

**ADP COMPUTER TRAINING**  
**MARJORY HOLCOMB, COORDINATOR 757-4119**

**UPDATED: 01 MAY 2000**

ACCESS PROGRAMMERS AND POWER USERS

ADVANCED MICROSOFT EXCEL 97

ADVANCED WORD

C++ PROGRAMMING

EFFECTIVE INTERNET SEARCHING

INTRODUCTION TO MICROSOFT ACCESS 97

INTRODUCTION TO MICROSOFT EXCEL 97

INTRODUCTION TO MICROSOFT WORD

INTRODUCTION TO PC's AND WINDOWS

INTRODUCTION TO WEB PAGE DEVELOPMENT

MICROSOFT POWERPOINT

PC SETUP, OPTIMIZATION AND BASIC REPAIR

USING MICROSOFT PROJECT

USING OUTLOOK

VISUAL BASIC PROGRAMMING

VISUAL C++: DATA STRUCTURES AND POINTERS

VISUAL C++: DEBUGGING

VISUAL C++ : WINDOWS PROGRAM DEVELOPMENT

<b>COURSE TITLE:</b>	<b>ACCESS PROGRAMMERS AND POWER USERS</b>	
<b>VENDOR:</b>	Charles County Community College Economic and Community Development Institute P.O. Box 910 LaPlata, MD 20646-0910	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
<b>COURSE CODE:</b>	<b>DATE:</b>	<b>NOMINATION DEADLINE:</b>
478148	21-25 August 00	21 July 00
<b>TIME:</b>	8:00 a.m. - 3:30 p.m.	
<b>DESCRIPTION:</b>	This course will present an in-depth study of macros. It explains the Access Basic language, including event drive functions and subroutines, loops, arrays, if structures, and programming with data access objects. It also includes special debugging techniques and object-oriented programming.	
<b>OBJECTIVE:</b>	At the completion of the course, students will be able to: <ul style="list-style-type: none"> <li>• Create complex macros.</li> <li>• Use Access Basic.</li> <li>• Define loops and arrays.</li> <li>• Demonstrate the use of if structures.</li> <li>• Use and test debugging techniques.</li> </ul>	
<b>AUDIENCE:</b>	Anyone wishing to create DBMS applications using the Microsoft Access program.	
<b>PREREQUISITE:</b>	Familiarity with at least one computer programming language.	
<b>NOMINATIONS:</b>	Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28. The completed form, with appropriate signatures, is given to the activity training contact. The training contact forwards the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS). <b>NOTE:</b> Contractor personnel are eligible to participate on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center.	
<b>LENGTH:</b>	5 Days	
<b>COST:</b>	\$620	
<b>METHOD OF PAYMENT:</b>	Vendor accepts GCPC (Governmentwide Commercial Purchase Card). EMPLOYEE must circle "V" in Block 22, under "Payment" on the Initial Training Request Form.	

<b>COURSE TITLE:</b>	<b>ADVANCED MICROSOFT EXCEL 97</b>	
<b>VENDOR:</b>	Computer Technology Services Inc. 1700 Rockville Pike, Suite 315 Rockville, MD 20852	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
<b>COURSE CODE:</b>	<b>DATE:</b>	<b>NOMINATION DEADLINE:</b>
477751	14-15 August 00	14 July 00
<b>TIME:</b>	8:00 a.m. - 3:30 p.m.	
<b>DESCRIPTION:</b>	This course is designed to develop advanced skills in using the electronic spreadsheet capabilities of Microsoft Excel. The course presents key concepts and skills needed for full use of Excel 97's sophisticated features.	
<b>OBJECTIVE:</b>	<p>After taking this course, students will be able to:</p> <ul style="list-style-type: none"> <li>• Work with Excel database features.</li> <li>• Sort Excel databases.</li> <li>• Use Excel database functions and filters.</li> <li>• Use automated features.</li> <li>• Use and modify pivot tables.</li> <li>• Audit worksheets.</li> <li>• Work with scenarios.</li> <li>• Create reports.</li> <li>• Customize the Excel workspace by setting options, customizing toolbars, and customizing startup options.</li> <li>• Create and edit templates.</li> <li>• Use AutoFormats in worksheets.</li> <li>• Create, edit, and run macros.</li> <li>• Create worksheet buttons.</li> <li>• Display dialog boxes and message boxes in macros.</li> <li>• Debug macros using breakpoints, stop statements, and the functions stepping into and stepping over procedures.</li> </ul>	
<b>AUDIENCE:</b>	Anyone wishing to improve their skills using the Microsoft Excel program.	
<b>PREREQUISITE:</b>	Introduction to Excel 97 or equivalent skills and knowledge.	
<b>NOMINATIONS:</b>	<p>Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28. The completed form, with appropriate signatures, is given to the activity training contact. The training contact forwards the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS).</p> <p><b>NOTE:</b> Contractor personnel are eligible to participate on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center.</p>	
<b>LENGTH:</b>	2 Days	
<b>COST:</b>	\$198	
<b>METHOD OF PAYMENT:</b>	Vendor accepts GCPC (Governmentwide Commercial Purchase Card). EMPLOYEE must circle "V" in Block 22, under "Payment" on the Initial Training Request Form.	

