

EMENET RESOURCES CENTRE

CORPORATE PROFILE

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Our Mission

**"To be an excellent service provider with
Great repute for the benefit of
Our society"**

Our Vision

"Connecting you to the perfect world of your own"

Our Goal

"To equip and exploit the latest development in computer and information technology and impact same to the trainees and trainers towards improving their original thinking ability in their chosen areas of specialization.

OUR CORE VALUES

INTERGRITY

We keep our promises while offering quality service delivery and optimum customer's satisfaction

TEAMWORK

Our team of well trained staff are always ready to go the extra mile to deliver quality service

CREATIVITY

Our dynamic creative nature is what distinguishes us in the industry

PASSION

Our passion is to equip people with knowledge. This is what we do best ...Satisfying IT

INGENUITY

We go the extra mile beyond the call of duty to deliver the best customer service.

DEPENDABILITY

Keeping promises is our hobby.

CUSTOMER-FOCUS

.....Simplifying IT



We are always there whenever we are called upon. Just like your shadow, we are always there!

Message from the MD/CEO

Welcome to our world of Information Technology born out of the desire to bring radical changes to our society with the best skills and tools for future challenges. The world today is revolving around information and if you are not informed, you will be deformed.

The growth of every economy or country is being driven by information technology and education. That ignited our call for daily uplifting the fortunes of individuals, organisations, communities and the entire society.

In ERC, we do not compromise quality and standard. That defines the open invitation into our world of information technology. We are poised to connecting you to the perfect world of your own through self empowerment.

Our ultimate route to the zenith is right on the floor.... To your very reach, that makes you our greatest partners.

Emeka Chukwuma



OUR HERITAGE

Emenet Resources Centre Limited is a newly branded and focused IT firm that is poised to take IT Services to greater heights for the benefit of our society. Its existence was born out of deep passion and quest by the management to define ICT proper and give IT the deserved and distinguished standard. ERC has enjoyed the benefits of foreign affiliation from her association with:

- CWORKS International and
- Guidance View

Emenet Resources Centre Ltd is the baby of Emenet Communications Ltd and Emenet Institute for Computer Education. **Emenet Communications Limited** is a Communication Company involved in marketing communication equipments and computer related services and has been known and recognised for its distinguish services. **Emenet Computer School** now **Emenet Institute for Computer Education (EICE)** is a Computer Education and training Institution. Its main objective is to empower Nigerians especially the youth in information technology and contribute immensely in structuring and installing an indestructible foundation in computer training and allied services and raising an unbeatable standard for others to follow.

BOARD OF DIRECTORS

- Senator (Dr.) Levi Nwokeafor – Chairman
- Emeka Chukwuma – Managing Director/CEO
- Obiageli Nwosu - Director
- Julia Mahmood – Director (Malaysia)
- Tunde Bakare - Director
- Celestine Ude - Director



OUR WINNING EDGE

ERC has....

- ✚ Strategic office location
- ✚ Reputable, distinguished and well trained staffs
- ✚ Prompt and effective service delivery
- ✚ World Class Content
- ✚ Demonstrable expertise in the ICT industry
- ✚ Global outlook and orientation
- ✚ Certified and Experienced Instructors
- ✚ Foreign affiliation
- ✚ In- built mechanism to conform to the slightest change in the global IT revolution.

OUR COMPETITIVE EDGE

- ✚ Highly trained professionals and staffs
- ✚ Fully computerized operations
- ✚ Professionalism and expertise in the ICT industry.
- ✚ Quality service delivery
- ✚ Prompt response time
- ✚ Strategic alliance

OUR CULTURE AND IT EDGE

.....a caring culture

The distinguishing factor in Emenet Resources Centre is that we ensure that our customers get quality service and optimum satisfaction.

.....IT edge

Our modern information communication technology infrastructure is aimed to retain us as the best in quality service delivery.

OUR PRODUCTS AND SERVICES

In today's business corporation, the increasing openness and globalization of the economy have made it clear that to compete in the global business environment, businesses must be able to leverage information technology effectively at all levels of the organization, to fulfil their immediate and long term strategic objectives. Emenet Resource Centre – **ERC** pursues its vision of connecting you to the world of your own not just by delivering professional training, but also providing value added support services to reduce workload. We are your one-stop IT Solution provider that is poised to help you achieve IT service satisfaction, stay ahead of competition and achieve your organization goals.

TRAINING

ERC has the capability to deliver high-end professional training to organizations. We offer training services in partnership with Guidance View - an IT training provider of great international repute for students seeking careers in IT, re-orientation and skill enhancement programs for professionals. A successful professional must have both **hard skills** and **soft skills**; ERC intends to continue creating value for your organization by raising the standard with professional training services.

Our Corporate Learning Solutions evolved out of the industry requirement of just-in-time training solutions, creating a closer link between training and performance. We are well positioned to provide on-site, anytime-anywhere training to customers across the country. We customize Fit for Purpose training programs to suit the requirements of different customers, thus enabling the achievement of higher productivity in the workplace.

