TECHNOLOGY SKILLS PORTFOLIO

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

Microsoft Office Products — Access 2013
Access 2013, Part 1

In this course, participants will learn how to use Access 2013 to manage their data, including creating a new database; constructing tables; designing forms and reports; and building queries to join, filter, and sort data.

Objectives:

- Get to know the layout of Access 2013
- Work with table data
- Query a database
- Create advanced queries
- Generate reports
- Customize the Access environment
- Design a relational database
- Join tables
- Organize a database for efficiency
- Share data across applications
- Explore advanced reporting

Target Audience: Employees who wish to establish a foundational understanding of Microsoft Office Access 2013

Course Code	Days of Training	Dates	Cost	CEUs/CPEs
T4061	2	Feb 21-22	$300	1.2/16
Prerequisite: Basic knowledge of computer applications				

Access 2013, Part 2

Participants will practice advanced Access 2013 features such as database management, form design, packaging a database, encrypting a database, preparing a database for multi-user access and more.

Objectives:

- Restructure data into appropriate tables to ensure data dependency and minimize redundancy
- Write advanced queries to analyze and summarize data
- Create macros
- Customize reports by using various Access features
- Maintain your database using Access tools

Target Audience: Database administrators or prospective database administrators who have experience working with Access 2013 and need to learn advanced skills

Course Code	Days of Training	Dates	Cost	CEUs/CPEs
T4062	2	Mar 13-14	$300	1.2/16
Prerequisite: Access 2013, Part 1				

Bronx County Courthouse
851 Grand Concourse, Bronx

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Microsoft Office Products — Access 2016
Access 2016, Part 1

In this course, participants will use Access 2016 to manage their data, including creating a new database; constructing tables; designing forms and reports; and creating queries to join, filter, and sort data.

Objectives:

- Create and manage an Access 2016 database
- Navigate within the Microsoft Access application environment
- Create a simple database
- Customize Access configuration options
- Organize and manage data stored in Access tables
- Use queries to join, sort, and filter data from different tables
- Use forms to make it easier to view, access, and input data
- Create and format custom reports

Target Audience: Employees who wish to establish a foundational understanding of Microsoft Office Access 2016

Course Code	Days of Training	Dates	Cost	CEUs/CPEs
T4071	2	Apr 11-12	$300	1.2/16
Prerequisite: Basic knowledge of computer applications				

Access 2016, Part 2

This course builds on the foundational skills obtained by attending the Access 2016, Part 1 course. The participants will implement advanced form design; will share data across applications; will use macros and Advanced Database Management. Topics such as usage of Visual Basic for Applications (VBA), a distribution and securing of a database, and managing switchboards will be covered.

Objectives:

- Create and manage a fundamental Access 2016 database
- Customize a form layout to improve usability and efficiency of data entry
- Share data across applications
- Use macros to improve user interface design and VBA to enhance tasks
- Organize data into appropriate tables to ensure data dependency and minimize redundancy
- Lockdown and prepare a database for distribution to multiple users
- Create and modify a database switchboard and set the startup options

Target Audience: Database administrators or prospective database administrators who have experience working with Access 2016 and need to learn advanced skills

Course Code	Days of Training	Dates	Cost	CEUs/CPEs
T4072	2	Apr 24-25	$300	1.2/16
Prerequisite: Access 2016, Part 1				

Microsoft Office Products — Excel 2010
Excel 2010, Part 1

In this course, participants will use Microsoft Office Excel 2010 to create spreadsheets and workbooks that they can use to store, manipulate, and share data.

Objectives:

- Create a basic worksheet using Excel 2010
- Perform calculations in an Excel worksheet
- Modify and format an Excel worksheet
- Print Excel workbook contents
- Manage an Excel workbook

Target Audience: Employees who wish to gain the foundational understanding of Microsoft Office Excel 2010 necessary to create and work with electronic spreadsheets

Course Code	Days of Training	Dates	Cost	CEUs/CPEs
T3054	1	Feb 19; Mar 6	$150	.6/8
Prerequisite: Basic knowledge of computer applications				

Long Island City Courthouse
25-10 Court Square, LIC

Excel 2010, Part 2

This course builds upon the foundational knowledge presented in the Microsoft Office Excel 2010, Part 1 course. Participants will create advanced workbooks and worksheets which will enable the ability to analyze massive amounts of data, extract actionable intelligence from it, and present that information to decision makers or make organizational decisions.

Objectives:

- Customize the Excel environment
- Create advanced formulas
- Analyze data by using functions and conditional formatting
- Organize and analyze data sets and tables
- Visualize data by using basic charts
- Evaluate data by using Pivot Tables, slicers, and Pivot Charts

Target Audience: Employees who already have foundational knowledge of Excel 2010 and who wish to begin taking advantage of some of the higher-level functionality in Excel to analyze and present data

Course Code	Days of Training	Dates	Cost	CEUs/CPEs
T3055	1	Apr 17	$150	.6/8
Prerequisite: Excel 2010, Part 1				

Excel 2010, Part 3

In this course, participants will explore some of the more advanced features of Excel including automating common and repetitive tasks, auditing workbooks to avoid errors and troubleshoot large and complex workbooks, sharing data with other people, analyzing data, and using Excel data in other applications.

Objectives:

- Work with multiple worksheets and workbooks simultaneously
- Share and protect workbooks
- Automate workbook functionality
- Apply conditional logic
- Audit worksheets
- Use automated analysis tools
- Present data visually

Target Audience: Employees who are experienced Excel 2010 users and have a desire or need to advance their skills in working with some of the more advanced Excel features

Course Code	Days of Training	Dates	Cost	CEUs/CPEs
T3056	1	Apr 26	$150	.6/8
Prerequisite: Excel 2010, Part 2				

Microsoft Office Products — Excel 2013
Excel 2013, Part 1

In this course, participants will use Microsoft Office Excel 2013 to create spreadsheets and workbooks that you can use to store, manipulate, and share your data.