<b>COURSE TITLE:</b>	<b>ADVANCED WORD</b>	
<b>VENDOR:</b>	Software Technology 44141 Airport View Drive Hollywood, MD 20636	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
<b>COURSE CODE:</b>	<b>DATE:</b>	<b>NOMINATION DEADLINE:</b>
477657	24–25 July 00	25 June 00
<b>TIME:</b>	8:00 a.m. - 3:30 p.m.	
<b>DESCRIPTION:</b>	This course provides current Microsoft Word users instruction on how to use some of the more powerful features of this program.	
<b>OBJECTIVE:</b>	After completion of this course the student will be able to create custom templates, create time saving forms using tables, form fields and formulas. They will be able to create mail merge documents and data sources, create indexes, cross references, tables of contents, manage data features, use field codes, and create and edit simple macros.	
<b>AUDIENCE:</b>	Anyone wishing to improve their skills using the Microsoft Word program.	
<b>PREREQUISITE:</b>	A student may gain fundamentals more quickly with a working knowledge of Microsoft word.	
<b>NOMINATIONS:</b>	Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28. The completed form, with appropriate signatures, is given to the activity training contact. The training contact forwards the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS). <b>NOTE:</b> Contractor personnel are eligible to participate on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center.	
<b>LENGTH:</b>	2 Days	
<b>COST:</b>	\$200	
<b>METHOD OF PAYMENT:</b>	Vendor accepts GCPC (Governmentwide Commercial Purchase Card). EMPLOYEE must circle "V" in Block 22, under "Payment" on the Initial Training Request Form.	

<b>COURSE TITLE:</b>	<b>C++ PROGRAMMING</b>	
<b>VENDOR:</b>	INFO/tek 4318 Fessenden Street, NW Washington, DC 20016	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
<b>COURSE CODE:</b>	<b>DATE:</b>	<b>NOMINATION DEADLINE:</b>
477628	18–22 September 00	18 August 00
<b>TIME:</b>	8:00 a.m. - 3:30 p.m.	
<b>DESCRIPTION:</b>	This course provides instruction on the C++ language and how to write object-oriented C++ programs. The Microsoft Visual C++ compiler will be used.	
<b>OBJECTIVE:</b>	<p>At the completion of the course, participants should be able to:</p> <ul style="list-style-type: none"> <li>* Design a C++ program using all the basic C++ programming statements.</li> <li>* Understand and use all the C++ data types, structures, arrays and classes.</li> <li>* Write and debug basic C++ programs.</li> <li>* Understand and use call-by-name, call-by-value and call-by-reference parameters in functions.</li> <li>* Understand and use pointer operations.</li> </ul>	
<b>AUDIENCE:</b>	Existing C, C++ or FORTRAN programmers who wish to learn about object-oriented programming.	
<b>PREREQUISITE:</b>	This is not a beginning programming course. The student should have a competency in some programming language and understand the basics of programming prior to taking this course.	
<b>NOMINATIONS:</b>	<p>Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28. The completed form, with appropriate signatures, is given to the activity training contact. The training contact forwards the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS).</p> <p><b>NOTE:</b> Contractor personnel are eligible to participate on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center.</p>	
<b>LENGTH:</b>	5 Days	
<b>COST:</b>	\$750	

