

FY 00 CALENDAR (OCTOBER 1999 - SEPTEMBER 2000)

MARJORY HOLCOMB, COORDINATOR 757-4119

ADP COMPUTER TRAINING	COST	COURSE DATES AND COURSE CODES											
		OCT 99	NOV 99	DEC 99	JAN 00	FEB 00	MAR 00	APR 00	MAY 00	JUN 00	JUL 00	AUG 00	SEP 00
Access Programmers and Power Users	\$620	18-22 478146						03-07 478147				21-25 478148	
Advanced Microsoft Excel 97	\$198			20-21 477747		24-25 477748						14-15 477751	
Advanced Word	\$200		22-23 477655			22-23 477656					24-25 477657		
Basics Of Computer Graphics	\$300	13-14 477615						12-13 477616	30-31 485367				
Basics Of Computer Sound	\$300		01-02 477617					10-11 477618					
C++ Programming	\$750		29 Nov- 03 Dec 477626				13-17 477627						18-22 477628
Effective Internet Searching	\$250			16-17 477641			09-10 477642			15-16 477643			13-14 477644
Introduction to Autocad LT 98	\$730						29-31 483686						
Introduction to Microsoft Access 97	\$297	04-06 477753			26-28 477755	28 Feb-01 Mar 477756			08-10 477757		17-19 477758	28-30 477759	
Introduction to Microsoft Excel 97	\$297		29 Nov-01 Dec 477763			07-09 477764	20-22 477765		22-24 477766		26-28 477767		11-13 477768
Introduction To Microsoft Word	\$300		01-03 477658	13-15 477659		14-16 477660	27-29 477661			12-14 477662		07-09 477663	
Introduction To PC's & Windows	\$300	04-06 477651			18-20 477652			24-26 477653			10-12 477654		
Introduction To Programming Using C	\$625		15-19 477624					17-21 477625					
Introduction to Web Page Development	\$198		04-05 477760						03-04 477761	13-14 486009		01-02 484978	19-20 484979
Microsoft Powerpoint	\$200	07-08 477647			24-25 477648				01-02 477649		13-14 477650		
PC Setup, Optimization & Repair	\$375		08-10 477619		03-05 477620		06-08 477621		15-17 477622				05-07 477623
Using Microsoft Project	\$368	25-27 478142			10-12 478143				30 May-01 Jun 478144		31 Jul-02 Aug 478145		
Using Outlook	\$250		03-04 477637		13-14 477638					01-02 477639			11-12 477640
Visual Basic Programming	\$750					07-11 477645				26-30 477646			
Visual C++: Data Structures And Pointers	\$450			13-15 477633						19-21 477634			

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ADP COMPUTER TRAINING	COST	COURSE DATES AND COURSE CODES											
		OCT 99	NOV 99	DEC 99	JAN 00	FEB 00	MAR 00	APR 00	MAY 00	JUN 00	JUL 00	AUG 00	SEP 00
Visual C++ : Debugging	\$450			06-08 477631						12-14 477632			
Visual C++ : Windows Program Development	\$750				24-28 477629					05-09 477630			
Visual C++: Writing and Using Active X Controls	Course Cancelled												

COURSE TITLE:	ACCESS PROGRAMMERS AND POWER USERS	
VENDOR:	Charles County Community College Economic and Community Development Institute P.O. Box 910 LaPlata, MD 20646-0910	
LOCATION:	Employee Development Center, Building #2189	
COURSE CODE: 478146 478147 478148	DATE: 18-22 October 99 03-07 April 00 21-25 August 00	NOMINATION DEADLINE: 02 October 99 03 March 00 21 July 00
TIME:	8:00 a.m. - 3:30 p.m.	
DESCRIPTION:	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.	
OBJECTIVE:	At the completion of the course, students will be able to: <ul style="list-style-type: none"> • Create complex macros. • Use Access Basic. • Define loops and arrays. • Demonstrate the use of if structures. • Use and test debugging techniques. 	
AUDIENCE:	Anyone wishing to create DBMS applications using the Microsoft Access program.	
PREREQUISITE:	Familiarity with at least one computer programming language.	
NOMINATIONS:	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). NOTE: 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.	
LENGTH:	5 Days	
COST:	\$620	
METHOD OF PAYMENT:	Vendor accepts GCPC (Governmentwide Commercial Purchase Card). EMPLOYEE must circle "V" in Block 22, under "Payment" on the Initial Training Request Form.	

