

THE ONLINE LEARNING OPPORTUNITIES & RESOURCE GUIDE

Volume V • June 02, 2020 - June 30, 2020

Inside This Volume:

Complimentary Online Learning Solutions

NEW

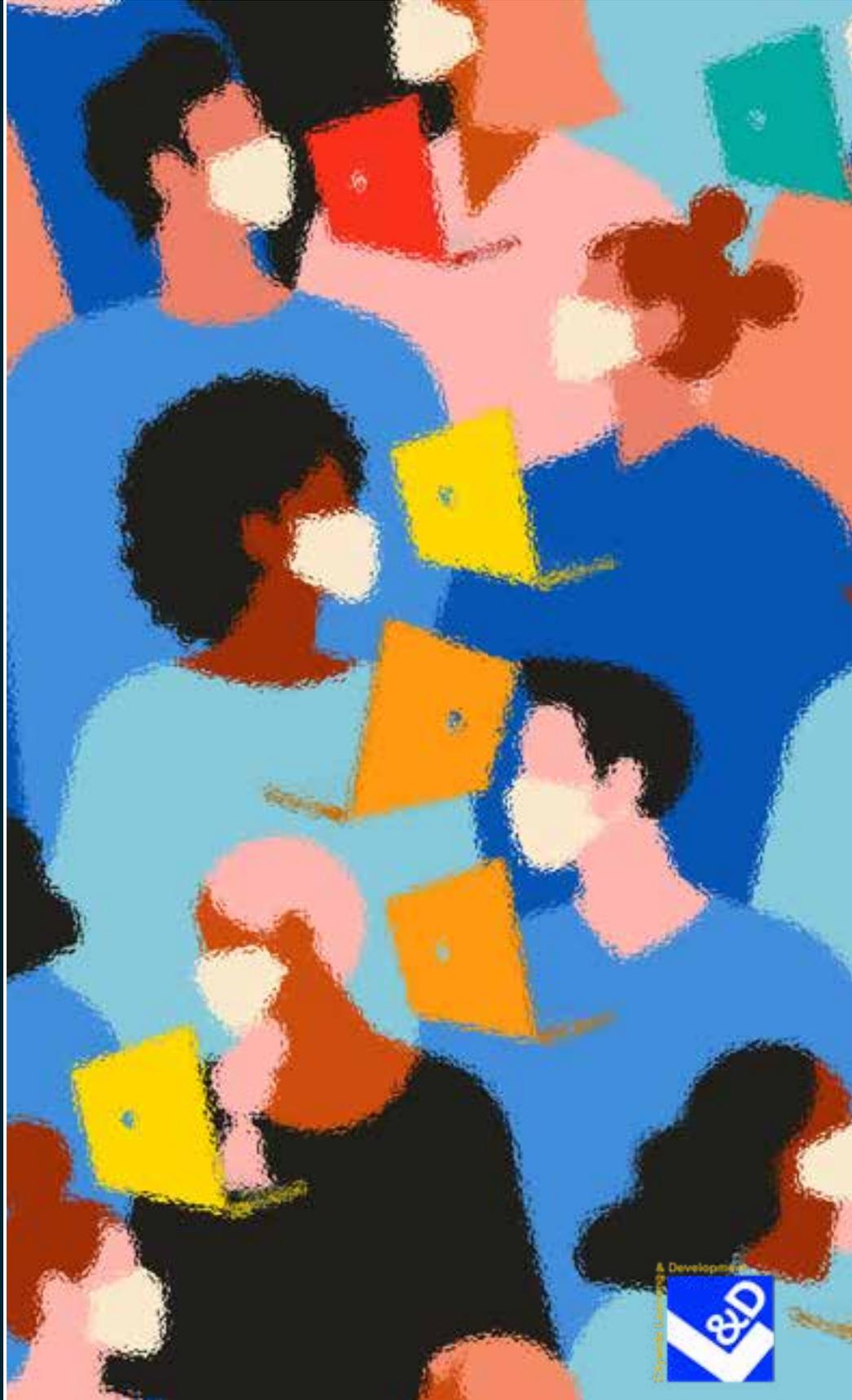
- 12 New Online Transformational Leadership Skills Courses
- Microsoft Azure Training Programs for IT Professionals

Mandated Training And Other Support

- Sexual Harassment Prevention Webinar

Low Cost Technology Training Programs

Course Registration Application



WHAT'S INSIDE . . .

INTERACTIVE TABLE OF CONTENTS

GUIDE OVERVIEW	1
DIFFERENCES BETWEEN ON-SITE AND ONLINE COURSES	1
HOW TO REGISTER FOR CITYWIDE ONLINE TRAINING	
What You Need To Do	1
What You Can Expect	1
LIMITED CLASS SIZES	2
ADHERENCE TO APPLICABLE POLICIES	2
CONTACT FOR QUESTIONS ABOUT ONLINE TRAINING	2
COMPLIMENTARY ONLINE TRAINING	
Transformational Leadership Skills Courses	3
Microsoft Azure Training Programs	10
MANDATED TRAINING PROGRAMS	22
Sexual Harassment Prevention (Webinar)	23
ADDITIONAL ONLINE RESOURCES AND SUPPORT	24
Cornerstone On Demand	25
Mind Share Partners	25
Helpful External Links	25
• Microsoft Office 365 Online Training	25
• Webex	25
• Zoom*	25

From the NYC Government Learning and Development Community 26

- Community Recommended External Sites26
- Shared Tips and Tools.....26

TECHNOLOGY SKILLS DEVELOPMENT TRAINING27

Microsoft Office Products 28

Crystal Reports 2016, Part 1 32

Adobe Photoshop CC 2020, Part 1 33

IT PROFESSIONAL & CERTIFICATE COURSES34

Business Intelligence and Data Visualization Tools..... 34

Help Desk Expertise..... 36

Information Security Expertise..... 39

Networking Expertise 42

Information Analysis / Infrastructure Expertise 45

Project Management Expertise 46

Architectural Design Expertise 47

CATALOG COURSES LISTED BY TARGET GROUP49

Managers and Supervisors 49

Managers, Supervisors and Select Target Groups 49

Targeted Staff..... 50

Staff At All Levels..... 52

COURSE REGISTRATION APPLICATION.....53

GUIDE OVERVIEW

Online courses and programs at the [DCAS Citywide Training Center \(CTC\)](#) are designed to help New York City employees continue to focus on their professional and personal development while the City responds to the current COVID-19 health crisis. This catalog makes it easier to find available on-demand and mandatory online learning opportunities.

Through our online catalog, New York City employees can:

- View course/program descriptions and offerings
- Access the course registration information and process

DIFFERENCES BETWEEN ON-SITE AND ONLINE COURSES

Many of the things that make you successful in an online training program or class are the same things that make you successful in a traditional on-site class: participate and ask questions, listen, remain focused throughout the session, and complete course assignments. Online training is no longer the “new thing” in learning and development; it has been a learning and development tool since the late 1990s. To participate in online training, be sure to check that your computer and internet connection are working properly before the session begins.

HOW TO REGISTER FOR CITYWIDE ONLINE TRAINING

The CTC has simplified the registration process for our online courses and programs to let agencies adjust to disruptions in the established protocols due to the NYS Pause Order. You may apply or register for free or fee-based online courses offered by the Citywide L&D by following a few simple steps:

• What You Need To Do

- STEP 1:** Complete the required fields on the CTC Application at [the end of this guide](#). ([CTC Applications](#) can also be accessed by clicking links throughout this document.) Please fill-out the *Training Applicant Information* and *Selected Course Information* sections.
- STEP 2:** Forward your completed [CTC Application](#) to your supervisor for approval/authorization.
- STEP 3:** Once your supervisor approves your application, they forward it to your agency's Training Liaison who submits the completed training request to the Citywide Training Center. (**Note:** The CTC will process training applications it receives from Training Liaisons under the assumption that Liaisons have obtained all permissions needed for you to participate in the selected course(s), including the Agency Fiscal Officers' approval, if needed.)

• What You Can Expect

Shortly after you submit your training application, you will receive a confirmation from either your Training Liaison or the CTC that your training request has been processed.

In addition, you also will receive instructions via email, including steps to log-in, specific audio and computer requirements, and other relevant information from the CTC or the vendor hosting the program.

LIMITED CLASS SIZES

Some online courses have **limited enrollment** (20-25 participant maximum), similar to the enrollment caps in small, face-to-face courses. Limited enrollment keeps class size to a manageable level for instructors, and helps ensure a positive learning experience for program participants. For most online programs, registration is on a “*first-come, first-served*” basis, and the CTC will send course registration confirmations to Agency Training Liaisons in advance of course(s). We recommend that you register early, and contact your Agency Training Liaison if you have questions about the status of your course confirmation.

ADHERENCE TO APPLICABLE POLICIES

Citywide Training Center standard policies on costs, payments, registrations, and cancellations will apply. You can find more information in the current Spring catalog (pages 4 and 5) on our [website](#).

All Training Liaisons who had prior access to NYCAPS may still use it for registration, if available.

CONTACT FOR QUESTIONS ABOUT ONLINE TRAINING

If you have any questions or need assistance, please contact the Citywide Training Center hotline at 212-386-0005, or email us at citywidetrainingcent@dcas.nyc.gov.



NOTE: Underlined text means that it's a link.

