



## COMPUTER TRAINING PORTFOLIO

Citywide Learning & Development offers a full complement of software offerings, including Microsoft Office products, Adobe products, IT Certification, eLearning at Your Desktop, and Online Live Training.

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## Microsoft Office Products — Access 2007



### Access 2007, Level 1

Participants will create and modify new databases and their various objects. They learn how to maintain data consistency and integrity; improve queries, forms, and reports; and also integrate Access™ 2007 with other applications.

**Course Code: T4041**

**Days of Training: 2**

**Dates: Dec 4-5**

**Cost: \$250**

**CEUs/CPEs: 1.2/16**

**Prerequisite:** Basic knowledge of computer applications

### Access 2007, Level 2

You have the basic skills needed to work with Microsoft Office Access 2007 databases, including creating and working with Access tables, relationships, queries, forms, and reports. But so far, you have been focusing only on essential database user skills. In this course, you will consider how to maintain data consistency, how to customize database components, and how to share Access data with other applications.

**Course Code: T4042**

**Days of Training: 2**

**Dates: Sept 22-23**

**Cost: \$250**

**CEUs/CPEs: 1.2/16**

**Prerequisite:** Access 2007, Level 1



## Microsoft Office Products — Access 2010



### Access 2010, Part 1

In this course, participants will create and modify new databases and their various objects. Participants will maintain data consistency and integrity; improve queries, forms, and reports; and also integrate Microsoft® Office Access™ 2010 with other applications.

**Course Code: T4051**

**Days of Training: 2**

**Dates: Oct 9-10, Dec 10-11**

**Cost: \$250**

**CEUs/CPEs: 1.2/16**

**Prerequisite:** Basic knowledge of computer applications

### Access 2010, Part 2

In this course, students will create complex Access databases by structuring existing data, writing advanced queries, working with macros, and performing database maintenance.

**Course Code: T4052**

**Days of Training: 2**

**Dates: Oct 29-30, Jan 5-6**

**Cost: \$250**

**CEUs/CPEs: 1.2/16**

**Prerequisite:** Access 2010, Part 1

## Microsoft Office Products — Access 2013



### Access 2013, Part 1

In this course, participants will create and modify new databases and their various objects. Participants will maintain data consistency and integrity; improve queries, forms, and reports; and also integrate Microsoft® Office Access™ 2013 with other applications.

**Course Code: T4061**

**Days of Training: 2**

**Dates: Oct 16-17**

**Cost: \$250**

**CEUs/CPEs: 1.2/16**

**Prerequisite:** Basic knowledge of computer applications

### Access 2013, Part 2

In this course, students will create complex Access databases by structuring existing data, writing advanced queries, working with macros, and performing database maintenance.

**Course Code: T4062**

**Days of Training: 2**

**Dates: Oct 22-23**

**Cost: \$250**

**CEUs/CPEs: 1.2/16**

**Prerequisite:** Access 2013, Part 1

## Microsoft Office Products — Excel 2007



### Excel 2007, Level 1

In this course, students create and edit basic Microsoft® Office Excel® 2007 worksheets and workbooks.

**Course Code: T3044**

**Days of Training: 1**

**Dates: Nov 5, Dec 4**

**Cost: \$125**

**CEUs/CPEs: .6/8**

**Prerequisite:** Basic knowledge of computer applications

### Excel 2007, Level 3

In this course, students will learn how to automate common tasks, apply advanced analysis techniques to more complex data sets, collaborate on worksheets with others, and share Excel data with other applications.

**Course Code: T3046**

**Days of Training: 1**

**Dates: Sept 29, Dec 9**

**Cost: \$125**

**CEUs/CPEs: .6/8**

**Prerequisite:** Excel 2007, Level 2

### Excel 2007, Level 2

In this course, students use Excel® 2007 to streamline and enhance spreadsheets with templates, charts, graphics, and formulas. They will apply visual elements and advanced formulas to a worksheet to display data in various formats.

**Course Code: T3045**

**Days of Training: 1**

**Dates: Oct 10, Dec 9**

**Cost: \$125**

**CEUs/CPEs: .6/8**

**Prerequisite:** Excel 2007, Level 1

### Excel 2007, VBA

In this course, students will apply the Visual Basic for Applications (VBA) programming language to simplify many of the tasks that you can perform using various tools and functions in Excel 2007.

**Course Code: T1520**

**Days of Training: 1**

**Dates: Oct 14**

**Cost: \$125**

**CEUs/CPEs: .6/8**

**Prerequisite:** Excel 2007, Level 3

## Microsoft Office Products — Excel 2010



### Excel 2010, Part 1

In this course, students will create and edit basic Microsoft® Office Excel® 2010 workbooks.

**Course Code:** T3054

**Days of Training:** 1

**Dates:** Sept 10, Oct 3, Dec 2

**Cost:** \$125

**CEUs/CPEs:** .6/8

**Prerequisite:** Basic knowledge of computer applications

### Excel 2010, Part 3

In this course students will automate some common Excel tasks, apply advanced analysis techniques to more complex data sets, troubleshoot errors, collaborate on worksheets, and share Excel data with other applications.

**Course Code:** T3056

**Days of Training:** 1

**Dates:** Sept 25, Dec 18

**Cost:** \$125

**CEUs/CPEs:** .6/8

**Prerequisite:** Excel 2010, Part 2

### Excel 2010, Part 2

In this course, students will apply visual elements and advanced formulas to a worksheet to display data in various formats.

**Course Code:** T3055

**Days of Training:** 1

**Dates:** Sept 5, Sept 24, Oct 6, Oct 22, Nov 14, Dec 10

**Cost:** \$125

**CEUs/CPEs:** .6/8

**Prerequisite:** Excel 2010, Part 1

### Excel 2010, VBA

In this course, students will apply the Visual Basic for Applications (VBA) programming language to simplify many of the tasks that you can perform using various tools and functions in Excel 2010.

**Course Code:** T1530

**Days of Training:** 1

**Dates:** Sept 19, Nov 7

**Cost:** \$125

**CEUs/CPEs:** .6/8

**Prerequisite:** Excel 2010, Part 3

## Microsoft Office Products — Excel 2013



### Excel 2013, Part 1

In this course, students will create and edit basic Microsoft® Office Excel® 2013 workbooks.

**Course Code:** T3064

**Days of Training:** 1

**Dates:** Sept 23, Nov 19

**Cost:** \$125

**CEUs/CPEs:** .6/8

**Prerequisite:** Basic knowledge of computer applications

### Excel 2013, Part 3

In this course students will automate some common Excel tasks, apply advanced analysis techniques to more complex data sets, troubleshoot errors, collaborate on worksheets, and share Excel data with other applications.