ERC is a one-stop training solutions umbrella for the corporate segment. As a sponsored organization of Guidance View, we have a strategic link with IBM, Sun Microsystems, Microsoft and Cisco. Our extensive list of IT programs range from basic to advanced courses delivered at the best prices. They include Sun Solaris, Java, IBM, HP-UX, Linux, Microsoft, Oracle, Cisco, Lotus, Client/Server and PC Applications. With unique, proven methodologies governing courseware, high quality training delivery and strategic location, we'll help you learn in the manner that best suits your schedule, budget, learning style and expertise - **Simplifying IT**

TIME ATTENDANCE RECORDER, ACCESS CONTROLLERS AND SECURITY DEVICES

Our robust, cost effective, Fingerprint Recognition based Time Attendance Recorder and Access controller helps you to track employees' time attendance details and provides a daily reconciliation of time records as reports or for further processing (e.g. by payroll software). As a result, the device cut down on administrative time, Safeguards from employees timing in for each other, helps to increase productivity, track employee attendance more accurately and exercise tighter control over employee time and attendance errors.

The Access Control Technology offers a high level of security along with or without the Biometrics solution whereby the image of physical characteristics like fingers, hands, eyes etc. is stored as identification and recalled each time a person requires an access.



We supply and install office and vehicle security gadgets to enhance the security in and around your offices.

MAINTENANCE AND NETWORKING

With our highly effective, well trained and dedicated technical department staff, you have little or nothing to worry about your IT Infrastructure maintenance/repairs. We will help you resolve networking issues as well as run fresh network in any of your choice location.

SOFTWARE SALES AND DEVELOPMENT

ERC is into strategic partnership with C-Works to bring to your desk a complete Maintenance Management package - **Computerized Maintenance Management System (CMMS)** software. This is an highly effective and affordable Maintenance Management software that will assist you eliminate waste, manage all maintenance activities, answer your asset and equipment maintenance need, control cost, greatly enhance inventory management, automate maintenance task, track employee hours on maintenance job and track maintenance cost.

Our team of well trained Software developers are also on hand to develop software that is peculiar to your organization's need within a very short period of time.

SALES & SUPPLY OF COMPUTERS AND ACCESSORIES

ERC in conjunction with our parent company Emenet Communications Limited provides solutions for purchase and delivery of IT infrastructures with Sales and supply of computers (Laptop & Desktop) and accessories.

EXECUTIVE SUITES

Our training labs are available for rental for your company various in-house training. The facilities are well equipped with state-of-the-art infrastructure; fully computerised training rooms with internet facility, the classrooms are well structured in a cosy environment with constant power supply.

BUSINESS LOCATION

Our Head Office is located at

55, Bode Thomas Street, Surelere, Lagos, Nigeria.

Tel: (234)-01- 6594678, 7405152

(234)-0703 561 6403

E-mail: info@emenetrc.com



Website: www.emenetrc.com

COURSE OFFERINGS

S/N	Computerized Maintenance Management Training	Duration (Days)
1	Maintenance Management	2
2	Maintenance Planning and Strategy	2
3	Maintenance Organization	2
4	Maintenance Systems	2
5	Maintenance Information	2
6	Safety and Environments	2
7	Maintenance Materials Management	2
8	Creativity and Innovation Strategy	2
9	Financial Analysis and Control System	2
10	Quality Management	2
11	Information Systems Strategy	2
12	Business Strategy and Strategic Management	2
S/N	Project Management Training	Duration (Days)
1	Microsoft Project 2000 Foundation	1
2	Microsoft Project 2000 Advance	1
3	Microsoft Project 2003 Foundation	1
4	Microsoft Project 2003 Advance	1
5	Project Management Fundamentals	3
6	Project Management Professionals (PMP)	5
S/N	ITIL Service Management Training	Duration (Days)
1	ITIL Foundation (Exam Inclusive)	2+1
2	ITIL Service Manager-Service Support (Exam Inclusive)	5+1
3	ITIL Service Manager-Service Delivery (Exam Inclusive)	5+1

S/N	Crystal Reports Training	Duration (Days)
1	Crystal Reports XI - Level 1	2
2	Crystal Reports XI - Level 2	2
3	Crystal Reports XI - Enterprise Edition	5
4	Crystal Reports 10 - Level 1	2
5	Crystal Reports 10 - Level 2	2



S/N	Microsoft Application	Duration (Days)
1	Access 2007 - Foundation	2
2	Access 2007 - Intermediate	2
3	Access 2007 - Advance	2
4	Access 2003 - Foundation	2
5	Access 2003 - Intermediate	2
6	Access 2003 - Advance	1
7	Access 2000 - Foundation	2
8	Access 2000 - Intermediate	2
9	Access 2000 - Advance	2
10	Excel 2007 - Foundation	1
11	Excel 2007 - Intermediate	1
12	Excel 2007 - Advance	1
13	Excel 2003 - Foundation	1
14	Excel 2003 - Intermediate	1
15	Excel 2003 - Advance	1
16	Excel 2000 - Foundation	1
17	Excel 2000 - Intermediate	1
18	Excel 2000 - Advance	1
19	PowerPoint 2007 - Basic	1
20	PowerPoint 2007 - Advance	1
21	PowerPoint 2003 - Basic	1
22	PowerPoint 2003 - Advance	1
23	PowerPoint 2000 - Basic	1
24	PowerPoint 2000 - Advance	1
25	Word 2007 - Foundation	1
26	Word 2007 - Intermediate	1
27	Word 2007 - Advance	1
28	Word 2000 - Foundation	1
29	Word 2000 - Intermediate	1
30	Word 2000 - Advance	1



