



**BREWSTER TECHNOLOGY**  
COMPUTER TRAINING & SERVICE  
www.brewstertech.com

# Course Catalog 2021

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Brewster Technology is a full service training center and technology provider offering customized educational solutions that include instructor led courses ranging from introductory to advanced certification courses, tutoring, computer based training, practice exams, and certification exams.

Brewster Technology is a licensed Board of Education Training provider and a Certified IT Services provider, with the following additional competencies: Microsoft Gold Level Partner, Microsoft IT Academy, Microsoft SBS Specialist, Microsoft Advanced Network Infrastructure Solutions/Information Worker Solutions, CompTIA Certified Member, and Prometric DSST/Certiport/Pearson Vue/ and PSI, County Contractor Exams, College Board CLEP, and NYS Financial Services Testing. We are also a listed NYS and Military/US Government contractor, and Military Trainer.

Additional Partners include: Dell, HP, Acer, Acces-VR, Workforce New York, CT Works, and Trade Adjustment Assistance.

Brewster Technology's staff come from many industries and are professionals with extensive field experience in the areas they teach.

## **Intro To Computers**

By earning the Computing Fundamentals, Key Applications and Living Online certifications under Intro to Computing training the student will have a basic understanding of computers, office programs and the internet necessary in the ever growing, computer-based industries.

## **QuickBooks Certified User**

This course is an introduction on the use QuickBooks to best meet the needs of your business. The main objective is to introduce the student to the basic features in QuickBooks and give the student an opportunity for hands-on practice. The course is designed to teach about the types of information needed to track in business world, and how to enter that information and track it. After completion of the course, students will have a greater understanding of the time-saving and organizational features of accounting software as applied to business finances. At the end of the course, students will be familiar with the most common and advanced features of QuickBooks software.

## **COURSES LISTED BELOW ARE IN THE PROCESS OF BEING UPDATED**

### **98-349 Windows Operating System Fundamentals**

By earning a 98-349 Windows Operating System Fundamentals certification, you distinguish yourself as an IT professional with the skills and proven job-role capabilities to effectively work with Microsoft technologies. The course introduces students to such technical tasks as understanding operating system configurations, installing and upgrading client systems, managing applications, managing files and folders, managing devices, and understanding operating system maintenance.

### **98-365 Windows Server Administrator**

By earning a 98-365 Windows Server Administrator certification you distinguish yourself as an IT professional with proven server administration knowledge skills. The course focuses on such skills as understanding server installation and roles, understanding active directory and storage as well as understanding server performance management and server maintenance.

### **98-366 Networking Fundamentals**

By earning an 98-366 Networking Fundamentals certification you distinguish yourself as an IT professional with proven networking knowledge and skills and a good understanding of windows based networking, network management tools, DNS, TCP/IP, names resolution process and network protocols and topologies. The course introduces such key concepts as understanding network infrastructures and network hardware as well as understanding protocols and services.

### **98-367 Security Fundamentals**

By earning a 98-367 Security Fundamentals certification, you distinguish yourself as an IT professional with fundamental security knowledge and skills. The course introduces such concepts as understanding security layers, operating system security, network security, as well as security software.

## **Microsoft Word Specialist**

In the instructor-led course students will be introduced to Microsoft Office Word and many of its features including but not limited to: manipulating text, formatting content, working with tabs, formatting documents, printing, using publishing tools, working with illustrations, publishing tools, working with illustrations, working with text and smart art, using tables, customizing word items, as well as building content.

## **Microsoft Word Expert**

An instructor-led continuation of the core level Microsoft Office Word. The advanced level course is designed to teach more specialized Microsoft Word skills including but not limited to: merging documents, organizing information, sharing documents, as well as working with references.

## **Microsoft Excel Specialist**

An instructor-led course designed to teach students to work with workbooks and utilize skills including but not limited to: manipulating items, using formulas, formatting the worksheet, preparing to print, working with charts, using functions, working with illustrations, customizing charts, customized formatting, working with tables, as well as working with databases.

## **Microsoft Excel Expert**

An instructor-led continuation of the core level Microsoft Excel. The advanced course is designed to teach specialized Microsoft Excel skills including but not limited to: learning data tools, preparing online documents, collaborating with others, as well as using analysis tools.