Objectives:

* Get familiar with Excel 2013
* Perform basic calculations
* Modify and format a worksheet
* Managing and printing workbooks

Target Audience: Employees who wish to gain the foundational understanding of Microsoft Office Excel 2013 that is necessary to create and work with electronic spreadsheets

Course Code	Days of Training	Dates	Cost	CEUs/CPEs
T3064	1	Feb 28; May 2	$150	.6/8
Prerequisite: Basic knowledge of computer applications				

Excel 2013, Part 2

Participants will build upon the foundational Microsoft Office Excel 2013, Part 1 course. The main topic of this class will be learning to create advanced workbooks and worksheets, including advanced formulas, tables, Pivot Tables, Pivot Charts, and data filtering.

Objectives:

* Customize the Excel environment
* Create advanced formulas
* Analyze data with functions and conditional formatting
* Organize and analyze data sets and tables
* Visualize data with basic charts
* Examine data with Pivot Tables, slicers, and Pivot Charts

Target Audience: Employees who already have foundational knowledge of Excel 2013, and who wish to take advantage of some of the higher-level Excel functionality to analyze and present data

Course Code	Days of Training	Dates	Cost	CEUs/CPEs
T3065	1	Apr 12; May 10	$150	.6/8
Prerequisite: Excel 2013, Part 1				

Citywide Learning & Development
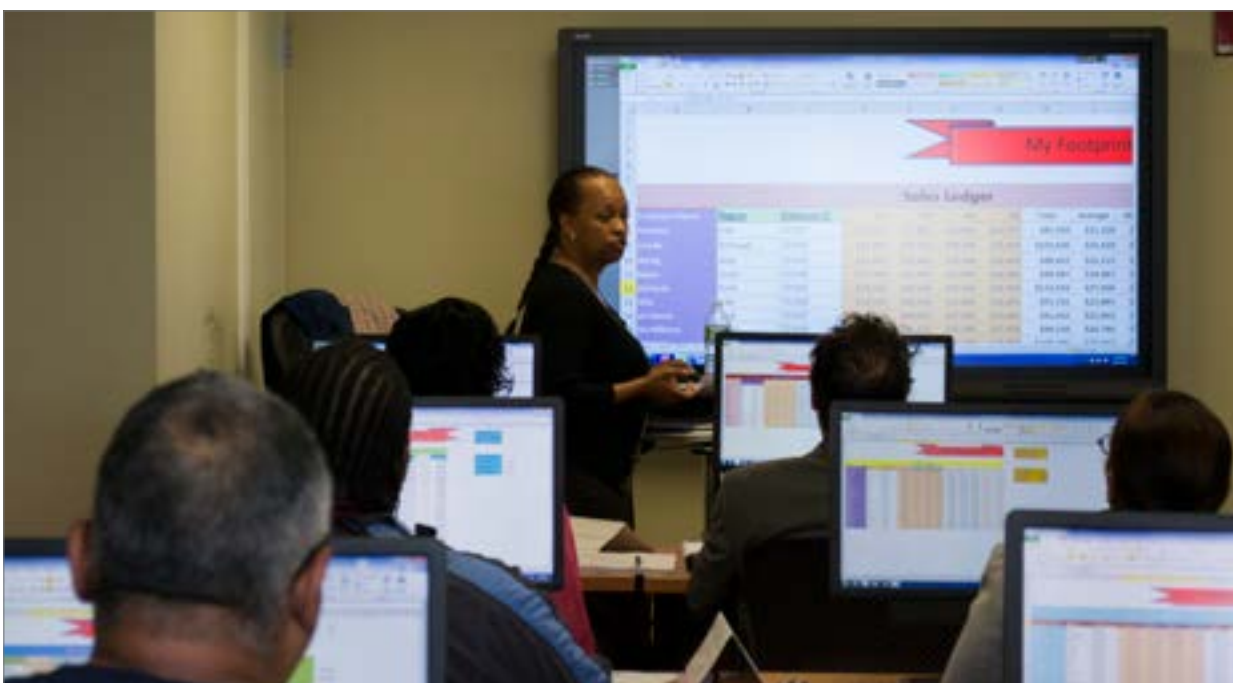
Excel 2013, Part 3

In this course, participants will explore some of the more advanced features of Excel, including automating common tasks, auditing workbooks to avoid errors, sharing data with other people, analyzing data, and using Excel data in other applications.

Objectives:

- Work with multiple worksheets and workbooks simultaneously
- Share and protect workbooks
- Automate workbook functionality
- Apply conditional logic
- Audit worksheets
- Use automated analysis tools
- Present data visually

Target Audience: Employees who have experience working 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	CEUs/CPEs
T3066	1	Apr 30; May 15	$150	.6/8
Prerequisite: Excel 2013, Part 2				

Excel 2013, Data Analysis with Pivot Tables

Analyzing data and gaining insight is important. You have experience creating Pivot Tables, but Excel can do more. In this course, participants will learn how to organize data in a way that can be meaningfully presented to others using Pivot Tables.