<b>COURSE TITLE:</b>	<b>EFFECTIVE INTERNET SEARCHING</b>	
<b>VENDOR:</b>	INFO/tek 4318 Fessenden Street, NW Washington, DC 20016	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
<b>COURSE CODE:</b>	<b>DATE:</b>	<b>NOMINATION DEADLINE:</b>
477643 477644	15–16 June 00 13–14 September 00	15 May 00 13 August 00
<b>TIME:</b>	8:00 a.m. – 3:30 p.m.	
<b>DESCRIPTION:</b>	This course provides basic instruction on effectively using the various commercial internet search engines.	
<b>OBJECTIVE:</b>	<p>At the completion of the course participants should:</p> <ul style="list-style-type: none"> <li>• Understand how search engines work and the major differences between them and when to use a specific engine.</li> <li>• Know how to phrase a search using logical search operators, wildcards and stopwords.</li> <li>• Know how to use the leading search engines – AltaVista, Yahoo, Excite, HotBot, Infoseek and Lycos.</li> <li>• Know how to find and use some of the specialty search engines such as Deja News, AskJeeves, Argus Clearinghouse, Zip2 Yellow Pages, etc.</li> </ul>	
<b>AUDIENCE:</b>	Any student wishing to improve their internet usage.	
<b>PREREQUISITE:</b>	The student should already have basic internet skills. This is not an “Introduction to the Internet” course.	
<b>NOMINATIONS:</b>	<p>Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28. The completed form, with appropriate signatures, is given to the activity training contact. The training contact forwards the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS).</p> <p><b>NOTE:</b> Contractor personnel are eligible to participate on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center.</p>	
<b>LENGTH:</b>	2 Days	
<b>COST:</b>	\$250	

<b>COURSE TITLE:</b>	<b>INTRODUCTION TO MICROSOFT ACCESS 97</b>	
<b>VENDOR:</b>	Computer Technology Service, Inc. 1700 Rockville Pike, Suite 315 Rockville, MD 20852	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
<b>TIME:</b>	8:00 a.m. - 3:30 p.m.	
<b>COURSE CODE:</b>	<b>DATE:</b>	<b>NOMINATION DEADLINE:</b>
477758 477759	17-19 July 00 28-30 August 00	17 June 00 28 July 00
<b>DESCRIPTION:</b>	This course is designed to develop basic skills in using the database management capabilities of Microsoft Access. The course presents key concepts and skills needed for effective use of Access 97.	
<b>OBJECTIVE:</b>	<p>After taking this course, students will be able to:</p> <ul style="list-style-type: none"> <li>• Start Microsoft Access.</li> <li>• Describe basic database concepts.</li> <li>• Design databases.</li> <li>• Work with Access objects.</li> <li>• Create tables.</li> <li>• Work with tables and table information.</li> <li>• Create and work with select queries.</li> <li>• Create, use, and enhance forms and reports.</li> <li>• Work with charts, filters, and relationships.</li> <li>• Maintain data integrity.</li> <li>• Use advanced form features.</li> <li>• Work with macros</li> <li>• Use advanced report and query features.</li> <li>• Formulate advanced queries.</li> </ul>	
<b>AUDIENCE:</b>	Anyone with a need to learn how to use Microsoft Access.	
<b>PREREQUISITE:</b>	Basic familiarity with PC's and Windows.	
<b>NOMINATIONS:</b>	<p>Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28. The completed form, with appropriate signatures, is given to the activity training contact. The training contact forwards the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS).</p> <p><b>NOTE:</b> Contractor personnel are eligible to participate on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center.</p>	
<b>LENGTH:</b>	3 Days	
<b>COST:</b>	\$297	
<b>METHOD OF PAYMENT:</b>	Vendor accepts GCPC (Governmentwide Commercial Purchase Card). EMPLOYEE must circle "V" in Block 22, under "Payment" on the Initial Training Request Form.	

