

Microsoft SharePoint Training Proposal



Excel in 2012 and Beyond!

Standard Microsoft SharePoint 2010 Training For Users, Power Users, and Site Administrators

Training is provided by veteran instructor Sven Homan and Dinamika Services Inc.

Three Available Courses (as low as **\$450 per student** for full 2-day course)

- C1.** SharePoint Foundation 2010 Essentials (2 days, 12 hours of training + breaks)
- C2.** SharePoint Foundation 2010 Advanced (2 days, 12 hours of training + breaks)
- C3.** SharePoint Server 2010 Essentials (2 days, 12 hours of training + breaks)

All courses teach lists, libraries, forms, communication and collaboration tools, office integration, basic or advanced site and content management, user management, security, and other great topics at various levels. The advanced course should be taken after mastering prerequisite materials taught in the essentials course.

For detailed curriculum topics, pricing, and other information please visit www.dinamika-sharepoint.com or call us at **(310) 355-8534**.

Training Format

- Training time: 9 AM – 5 PM. Lunch break is 12:30 – 1:30.
- Location: On-site or per arrangement (facility rental fee may apply).
- Number of Instructors: 1 or 2 (maximum 10 students per instructor)
- Maximum Class size: 20 students (10 pairs, 2 instructors)
- Minimum Enrollment: 4 students (if you have trouble meeting this number you can try to find another business to join you in training).
- Price: As low as **\$450 per student**. (We use tiered pricing where more students per class results in lower average price per student.)

Students work together in pairs. Professionally designed and industry's best Instructor Lead Training materials from Element-K are provided to all students. Locals, ask to see the training book for a course that interests you!

Principal Instructor

Sven Homan, MS is an experienced business technology trainer and teacher with over 20 years experience as a business software consultant, entrepreneur, project manager, and software developer. He brings real world experience to all courses he teaches and also knows which skills business users need in order to succeed in their everyday work in the office. For five years he has been teaching technology courses to working adults at the University of Phoenix and was appointed an area chair for database applications curriculum in order to provide guidance to other instructors. He wrote several curricula, has a bachelor's degree in physics, a master degree in electrical engineering from USC, a business program certificate from UCLA, and is a certified Agile Project Manager.

Requirements: We let students bring their own computers (1 per 2 students is required) or alternatively rent one of preconfigured ours for a small additional fee of \$48 per notebook. In case of training at client's facilities, there must be a functional wireless internet connection in the training room to which all notebooks can readily connect.

Terms and Conditions*

1. Payment is due no later than 10 business days prior to start of the course.
2. 100% refund will be given for course cancelations up to 10 business days prior to start of the course. No refunds will be given after that date because of arrangements and payments already being made to course instructors, for renting of facilities, and for licensing and printing of student materials.
3. Course date can be changed until up to 5 business days before the scheduled course date. In case of a rented training location, the customer must cover all costs of rescheduling. New date is subject to instructors' availability. Any rescheduling inside the 5 days of the course is subject to an additional \$500 rescheduling fee. We recommend course dates to be scheduled 2-4 weeks in advance. Course dates are not guaranteed until full payment has been received.
4. Small number of students can be added to the scheduled course at any time though subject to availability of printed materials, classroom seats, and other restrictions. Additional payment must be made prior to start of the course.
5. Any reduction in the number of students must be done at least 10 business days prior to start of the course in order to receive a refund. Reduction in number of students may increase the average price for remaining students and may also change any discounts and promotions that were extended based on the original number of students.

Price List* (prices are per student per course)

	<u>C1,C2</u>	<u>C3</u>
4-5 students	\$650	\$695
6-10 students	\$550	\$595
11-15 students	\$550	\$595
16-20 students	\$450	\$495

For example, for C1 or C2 course and a class with 12 students the fees total

$5 \times \$650 + 7 \times \$550 = \$7,100$. Average price per student is \$592 minus any promotions.

Additional fee for optional renting of notebooks – 6 notebooks = $6 \times \$48 = \288 .
Additional fee for optional renting of a training facility – average per day = \$275.

Active Promotions*

PR1: For a class with 10 students or more, we offer a FREE training facility, if course is booked and paid for in full by February 17, 2012. This is a value of \$550.

PR2: To a class with 8 students or more, we will apply an automatic 10% tuition reduction, if course is booked and paid for in full by February 17, 2012. This is a value of up to \$1,100.

*Terms and Conditions, Price List, and Active Promotions are valid for all training agreements entered into between January 1 and March 31, 2012.