COURSE TITLE:	ADVANCED MICROSOFT EXCEL 97	
VENDOR:	Computer Technology Services Inc. 1700 Rockville Pike, Suite 315 Rockville, MD 20852	
LOCATION:	Employee Development Center, Building #2189	
COURSE CODE: 477747 477748 477751	DATE: 20-21 December 99 24-25 February 00 14-15 August 00	NOMINATION DEADLINE: 20 November 99 24 January 00 14 July 00
TIME:	8:00 a.m. - 3:30 p.m.	
DESCRIPTION:	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.	
OBJECTIVE:	<p>After taking this course, students will be able to:</p> <ul style="list-style-type: none"> • Work with Excel database features. • Sort Excel databases. • Use Excel database functions and filters. • Use automated features. • Use and modify pivot tables. • Audit worksheets. • Work with scenarios. • Create reports. • Customize the Excel workspace by setting options, customizing toolbars, and customizing startup options. • Create and edit templates. • Use AutoFormats in worksheets. • Create, edit, and run macros. • Create worksheet buttons. • Display dialog boxes and message boxes in macros. • Debug macros using breakpoints, stop statements, and the functions stepping into and stepping over procedures. 	
AUDIENCE:	Anyone wishing to improve their skills using the Microsoft Excel program.	
PREREQUISITE:	Introduction to Excel 97 or equivalent skills and knowledge.	
NOMINATIONS:	<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>NOTE: 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>	
LENGTH:	2 Days	
COST:	\$198	
METHOD OF PAYMENT:	Vendor accepts GCPC (Governmentwide Commercial Purchase Card). EMPLOYEE must circle "V" in Block 22, under "Payment" on the Initial Training Request Form.	

COURSE TITLE:	ADVANCED WORD	
VENDOR:	Software Technology 44141 Airport View Drive Hollywood, MD 20636	
LOCATION:	Employee Development Center, Building #2189	
COURSE CODE: 477655 477656 477657	DATE: 22-23 November 99 22-23 February 00 24-25 July 00	NOMINATION DEADLINE: 20 October 99 22 January 00 25 June 00
TIME:	8:00 a.m. - 3:30 p.m.	
DESCRIPTION:	This course provides current Microsoft Word users instruction on how to use some of the more powerful features of this program.	
OBJECTIVE:	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.	
AUDIENCE:	Anyone wishing to improve their skills using the Microsoft Word program.	
PREREQUISITE:	A student may gain fundamentals more quickly with a working knowledge of Microsoft word.	
NOMINATIONS:	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). NOTE: 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.	
LENGTH:	2 Days	
COST:	\$200	
METHOD OF PAYMENT:	Vendor accepts GCPC (Governmentwide Commercial Purchase Card). EMPLOYEE must circle "V" in Block 22, under "Payment" on the Initial Training Request Form.	

COURSE TITLE:	BASICS OF COMPUTER GRAPHICS	
VENDOR:	INFO/tek 4318 Fessenden Street, NW Washington, DC 20016	
LOCATION:	Employee Development Center, Building #2189	
COURSE CODE: 477615 477616 485367	DATE: 13-14 October 99 12-13 April 00 30-31 May 00	NOMINATION DEADLINE: 01 October 99 12 March 00 01 May 00
TIME:	8:00 a.m. – 3:30 p.m.	
DESCRIPTION:	This course provides an in-depth introduction to computer graphics. The focus will be on capturing and manipulating graphics for use in Microsoft Office documents.	
OBJECTIVE:	At the completion of the course participants should: <ul style="list-style-type: none"> • Understand the different graphic file formats, the advantages of each, and how to convert from one to another. • Know how to capture digital images using a scanner, digital camera, or from a Photo CD disk. • Know how to create, manipulate, and enhance bitmapped images, and know how to manipulate vector images. • Know how to find and download graphics from the internet. 	
AUDIENCE:	Anyone who needs to become familiar with using graphic images and files.	
PREREQUISITE:	Competency using Windows and Microsoft Office.	
NOMINATIONS:	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). NOTE: 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.	
LENGTH:	2 Days	
COST:	\$300	