Objectives:

- Prepare data and create Pivot Tables
- Analyze data using Pivot Tables
- Working with Pivot Charts

Target Audience: Employees taking this course are experienced Excel users who are seeking to advance their data analysis capabilities by using Pivot Tables

Course Code	Days of Training	Dates	Cost	CEUs/CPEs
T3071	1	Feb 14; May 8	$150	.6/8
Prerequisite: Participants should have experience working with Excel 2013 and Pivot Tables				

Microsoft Office Products — Excel 2016
Excel 2016, Part 1

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 spreadsheets

Course Code	Days of Training	Dates	Cost	CEUs/CPEs
T3074	1	Mar 1, 7; May 16	$150	.6/8
Prerequisite: Basic knowledge of computer applications				

Excel 2016, Part 2

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

Target Audience: Employees who already have foundational knowledge and 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	CEUs/CPEs
T3075	1	Mar 11; May 22	$150	.6/8
Prerequisite: Excel 2016, Part 1				

Excel 2016, Part 3

This course builds off the foundational and intermediate knowledge presented in Excel 2016 Part 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 multiple worksheets and workbooks
- Use lookup functions and formula auditing
- Share and protect workbooks
- Automate workbook functionality
- Create Sparklines and map data
- Forecast data

Target Audience: Employees who are experienced users of Excel 2016 and have a desire or need to advance their skills in working with some of the more advanced Excel features

Course Code	Days of Training	Dates	Cost	CEUs/CPEs
T3076	1	Apr 19	$150	.6/8
Prerequisite: Excel 2016, Part 2				

Citywide Learning & Development

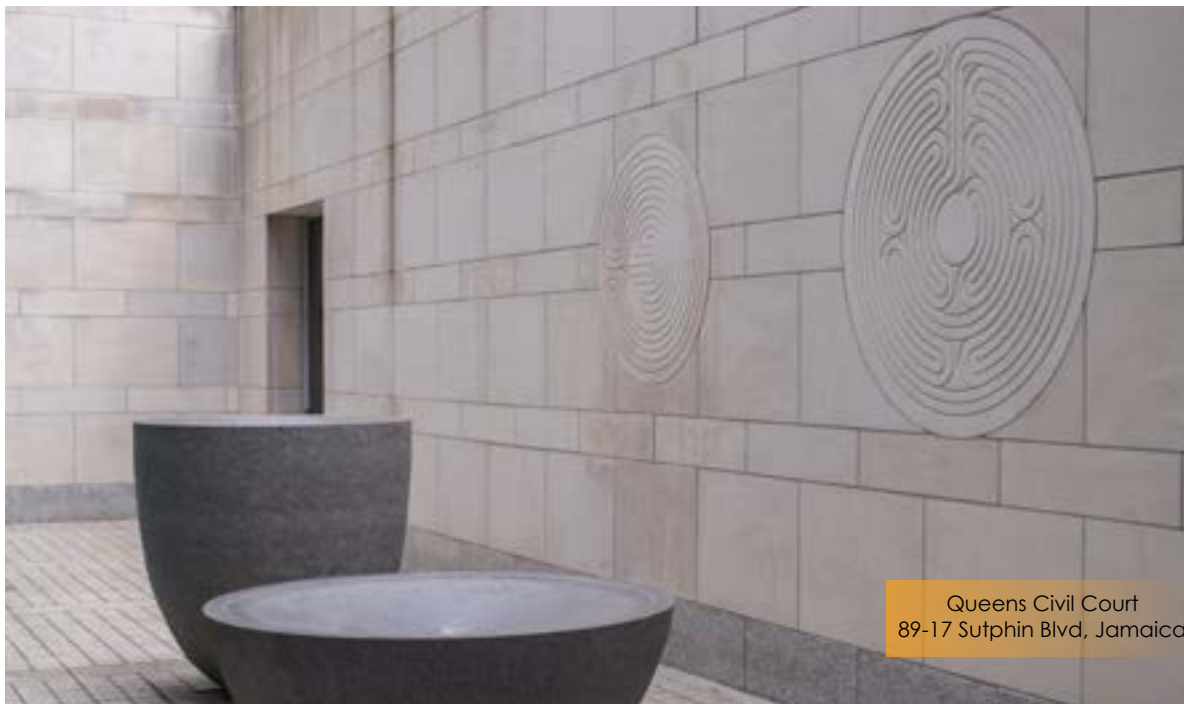# Microsoft Office Products — Outlook 2013
Outlook 2013, Part 1

Participants will learn the necessary skills needed to start using Outlook 2013 to manage email communications, calendar events, contact information, tasks, and notes.

Objectives:

- Get to know the layout of Outlook 2013
- Compose, read, respond, and manage your messages
- Manage your calendar and contacts
- Work with tasks and notes
- Customize the Outlook environment

Target Audience: Staff at all levels

Course Code	Days of Training	Dates	Cost	CEUs/CPEs
T7061	1	Jan 23	$150	.6/8
Prerequisite: Basic knowledge of computer applications				

Queens Civil Court
89-17 Sutphin Blvd, Jamaica

Microsoft Office Products — Outlook 2016
Outlook 2016, Part 1

In this course, participants will use Outlook to send, receive, and manage email messages, manage their contact information, schedule appointments and meetings, create tasks and notes, and customize the Outlook interface to suit their working style.

Objectives:

- Compose, read, and respond to emails
- Schedule appointments and meetings
- Manage contact information
- Create notes and schedule tasks
- Customize message response options and organize your mail
- Attach files and insert illustrations to messages
- Use flags, categories, and folders to organize messages
- Work with contacts

Target Audience: Employees who need to know how to use Outlook as an email client to manage their communications, appointments, contact information, and other communication tasks

Course Code	Days of Training	Dates	Cost	CEUs/CPEs
T7071	1	Feb 27	$150	.6/8
Prerequisite: Basic knowledge of computer applications				

Outlook 2016, Part 2

In this course, participants will customize command sets, configure mail accounts, set global options, perform advanced searches, apply filters to intercept mail and control spam, create rules to automate many management tasks within Outlook.