COMPLIMENTARY ONLINE TRAINING PROGRAMS

NO COST ONLINE LEARNING SOLUTIONS

[Jump to TOC](#)

NEW

TRANSFORMATIONAL LEADERSHIP SKILLS

- [Five Tools to Maintain Employee Engagement Through Turbulent Times](#)4
- [The Basics of Problem-Solving with Lean Six Sigma](#)4
- [Energy Leadership™: Leveraging Core Energy as a Competitive Advantage](#)5
- [Essential Skills for Leaders](#)5
- [Introduction to Data Visualization in Excel](#)6
- [Introduction to Design Thinking](#)6
- [Managing Workplace Change Successfully](#)7
- [Organizational Design for Leaders: Design for Agility and Flexibility](#)7
- [Process Mapping for Process Improvement](#)8
- [Psychological Dimensions of Leading and Supervision](#)8
- [R Basics](#)9
- [Strategic Communication Skills for Managers](#)9

COMPLIMENTARY ONLINE TRAINING

Transformational Leadership Skills Courses

- **Five Tools to Maintain Employee Engagement Through Turbulent Times**

[Jump to Section List](#)

Current events have reinforced for all of us that change is both pervasive and can happen at any time. This practical online workshop will allow you to reflect on and strategize for current or anticipated changes that are top-of-mind for you. It will give you the skills to recognize your and others' reactions to change. It will help you to model and facilitate productive behaviors despite environmental uncertainty and turbulence. Managers will acquire a practical set of tools to apply with their direct reports to maintain trust and productivity under consistently changing organizational conditions.

Target Audience: Managers, Supervisors and Team Leaders

Course Code	Days of Training	Date	Time	Cost	Credits
C8524X	2 hrs	June 29, 2020	10:00 am - 12:00 pm	N/C	N/A

[Open CTC Application](#)

- **The Basics of Problem-Solving with Lean Six Sigma**

[Jump to Section List](#)

Lean Six Sigma provides a comprehensive toolkit for understanding and solving problems to help organizations resolve their crises and deliver consistent, high-quality results. This introductory course will provide participants with a basic understanding of the Lean Six Sigma methodology and how to apply it to improve quality, reduce waste, and increase morale.

Target Audience: Managers, Supervisors and Quality Assurance Professionals

Course Code	Days of Training	Date	Time	Cost	Credits
C8535X	2 hrs	June 15, 2020	10:00 am - 12:00 pm	N/C	N/A

[Open CTC Application](#)

- **Energy Leadership™: Leveraging Core Energy as a Competitive Advantage**

[Jump to Section List](#)

When we hear the term “leadership”, we often think of CEOs, managers, elected officials, and other influential people. However, true leadership goes beyond a job title. In theory, we’re all leaders, every day, and in every aspect of our lives. That means that no matter who you are or what you do, you have an opportunity to lead. This is where the power of Energy Leadership™ comes in. It recognizes that each of us has the unique ability to identify and shift our own energies to better serve ourselves, our clients, and anyone else we interact with on a daily basis.

Audience: Staff at all levels

Course Code	Days of Training	Date	Time	Cost	Credits
C8525X	2 hrs	June 30, 2020	01:00 pm - 03:00 pm	N/C	N/A

[Open CTC Application](#)

- **Essential Skills for Leaders**

[Jump to Section List](#)

Effective leaders are critical to an organization’s success. This interactive online workshop will provide emerging, new and/or seasoned leaders with the tools necessary to lead their team to success. We’ll cover the following topics: *setting expectations, goal setting, delegation, and productive feedback*. They’ll be several experiential exercises where you’ll be able to use real-life examples and leave with answers to some of your most pressing employee issues. Participants will leave energized and excited to lead with confidence!

Target Audience: Managers, Directors, Supervisors and Professionals

Course Code	Days of Training	Date	Time	Cost	Credits
C8526X	2 hrs	June 22, 2020	10:00 am - 12:00 pm	N/C	N/A

[Open CTC Application](#)

• Introduction to Data Visualization in Excel

[Jump to Section List](#)

An introduction to key concepts of how to create truthful and visually compelling visualizations of important data. The session will cover how to create impactful charts, graphs, and other informational visualizations in order to effectively communicate critical analysis to decision-makers, policymakers, and other key stakeholders.

Target Audience: Analysts, Supervisors and Managers

Course Code	Days of Training	Date	Time	Cost	Credits
C8527X	2.5 hrs	June 17, 2020	09:30 am - 12:00 pm	N/C	N/A

[Open CTC Application](#)

• Introduction to Design Thinking

[Jump to Section List](#)

An introduction to the ways that design thinking can be used to explore data-driven thinking. The session will use a relevant NYC scenario to give participants a taste of how to ask and strategize the process of answering complex questions.

Target Audience: Analysts, Supervisors and Managers

Course Code	Days of Training	Date	Time	Cost	Credits
C8528X	2.5 hrs	June 18, 2020	09:30 am - 12:00 pm	N/C	N/A

[Open CTC Application](#)


- **Managing Workplace Change Successfully**

[Jump to Section List](#)

Today's work environment emphasizes a culture of constant change. From the current pandemic to multiple generations in the workplace to the impact of technology, it is critical that managers build the capability and mindset to deal with and lead through organizational change effectively. This program will take managers through a range of soft and hard skills necessary to influence themselves and others toward embracing and adopting new behaviors and expectations in order to successfully manage through workplace change.

Target Audience: Managers and Supervisors

Course Code	Days of Training	Date	Time	Cost	Credits
C8529X	2 hrs	June 25, 2020	11:00 am - 01:00 pm	N/C	N/A

[Open CTC Application](#)

- **Organizational Design for Leaders: Designing for Agility and Flexibility**

[Jump to Section List](#)

This workshop is designed to offer tactics and approaches for organizational structures to enable information flow, responsiveness, and innovation. You will learn the process steps of organization redesign and change - the steps of good analysis and decision-making.

Target Audience: Managers, Supervisors, Project Leaders, and Staff that are performing an organization design role

Course Code	Days of Training	Date	Time	Cost	Credits
C8530X	2 hrs	June 23, 2020	01:00 pm - 03:00 pm	N/C	N/A

[Open CTC Application](#)

• Process Mapping for Process Improvement

[Jump to Section List](#)

Process Mapping is the foundational tool of all Process Improvement programs, including both Lean and Six Sigma. It is also a fundamental tool of ISO 9000 certification, the international quality management standard for organizations. This session describes the different types of process maps, when to use each, and how to use them to identify improvement opportunities in work processes.

Target Audience: Staff that want to improve work processes so that their jobs are accomplished better, faster, and easier

Course Code	Days of Training	Date	Time	Cost	Credits
C8531X	2 hrs	June 26, 2020	10:00 am - 12:00 pm	N/C	N/A

[Open CTC Application](#)

• Psychological Dimensions of Leading and Supervision

[Jump to Section List](#)

This course is intended for employees in leadership and supervisory roles - or for high potentials who already carry responsibility and who seek to advance into such roles. Through presentation, group discussion and reflective exercises, participants acquire a deeper understanding of latent group dynamics that can inhibit, or support, group cohesion. Participants gain insight into how to recognize and manage psychological aspects of group functioning to reduce the negative effects of deep emotions, such as fear, on group and individual behavior and workplace performance. They gain self-awareness and practice articulating and advocating for themselves and others. In doing so, they learn how to recognize and avoid counterproductive behaviors (e.g., blaming, scapegoating) that can disrupt cooperative efforts to achieve shared goals.

Target Audience: Managers, Supervisors and Team Leaders

Course Code	Days of Training	Date	Time	Cost	Credits
C8532X	2 hrs	June 16, 2020	11:00 am - 01:00 pm	N/C	N/A

[Open CTC Application](#)

• **R Basics**

[Jump to Section List](#)

An introduction to the key concepts of how to leverage the R programming language for data analysis using open data. The course will cover the basic syntax of R as it relates to performing basic exploratory data analysis.

Target Audience: Analysts, Supervisors and Managers

Course Code	Days of Training	Date	Time	Cost	Credits
C8533X	2 hrs	June 24, 2020	10:00 am - 12:00 pm	N/C	N/A

[Open CTC Application](#)

• **Strategic Communication Skills for Managers**

[Jump to Section List](#)

Being a manager means taking on a lot of responsibility. Delegating, disciplining, moving the company forward, and promoting key workers just scratches the surface of a manager's responsibility. Therefore, if there is a disconnect between a manager and his or her employees, there is a huge cost to pay in productivity, team building, and communication. This course will teach you how to be a relatable, respectable and dependable manager who is able to keep all aspects of your team in-check. As a result, you will be able to have a clear direction, meet your employees' needs, handle difficult conversations with ease, and boost your assertiveness as a leader.

Target Audience: Managers and Supervisors

Course Code	Days of Training	Date	Time	Cost	Credits
C8534X	2 hrs	June 19, 2020	10:00 am - 12:00 pm	N/C	N/A

[Open CTC Application](#)



NEW

AZURE TRAINING PROGRAMS FOR IT PROFESSIONALS

Microsoft Azure is a cloud computing service created by Microsoft for building, testing, deploying, and managing applications and services through Microsoft-managed data centers. Citywide Learning and Development, in conjunction with our long-standing technology vendor, NetCom, is offering the following Microsoft Azure training classes free to IT Professionals during the month of June.