**Course Code:** T3066

**Days of Training:** 1

**Dates:** Oct 14, Dec 17

**Cost:** \$125

**CEUs/CPEs:** .6/8

**Prerequisite:** Excel 2013, Part 2

### Excel 2013, Part 2

In this course, students will apply visual elements and advanced formulas to a worksheet to display data in various formats.

**Course Code:** T3065

**Days of Training:** 1

**Dates:** Oct 2, Dec 12

**Cost:** \$125

**CEUs/CPEs:** .6/8

**Prerequisite:** Excel 2013, Part 1

**Next Step:** Excel 2013, Part 3

## Microsoft Office Products — Outlook 2010



### Outlook 2010, Part 1

In this course, participants will use Microsoft® Office Outlook® 2010 to manage email, calendar entries, tasks, and contacts.

**Course Code: T7051**

**Days of Training: 1**

**Dates: Sept 3**

**Cost: \$125**

**CEUs/CPEs: .6/8**

**Prerequisite:** Basic knowledge of computer applications

### Outlook 2010, Part 2

In this course, participants will customize the Outlook environment, calendar, and mail messages, and will also track, share, assign, and quickly locate various Outlook items.

**Course Code: T7052**

**Days of Training: 1**

**Dates: Sept 9**

**Cost: \$125**

**CEUs/CPEs: .6/8**

**Prerequisite:** Outlook 2010, Part 1

## Microsoft Office Products — Outlook 2013



### Outlook 2013, Part 1

In this course, participants will use Microsoft® Office Outlook® 2013 to manage email, calendar entries, tasks, and contacts.

**Course Code: T7061**

**Days of Training: 1**

**Dates: Oct 15**

**Cost: \$125**

**CEUs/CPEs: .6/8**

**Prerequisite:** Basic knowledge of computer applications

**Next Step:** Outlook 2013, Part 2

### Outlook 2013, Part 2

In this course, participants will customize the Outlook environment, calendar, and mail messages, and will also track, share, assign, and quickly locate various Outlook items.

**Course Code: T7062**

**Days of Training: 1**

**Dates: Nov 12**

**Cost: \$125**

**CEUs/CPEs: .6/8**

**Prerequisite:** Outlook 2013, Part 1

## Microsoft Office Products — PowerPoint 2010



### PowerPoint 2010, Part 1

Participants will explore the PowerPoint environment and create a presentation. Students will add graphical objects to a presentation and modify them. Students will also add tables and charts to a presentation to present data in a structured form.

**Course Code: T6041**

**Days of Training: 1**

**Dates: Sept 29, Nov 17**

**Cost: \$125**

**CEUs/CPEs: .6/8**

**Prerequisite:** Basic knowledge of computer applications

### PowerPoint 2010, Part 2

In this course students will enhance their presentation by using features that will transform it into a powerful means of communication. They will customize the PowerPoint interface to suit the requirements and use features to create presentations

**Course Code: T6042**

**Days of Training: 1**

**Dates: Oct 28, Dec 12**

**Cost: \$125**

**CEUs/CPEs: .6/8**

**Prerequisite:** PowerPoint 2010, Part 1

## Microsoft Office Products — PowerPoint 2013



### PowerPoint 2013, Part 1

Participants will explore the PowerPoint environment and create a presentation. Students will add graphical objects to a presentation and modify them. Students will also add tables and charts to a presentation to present data in a structured form.

**Course Code: T6051**

**Days of Training: 1**

**Dates: Oct 1**

**Cost: \$125**

**CEUs/CPEs: .6/8**

**Prerequisite:** Basic knowledge of computer applications

### PowerPoint 2013, Part 2

In this course students will enhance their presentation by using features that will transform it into a powerful means of communication. They will customize the PowerPoint interface to suit the requirements and use features to create presentations

**Course Code: T6052**

**Days of Training: 1**

**Dates: Oct 31**

**Cost: \$125**

**CEUs/CPEs: .6/8**

**Prerequisite:** PowerPoint 2013, Part 1

## Microsoft Office Products — Project 2010



### Project 2010, Level 1

In this course, participants will create and manage a project schedule using Microsoft Project 2010.

**Course Code: T6043**

**Days of Training: 1**

**Dates: Sept 15**

**Cost: \$125**

**CEUs/CPEs: .6/8**

**Prerequisite:** Basic knowledge of computer applications

### Project 2010, Level 2

In this course, students will exchange project plan data with other applications, update project plans, create visual reports, and reuse project plan information.

**Course Code: T6044**

**Days of Training: 1**

**Dates: Oct 31**

**Cost: \$125**

**CEUs/CPEs: .6/8**

**Prerequisite:** Project 2010, Level 1

## Microsoft Office Products — Project 2013



### Project 2013, Part 1

In this course, students will create and manage a project schedule using Microsoft® Project 2013.

**Course Code: T6053**

**Days of Training: 1**

**Dates: Nov 6**

**Cost: \$125**

**CEUs/CPEs: .6/8**

**Prerequisite:** Basic knowledge of computer applications

### Project 2013, Part 2

In this course, students will exchange project plan data with other applications, update project plans, create visual reports, and reuse project plan information.

**Course Code: T6054**

**Days of Training: 1**

**Dates: Dec 3**

**Cost: \$125**

**CEUs/CPEs: .6/8**

**Prerequisite:** Project 2013, Part 1

## Microsoft Office Products — Visio 2010



### Visio 2010, Level 1

In this course, participants will learn the essentials of Visio. They design and manage basic diagrams, workflows, and flowcharts.

**Course Code: T5440**

**Days of Training: 1**

**Dates: Sept 8**

**Cost: \$125**

**CEUs/CPEs: .6/8**

**Prerequisite:** Basic knowledge of computer applications

### Visio 2010, Level 2

In this course, participants will build upon knowledge gained that will enable them to work with many advanced features, including the drawing tools, creating and working with custom stencils and templates, and sharing Visio drawings with other applications.

**Course Code: T5450**

**Days of Training: 1**

**Dates: Sept 22**

**Cost: \$125**

**CEUs/CPEs: .6/8**

**Prerequisite:** Visio 2010, Level 1

## Microsoft Office Products — Word 2010



### Word 2010, Part 1

In this course, students will create, edit, and enhance standard business documents using Microsoft® Office Word 2010.

