

Course Description

OSSI
Computer
Training
Center



OSSI

We make IT work for you.

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CHOOSE OSSI FOR COMPUTER TRAINING

Here are 16 reasons to choose OSSI for your computer training needs:

- ⇒ *Microsoft® certified partner*
- ⇒ *Exam preparation courses for technical certifications such as CompTIA*
- ⇒ *Software application courses including Microsoft Word®, Excel®, Access®, PowerPoint®, Project®, Publisher®, FrontPage®, and Outlook®*
- ⇒ *Accounting software courses on QuickBooks*
- ⇒ *Close to your home or office*
- ⇒ *Competitive prices*
- ⇒ *Free course materials with paid enrollment*
- ⇒ *Discounts between 30% and 40% with The Knowledge Alliance*
- ⇒ *Day and evening courses available*
- ⇒ *Small class sizes*
- ⇒ *Certified instructors*
- ⇒ *Hands-on training*
- ⇒ *Training available at our site or yours*
- ⇒ *Flexible scheduling with 5 or more paid enrollments*
- ⇒ *Courses on-demand with 5 or more paid enrollments*
- ⇒ *Over 10 years of IT experience*

OSSI makes IT work for you.



BENEFITS OF COMPUTER TRAINING



OSSI provides complete IT services, including computer training at their computer training center in Purcellville, Virginia. The courses available at OSSI's computer training center are for anyone interested in getting more from their computer, for business, home, or career. Why should you get computer training? Read on to see how computer training at OSSI will help you.

Businesses and Offices

Think of the time and money wasted trying to figure out new or upgraded software. Then consider, even after spending that time trying to figure it out, there still may be features that would be valuable to your company or office, but you just didn't know they were there or how to use them. Computer training will help you and your employees learn more about the features and shortcuts of software applications for

Quickly generate reports to analyze your financial data for trends, profit and loss, and more using the instant reports feature in QuickBooks.

your business or office. And that will improve productivity, efficiency, and effectiveness. It will also have a positive impact on your customer service as well as employee morale and retention. OSSI has courses available on Microsoft® software including Word®, Excel®,

Access®, PowerPoint®, Project®, Publisher®, FrontPage®, and Outlook®, as well as on QuickBooks. There are also courses for technical certification exam preparation on networks, servers, directory services, security and more.

Home PC Users

Maybe you use your computer at home for simple tasks or for fun. Maybe you use it for telecommuting a couple days of the week. And, maybe your kids use it for doing homework and socializing. No matter how you use it, you could do more with your computer at home if you knew about the possibilities and features of your computer software, email and internet. OSSI has courses available on Microsoft® software applications, including Word®, Excel®, Access®, PowerPoint®, Project®, Publisher®, FrontPage®, and Outlook®, and Introduction to PCs, Networks and the Internet.

Professionals

You want to go further in your current IT career. Or, you're looking to change your career to become an IT professional. Either way, exam preparation courses are a must for getting certified for your IT career. Stay close to your home or office by taking exam preparation courses at OSSI on networks, servers, directory services, security, and more.



COURSES ON DEMAND

If your office or business needs a computer course that is not currently offered, or if the course you need isn't available when you need it, give us a call. With at least 5 paid enrollments, we will do our best to provide you with computer courses on topics not currently offered, or to schedule a course we do offer when it may be more convenient for you. We want to work with you to provide the computer training you need when you need it.

Call us today to schedule a class at
540-338-9687, ext. 103



COURSE DESCRIPTIONS AND CALENDAR



Software Applications Courses

Introduction to PCs, Networks, and the Internet

\$195, 1 day (8 hours)

This course is for people who are interested in learning the basic skills to operate a personal computer, as well as how to use network and Internet services such as file sharing, printing, email and other communications, or for people who want to begin training for an IT career.

Introduction to Microsoft® Windows XP

\$195, 1 day (8 hours)

This course is for people who have worked with basic computer concepts. Students will gain the skills needed to create a document, organize files, work with Windows® Messenger, create an efficient work environment, work with media, clean up their system, and find information on the Internet.

Microsoft® Office 2003: Transition from Office 2000

\$195, 1 day (8 hours)

This course is for people who have used Microsoft® Office 2000 or Microsoft® Office XP, and need to know the new features of Microsoft® Office 2003.

Microsoft® Access 2003, Level 1

\$195, 1 day (8 hours)

This course is for people who work with tables to create and maintain records, locate records, and produce records based on the information in the database. Students are introduced to the Access® relational database application and its information management tools.

Microsoft® Access 2003, Level 2

\$195, 1 day (8 hours)

In this intermediate-level course, students will learn how to design and create a new Access® database; improve queries, forms, and reports; and integrate Access® with other applications.

Microsoft® Access 2003, Level 3

\$195, 1 day (8 hours)

This is an advanced course where students will learn how to create complex Access® databases using forms, reports, and macros.

Microsoft® Access 2003, Level 4

\$195, 1 day (8 hours)

This course is for those with a thorough understanding of the Access® program who are interested in learning introductory level administrator skill sets including remote database management, and how to automate business processes by using VBA code.