31	Word 2003 - Basic	1
32	Word 2003 - Intermediate	1
33	Word 2003 - Advance	1
34	Lotus Notes R5 - Basic	1
35	Lotus Notes R5 - Intermediate	1
36	Lotus Notes R5 - Advance	1
37	NetMeeting - Internet Conferencing	0.5
38	Outlook 2003 - Foundation	1
39	Outlook 2003 - Intermediate	1
40	Outlook 2003 - Advance	1
41	Outlook 2000 - Foundation	1
42	Outlook 2000 - Intermediate	1
43	Outlook 2000 - Advance	1
44	Project 2003 - Basic	2
45	Project 2003 - Advance	1
46	Project 2000 - Basic	1
47	Project 2000 - Advance	1
48	Visio 2003 Professional - Basic	1
49	Visio Professional 2002 - Basic	1
50	Visio Professional 2002 - Advance	1
51	Visio Professional 2000 - Basic	1
52	Microsoft Windows XP - Foundation	1
53	Microsoft Windows XP - Foundation	1



MICROSOFT SERVERS

Code	Windows 2003 Server	Duration (Days)
GV2273	Managing and Maintaining a Microsoft Windows Server 2003 Environment	5
GV2276	Implementing a Microsoft Windows Server 2003 Network Infrastructure - Network Hosts	5
GV2277	Implementing Managing and Maintaining a Microsoft Windows Server 2003 Network Infrastructure: Network Services	
GV2278	Planning and Maintaining a Microsoft Windows Server 2003 Network Infrastructure	5
GV2279	Planning, Implementing, and Maintaining a Microsoft Windows Server 2003 Active Directory Infrastructure	5
GV2285	Installing, Configuring, and Administering Microsoft Windows XP Professional	2
GV2282	Designing a Microsoft Windows Server 2003 Active Directory and Network Infrastructure	5
GV2830	Designing Security for Microsoft Networks	3

Code	SQL Server 2005 (Administrator)	Duration (Days)
GV2773	Updating your Database Administration Skills to Microsoft SQL Server 2005	3
GV2780	Maintaining a Microsoft SQL Server 2005 Database	3
GV2786	Designing a Microsoft SQL Server 2005 Infrastructure	2
GV2787	Designing Security for Microsoft SQL Server 2005	2
GV2788	Designing High Availability Database Solutions Using Microsoft SQL Server 2005	3
GV2789	Administering and Automating Microsoft SQL Server 2005 Databases and Servers	1
GV2790	Troubleshooting and Optimizing Database Servers using Microsoft SQL Servers using Microsoft SQL Server 2005	2

Code	SQL Server 2005 (Developer)	Duration (Days)
GV2734	Updating your Database Development Skills to Microsoft SQL Server 2005	3
GV2779	Implementing a Microsoft SQL Server 2005 Database	3
GV2781	Designing a Microsoft SQL Server 2005 Server-Side Solutions	3
GV2782	Designing Microsoft SQL Server 2005 Databases	2
GV2783	Designing the Data Tier for Microsoft SQL Server 2005	1
GV2784	Tuning and Optimizing Queries using Microsoft SQL Server 2005	3



Code	SQL Server 2000	Duration (Days)
GV2073	Programming a Microsoft SQL Server 2000 Database	5
GV2072	Administering a Microsoft SQL Server 2000 Database	5
GV2073	Microsoft SQL 2000 Server - Querying with Transact SQL	2

Code	IIS	Duration (Days)
GV2694	Updating Web Server Skills to Internet Information Services 6.0	2
GV2295	Implementing & Supporting Microsoft Internet Information Services 5.0	3

Code	MCSE 2003 Upgrade	Duration (Days)
GV2297	Planning, Implementing, Managing and Maintaining a Microsoft Windows Server 2003 Environment for an MCSE Certified on Windows 2000	5

Code	Exchange Server	Duration (Days)
GV2400	Implementing and Managing Microsoft Exchange Server 2003	5
GV2401	Implementing and Managing Microsoft Exchange 2000	5
GV2402	Microsoft Exchange Server 2000 - System Administration	5
GV2403	Troubleshooting Microsoft Exchange Server 2003	3

Code	Internet Security Acceleration (ISA)	Duration (Days)
GV2694	Implementing Microsoft Internet Security and Acceleration Server 2004	5
GV2295	Deploying and Managing Microsoft Internet Security and Acceleration Server 2000	3

