TECHNOLOGY SKILLS 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 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: Feb 16-17, May 4-5
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: Jan 19-20, Mar 16-17, May 30-31
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: Feb 21-22, Mar 2-3, April 13-14
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: May 15-16
Cost: $250
CEUs/CPEs: 1.2/16
Prerequisite: Access 2013, Part 1

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: Jan 24, Feb 23, Mar 13, Apr 24, May 1, June 9

Cost: $125

CEUs/CPEs: .6/8

Prerequisite: Basic knowledge of computer applications

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: Mar 14, Apr 25, May 8, June 7, June 15

Cost: $125

CEUs/CPEs: .6/8

Prerequisite: Excel 2010, Part 1

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: Mar, 23, Apr 27, May 24, June 28

Cost: $125

CEUs/CPEs: .6/8

Prerequisite: Excel 2010, Part 2

Excel 2010, Level 4

Participants will learn to use the advanced features of Excel to become proficient Excel power user. This training is designed for advanced Excel professionals who are interested or work in finance, statistics, project analysis, and market analysis including micro/macro-economics.

Course Code: T3063

Days of Training: 1

Dates: Jan 27

Cost: $125

CEUs/CPEs: .6/8

Prerequisite: Participants should have advanced knowledge of Excel 2010

Excel 2010: Maximizing Pivot Tables

Participants will learn about Pivot Tables in Excel 2010: building a Pivot Table; analyzing data using Pivot Tables; presenting Pivot Table data visually.

Course Code: T3061

Days of Training: 1

Dates: Mar 20

Cost: $125

CEUs/CPEs: .6/8

Prerequisite: Participants should have sound knowledge of Excel and general computer proficiency

Excel 2010: Tables, Pivot Tables and Conditional Formatting

Participants will learn to create, edit, and enhance Tables, Pivot Tables and Conditional Formatting.

Course Code: T3062

Days of Training: 1/2 day

Dates: Feb 9 (9:00a-12:30p) or (1:30p-5:00p)

Cost: $65

CEUs/CPEs: .3/4

Prerequisite: General computer proficiency

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: Feb 1, Mar 6, Apr 20, June 5, June 23

Cost: $125

CEUs/CPEs: .6/8

Prerequisite: Basic knowledge of computer applications

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: Jan 26, Feb 14, Apr 21, May 17, May 23, June 16, June 26

Cost: $125

CEUs/CPEs: .6/8

Prerequisite: Excel 2013, Part 1

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: Apr 19, May 10, May 19, June 14, June 21, June 29

Cost: $125

CEUs/CPEs: .6/8

Prerequisite: Excel 2013, Part 2

Excel 2013, Data Analysis with Power Pivot

In this course, students will be able to use Power Pivot along with Excel 2013 to analyze data from a variety of sources.

Course Code: T3073

Days of Training: 1

Dates: Mar 9

Cost: $125

CEUs/CPEs: .6/8

Prerequisite: Advanced knowledge of Excel applications

Excel 2013, Data Analysis with Pivot Tables

Participants will learn to organize and present data through Pivot Tables.

Course Code: T3071

Days of Training: 1

Dates: Feb 13, June 22

Cost: $125

CEUs/CPEs: .6/8

Prerequisite: Participants should have experience working with Excel 2013 and Pivot Tables

Excel 2013: Tables, Pivot Tables and Conditional Formatting

Participants will learn to create, edit, and enhance Tables, Pivot Tables and Conditional Formatting.

Course Code: T3072

Days of Training: 1/2 day

Dates: Feb 7 (9:00a-12:30p) or (1:30p-5:00p)

Cost: $65

CEUs/CPEs: .3/4

Prerequisite: General computer proficiency

Microsoft Office Products — Excel 2016

Excel 2016, Part 1

In this course, students who wish to gain the foundational understanding of Microsoft Office Excel 2016 that is necessary to create and work with spreadsheets.