Course Content

C1. SharePoint Foundation 2010 Essentials (2 days, 12 hours of training + breaks)

Lesson 1: Introducing Microsoft® SharePoint® Foundation 2010

Topic 1A: Describe Microsoft SharePoint Foundation 2010

Topic 1B: Describe the Team Site Interface Elements

Lesson 2: Working with Lists

Topic 2A: Add List Items

Topic 2B: Modify List Items

Topic 2C: Change List Views

Lesson 3: Working with Libraries

Topic 3A: Add Documents to a Library

Topic 3B: Edit Library Documents

Topic 3C: Share Documents Across Libraries

Topic 3D: Create Wiki Pages

Topic 3E: Request Access to SharePoint Content

Lesson 4: Communicating with Team Members

Topic 4A: Participate in a Discussion Board

Topic 4B: Contribute to Blogs

Topic 4C: Collaborate via the People and Groups List

Lesson 5: Working Remotely with SharePoint Content

Topic 5A: Access SharePoint Content from Mobile Devices

Topic 5B: Work Offline with SharePoint Content in Microsoft Office 2010

Topic 5C: Work Offline with Shared Calendars

Lesson 6: Customizing Your SharePoint Environment

Topic 6A: Customize Personal and Regional Settings

Topic 6B: Personalize the Page View with Web Parts

Topic 6C: Create an Alert

Topic 6D: Subscribe to an RSS Feed

Lesson 7: Creating a Team Site

Topic 7A: Create a Site

Topic 7B: Create a List

Topic 7C: Create a Library

Topic 7D: Create a Discussion Board

Topic 7E: Create a Survey

Lesson 8: Performing Basic Site Administration

Topic 8A: Manage Users and Groups

Topic 8B: Manage Site Look and Feel

C2. SharePoint Foundation 2010 Advanced (2 days, 12 hours of training + breaks)

Lesson 1: Branding a Site Collection

Topic 1A: Describe the SharePoint Site Hierarchy

Topic 1B: Create a Custom Look and Feel for a Site Collection

Topic 1C: Create a Custom Site Layout

Lesson 2: Managing Lists

Topic 2A: Perform Calculations on List Data

Topic 2B: Create Custom Lists

Topic 2C: Customize List Settings

Lesson 3: Managing Libraries

Topic 3A: Perform Advanced Operations on a Library

Topic 3B: Create a Library Template

Lesson 4: Managing Form Libraries

Topic 4A: Create a Form Library

Topic 4B: Customize a Form Template Using InfoPath

Lesson 5: Managing Content Structures

Topic 5A: Create a Content Type

Topic 5B: Apply Content Types

Lesson 6: Managing Workflows

Topic 6A: Add a Default Workflow

Topic 6B: Create a Custom Workflow

Lesson 7: Working with Indexing and Searching

Topic 7A: Index Content

Topic 7B: Enable Search Options

Lesson 8: Working Offline Using SharePoint Workspace 2010

Topic 8A: Synchronize a SharePoint Site on the Local Computer

Topic 8B: Perform Offline Operations on a SharePoint Site

Lesson 9: Managing SharePoint Applications Using Central Administration

Topic 9A: Create a Site Collection

Topic 9B: Administer a Site Collection

Topic 9C: Administer a Web Application

Lesson 10: Managing User Access

Topic 10A: Manage Permissions

Topic 10B: Describe Authentication Modes

Lesson 11: Managing Site Security

Topic 11A: Set Web Part Security

Topic 11B: Set Antivirus Options

Topic 11C: Manage Blocked File Types

Lesson 12: Managing Site Usage

Topic 12A: Set Site Collection Quotas and Locks

Topic 12B: Monitor Site Usage

C3. SharePoint Server 2010 Essentials (2 days, 12 hours of training + breaks)

Lesson 1: Introducing SharePoint Server 2010

Topic 1A: Describe SharePoint Server 2010

Topic 1B: Describe SharePoint Server 2010 Interface Elements

Lesson 2: Organizing Information in SharePoint Server 2010

Topic 2A: Add List Items

Topic 2B: Modify Lists

Topic 2C: Change List Views

Lesson 3: Storing Documents in a SharePoint Site

Topic 3A: Add Documents to a Library

Topic 3B: Edit Documents in a Library

Topic 3C: Share Documents Across Libraries

Topic 3D: Collect Information Using Forms

Lesson 4: Collaborating with Team Members

Topic 4A: Share Information Using Wikis

Topic 4B: Communicate Using Blogs

Topic 4C: Participate in Discussion Boards

Lesson 5: Creating a Personalized Site

Topic 5A: Create the My Site

Topic 5B: Customize the My Site

Lesson 6: Administering a SharePoint Site

Topic 6A: Create a Subsite

Topic 6B: Manage User and Group Access to Sites

Lesson 7: Managing Content in SharePoint Server 2010

Topic 7A: Categorize Content Using Content Types

Topic 7B: Validate Content Using Workflows

Lesson 8: Customizing a SharePoint Site

Topic 8A: Customize the Look and Feel of a Site

Topic 8B: Apply Regional Settings

Topic 8C: Use RSS Feeds and Alerts

Lesson 9: Implementing Search Using SharePoint

Topic 9A: Perform a Search

Topic 9B: Perform an Advanced Search

Lesson 10: Accessing External Data Using SharePoint

Topic 10A: Describe Excel Services

Topic 10B: Get Familiar with the Business Intelligence Center