## **Microsoft Access Specialist**

An instructor-led course designed to introduce students to access and teach skills including but not limited to: creating and modifying tables, manipulating a table, data manipulations, sorting and filtering, selective queries, relating multiple tables, maintaining databases, working with forms, working with reports, advanced table design, advanced queries, advanced forms and reports, customizing forms and reports, as well as using Subforms and Subreports.

## **Microsoft PowerPoint Specialist**

An instructor-led course designed to introduce students to Microsoft Office PowerPoint and skills including but not limited to: working with text, working with text content, working with illustrations and shapes, working with smart art, working with charts and tables, working with slide masters, using animations, finalizing the presentations, using external content, collaborating and sharing presentations, as well as preparing and rehearsing the presentation.

## **Microsoft Outlook Specialist**

An instructor-led course designed to introduce students to Microsoft Office Outlook and skills including but not limited to: responding to messages and message options, managing email, using the calendar scheduling items, working with contacts, using address book and distribution lists, using tasks, using notes, organizing information, and collaborating with others.

## **Adobe Photoshop**

This instructor-led course is highly recommended for all levels of Photoshop users. The core materials for tool usage and color correction are discussed as well as how to obtain the best digital images. Advanced users who have no formal color training will greatly benefit from this course. Students are provided with many little known tips and tricks to help increase productivity by a professional in the field.

## **Adobe Illustrator**

In this instructor-led course student learn what is needed to create high quality PostScript line art as well as special effects for logos, graphs and charts. In addition, students learn how to utilize the pen tool and control paths around objects as well as use clip art to create customized images that can be colored, trapped and exported.

## **Adobe InDesign**

In this instructor-led course students will learn to use the many features of Adobe InDesign software which speaks the language of professional designers, delivering unparalleled creative freedom, productivity, and precision for designing superb pages. Students will learn how to use this publish software to design ads, books, magazines as well as create interactive digital products such as eBooks and eMagazines.

## **Adobe Premiere Pro**

This instructor-led course is highly recommended for beginners in Digital Video Editing. The class is designed to help students understand Premiere's interface for applying effects and finalizing projects. Students will learn to edit sequences in lab under the supervision of the instructor. Student may bring their own footage, but practice footage will be provided for any students who do not have their own.

## **Adobe Dreamweaver**

This instructor-led 40 hour course will provide students engaged in web design with the knowledge and hands-on practice they need to build and manage professional web sites using Adobe Dreamweaver. This course is intended for people new to web design and development who want to use Dreamweaver to build accessible, attractive and intuitive web sites.

## **Adobe Animate**

An instructor-led course designed to teach students to be creative with Animate's drawing tools and bring graphics to life on the stage through motion and shape tweens while incorporating images, video and audio to create total interactive experiences. Students will further learn to optimize and publish their content for delivery on the Web.

## **CompTIA A+**

CompTIA A+ certification validates the latest skills needed by computer support professionals, and confirms a technician's ability to perform tasks such as installation, configuration, diagnosing, preventive maintenance and basic networking. There is no IT experience necessary to attend this class.

## **CompTIA N+**

This course covers a broad range of networking providing students with the necessary knowledge of layers of the OSI model, the features and functions of network components and the skills needed to install, configure, and troubleshoot basic networking hardware peripherals and protocols. A typical candidate should have CompTIA A+ certification or equivalent knowledge, although A+ certification is not required.

## **CompTIA Security+**

The CompTIA Security+ is the validation of the technical knowledge required of foundation level security practitioners. Security+ is the successful proof of a foundation level of skill and knowledge in General Security Concepts, Communication Security, Infrastructure Security, Basics of Cryptography and Operation / Organizational Security. Two years experience in a networking role with pre-existing knowledge of TCP/IP, experience in a security related role, Network+ or the equivalent are recommended.

## **CompTIA Server+**

CompTIA Server+ validates the knowledge and skills of advanced IT technicians. It is an international, vendor-neutral certification for individuals with 18-24 months of experience with Industry Standard Server Architecture (ISSA) technology. CompTIA Server+ certifies technical knowledge in areas such as RAID, SCSI and multiple CPU's, as well as capabilities with server issues, including disaster recovery.

## **CompTIA Project+**

Project+ is a globally recognized project management certification that provides validation of fundamental project management skills. It covers the entire project life cycle from initiation and planning through execution, acceptance, support and closure.