COURSE TITLE:	BASICS OF COMPUTER SOUND	
VENDOR:	INFO/tek 4318 Fessenden Street, NW Washington, DC 20016	
LOCATION:	Employee Development Center, Building #2189	
COURSE CODE: 477617 477618	DATE: 01–02 November 99 10–11 April 00	NOMINATION DEADLINE: 15 October 99 10 March 00
TIME:	8:00 a.m. – 3:30 p.m.	
DESCRIPTION:	This course provides an in-depth introduction to computer sound. The focus will be on using the capabilities of a sound card and capturing and manipulating sound files.	
OBJECTIVE:	<p>At the completion of this course students should:</p> <ul style="list-style-type: none"> • Understand the basic types of sound files (WAV, MP3, etc.) and how to convert between them. • Know how to record a waveform file and how to clean up and edit a waveform file. • Know the basic operation and functions of a sound card. • Have an introductory understanding of MIDI. 	
AUDIENCE:	Anyone who needs to become familiar with using sound files.	
PREREQUISITE:	Competency using Windows and Microsoft Office.	
NOMINATIONS:	<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>NOTE: 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>	
LENGTH:	2 Days	
COST:	\$300	

COURSE TITLE:	C++ PROGRAMMING	
VENDOR:	INFO/tek 4318 Fessenden Street, NW Washington, DC 20016	
LOCATION:	Employee Development Center, Building #2189	
COURSE CODE: 477626 477627 477628	DATE: 29 November–03 December 99 13–17 March 00 18–22 September 00	NOMINATION DEADLINE: 29 October 99 13 February 00 18 August 00
TIME:	8:00 a.m. - 3:30 p.m.	
DESCRIPTION:	This course provides instruction on the C++ language and how to write object-oriented C++ programs. The Microsoft Visual C++ compiler will be used.	
OBJECTIVE:	At the completion of the course, participants should be able to: * Design a C++ program using all the basic C++ programming statements. * Understand and use all the C++ data types, structures, arrays and classes. * Write and debug basic C++ programs. * Understand and use call-by-name, call-by-value and call-by-reference parameters in functions. * Understand and use pointer operations.	
AUDIENCE:	Existing C, C++ or FORTRAN programmers who wish to learn about object-oriented programming.	
PREREQUISITE:	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.	
NOMINATIONS:	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). NOTE: 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.	
LENGTH:	5 Days	
COST:	\$750	

COURSE TITLE:	EFFECTIVE INTERNET SEARCHING	
VENDOR:	INFO/tek 4318 Fessenden Street, NW Washington, DC 20016	
LOCATION:	Employee Development Center, Building #2189	
COURSE CODE: 477641 477642 477643 477644	DATE: 16–17 December 99 09–10 March 00 15–16 June 00 13–14 September 00	NOMINATION DEADLINE: 16 November 99 09 February 00 15 May 00 13 August 00
TIME:	8:00 a.m. – 3:30 p.m.	
DESCRIPTION:	This course provides basic instruction on effectively using the various commercial internet search engines.	
OBJECTIVE:	At the completion of the course participants should: <ul style="list-style-type: none"> • Understand how search engines work and the major differences between them and when to use a specific engine. • Know how to phrase a search using logical search operators, wildcards and stopwords. • Know how to use the leading search engines – AltaVista, Yahoo, Excite, HotBot, Infoseek and Lycos. • Know how to find and use some of the specialty search engines such as Deja News, AskJeeves, Argus Clearinghouse, Zip2 Yellow Pages, etc. 	
AUDIENCE:	Any student wishing to improve their internet usage.	
PREREQUISITE:	The student should already have basic internet skills. This is not an “Introduction to the Internet” course.	
NOMINATIONS:	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). NOTE: 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.	
LENGTH:	2 Days	
COST:	\$250	

