



Custom made Training

We offer a complete set of custom made services :

- Evaluation of every participant's requirements
- Training activities adjusted to your purposes and objectives
- Training in workshops

Entirely custom made, adjusted to your needs, this course formula allows you to optimize the results of your training.

Flexibility can also be found in our timetables and course rooms where the training will take place.

High-Quality Training

Whether you are a beginner or an expert, a company or an individual, SATOM IT & Learning Solutions will satisfy your needs and offer you a large spectrum of Training Solutions.

With SATOM IT & Learning Solutions, you will profit from trainings adjusted to your specific requirements.

Trainers

Qualified, certified, equipped with the necessary professional and personal skills needed for teaching.

Educational approach

Working with the skills and requirements of the participants. Continuous interaction between trainer and learner.

Complete availability of the instructor to answer questions and give support during exercise sessions.

Educational methods adjusted to your objectives and guaranteeing progressive improvement.

Good balance between the theory and the practice thanks to exercises associated with your professional environment.

Training evaluation based on the satisfaction of the participants.

HIGH-TECH INFRASTRUCTURE IN THE CITY CENTRE

Performing network, beamer, Wireless LAN, room setup from 4 to 14 participants.

The rooms are equipped with modern computers guaranteeing efficient sessions under all circumstances.



TRAININGS GENEVA First Semester 2012

Standard or personalized trainings

Workshops

Certifications

E-learning



Geneva

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Registration on
www.satom.net



