

# Formação Tecnológica e Comportamental



Plano 2010  
Porto

## Office

Office: Fundamental		Horas	Dias	J	F	M	A	M	J	J	A	S	O	N	D
OF-0102	Microsoft Windows 7 (b)(c)	7	1			1						6			
OF-0103	Microsoft Word 2007 Fundamental (a)(c)	14	2			2						7			
OF-0104	Microsoft Excel 2007 Fundamental (a)(c)	14	2			4						9			
OF-0105	Microsoft Access 2007 Fundamental (a)(c)	14	2					3							8
OF-0106	Microsoft PowerPoint 2007 (a)(c)	14	2					5							10
OF-0107	Microsoft Outlook 2007 (a)(c)	7	1					7							12

Office: Avançado		Horas	Dias	J	F	M	A	M	J	J	A	S	O	N	D
OF-0203	Microsoft Word 2007 Avançado (a)(c)	21	3				5							11	
OF-0204	Microsoft Excel 2007 Avançado (a)(c)	21	3				12							18	
OF-0205	Microsoft Access 2007 Avançado (a)(c)	21	3				19							25	

Office: Especialização		Horas	Dias	J	F	M	A	M	J	J	A	S	O	N	D
N OF-0308	Microsoft Project 2007 (c)	21	3		24								22		

Office: Programação		Horas	Dias	J	F	M	A	M	J	J	A	S	O	N	D
OF-0404	Microsoft Excel 2007 Programação (Macros e VBA) (a)(c)	21	3					17						15	
OF-0405	Microsoft Access 2007 Programação (VBA) (a)(c)	21	3					24						22	

Office: Atualização		Horas	Dias	J	F	M	A	M	J	J	A	S	O	N	D
N OF-0502	Novidades no Microsoft Windows 7	7	1						7						
N OF-0503	Novidades no Microsoft Word 2010	7	1						8						
N OF-0504	Novidades no Microsoft Excel 2010	7	1						9						

Office: Produtividade		Horas	Dias	J	F	M	A	M	J	J	A	S	O	N	D
N OF-0604	Economia e Gestão com Microsoft Excel (a)(c)	21	3						28						
N OF-0605	Modelação de Bases de Dados com Microsoft Access (a)(c)	14	2						1						

manhã: 9:30h - 13:00h | tarde: 14:00h - 17:30h | noite: 19:00h - 22:00h

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- a) Disponível nas versões 2003, 2007, 2010 e Open Office
- b) Disponível nas versões XP, Vista e 7
- c) Disponível na versão Inglesa ou Portuguesa



## Programação

Programação: Web		Horas	Dias	J	F	M	A	M	J	J	A	S	O	N	D
N PR-0101	Criação de Páginas Web com HTML	14	2			12								8	
N PR-0102	Criação Inovadora de Sites com CSS	7	1							2					
N PR-0103	Estruturação de Dados com XML e XSLT	21	3			14								10	
N PR-0104	Desenvolvimento de Aplicações Web com PHP e MySQL	35	5			19								15	

Programação: Bases de Dados		Horas	Dias	J	F	M	A	M	J	J	A	S	O	N	D
N PR-0201	Bases de dados Relacionais com SQL	21	3			1					30				

Programação: Relatórios		Horas	Dias	J	F	M	A	M	J	J	A	S	O	N	D
N PR-0301	Crystal Reports 2008	14	2			4						2			

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## Adobe

Adobe: Photoshop		Horas	Dias	J	F	M	A	M	J	J	A	S	O	N	D
N	AD-0101	Adobe Photoshop CS4	24	4			29								13

Adobe: Flash		Horas	Dias	J	F	M	A	M	J	J	A	S	O	N	D
N	AD-0201	Adobe Flash CS4 Professional	18	3				10							
N	AD-0202	ActionScript 3.0 for Flash CS4 Professional	18	3				17							

Adobe: Dreamweaver		Horas	Dias	J	F	M	A	M	J	J	A	S	O	N	D
N	AD-0301	Adobe Dreamweaver CS4	18	3				24							