COURSE TITLE:	INTRODUCTION TO AUTOCAD LT 98
COURSE CODE:	483686
VENDOR:	Republic Research Training Center PO Box 3605 Charlottesville, VA 22903
LOCATION:	Southern Maryland Higher Education Center Airport Drive Hollywood, MD 20636
DATE:	29-31 March 2000
NOMINATION DEADLINE:	25 February 2000
DESCRIPTION:	New users may find that AutoCAD LT 98 is not that different from regular AutoCAD. Although it lacks some high-end features of its parent program, LT 98 will appear every bit as powerful and sophisticated as AutoCAD itself.
OBJECTIVE:	Upon completion of the class, the student will be familiar with the basic concepts and techniques of 2D drawing in LT. Topics include: creating a simple drawing; making your drawing more precise; drawing organization and setup; creating more complex objects; and annotating your drawing.
AUDIENCE:	Anyone who plans to become a regular user of AutoCAD LT. Architects, engineers, designers, facilities planners, drafters, and for employees who will primarily involved in editing drawings created by others.
PREREQUISITES:	Must have experience working with Windows 95 interface and operating system.
NOMINATIONS:	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). NOTE: 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.
LENGTH:	3 Days
COST:	\$730.00 per student (based on 12 students)
METHOD OF PAYMENT:	Vendor accepts GCPC (Governmentwide Commercial Purchase Card). EMPLOYEE must circle "V" in Block 22, under "Payment" on the Initial Training Request Form.

COURSE TITLE:	INTRODUCTION TO MICROSOFT ACCESS 97	
VENDOR:	Computer Technology Service, Inc. 1700 Rockville Pike, Suite 315 Rockville, MD 20852	
LOCATION:	Employee Development Center, Building #2189	
TIME:	8:00 a.m. - 3:30 p.m.	
COURSE CODE: 477753 477755 477756 477757 477758 477759	DATE: 04-06 October 99 26-28 January 00 28 February-01 March 00 08-10 May 00 17-19 July 00 28-30 August 00	NOMINATION DEADLINE: 14 September 99 20 December 99 28 January 00 08 April 00 17 June 00 28 July 00
DESCRIPTION:	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.	
OBJECTIVE:	<p>After taking this course, students will be able to:</p> <ul style="list-style-type: none"> • Start Microsoft Access. • Describe basic database concepts. • Design databases. • Work with Access objects. • Create tables. • Work with tables and table information. • Create and work with select queries. • Create, use, and enhance forms and reports. • Work with charts, filters, and relationships. • Maintain data integrity. • Use advanced form features. • Work with macros • Use advanced report and query features. • Formulate advanced queries. 	
AUDIENCE:	Anyone with a need to learn how to use Microsoft Access.	
PREREQUISITE:	Basic familiarity with PC's and Windows.	
NOMINATIONS:	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). NOTE: 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.	
LENGTH:	3 Days	
COST:	\$297	
METHOD OF PAYMENT:	Vendor accepts GCPC (Governmentwide Commercial Purchase Card). EMPLOYEE must circle "V" in Block 22, under "Payment" on the Initial Training Request Form.	

