

## *Simplifying IT*

S/N	Computerized Maintenance Management	Duration (Days)	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
1	Maintenance Strategies and Policies			***					***			
2	Maintenance Planning and Strategy			***					***			
3	Maintenance Organization			***					***			
4	Maintenance Systems			***					***			
5	Maintenance Information			***					***			
6	Safety and Environments				***					***		
7	Maintenance Materials Management						***			***		
8	Creativity and Innovation Strategy						***			***		
9	Financial Analysis and Control System						***			***		
10	Quality Management						***					
11	Information Systems Strategy						***					
12	Business Strategy and Strategic Management						***					

S/N	Project Management	Duration (Days)	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
1	Project Management Fundamentals	3	24 -26				2 - 3				9 - 11	
2	Project Management Professionals (PMP)	5		20 – 24				3 - 7				7 - 11
3	Microsoft Project 2007 Level I	1			25			27				
4	Microsoft Project 2007 Level I	1			26			28				

S/N	IT Infrastructure Library	Duration (Days)	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
1	ITIL Foundation	2		28 - 29		8 - 9		13-14		12-13		
2	ITIL Service Manager-Service Support	5				15 - 19					16 - 20	
3	ITIL Service Manager-Service Delivery	5				22 - 26					23 - 27	

S/N	Microsoft Office Productivity Tools	Duration (Days)	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
1	Access 2007 Level 1	2	2 - 3			1 - 2						
2	Access 2007 Level 2	2	4 - 5			3 - 4						
3	Access 2007 Level 3	1	6			5						
4	Excel 2007 Level 1	1			11				2			
5	Excel 2007 Level 2	1			12				3			
6	Excel 2007 Level 3	1			13				4			
7	PowerPoint 2007 Level 1	1			14		30					
8	PowerPoint 2007 Level 2	1			15		31					
9	Word 2007 Level 1	1	16		18							
10	Word 2007 Level 2	1	17		19							
11	Word 2007 Level 3	1	18		20							

S/N	Technical Lab	Duration (Days)	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
1	Managing and Maintaining a Microsoft Server 2003 Environment	5			4 - 8				7 - 11			
2	Planning a Microsoft Windows Server 2003 Active Directory & Network Infrastructure	5					6 - 10			19 - 23		
3	Implementing a Microsoft Windows Server 2003 Network Infrastructure – Network Hosts	2			27 - 28							
4	Implementing Managing and Maintaining a Microsoft Windows Server 2003 Network Infrastructure	5						17 - 21				
5	Planning and Maintaining a Microsoft Windows Server 2003 Network Infrastructure	5					13 - 17					
6	Planning, Implementing, and Maintaining a Microsoft Windows Server 2003 Active Directory Infrastructure	5						24 - 28				
7	Designing a Microsoft Windows Server 2003 Active Directory and Network Infrastructure	5							14 - 18			
8	Implementing and Administering Security in a Microsoft Windows Server 2003 Network	5			18 - 22							
9	Windows 2008 Server Maintaining a Network Infrastructure	5								5 - 10		
10	Windows 2008 Server- Maintaining the Environment	3							28 - 30			
11	Windows 2008 Server- Managing the Environment	5									16 - 20	
12	Deploying Microsoft Forefront Security Products	3								28 - 30		

S/N	Technical Lab	Duration (Days)	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
13	Internet Security and Acceleration (ISA) Server 2006 - System Administration	2						13 - 14				
14	Deploying and Managing Microsoft Internet Security and Acceleration (ISA) Server 2006	5							14 - 18			
15	Implementing and Managing Microsoft Exchange 2007	5					27 - 31					
16	Microsoft Exchange Server 2007 - System Administration	5							21 - 25			
17	Administering Microsoft SharePoint Server 2007	5	2 - 6			15 - 19						
18	Planning, Designing and Configuring Microsoft SharePoint Portal Server 2007	10						17 - 28				
19	Designing Microsoft SQL Server 2005 Databases	5					20 - 24					
20	Administering and Automating Microsoft SQL Server 2005 Databases and Servers	1		30		11						
21	Implementing and Maintaining Microsoft SQL 2005 Database	5		20 - 24								
22	Microsoft SQL 2008 Server - Database Design	5								26 - 30		7 - 11
23	Microsoft SQL 2008 Server - Querying with Transact SQL	2							3 - 4			
24	Microsoft SQL 2008 Server - System Administration	5						24 - 28				
25	Supporting Users Running the Microsoft Windows Vista Professional	2						31 - 1				
26	Introduction to ASP.NET	3		1 - 3								
27	Developing Microsoft ASP.NET Web Applications Using Visual Studio.NET	5				29 - 3						
28	Developing XML Web Services Using Microsoft ASP.NET	3							28 - 30			
29	Visual Basic.Net – Introduction	5	2 – 6									
30	Java Programming Fundamentals	5		13 - 17								
31	Core Java Programming	5										
32	JavaScript Fundamentals	2	30 - 31									
33	Introduction to PHP	1						31				
34	MySQL	5							3 - 7			
35	TCP/IP Internetworking	5				8 - 12					23 - 27	
36	Network Security and Firewalls	2				15 - 16						30 - 1

