

Course overview:

CompTIA CDIA+ Certification

(S643eng)



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Overview and objectives

This 2-day course is for students who are preparing for CompTIA's CDIA+ Certification exam. It introduces students the major disciplines and technologies that are used to plan, design, and implement an imaging system. Students will work through the process of a typical project plan that includes project kickoff, strategy, analysis, justification and approval, solution identification, design, conversion, prototype, implementation, and training and documentation.

During this course students will learn to:

- ☑ Kickoff the project by identifying a project sponsor, establishing a project team, creating a project charter that includes the project scope, high-level goals and benefits, and finally creating a project plan document.
- ☑ Guide the strategic direction of the project by determining the organizational goals and issues, identifying the affected users and groups, examining document technologies, and discussing records management and the legal issues relating to record keeping.
- ☑ Analyze the work environment by examining the existing document processes, quantifying the work volumes, and exploring Document Management standards.
- ☑ Justify costs and receive senior management approval by identifying the product costs and benefits, and determining the risks and the appropriate risk management approach to use.
- ☑ Identify and document the proposed solution by considering the design factors and creating a conceptual design document.
- ☑ Design the imaging technology to be used by determining the appropriate method for capturing, indexing, displaying and retrieving images.
- ☑ Design the computing environment to be used by evaluating storage options, selecting the appropriate network environment, and understanding how to integrate images with other applications.
- ☑ Identify the images that need to be converted and select the best conversion strategy to use.
- ☑ Create a prototype to test the new imaging system.

Target audience

No previous experience of document imaging is required. Basic PC and Windows user skills are necessary for successful completion of this course.

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Course content

Project kickoff

Project team • Project charter

Strategic direction

Organizational goals and issues • Users and groups • Document technologies • Records management

Work environment analysis

Document processes • Document volumes

Justification and approval

Developing a business case • Risk analysis

Solution

Identifying a solution • Conceptual design document

Imaging technology design

Document capture • Display components

Computing environment design

Storage options • Network design • Integration

Conversion

Conversion issues

Prototype

Testing the system design

Implementation

Implementing a new system • Testing and documentation

Appendix: Sample CDIA+ test

Sample test questions

Appendix: CDIA+ exam objectives map

CDIA+ exam objectives

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