Objectives:

- Modify messages and set global options
- Organize, search, and manage messages
- Manage your mailbox
- Automate message management
- Work with calendar settings
- Create groups and manage contacts
- Plan your activities with tasks and notes
- Share workspaces with others
- Configure Outlook data files

Target Audience: Employees who want to know how to use Outlook's advanced features to manage their email communications, calendar events, contact information, search functions, and other communication tasks

Course Code	Days of Training	Dates	Cost	CEUs/CPEs
T7072	1	Mar 4	$150	.6/8
Prerequisite: Outlook 2016, Part 1				

Microsoft Office Products — PowerPoint 2013
PowerPoint 2013, Part 1

In this course, participants will use PowerPoint 2013 to begin creating engaging, dynamic multimedia presentations.

Objectives:

• Get to know the layout of PowerPoint 2013

• Develop a PowerPoint presentation

• Perform advanced text editing

• Add graphical elements, tables, and charts to your presentation

• Modify objects in your presentation

• Prepare to deliver the presentation

Target Audience: Employees who wish to gain the foundational understanding of Microsoft Office PowerPoint 2013 that is necessary to create and develop an engaging multimedia presentation

Course Code	Days of Training	Dates	Cost	CEUs/CPEs
T6051	1	Mar 15	$150	.6/8
Prerequisite: Basic knowledge of computer applications				

PowerPoint 2013, Part 2

In this course, participants 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.

Objectives:

• Customize the PowerPoint environment Tailor a design template

• Add SmartArt graphics and special effects to your presentation

• Modify a slide show

• Collaborate on a presentation

• Secure and distribute a presentation

Target Audience: Employees who have a foundational working knowledge of PowerPoint 2013, who want to take advantage of the application's higher-level usability, security, collaboration, and distribution functionality

Course Code	Days of Training	Dates	Cost	CEUs/CPEs
T6052	1	Apr 22	$150	.6/8
Prerequisite: PowerPoint 2013, Part 1				

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Microsoft Office Products — Project 2013
Project 2013, Part 1

In this course, participants will be familiarized with the essential 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.

Objectives:

- Start a project
- Change working time and project timeframes
- Add summary tasks and milestones
- Manage project resources
- Deliver a project plan

Target Audience: Employees who manage projects and wish to learn the fundamentals of Project 2013

Course Code	Days of Training	Dates	Cost	CEUs/CPEs
T6053	1	Feb 26	$150	.6/8
Prerequisite: Basic knowledge of computer applications				

Project 2013, Part 2

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

Objectives:

- Manage project environment
- Change task structures
- Generate project views
- Produce project reports
- Analyze your project

Target Audience: Employees who manage projects and wish to learn the advanced features and functions of Project 2013

Course Code	Days of Training	Dates	Cost	CEUs/CPEs
T6054	1	Apr 9	$150	.6/8
Prerequisite: Project 2013, Part 1				

Microsoft Office Products — Visio Professional 2013
Visio Professional 2013, Part 1

Participants will learn to create a professional-looking visual product, including workflows and flowcharts, using various shapes in Visio Professional 2013.

Objectives:

- Get to know the layout of Visio 2013
- Create a workflow diagram
- Create an organization chart
- Make a floor plan
- Create a cross-functional flowchart
- Create a network diagram
- Style a diagram

Target Audience: Employees who are new to Visio, and who will use this application to create basic workflows and perform end-to-end flowcharting

Course Code	Days of Training	Dates	Cost	CEUs/CPEs
T6440	1	Jan 28; Feb 5	$150	.6/8
Prerequisite: General computer proficiency and knowledge of Windows 8 to access programs, files, and folders				

Visio Professional 2013, Part 2

Participants will learn the advanced features of Visio Professional 2013 to create sophisticated graphics and illustrations, that may be linked to an external data source and may be inserted into other Microsoft Office files.

Objectives:

• Enhance the look of drawings
• Create shapes, stencils, and templates
• Connect drawings to external data
• Leverage development tools
• Share drawings

Target Audience: Graphic designer, subject matter specialist, or other employees with basic Visio 2013 skills who need to use this application to create sophisticated graphics and illustrations that may be linked to external data sources

Course Code	Days of Training	Dates	Cost	CEUs/CPEs
T6441	1	Apr 16	$150	.6/8
Prerequisite: Visio 2013, Part 1				

Microsoft Office Products — Word 2013
Word 2013, Part 1

In this course, participants will learn how to use Word 2013 to create and edit simple documents; format documents; add tables and lists; add design elements and layout options; and proof documents.

Objectives:

- Get to know the layout of Word 2013
- Edit a document
- Format text and paragraphs
- Add tables
- Manage lists
- Insert graphic objects
- Control page appearance
- Proof a document
- Customize the Word environment

Target Audience: Employees who want to learn essential Word 2013 skills and a variety of techniques for improving the appearance and accuracy of a document content

Course Code	Days of Training	Dates	Cost	CEUs/CPEs
T2074	1	Apr 29	$150	.6/8
Prerequisite: Basic knowledge of computer applications				

Word 2013, Part 2

In this course, participants will learn to use Word 2013 more efficiently by automating some tasks and creating compound documents that include lists, tables, charts, graphics, and newsletter layouts and will merge data to personalize correspondence and labels.

Objectives:

- Work with tables and charts
- Customize formats using styles and themes
- Place images in a document and create custom graphic elements
- Insert content using Quick Parts
- Control text flow
- Use templates, mail merge, and macros

Target Audience: Employees who want to learn the advanced functions of Word 2013

Course Code	Days of Training	Dates	Cost	CEUs/CPEs
T2075	1	May 9	$150	.6/8
Prerequisite: Word 2013, Part 1				

Word 2013, Part 3

In this course, participants will learn to collaborate on complex documents and manage how the materials are accessed and distributed. Advanced features of Word 2013 enable you to revise, manage, secure your business documents, and create forms.