<b>COURSE TITLE</b>	<b>INTRODUCTION TO MICROSOFT EXCEL 97</b>	
<b>VENDOR:</b>	Computer Technology Services Inc. 1700 Rockville Pike, Suite 315 Rockville, MD 20852	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
<b>COURSE CODE:</b>	<b>DATE:</b>	<b>NOMINATION DEADLINE:</b>
477767 477768	26-28 July 00 11-13 September 00	26 June 00 11 August 00
<b>TIME:</b>	8:00 a.m. - 3:30 p.m.	
<b>DESCRIPTION:</b>	This course is designed to develop basic skills in using the electronic spreadsheet capabilities of Microsoft Excel. The course presents key concepts and skills needed for effective use of Excel 97.	
<b>OBJECTIVE:</b>	<p>After taking this course, students will be able to:</p> <ul style="list-style-type: none"> <li>• Start Microsoft Excel.</li> <li>• Create, modify, print, and format worksheets.</li> <li>• Work with basic formulas and functions.</li> <li>• Use multiple worksheets.</li> <li>• Enhance worksheets.</li> <li>• Use styles and AutoFormats.</li> <li>• Work with charts.</li> <li>• Use names.</li> <li>• Work with advanced functions and formatting features.</li> <li>• Change and update data.</li> <li>• Use special format and print options.</li> <li>• Protect worksheet data.</li> <li>• Manipulate the screen display.</li> <li>• Share worksheet data.</li> <li>• Use automation.</li> <li>• Share workbooks within workgroups.</li> </ul>	
<b>AUDIENCE:</b>	Anyone with a need to learn the Excel program.	
<b>PREREQUISITE:</b>	Basic familiarity with PC's and Windows (or the Mac).	
<b>NOMINATIONS:</b>	Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28. The completed form, with appropriate signatures, is given to the activity training contact. The training contact forwards the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS). <b>NOTE:</b> Contractor personnel are eligible to participate on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center.	
<b>LENGTH:</b>	3 Days	
<b>COST:</b>	\$297	
<b>METHOD OF PAYMENT:</b>	Vendor accepts GCPC (Governmentwide Commercial Purchase Card). EMPLOYEE must circle "V" in Block 22, under "Payment" on the Initial Training Request Form.	

<b>COURSE TITLE:</b>	<b>INTRODUCTION TO MICROSOFT WORD</b>	
<b>VENDOR:</b>	Software Technology 44141 Airport View Drive Hollywood, MD 20636	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
<b>COURSE CODE:</b>	<b>DATE:</b>	<b>NOMINATION DEADLINE:</b>
477662 477663	12-14 June 00 07-09 August 00	05 May 00 07 July 00
<b>TIME:</b>	8:00 a.m. - 3:30 p.m.	
<b>DESCRIPTION:</b>	This course provides instruction on how to use the Microsoft Word program.	
<b>OBJECTIVE:</b>	To introduce students to Microsoft Word and help them understand and be able to apply the basic fundamentals of Microsoft Word. After completing this course a student will be able to apply the following Word functions: document controls and working with multiple documents; moving within a document; selecting, moving and copying text within and between documents; views, zooms and print preview; page and paragraph and text formatting; tabs, spell checking; case conversions; drop caps, format painter; styles; breaks; Word Help; headers and footers; borders and shading, page numbering; AutoCorrect; columns; symbols, bullets and numbering, basic table function, object linking and embedding. A student will be able to produce and format documents using Microsoft Word functions and answer questions relative to the use of this program.	
<b>AUDIENCE:</b>	Anyone with a need to learn how to use the Word program.	
<b>PREREQUISITE:</b>	Working knowledge of computers and basic skills in the Window Environment.	
<b>NOMINATIONS:</b>	Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28. The completed form, with appropriate signatures, is given to the activity training contact. The training contact forwards the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS). <b>NOTE:</b> Contractor personnel are eligible to participate on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center.	
<b>LENGTH:</b>	3 Days	
<b>COST:</b>	\$300	
<b>METHOD OF PAYMENT:</b>	Vendor accepts GCPC (Governmentwide Commercial Purchase Card). EMPLOYEE must circle "V" in Block 22, under "Payment" on the Initial Training Request Form.	