To register, please complete a CTC course application and forward it to the Citywide Training Center at citywidetrainingcent@dcas.nyc.gov. Shortly afterwards, you will be notified by NetCom about the status of your registration.

PLEASE NOTE: Complete Azure course titles should be written on the [CTC application](#) form, including the numbers that start with letters AZ-, DP-, AI and/or WS- for each title. [For example, *AZ-900T01: Microsoft Azure Fundamentals (1 Day)*]. The course code is in the course description and should be placed in the Course Code section on the CTC application.

Fundamental Courses

- [AZ-900T01: Microsoft Azure Fundamentals \(1 Day\)](#) 12
- [AZ-900T00: Microsoft Azure Fundamentals \(2 Day\)](#) 12

Advanced Courses

- [AZ-104T00: Microsoft Azure Administrator](#) 13
- [AZ-204T00: Developing Solutions for Microsoft Azure Associate \(Developer\)](#) 13
- [AZ-300: Microsoft Azure Architect Technologies Expert](#) 14
- [AZ-301: Microsoft Azure Architect Design Expert](#) 14
- [AZ-400T00: Designing and Implementing Microsoft DevOps Solutions](#) 15
- [AZ-500T00: Microsoft Azure Security Technologies Associate \(Security Engineer\)](#) 15

AZURE TRAINING PROGRAMS FOR IT PROFESSIONALS (continued)

- [DP-100T01: Designing and Implementing a Data Science Solution on Azure \(Data Scientist\)](#).....16
- [DP-200T01: Implementing an Azure Data Solution Associate \(Data Engineer\)](#).....16
- [DP-201T01: Designing an Azure Data Solution Associate \(Data Engineer\)](#).....17
- [AI-100T01: Designing and Implementing an Azure AI Solution Associate \(AI Engineer\)](#).....17
- [AZ-120T00: Planning and Administering Microsoft Azure for SAP Workloads](#).....18

Migration Courses

- [WS-050T00: Migrating Application Workloads to Azure](#).....19
- [DP-050T00: Migrate SQL Workloads to Azure](#).....19
- [DP-060T00: Migrate NoSQL Workloads to Azure Cosmos DB](#).....20
- [DP-070T00: Migrate Open Source Data Workloads to Azure](#).....20
- [AZ-010T00: Microsoft Azure Administration for AWS SysOps](#).....21



Azure Training Programs

Fundamentals Training Courses

- **AZ-900T01: Microsoft Azure Fundamentals (1 Day)**

[Jump to Section List](#)

This two-day course will provide foundational level knowledge on cloud services and how those services are provided with Microsoft Azure. The course can be taken as an optional first step in learning about cloud services and Microsoft Azure, before taking further Microsoft Azure or Microsoft cloud services courses. The course will cover general cloud computing concepts as well as general cloud computing models and services such as Public, Private and Hybrid cloud and Infrastructure-as-a-Service (IaaS), Platform-as-a-Service (PaaS), and Software-as-a-Service (SaaS). It will also cover some core Azure services and solutions, as well as key Azure pillar services concerning security, privacy, compliance, and trust. It will finally cover pricing and support services available with Azure. **Note:** If you need hands-on experience, consider the *AZ-900T00: Microsoft Azure Fundamentals (2 Day)* course. The content for both AZ-900T01 and 900T00 courses align to the AZ-900 exam objective domain.

Target Audience: IT Professionals

Course Code	Days of Training	Date	Time	Cost	Credits
IT-7001	1	June 29	09:00 am - 05:00 pm	N/C	N/A

[Open CTC Application](#)

- **AZ-900T00: Microsoft Azure Fundamentals (2 Day)**

[Jump to Section List](#)

This two-day course will provide foundational level knowledge on cloud concepts; core Azure services; security, privacy, compliance, and trust; and Azure pricing and support. **Note:** This course provides an Azure pass and time for students to participate in hands-on labs. If you do not need hands-on experience, consider the *AZ-900T01: Microsoft Azure Fundamentals (1 Day)* course. The content of both AZ-900T00 and 900T01 courses align to the AZ-900 exam objective domain.

Target Audience: IT Professionals

Course Code	Days of Training	Date	Time	Cost	Credits
IT-7002	2	June 08-09; June 22-23; June 29-30	09:00 am - 05:00 pm	N/C	N/A

[Open CTC Application](#)

Advanced Training Courses

• AZ-104T00: Microsoft Azure Administrator

[Jump to Section List](#)

Microsoft Azure Administrator course teaches IT Professionals how to manage their Azure subscriptions, secure identifies, administer the infrastructure, configure virtual networking, connect Azure and on-premises sites, manage network traffic, implement storage solutions, create and scale virtual machines, implement web apps and containers, back-up and share data, and monitor your solution.

Target Audience: IT Professionals

Course Code	Days of Training	Date	Time	Cost	Credits
IT-7008	4	June 8-11; June 22-25	09:00 am - 05:00 pm	N/C	N/A

[Open CTC Application](#)

• AZ-204T00: Developing Solutions for Microsoft Azure Associate (Developer)

[Jump to Section List](#)

This course teaches developers how to create end-to-end solutions in Microsoft Azure. Students will learn how to implement Azure compute solutions, create Azure Functions, implement and manage web apps, develop solutions utilizing Azure storage, implement authentication and authorization, and secure their solutions by using KeyVault and Managed Identifies. Students will also learn how to connect to and consume Azure services and third-party services and include event- and message-based models in their solutions. The course also covers monitoring, troubleshooting, and optimizing Azure solutions. This course provides students with the key knowledge to help prepare for *Exam AZ-204: Developing Solutions for Microsoft Azure*. Passing this exam is required to earn the Microsoft Certified Azure Developer Associate certification.

Target Audience: IT Professionals

Course Code	Days of Training	Date	Time	Cost	Credits
IT-7009	5	June 22-26	09:00 am - 05:00 pm	N/C	N/A

[Open CTC Application](#)

• **AZ-300: Microsoft Azure Architect Technologies Expert**

[Jump to Section List](#)

This course provides students with the key knowledge to help prepare for Exam AZ-300. Passing this exam is required to earn Microsoft Certified Azure Solutions Architect Expert certification.

Target Audience: IT Professionals

Course Code	Days of Training	Date	Time	Cost	Credits
IT-7010	5	June 08-12; June 15-19	09:00 am - 05:00 pm	N/C	N/A

[Open CTC Application](#)

• **AZ-301: Microsoft Azure Architect Design Expert**

[Jump to Section List](#)

This course provides students with the key knowledge to help prepare for Exam AZ-301. Passing this exam is required to earn Microsoft Certified Azure Solutions Architect Expert certification.

Target Audience: IT Professionals

Course Code	Days of Training	Date	Time	Cost	Credits
IT-7011	4	June 08-11; June 15-18; June 22-25	09:00 am - 05:00 pm	N/C	N/A

[Open CTC Application](#)



- **AZ-400T00: Designing and Implementing Microsoft DevOps Solutions**

[Jump to Section List](#)

This course provides the knowledge and skills to design and implement DevOps processes and practices. Students will learn how to plan for DevOps, use source control, scale Git for an enterprise, consolidate artifacts, design a dependency management strategy, manage secrets, implement continuous integration, implement a container build strategy, design a release strategy, set-up a release management workflow, implement a deployment pattern, and optimize feedback mechanisms.

Target Audience: IT Professionals

Course Code	Days of Training	Date	Time	Cost	Credits
IT-7012	5	June 08-12; June 15-19	09:00 am - 05:00 pm	N/C	N/A

[Open CTC Application](#)

- **AZ-500T00: Microsoft Azure Security Technologies Associate (Security Engineer)**

[Jump to Section List](#)

This course provides students with the key knowledge to help prepare for *Exam AZ-500: Microsoft Azure Security Technologies*. Passing this exam is required to earn Microsoft Certified Azure Security Engineer Associate certification. In this course, students will gain the knowledge and skills needed to implement security controls, maintain the security posture, and identify and remediate vulnerabilities by using a variety of security tools. The course covers scripting and automation, virtualization, and cloud N-tier architecture.

Target Audience: IT Professionals

Course Code	Days of Training	Date	Time	Cost	Credits
IT-7013	4	June 22-July 25	09:00 am - 05:00 pm	N/C	N/A

[Open CTC Application](#)

• **DP-100T01: Designing and Implementing a Data Science Solution on Azure (Data Scientist)**

[Jump to Section List](#)

Gain the necessary knowledge about how to use Azure services to develop, train, and deploy machine learning solutions. The course starts with an overview of Azure services that support data science. From there, it focuses on using Azure's premier data science service, Azure Machine Learning service, to automate the data science pipeline. This course is focused on Azure and does not teach the student how to do data science; this course assumes students already know that.

Target Audience: IT Professionals

Course Code	Days of Training	Date	Time	Cost	Credits
IT-7014	3	June 08-10; June 22-24	09:00 am - 05:00 pm	N/C	N/A

[Open CTC Application](#)

• **DP-200T01: Implementing an Azure Data Solution Associate (Data Engineer)**

[Jump to Section List](#)

In this course, the students will implement various data platform technologies into solutions that are in line with business and technical requirements including on-premises, cloud, and hybrid data scenarios incorporating both relational and No-SQL data. They will learn how to process data using a range of technologies and languages for both streaming and batch data. The students will also explore how to implement data security including authentication, authorization, data policies, and standards. They will define and implement data solution monitoring for both the data storage and data processing activities. Finally, they will manage and troubleshoot Azure data solutions which includes the optimization and disaster recovery of big data, both processing, and streaming data solutions.