Trainings		Duration (days)	Code	jan.	feb.	mar.	avr.	may.	jun.
OPERATING SYSTEM	Introduction to Information Technology	0.5 AM	WI-01	4	15	22	2		11
	Windows XP - Basics	0.5 PM	WI-02	5	21	2	2	7	1
	Windows Vista - Basics	0.5 PM	WI-03	10	1	30		2	1
	Windows Vista - Migration	0.5 PM	WI-05	13	14	23	5		6
	Windows Seven - Migration	0.5 PM	WI -07	17	3	9		4	14
	Office 2007 : Migration (Seminar)	1	OF-07	23	6	1	5	9	18
	Office 2010 : Migration (Seminar)	1	OF-10	24	7	12	13	18	20
	Migrate to Office 2007 (Workshop)	2	OF-08	24	8	15	18	21	25
	Migrate to Office 2010 (Workshop)	1	OF-11	27	9	23	20		22
	How to change from MS Office to OpenOffice ?	1	OP-05	19	21	28	27	30	27
Introduction - Linux	1	LI-03	30	23	8	30	25		
WORD PROCESSING	Microsoft Word Basic I 2010	1	WW-02	12	7	14	11	10	7
	Microsoft Word Basic II 2010	1	WW-10	24	14	22	18	15	14
	Open Office - Writer - Basics	2	OP-01	26	15	28	26	23	14
	Word Workshop - Long Documents	1	WW-03	11	17	29	5	21	18
	Word Workshop - Tables and text on columns	0.5 AM	WW-04	16	21	12	23	24	20
	Word Workshop - Mailing	0.5 PM	WW-05	16	21	12	23	24	20
	Word Workshop - Templates and Forms	1	WW-06	18	24	30	30	30	28
SPREADSHEETS	Microsoft Excel Basic I 2010	1	EX-02	12	1	8	4	9	6
	Microsoft Excel Basic II 2010	1	EX-10	24	16	15	18	14	14
	Open Office - Calc Basics	2	OP-02	17	22	22	19	23	20
	Excel Workshop - Graphics and draws	0.5 AM	EX-03	20	27	26	19	29	21
	Excel Workshop - Advanced Calculations	0.5 PM	EX-04	20	27	26	20	29	21
	Excel Workshop - Financial Analysis	0.5 AM	EX-05	23	24	28	30	30	22
	Excel Workshop - Macros	1	EX-07	31	28	30	30	31	25
	Excel Workshop - Databases	1	EX-06	24	13	30	13	18	27
CAD / CAM TRAININGS	Microsoft PowerPoint Basics 2010	1	PP-10	24	21	14	18	4	15
	Open Office - Impress Basics	1	OP-03	23	23	23	20	11	21
	PowerPoint Workshop - Slide Masters and templates	0.5 AM	PP-03	25	28	29	30	18	27
	PowerPoint Workshop - Presentation and Animation	0.5 PM	PP-04	25	28	29	30	18	27
DATABASES	Microsoft Access Basics 2007	3	AX-02	10	6	14	2	14	13
	Microsoft Access Basics 2010	3	AX-10	17	13	14	11	23	20
	Microsoft Access Advanced	2	AX-03	24	22	21	18	24	27
	Microsoft Access Macros	1	AX-04	30	27	25	30	30	29
	FileMaker 10.0 Basics	2	FM-10	12	9	28	12	10	14
	FileMaker 10.0 Advanced	2	FM-11	26	23	30	26	14	21
	Language SQL : Basics	2	LS-05	26	22	15	12	24	14
	Open Office - Database	2	OP-04	25	15	22	18	10	20
PROJECT MANAGEMENT	Microsoft Project 2007 Basics	2	PR-02	10	7	8	12	9	14
	Microsoft Project 2010 Basics	2	PR-05	17	9	15	19	15	20
	Microsoft Project 2007 Advanced	2	PR-04	25	21	28	19	15	21
	Microsoft Project 2010 Advanced	2	PR-06	26	23	29	26	24	28
VBA VISUAL BASIC APPLICATION	VBA - Introduction to Programming in VBA	2	VB-00	11	2	1	3	2	7
	VBA - Visual Basic Application in Excel	2	VB-01	12	8	7	4	7	14
	VBA - Visual Basic Application in Word	2	VB-02	18	14	14	11	10	21
	VBA - Visual Basic Application in Outlook	2	VB-03	25	21	15	18	15	27
	VBA - Visual Basic Application in Access	3	VB-04	25	22	21	25	23	26
	VBA - Visual Basic Application in Word and Excel	5	VB-05	16	20	26	16	21	25
MESSAGING - CALENDAR	Microsoft Outlook 2007 : Messaging	0.5 PM	OU-03	12	16	8	5	10	15
	Microsoft Outlook 2007 : Calendar	0.5 AM	OU-04	12	16	8	5	10	15
	Microsoft Outlook 2010 : Messaging	0.5 PM	OU-05	20	21	14	12	18	22
	Microsoft Outlook 2010 : Calendar	0.5 AM	OU-06	20	21	14	12	18	22
	Lotus Notes Messaging v.7	0.5 AM	LN7-02	24	24	15	20	25	27
	Lotus Notes Calendar v.7	0.5 PM	LN7-03	24	24	15	20	25	27
	Lotus Notes Databases v.7	0.5 PM	LN7-04	25	28	21	27	29	28
	Lotus Notes News v.8	0.5 AM	LN8-NV8	27	16	21	27	24	28
	Lotus Notes Messaging v.8	0.5 AM	LN8-02	30	16	22	30	24	29
	Lotus Notes Calendar v.8	0.5 PM	LN8-03	30	17	22	30	30	29
Lotus Notes Databases v.8	0.5 PM	LN8-04	27	17	23	30	30	29	
INTERNET IMAGE PROCESSING	Microsoft Internet Explorer	0.5 AM	NA-02	19	2	30	13	2	7
	Mozilla FireFox	0.5 PM	NA-03	19	2	30	13	2	7
	Adobe Acrobat	1	AD-01	20	7	1	18	4	8
	Adobe Illustrator	2	AD-02	12	8	14	19	10	14
	Adobe Photoshop	2	AD-03	26	15	14	26	15	20
	Adobe Dreamweaver	3	AD-04	11	21	21	2	23	27
	Adobe Captivate	2	AD-05	19	23	28	12	30	7
	Adobe Flash	3	AD-06	18	8	1	3	23	13
	Adobe Premiere	2	AD-07	24	2	8	4	10	20
Adobe InDesign	2	AD-08	10	22	22	12	15	28	
WORKSHOPS MEDIAPLUS	Workshop Word 2007 - Basics	41 h	MW-07	During the day or in the evening, from Monday to Friday.					
	Workshop Word 2010 - Basics	41 h	MW-10						
	Workshop Excel 2007 - Basics	41 h	ME-07						
	Workshop Excel 2010 - Basics	41 h	ME-10						
	Workshop Word and Excel 2007 - Basics	70 h	MWE-07						
	Workshop Word and Excel 2010 - Basics	70 h	MWE-10						
LINUX ADMINISTRATION	Linux - System Administration	4	LPI101	10	6	19	17	7	25
	Linux - Network Administration	5	LPI102L	23	8	26	23	21	25
CISCO TRAININGS	Cisco CCNA® Bootcamp	5	BC-CCNA+	2		5	16	7	4
	Building Scalable Cisco Internetworks	5	BSCI	9	6	12	16		11
	Building Cisco MultiLayer Switched Networks	5	BCMSN	16	20		16	7	18
	Implementing Secure Converged Wide Area Networks	5	ISCW	23	13	19	23	21	
	Optimized Converged Cisco Networks	5	ONT	23	20	26	16	21	11
	Securing Networks with Cisco Routers & Switches	5	SNRS	16	6	5	16	21	25
	Securing Cisco Network Devices	5	SND	9		12	16	21	18
	Securing Networks with PIX and ASA	5	SNPA	2		19	23	7	11