<b>COURSE TITLE:</b>	<b>INTRODUCTION TO PC's AND WINDOWS</b>	
<b>VENDOR:</b>	Software Technology 44141 Airport View Drive Hollywood, MD 20636	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
<b>COURSE CODE:</b>	<b>DATE:</b>	<b>NOMINATION DEADLINE:</b>
477654	10-12 July 00	10 June 00
<b>TIME:</b>	8:00 a.m. - 3:30 p.m.	
<b>DESCRIPTION:</b>	This course provides an in-depth introduction to microcomputers and Windows, and is the first course to take for students new to computers.	
<b>OBJECTIVE:</b>	After completing this course the student will be able to customize the operation of Windows. They will be able to manage hardware components, use Explorer and My Computer to organize their files, use the Taskbar and create shortcuts to launch applications, be familiar with the common Window features used within Windows applications, customize their desktop, and be able to use Network Neighborhood, Dial-up Networking and Windows Accessories.	
<b>AUDIENCE:</b>	Anyone who needs to become familiar with using personal computers and Windows.	
<b>PREREQUISITE:</b>	None. This is a beginning level course.	
<b>NOMINATIONS:</b>	Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28. The completed form, with appropriate signatures, is given to the activity training contact. The training contact forwards the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS). <b>NOTE:</b> Contractor personnel are eligible to participate on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center.	
<b>LENGTH:</b>	3 Days	
<b>COST:</b>	\$300	
<b>METHOD OF PAYMENT:</b>	Vendor accepts GCPC (Governmentwide Commercial Purchase Card). EMPLOYEE must circle "V" in Block 22, under "Payment" on the Initial Training Request Form.	

<b>COURSE TITLE:</b>	<b>INTRODUCTION TO WEB PAGE DEVELOPMENT</b>	
<b>VENDOR:</b>	Computer Technology Services, Inc. 1700 Rockville Pike, Suite 315 Rockville, MD 20852	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
<b>COURSE CODE:</b> 486009 484978 484979	<b>DATE:</b> 13-14 June 00 01-02 August 00 19-20 September 00	<b>NOMINATION DEADLINE:</b> 13 May 00 01 July 00 19 August 00
<b>TIME:</b>	8:00 a.m. - 3:30 p.m.	
<b>DESCRIPTION:</b>	This course is designed to develop basic skills for designing Web pages. The course presents key concepts and skills needed for effective use of the latest version of HTML and text editors in developing Web pages and for viewing Web pages using Internet.	
<b>OBJECTIVE:</b>	<p>After taking this course, students will be able to:</p> <ul style="list-style-type: none"> <li>• Describe the characteristics of HTML 4.0.</li> <li>• Write source code.</li> <li>• Place text on the page.</li> <li>• Format text.</li> <li>• Create headings.</li> <li>• Create horizontal rule lines.</li> <li>• Display lists.</li> <li>• Use color in Web pages.</li> <li>• Use graphics.</li> <li>• Add hypertext links.</li> <li>• Create graphic hyperlinks.</li> </ul>	
<b>AUDIENCE:</b>	Anyone with a need to learn Web Page Development.	
<b>PREREQUISITE:</b>	Introduction to Word 97 or equivalent skills and knowledge.	
<b>NOMINATIONS:</b>	Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28. The completed form, with appropriate signatures, is given to the activity training contact. The training contact forwards the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS). <b>NOTE:</b> Contractor personnel are eligible to participate on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center.	
<b>LENGTH:</b>	2 Days	
<b>COST:</b>	\$198	
<b>METHOD OF PAYMENT:</b>	Vendor accepts GCPC (Governmentwide Commercial Purchase Card). EMPLOYEE must circle "V" in Block 22, under "Payment" on the Initial Training Request Form.	