Target Audience: IT Professionals

Course Code	Days of Training	Date	Time	Cost	Credits
IT-7015	3	June 22-24	09:00 am - 05:00 pm	N/C	N/A

[Open CTC Application](#)

• **DP-201T01: Designing an Azure Data Solution Associate (Data Engineer)**

[Jump to Section List](#)

In this course, the students will design various data platform technologies into solutions that are in line with business and technical requirements. This can include on-premises, cloud, and hybrid data scenarios which incorporate relational, No-SQL or Data Warehouse data. They will also learn how to design process architectures using a range of technologies for both streaming and batch data. The students will also explore how to design data security including data access, data policies and standards. They will also design Azure data solutions which includes the optimization, availability, and disaster recovery of big data, batch processing and streaming data solutions.

Target Audience: IT Professionals

Course Code	Days of Training	Date	Time	Cost	Credits
IT-7016	2	June 25-26	09:00 am - 05:00 pm	N/C	N/A

[Open CTC Application](#)

• **AI-100T01: Designing and Implementing an Azure AI Solution Associate (AI Engineer)**

[Jump to Section List](#)

Build a customer support chat Bot that uses Artificial Intelligence (AI) from the Microsoft Azure platform including language understanding and pre-built AI functionality in the Azure Cognitive Services. This course teaches the concepts of Azure AI engineering by presenting and developing a scenario that creates a customer support Bot utilizing various tools and services in the Azure AI landscape like language understanding, QnA Maker, and various Azure Cognitive Services to implement language detection, text analytics, and computer vision.

Target Audience: IT Professionals

Course Code	Days of Training	Date	Time	Cost	Credits
IT-7017	3	June 15-17	09:00 am - 05:00 pm	N/C	N/A

[Open CTC Application](#)

• **AZ-120T00: Planning and Administering Microsoft Azure for SAP Workloads**

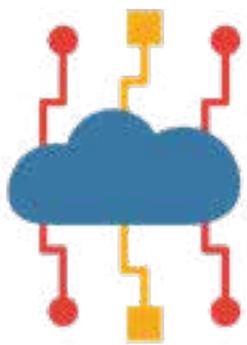
[Jump to Section List](#)

This course teaches IT Professionals experienced in SAP solutions how to leverage Azure resources that include deployment and configuration of virtual machines, virtual networks, storage accounts, and Azure AD that includes implementing and managing hybrid identities. Students of this course will learn through concepts, scenarios, procedures, and hands-on labs how to best plan and implement migration and operation of an SAP solution on Azure. Students will receive guidance on subscriptions, create and scale virtual machines, implement storage solutions, configure virtual networking, back-up and share data, connect Azure and on-premises sites, manage network traffic, implement Azure Active Directory, secure identities, and monitor their solution.

Target Audience: IT Professionals

Course Code	Days of Training	Date	Time	Cost	Credits
IT-7018	4	June 09-12; June 22-25	09:00 am - 05:00 pm	N/C	N/A

[Open CTC Application](#)



Mitigation Training Courses

- **WS-050T00: Migrating Application Workloads to Azure**

[Jump to Section List](#)

This workshop teaches IT Professionals how to migrate existing on-premises workloads and assets to the cloud, specially to the Microsoft Azure platform. Students learn how to assess and evaluate an existing on-premises environment in preparation for a cloud migration. Students also learn how to monitor and optimize their Azure-based workloads to maximize return on investment (ROI), and use Azure services to protect and manage their virtual machines, applications, and data.

Target Audience: IT Professionals

Course Code	Days of Training	Date	Time	Cost	Credits
IT-7003	2	June 08-09	09:00 am - 05:00 pm	N/C	N/A

[Open CTC Application](#)

- **DP-060T00: Migrate NoSQL Workloads to Azure Cosmos DB**

[Jump to Section List](#)

This course will teach students what is Cosmos DB and how you can migrate MongoDB and Cassandra workloads to Cosmos DB.

Target Audience: IT Professionals

Course Code	Days of Training	Date	Time	Cost	Credits
IT-7005	1	June 18	09:00 am - 05:00 pm	N/C	N/A

[Open CTC Application](#)

• DP-070T00: Migrate Open Source Data Workloads to Azure

[Jump to Section List](#)

This course will enable the students to understand Azure SQL Database, and educate the students on what is required to migrate MySQL and PostgreSQL workloads to Azure SQL Database.

Target Audience: IT Professionals

Course Code	Days of Training	Date	Time	Cost	Credits
IT-7006	1	June 15	09:00 am - 05:00 pm	N/C	N/A

[Open CTC Application](#)


• **AZ-010T00: Microsoft Azure Administration for AWS SysOps**

[Jump to Section List](#)

This two-day course is designed for AWS SysOps Administrators interested in learning how Azure is different from AWS, and how Azure is administered. The main topics are Azure Administration, Azure Networking, Azure Compute, Azure Storage, and Azure Governance. This course combines lecture with hands-on practical exercises and discussion/review. The students will build an end-to-end architecture that demonstrates the main features discussed in the course.

Target Audience: IT Professionals

Course Code	Days of Training	Date	Time	Cost	Credits
IT-7007	2	June 15-16	09:00 am - 05:00 pm	N/C	N/A

[Open CTC Application](#)



MANDATED TRAINING AND OTHER ONLINE SUPPORT

MANDATED TRAINING PROGRAMS

[Jump to Course List](#)

The following webinar will continue to be offered to maintain continuity of service to our customers and ensure that agencies are able to meet their mandated training requirements.

[Sexual Harassment Prevention \(Webinar\)](#)23



MANDATED TRAINING PROGRAMS

Sexual Harassment Prevention (Webinar)

[Jump to Course List](#)

This training will facilitate awareness of the City's prohibition on sexual harassment in its workplaces under applicable laws and the City's Equal Employment Opportunity (EEO) Policy. Participants will learn definitions of sexual harassment, relevant legislation, the prevention techniques, and a procedure for filing a complaint. This course will help the participants create an environment that is free from sexual harassment.

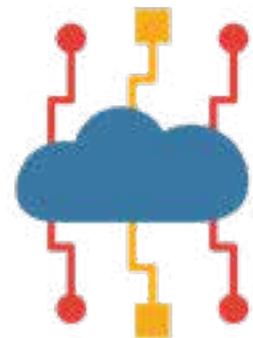
Topics Will Include:

- Definitions and examples of sexual harassment
- How sexual harassment is a form of unlawful discrimination under federal, state, and local law
- The role of the New York City Commission on Human Rights (NYC CHR), the New York State Division of Human Rights (NYS DHR), and the United States Equal Employment Opportunity Commission (US EEOC), and the complaint procedures
- The complaint process for employees, managers, and supervisors
- The prohibition of retaliation
- The importance of bystander intervention

Target Audience: Staff at all levels

IMPORTANT NOTE: A Course Certificate is proof that you've met all course requirements. In order to receive a Course Certificate for *Sexual Harassment Prevention*, you must successfully complete the webinar as an online, on-camera participant. Course Certificates will not be generated for learners who only call-in or take part in the program only by telephone.

Course Code	Days of Training	Dates	Cost	Credits
C7965W	2 hrs.	Offered daily as a webinar beginning on April 06, 2020	N/C	N/A


[Open CTC Application](#)


ADDITIONAL ONLINE RESOURCES AND SUPPORT

[Jump to TOC](#)

- [Cornerstone On Demand](#).....25
- [Mindshare Partners](#)25
- [Microsoft Office 365](#)25
- [WebEx](#)25
- [Zoom \(Important NYC Cyber Command Advisory included\)](#)25
- [From the NYC Government Learning and Development Community](#)26



ADDITIONAL ONLINE RESOURCES AND SUPPORT

[Jump to Section List](#)

Cornerstone On Demand

Cornerstone Cares - a free online public learning platform where you can access the following training:

- COVID-19 infection prevention and control
- self-care and stress management
- information on home work productivity

Mind Share Partners

Explore resources to support workplace mental health during the coronavirus pandemic.

Helpful External Links

• **Microsoft Office 365 Online Training**

Whether you're new to Office 365 or simply want to refresh your skills, the following resources from Microsoft offer convenient, no-cost ways to develop and practice while you work from home.

- [Office 365 Training Center](#)
- [Tips for Working with Office 365](#)
- [Microsoft Teams Videos On Demand](#)
- [Microsoft Office 365 Training Platforms for End Users and IT Professionals](#)

• **Webex**

- [WebEx Quick Start Guide](#)
- [Free resources and instructions to keep organizations up and running using Cisco WebEx](#)

• **Zoom***

- [Free resources and instructions to keep organizations up and running using Zoom](#)

***Advisory:** NYC agencies have received guidance from NYC3 Cyber Command to update to the latest version of Zoom Client for Meetings for Windows and Mac immediately. Zoom has identified multiple vulnerabilities, including 2 Zero-Days (Unknown software vulnerability).

To read the complete NYC Cyber Command Advisory, click [here](#).

From the NYC Government Learning and Development Community

We want to express our sincere gratitude to the New York City Training Directors and our colleagues across the Citywide learning and development community who graciously shared the following online educational information and learning resources.