Course Code: T3074
Days of Training: 1
Dates: May 2, June 19
Cost: $125
CEUs/CPEs: .6/8
Prerequisite: Basic knowledge of computer applications

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: Feb 24
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: Apr 17
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: Feb 28
Cost: $125
CEUs/CPEs: .6/8
Prerequisite: Basic knowledge of computer applications

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: Mar 21
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: Mar 1
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: Apr 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: Mar 7, Apr 18
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: Mar 10
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: Feb 15
Cost: $125
CEUs/CPEs: .6/8
Prerequisite: Basic knowledge of computer applications

Project 2010, Level 2

In this course, participants 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: Mar 8
Cost: $125
CEUs/CPEs: .6/8
Prerequisite: Project 2010, Level 1

Microsoft Office Products — Project 2013

Project 2013, Part 1

In this course, participants will be familiarized with the basic features and functions of Microsoft Project Professional 2013 so that they can use it effectively and efficiently in a real-world environment. Topics will include managing project time frames and tasks, working with and managing project resources, and delivering a project plan.

Course Code: T6053
Days of Training: 1
Dates: Feb 3, Mar 22
Cost: $125
CEUs/CPEs: .6/8
Prerequisite: Basic knowledge of computer applications

Project 2013, Part 2

In this course, students will learn the advanced features and functions of Microsoft Project Professional 2013. Topics will include managing the project environment, generating project views, and producing project reports.

Course Code: T6054
Days of Training: 1
Dates: May 3
Cost: $125
CEUs/CPEs: .6/8
Prerequisite: Project 2013, Part 1

Microsoft Office Products — Visio Professional 2010

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: Jan 18
Cost: $125
CEUs/CPEs: .6/8
Prerequisite: Visio 2010, Level 1

Microsoft Office Products — Visio Professional 2013

Visio 2013, Part 1

Participants will learn to create a professional-looking visual product, including workflows and flowcharts, using various shapes in Visio.

Course Code: T6440
Days of Training: 1
Dates: June 20
Cost: $125
CEUs/CPEs: .6/8
Prerequisite: General computer proficiency and knowledge of Windows 8 to access programs, files and folders.

Visio 2013, Part 2

Participants will learn the advanced features of Visio to create complex graphics and illustrations, that may be linked to external data source and may be inserted into other Microsoft Office files.

Course Code: T6441
Days of Training: 1
Dates: June 27
Cost: $125
CEUs/CPEs: .6/8
Prerequisite: Visio 2013, Part 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: May 12
Cost: $125
CEUs/CPEs: .6/8
Prerequisite: Basic knowledge of computer applications

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: June 12
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: May 11
Cost: $125
CEUs/CPEs: .6/8
Prerequisite: Basic knowledge of computer applications

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: June 13
Cost: $125
CEUs/CPEs: .6/8
Prerequisite: Word 2013, Part 1

Microsoft Office Products — Word 2016

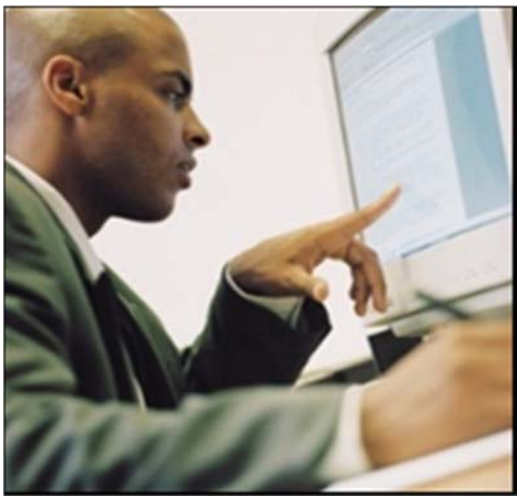
Word 2016, Part 1

In this course, students will create, edit and enhance standard business documents using Microsoft Office Word 2016.

Course Code: T2078
Days of Training: 1
Dates: May 18, June 1
Cost: $125
CEUs/CPEs: .6/8
Prerequisite: Basic knowledge of computer applications

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.



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To learn more about the eLearning courses being offered please contact the Citywide Training Center at 212.386.0005