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## Autodesk

Autodesk: AutoCAD		Horas	Dias	J	F	M	A	M	J	J	A	S	O	N	D
N	AK-0101	AutoCAD 2010	18	3							23				
N	AK-0102	AutoCAD 3D 2010	18	3							30				

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## FailSafe

Workshops Oracle		Horas	Dias	J	F	M	A	M	J	J	A	S	O	N	D
N	FS-OASW	Oracle Advanced Security Workshop	18	3					14						
N	FS-OAHAW	Oracle Advanced High Availability Workshop	18	3						12					
N	FS-OPTAW	Oracle Performance and Tuning Advanced Workshop	18	3							16				
N	FS-DAOEM	Database Administration with Oracle Enterprise Manager	18	3								13			

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## Microsoft Learning



Microsoft: Office SharePoint 2007		Horas	Dias	J	F	M	A	M	J	J	A	S	O	N	D
	ML-5060	Implementing Windows SharePoint Services 3.0	12	2			22				23				
	ML-5061	Implementing Microsoft Office SharePoint Server 2007	18	3			24				25				

Microsoft: Office Project 2007		Horas	Dias	J	F	M	A	M	J	J	A	S	O	N	D
	ML-5927	Microsoft Office Project 2007, Managing Projects	18	3			12							11	
	ML-5928	Microsoft Office Project Server 2007, Managing Projects	18	3			19							18	
	ML-5929	Microsoft Office Project Server 2007, Managing Projects and Programs	30	5			26							25	

Microsoft: Windows 7		Horas	Dias	J	F	M	A	M	J	J	A	S	O	N	D
N	ML-6291	Updating Your Technology Knowledge of Microsoft Windows XP to Windows 7	18	3				3				6			
N	ML-6292	Installing and Configuring Windows 7 Client	18	3				10				13			
N	ML-6294	Planning and Managing Windows 7 Desktop Deployments and Environments	30	5				17				20			

Microsoft: Windows Vista		Horas	Dias	J	F	M	A	M	J	J	A	S	O	N	D
	ML-5115	Installing and Configuring the Windows Vista Operating System	18	3		1									
	ML-5117	Installing, Configuring, Troubleshooting, and Maintaining Windows Vista	18	3		8									
	ML-5118	Supporting Windows Vista and Applications in the Enterprise	18	3		22									
	ML-5119	Supporting the Microsoft Windows Vista Operating System and Applications	12	2		25									

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Microsoft: Windows Server 2008		Horas	Dias	J	F	M	A	M	J	J	A	S	O	N	D
ML-6416	Updating your Network Infrastructure and Active Directory Technology Skills to Windows Server 2008	30	5			1									
ML-6417	Updating your Applications Infrastructure Technology Skills to Windows Server 2008	18	3			8									
ML-6419	Configuring, Managing and Maintaining Windows Server 2008 Servers	30	5			15									
ML-6420	Fundamentals of Windows Server 2008 Network and Applications Infrastructure	30	5			22									
ML-6421	Configuring and Troubleshooting a Windows Server 2008 Network Infrastructure	30	5				5								
ML-6422	Implementing and Managing Windows Server 2008 Hyper-V	18	3					21							
ML-6424	Fundamentals of Windows Server 2008 Active Directory	18	3					28							
ML-6425	Configuring and Troubleshooting Windows Server 2008 Active Directory Domain Services	30	5						3						
ML-6428	Configuring and Troubleshooting Windows Server 2008 Terminal Services	12	2							10					
ML-6431	Managing and Maintaining Windows Server 2008 Network Infrastructure Servers	12	2								17				
ML-6434	Automating Windows Server 2008 Administration with Windows PowerShell	18	3								19				

Microsoft: Windows Server 2003		Horas	Dias	J	F	M	A	M	J	J	A	S	O	N	D
ML-2273	Managing and Maintaining a Microsoft Windows Server 2003 Environment	30	5		1										
ML-2277	Implementing, Managing, and Maintaining a Microsoft Windows Server 2003 Network Infrastructure: Network Services	30	5		8										
ML-2279	Planning, Implementing, and Maintaining a Microsoft Windows Server 2003 Active Directory Infrastructure	30	5		22										