Code	Windows XP	Duration (Days)
GV2272	Implementing and Supporting Microsoft Windows XP Professional	5
	Supporting Users Running the Microsoft Windows XP Operating System	3
	Supporting Users Running Applications on a Microsoft Windows XP Operating System	2



S/N	SharePoint Server	Duration (Days)
1	Administering Microsoft SharePoint Portal Server 2003	3

Programming with **MICROSOFT PROGRAMMING TOOLS**

Code	Microsoft Visual Studio.Net	Duration (Days)
GV2559	Introduction to Visual Basic .NET Programming with Microsoft.NET	5
GV2373	Programming with Microsoft Visual Basic .NET	5
GV2565	Developing Microsoft .NET Applications for Windows (Visual Basic.NET)	5
GV2555	Developing Microsoft .NET Applications for Windows (Visual C Sharp .NET)	5
GV2310	Developing Microsoft ASP.NET Web Applications Using Visual Studio .NET	5
GV2663	Programming with XML in the Microsoft .NET Framework	3
GV2524	Developing XML Web Services Using Microsoft ASP.NET	3
GV2389	Programming with Microsoft ADO.NET	3
GV2557	Building COM+ Applications using Microsoft.NET Enterprise Services	5
GV2710	Analyzing Requirements and Defining Microsoft .NET Solution Architectures	5

CompTIA

Code	CompTIA	Duration (Days)
GVA+	A+ Certification	5
GVA1+	A+ Certification - Core Hardware	2.5
GVA2+	A+ Certification - Operating Systems	2.5
GVN+	N+ Certification	5
GVP+	Project+ Certification	5
GVS+	Server+ Certification	5
GVS+	Security+ Certification	5



Databases with **ORACLE**

S/N	Oracle Database Server	Duration (Days)
1	Oracle Database 10g - Introduction to SQL	5
2	Oracle Database 10g - Administration Workshop I	5
3	Oracle Database 10g - Administration Workshop II	5
4	Introduction to Oracle9i - SQL	5
5	Oracle9i Database Administration- Fundamentals I	5
6	Oracle9i Database Administration - Fundamentals II	5
7	Oracle9i Database - Performance Tuning	5
8	Oracle9i Database Security	3
S/N	Oracle Developer	Duration (Days)
1	Oracle Database 10g - Introduction to SQL	5
2	Oracle Database 10g - Programming with PL/SQL	5
3	Oracle Database 10g - Advanced PL/SQL	2
4	Introduction to Oracle9i - SQL	5
5	Oracle 9i Database - Programming with PL/SQL	5
6	Oracle 9i Forms Developer - Build Internet Applications	5
7	Oracle 9i Reports Developer - Build Reports	5
8	Oracle 9i: Advanced PL/SQL	3
9	Oracle 9i: Database Fundamentals for Developers	2
10	Oracle 9i Database: SQL Tuning Workshop	3
11	Oracle 10g J Developer	5

LINUX

Code	Linux	Duration (Days)
GVLX1	Linux Fundamentals	4
GVLX2	Linux Power Users	5
GVLX3	Linux System Administration	4
Code	Red Hat Linux	Duration (Days)
RH033	Red Hat Linux Essentials	4
RH131	Red Hat Linux System Administration	4
RH253	Red Hat Linux - Networking & Security Administration	5



Code	Cisco	Duration (Days)
INTRO	Introduction to Cisco Networking Technologies	4
ICND	Interconnecting Cisco Networking Devices	5
BSCI	Building Scalable Cisco Internetworks	5
BCMSN	Building Cisco Multilayer Switched Networks	5
BCRAN	Building Cisco Remote Access Networks	5
CID	Cisco Internetwork Design	5
CIT	Cisco Internetwork Troubleshooting	5
SND	Securing Cisco Network Devices	5
CSVPN	Cisco Secure Virtual Private Networks	4
CWS	Installing Cisco WAN Switches	4
ISCW	Implementing Secure Converged Wide Area Network	5
ONT	Optimised Converged Cisco Network	5

Increase your productivity with **SUN MICROSYSTEMS**

Code	Solaris Operating System Administration	Duration (Days)
SA-100	Introduction to Unix Operating System	5
SA-200	System Administration for Solaris 10 Operating System Part I	5
SA-202	System Administration for Solaris 10 Operating System Part II	
SA-239	System Administration for Solaris 9 Operating System	5
Code	Networking	Duration (Days)
SA-387	TCP/IP Internetworking	5
SA-389	TCP/IP Network Administration	5
SA-399	Network Administration for the Solaris 9 Operating System	5
SA-300S	Network Administration for the Solaris 10 Operating System	5



S/N	Java Technology	Duration (Days)
1	Web Publishing with HTML, Java Script and Java Applets	5
2	Introduction to JavaScript Scripting	1
3	JavaScript Fundamentals	2
4	JavaScript Programming	3
5	J2EE Web Component Development	5
6	Java 2 Advanced Programming	3
7	Java Programming Fundamentals	5
8	Advanced JavaScript Programming	1
9	Java Programming Language	5
10	Java Programming Language for Visual Basic Programmers	5
11	Web Component Development with Servlet & JSP Technology	5
12	Database Application Programming with Java Technology	4
13	Java Programming	5
14	Developing Java Web Services	5
15	Architecting and Designing J2EE Applications	4
16	Managing XML with the Java Platform	3

