



## 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.

### **Microsoft Office Products**

**9 - 16**

Access

**9**

Excel

**10**

PowerPoint

**13**

Project

**14**

Visio Professional

**15**

Word

**16**

### **eLearning at your Desktop**

**17**

### **IT Professional & Certification Courses**

*(Located in the Professional Practices Portfolio)*

**64**

## 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: Dec 19-20**

**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**

**Cost: \$250**

**CEUs/CPEs: 1.2/16**

**Prerequisite:** Access 2010, Part 1

## Microsoft Office Products — Access 2013



### Access 2013, Part 1

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

**Course Code: T4061**

**Days of Training: 2**

**Dates: Oct 18-19**

**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: Nov 9-10**

**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: Sept 9, Oct 4, Dec 7**

**Cost: \$125**

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

**Prerequisite:** Basic knowledge of computer applications

### Excel 2010, Part 3

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

**Course Code: T3056**

**Days of Training: 1**

**Dates: Dec 12**

**Cost: \$125**

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

**Prerequisite:** Excel 2010, Part 2

### Excel 2010, Part 2

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

**Course Code: T3055**

**Days of Training: 1**

**Dates: Sept 19, Oct 28, Dec 8**

**Cost: \$125**

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

**Prerequisite:** Excel 2010, Part 1

### 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: Dec 9**

**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: Nov 17 (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: Sept 2, Nov 21, Dec 16**

**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: Oct 14, Dec 5, Jan 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: Sept 23**

**Cost: \$125**

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

**Prerequisite:** Excel 2013, Part 2

### **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: Dec 13**

**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: Nov 22 (9:00a-12:30p) or (1:30p-5:00p)**

**Cost: \$65**

**CEUs/CPEs: .3/4**

**Prerequisite:** General computer proficiency

### **Using Excel 2013 to Analyze Data**

There are so many facets to MS Excel 2013; truly making it a powerhouse among the Office 2013 Suite for data storage, manipulation, calculation and much more. In this workshop you will organize large worksheet data using the Sort and Filter features, make data stand out with Conditional Formatting, create basic PivotTable and Pivot Charts in order to analyze data, and consolidate data and link cells across different workbooks.

**Course Code: T3070**

**Days of Training: 1/2 day**

**Dates: Sept 1 (9:00a-12:30p)**

**Cost: \$65**

**CEUs/CPEs: .3/4**

**Prerequisite:** Excel 2013, Part 2

## Microsoft Office Products — PowerPoint 2010



### PowerPoint 2010, Part 1

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

**Course Code: T6041**

**Days of Training: 1**

**Dates: Sept 12, Nov 14**

**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: Sept 30**

**Cost: \$125**

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

**Prerequisite:** PowerPoint 2010, Part 1

## Microsoft Office Products — PowerPoint 2013



### PowerPoint 2013, Part 1

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

**Course Code: T6051**

**Days of Training: 1**

**Dates: Oct 28**

**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: Nov 1**

**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: Oct 7**

**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: Nov 7**

**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: Oct 21**

**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: Nov 3**

**Cost: \$125**

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

**Prerequisite:** Project 2013, Part 1

## Microsoft Office Products — Visio Professional 2010



### Visio 2010, Level 1

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

**Course Code: T5440**

**Days of Training: 1**

**Dates: Oct 17**

**Cost: \$125**

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

**Prerequisite:** Basic knowledge of computer applications

### Visio 2010, Level 2

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

**Course Code: T5450**

**Days of Training: 1**

**Dates: 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: Nov 30**

**Cost: \$125**

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

**Prerequisite:** Participants should have 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: Dec 15**

**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: Oct 5**

**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: Nov 15**

**Cost: \$125**

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

**Prerequisite:** Word 2010, Part 1

## Microsoft Office Products — Word 2013



### Word 2013, Part 1

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

**Course Code: T2074**

**Days of Training: 1**

**Dates: Oct 13**

**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: Nov 16**

**Cost: \$125**

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

**Prerequisite:** Word 2013, Part 1

## eLearning at your Desktop

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

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

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

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