• Community Recommended External Sites

Vital Smarts

A top 20 leadership training company that's home to award-winning courses that enables organizations to achieve new levels of performance by changing employee behavior.

Goodwill Workplace Training

Goodwill Industries works to enhance people's dignity and quality of life by strengthening their communities, eliminating their barriers to opportunity, and helping them reach their full potential through learning and the power of work.

GCFLearningFree

The GCFLearningFree.org program has helped millions around the world learn the essential skills they need to live and work in the 21st century. GCFLearningFree.org offers training completely free on more than 200 professional and personal development topics.

HRDQ Consulting

HRDQ Consulting is a specialized training firm that provides experiential and small group learning through virtual and online courses.

Partners in Leadership: *Leading During Uncertainty Extended Series*

Degreed: Webinars

• Shared Tips and Tools

Department of Correction (DOC)

- [Resources for Supervising Remote Employees](#)
- [Tips for Working from Home](#)
- [Tips for Working from Home With Children](#)

Office of Labor Relations (OLR)

- [WorkWell NYC](#)
- [The WorkWell NYC Digital Calendar](#)

ENDORSEMENT DISCLAIMER

The links and documents contained herein are provided as a convenience and for informational purposes only; they do not constitute an endorsement or an approval by the Department of Citywide Administrative Services. You are advised to use an abundance of caution when visiting external sites with which you are unfamiliar, and you are asked to contact the external sites directly for answers to any questions you may have regarding their content.

LOW COST CITYWIDE ONLINE LEARNING SOLUTIONS

LOW COST ONLINE LEARNING SOLUTIONS

[Jump to TOC](#)

TECHNOLOGY SKILLS DEVELOPMENT COURSES

DCAS Citywide Learning & Development offers a full compilation of software offerings, including Microsoft Office products, Adobe products, IT Certifications, and others. The available online (remote) computer courses are offered through a successful partnership with our long-standing vendors - *New Horizons* and *NetCom*, respectively.

If you have any questions about the computer or IT courses, please reach out directly to Orson Ward at oward@dcas.nyc.gov.

Microsoft Office Product Courses

- [Excel](#) 28-30
- [Word](#) 31
- [Crystal Reports Products](#) 32
- [Adobe Creative Cloud Products](#) 33
- [IT Professional & Certification Courses](#) 34-48



TECHNOLOGY SKILLS DEVELOPMENT TRAINING

Microsoft Office Products



Microsoft Excel 2016, Part 1

[Jump to Section List](#)

This course aims to provide participants with a foundation for Excel knowledge and skills, which they can build upon to eventually become an expert in data manipulation.

Objectives:

- Get to know the layout of Excel 2016
- Perform calculations
- Modify and format a worksheet
- Manage and print workbooks

Target Audience: Employees who wish to gain the foundational understanding of Microsoft Office Excel 2016 necessary to create and work with electronic worksheets

Course Code	Days of Training	Dates	Cost	Credits
T3074	1	June 10	\$150	.6CEUs/8CPEs
Prerequisite: Basic knowledge of computer applications			Open CTC Application	





Microsoft Excel 2016, Part 2

[Jump to Section List](#)

This course builds upon the knowledge presented in the Microsoft Office Excel 2016, Part 1 course and helps start participants down the road to creating advanced workbooks and worksheets.

Objectives:

- Work with functions and lists
- Analyze data and visualize data with charts
- Examine data with Pivot Tables and Pivot Charts

Target Audience: Employees who already have the foundational knowledge of Excel 2016, and want to take advantage of some of the higher-level Excel functionality to analyze and present data

Course Code	Days of Training	Dates	Cost	Credits
T3075	1	June 22; July 08	\$150	.6CEUs/8CPEs
Prerequisite: Excel 2016, Part 1			Open CTC Application	





Microsoft Excel 2016, Part 3

[Jump to Section List](#)

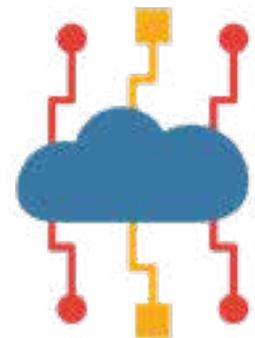
This course builds on the foundational and intermediate knowledge presented in Excel 2016 Parts 1 and 2. This interactive class will help you get the most out of your Excel experience. The ability to collaborate with colleagues, automate complex or repetitive tasks, and use conditional logic to construct and apply elaborate formulas and functions will put the full power of Excel right at your fingertips. The more you learn about how to get Excel to do the hard work for you, the more you will be able to focus on getting the answers you need from the vast amounts of data your organization generates.

Objectives:

- Work with functions
- Work with lists
- Analyze data with charts
- Examine data with Pivot Tables and Pivot Charts

Target Audience: Employees who have experience with Excel, and would like to learn more about creating macros, working with shared documents, analyzing data, and auditing worksheets

Course Code	Days of Training	Dates	Cost	Credits
T3076	1	June 25	\$150	.6CEUs/8CPEs
Prerequisite: Excel 2016, Part 2			Open CTC Application	





Microsoft Word 2016, Part 1

[Jump to Section List](#)

In this course, participants will learn how to use Word 2016 to create and edit simple documents; format documents; add tables and lists; add design elements and layout options; and proof documents.

Objectives:

- Navigate and perform everyday tasks in Word 2016
- Format text and paragraphs
- Perform repetitive operations
- Enhance lists
- Create and format tables
- Insert graphic objects Control page appearance
- Proof a document
- Customize the Word environment

Target Audience: Employees who want to learn about Word 2016 to improve the appearance and accuracy of document content

Course Code	Days of Training	Dates	Cost	Credits
T2078	1	June 23	\$150	.6CEUs/8CPEs
Prerequisite: Basic knowledge of computer applications			Open CTC Application	



CRYSTAL REPORTS PRODUCTS



Crystal Reports 2016, Part 1

[Jump to Section List](#)

Organizations use reporting tools to access data sources and generate customized reports. Crystal Reports 2016 enhances report building and report processing techniques with a variety of features that add value to a presentation. In this course, participants will create a basic report by connecting to a database and modifying the report's presentation.

Objectives:

- Explore the Crystal Reports interface
- Work with reports
- Use formulas in reports
- Build parameterized reports; build parameterized reports
- Group report data
- Enhance a report
- Create a report from Excel data
- Distribute data

Target Audience: Employees who need to build advanced reports from a database

Course Code	Days of Training	Dates	Cost	Credits
T9560	2	June 22-23	\$300	1.2CEUs/16CPEs
Prerequisite: Basic knowledge of computer applications			Open CTC Application	



ADOBE CREATIVE CLOUD PRODUCTS



Adobe Photoshop CC 2020, Part 1

[Jump to Section List](#)

In this course, participants, who may be photographers or are interested in working toward obtaining Adobe Photoshop CC certification, will focus on some of the basic features of Photoshop allowing them to navigate the environment using Photoshop tools to work with photographic images.

Objectives:

- Get to know the layout of Adobe Photoshop CC 2020
- Create basic images
- Manage selections and layers
- Adjust and refine images
- Manage files in a production workflow

Target Audience: Employees switching to a photographer job or taking on the responsibilities of such; who want to use the robust features of Photoshop to enhance, modify, and organize the images and photo reproductions

Course Code	Days of Training	Dates	Cost	Credits
T6743	2	June 15-16	\$300	1.2CEUs/16CPEs
Prerequisite: Basic knowledge of computer applications				Open CTC Application



IT PROFESSIONAL & CERTIFICATE COURSES

Business Intelligence and Data Visualization Tools

[Jump to Course List](#)

Tableau Desktop

- **Tableau Desktop Level 1: Introduction**

Tableau has emerged as one of the most popular Business Intelligence solutions in recent times, thanks to its powerful and interactive data visualization capabilities. This course provides learners to take full advantage of Tableau 10's features regardless of experience. Starting with the fundamentals, such as data preparation, the user will learn how to customize their own data visualizations and dashboards, which is essential for high-level visibility and effective data storytelling. This course will also cover how to use clustering and distribution models for trend analysis and forecasting to inform the analytics at hand.

Target Audience: Beginner Tableau users

Course Code	Days of Training	Dates	Cost	CEUs
I8501	2	June 22-23	\$880	1.2

[Open CTC Application](#)

- **Tableau Desktop Level 2: Intermediate**

[Jump to Course List](#)

In this intermediate-level course, the user will learn to master Tableau by exploiting many new features introduced in Tableau 10.

This course provides learners with valuable methods utilizing advanced calculations to solve complex problems. These techniques include using different types of calculations such as row-level, aggregate-level, and more. The user will be armed with an arsenal of advanced chart types and techniques to present information to a variety of audiences using clear, efficient, and engaging dashboards.

Target Audience: Individuals with experience with the fundamental concepts of Tableau who want to take their skills to the next level or want to prepare themselves to be a Tableau power user

Course Code	Days of Training	Dates	Cost	CEUs
I8502	2	June 24-25	\$880	1.2

[Open CTC Application](#)

● **Analyzing Data with Power BI**

[Jump to Course List](#)

This course will provide the user with a comprehensive understanding of how to analyze data with Power BI. The course includes creating visualizations, the Power BI Service, and the Power BI Mobile App. It starts with the introduction to Self-Service BI Solutions and Business Intelligence. Some of the topics included: Introduction to Data Analysis and Data Visualization, viewing reports, creating a Power BI report and dashboard, using Excel and Databases as your Data Sources for Power BI, shaping and combining Data, and many others.

