

# Course overview

## CompTIA CDIA+ Certification

(S643eng)



### 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.

Students will learn how 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.

### Certification track

This course will prepare students for the 225-030 CompTIA CDIA+ Certification exam for the objectives released in 2005 and has been approved under the CompTIA Authorized Quality Curriculum program. The industry recognizes CompTIA CDIA+ certification as a consistent, objective way to evaluate imaging industry professionals. Several companies that provide document imaging solutions value and support the CompTIA CDIA+ certification, including Canon, Ricoh, Konica and Kyocera.



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### Target audience

Typical students of this course will be interested in taking the CompTIA CDIA+ certification exam. This certification is becoming a global standard of competency and professionalism in the document imaging and management industry. Students will learn about the major disciplines and technologies used to plan, design, and implement an imaging system.

### Course prerequisites

There are no specific prerequisites for this course.

### Course contents

- **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**
- **Appendix: CDIA+ exam objectives map**