**Course Code: T2064**

**Days of Training: 1**

**Dates: Sept 30**

**Cost: \$125**

**CEUs/CPEs: .6/8**

**Prerequisite:** Basic knowledge of computer applications

### Word 2010, Part 3

In this course, students will create, manage, revise, and distribute long documents.

**Course Code: T2066**

**Days of Training: 1**

**Dates: Nov 18**

**Cost: \$125**

**CEUs/CPEs: .6/8**

**Prerequisite:** Word 2010, Part 2

### Word 2010, Part 2

In this course, students will create complex documents and build personalized efficiency tools using Microsoft Office Word 2010.

**Course Code: T2065**

**Days of Training: 1**

**Dates: Oct 21**

**Cost: \$125**

**CEUs/CPEs: .6/8**

**Prerequisite:** Word 2010, Part 1

## Microsoft Office Products — Word 2013



### Word 2013, Part 1

In this course, students will create, edit, and enhance standard business documents using Microsoft® Office Word 2013.

**Course Code: T2074**

**Days of Training: 1**

**Dates: Oct 8**

**Cost: \$125**

**CEUs/CPEs: .6/8**

**Prerequisite:** Basic knowledge of computer applications

### Word 2013, Part 3

In this course, students will create, manage, revise, and distribute long documents.

**Course Code: T2076**

**Days of Training: 1**

**Dates: Sept 30**

**Cost: \$125**

**CEUs/CPEs: .6/8**

**Prerequisite:** Word 2013, Part 2

### Word 2013, Part 2

In this course, students will create complex documents and build personalized efficiency tools using Microsoft Office Word 2013.

**Course Code: T2075**

**Days of Training: 1**

**Dates: Nov 6**

**Cost: \$125**

**CEUs/CPEs: .6/8**

**Prerequisite:** Word 2013, Part 1

## Adobe Products — Acrobat XI



### Acrobat XI, Part 1

***\*Online Live***

In this course, participants will learn the power of the Portable Document Format. Taking advantage of the functionality and features available in Acrobat, participants will ensure the integrity of electronic documents for any viewer, on any devices, or operating systems.

**Course Code: O6500**

**Days of Training: 1**

**Dates: Sept 8, Oct 8, Nov 25, Dec 16**

**Cost: \$125**

**CEUs/CPEs: .6/8**

**Prerequisite:** Basic knowledge of computer applications

**Next Step:** Acrobat XI, Part 2

### Acrobat XI, Part 2

***\*Online Live***

In this course, participants will learn to use Adobe Acrobat XI Pro to convert technical documents to PDF files, enhance PDF documents, create interactive PDF forms, and prepare PDF files for commercial printing.

**Course Code: O6501**

**Days of Training: 1**

**Dates: Sept 11, Oct 27, Nov 14, Dec 18**

**Cost: \$125**

**CEUs/CPEs: .6/8**

**Prerequisite:** Acrobat XI, Part 1

***\*For a description of Online Live Training please see pages 27***

## Adobe Products — Dreamweaver CS6



### Dreamweaver CS6, Part 1

***\*Online Live***

In this course, participants will use Adobe Dreamweaver to create web pages while focusing on the content, styling, and design. As web pages are created, Dreamweaver will competently create the XHTML, CSS and JavaScript required.

**Course Code: O9513**

**Days of Training: 2**

**Dates: Sept 8-9, Oct 2-3, Nov 20-21, Dec 10-11**

**Cost: \$250**

**CEUs/CPEs: 1.2/16**

**Prerequisite:** Basic knowledge of computer applications

### Dreamweaver CS6, Part 2

***\*Online Live***

In this course, participants will create fluid CSS layouts, implement mobile integration techniques, and share files over a server to work in a collaborative manner.

**Course Code: O9514**

**Days of Training: 2**

**Dates: Sept 29-30, Oct 23-24, Dec 17-18**

**Cost: \$250**

**CEUs/CPEs: 1.2/16**

**Prerequisite:** Dreamweaver CS6, Part 1

## Adobe Products — Illustrator CS6



### Illustrator CS6, Part 1

***\*Online Live***

In this course, participants will learn to create “drawn” graphics, integrating content from other CS6 domains (such as photo-oriented graphics and animation, which belong to Photoshop and Flash).

**Course Code: O6510**

**Days of Training: 2**

**Dates: Sept 2-3, Oct 14-15, Nov 20-21, Dec 15-16**

**Cost: \$250**

**CEUs/CPEs: 1.2/16**

**Prerequisite:** Basic knowledge of computer applications

**Next Step:** Illustrator CS6, Part 2

### Illustrator CS6, Part 2

***\*Online Live***

In this course, participants will learn to create complex artwork using advanced tools, options, and effects prepare artwork for commercial printing and save it for the Web. Participants will draw complex illustrations, and enhance them using various painting options.

**Course Code: O6511**

**Days of Training: 2**

**Dates: Sept 22-23, Oct 6-7, Dec 18-19**

**Cost: \$250**

**CEUs/CPEs: 1.2/16**

**Prerequisite:** Illustrator CS6, Part 1

***\*For a description of Online Live Training please see pages 27***

## Adobe Products — InDesign CS6



### InDesign CS6, Part 1

In this course students will utilize Adobe® InDesign® CS6 to create and deliver eye-catching printed documents.

**Course Code: T6320**

**Days of Training: 2**

**Dates: Oct 2-3, Dec 8-9**

**Cost: \$250**

**CEUs/CPEs: 1.2/16**

**Prerequisite:** Basic knowledge of computer applications

### InDesign CS6, Part 2

**\*Online Live**

In this course students will learn advanced InDesign techniques to enhance the look and functionality of their documents.

**Course Code: O6321**

**Days of Training: 2**

**Dates: Sept 4-5, Oct 1-2, Nov 17-18, Dec 4-5**

**Cost: \$250**

**CEUs/CPEs: 1.2/16**

**Prerequisite:** InDesign CS6, Part 1

## Adobe Products — Photoshop CS6



### Photoshop CS6, Part 1

**\*Online Live**

In this course, participants will learn to use layers and to apply layer effects and filters for creating special effects. Additionally, participants will use painting tools and blending modes to enhance the appearance of your design.

**Course Code: O6370**

**Days of Training: 2**

**Dates: Sept 9-10, Oct 14-15, Nov 6-7, Dec 11-12**

**Cost: \$250**

**CEUs/CPEs: 1.2/16**

**Prerequisite:** Basic knowledge of computer applications

### Photoshop CS6, Part 2

In this course, participants will learn enhance their ability to create accurate masks and image effects, retouch images, work with video files, automate repetitive tasks, and integrate with other Adobe applications.