COURSE TITLE:	INTRODUCTION TO MICROSOFT EXCEL 97	
VENDOR:	Computer Technology Services Inc. 1700 Rockville Pike, Suite 315 Rockville, MD 20852	
LOCATION:	Employee Development Center, Building #2189	
COURSE CODE: 477763 477764 477765 477766 477767 477768	DATE: 29 November-01 December 99 07-09 February 00 20-22 March 00 22-24 May 00 26-28 July 00 11-13 September 00	NOMINATION DEADLINE: 29 October 99 07 January 00 20 February 00 21 April 00 26 June 00 11 August 00
TIME:	8:00 a.m. - 3:30 p.m.	
DESCRIPTION:	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.	
OBJECTIVE:	<p>After taking this course, students will be able to:</p> <ul style="list-style-type: none"> • Start Microsoft Excel. • Create, modify, print, and format worksheets. • Work with basic formulas and functions. • Use multiple worksheets. • Enhance worksheets. • Use styles and AutoFormats. • Work with charts. • Use names. • Work with advanced functions and formatting features. • Change and update data. • Use special format and print options. • Protect worksheet data. • Manipulate the screen display. • Share worksheet data. • Use automation. • Share workbooks within workgroups. 	
AUDIENCE:	Anyone with a need to learn the Excel program.	
PREREQUISITE:	Basic familiarity with PC's and Windows (or the Mac).	
NOMINATIONS:	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). NOTE: 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.	
LENGTH:	3 Days	
COST:	\$297	
METHOD OF PAYMENT:	Vendor accepts GCPC (Governmentwide Commercial Purchase Card). EMPLOYEE must circle "V" in Block 22, under "Payment" on the Initial Training Request Form.	

COURSE TITLE:	INTRODUCTION TO MICROSOFT WORD	
VENDOR:	Software Technology 44141 Airport View Drive Hollywood, MD 20636	
LOCATION:	Employee Development Center, Building #2189	
COURSE CODE: 477658 477659 477660 477661 477662 477663	DATE: 01-03 November 99 13-15 December 99 14-16 February 00 27-29 March 00 12-14 June 00 07-09 August 00	NOMINATION DEADLINE: 01 October 99 06 November 99 14 January 00 02 March 00 05 May 00 07 July 00
TIME:	8:00 a.m. - 3:30 p.m.	
DESCRIPTION:	This course provides instruction on how to use the Microsoft Word program.	
OBJECTIVE:	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.	
AUDIENCE:	Anyone with a need to learn how to use the Word program.	
PREREQUISITE:	Working knowledge of computers and basic skills in the Window Environment.	
NOMINATIONS:	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). NOTE: 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.	
LENGTH:	3 Days	
COST:	\$300	
METHOD OF PAYMENT:	Vendor accepts GCPC (Governmentwide Commercial Purchase Card). EMPLOYEE must circle "V" in Block 22, under "Payment" on the Initial Training Request Form.	

COURSE TITLE:	INTRODUCTION TO PC's AND WINDOWS	
VENDOR:	Software Technology 44141 Airport View Drive Hollywood, MD 20636	
LOCATION:	Employee Development Center, Building #2189	
COURSE CODE: 477651 477652 477653 477654	DATE: 04–06 October 99 18–20 January 00 24–26 April 00 10–12 July 00	NOMINATION DEADLINE: 15 September 99 17 December 99 24 March 00 10 June 00
TIME:	8:00 a.m. - 3:30 p.m.	
DESCRIPTION:	This course provides an in-depth introduction to microcomputers and Windows, and is the first course to take for students new to computers.	
OBJECTIVE:	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.	
AUDIENCE:	Anyone who needs to become familiar with using personal computers and Windows.	
PREREQUISITE:	None. This is a beginning level course.	
NOMINATIONS:	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). NOTE: 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.	
LENGTH:	3 Days	
COST:	\$300	
METHOD OF PAYMENT:	Vendor accepts GCPC (Governmentwide Commercial Purchase Card). EMPLOYEE must circle "V" in Block 22, under "Payment" on the Initial Training Request Form.	