S/N	Linux	Duration (Days)
1	Linux TCP/IP Administration	5
2	Linux as a Webserver (APACHE)	3
S/N	Networking	Duration (Days)
1	Introduction to Networking	2
2	TCP/IP Overview	1
3	TCP/IP Network Design	4



S/N	Web and Multimedia Design	Duration (Days)
1	Introduction to 3D Studio Max	1
2	Modelling with 3D Studio Max	1
3	Animation with 3D Studio Max 3.0	1
4	Rendering and Output in 3D Studio Max 3.0	1
5	Acrobat 7.0 - Level 1	1
6	Acrobat 7.0 - Level 2	1
7	After Effects 6.0 - Level 1	1
8	After Effects 6.5 Creating 2D Compositions - Level 1	1
9	AutoCAD 3D Modelling	2
10	AutoCAD Level 1	4
11	Autodesk Land Desktop Level 1	4
12	CorelDraw 11 - Level 1	2
13	CorelDraw 11 - Level 2	1
14	CorelDraw 11 - Level 3	1
15	CorelDraw 11 Level 4	1
16	Create and Integrate Web Animation	1
17	Create and Integrate Web Graphics	1
18	Digital Photography - Level 1	1
19	Digital Photography - Level 1	1
20	Director MX - Level 1	1
21	Director MX - Level 2	1
22	Dreamweaver MX - Level 1	1
23	Dreamweaver MX - Level 2	1
24	Dreamweaver MX - Level 3	1
25	Encore DVD 1.0 - Basic DVD Creation	0.5
26	Encore DVD 1.5 - Basic DVD Creation	0.5
27	Fireworks MX - Level 1	1
28	Fireworks MX - Level 2	1
29	Flash MX (Complete Course)	5
30	Flash MX - Level 1	1



31	Flash MX - Level 2	1
32	Flash MX 2004 Designing and Developing Media - Level 1	2
33	Flash MX 2004 Developing Applications - Level 2	2
34	Flash MX Action Script (Complete Course)	5
35	FrontPage 2003 - Level 1	1
36	FrontPage 2003 - Level 2	1
37	FrontPage 2000 - Level 1	1
38	FrontPage 2000 - Level 2	2
39	FrontPage 2000 - Level 3	1
40	HTML - Level 1	1
41	HTML - Level 2	1
42	HTML - Level 3	1
43	HTML: Web Authoring - Level 1	1
44	HTML: Web Authoring - Level 2	1
45	HTML: Web Authoring - Level 3	1
46	Illustrator CS - Level 1 Creating Basic Illustrations	1
47	Illustrator CS - Level 2 Creating Complex Illustrations	1
48	InDesign CS - Level 1 Creating Basic Publications	1
49	InDesign CS - Level 2 Creating Sophisticated Type, Graphics, and Cross-Media Publishing	1
50	Macromedia Dreamweaver MX 2004 - Dynamic Application Developer	3
51	Macromedia Dreamweaver MX 2004 - Web Site Development	3
52	Macromedia Flash MX 2004 - Application Development	3
53	Macromedia Flash MX 2004 - Rich Media Design	2
54	Macromedia Flash MX ActionScript	5
55	PageMaker 7 - Level 1	1
56	PageMaker 7 - Level 2	1
57	PageMaker 7 - Level 3	1
58	Paint Shop Pro 7 - Introduction	1
59	Photoshop CS - Level 1 Basic Image Enhancement	2
60	Photoshop CS - Level 2 Redefined Masking, Image Effects, and Retouching	2
61	Photoshop CS Photo Printing and Color	1
62	Photoshop CS Web Production	1
63	Plan and Create a Web Site	1



S/N	Security	Duration (Days)
1	Doing Things Right the first time: Networks and Security	4
2	Business Continuity and Disaster Recovery - Management	4
3	Are You Being Hacked? Countermeasures towards Hacking	4
4	Digital evidence through Forensic Investigation	3
5	The Need for Information Security and the Legal, Ethical and Professional Issues Pertaining to it	5
6	Security Blue Print and Continuity Planning	5
7	Security Technology and Physical Security: IT	3
8	Implementing Security and Information Security Maintenance	5
9	Creating a Security Culture	5
10	Network Security Hacks	2
11	Advanced Network Security	3
12	Hacking into Windows Server	2