**Course Code: T6371**

**Days of Training: 2**

**Dates: Nov 18-19**

**Cost: \$250**

**CEUs/CPEs: 1.2/16**

**Prerequisite:** Photoshop CS6, Part 1

## Crystal Reports 2008



### Crystal Reports 2008, Level 1

***\*Online Live***

In this course, participants will create a basic report by connecting to a database and modifying its presentation. This course is designed for persons who need output from a database. In some cases, database programs have limited reporting tools, and/or such tools may not be accessible. Participants may or may not have programming and/or SQL experience.

**Course Code: O9348**

**Days of Training: 2**

**Dates: Sept 18-19, Dec 16-17**

**Cost: \$250**

**CEUs/CPEs: 1.2/16**

**Prerequisite:** Basic knowledge of computer applications

**Next Step:** Crystal Reports 2008, Level 2

### Crystal Reports 2008, Level 2

***\*Online Live***

In this course, participants create complex reports and data sources using Crystal Reports' tools. They will also increase the speed and efficiency of their reports by using SQL queries.

**Course Code: O9349**

**Days of Training: 2**

**Dates: Sept 24-25, Oct 20-21, Nov 17-18, Dec 22-23**

**Cost: \$250**

**CEUs/CPEs: 1.2/16**

**Prerequisite:** Crystal Reports 2008, Level 1

***\*For a description of Online Live Training please see pages 27***

## QuickBooks - 2013

### QuickBooks 2013, Get Going With QuickBooks

*\*Online Live*

The student will be introduced to QuickBooks' primary features as well as the new features and functionality of this version.

**Course Code: O9360**

**Days of Training: 2**

**Dates: Sept 17-18, Oct 23-24, Nov 20-21, Dec 17-18**

**Cost: \$250**

**CEUs/CPEs: 1.2/16**

**Prerequisite:** Basic knowledge of computer applications

**Next Step:** QuickBooks 2013, Keep Going with QuickBooks

### QuickBooks 2013, Keep Going With QuickBooks

*\*Online Live*

The student will be introduced to the advanced features of QuickBooks 2013.

**Course Code: O9361**

**Days of Training: 2**

**Dates: Sept 23-24, Oct 27-28, Nov 25-26, Dec 22-23**

**Cost: \$250**

**CEUs/CPEs: 1.2/16**

**Prerequisite:** QuickBooks 2013, Get Going With QuickBooks

## Tablets

### Maximizing the Use of the iPad

This ½-day program is designed for iPad users who want to learn how to use the Apple device efficiently. Learn how to effectively use the basic functions and applications that the iPad offers. Topics will include: using the multi-touch screen; customizing the home screen; changing the iPad settings; using iCloud; typing; printing; using apps; opening and closing apps; searching; setting up e-mail; checking, reading and sending e-mail; sending and receiving text messages; and connecting to Wi-Fi.

**Course Code: T1278**

**Days of Training: 1/2**

**Dates: Oct 17, Jan 20 (9:00a-12:30p)**

**Cost: \$60**

**CEUs: .3**

**Requirement:** Participants **must** provide their own iPad

**Prerequisite:** Basic knowledge of computer applications

**Target Audience:** City managers who are using city-issued iPads for their day-to-day operations



*\*For a description of Online Live Training please see pages 27*

## Web Design - HTML and CSS

### Web Design with HTML5 and CSS3, Level 1

***\*Online Live***

In this course, participants will use HTML5 to create and design web pages. This course is targeted at participants who want to learn web design for their personal use or for business purposes.

**Course Code: O9040**

**Days of Training: 1**

**Dates: Sept 2, Oct 8, Nov 24, Dec 8**

**Cost: \$125**

**CEUs/CPEs: .6/8**

**Prerequisite:** Basic knowledge of computer applications

**Next Step:** Web Design with HTML5 and CSS3, Level 2

### Web Design with HTML5 and CSS3, Level 2

***\*Online Live***

Participants will learn to create advanced web pages and test their validity. This course is designed for persons who understand the fundamentals of HTML and CSS and have used both technologies to create basic web pages. It is aimed at individuals interested in using these technologies to create advanced web pages and to test their validity.

**Course Code: O9041**

**Days of Training: 1**

**Dates: Sept 15, Oct 30, Nov 26, Dec 29**

**Cost: \$125**

**CEUs/CPEs: .6/8**

**Prerequisite:** Web Design with HTML5 and CSS3, Level 1

***\*For a description of Online Live Training please see pages 27***

## COMPUTER TRAINING PORTFOLIO

### Online Live - Business Solutions Course

#### Business Analysis Essentials

##### *\*Online Live*

This two-day Online Live course is designed for individuals who are new to the business analyst role or for those who work with or supervise business analysts. The course will examine the process of business analysis as it is applied throughout a project to include the pre-project activities that comprise enterprise analysis. The role and competencies of the business analyst will be defined and lessons include:

- Supporting the Project Portfolio
- Developing the Solution, Vision, and Scope
- Understanding Requirements and Business Rules
- Planning and Eliciting Requirements
- Analyzing and Documenting Requirements
- Modeling Requirements
- Assessing and Validating Requirements

**Course Code: OBA01**

**Days of Training: 2**

**Dates: Sept 8-9, Dec 1-2**

**Cost: \$350**

**CEUs/CPEs: 1.2/16**

*\*For a description of Online Live Training please see pages 27*

## Online Live (OL) Training

Online Live is a highly interactive virtual classroom experience, led by a live instructor broadcasting to multiple locations. The class is made up of participants from multiple locations. Participants can speak directly with the instructor, see and hear the lecture. During participant labs, participants work on virtual machines, allowing them to gain real world experience.

Each class consists of the same framework as traditional instructor led classes that you would normally take. This framework includes the same highly qualified instructors, approved courseware and outstanding support that our participants are accustomed to receiving.

### **BENEFITS OF ONLINE LIVE**

**Access to class lecture for 6 months** – All participants that attend an Online Live Training class have access to the recorded lecture at the end of the day for up to 6 months from the completion of the class. So if a participant for any reason missed a portion of the lecture at the end of the day they can always go back and review that day's lecture.

**Collaborate with peers** – Online Live allows participants to interact with their peers from a much more diverse community than ever before.

**Application Sharing** – The instructor or the participant can share any application, a specific region of the desktop, or the entire desktop with each other.

**Whiteboard** – Instructors use powerful and versatile whiteboard tools that allow all users to draw, write, and interact on the whiteboard.

**Polling** – Participants can respond to verbal or written questions by using online polling features.

**Cost** – All Online Live Training courses are priced as the published computer applications and IT instructor led courses.