S/N	CompTIA	Duration (Days)	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
1	A+ Certification – Core Hardware	5	9 - 13					17 - 21				
2	A+ Certification – Operating Systems											
3	N+ Certification	5		6 - 10								7 - 11
4	Project+ Certification	5							21 - 25			
5	Server+ Certification	5										
6	Security+ Certification	5								26 - 30		

Database with **ORACLE**

S/N	Oracle	Duration (Days)	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
1	Oracle 10g Database – Programming with PL/SQL	5	9 - 13					27 - 31				
2	Oracle 10g Database – Administration Workshop I	5	16 - 20						7 - 11			
3	Oracle 10g Database – Administration Workshop II	5	23 - 27						14 - 18			

Reporting with **CRYSTAL REPORT**

S/N	Crystal Report	Duration (Days)	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
1	Crystal Report XI – Level 1	2	30 - 31								9 - 10	
2	Crystal Report XI – Level 2	2		1 - 2							11 - 12	

S/N	CISCO	Duration (Days)	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
1	Interconnecting Cisco Network Devices (ICND)	5						24 - 28				
2	Building Cisco Multilayer Switched Networks (BCMSN)	5								12 - 16		
3	Building Scalable Cisco Internetworks (BSCI)	5									23 - 27	
4	Cisco Internetwork Troubleshooting (CIT)	5						31 - 4				
5	Cisco Secure Virtual Private Networks	4								19 - 22		
6	Introduction to Cisco Networking Technologies	4							1 - 4			

**CREATIVE MULTIMEDIA DESIGN**

S/N	Multimedia	Duration (Days)	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
1	AutoCAD 3D Modelling	2	26 - 27				30 - 31					
2	AutoCAD 3D Level 1	4	30 - 2					3 - 6				
3	Autodesk Land Desktop Level 1	4		27 - 30								
4	CorelDraw X4 – Level 1	2		2 - 3								
5	CorelDraw X4 – Level 2	1		6								
6	CorelDraw X4 – Level 3	1		7								
7	CorelDraw X4 – Level 4	1		8								
8	Dreamweaver 8 – Level 1	1	18									
9	Dreamweaver 8 – Level 2	1	19									
10	Dreamweaver 8 – Level 3	1	20									
11	Flash 8 – Level 1	1		16								
12	Flash 8 – Level 2	1		17								
13	HTML – Level 1	1	24									
14	HTML – Level 2	1	25									
15	HTML – Level 3	1	26									
16	Photoshop CS3 – Level 1 Basic Image Enhancement	2				1 – 2						
17	Photoshop CS3 – Level 2 Redefined Masking, Image Effects, and Retouching	2				3 – 4						
18	Photoshop CS3 Web Production	1				5						

Acquire the professional skill with **SOFT SKILLS**

S/N	Soft Skills/Management	Duration (Days)	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
1	Accounts for Non Accountants	3			11 - 13					7 - 9		
2	Change Management	1			22			3				
3	Effective Sales Management	2		1 - 2			30 - 31				2 - 3	
4	Emotional Intelligence	2				4 - 5			17 - 18			
5	Goals and Goals Setting	1	4				13					
6	Customer Satisfaction	1			28				14			
7	Fundamentals of Customer Service	1	5			29						
8	Managing Quality Customer Service	2	6			30						
9	Negotiating	1			8			7				
10	Personal Effectiveness	2							1 - 2			
11	Quality Customer Service	2		23 - 24			2 - 3					1 - 2
12	Sales Management	1				19		14				
13	Team Building	2					6 - 7				12 - 13	
14	Time Management	1		30				28				11

## Note:

- The courses conducted are subject to a minimum of 8 participants .ERC has the right to cancel/postpone classes giving 2weeks prior notice.
- Corporate Bodies can schedule/book training classes at their convenience by giving 3 weeks prior notice before commencement date.
- Payment is on or before course commencement date. Please pay cheque or draft in favour of Emenet Resources Centre Limited.
- Any cancellation/postponement must be sent in writing at least 2 weeks before course start date else fees will not be refunded
- Reservation of seat will only be confirmed upon receipt of registration form duly signed by authorized personnel and this should be done at least 2 weeks prior to course commencement to allow order and delivery of course materials.
- Classes can be scheduled for weekends based on your requirement.
- For training schedule ,registration and course outline ,please call 01-7405152,07035616403 or email us at [info@emenetrc.com](mailto:info@emenetrc.com)
- Contact us for courses not in this calendar and for corporate /customized training solutions.