Microsoft: Internet Security and Acceleration Server		Horas	Dias	J	F	M	A	M	J	J	A	S	O	N	D
ML-2824	Implementing Microsoft Internet Security and Acceleration Server 2004	30	5				19						25		

Microsoft Exchange Server 2010		Horas	Dias	J	F	M	A	M	J	J	A	S	O	N	D
N ML-10133	First Look: What's New in Microsoft Exchange Server 2010	3	1/2				9								
N ML-10134	Hands on Lab: What's new in Microsoft Exchange Server 2010	3	1/2				9								
N ML-10135	Configuring, Managing and Troubleshooting Microsoft Exchange Server 2010	30	5				12					20			

Microsoft: Exchange Server 2007		Horas	Dias	J	F	M	A	M	J	J	A	S	O	N	D
ML-3938	Updating Your Skills from Microsoft Exchange Server 2000 or Microsoft Exchange Server 2003 to Microsoft Exchange Server 2007 SP1	18	3						3						
ML-5047	Introduction to Installing and Managing Microsoft Exchange Server 2007 SP1	18	3						10						
ML-5049	Managing Messaging Security Using Microsoft Exchange Server 2007	6	1						13						
ML-5050	Recovering Messaging Servers and Databases using Microsoft Exchange Server 2007	6	1						14						
ML-5051	Monitoring and Troubleshooting Microsoft Exchange Server 2007	12	2						6						

Microsoft: BizTalk Server 2006		Horas	Dias	J	F	M	A	M	J	J	A	S	O	N	D
ML-2933	Developing Business Process and Integration Solutions Using Microsoft BizTalk Server 2006	30	5											18	

Microsoft: SQL Server 2008		Horas	Dias	J	F	M	A	M	J	J	A	S	O	N	D
ML-2778	Writing Queries Using Microsoft SQL Server 2008 Transact-SQL	18	3				5						27		
ML-6231	Maintaining a Microsoft SQL Server 2008 Database	30	5				12							11	
ML-6232	Implementing a Microsoft SQL Server 2008 Database	30	5				19							25	
ML-6234	Implementing and Maintaining Microsoft SQL Server 2008 Analysis Services	18	3							19					
ML-6235	Implementing and Maintaining Microsoft SQL Server 2008 Integration Services	18	3							26					
ML-6236	Implementing and Maintaining Microsoft SQL Server 2008 Reporting Services	18	3									2			

Microsoft: Visual Studio 2008		Horas	Dias	J	F	M	A	M	J	J	A	S	O	N	D
N ML-6367	Introduction to Object Oriented Programming using Microsoft Visual Studio 2008	18	3		22										
N ML-6368	Programming with the Microsoft .NET Framework using Microsoft Visual Studio 2008	24	4			1									2
ML-2310	Developing Web Applications Using Microsoft Visual Studio 2008	30	5			8									8
ML-6460	Visual Studio 2008: Windows Presentation Foundation	18	3			15									
ML-6461	Visual Studio 2008: Windows Communication Foundation	18	3			22									
ML-6462	Visual Studio 2008: Windows Workflow Foundation	12	2			18									
ML-6463	Visual Studio 2008: ASP .NET 3.5	12	2			25									
ML-6464	Visual Studio 2008: ADO .NET 3.5	12	2			29									

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### Certified Internet Web Professional (CIW)

CIW: v5 Foundations			Horas	Dias	J	F	M	A	M	J	J	A	S	O	N	D
N	CW-0101	Internet Business Foundations v2.0	12	2			8									
N	CW-0102	Site Development Foundations v2.0	12	2			10									
N	CW-0103	Network Technology Foundations v2.0	6	1			12									

CIW: Web Developer			Horas	Dias	J	F	M	A	M	J	J	A	S	O	N	D
	CW-0201	XML Document Design	18	3				5								
	CW-0202	Java Servlets	12	2			12									
	CW-0203	JavaServer Pages	18	3			14									

CIW: Internetworking Professional			Horas	Dias	J	F	M	A	M	J	J	A	S	O	N	D
	CW-0401	TCP/IP Internetworking	12	2						10						
	CW-0402	Advanced TCP/IP Concepts and Practices	18	3					12							