## **Project Management Professional / CAPM**

Many companies are seeking certified Project Managers. Project Management Institute's, Project Management Professional (PMP) certification is one of the most recognized programs. Have you considered becoming a PMP? In this interactive course, participants will review the materials required for exam preparation and take sample tests for self-evaluation purposes. This course uses the current PMI Project Management Body of Knowledge, multiple class quizzes, and class discussions. The emphasis will be exam preparation and readiness. Participants will focus on the PMP overview, Nine knowledge areas of the PMI PMBOK, Five major processes of project management, Project management framework and the project management context, and the area of professional responsibility.

### **Microsoft Project**

Microsoft Project is intended for those with, at a minimum, a basic understanding of project management principles and who hold or are seeking positions involving the regular use of Microsoft Project to develop project plans, and to track and report progress. Microsoft Project provides all the tools to make sure your project turns out as planned. It sets the course for project planning and establishes the major functions of the project manager during project execution. Building from the foundations of inspection and the use of statistics, this class goes beyond the tools to the strategies and philosophies that lead to success. This course covers how to plan for project quality, how to build a quality system to implement that plan, and how to provide the tactics to implement these strategies.

## **COURSES LISTED BELOW ARE IN THE PROCESS OF BEING UPDATED**

### **70-410: Installing and Configuring Windows Server 2012**

Instructor-led course designed to teach skills and knowledge necessary for implementing, managing, maintaining, and provisioning services and infrastructure in a Windows Server 2012 environment. The course focuses on such skills as installing and configuring servers, configuring server roles and features, configuring Hyper-V, deploying and configuring core network services, installing and administering active directory, as well as creating and managing group policy.

### **70-411: Administering Windows Server 2012**

Instructor-led course designed to teach students necessary skills to maintain a Windows Server 2012 infrastructure such as user and group management, network access, and data security. The course focuses on such skills as deploying, managing, and maintaining servers, configuring file and print services as well as network services, access and a network policy server infrastructure. In addition, students will learn to manage active directory and configure and managing group policy.

### **70-412: Advanced Server Features for Windows Server 2012**

Instructor-led course designed to teach advanced configuration tasks required to deploy, manage and maintain a Windows Server 2012 infrastructure, such as fault tolerance, certificate services, and identity federation. The course focuses on such skills as configuring and managing high availability as well as file and storage solutions, implementing business continuity and disaster recovery, configuring network services and active directory infrastructure as well as configuring identity and access solutions.

### **70-413: Designing and Implementing a Server Infrastructure**

Instructor-led course designed to teach necessary skills to design, implement, and maintain a Windows Server 2012 infrastructure in an enterprise scaled, highly virtualized environment. The course focuses on such skills as planning and deploying a server infrastructure, designing and implementing a network access services as well as designing and implementing an active directory infrastructure.

### **70-414: Implementing an Advanced Server Infrastructure**

Instructor-led course designed to teach students necessary skills to the plan, configure, and manage the Windows Server 2012 services, such as identity and access, high availability, and server infrastructure in an enterprise scaled, highly virtualized environment. The course focuses on such skills as managing and maintaining a server infrastructure, planning and implementing a highly available enterprise infrastructure and server virtualization infrastructure as well as designing and implementing identity and access solutions.



## **COURSES LISTED BELOW ARE IN THE PROCESS OF BEING UPDATED**

### **70-415: Implementing a Desktop Infrastructure**

Instructor-led course designed to teach students to plan, configure, and implement the Windows Server 2012 desktop services, such as desktop imaging and deployment, application/desktop virtualization, and RDP access and infrastructure in an enterprise scaled, highly virtualized environment. The course focuses on such skills as creating and maintaining desktop images, designing and deploying desktops, planning and implementing a remote desktop service infrastructure, designing and configuring desktop settings, managing and maintaining a desktop infrastructure for business continuity and data availability.

### **70-416 Implementing Desktop Application Environments**

Instructor-led course designed to teach students to plan, configure, and implement the Windows Server 2012 desktop services such as desktop imaging and deployment, application/desktop virtualization, and RDP access and infrastructure in an enterprise scaled, highly virtualized environment. The course focuses on such skills as designing and preparing the application environment, designing and implementing a presentation virtualization environment, deploying, managing, and maintaining the application environment, as well as designing business continuity for the desktop and application environment.