Target Audience: The primary audience for this course is BI professionals who need to analyze data utilizing Power BI. The secondary audiences for this course are technically proficient business users.

Course Code	Days of Training	Dates	Cost	CEUs
I1078	3	June 15-17; July 8-10; August 10-12	\$1080	1.8

[Open CTC Application](#)



Help Desk Expertise

CompTIA A+ Certification

[Jump to Course List](#)

- **CompTIA A+ Certification Preparation Course 1**

CompTIA A+ Certification Prep course is designed for the new 220-1001 exam. CompTIA A+ certified professionals are proven problem solvers. They support today's core technologies from security to cloud to data management and more. CompTIA A+ is the industry standard for launching IT careers into today's digital world. It is the only industry recognized credential with performance-based items to prove pros can think on their feet to perform critical IT support tasks in the moment. It is trusted by employers around the world to identify the go-to person in end point management and technical support roles. CompTIA A+ is regularly re-invented by IT experts to ensure that it validates core skills and abilities demanded in the workplace.

The Official CompTIA A+ Core 1 (Exam 220-1001) course provides the background knowledge and skills you will require to be a successful A+ technician. It will help you prepare to take the CompTIA A+ Core Series certification examination (Exam number 220-1001), in order to become a CompTIA A+ Certified Professional.

Target Audience: Individuals who have basic computer user skills and who are interested in obtaining a job as an entry-level IT technician

Course Code	Days of Training	Dates	Cost	CEUs
I421	5	July 06-10; August 10-14	\$1800	3.0
Exam Code	Dates		Cost	CEUs
2201001	When applying, enter your selected date and time. It must be between Monday to Friday from 10AM to 3PM.		\$219 (ea.)	N/A

[Open CTC Application](#)

Certification and Exams

[Jump to Course List](#)

An A+ certification candidate must pass two exams. All candidates must pass the A+ Essentials exam and one additional exam depending on the area of specialty.

Certification	Exams
CompTIA A+	CompTIA A+ 2201001

[Open CTC Application](#)

• **CompTIA A+ Certification Preparation Course 2**

[Jump to Course List](#)

CompTIA A+ Certification Prep course is designed for the new 220-1002 exam. CompTIA A+ certified professionals are proven problem solvers. They support today's core technologies from security to cloud to data management and more. CompTIA A+ is the industry standard for launching IT careers into today's digital world. It is the only industry recognized credential with performance-based items to prove pros can think on their feet to perform critical IT support tasks in the moment. It is trusted by employers around the world to identify the go-to person in end point management and technical support roles. CompTIA A+ is regularly re-invented by IT experts to ensure that it validates core skills and abilities demanded in the workplace.

The Official CompTIA A+ Core 2 (Exam 220-1002) course provides the background knowledge and skills you will require to be a successful A+ technician. It will help you prepare to take the CompTIA A+ Core Series certification examination (Exam number 220-1002), in order to become a CompTIA A+ Certified Professional.

Target Audience: Individuals who have basic computer user skills and who are interested in obtaining a job as an entry-level IT technician

Course Code	Days of Training	Dates	Cost	CEUs
I422	5	July 13-17; September 21-25	\$1800	3.0
Exam Code	Dates		Cost	CEUs
2201002	When applying, enter your selected date and time. It must be between Monday to Friday from 10AM to 3PM.		\$219 (ea.)	N/A

[Open CTC Application](#)

Certification and Exams

[Jump to Course List](#)

An A+ certification candidate must pass two exams. All candidates must pass the A+ Essentials exam and one additional exam depending on the area of specialty.

Certification	Exams
CompTIA A+	CompTIA A+ 2201002

[Open CTC Application](#)

Microsoft Dynamics 365

[Jump to Course List](#)

- **Microsoft Dynamics 365 Customization and Configuration**

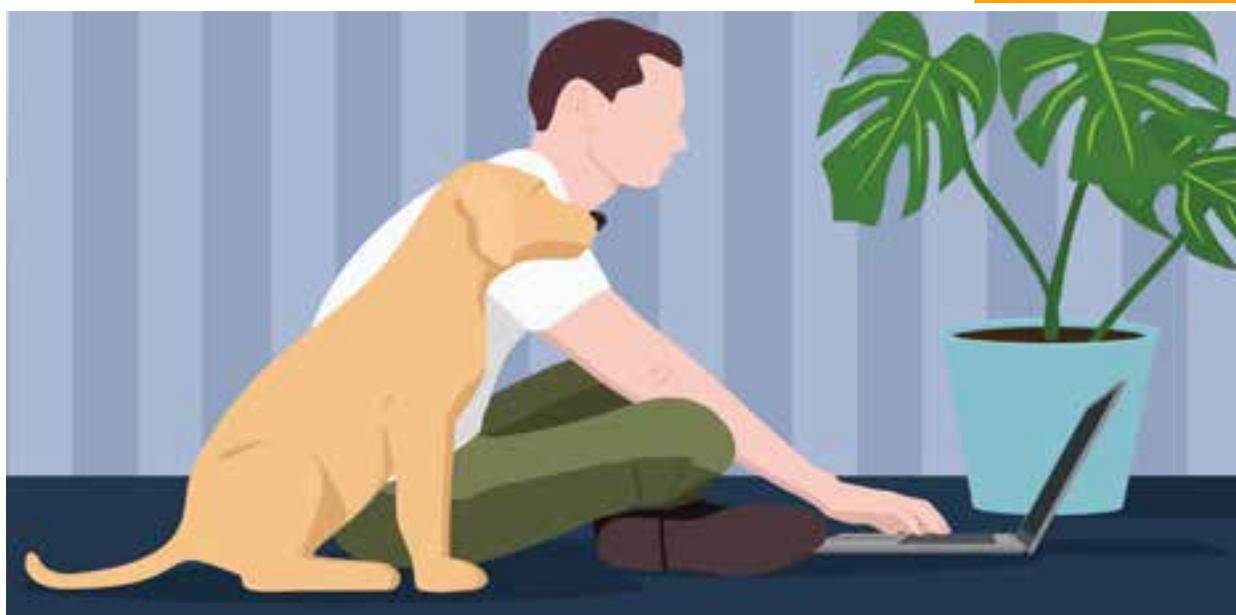
This course provides students with detailed hands-on experience of setting up, customizing, configuring and maintaining the CRM components of Microsoft Dynamics 365.

Attendees of this course will gain an in-depth understanding of the Dynamics 365 security model, learn how to customize the Dynamics 365 framework, create and maintain powerful workflows and business process flows and use solutions to package and deploy customizations across multiple Dynamics 365 environments.

Target Audience: This course is intended for Information workers, IT Professionals and Developers

Course Code	Days of Training	Dates	Cost	CEUs
I55242	3	June 15-17	\$1080	1.8
Exam Code	Dates		Cost	CEUs
MB2716	When applying, enter your selected date and time. It must be between Monday to Friday from 10AM to 3PM.		\$165	N/A

[Open CTC Application](#)



Information Security Expertise

[Jump to Course List](#)

CompTIA Security+ Certification

- **Security+ Certification**

CompTIA Security+ is the primary course you will need to take if your job responsibilities include securing network services, devices, and traffic in your organization. You can also take this course to prepare for the CompTIA Security+ certification examination. In this course, you will build on your knowledge of and professional experience with security fundamentals, networks, and organizational security as you acquire the specific skills required to implement basic security services on any computer network.

Target Audience: This course is targeted toward the information technology (IT) professional, who has networking and administrative skills in Windows®-based Transmission Control Protocol/Internet Protocol (TCP/IP) networks; familiarity with other operating systems, such as Mac OS X®, Unix, or Linux; and who wants to further a career in IT by acquiring foundational knowledge of security topics; prepare for the CompTIA Security+ certification examination; or use Security+ as the foundation for advanced security certifications or career roles

Course Code	Days of Training	Dates	Cost	CEUs
I551	5	July 27-31; August 31-September 04	\$1800	3.0
Exam Code	Dates		Cost	CEUs
SY0501	When applying, enter your selected date and time. It must be between Monday to Friday from 10AM to 3PM.		\$339	N/A

[Open CTC Application](#)

Certification and Exams

[Jump to Course List](#)

The Security+ certification candidates must pass one exam. Although not required, it is strongly recommended that candidates have their A+ Certification and Network+ certification or equivalent on-the-job experience.

Certification	Exams
CompTIA Security+	SY0501: Security+

[Open CTC Application](#)

CompTIA PenTest+ Certification

[Jump to Course List](#)

- **CompTIA PenTest+ Certification**

CompTIA PenTest+ is a certification for intermediate level cyber security professionals who are tasked with penetration testing to identify, exploit, report, and manage vulnerabilities on a network. PenTest+ assesses the most up-to-date penetration testing, and vulnerability assessment and management skills necessary to determine the resiliency of the network against attacks.

Successful candidates will have the intermediate skills and best practices required to customize assessment frameworks to effectively collaborate on and report findings and communicate recommended strategies to improve the overall state of IT security.