**Begin Online Training Today** – Indicate the course code on your CTC Application as “O” followed by the general course code. Please contact the CTC for additional information.

Courses in the Computer Training Portfolio that are available for Online Live Training are denoted with the “O” at the beginning of the course code as well as: **\*Online Live**

A large number of IT Certification courses are available through Online Live Training in various subjects such as:

- Helpdesk
- Databases
- Networking
- Server Administration
- Network Security
- Project Management
- Web Publishing

For the complete listing of Online Live Training available for IT Certification courses, please see the [Citywide Training Center's Information Technology Fall 2014 Course Catalog](#).

## COMPUTER TRAINING PORTFOLIO

### eLearning at your Desktop

Today's business world is driven by information, access, and speed. The key to success is moving knowledge from the people who have it... to the people who need it.

From the office or at home, via an Internet connection, you can now take online courses in many critical technology subject areas such as Professional Development Courses, Office Productivity Software, Internet and Network Technologies, Software Development, Operating Systems and Server Technologies, Enterprise Database Systems, Web Design, Project Effectiveness, and examination preparation.

You can complete entire courses—from beginner through advanced levels—to learn a brand new skill, hone in on specific skill areas as a 'refresher', develop new skills or access a course whenever instant answers are needed. Users are further supported with additional resources including simulations, online mentoring, Express Guides and test prep examinations on many titles. Participants may check with their supervisors to obtain headsets for use in an open-office environment.



### How to Apply

1. Before submitting an application through your agency training liaison with your selected titles, you must ensure that your office computer has access to [www.nyc.gov/ctcelearning](http://www.nyc.gov/ctcelearning) and passes the browser check at [www.nyc.gov/ctcbrowsercheck](http://www.nyc.gov/ctcbrowsercheck).
2. Browse through featured eLearning courses in this catalog or through the complete listing of eLearning courses at [www.nyc.gov/ctcelearning](http://www.nyc.gov/ctcelearning).
3. Select a 90-day package 

{	Any 3 Courses - \$129
	Any 5 Courses - \$195
	Any 10 Courses - \$355
4. Submit a supervisor approved-application to the Citywide Training Center. You will then be issued training access for 90 days.

## Featured Desktop eLearning Microsoft Office Productivity Courses

ACCESS	COURSE TITLE	COURSE CODE
<b>Microsoft Office 2007: Beginning Access</b>	Getting Started with Access 2007	<b>E-BGACA01</b>
	Basic Access 2007 Tables	<b>E-BGACA02</b>
	Basic Access 2007 Forms	<b>E-BGACA03</b>
	Queries and Reports in Access 2007	<b>E-BGACA04</b>
<b>Microsoft Office 2007: Advanced Access</b>	Importing and Exporting Data and Data Presentation in Access 2007	<b>E-ADAXA01</b>
	Advanced Data Management in Access 2007	<b>E-ADAXA02</b>
<b>Microsoft Office 2007: Access for the Power User</b>	Programmability and Administration in Access 2007	<b>E-ACPUA01</b>
	Database Administration in Access 2007	<b>E-ACPUA02</b>
<b>Microsoft Office 2010: Beginning Access</b>	Getting Started with Access 2010	<b>E-BACC1</b>
	Creating Basic Tables in Access 2010	<b>E-BACC2</b>
	Data Manipulation and Simple Relationships in Access 2010	<b>E-BACC3</b>
	Introduction to Forms in Access 2010	<b>E-BACC4</b>
	Modifying Basic Forms in Access 2010	<b>E-BACC5</b>
	Introduction to Queries in Access 2010	<b>E-BACC6</b>
	Introduction to Reports in Access 2010	<b>E-BACC7</b>

**COMPUTER TRAINING PORTFOLIO**

<b>Microsoft Office 2010: Advanced Access</b>	Advanced Importing and Exporting with Access 2010	<b>E-AACC1</b>
	PivotTables and Pivot Charts in Access 2010	<b>E-AACC2</b>
	Retrieving, Validating, and Attaching Data in Access 2010	<b>E-AACC3</b>
	Sub-forms, Sub-reports, and Conditional Formatting in Access 2010	<b>E-AACC4</b>
	Joins, SQL, and Action Queries in Access 2010	<b>E-AACC5</b>
	Using Access 2010 with SharePoint and Access Services	<b>E-AACC6</b>
	Access 2010 Macros and VBA	<b>E-AACC7</b>
	Optimizing, Securing, and Sharing Access 2010 Databases	<b>E-AACC8</b>
<b>EXCEL</b>	<b>COURSE TITLE</b>	<b>COURSE CODE</b>
<b>Microsoft Office 2007: Beginning Excel</b>	Getting Started with Excel 2007	<b>E-BGEXA01</b>
	Manipulating and Formatting Data and Worksheets	<b>E-BGEXA02</b>
	Reviewing and Printing in Excel 2007	<b>E-BGEXA03</b>
	Excel 2007 Formulas and Functions	<b>E-BGEXA04</b>
	Excel 2007 Charts, Pictures, Themes, and Styles	<b>E-BGEXA06</b>
<b>Microsoft Office 2007: Advanced Excel</b>	Advanced Formatting in Excel 2007	<b>E-ADEXA01</b>
	Advanced Data Management in Excel 2007	<b>E-ADEXA02</b>
	Advanced Customization in Excel 2007	<b>E-ADEXA03</b>
<b>Microsoft Office 2007: Excel for the Power User</b>	Analyzing Data in Excel 2007	<b>E-EXPUA01</b>
	Protecting and Sharing Excel 2007 Workbooks	<b>E-EXPUA02</b>
	Exchanging Data with Excel 2007	<b>E-EXPUA03</b>