<b>COURSE TITLE:</b>	<b>MICROSOFT POWERPOINT</b>	
<b>VENDOR:</b>	Software Technology 44141 Airport View Drive Hollywood, MD 20636	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
<b>COURSE CODE:</b>	<b>DATE:</b>	<b>NOMINATION DEADLINE:</b>
477650	13-14 July 00	13 June 00
<b>TIME:</b>	8:00 a.m. - 3:30 p.m.	
<b>DESCRIPTION:</b>	This course provides instruction on creating presentations using the PowerPoint program.	
<b>OBJECTIVE:</b>	The student will be able to create attractive, professional looking reports, electronic slide presentations or overhead transparencies. They will learn to use templates, auto layouts, placeholders, slide transition, text build and to create flare by working with clipart, drawing objects and Microsoft add-ins.	
<b>AUDIENCE:</b>	Anyone with a need to learn how to use PowerPoint.	
<b>PREREQUISITE:</b>	Working knowledge of computers and basic skills in the Window environment.	
<b>NOMINATIONS:</b>	<p>Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28. The completed form, with appropriate signatures, is given to the activity training contact. The training contact forwards the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS).</p> <p><b>NOTE:</b> Contractor personnel are eligible to participate on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center.</p>	
<b>LENGTH:</b>	2 Days	
<b>COST:</b>	\$200	
<b>METHOD OF PAYMENT:</b>	Vendor accepts GCPC (Governmentwide Commercial Purchase Card). EMPLOYEE must circle "V" in Block 22, under "Payment" on the Initial Training Request Form.	

<b>COURSE TITLE:</b>	<b>PC SETUP, OPTIMIZATION AND BASIC REPAIR</b>	
<b>VENDOR:</b>	INFO/tek 4318 Fessenden Street, NW Washington, DC 20016	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
<b>COURSE CODE:</b>	<b>DATE:</b>	<b>NOMINATION DEADLINE:</b>
477623	05–07 September 00	05 August 00
<b>TIME:</b>	8:00 a.m. - 3:30 p.m.	
<b>DESCRIPTION:</b>	This course provides basic instruction on hooking up, fixing, maintaining and upgrading a PC.	
<b>OBJECTIVE:</b>	<p>At the completion of the course, participants should:</p> <ul style="list-style-type: none"> <li>• Understand all the major hardware components of a PC and be able to assemble and disassemble a PC.</li> <li>• Know how to set up a PC including loading Windows, setting up the CONFIG.SYS and AUTOEXEC.BAT files.</li> <li>• Know how to install RAM, a hard disk, and other common computer upgrades.</li> <li>• Know how to diagnose problems using diagnostic and utility software, and how to repair basic PC problems.</li> <li>• Know how to setup, troubleshoot and optimize a hard disk.</li> </ul>	
<b>AUDIENCE:</b>	Any student involved with setting up, maintaining or supporting PC hardware and software.	
<b>PREREQUISITE:</b>	This is not an “Introduction to PC’s” course. Students should have already have achieved competency using Windows.	
<b>NOMINATIONS:</b>	<p>Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28. The completed form, with appropriate signatures, is given to the activity training contact. The training contact forwards the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS).</p> <p><b>NOTE:</b> Contractor personnel are eligible to participate on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center.</p>	
<b>LENGTH:</b>	3 Days	
<b>COST:</b>	\$375	

<b>COURSE TITLE:</b>	<b>USING MICROSOFT PROJECT</b>	
<b>VENDOR:</b>	Charles County Community College Economic and Community Development Institute P.O. Box 910 LaPlata, MD 20646-0910	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
<b>COURSE CODE:</b>	<b>DATE:</b>	<b>NOMINATION DEADLINE:</b>
478145	31 July-02 August 00	30 June 00
<b>TIME:</b>	8:00 a.m. – 3:30 p.m.	
<b>DESCRIPTION:</b>	Participants will review the theory of Microsoft Project 98 and learn to manage a project plan. Topics covered include working with baseline reports, tracking project progress, adjusting schedules, assigning resources, adding subprojects, importing and exporting data, using earned value tables, and working with a PERT chart.	
<b>OBJECTIVE:</b>	<p>At the completion of this course, students will be able to:</p> <ul style="list-style-type: none"> <li>• Describe the basic features of Microsoft Project software.</li> <li>• Track projects.</li> <li>• Adjust schedules and assign resources.</li> <li>• Add subprojects.</li> <li>• Work with a PERT chart.</li> <li>• Understand Earned Value.</li> </ul>	
<b>AUDIENCE:</b>	Managers and engineers with an interest in learning how to apply project management techniques using Project Management software.	
<b>PREREQUISITE:</b>	Basic familiarity with PC's, operating system and peripheral components.	
<b>NOMINATIONS:</b>	<p>Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28. The completed form, with appropriate signatures, is given to the activity training contact. The training contact forwards the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS).</p> <p><b>NOTE:</b> Contractor personnel are eligible to participate on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center.</p>	
<b>LENGTH:</b>	3 Days	
<b>COST:</b>	\$368	
<b>METHOD OF PAYMENT:</b>	Vendor accepts GCPC (Governmentwide Commercial Purchase Card). EMPLOYEE must circle "V" in Block 22, under "Payment" on the Initial Training Request Form.	