Target Audience: This course is targeted at Security officers, Auditors, Security professionals, Network Administrators, Firewall Administrators, Site administrators, Individuals concerned about the integrity of the network infrastructure

Course Code	Days of Training	Dates	Cost	CEUs
166656	5	August 03-07; September 14-18	\$1800	3.0

[Open CTC Application](#)



CISSP: Certified Information Systems Security Professional

[Jump to Course List](#)

- **Certified Information Security Systems Professional (CISSP)**

The CISSP has become the key certification for security professionals. Corporations are demanding experienced information security professionals, with the certifications to prove it, to protect their information and assets.

(ISC)2 CISSP is more than just the best way to refresh and review your knowledge base for the CISSP certification exam. It's also the best way to maintain your access to the latest news regarding information system security issues, concerns, and counter-measures. This course is your best bet for making sure you're adequately prepared to take on the challenges inherent in a world of constantly evolving information.

Target Audience: The CISSP certification program is targeted at professionals with at least four years of experience in two domains and a college degree, or five years of experience in two domains without a college degree.

Course Code	Days of Training	Dates	Cost	CEUs
19022	5	June 22-26; August 17-21	\$2200	3.0

[Open CTC Application](#)



Networking Expertise

[Jump to Course List](#)

CompTIA Network+ Certification

- **Network+ Certification Preparation for N10007**

The CompTIA Network+ certification is an international industry credential that validates the knowledge of networking professionals. This course teaches the fundamentals of networking and prepares students for the Network+ certification exam. Through hands-on training and exercises, students learn the vendor-independent skills and concepts necessary for all networking professionals.

This training addresses the latest skills needed by technicians, such as basic principles on how to secure a network. It focuses on the topics covered in the exam, including network technologies, media, and topologies, devices, management, tools and security.

Target Audience: Network+ Certification is suited for computer technicians who are searching for a challenging career in the administration and support of complex internet-working environments. Anyone who wants to learn about the fundamentals of Networking and TCP/IP

Course Code	Days of Training	Dates	Cost	CEUs
I492	5	July 20-24; August 24-28	\$1800	3.0
Exam Code	Dates		Cost	CEUs
N10007	When applying, enter your selected date and time. It must be between Monday to Friday from 10AM to 3PM.		\$319	N/A

[Open CTC Application](#)

Certification and Exams

[Jump to Course List](#)

The Network+ certification candidate must pass a single exam. Although not required, it is strongly advised to have your A+ Certification prior to taking the Network+ exam.

Certification	Exams
Network+	N10007: Network+

[Open CTC Application](#)

Cisco CCNA Certification

[Jump to Course List](#)

- **Implementing and Administering Cisco Solutions (CCNA) v1.0**

The Implementing and Administering Cisco Solutions (CCNA) v1.0 course gives you a broad range of fundamental knowledge for all IT careers. Through a combination of lecture and hands-on labs, you will learn how to install, operate, configure, and verify a basic IPv4 and IPv6 network. The course covers configuring network components such as switches, routers, and Wireless LAN Controllers; managing network devices; and identifying basic security threats. The course also gives you a foundation in network programmability, automation, and software-defined networking.

This course helps you prepare to take the 200-301 Cisco Certified Network Associate (CCNA) exam. Bypassing this one exam, you earn CCNA certification. The 200-301 CCNA exam goes live on February 24, 2020.

Target Audience: This course is intended for Network administrators, Network specialists, Network engineer associate, Network support engineers, Network Analyst, Network Specialist

Course Code	Days of Training	Dates	Cost	CEUs
I1006	5	June 22-26; July 20-24; September 14-18	\$2200	3.0
Exam Code	Dates		Cost	CEUs
100105	When applying, enter your selected date and time. It must be between Monday to Friday from 10AM to 3PM.		\$165	N/A

[Open CTC Application](#)

Certification and Exams

[Jump to Course List](#)

The Cisco CCNA requires a single exam

Certification	Exams
Cisco® Certified Network Associate (CCNA)	200301 CCNA exam

[Open CTC Application](#)

Microsoft Certified Solutions Associate (MCSA): Windows Server 2016

[Jump to Course List](#)

- **Installation, Storage, and Compute with Windows Server 2016**

This course is designed primarily for IT professionals who have some experience with Windows Server. It is designed for professionals who will be responsible for managing storage and compute by using Windows Server 2016, and who need to understand the scenarios, requirements, and storage and compute options that are available and applicable to Windows Server 2016.

This course will be beneficial for Windows Server administrators who are relatively new to Windows Server administration and related technologies, and who want to learn more about the storage and compute features in Windows Server 2016.

Target Audience: IT professionals with general IT knowledge, who are looking to gain knowledge about Windows Server, especially around storage and compute technologies in Windows Server 2016

Course Code	Days of Training	Dates	Cost	CEUs
I20740	5	July 27-31; September 14-18	\$1800	3.0
Exam Code	Dates		Cost	CEUs
70740	When applying, enter your selected date and time. It must be between Monday to Friday from 10AM to 3PM.		\$165	N/A

[Open CTC Application](#)



Information Analysis / Infrastructure Expertise

[Jump to Course List](#)

CompTIA Train-the-Trainer (CTT+) Certification

- **CompTIA Train-the-Trainer (CTT+)**

CompTIA Certified Technical Trainer (CTT+) certification is a cross-industry credential that provides recognition that an instructor has attained a standard of excellence in the training industry. CompTIA CTT+ is a highly interactive and participant-driven course designed to cultivate the technical training and concept delivery skills in trainers, technicians, subject matter experts, presenters, and sales and support staff in any organization. The participants will connect abilities, theories, and situations to create their most effective instructional styles. Microsoft and ProSoft accept this course towards their MCT.

Target Audience: This certification is targeted towards all training professionals and can be applied to all industries that provide technical and non-technical training and education

Course Code	Days of Training	Dates	Cost	CEUs
1507	5	August 10-14	\$1800	3.0
Exam Code	Dates		Cost	CEUs
TK0201 and TK0202 or TK0203	When applying, enter your selected date and time. It must be between Monday to Friday from 10AM to 3PM.		TK0201 \$319, TK0202 and TK0203 \$339 (ea.)	N/A

[Open CTC Application](#)



Project Management Expertise

[Jump to Course List](#)

• PMI: Project Management Professional (PMP)

The Project Management Professional (PMP)® Certification program is led by the industry's top PMP instructors, who prepares you to pass the PMP® exam, earning one of the most valued credentials around.

The PMP® exam content is majorly focused on [A Guide to the Project Management Body of Knowledge - Sixth Edition, \(PMBOK® Guide\)](#) and other sources, this program features a wide variety of proven learning tools and study aids.

What you will receive:

- Expert-led lectures
- Real-life examples
- 35 PMI PDUs (Based on course delivery & assignment hours)
- Tips and tricks to conquer the exam
- Assistance with the PMI application process

To become a certified Project Management Professional, a student must have:

- A bachelor's degree and 4,500 hours of Project Management experience, and 35 hours of classroom instruction that relate to project management objectives (NetCom's PMP training satisfies this requirement) - OR - a High School diploma or equivalent and 7,500 hours of Project Management experience
- Supporting Documentation is required for the above qualifications.
- Pass the PMP exam, which consists of 200 multiple-choice questions to be completed in 4 hours. NetCom's Project Management Professional (PMP) Certification course will prepare you for this exam

Target Audience: Project Managers, Associate Project Managers, Project Coordinators, Project Analysts, Project Leaders, Senior Project Managers, Team Leaders, Product Managers, Program Managers, and Project team members seeking the PMP certification

Course Code	Days of Training	Dates	Cost	CEUs
1445	5	June 15-19; August 10-14; September 14-18	\$2200	3.0

[Open CTC Application](#)

Architectural Design Expertise

[Jump to Course List](#)

Autodesk AutoCAD 2020

- **AutoCAD 2020 Level 1: Essentials**

Learn to design and shape the world around you using the powerful, flexible features found in AutoCAD® design and documentation software, one of the world's leading 2D and 3D CAD tools.

In this course, you will learn to navigate the AutoCAD user interfaces and use the fundamental features of AutoCAD. You will learn to use the precision drafting tools in AutoCAD to develop accurate technical drawings and you will also discover the ways to present drawings in a detailed and visually impressive way.

Target Audience: Professionals who want unparalleled creative freedom, productivity, and precision for producing superb 3D modeling

Course Code	Days of Training	Dates	Cost	CEUs
18804	3	June 15-17; July 13-15	\$1080	1.8

[Open CTC Application](#)

- **AutoCAD 2020 Level 2: Intermediate**

[Jump to Course List](#)

Discover the powerful tools and techniques for drawing, dimensioning, and printing 2D drawings in this course that enables you to reuse content and extract information from your drawings. With an understanding of the tools and concepts you'll learn in class, you can begin to streamline the design process and become more productive with AutoCAD.

Target Audience: Professionals who want unparalleled creative freedom, productivity, and precision for producing superb 3D modeling

Course Code	Days of Training	Dates	Cost	CEUs
18805	2	June 18-19; August 13-14	\$720	1.2

[Open CTC Application](#)

- **AutoCAD 2020 Level 3: Advanced**

[Jump to Course List](#)

AutoCAD 2020: Advanced introduces advanced techniques and teaches you to be proficient in your use of the AutoCAD software. It is done by teaching you how to recognize the best tool for the task, the best way to use that tool, and how to create new tools to accomplish tasks more efficiently.