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<b>Microsoft Office 2010: Beginning Excel</b>	Getting Started with Excel 2010	<b>E-BEXL1</b>
	Applying Basic Data Formatting in Excel 2010	<b>E-BEXL2</b>
	Moving and Getting Around in Excel 2010	<b>E-BEXL3</b>
	Moving Data and Modifying Worksheets in Excel 2010	<b>E-BEXL4</b>
	Saving, Sending, and Printing Excel 2010 Workbooks	<b>E-BEXL5</b>
	Using Conditional Formatting, Tables, and Sparklines in Excel 2010	<b>E-BEXL6</b>
	Reviewing and Protecting Content in Excel 2010	<b>E-BEXL7</b>
	Using Basic Formulas in Excel 2010	<b>E-BEXL8</b>
	Using Basic Functions with Excel 2010	<b>E-BEXL9</b>
	Inserting Basic Charts in Excel 2010	<b>E-BEXL10</b>
	Adding Visuals, Themes, and Styles to Excel 2010 Workbooks	<b>E-BEXL11</b>
<b>Microsoft Office 2010: Advanced Excel</b>	Customizing Visual Elements in Excel 2010	<b>E-AEXL1</b>
	Workbook Settings, Conditional Formatting, and Number Formats in Excel 2010	<b>E-AEXL2</b>
	Organizing Data and Objects in Excel 2010	<b>E-AEXL3</b>
	Verifying Excel 2010 Data and Formulas	<b>E-AEXL4</b>
	Automating Excel 2010 Tasks Using Macros	<b>E-AEXL5</b>
	Analyzing Data With What-If Analysis in Excel 2010	<b>E-AEXL6</b>
	PivotTables and Pivot Charts in Excel 2010	<b>E-AEXL7</b>
	PivotTable Filters, Calculations, and Power Pivot	<b>E-AEXL8</b>
<b>Microsoft Office 2010: Excel for the Power User</b>	Sharing Excel 2010 Workbooks Online and on a Network	<b>E-PEXL1</b>
	Using Excel 2010 to Collaborate Online and with Other Office Applications	<b>E-PEXL2</b>
	Using Lookup, Reference, Math, and Text Functions in Excel 2010	<b>E-PEXL3</b>
	Manipulating Formulas and Using Forms in Excel 2010	<b>E-PEXL4</b>
	Using Excel 2010 Data Connections: Web Queries, XML, and Databases	<b>E-PEXL5</b>

**COMPUTER TRAINING PORTFOLIO**

<b>Microsoft Office 2013: Beginning Excel</b>	Creating Workbooks, Worksheets, and Data in Excel 2013	<b>E-B13EX1</b>
	Saving and Printing Data in Excel 2013	<b>E-B13EX2</b>
	Formatting Cells and Worksheets in Excel 2013	<b>E-B13EX3</b>
	Formatting Data in Excel 2013	<b>E-B13EX4</b>
	Presenting Data using Conditional Formatting and Sparklines in Excel 2013	<b>E-B13EX5</b>
	Performing Calculations Using Functions in Excel 2013	<b>E-B13EX6</b>
	Presenting Data in Tables and Charts in Excel 2013	<b>E-B13EX7</b>
<b>Microsoft Office 2013: Advanced Excel</b>	Creating and Customizing Visual Elements in Excel 2013	<b>E-A13EX1</b>
	Customizing Options and Views in Excel 2013	<b>E-A13EX2</b>
	Manipulating Data in Excel 2013	<b>E-A13EX3</b>
	Data Search, Data Validation, and Macros in Excel 2013	<b>E-A13EX4</b>
<b>POWERPOINT</b>	<b>COURSE TITLE</b>	<b>COURSE CODE</b>
<b>Microsoft Office 2007: Beginning PowerPoint</b>	Getting Started with PowerPoint 2007	<b>E-BGPPA01</b>
	Adding Graphics to Presentations in PowerPoint 2007	<b>E-BGPPA02</b>
	Adding Multimedia and Animations to Presentations	<b>E-BGPPA03</b>
<b>Microsoft Office 2007: Advanced PowerPoint</b>	Creating Custom Slide Shows in PowerPoint 2007	<b>E-ADPPA01</b>
	Distributing Presentations in PowerPoint 2007	<b>E-ADPPA02</b>

<b>Microsoft Office 2010: Beginning PowerPoint</b>	Getting Started with PowerPoint 2010	<b>E-BPPT1</b>
	Visually Enhancing PowerPoint 2010 Presentations	<b>E-BPPT2</b>
	Adding Images to Presentations in PowerPoint 2010	<b>E-BPPT3</b>
	Using Multimedia and Animations in PowerPoint 2010	<b>E-BPPT4</b>
<b>Microsoft Office 2010: Advanced PowerPoint</b>	Using Advanced Slide Show Tools in PowerPoint 2010	<b>E-APPT1</b>
	Collaborating and Sharing Presentations in PowerPoint 2010	<b>E-APPT2</b>
<b>Microsoft Office 2013: Beginning PowerPoint</b>	Creating Presentations in PowerPoint 2013	<b>E-BPRJ1</b>
	Enhancing PowerPoint 2013 Presentations	<b>E-BPRJ2</b>
	Animations and Media in PowerPoint 2013	<b>E-BPRJ3</b>
	Finalizing a PowerPoint 2013 Presentation	<b>E-BPRJ4</b>
<b>PROJECT</b>	<b>COURSE TITLE</b>	<b>COURSE CODE</b>
<b>Microsoft Office 2007: Beginning Project</b>	Creating and Designing a Project with Project 2007	<b>E-BQPR1</b>
	Specifying and Assigning Resources in Project 2007	<b>E-BQPR2</b>
	Tracking and Reporting Progress with Project 2007	<b>E-BQPR3</b>
<b>Microsoft Office 2007: Advanced Project</b>	Advanced Customization with Project 2007	<b>E-ADPR1</b>
	Project Data Management and Performance with Project 2007	<b>E-ADPR2</b>

**COMPUTER TRAINING PORTFOLIO**

<b>Microsoft Office 2010: Beginning Project</b>	Introduction to Project Management using Project 2010	<b>E-BPRJ1</b>
	Introduction to Project 2010	<b>E-BPRJ2</b>
	Initializing a Project with Project 2010	<b>E-BPRJ3</b>
	Defining Project Properties in Project 2010	<b>E-BPRJ4</b>
	Building a Schedule with Project 2010	<b>E-BPRJ5</b>
	Creating Resources in Project 2010	<b>E-BPRJ6</b>
	Managing Resource Assignments with Project 2010	<b>E-BPRJ7</b>
	Monitoring Schedule Performance with Project 2010	<b>E-BPRJ8</b>
	Communicating Project Information with Project 2010	<b>E-BPRJ9</b>
<b>Microsoft Office 2010: Advanced Project</b>	Advanced Customizing with Project 2010	<b>E-APRJ1</b>
	Advanced Tools for Managing Multiple Projects with Project 2010	<b>E-APRJ2</b>
	Advanced Resource Management with Project 2010	<b>E-APRJ3</b>
	Advanced Scheduling Management with Project 2010	<b>E-APRJ4</b>
	Advanced Reporting and Management Tools in Project 2010	<b>E-APRJ5</b>
<b>OUTLOOK</b>	<b>COURSE TITLE</b>	<b>COURSE CODE</b>
<b>Microsoft Office 2007: Beginning Outlook</b>	Getting Started with Outlook 2007	<b>E-BGOLA01</b>
	Formatting and Managing E-mail in Outlook 2007	<b>E-BGOLA02</b>
	Using the Calendar in Outlook 2007	<b>E-BGOLA03</b>
	Using Contacts, Tasks, Notes, and Customizing the Interface in Outlook 2007	<b>E-BGOLA04</b>
	Completing Searches, Printing Items, and Working with RSS Feeds in Outlook 2007	<b>E-BGOLA05</b>



