp Date:	<input type="text"/>	Security Code:	<input type="text"/>
Visa:	_____		
Credit Card Holder's Name:	_____		
Signature:	_____	Date:	_____

Terms and Conditions

IACT offer a flexible and professional training service - however the nature of IT training requires us to adhere to the following summary terms and conditions (the full terms can be viewed on our website at www.iactonline.com). Where possible we will always try to accommodate your requirements but please be aware that our standard policy on course bookings will apply:

- Course bookings (like standard airline tickets) are final and may not be cancelled or refunded.
- Failure to attend on a confirmed course date may forfeit course fees.
- Failure to attend a registered course will incur the full cost of the course.
- We reserve the right to reschedule a course or cancel a course if unforeseen circumstances arise.
- IACT reserve the right to amend or update a course at any time.