Objectives:

- Use Microsoft Word 2013 with other programs
- Collaborate on documents and manage document versions
- Add reference marks and notes
- Make long documents more accessible to use
- Secure a document, create forms, and use XML in Word

Target Audience: Employees who create and work with lengthy documents, collaborate with others on documents, and create forms in Microsoft Word

Course Code	Days of Training	Dates	Cost	CEUs/CPEs
T2076	1	May 13	$150	.6/8
Prerequisite: Word 2013, Part 2				

Microsoft Office Products — Word 2016
Word 2016, Part 1

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	CEUs/CPEs
T2078	1	Jan 30; Feb 25; Mar 12	$150	.6/8
Prerequisite: Basic knowledge of computer applications				

Adobe CC Products
Adobe InDesign CC 2017, Part 1

In this course, participants will learn to design, and publish a broad range of documents in print, online, and mobile devices with this desktop publishing tool. They will create and deliver eye-catching professional page layout and designs for documents by identifying and customizing InDesign Interface components.

Objectives:

- Get to know the layout of Adobe InDesign CC 2017
- Design a document
- Customize a document
- Work with page elements
- Build tables and prepare a document for delivery

Target Audience: Employees who want to use the basic tools and features of InDesign for creating professional page layouts and designs

Course Code	Days of Training	Dates	Cost	CEUs/CPEs
T6330	2	May 20-21	$300	1.2/16
Prerequisite: Basic knowledge of computer applications				

Adobe Illustrator CC 2017, Part 1

In this course, participants, who are designers or in marketing fields, will create illustrations, logos, advertisements or other graphic documents. The objectives covered in this class will help them prepare for the Adobe Certified Associate (ACA) exam.

Objectives:

- Get to know the layout of Adobe Illustrator CC 2017
- Create documents containing basic shapes and customized paths
- Work on graphics containing customized text
- Customize objects and basic shapes
- Prepare documents for deployment

Target Audience: Designers, publishers, pre-press professionals, marketing communication professionals, or employees switching to a design job or taking on design responsibilities

Course Code	Days of Training	Dates	Cost	CEUs/CPEs
T7410	2	May 6-7	$300	1.2/16
Prerequisite: Basic knowledge of computer applications				

Crystal Reports Products
Crystal Reports 2013, Part 1

Organizations use reporting tools to access data sources and generate customized reports. Crystal Reports 2013 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
- Group report's data
- Enhance a report
- Create a report from Excel data
- Distribute data

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

Course Code	Days of Training	Dates	Cost	CEUs/CPEs
T9550	2	Feb 4-5	$300	1.2/16
Prerequisite: Basic knowledge of computer applications				

IT Professional & Certification Courses

DATABASE EXPERTISE

Microsoft Certified Solutions Associate (MCSA): SQL 2016 Database Administration

Querying Data with Transact-SQL (SQL Server 2017)

This course provides aspirants with the technical skills required to write basic Transact-SQL queries for Microsoft SQL Server 2017. This course is the foundation for all SQL Server-related disciplines; namely, Database Administration, Database Development and Business Intelligence.

This course is designed for customers who are interested in learning SQL Server 2016 or SQL Server 2017. It covers the new features in SQL Server, but also the important capabilities across the SQL Server data platform.

Target Audience: This course is intended for Database Administrators, Database Developers, and Business Intelligence professionals. The course will very likely be well attended by SQL power users who aren't necessarily database-focused or plan on taking the exam; namely, report writers, business analysts and client application developers

Course Code	Days of Training	Dates	Cost	CEUs
I20762	5	Mar 18-22; Apr 15-19; May 20-24; Jun 17-21	$1800	3.0
Exam Code		Dates	Cost	CEUs
70761		When applying, enter your selected date and time. It must be between Monday to Friday from 10AM to 3PM.	$165	N/A

Administering a SQL Database Infrastructure (SQL Server 2017)

This course provides learners with the knowledge and skills to maintain a Microsoft SQL Server 2017 database. The course focuses on teaching individuals how to use SQL Server 2017 product features and tools related to maintaining a database.

This course is designed for customers who are interested in learning SQL Server 2017. It covers the new features in SQL Server 2017, but also the important capabilities across the SQL Server data platform.

Target Audience: The primary audience for this course is individuals who administer and maintain SQL Server databases. These individuals perform database administration and maintenance as their primary area of responsibility, or work in environments where databases play a key role in their primary job. The secondary audience for this course is individuals who develop applications that deliver content from SQL Server databases.

Course Code	Days of Training	Dates	Cost	CEUs
I20764	5	Mar 18-22; Apr 22-26; Jun 24-28	$1800	3.0
Exam Code	Dates		Cost	CEUs
70764	When applying, enter your selected date and time. It must be between Monday to Friday from 10AM to 3PM.		$165	N/A

Implementing a SQL Data Warehouse (SQL Server 2017)

This course describes how to implement a data warehouse platform to support a BI solution. Aspirants will learn how to create a data warehouse with Microsoft SQL Server 2017, implement ETL with SQL Server Integration Services, and validate and cleanse data with SQL Server Data Quality Services and SQL Server Master Data Services.

This course is designed for customers who are interested in learning SQL Server 2017. It covers the new features in SQL Server 2017, but also the important capabilities across the SQL Server data platform.