Target Audience: Professionals who want to excel expertise in AutoCAD

Course Code	Days of Training	Dates	Cost	CEUs
18806	3	June 22-24; September 21-23	\$1080	1.8

[Open CTC Application](#)



QUICK REFERENCE: ONLINE COURSE LIST BY TARGET GROUP

CATALOG COURSES LISTED BY TARGET GROUP

[Jump to TOC](#)

Managers and Supervisors

Transformational Leadership Skills

- [Managing Workplace Change Successfully](#) 07
- [Strategic Communication for Managers](#) 09

Managers, Supervisors and Select Target Groups

Transformational Leadership Skills

- [Five Tools to Maintain Employee Engagement Through Turbulent Times](#) 04
- [The Basics of Problem-Solving in Lean Six Sigma](#) 04
- [Essential Skills for Leaders](#) 05
- [Introduction to Data Visualization in Excel](#) 06
- [Introduction to Design Thinking](#) 06
- [Organizational Design for Leaders: Designing for Agility and Flexibility](#) 07
- [Psychological Dimensions of Leading and Supervision](#) 08
- [R Basics](#) 09

Targeted Staff

Transformational Leadership Skills

- [Process Mapping for Process Improvement](#) 08

Microsoft Office Products

- [Microsoft Excel 2016, Part 2](#) 29
- [Microsoft Excel 2016, Part 3](#) 30

Targeted Staff (continued)

[Jump to TOC](#)

Crystal Reports Products

- [Crystal Reports 2016, Part 1](#) 32

Adobe Creative Cloud

- [Adobe Photoshop CC 2020, Part 1](#) 33

IT Professional & Certificate Courses

- [Tableau Desktop Level 1](#) 34
- [Tableau Desktop Level 2](#) 34
- [Analyzing Data with Power BI](#) 35
- [CompTIA A+ Certification Preparation Course 1](#) 36
- [CompTIA A+ Certification Preparation Course 2](#) 37
- [Microsoft Dynamics 365 Customization and Configuration](#) 38
- [CompTIA Security+ Certification](#) 39
- [CompTIA PenTest+ Certification](#) 40
- [Certified Information Security Systems Professional \(CISSP\)](#) 41
- [CompTIA Network+ Certification Preparation for N10007](#) 42
- [Implementing and Administering Cisco Solutions \(CCNA\) v1.0](#) 43
- [Installation, Storage, and Computer with Windows Server 2016](#) 44
- [CompTIA Train-the-Trainer \(CTT+\)](#) 45
- [PMI: Project Management Professional \(PMP\)](#) 46
- [AutoCAD 2020 Level 1: Essentials](#) 47
- [AutoCAD 2020 Level 2: Intermediate](#) 47
- [AutoCAD 2020 Level 3: Advanced](#) 48

Microsoft Azure Training Programs for IT Professionals

[Jump to TOC](#)

Fundamental Courses

- [AZ-900T01: Microsoft Azure Fundamentals \(1 Day\)](#)12
- [AZ-900T00: Microsoft Azure Fundamentals \(2 Day\)](#)12

Advanced Courses

- [AZ-104T00: Microsoft Azure Administrator](#)13
- [AZ-204T00: Developing Solutions for Microsoft Azure Associate \(Developer\)](#)13
- [AZ-300: Microsoft Azure Architect Technologies Expert](#)14
- [AZ-301: Microsoft Azure Architect Design Expert](#)14
- [AZ-400T00: Designing and Implementing Microsoft DevOps Solutions](#)15
- [AZ-500T00: Microsoft Azure Security Technologies Associate \(Security Engineer\)](#)15
- [DP-100T01: Designing and Implementing a Data Science Solution on Azure \(Data Scientist\)](#)16
- [DP-200T01: Implementing an Azure Data Solution Associate \(Data Engineer\)](#)16
- [DP-201T01: Designing an Azure Data Solution Associate \(Data Engineer\)](#)17
- [AI-100T01: Designing and Implementing an Azure AI Solution Associate \(AI Engineer\)](#)17
- [AZ-120T00: Planning and Administering Microsoft Azure for SAP Workloads](#)18

Migration Courses

- [WS-050T00: Migrate Application Workloads to Azure](#)19
- [DP-050T00: Migrate SQL Workloads to Azure](#)19

Microsoft Azure Training Programs for IT Professionals

[Jump to TOC](#)

Migration Courses (continued)

- [DP-060T00: Migrate NoSQL Workloads to Azure Cosmos DB](#)20
- [DP-070T00: Migrate Open Source Data Workloads to Azure](#)20
- [AZ-010T00: Microsoft Azure Administration for AWS SysOps](#).....21

Staff At All Levels

Transformational Leadership Skills

- [Energy Leadership™: Leveraging Core Energy as a Competitive Advantage](#) 05

Mandated Training Programs

- [Sexual Harassment Prevention \(Webinar\)](#) 22

Microsoft Office Products

- [Microsoft Excel 2016, Part 1](#) 28
- [Microsoft Word 2016, Part 1](#) 31



DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
CITYWIDE TRAINING CENTER
 COURSE REGISTRATION APPLICATION

CTC USE ONLY
Input Date:
Initials:
Jump to TOC

TRAINING APPLICANT INFORMATION

Today's Date:									
Employee Reference Number (Required Entry. See Pay stub)					Employee Affiliation: (Check One)				
					City	State		Federal	Non-Government
Applicant's Last Name			Applicant's First Name					Middle Initial	
Civil Service Title					Office Title				
Agency Name						Agency Code		Changed agencies within last 2 years?	
								YES	NO
Division / Work Unit			Work Address (Street, Room, Floor, Borough, State)					Zip Code	
Work Phone		Work Fax		Work E-Mail Address			Home E-mail Address (Required for CEU transcript request)		

OPTIONAL APPLICANT INFORMATION

Gender (Check One)		Are you Hispanic or Latino? (Check One)		How do you identify yourself by race? (Check One)			
Male	Female	Yes	No	American Indian or Alaska Native		Native Hawaiian or Other Pacific Islander	
Unknown/I choose not to disclose		I choose not to disclose		Asian		White	
				Black or African American		Two or more races	
						I choose not to disclose	

SELECTED COURSE INFORMATION

	Course Code	Course Title	Level	Course Dates	# Days	\$ Cost
1						
2						
3						
4						
5						
6						

CITYWIDE TRAINING CENTER CONFIRMATION / CANCELLATION POLICY

- Your agency *Training Liaison* will notify you of your confirmation to attend the class(es) for which you have registered. You should not attend a class for which you have not received a confirmation. If you have not received a confirmation, please check with the *Training Liaison* at your agency.
- Requests for cancellations or schedule changes must be received by the Citywide Training Center at least 7 business days prior to the start of a confirmed class. Requests received without the required notice will result in a charge of the full course fee. Agencies may designate a qualified substitute for a registered class participant up to the commencement of the class without penalty.
- No food or beverages are permitted inside any Citywide Training Center classroom.** A lounge is available at the CTC for your convenience.

APPLICANT'S SIGNATURE

_____ Applicant's Signature	_____ Date
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NOTE: The CTC will process applications under the assumption that Training Liaisons have obtained all necessary permissions.

SUPERVISOR AUTHORIZATION

Supervisor's Name (Print Clearly)		Title
Work Phone	Work Fax	Work E-Mail Address
By my signature, I certify that this employee is authorized for training in the course(s) requested, and confirm that this employee has taken, where applicable, the prerequisite basic courses and/or has demonstrated the skill necessary to participate successfully in advanced-level coursework. Additionally, I understand that this employee is excused from normal work assignments during the hours of training, and is required to attend the course(s), as scheduled, once the Citywide Training Center (CTC) registration confirmation is received by the agency Training Liaison.		
Supervisor's Signature		Date

FISCAL OFFICER / DESIGNEE AUTHORIZATION

Fiscal Officer or Designee's Name (Print Clearly)		Title
Work Phone	Work Fax	Work E-Mail Address
By my signature, I certify that funding in the appropriate budget/object codes is available for the training requested, and all training costs will be paid in accordance with DCAS/Citywide Training Center payment procedures.		
Fiscal Officer/Designee Signature		Date

AGENCY TRAINING LIAISON AUTHORIZATION

Agency Training Liaison Name (Print Clearly)		Title
Work Phone	Work Fax	Work E-Mail Address
By my signature, I certify that I have reviewed this for content and completeness.		
Agency Training Liaison Signature		Date

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The NYC Department of Citywide Administrative Services (DCAS) is committed to Equal Employment Opportunity (EEO) and a policy of non-discrimination in the employment, development, advancement, and treatment of City employees. DCAS will provide reasonable accommodations to employees with disabilities who need and request such accommodations. If you require an accommodation or a support service, please call us at (212) 386-0005, or email us at citywidetrainingcent@dcas.nyc.gov.

COMPLETED APPLICATIONS MAY BE SENT TO:

CITYWIDE TRAINING CENTER

APPLICATIONS PROCESSING UNIT • 1 CENTRE STREET, 24TH FLOOR SOUTH • NEW YORK, NY 10007
PHONE: 212-386-0005 • FAX: 212-313-3439 • EMAIL: CITYWIDETRAININGCENT@DCAS.NYC.GOV

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Citywide Administrative Services