**Microsoft® Excel 2003, Level 1**

\$195, 1 day (8 hours)

This course is designed for people interested in learning how to create, edit, format, and print basic Excel® worksheets. Students will learn how to manage, edit, and print data.

Microsoft® Excel 2003, Level 2

\$195, 1 day (8 hours)

This intermediate course is for people who know the basics of Excel® and want to learn how to streamline and enhance spreadsheets, create templates, sort and filter data, import and export data, analyze data, and work with Excel® on the Web.

Microsoft® Excel 2003, Level 3

\$195, 1 day (8 hours)

This advanced course is for people who are familiar with Excel® and want to learn how to create macros, collaborate with others, audit and analyze worksheet data, create PivotTables and PivotCharts, incorporate multiple data sources, and import and export data.

Microsoft® FrontPage 2003, Level 1

\$195, 1 day (8 hours)

This course is for those who want to design, develop, and deploy websites that can be viewed on any Web-enabled computer around the world. Before taking this course, students should know how to use Microsoft® Office applications, especially Microsoft® Word.

Microsoft® FrontPage 2003, Level 2

\$195, 1 day (8 hours)

This course is for people familiar with FrontPage®, who need the skills to enhance and manage functionality and usability for websites and who want to learn how to add more complex features, dynamic components, and enable two-way interaction with website visitors. Students will learn how to use graphical and convenient tools to add these features to websites.

Microsoft® Outlook 2003, Level 1

\$195, 1 day (8 hours)

This course is designed for people with a basic understanding of Microsoft Windows® who need to learn how to use Outlook® to compose and send email, maintain a calendar, schedule appointments and meetings, manage contact information and tasks, and use notes.

Use layers in an Excel® spreadsheet to quickly and easily display only the data you need to focus on at that time.





Microsoft® Outlook 2003, Level 2

\$195, 1 day (8 hours)

This course is designed for experienced Outlook® users who need to learn how to customize their environment, calendar, and mail messages to meet their specific needs and who wish to track, share, assign, and quickly locate various Outlook® items

Microsoft® Outlook 2003, Level 3

\$195, 1 day (8 hours)

This course is for those who need to use Outlook® to communicate using Instant Messaging, personalize and organize their mail, organize Outlook® items, share and link contacts, create forms, and work offline and remotely. It builds on the email and calendaring skills obtained in prior courses.

Microsoft® PowerPoint 2003, Level 1

\$195, 1 day (8 hours)

This course is designed for people who are interested in learning the fundamentals needed to create and modify basic PowerPoint® presentations for delivery in front of an audience.

Microsoft® PowerPoint 2003, Level 2

\$195, 1 day (8 hours)

This course is for people who have a basic understanding of PowerPoint® and who want to work with design templates, organizational charts, special effects, Web presentations, collaboration functionality, and advanced presentation delivery. Students will learn how to draw, animate, and format presentations with professional-quality content so that they may be communicated to a wide variety of live, remote, and self-service audiences.

Microsoft® Project, Level 1

\$195, 1 day (8 hours)

This course is designed for a person who has an understanding of project management concepts, who is responsible for creating and modifying project plans, and who needs a tool to manage those project plans. Students will create a project plan file containing tasks, organize these tasks in a work breakdown structure containing task relationships, create and assign resources, and finalize the project to implement the project plan.

Microsoft® Project, Level 2

\$195, 1 day (8 hours)

This course is for people who want to learn how to exchange project plan data with other applications, update project plans, create custom reports, and reuse project plan information.

Call to schedule a course.

Quickly enter meetings or appointments that happen every day, week, month, or year by using the “recurrence” function in the Outlook® calendar.





Microsoft® Publisher 2003, Level 1

\$195, 1 day (8 hours)

This course was designed for people who have a basic understanding of Microsoft Windows® and Microsoft® Word who need to learn how to use Microsoft® Publisher to create, layout, and edit publications such as newsletters, brochures, business cards, postcards, flyers, and more for print, email, and the Web.

QuickBooks

\$225, 1 day (8 hours)

Attendees will learn the features and the functionality of QuickBooks for business accounting needs. This course incorporates levels 1 and 2 in one class.

Make sure you are getting paid for all of your job-related expenses—run a report in QuickBooks that shows non-assigned job expenses, match the expenses to the job, then run your invoices.

QuickBooks Training and Savings with OSSI!

QuickBooks gives you the power to manage your business more effectively by providing you with fast, easy and integrated solutions to meet the needs of your business. Whether you're looking for Financial, Customer or Retail Management Software, QuickBooks has a solution for you! Buy now and save up to 20%!

Visit us today at www.ossi-it.com!





Microsoft® Word 2003, Level 1

\$195, 1 day (8 hours)

This course is for people who want to learn how to use Word® to create, edit, format, lay out, and print standard business documents complete with tables and graphics.

Microsoft® Word 2003, Level 3

\$195, 1 day (8 hours)

This course is for people who need to learn how to use the more advanced features of Word® to create, manage, revise, and distribute long documents, forms, and Web pages.