**COMPUTER TRAINING PORTFOLIO**

<b>Microsoft Office 2007: Advanced Outlook</b>	Customizing Outlook 2007 and Using the Journal	<b>E-ADOLA01</b>
	Configuring Rules, Alerts, and Junk E-mail Settings in Outlook 2007	<b>E-ADOLA02</b>
<b>Microsoft Office 2007: Outlook for the Power User</b>	Data Security, Archiving, and Working Offline in Outlook 2007	<b>E-OLPUA01</b>
	Instant, Text, and Unified Messaging in Outlook 2007	<b>E-OLPUA02</b>
	Business Contact Manager with Outlook 2007	<b>E-OLPUA03</b>
<b>Microsoft Office 2010: Beginning Outlook</b>	Getting Started with Outlook 2010	<b>E-BOUT1</b>
	Managing Conversations and Organizing E-mail in Outlook 2010	<b>E-BOUT2</b>
	Managing Attachments, Graphics, Signatures, and Autoreplies in Outlook 2010	<b>E-BOUT3</b>
	Using the Calendar for Appointments, Events, and Meetings in Outlook 2010	<b>E-BOUT4</b>
	Managing Meetings and Customizing the Calendar in Outlook 2010	<b>E-BOUT5</b>
	Outlook 2010 Social Connector and Messaging	<b>E-BOUT6</b>
	Working with Contacts in Outlook 2010	<b>E-BOUT7</b>
	Using the Tasks, Notes, and Journal Features in Outlook 2010	<b>E-BOUT8</b>
<b>Microsoft Office 2010: Advanced Outlook</b>	Formatting E-mail and Configuring Message Options in Outlook 2010	<b>E-AOUT1</b>
	Customizing Outlook 2010 and Managing Accounts	<b>E-AOUT2</b>
	Managing E-mail with Rules, Automatic Replies, and Alerts in Outlook 2010	<b>E-AOUT3</b>
	Working with Files and Folders and Using Search and RSS Feeds in Outlook 2010	<b>E-AOUT4</b>
	Data Files, Archiving, and Send/Receive Groups in Outlook 2010	<b>E-AOUT5</b>
	Implementing Security with Outlook 2010	<b>E-AOUT6</b>
	Accessing Exchange Remotely and Using Forms in Outlook 2010	<b>E-AOUT7</b>

<b>Microsoft Office 2013: Beginning Outlook</b>	Working with e-mail in Outlook 2013	<b>E-B13OL1</b>
	Managing E-mail in Outlook 2013	<b>E-B13OL2</b>
	Working with Contacts in Outlook 2013	<b>E-B13OL3</b>
	Scheduling with Appointments, Events, and Tasks in Outlook 2013	<b>E-B13OL4</b>
	Working with Meetings in Outlook 2013	<b>E-B13OL5</b>
<b>Microsoft Office 2013: Advanced Outlook</b>	Formatting E-mail and Configuring Message Options in Outlook 2013	<b>E-A13OL1</b>
	Management and Customization in Outlook 2013	<b>E-A13OL2</b>
	Mail Automation, Cleanup, and Storage in Outlook 2013	<b>E-A13OL3</b>
	Collaboration and Customization with the Calendar, Contacts and Tasks in Outlook 2013	<b>E-A13OL4</b>
<b>VISIO</b>	<b>COURSE TITLE</b>	<b>COURSE CODE</b>
<b>Microsoft Office 2007: Beginning Visio</b>	Creating Visio 2007 Diagrams	<b>E-BQVS1</b>
	Enhancing and Customizing Diagrams in Visio 2007	<b>E-BQVS2</b>
	Collaborating and Using Visio 2007 With Other Programs	<b>E-BQVS3</b>
<b>Microsoft Office 2010: Beginning Visio</b>	Getting Started with Visio 2010	<b>E-BVIS1</b>
	Working with Diagrams in Visio 2010	<b>E-BVIS2</b>
	Collaboration, Evaluation and Printing in Visio 2010	<b>E-BVIS3</b>

**COMPUTER TRAINING PORTFOLIO**

<b>WORD</b>	<b>COURSE TITLE</b>	<b>COURSE CODE</b>
<b>Microsoft Office 2007: Beginning Word</b>	Getting Started with Word 2007	<b>E-BGWDA01</b>
	Working with Text and Paragraphs in Word 2007	<b>E-BGWDA02</b>
	Structuring, Editing, Saving, and Opening Documents in Word 2007	<b>E-BGWDA03</b>
<b>Microsoft Office 2007: Advanced Word</b>	Advanced Formatting in Word 2007	<b>E-ADWDA01</b>
	Advanced Document Navigation and Document Reviews in Word 2007	<b>E-ADWDA02</b>
	Using Tables, Charts, and Graphics in Word 2007	<b>E-ADWDA03</b>
<b>Microsoft Office 2010: Beginning Word</b>	Getting Started with Word 2010	<b>E-BWRD1</b>
	Formatting and Working with Text in Word 2010	<b>E-BWRD2</b>
	Organizing and Arranging Text in Word 2010	<b>E-BWRD3</b>
	Moving Around in Word 2010	<b>E-BWRD4</b>
	Structuring Word 2010 Documents	<b>E-BWRD5</b>
	Reviewing Documents in Word 2010	<b>E-BWRD6</b>
	Saving, Sharing, and Printing in Word 2010	<b>E-BWRD7</b>
	Customizing the Behavior and Appearance of Word 2010	<b>E-BWRD8</b>
	Drawing and Inserting Graphics in Word 2010	<b>E-BWRD9</b>