COURSE TITLE:	INTRODUCTION TO PROGRAMMING USING C	
VENDOR:	INFO/tek 4318 Fessenden Street, NW Washington, DC 20016	
LOCATION:	Employee Development Center, Building #2189	
COURSE CODE: 477624 477625	DATE: 15-19 November 99 17-21 April 00	NOMINATION DEADLINE: 30 October 99 21 March 00
TIME:	8:00 a.m. - 3:30 p.m.	
DESCRIPTION:	This course is a beginning level programming course for students who haven't programmed before or want to refresh dormant programming skills prior to taking more advanced courses. The course will focus on procedural programming using C.	
OBJECTIVE:	At the completion of the course participants should: <ul style="list-style-type: none"> • Have an overview as to what programming is all about. • Understand how to approach and break down a programming task. • Know how to create a procedural program using C. • Have the background to continue on to object oriented programming and Windows development. 	
AUDIENCE:	Anyone with a desire to get started in programming.	
PREREQUISITE:	Competency using Windows and Microsoft Office.	
NOMINATIONS:	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). NOTE: 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.	
LENGTH:	5 Days	
COST:	\$625	

COURSE TITLE:	INTRODUCTION TO WEB PAGE DEVELOPMENT	
VENDOR:	Computer Technology Services, Inc. 1700 Rockville Pike, Suite 315 Rockville, MD 20852	
LOCATION:	Employee Development Center, Building #2189	
COURSE CODE: 477760 477761 486009 484978 484979	DATE: 04-05 November 99 03-04 May 00 13-14 June 00 01-02 August 00 19-20 September 00	NOMINATION DEADLINE: 15 October 99 03 April 00 13 May 00 01 July 00 19 August 00
TIME:	8:00 a.m. - 3:30 p.m.	
DESCRIPTION:	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.	
OBJECTIVE:	<p>After taking this course, students will be able to:</p> <ul style="list-style-type: none"> • Describe the characteristics of HTML 4.0. • Write source code. • Place text on the page. • Format text. • Create headings. • Create horizontal rule lines. • Display lists. • Use color in Web pages. • Use graphics. • Add hypertext links. • Create graphic hyperlinks. 	
AUDIENCE:	Anyone with a need to learn Web Page Development.	
PREREQUISITE:	Introduction to Word 97 or equivalent skills and knowledge.	
NOMINATIONS:	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). NOTE: 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.	
LENGTH:	2 Days	
COST:	\$198	
METHOD OF PAYMENT:	Vendor accepts GCPC (Governmentwide Commercial Purchase Card). EMPLOYEE must circle "V" in Block 22, under "Payment" on the Initial Training Request Form.	

COURSE TITLE:	MICROSOFT POWERPOINT	
VENDOR:	Software Technology 44141 Airport View Drive Hollywood, MD 20636	
LOCATION:	Employee Development Center, Building #2189	
COURSE CODE: 477647 477648 477649 477650	DATE: 07-08 October 99 24-25 January 00 01-02 May 00 13-14 July 00	NOMINATION DEADLINE: 01 October 99 20 December 99 01 April 00 13 June 00
TIME:	8:00 a.m. - 3:30 p.m.	
DESCRIPTION:	This course provides instruction on creating presentations using the PowerPoint program.	
OBJECTIVE:	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.	
AUDIENCE:	Anyone with a need to learn how to use PowerPoint.	
PREREQUISITE:	Working knowledge of computers and basic skills in the Window environment.	
NOMINATIONS:	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). NOTE: 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.	
LENGTH:	2 Days	
COST:	\$200	
METHOD OF PAYMENT:	Vendor accepts GCPC (Governmentwide Commercial Purchase Card). EMPLOYEE must circle "V" in Block 22, under "Payment" on the Initial Training Request Form.	