Target Audience: This course is intended for database professionals who need to fulfill a Business Intelligence Developer role

Course Code	Days of Training	Dates	Cost	CEUs
I20767	5	Mar 18-22; Apr 22-26; May 20-24; Jun 17-21	$1800	3.0
Exam Code	**Dates**		**Cost**	**CEUs**
70767	When applying, enter your selected date and time. It must be between Monday to Friday from 10AM to 3PM.		$165	N/A

Certification and Exams

The MCSA: SQL Server certification candidate must pass all three exams

Certification	Exams
MCSA: SQL 2016 Database Administration Certification	70761: Querying Data with Transact-SQL 70764: Administering a SQL Database Infrastructure 70767: Implementing a Data Warehouse using SQL

MySQL

MySQL Fundamentals

The MySQL Fundamentals training is the first step in mastering MySQL, the world's most popular open source database. Develop solid understanding and practical experience using relational databases, SQL and the MySQL Server and tools. In this course, you will be introduced to the MySQL Cloud Service.

Target Audience: This course is intended for Application Developers, Database Administrators, Database Designers, Developer

Course Code	Days of Training	Dates	Cost	CEUs
I5000	4	Jan 28-31	$1760	2.4

Citywide Learning & Development

HELPDESK EXPERTISE

CompTIA A+ Certification

CompTIA A+ Certification

If you are getting ready for a career as an entry-level information technology (IT) professional or computer service technician, the CompTIA A+ Certification course is the first step in your preparation. The course will build on your existing user-level knowledge and experience with a personal computer (PC) software and hardware to present fundamental skills and concepts that you will use on the job. In this course, you will acquire the essential skills and information you will need to install, configure, optimize, troubleshoot, repair, upgrade, and perform preventive maintenance on PCs, digital devices, and operating systems.

The CompTIA A+ course can benefit you in two ways. Whether you work or plan to work in a mobile or corporate environment, where you have a high level of face-to-face customer interaction and where client communication and client training are important, or in an environment with limited customer interaction and an emphasis on hardware activities, this course provides the background knowledge and skills you will require to be a successful A+ technician.

Target Audience: This course is intended for Database Administrators, Database Developers, and Business Intelligence professionals. The course will very likely be well attended by SQL power users who aren't necessarily database-focused or plan on taking the exam; namely, report writers, business analysts and client application developers

Course Code	Days of Training	Dates	Cost	CEUs
I420	5	Feb 4-8, Mar 18-22; Apr 15-19; May 13-17; Jun 10-14	$1800	3.0
Exam Code	**Dates**		**Cost**	**CEUs**
220901 and 220902	When applying, enter your selected date and time. It must be between Monday to Friday from 10AM to 3PM.		$211 (ea.)	N/A

Certification and Exams

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+ Certification	CompTIA A+ 220901 CompTIA A+ 220902

Microsoft Certified Solutions Associate: MCSA Windows 10

Implementing and Managing Windows 10

This course provides aspirants with the knowledge and skills required to install and configure Windows 10 desktops and devices in a corporate Windows Server domain environment. The skills that this course details include learning how to install and customize Windows 10 operating systems and apps, and configure local and remote network connectivity and storage. Aspirants also will learn how to configure security for data, devices, and networks, and maintain, update, and recover Windows 10.

Target Audience: This course is for information technology (IT) professionals who administer and support Windows 10 desktops, devices, users, and associated network and security resources. The networks, with which these professionals typically work, are configured as Windows Server domain-based environments with managed access to the Internet and cloud services

Course Code	Days of Training	Dates	Cost	CEUs
I20697	5	Mar 18-22; Apr 22-26; May 20-24; Jun 17-21	$1800	3.0
Exam Code		**Dates**	**Cost**	**CEUs**
70697		When applying, enter your selected date and time. It must be between Monday to Friday from 10AM to 3PM.	$165	N/A

Deploying and Managing Windows 10 Using Enterprise Services

This course provides administrators with the knowledge and skills necessary to deploy and manage Windows 10 desktops, devices, and applications in an enterprise environment. Students learn how to plan and implement Windows 10 deployments in large organizations. Students also learn how to manage the Windows 10 installations after deployment to provide secure identity and data access using technologies related to Group Policy, Remote Access, and Workplace Join. In addition, to support a variety of device and data management solutions, Microsoft Azure Active Directory, Microsoft Intune, and Microsoft Azure Rights Management are introduced. These services are part of the Enterprise Mobility Suite, which provides identity and access management, and cloud-based device, application, and update management. Also, Enterprise Mobility Suite offers more secure data access to information stored both in the cloud and on location within the corporate networks.

Target Audience: This course is intended for IT professionals who are interested in specializing in Windows 10 desktop and application deployments, and in managing cloud-based application and data service environments for medium-to-large enterprise organizations. These professionals typically work with networks that are configured as Windows Server domain-based environments with managed access to the Internet and cloud services

Course Code	Days of Training	Dates	Cost	CEUs
I20699	5	Feb 25-Mar 1; Mar 25-29; Apr 29-May 3	$1800	3.0
Exam Code		Dates	Cost	CEUs
70697		When applying, enter your selected date and time. It must be between Monday to Friday from 10AM to 3PM.	$165	N/A

Certification and Exams

The MCSA: Windows 10 certification candidate must pass two exams

Certification	Exams
MCSA: Windows 10	70698: Installing and Configuring Windows 10 70697: Configuring Windows Devices

NETWORKING EXPERTISE

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 internetworking environments. Anyone who wants to learn about the fundamentals of Networking and TCP/IP

Course Code	Days of Training	Dates	Cost	CEUs
I492	5	Feb 11-15; Mar 25-29; Apr 22-26; May 20-24; Jun 17-21	$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.	$302	N/A

Certification and Exams

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+ Certification	N10007: Network+

Cisco CCENT Certification

Cisco® Interconnecting Cisco® Networking Devices Part 1 v3.0 (ICND1)

Conveyed through hands-on lab exercises by the expert instructors, the ICND1 Part 1 v3.0 exam training will inform learners about installing, preparing, configuring and verifying a basic IPv4 and IPv6 network. The all-inclusive training also includes tutorials on establishing internet connectivity, functions of networking, performing basic troubleshooting, configuring device security, configuring static routing, and more.