<b>Microsoft Office 2010: Advanced Word</b>	Using Themes, Backgrounds, Watermarks, and Quick Parts in Word 2010	<b>E-AWRD1</b>
	Adding Tables of Contents, Footnotes, Hyperlinks, and Bookmarks in Word 2010	<b>E-AWRD2</b>
	Forms, Fields, and Mail Merge in Word 2010	<b>E-AWRD3</b>
	Managing, Inspecting, and Recovering Word 2010 Documents	<b>E-AWRD4</b>
	Creating and Formatting Tables in Word 2010	<b>E-AWRD5</b>
	Manipulating Tables in Word 2010	<b>E-AWRD6</b>
	Embedding Charts and Tables into Word 2010	<b>E-AWRD7</b>
<b>Microsoft Office 2013: Beginning Word</b>	Performing Basic Tasks in Word 2013	<b>E-B13WD1</b>
	Editing and Formatting in Word 2013	<b>E-B13WD2</b>
	Structuring a Document in Word 2013	<b>E-B13WD3</b>
	Adding Lists and Objects in Word 2013	<b>E-B13WD4</b>
	Using Tables in Word 2013	<b>E-B13WD5</b>
<b>Microsoft Office 2013: Advanced Word</b>	Advanced Formatting in Word 2013	<b>E-A13WD1</b>
	Customizing Document Layout in Word 2013	<b>E-A13WD2</b>
	Advanced Table Customization in Word 2013	<b>E-A13WD3</b>
	Inserting and Formatting Graphics in Word 2013	<b>E-A13WD4</b>
	Navigating and Reviewing Documents in Word 2013	<b>E-A13WD5</b>
	Reference Tools and Mail Merge in Word 2013	<b>E-A13WD6</b>

## COMPUTER TRAINING PORTFOLIO

CRYSTAL REPORTS	COURSE TITLE	COURSE CODE
<b>Crystal Reports 2011: Report Writing Basics</b>	Reporting Basics with Crystal Reports 2011	<b>E-234748</b>
	Managing Data and Distributing Reports with Crystal Reports 2011	<b>E-234758</b>



## Featured Information Technology Courses

<b>DATABASE COURSES</b>	<b>COURSE TITLE</b>	<b>COURSE CODE</b>
<b>Oracle 11g: SQL Fundamentals I</b>	Oracle Database 11g: Using SQL to Query Your Database	<b>E-257492</b>
	Oracle Database 11g: Conversion Functions, Group Functions, and Joins	<b>E-257503</b>
	Oracle Database 11g: Sub-queries, Set Operators, and Data Manipulation	<b>E-257513</b>
	Oracle Database 11g: Using DDL, Views, Sequences, Indexes, and Synonyms	<b>E- 257522</b>
<b>Microsoft SQL Server 2012: Querying</b>	Microsoft SQL Server 2012: Creating Database Objects	<b>E-MS12SQ1</b>
	Microsoft SQL Server 2012: Querying Basics and Modifying Data	<b>E-MS12SQ2</b>
	Microsoft SQL Server 2012: Manipulate Data Using Operators and Functions	<b>E-MS12SQ3</b>
	Microsoft SQL Server 2012: Creating Functions and Triggers	<b>E-MS12SQ4</b>
	Microsoft SQL Server 2012: Creating Programming Objects and Optimizing Queries	<b>E-MS12SQ5</b>
	Microsoft SQL Server 2012: Managing XML Data	<b>E-MS12SQ6</b>
<b>HELPDESK COURSES</b>	<b>COURSE TITLE</b>	<b>COURSE CODE</b>
<b>CompTIA A+ 220-801</b>	CompTIA A+ 220-801: BIOS and Motherboards	<b>E-C801AP1</b>
	CompTIA A+ 220-801: Memory, Expansion Cards and Storage Devices	<b>E-C801AP2</b>
	CompTIA A+ 220-801: CPUs, Connections, and Power Supplies	<b>E-C801AP3</b>
	CompTIA A+ 220-801: Configurations, Displays, Connectors, & Peripherals	<b>E-C801AP4</b>
	CompTIA A+ 220-801: Network Cabling, IP Addressing, Ports, and Protocols	<b>E-C801AP5</b>
	CompTIA A+ 220-801: Networking Technologies	<b>E-C801AP6</b>
	CompTIA A+ 220-801: Networking Devices and Tools	<b>E-C801AP7</b>
	CompTIA A+ 220-801: Laptops	<b>E-C801AP8</b>
	CompTIA A+ 220-801: Printers	<b>E-C801AP9</b>
	CompTIA A+ 220-801: Operational Procedures	<b>E-C801AP10</b>

**COMPUTER TRAINING PORTFOLIO**

<b>OPERATING SYSTEMS &amp; SERVER TECHNOLOGIES COURSES</b>	<b>COURSE TITLE</b>	<b>COURSE CODE</b>
<b>Microsoft Windows Server 2008: New Features</b>	Introducing Windows Server 2008	<b>E-WS08NF1</b>
<b>Microsoft Windows 7: First Look for IT Professionals</b>	Microsoft Windows 7: First Look for IT Professionals	<b>E-MW7FP1</b>
<b>PROGRAMMING COURSES</b>	<b>COURSE TITLE</b>	<b>COURSE CODE</b>
<b>Java 2 Programming: Java SE7 Fundamentals</b>	Java SE7 Fundamentals: Introduction to Java	<b>E-JSE701</b>
	Java SE7 Fundamentals: Variables, Operators, and Objects	<b>E-JSE702</b>
	Java SE7 Fundamentals: Decision Constructs, Arrays, and Loops	<b>E-JSE703</b>
	Java SE7 Fundamentals: Overloading, Validation, and Object-Oriented Concepts	<b>E-JSE704</b>
	Java SE7 Fundamentals: Handling Errors and Deploying Applications	<b>E-JSE705</b>
<b>Microsoft .NET Framework 4: Windows Application Development with Visual C# 2010</b>	Creating Windows Applications with C# 2010	<b>E-WADFM1</b>
	Creating User Interfaces for Windows Applications with C# 2010	<b>E-WADFM2</b>
	Windows Applications Content Creation and Management with C# 2010	<b>E-WADFM3</b>
	Windows Applications Databinding with C# 2010	<b>E-WADFM4</b>
	Customizing and Managing Multithreaded Applications with C# 2010	<b>E-WADFM5</b>
	Securing and Deploying WPF Applications with C# 2010	<b>E-WADFM6</b>
<b>NETWORK SECURITY COURSES</b>	<b>COURSE TITLE</b>	<b>COURSE CODE</b>
<b>Certified Ethical Hacker</b>	CEH version 7: Hacking Basics	<b>E-332003</b>
	CEH version 7: Network Hacking	<b>E-332004</b>
	CEH version 7: Social Engineering	<b>E-332005</b>
	CEH version 7: Web Application Hacking	<b>E-332006</b>
	CEH version 7: Wireless Hacking	<b>E-332007</b>
	CEH version 7: Cryptography	<b>E-332008</b>
	CEH version 7: Attack and Penetration Testing	<b>E-332009</b>