S/N	Others Technical Skills	Duration (Days)
1	Microsoft Windows 2000 - Active Directory Design	3
2	Microsoft Windows 2000 - Administering the Active Directory	5
3	Microsoft Windows 2000 - Designing a Secure Network	5
4	Microsoft Windows 2000 - Designing Network Services	4
5	Microsoft Windows 2000 - Installation and Administration	5
6	Microsoft Windows 2000 - Network and Operating Systems Basics	3
7	Microsoft Windows 2000 - Network Infrastructure Implementation	5
8	Installing and Configuring Microsoft Windows 2000	1
9	Managing a Microsoft Windows 2000 Network Environment	5
10	Deploying and Managing Microsoft Host Integration Server 2000	5
11	Designing a Secure Microsoft Windows 2000 Network	5
12	Microsoft Windows 2000 Network and Operating System Essentials	3
13	Implementing Microsoft Windows 2000 Professional and Server	5
14	Implementing a Microsoft Windows 2000 Network Infrastructure	5
15	Implementing and Administering Microsoft Windows 2000 Directory Services	5



16	Implementing and Administering Security in a Microsoft Windows Server 2000 Network	5
17	Implementing and Administering Security in a Microsoft Windows Server 2003 Network	5
18	Developing Secure Web Applications	3
19	Fundamentals of Network Security	4
20	Planning a Microsoft Windows Server 2003 Active Directory & Network Infrastructure	5
21	Implementing and Administering Security in a Microsoft Windows Server 2003 Network	5
22	Developing E-Business Solutions Using Microsoft BizTalk Server 2004	5
23	Deploying and Managing E-Business Solutions using Microsoft BizTalk Server 2004	2
24	Introduction to Programming	3
25	Introduction to ASP.NET	3
26	C Programming	5
27	C++ Programming Introduction	5
28	Programming with C Sharp	5
29	Introduction to C Sharp Programming with Microsoft .NET	5
30	Building XML-Based Web Applications	5
31	Introduction to XML and the Microsoft .NET Technologies	2
32	Introduction to Microsoft .NET Framework	2
33	Advanced Web Application Development using Microsoft ASP.NET	3
34	Programming with the Microsoft.NET Framework (Visual C Sharp.NET)	5
35	Developing and Deploying Secure Microsoft .NET Framework Applications	3
36	ASP.NET - Using Visual Basic.NET, ADO.NET, and XML	5
37	ASP.NET - Using Visual C#.NET, ADO.NET, and XML	5
38	Administering Microsoft .NET Server	3
39	VBScript - Introduction	2
40	Visual Basic .NET - Introduction	5
41	Visual C#.NET Programming - Introduction for Developers	5
42	Visual Studio.NET - Introduction	1
43	Introduction to PHP	1
44	Novell Network Administration	5
45	Network Security and Firewalls	2



Acquire the professional skill with **SOFT SKILLS**

S/N	Management and Leadership	Duration in Days
1	Change Management**	1
2	Coaching	1
3	Conflict Management	2
4	Creativity in Business	1
5	Delegating for Results	2
6	Delegation Skills for Leaders	2
7	Empowerment	1
8	Emotional Intelligence	3
9	Frontline Leadership	1
10	Handling the Difficult Employee	2
11	Leadership	3
12	Leading Honourably	1
13	Managing Change at Work	1
14	Meeting Skills for Leaders	1
15	Mentoring	1
16	Motivating at Work	1
17	Risk Taking	1
S/N	Business Communication, Presentation and Language	Duration in Days
1	50 Tips for Better Communication	2
2	Business Writing	1
3	Effective Presentation Skills	1
4	Grammar Skills	1
5	Presentation Skills	2
6	Report and Proposal Writing	2
7	Technical Presentation Skills	2
8	Writing Business Proposals	2
9	Writing Effective E-mail	2
10	Writing Persuasively	2
S/N	Quality	Duration in Days

1	Quality Management	1
S/N	Executive Improvement	Duration in Days
1	Accountability	1
2	Achieving Job Satisfaction	1
3	Achieving Life Balance	1
4	Achieving Results	1
5	Adapting to Change	1
6	Attitude	1
7	Balancing Home and Career	1
8	Business of Listening	1
9	Business Problem Solving	1
10	Career Development	1
11	Clear and Creative Thinking	2
12	Continuously Improving Self	1
13	Converting Change into Career Opportunity	1
14	Creative Decision Making	2
15	Creativity and Innovation	2
16	Critical Thinking	2
17	Developing Positive Assertiveness	1
18	Developing Self-Esteem	1
19	Emotional Intelligence**	2
20	Finding Your Purpose	1
21	Goals & Goal Setting**	2
22	Interpersonal Communication	1
23	Managing Anger	1
24	Managing Personal Change	1
25	Organizational Learning	1
26	Organizational Skills	1
27	Overcoming Anxiety	1
28	Personal Effectiveness**	2
29	Plan Your Work, Work Your Plan	1
30	Self-Empowerment	1
31	Stop Procrastinating!	1