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
I1005	5	Feb 11-15; Mar 11-15; Apr 8-12; May 6-10; Jun 10-14	$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

Certification and Exams

The Cisco CCENT requires a single exam

Certification	Exams
Cisco® Certified Entry Networking Technician (CCENT)	100105 ICND1 exam

Cisco CCNA Certification

Cisco® Interconnecting Cisco® Networking Devices Part 1 v3.0 (ICND1)

Imparted through hands-on lab exercises by the expert instructors, the ICND1 Part 1 v3.0 exam training will impart learners about installing, preparing, configuring and verifying a basic IPv4 and IPv6 network. The all-inclusive training also includes tutorials on establishing internet connectivity, functions of networking, performing basic troubleshooting, configuring device security, configuring static routing, and more.

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
I1005	5	Feb 11-15; Mar 11-15; Apr 8-12; May 6-10; Jun 10-14	$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

Cisco® Interconnecting Cisco® Networking Devices Part 2 v3.0 (ICND2)

The Interconnecting Cisco Networking Devices, Part 2 v3.0 -ICND2 (Associate) training course is ideal for all those who have undertaken ICND1 v3.0 - Interconnecting Cisco Networking Devices, Part 1 training. Undergoing ICND2 training will help them to advance their knowledge and skills in the domain.

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
I2005	5	Mar 18-22; Apr 15-19; May 13-17; Jun 17-21	$2200	3.0
Exam Code	**Dates**		**Cost**	**CEUs**
200105	When applying, enter your selected date and time. It must be between Monday to Friday from 10AM to 3PM.		$165	N/A

Certification and Exams

The Cisco CCNA can be obtained by taking a single exam which combines ICND1 and ICND2 or by taking two separate exams

Certification	Exams
Cisco® Certified Network Associate (CCNA)	100105 ICND1 exam 200105 ICND2 exam

Microsoft Certified Solutions Associate (MCSA): Windows Server 2016

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.

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	Feb 4-8; Mar 4-8; Apr 1-5; May 6-10; Jun 3-7	$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

Networking with Windows Server 2016

This course provides the fundamental networking skills required to deploy and support Windows Server 2016 in most organizations. It covers IP fundamentals, remote access technologies, and more advanced content including Software Defined Networking.

Target Audience: Network administrators who are looking to reinforce existing skills and learn about new networking technology changes and functionality in Windows Server 2016.
System or Infrastructure Administrators with general networking knowledge who are looking to gain core and advanced networking knowledge and skills on Windows Server 2016

Course Code	Days of Training	Dates	Cost	CEUs
I20741	5	Feb 11-15; Mar 11-15; Apr 8-12; May 13-17; Jun 10-14	$1800	3.0
Exam Code		Dates	Cost	CEUs
70741		When applying, enter your selected date and time. It must be between Monday to Friday from 10AM to 3PM.	$165	N/A

Identity with Windows Server 2016

This course teaches IT Pros how to deploy and configure Active Directory Domain Services (AD DS) in a distributed environment, how to implement Group Policy, how to perform backup and restore, and how to monitor and troubleshoot Active Directory–related issues with Windows Server 2016. Additionally, this course teaches how to deploy other Active Directory server roles such as Active Directory Federation Services (AD FS) and Active Directory Certificate Services (AD CS).

Target Audience: Some exposure to and experience with AD DS concepts and technologies in Windows Server 2012 or Windows Server 2016.

Experience working with and configuring Windows Server 2012 or Windows Server 2016. Experience and an understanding of core networking technologies such as IP addressing, name resolution, and Dynamic Host Configuration Protocol (DHCP).

Experience working with and an understanding of Microsoft Hyper-V and basic server virtualization concepts. An awareness of basic security best practices

Course Code	Days of Training	Dates	Cost	CEUs
I20742	5	Mar 18-22; Apr 15-19; May 20-24; Jun 17-21	$1800	3.0
Exam Code		Dates	Cost	CEUs
70742		When applying, enter your selected date and time. It must be between Monday to Friday from 10AM to 3PM.	$165	N/A

Certification and Exams

The MCSA: Windows Server 2016 certification candidate must pass all three exams

Certification	Exams
MCSA: Windows Server 2016	70740: Installation, Storage, and Compute with Windows Server 2016 70741: Networking with Windows Server 2016 70742: Identity with Windows Server 2016

INFORMATION SECURITY EXPERTISE

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	Mar 18-22; Apr 15-19; May 20-24; Jun 17-21	$1800	3.0
Exam Code		**Dates**	**Cost**	**CEUs**
SY0401		When applying, enter your selected date and time. It must be between Monday to Friday from 10AM to 3PM.	$330	N/A

Certification and Exams

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+ Certification	**SY0401: Security+**

EC-Council: Certified Ethical Hacker (CEH)

CEH: Certified Ethical Hacker V9 & CNDA: Certified Network Defense Architect

EC-Council's Certified Ethical Hacker (CEH) is the most renowned and desired professional credential in the network security domain. A Certified Ethical Hacker finds vulnerabilities in systems and network by way of scanning, penetrating and testing. They use hacking techniques, tools and knowledge like a hacker but lawfully and legitimately for security purposes. Finding the vulnerabilities helps them to secure the entire IT architecture against any malicious attacks.