Microsoft® Word 2003, Level 2

\$195, 1 day (8 hours)

This course is for people who have a basic knowledge of Word® and need to learn how to add components such as customized lists, tables, charts, and graphics, as well as create personalized Word® efficiency tools.





Technical Certification Exam Preparation Courses and Schedule

OSSI offers technical courses to help you prepare for certification exams. Courses scheduled for this period are listed below.

A+™ Certification: Core Hardware

This course is designed for people who wish to begin a career in Information Technology, or IT, by becoming personal computer service technicians, or who wish to prepare to take the CompTIA A+ Core Hardware examination. It is one of two courses necessary for people whose job responsibilities include entry-level computer service technician support duties. It is also one of two courses of study for the CompTIA A+™ certification program. In this course, students will build on their end-user background knowledge as they acquire the specific skills required to install, configure, upgrade, troubleshoot, and repair PC hardware components and systems. Students will also learn how to install, remove, upgrade, maintain, and troubleshoot computer hardware.

A+™ Certification: Operating Systems

This course is targeted to individuals who wish to begin a career in Information Technology, or IT, by becoming a personal computer service technician, or who want to prepare to take the CompTIA A+ Operating Systems examination. This course is for people whose job responsibilities include the support of computers running the Windows 9x, Windows 2000, and Windows XP operating systems. This course, along with the A+ Certification: Hardware course, prepares individuals for the CompTIA A+ Operating Systems certification exam. In this course, students will build on skills on using a Windows-based operating system to learn the specific skills needed to install, maintain, and troubleshoot the Windows 9x, Windows 2000, and Windows XP operating systems. Students will also learn how to support Windows 9x, Windows NT 4.0, Windows 2000, and Windows XP computers.

Network +™ Certification

This course is designed to prepare students for the 2002 CompTIA's Network+ Exam N10-002. Earning the Network+ Certification means that students have the knowledge needed to use and maintain a wide range of network technologies. From this exam, students often move on to more advanced IT certifications, including Microsoft's MCSA and MCSE, and Novell's CNE. In this course, the following topics are covered: Basic Network Theory, Network Connectivity, Advanced Network Theory, Common Network Protocols, TCP/IP Services, Alternate Network Protocols, Network LAN Infrastructure, Network WAN Infrastructure, Remote Networking, Network Security, Disaster Recovery, Advanced Data Storage Techniques, Network Troubleshooting, and Network Operating Systems.

Security+™ Certification

This course is targeted toward an Information Technology professional who has networking and administrative skills in Windows-based TCP/IP networks and familiarity with other operating systems, such as NetWare, Macintosh, UNIX/Linux, and OS/2. It is the primary course necessary for people whose job responsibilities include securing network services, network devices, and network traffic. It is also the main course needed to prepare for the CompTIA Security+ examination (exam number SY0-101). In this course, students will build on their knowledge and professional experience with computer hardware, operating systems, and networks while acquiring the specific skills required to implement basic security services on any type of computer network. Students will also learn how to implement and monitor security on networks and computer systems, and respond to security breaches.



TRAINING COSTS AND SPECIAL DISCOUNTS



Information about the training costs is below. Be sure to check out the 30% to 40% savings on software application training with The Knowledge Alliance.

Software Training Costs*

OSSI's one-day (8-hour) software application courses are \$195.

Two-day, or 16-hour, software application courses are \$345.

QuickBooks courses are \$225.

Coupons and special offers must be presented at the time of the class or within 48 hours of the class; if not, the full rate will be charged.

Course Materials are Free

When you take any course with OSSI, the course materials are free with your paid enrollment. There is no extra charge for the materials used during class.

On-site Training*

If you would rather we conduct software training at your site, we will be happy to accommodate that request. The cost for on-site training is \$2,000 a day for up to 10 students.

Certification Exam Preparation Courses*

OSSI offers technical courses to help you prepare for certification exams. Costs for these are below.

2-day courses:	\$750
3-day courses:	\$1,150
5-day courses:	\$1,899

Refund Policy

Refunds will not be granted for cancellations made less than 48 hours before the class.

**Costs subject to change without notice.*

Save with The Knowledge Alliance!

When you prepay for a block of 10 or 20 software application classes, you will save between 30% and 40% of the total cost for the courses*. You will receive a coupon book for the number of prepaid courses, which must be used within a year of purchase. This is a great way for businesses to save while helping their employees learn how to get the most out of office software. Send one employee to many courses, or many employees to one or two courses.

10-Class Discount

When you prepay for a block of 10 software application courses, you pay a total of \$1,299—a savings of more than 30%.

20-Class Discount

When you prepay for a block of 20 software application courses, you pay a total of \$2,399, which is a savings of nearly 40%.

**The special prices available with The Knowledge Alliance may not be combined with any other offer.*

Call us today to learn more...540-338-9687, ext. 103!



Get IT with OSSI

From
Networks
To
Training



We make IT work for you.

OSSI is your one-stop shop for IT services with networks, maintenance and support plans, IT consulting, document management, web services, and computer training.

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