32	Stress Management	2
33	Successful Career and Life Planning	2
34	Telephone & Time Management	1
35	Thinking on Your Feet	1
36	Time Management**	1
37	Your First 30 Days	2
S/N	Training And Development	Duration in Days
1	Be Your Own Coach	1
2	Coaching for Development	1
3	Creating a Learning Organization	2
S/N	Corporate and Executive Image	Duration in Days
1	Business Ethics	1
2	Business Etiquette	1
3	Business Etiquette & Professionalism	1
4	Organization Development	1
5	Organizational Behaviour	1
6	Organizational Communication	1
7	Organizational Vision, Values, and Mission	1
8	Professionalism in the Office	1
S/N	Planning	Duration in Days
1	Business Problem Solving	1
2	Organizational Learning	1
3	Organizational Skills	1
4	Process Improvement	2
5	Prospecting	1
6	Strategic Decision Making	1
7	Successful Strategic Planning	2
S/N	Supervisory and Line Managers	Duration in Days
1	Strategic Decision Making	1
2	Supervising for Success	2



S/N	Customer Service	Duration in Days
1	Beyond Customer Service	2
2	Calming Upset Customers	1
3	Customer Relationship Management	1
4	Customer Satisfaction **	1
5	Fundamentals of Customer Service**	1
6	Managing Quality Customer Service**	2
7	Measuring Customer Satisfaction	1
8	Quality Customer Service**	2
9	Telephone Courtesy & Customer Service	1
S/N	Human Resources	Duration in Days
1	50 Tips for Recruiting Employees	1
2	Effective Performance Appraisals	2
3	Effective Recruiting Strategies	2
4	Interviewing Skills	1
5	New Employee Orientation	2 Weeks
6	Retaining Your Employees	2
S/N	Team Building and Motivation	Duration in Days
1	Building Trust	1
2	Facilitation Skills for Team Leaders	1
3	Problem Solving for Teams	1
4	Rapid Team Deployment	1
5	Self-Managing Teams	1
6	Team Building**	2
7	Team Development	2
8	Team Participation	1
9	Team Problem Solving	1
10	Virtual Teaming	1
11	Working in Teams	1



S/N	Sales and Marketing	Duration in Days
1	Building and Closing the Sale	3
2	Direct Marketing Techniques	2
3	Effective Networking	1
4	Effective Sales Management**	1
5	Fundamentals of Selling	1
6	Negotiating**	1
7	Network Marketing	1
8	Networking for Success	1
9	New Product Introduction	1
10	Professional Selling	1
11	Sales Professional	3
12	Successful Negotiation	1
13	Telemarketing	1
14	Winning the Inner Game of Selling	1
15	Writing & Implementing a Marketing Plan	3
S/N	Finance	Duration in Days
1	Budgeting	1
2	Financial Analysis	2
3	Finance for Non Finance Managers	3
4	Understanding Financial Statements	1
S/N	Project Management	Duration in Days
1	Conducting a Needs Analysis	1
2	Project Management	3
S/N	Others	Duration in Days
1	Basics of Inventory Management	1
2	Call Centre Success	1
3	Effective Meeting Skills	1



COMPUTERS & ACCESSORIES

S/N	ITEMS
	LAPTOPS
1	Acer
2	Dell
3	HP
4	LG
5	Toshiba
	PROJECTORS
1	Acer x1160
2	Acer x2300
3	LG x2500
4	LG x3000
	HARD DISK
1	External Hard Disk 500MB+
2	40GB
3	80GB
4	120GB
5	1600GB
6	200GB
7	250GB
8	320GB
9	400GB
	PROCESSOR
1	P4 2.8GHZ MMX
2	P4 3.0GHZ MMX
3	P4 3.4GHZ MMX Pinless
	SPEAKERS
1	400 W
2	480 W
3	1200 W
4	1500 W
5	800W Subwoofer
6	3500W Subwoofer
7	1480W Mercury+
	LAPTOP ACCESSORIES
1	40GB Hard disk
2	60GB Hard disk
3	80GB Hard disk
4	100GB Hard disk
5	120GB Hard disk IDE
6	120GB Hard disk SATA
7	160GB Hard disk IDE



8	160GB Hard disk SATA
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	MEMORY
1	512MB SD RAM PC
2	512MB DD RAM
3	RAM-DDR1/DDR2
4	1GB DDR
5	Flash Drive
	BOARD
1	P4 Board 533 Bus
2	P4 Motherboard 800 Bus (Prescot)
3	P4 Open Board PC Chips (SD RAM)
4	P4 Open Motherboard
5	P4 Mother Boards (Pin less board)
	Floppy/CD-ROM/DVD
1	Blank CD Recordable
2	CD Writer
3	CD -Recordable
4	CD -Rewritable
5	Combo CD Writer + DVD Player
6	DVD RW Drive -External
7	DVD RW Drive -Internal
8	DVD Recordable
9	DVD Rewritable
10	External Floppy USB
	UPS
1	UPS 600VA Mercury
2	UPS 1500VA Mercury
3	UPS 1200VA Bluegate
4	UPS 1500VA Bluegate
	Others
1	Computer Casing
2	Computer Systems (According to specification)
3	Computer Systems -Branded (With Flat Screen Monitor, UPS and Speakers)
4	Digital Camera (LG, Samsung, Sony)
5	Digital Camera Memory Card
6	Flat Screen LCD (Acer, LG, Samsung, Sony)
7	Keyboards
8	Mouse
9	IDE Cables
10	RJ45
11	Printer Cable
12	In-to-In Cable
13	Signal Cable
14	Memory Card Reader
15	Laptop Bag