<b>COURSE TITLE:</b>	<b>USING OUTLOOK</b>	
<b>VENDOR:</b>	INFO/tek 4318 Fessenden Street, NW Washington, DC 20016	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
<b>COURSE CODE:</b>	<b>DATE:</b>	<b>NOMINATION DEADLINE:</b>
477640	11–12 September 00	11 August 00
<b>TIME:</b>	8:00 a.m. – 3:30 p.m.	
<b>DESCRIPTION:</b>	Microsoft Outlook has become the predominate personal information manager. This course will fully explore the many aspects of using this program to help the student get and stay organized.	
<b>OBJECTIVE:</b>	<p>At the completion of this course students should know how to:</p> <ul style="list-style-type: none"> <li>• Customize the Outlook Bar and other aspects of Outlook.</li> <li>• Manage E-mail and faxes.</li> <li>• Fully utilize the calendar.</li> <li>• Manage the task bar.</li> <li>• Manage the contacts list, including making distribution lists.</li> <li>• Keep a journal.</li> </ul>	
<b>AUDIENCE:</b>	Anyone who needs to become familiar with using Microsoft Outlook.	
<b>PREREQUISITE:</b>	Competency using Windows and Microsoft Office.	
<b>NOMINATIONS:</b>	<p>Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28. The completed form, with appropriate signatures, is given to the activity training contact. The training contact forwards the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS).</p> <p><b>NOTE:</b> Contractor personnel are eligible to participate on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center.</p>	
<b>LENGTH:</b>	2 Days	
<b>COST:</b>	\$250	

<b>COURSE TITLE:</b>	<b>VISUAL BASIC PROGRAMMING</b>	
<b>VENDOR:</b>	INFO/tek 4318 Fessenden Street, NW Washington, DC 20016	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
<b>COURSE CODE:</b>	<b>DATE:</b>	<b>NOMINATION DEADLINE:</b>
477646	26–30 June 00	26 May 00
<b>TIME:</b>	8:00 a.m. – 3:30 p.m.	
<b>DESCRIPTION:</b>	This course will provide instruction on how to develop a Windows application using the Microsoft Visual Basic.	
<b>OBJECTIVE:</b>	<p>At the completion of this course participants should be able to:</p> <ul style="list-style-type: none"> <li>• Know how to approach designing a Windows application including menu and dialog design.</li> <li>• Know how to use the Application Wizard to generate a basic executable application.</li> <li>• Know how to write Visual Basic code and where it fits in a program.</li> <li>• Know how to use graphics and load images.</li> <li>• Know how to work with common images.</li> </ul>	
<b>AUDIENCE:</b>	Anyone wishing to learn how to use Visual Basic to develop Windows programs.	
<b>PREREQUISITE:</b>	Some familiarity with programming concepts such as having had a programming course in college.	
<b>NOMINATIONS:</b>	<p>Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28. The completed form, with appropriate signatures, is given to the activity training contact. The training contact forwards the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS).</p> <p><b>NOTE:</b> Contractor personnel are eligible to participate on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center.</p>	
<b>LENGTH:</b>	5 Days	
<b>COST:</b>	\$750	