COURSE TITLE:	PC SETUP, OPTIMIZATION AND BASIC REPAIR	
VENDOR:	INFO/tek 4318 Fessenden Street, NW Washington, DC 20016	
LOCATION:	Employee Development Center, Building #2189	
COURSE CODE: 477619 477620 477621 477622 477623	DATE: 08–10 November 99 03–05 January 00 06–08 March 00 15–17 May 00 05–07 September 00	NOMINATION DEADLINE: 07 October 99 04 December 99 06 February 00 15 April 00 05 August 00
TIME:	8:00 a.m. - 3:30 p.m.	
DESCRIPTION:	This course provides basic instruction on hooking up, fixing, maintaining and upgrading a PC.	
OBJECTIVE:	<p>At the completion of the course, participants should:</p> <ul style="list-style-type: none"> • Understand all the major hardware components of a PC and be able to assemble and disassemble a PC. • Know how to set up a PC including loading Windows, setting up the CONFIG.SYS and AUTOEXEC.BAT files. • Know how to install RAM, a hard disk, and other common computer upgrades. • Know how to diagnose problems using diagnostic and utility software, and how to repair basic PC problems. • Know how to setup, troubleshoot and optimize a hard disk. 	
AUDIENCE:	Any student involved with setting up, maintaining or supporting PC hardware and software.	
PREREQUISITE:	This is not an "Introduction to PC's" course. Students should have already have achieved competency using Windows.	
NOMINATIONS:	<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>NOTE: 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>	
LENGTH:	3 Days	
COST:	\$375	

COURSE TITLE:	USING MICROSOFT PROJECT	
VENDOR:	Charles County Community College Economic and Community Development Institute P.O. Box 910 LaPlata, MD 20646-0910	
LOCATION:	Employee Development Center, Building #2189	
COURSE CODE: 478142 478143 478144 478145	DATE: 25-27 October 99 10-12 January 00 30 May-01 June 00 31 July-02 August 00	NOMINATION DEADLINE: 05 October 99 10 December 99 30 April 00 30 June 00
TIME:	8:00 a.m. – 3:30 p.m.	
DESCRIPTION:	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.	
OBJECTIVE:	At the completion of this course, students will be able to: <ul style="list-style-type: none"> • Describe the basic features of Microsoft Project software. • Track projects. • Adjust schedules and assign resources. • Add subprojects. • Work with a PERT chart. • Understand Earned Value. 	
AUDIENCE:	Managers and engineers with an interest in learning how to apply project management techniques using Project Management software.	
PREREQUISITE:	Basic familiarity with PC's, operating system and peripheral components.	
NOMINATIONS:	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). NOTE: 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.	
LENGTH:	3 Days	
COST:	\$368	
METHOD OF PAYMENT:	Vendor accepts GCPC (Governmentwide Commercial Purchase Card). EMPLOYEE must circle "V" in Block 22, under "Payment" on the Initial Training Request Form.	

COURSE TITLE:	USING OUTLOOK	
VENDOR:	INFO/tek 4318 Fessenden Street, NW Washington, DC 20016	
LOCATION:	Employee Development Center, Building #2189	
COURSE CODE: 477637 477638 477639 477640	DATE: 03–04 November 99 13–14 January 00 01-02 June 00 11–12 September 00	NOMINATION DEADLINE: 15 October 99 15 December 99 30 April 00 11 August 00
TIME:	8:00 a.m. – 3:30 p.m.	
DESCRIPTION:	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.	
OBJECTIVE:	At the completion of this course students should know how to: <ul style="list-style-type: none"> • Customize the Outlook Bar and other aspects of Outlook. • Manage E-mail and faxes. • Fully utilize the calendar. • Manage the task bar. • Manage the contacts list, including making distribution lists. • Keep a journal. 	
AUDIENCE:	Anyone who needs to become familiar with using Microsoft Outlook.	
PREREQUISITE:	Competency using Windows and Microsoft Office.	
NOMINATIONS:	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). NOTE: 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.	
LENGTH:	2 Days	
COST:	\$250	