LAPTOPS

S/N	PRODUCT NAME	PRODUCT SPECIFICATION
HP		
1	HP COMPAQ	INTEL CENTRINO DUO CORE/1.86GHZ/1GB/100GH/DVD RWBT/ 15"/ XP PRO
2	HP 530 COMPAQ	INTEL CORE DUO/1.8GHZ/1GB/120GB/DVD RW/15.4"/VISTA
3	HP 530 COMPAQ	CELERON/410CD/1.8GHZ/512MB/80GB/COMBO/15.4"/VISTA HB
4	HP 530 COMPAQ T2050	INTEL CORE DUO/1.6GHZ/512MB/80GB/DVD RRW/15.4"/VISTA HB
5	HP 530 COMPAQ 410	INTEL CELERON/ 1.72GHZ/512MB/80GB/COMBO/15.4"/VISTA HB
6	HP COMPAQ NX7400	CORE 2 DUO T7200/2.0GHZ/120GB/2GB/DVD RW/BLUETOOTH/ V BUSINESS
7	HP COMPAQ NX7300 T5500	CORE 2 DUO /1.88GHZ/1GB/80GB/DVD RW /BLUETOOTH/ 15.4"/XPP
8	HP COMPAQ NX7300	CORE DUO/1.66GHZ/512MB/80GB/COMBO/BT/15.4"/XPP
9	HP COMPAQ AQ67205	CORE2DUO/1.6GHZ/1GB/120GB/WIRELESS/BLUETOOTH/ COMBO/VISTA
10	HP PAVILION T5250	CORE2DUO/PROCESS T5250/1.5GHZ/200GB/WEBCAM/FINGERPRINT/ 15.4"/VISTA PREMIUM
11	HP PAVILLION DV 2620ea	INTEL CORE 2 DUO PROCESSOR T5450 (1.67 GHZ)/ 106GB HDD/ 14.1" WXGA DISPLAY/2048MB ED RAM/BLUE TOOTH/HP WEBCAM/ QUICKPLAY / MOBILE REMOTE CONTROL/ FINGER PRINT READER/ DVD± RW(SUPERMULTI 8X)/WINDOWS VISTA HOME PREMIUM
12	HP PAVILLION DV 6555ea	INTEL CORE 2 DUO/PROCESS T5250/1.5GHZ/15.4" WXGA DISPLAY/ 160 GB HDD/1024 MB (SD RAM)/BLUE TOOTH/DVD± RW (SUPERMULTI 8X)/HP WEB CAM/HP MOBILE REMOTE CONTROL/ WINDOWS VISTA HOME PREMIUM/HP ODICK PLAY
13	HP PAVILION DV 6620	CORE 2 DUO/ PROCESS T550/1.83GHZ/160GB/1GB/DVD RW/BLUETOOTH/ WEBCAM/VISTA PREMIUM
14	HP 6720s	INTEL CORE 2 DUO/15.4" WXGA DISPLAY/WI FI/WI LAN/120 GB HDD 1024 RAM/DVD RW/BLUE TOOTH/ WINDOWS VISTA BUSINESS
ACER		
1	ACER ASPIRE 3693 NWLCI	CELERON M430/1.7GHZ/80GB/512MB/COMBO/WIRELESS/XP
2	ACER ASPIRE 4315	INTEL CELERON 540/1.86GHZ/80GB/512MB/14.1"/WEBCAM
3	ACER ASPIRE 4920	INTEL CORE2DUO/1.66GHZ/160GB/512MB/WEBCAM/BLUETOOTH/ DVD SUPER MULTI DL/14.1"/LINUX
4	ACER ASPIRE 5612 ZWLM I	MOBILE INTEL CENTRINO/1.66GHZ/CORE DUO/160GB/1GB DDR/BLUETOOTH/15.4"/MS VISTA
5	ACER ASPIRE 5613 ZWLM I	MOBILE INTEL CENTRINO/1.66GHZ/CORE DUO/160GB/1GB DDR/15.4"/MS VISTA
DELL		
1	DELL INSPIRON 6400 T2250	1.86GHZ/160GB/2GB/CORE DUO/BLUETOOTH/15.4"/MS VISTA
2	DELL INSPIRON 6400 T2010	1.73GHZ/80GB/1GB/CORE 2 DUO/DVD RW/ BLUETOOTH/XPP
LG		
1	LG INTEL CELERON M440	1.8GHZ/80GB/512MB/15"/VISTA HB
2	LG DUAL CORE T2080	1.73GHZ/120/512MB/DVD RW/BLUETOOTH/VISTA HOME
TOSHIBA		



1	TOSHIBA SATELITE L30-105 WEL	CORE DUO 1240/1.73GHZ/80GB/1GB/DVD RW/15.4"/VISTA HB
2	TOSHIBA TECRA A-8	INTEL CENTRINO CORE DUO/1.86GHZ/60GB/512MB/DVD RW/15"/XPP