CIW: Security Professional			Horas	Dias	J	F	M	A	M	J	J	A	S	O	N	D
N	CW-0501	Network Security and Firewalls	12	2							14					
N	CW-0502	Operating Systems Security	6	1						16						
N	CW-0503	Security Auditing, Attacks and Threat Analysis	12	2						17						

CIW: Web Languages			Horas	Dias	J	F	M	A	M	J	J	A	S	O	N	D
	CW-0601	JavaScript Fundamentals	12	2							12					

CIW: Application Developer			Horas	Dias	J	F	M	A	M	J	J	A	S	O	N	D
	CW-0702	Dynamic Server Pages (Covers ASP and PHP)	18	3							14					

CIW: Java Programming			Horas	Dias	J	F	M	A	M	J	J	A	S	O	N	D
	CW-0801	Java Programming Fundamentals	30	5								13				

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### CompTIA



CompTIA: A+ 2009			Horas	Dias	J	F	M	A	M	J	J	A	S	O	N	D
N	TI-0101	CompTIA A+ 2009 Essentials	30	5				19								
N	TI-0102	CompTIA A+ 2009 Practical Application Support Skills	30	5				26								

CompTIA: Network+ 2009			Horas	Dias	J	F	M	A	M	J	J	A	S	O	N	D
N	TI-0201	CompTIA Network+ 2009	30	5							12					

CompTIA: Security+ 2008			Horas	Dias	J	F	M	A	M	J	J	A	S	O	N	D
N	TI-0301	Security Fundamentals	6	1											8	
	TI-0302	CompTIA Security+ 2008	30	5											11	

CompTIA: Project+			Horas	Dias	J	F	M	A	M	J	J	A	S	O	N	D
	TI-0601	CompTIA Project+ Certification	30	5				19							18	

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### Cisco

Cisco: Routing & Switching		Horas	Dias	J	F	M	A	M	J	J	A	S	O	N	D
CI-ICND1	Interconnecting Cisco Network Devices Part 1	35	5			15								8	
CI-ICND2	Interconnecting Cisco Network Devices Part 2	35	5			22								15	

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### Linux Professional Institute (LPI)

LPI: Junior Level Linux Professional (LPIC-1 v2009)		Horas	Dias	J	F	M	A	M	J	J	A	S	O	N	D
N LP-0101	Introduction to Linux (a)	30	5	18									16		
N LP-0102	Intermediate Linux (a)	30	5	25								23			

LPI: Intermediate Level Administration (LPIC-2 v2009)		Horas	Dias	J	F	M	A	M	J	J	A	S	O	N	D
LP-0201	Advanced Linux (a)	30	5								5				
LP-0202	High-Level Linux (a)	30	5							12					

a) Disponível nas versões Red Hat e Suse Linux

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### Red Hat

Red Hat: System Administration		Horas	Dias	J	F	M	A	M	J	J	A	S	O	N	D
N RH-033	Red Hat Linux Essentials	30	5							3					
N RH-131	Red Hat Linux System Administration	24	4							10					
N RH-253	Red Hat Linux Networking and Security Administration	24	4							17					

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### Gestão de Projectos e Modelação

Gestão de Projectos		Horas	Dias	J	F	M	A	M	J	J	A	S	O	N	D
N GP-0101	Fundamentos de Gestão de Projectos	14	2		22									20	
N GP-0102	Gestão de Projectos com Microsoft Project	35	5			1								27	

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### Object Management Group (OMG)

OMG: Analysis and Modeling		Horas	Dias	J	F	M	A	M	J	J	A	S	O	N	D
N OM-0101	Introduction to OMG's Unified Modeling Language (UML) 2.0	14	2			22									22
N OM-0102	Business Requirements Analysis	21	3			24									24

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### IT Service Management (ITSM)