<b>COURSE TITLE:</b>	<b>VISUAL C++: DATA STRUCTURES AND POINTERS</b>	
<b>VENDOR:</b>	INFO/tek 4318 Fessenden Street, NW Washington, DC 20016	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
<b>COURSE CODE:</b>	<b>DATE:</b>	<b>NOMINATION DEADLINE:</b>
477634	19–21 June 00	19 May 00
<b>TIME:</b>	8:00 a.m. – 3:30 p.m.	
<b>DESCRIPTION:</b>	One of the important steps in developing a C++ application is deciding what type of data structures to use. This course will familiarize the student with all the common data structures and how and when to use them. Both custom designed and those provided by the MFC collection classes will be covered.	
<b>OBJECTIVE:</b>	At the completion of the course participants should: <ul style="list-style-type: none"> <li>• Know the basic types of data structures (stacks, lists, arrays, linked list, maps, etc.) and when to use each.</li> <li>• Know how to design, implement and manage a custom data structure.</li> <li>• Know how to use the typed and Template-based collection classes provided by the MFC.</li> </ul>	
<b>AUDIENCE:</b>	Existing Visual C++ programmers who wish to learn how to create and use various data structures.	
<b>PREREQUISITE:</b>	Completion of the Windows Development course or equivalent knowledge.	
<b>NOMINATIONS:</b>	Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28. The completed form, with appropriate signatures, is given to the activity training contact. The training contact forwards the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS). <b>NOTE:</b> Contractor personnel are eligible to participate on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center.	
<b>LENGTH:</b>	3 Days	
<b>COST:</b>	\$450	

<b>COURSE TITLE:</b>	<b>VISUAL C++: DEBUGGING</b>	
<b>VENDOR:</b>	INFO/tek 4318 Fessenden Street, NW Washington, DC 20016	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
<b>COURSE CODE:</b>	<b>DATE:</b>	<b>NOMINATION DEADLINE:</b>
477632	12-14 June 00	12 May 00
<b>TIME:</b>	8:00 a.m. – 3:30 p.m.	
<b>DESCRIPTION:</b>	This course provides specific instruction on using the Visual C++ Debugger, as well as the other debugging tools provided by the Visual C++ environment such as Spy++, Stress, Browse and the MFC Tracer programs.	
<b>OBJECTIVE:</b>	<p>At the completion of the course participants should:</p> <ul style="list-style-type: none"> <li>• Be able to fully utilize the Visual C++ Debugger to trace and correct most types of programming problems.</li> <li>• Understand and be able to use Spy++, Stress, Browse and the MFC Tracer program.</li> <li>• Know how to use Assertions, Trapping and Exception Handling.</li> </ul>	
<b>AUDIENCE:</b>	Existing Visual C++ programmers who wish to learn how to effectively use the debugging tools.	
<b>PREREQUISITE:</b>	Completion of the Windows Development course or equivalent knowledge.	
<b>NOMINATIONS:</b>	<p>Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28. The completed form, with appropriate signatures, is given to the activity training contact. The training contact forwards the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS).</p> <p><b>NOTE:</b> Contractor personnel are eligible to participate on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center.</p>	
<b>LENGTH:</b>	3 Days	
<b>COST:</b>	\$450	

<b>COURSE TITLE:</b>	<b>VISUAL C++ : WINDOWS PROGRAM DEVELOPMENT</b>	
<b>VENDOR:</b>	INFO/tek 4318 Fessenden Street, NW Washington, DC 20016	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
<b>COURSE CODE:</b>	<b>DATE:</b>	<b>NOMINATION DEADLINE:</b>
477630	05–09 June 00	05 May 00
<b>TIME:</b>	8:00 A.M. – 3:30 P.M.	
<b>DESCRIPTION:</b>	This course will provide instruction on how to develop a Windows application using the Microsoft C++ programming environment.	
<b>OBJECTIVE:</b>	<p>At the completion of this course, participants should be able to:</p> <ul style="list-style-type: none"> <li>• Know how to approach designing a Window application including menu and dialog design.</li> <li>• Know how to work with MFC Application Framework.</li> <li>• Know the basics of event-based programming and how to design and implement a message handler.</li> <li>• Know how to create resources using the Resource Workshop and use the resources within your programs.</li> </ul>	
<b>AUDIENCE:</b>	Existing C++ or C programmers wishing to learn how to develop Windows programs.	
<b>PREREQUISITE:</b>	Completion of the C++ Programming course or equivalent.	
<b>NOMINATIONS:</b>	<p>Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28. The completed form, with appropriate signatures, is given to the activity training contact. The training contact forwards the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS).</p> <p><b>NOTE:</b> Contractor personnel are eligible to participate on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center.</p>	
<b>LENGTH:</b>	5 Days	
<b>COST:</b>	\$750	