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
I66655	**5**	**Feb 11-15; Mar 11-15; Apr 15-19; May 20-24; Jun 17-21**	**$2200**	**3.0**

CISSP: Certified Information Systems Security Professional

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 countermeasures. This is not a test preparation. This 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' experience in two domains without a college degree

Course Code	Days of Training	Dates	Cost	CEUs
I9022	5	**Feb 4-8; Mar 4-8; Apr 1-5; May 6-10; Jun 3-7**	$2200	3.0

INFORMATION ANALYSIS / INFRASTRUCTURE EXPERTISE

ITIL Foundation

ITIL Foundations

The IT Infrastructure Library® (ITIL®) Foundation certification training course from NetCom Learning provides an insight into the fundamentals of the globally adopted framework for IT Service Management. The ITIL Foundation courses focus on basic concepts of the ITIL Service Lifecycle and how it influences IT Service Management across private and public organizations.

Learners are provided with real-world projects, assessments, and presentations to prepare competently for their ITIL Foundation certification exam. The program explains the key concepts and principles of the ITIL Service Management model, providing comprehensive coverage of the knowledge required for this entry-level qualification.

Target Audience: IT Consultants, IT Managers, IT Support Teams, Process Owners, Service Delivery Professionals, Quality Analysts, System Administrators / Analysts, Database Administrators, Development Team / Application Management Team, Senior Operational and Technical Staff, IT professionals looking to understand and leverage ITIL concepts, as well as understand the differences from previous ITIL® versions

Course Code	Days of Training	Dates	Cost	CEUs
I443	3	**Feb 11-13; Mar 11-13; Apr 8-10; May 6-8; Jun 3-5**	$1320	1.8

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, 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
I507	5	Mar 18-22; Apr 8-12	$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 $302, TK0202 and TK0203 $320 (ea.)	N/A

Certification and Exams

The Train The Trainer (CTT+) certification candidates must pass two exams

Certification	Exams
CompTIA Train The Trainer (CTT+) Certification	TK0201: CTT+ Essentials TK0202: CTT+ Classroom Performance Based OR TK0203: CTT+ Virtual Classroom Performance Based

WEB PUBLISHING / ONLINE COLLABORATION EXPERTISE

Microsoft Certified Solutions Expert (MCSE): Productivity Certification (SharePoint 2016)

Planning And Administering SharePoint 2016

This course will provide you with the knowledge and skills to configure and manage a Microsoft SharePoint Server 2016 environment. This course will teach you how to configure SharePoint Server 2016, as well as provide guidelines, best practices, and considerations that will help you optimize your SharePoint server deployment. This is the first in a sequence of two courses for IT Professionals and will align with the first exam in the SharePoint Server 2016 IT Pro certification.

Target Audience: The course is targeted at experienced IT Professionals interested in learning how to install, configure, deploy and manage SharePoint Server 2016 installations in either the data center or the cloud

Course Code	Days of Training	Dates	Cost	CEUs
I20391	5	Mar 18-22; Apr 15-19; May 13-17; Jun 10-14	$1800	3.0
Exam Code		**Dates**	**Cost**	**CEUs**
70331		When applying, enter your selected date and time. It must be between Monday to Friday from 10AM to 3PM.	$165	N/A

Advanced Technologies of SharePoint 2016

This five-day course examines how to plan, configure, and manage a Microsoft SharePoint Server 2016 environment. Specific areas of focus include implementing high availability, disaster recovery, service application architecture, Business Connectivity Services, social computing features, productivity and collaboration platforms and features, business intelligence solutions, enterprise content management, web content management infrastructure, solutions, and apps. The course also examines how to optimize the Search experience, how to develop and implement a governance plan, and how to perform an upgrade or migration to SharePoint Server 2016.

Target Audience: The course track is targeted at experienced IT Professionals interested in learning how to install, configure, deploy and manage SharePoint Server 2016 installations in either the data center or cloud. In addition, Business Application Administrators (BAAs) who are engaged in the administering line-of-business (LOB) projects in conjunction with internal business customers would benefit from the understanding of managing SharePoint Server 2016

Course Code	Days of Training	Dates	Cost	CEUs
I20392	5	Feb 25-Mar 1; Mar 25-29, Apr 22-26; May 20-24, Jun 17-21	$1800	3.0
Exam Code		**Dates**	**Cost**	**CEUs**
70332		When applying, enter your selected date and time. It must be between Monday to Friday from 10AM to 3PM.	$165	N/A

Certification and Exams

The Microsoft Certified Solution Developer: Web Applications candidate must pass two exams - for more information, please visit Microsoft Certifications website.

Certification	Exams
Microsoft Certified Solutions Expert (MCSE): Productivity (SharePoint 2016)	**70331: Core Solutions of Microsoft SharePoint Server** **70332: Advanced Solutions of Microsoft SharePoint Server**

ARCHITECTURAL DESIGN EXPERTISE

AutoDesk AutoCAD 2019

AutoCAD 2019 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
I8801	3	Mar 18-20; Apr 15-17; May 20-22; Jun 17-19	$1080	1.8

AutoCAD 2019 Level 2: Intermediate

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
I8802	2	Feb 21-22; Mar 21-22; Apr 18-19; May 23-24; Jun 20-21	$720	1.2

Citywide Learning & Development

AutoCAD 2019 Level 3: Advanced

AutoCAD 2019: Advanced introduces advanced techniques and teaches you to be proficient in your use of the AutoCAD software. This 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
I8803	3	**Feb 25-27; Mar 25-27; Apr 22-24; Jun 24-26**	$1080	1.8

PROJECT MANAGEMENT EXPERTISE

PMI: Project Management Professionals (PMP)

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, Project team members seeking the PMP certification

Course Code	Days of Training	Dates	Cost	CEUs
I445	5	Feb 11-15, Mar 11-15, Apr 15-19, May 20-24, Jun 17-21	$2200	3.0

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