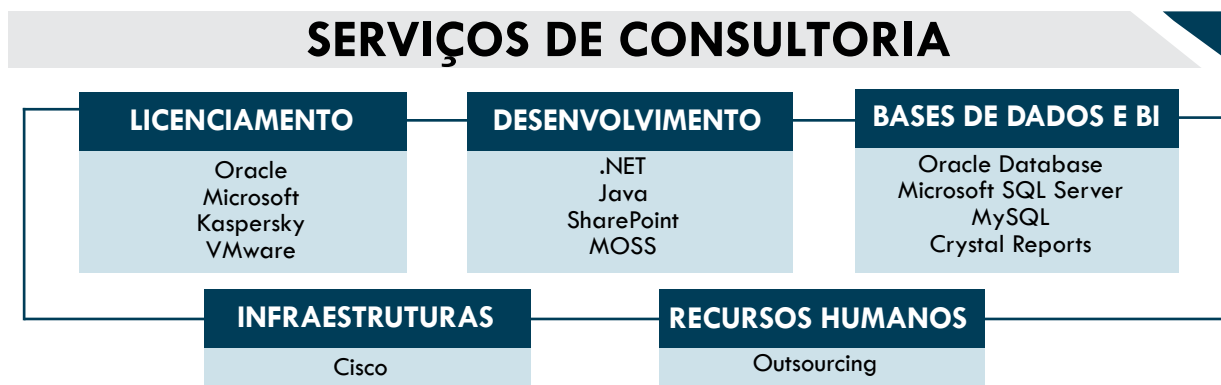
ITSM: ITIL V3		Horas	Dias	J	F	M	A	M	J	J	A	S	O	N	D
IT-ITILF3	ITIL V3 Foundations	21	3							14					
N IT-ITILF3L	ITIL V3 Foundations and Lifecycle	35	5											18	

ITSM: IT Governance		Horas	Dias	J	F	M	A	M	J	J	A	S	O	N	D
N IT-COBIT	IT Governance Based on Cobit 4.0	14	2							17					

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Formação Comportamental			
Gestão do Tempo	Inteligência Emocional	Atendimento ao Público	Técnicas de Negociação
Gestão de Stress	Liderança e Gestão de Equipas	Atendimento Telefónico	Gestão da Formação
Gestão de Conflitos	Trabalhar em Equipa	Comunicação Eficaz	Formação Outdoor
Assertividade	Preparar e Conduzir Reuniões	Técnicas de Vendas	Team Building

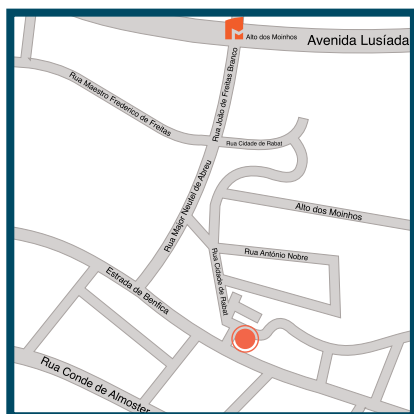


## Competências Técnicas

Análise e Programação	.NET (c#, VB, ASP)   Java (J2EE, EJB)   PHP   Web (JavaScript, CSS, Ajax, Tomcat, IIS)   Oracle (PL-SQL, Forms, Reports)   SQL Server (T-SQL, Reporting Services)   SharePoint e MOSS (Web Parts, Workflows)   UML
Administração de Sistemas	Windows   Unix   Linux   Microsoft Exchange   ISA Server
Infraestruturas	Cisco
Bases de Dados	SQL Server   Oracle   MySQL
ERP / CRM	SAP   Primavera   Siebel   Microsoft Dynamics Nav
Middleware	BizTalk

## Parceiros

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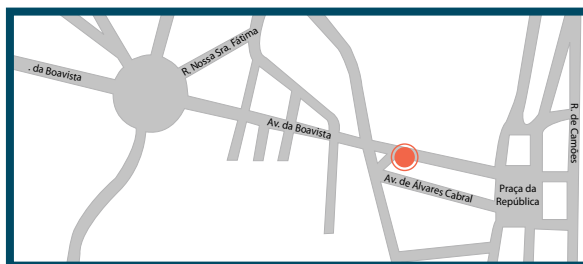
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### A CapEduc no Mundo