### **70-417 Upgrading Your Skills to MCSA Windows Server 2012**

Instructor-led course intended for IT professionals who want to validate the skills and knowledge necessary to implement the Windows Server 2012 core infrastructure services by taking the Microsoft 70-417 exam. Students would have already earned the MCSA: Windows Server 2008 certification or one of the following MCITP certifications: Virtualization Administrator on Windows Server 2008 R2, Enterprise Messaging Administrator 2010, Lync Server Administrator 2010, SharePoint Administrator 2010, or Enterprise Desktop Administrator on Windows 7. The course focuses on familiarizing students with key skills generally taught in 70-410, 411, and 412 courses, which are necessary to successfully complete 70-417 certification.

## COURSES LISTED BELOW ARE IN THE PROCESS OF BEING UPDATED

### **MCSA: Windows Server 2012**

Instructor-led series of courses including *70-410 Installing and Configuring Windows Server 2012*, *70-411 Administering Windows Server 2012*, *70-412 Advanced Server Features for Windows Server 2012* at the end of which students will earn the title of Microsoft Certified Solutions Associate in Windows Server 2012. Please see Page 8 for description of each class.

### **MCSE: Server Infrastructure**

The Microsoft Certified Solutions Expert (MCSE): Server Infrastructure certification validates that you have the skills needed to run a highly efficient and modern data center, with expertise in identity management, systems management, virtualization, storage, and networking. MCSE training consists of a series of classes which include *70-410 Installing and Configuring Windows Server 2012*, *70-411 Administering Windows Server 2012*, *70-412 Advanced Server Features for Windows Server 2012*, *70-413 Designing and Implementing a Server Infrastructure*, *70-414 Implementing an Advanced Server Infrastructure*. Please see Page 8 for description of each class.

### **MCSE: Desktop Infrastructure**

Microsoft Certified Solutions Expert (MCSE): Desktop Infrastructure is a series of classes designed to teach students how to deploy and manage desktops and devices that provide access from anywhere, while maintaining security and compliance. Classes included in the certification training are: *70-410 Installing and Configuring Windows Server 2012*, *70-411 Administering Windows Server 2012*, *70-412 Advanced Server Features for Windows Server 2012*, *70-415 Implementing a Desktop Infrastructure*, *70-416 Implementing Desktop Application Environments*. Please see Pages 8 and 9 for description of the individual classes.

## **COURSES LISTED BELOW ARE IN THE PROCESS OF BEING UPDATED**

### **SQL 2012 Microsoft Certified Solutions Associate - MCSA**

The following courses are required to achieve the 2012 MCSA:

#### **70-461 - Querying Microsoft SQL Server 2012**

In this course, students will learn to: Write SELECT queries, Query multiple tables, Use built-in functions, Use subqueries, Execute stored procedures, Use set operators, Implement error handling, Implement transactions, Use table expressions, Sort and filter data, Use window ranking, offset and aggregate functions, Query SQL Server metadata, Program with T-SQL, Improve query performance.

#### **70-462 - Administering Microsoft SQL Server 2012 Databases**

In this course, students will learn to: Plan and install SQL Server, Describe the system databases, the physical structure of databases and the most common configuration options related to them. Explain the concept of the transaction log and SQL Server recovery models and implement different backup strategies available with SQL Server. Create SQL Server Backups. Restore SQL Server databases. Use the import/export wizards and explain how they relate to SSIS. Work with SQL Server security models, logins and users. Work with fixed server roles, user-defined server roles, fixed database roles and user-defined database roles. Work with permissions and the assignment of permissions. Work with SQL Server Audit. Work with SQL Server Agent, jobs and job history. Implement SQL Server agent security, proxy accounts and credentials. Configure database mail, alerts and notifications. Create database maintenance plans. Work with SQL Profiler and SQL Trace stored procedures. Introduce DMVs and the configuration of data collection. Work with Central Management Servers and Multi-Server queries, Virtualization of SQL Server and Data-Tier Applications. Troubleshoot SQL Server databases.

#### **70-463 - Implementing a Data Warehouse with Microsoft SQL Server 2012**

In this course, students will learn to: Describe data warehouse concepts and architecture considerations. Select an appropriate hardware platform for a data warehouse. Design and implement a data warehouse. Implement Data Flow in an SSIS Package. Implement Control Flow in an SSIS Package. Debug and Troubleshoot SSIS packages. Implement an SSIS solution that supports incremental data warehouse loads and changing data. Integrate cloud data into a data warehouse ecosystem infrastructure. Implement data cleansing by using Microsoft Data Quality Services. Implement Master Data Services to enforce data integrity. Extend SSIS with custom scripts and components. Deploy and Configure SSIS packages. Describe how information workers can consume data from the data warehouse.