COURSE TITLE:	VISUAL BASIC PROGRAMMING	
VENDOR:	INFO/tek 4318 Fessenden Street, NW Washington, DC 20016	
LOCATION:	Employee Development Center, Building #2189	
COURSE CODE: 477645 477646	DATE: 07–11 February 00 26–30 June 00	NOMINATION DEADLINE: 07 January 00 26 May 00
TIME:	8:00 a.m. – 3:30 p.m.	
DESCRIPTION:	This course will provide instruction on how to develop a Windows application using the Microsoft Visual Basic.	
OBJECTIVE:	<p>At the completion of this course participants should be able to:</p> <ul style="list-style-type: none"> • Know how to approach designing a Windows application including menu and dialog design. • Know how to use the Application Wizard to generate a basic executable application. • Know how to write Visual Basic code and where it fits in a program. • Know how to use graphics and load images. • Know how to work with common images. 	
AUDIENCE:	Anyone wishing to learn how to use Visual Basic to develop Windows programs.	
PREREQUISITE:	Some familiarity with programming concepts such as having had a programming course in college.	
NOMINATIONS:	<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>NOTE: 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>	
LENGTH:	5 Days	
COST:	\$750	

COURSE TITLE:	VISUAL C++: DATA STRUCTURES AND POINTERS	
VENDOR:	INFO/tek 4318 Fessenden Street, NW Washington, DC 20016	
LOCATION:	Employee Development Center, Building #2189	
COURSE CODE: 477633 477634	DATE: 13–15 December 99 19–21 June 00	NOMINATION DEADLINE: 13 November 99 19 May 00
TIME:	8:00 a.m. – 3:30 p.m.	
DESCRIPTION:	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.	
OBJECTIVE:	At the completion of the course participants should: <ul style="list-style-type: none"> • Know the basic types of data structures (stacks, lists, arrays, linked list, maps, etc.) and when to use each. • Know how to design, implement and manage a custom data structure. • Know how to use the typed and Template-based collection classes provided by the MFC. 	
AUDIENCE:	Existing Visual C++ programmers who wish to learn how to create and use various data structures.	
PREREQUISITE:	Completion of the Windows Development course or equivalent knowledge.	
NOMINATIONS:	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). NOTE: 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.	
LENGTH:	3 Days	
COST:	\$450	

COURSE TITLE:	VISUAL C++: DEBUGGING	
VENDOR:	INFO/tek 4318 Fessenden Street, NW Washington, DC 20016	
LOCATION:	Employee Development Center, Building #2189	
COURSE CODE: 477631 477632	DATE: 06–08 December 99 12–14 June 00	NOMINATION DEADLINE: 06 November 99 12 May 00
TIME:	8:00 a.m. – 3:30 p.m.	
DESCRIPTION:	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.	
OBJECTIVE:	At the completion of the course participants should: <ul style="list-style-type: none"> • Be able to fully utilize the Visual C++ Debugger to trace and correct most types of programming problems. • Understand and be able to use Spy++, Stress, Browse and the MFC Tracer program. • Know how to use Assertions, Trapping and Exception Handling. 	
AUDIENCE:	Existing Visual C++ programmers who wish to learn how to effectively use the debugging tools.	
PREREQUISITE:	Completion of the Windows Development course or equivalent knowledge.	
NOMINATIONS:	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). NOTE: 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.	
LENGTH:	3 Days	
COST:	\$450	

COURSE TITLE:	VISUAL C++ : WINDOWS PROGRAM DEVELOPMENT	
VENDOR:	INFO/tek 4318 Fessenden Street, NW Washington, DC 20016	
LOCATION:	Employee Development Center, Building #2189	
COURSE CODE: 477629 477630	DATE: 24–28 January 00 05–09 June 00	NOMINATION DEADLINE: 24 December 99 05 May 00
TIME:	8:00 A.M. – 3:30 P.M.	
DESCRIPTION:	This course will provide instruction on how to develop a Windows application using the Microsoft C++ programming environment.	
OBJECTIVE:	<p>At the completion of this course, participants should be able to:</p> <ul style="list-style-type: none"> • Know how to approach designing a Window application including menu and dialog design. • Know how to work with MFC Application Framework. • Know the basics of event-based programming and how to design and implement a message handler. • Know how to create resources using the Resource Workshop and use the resources within your programs. 	
AUDIENCE:	Existing C++ or C programmers wishing to learn how to develop Windows programs.	
PREREQUISITE:	Completion of the C++ Programming course or equivalent.	
NOMINATIONS:	<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>NOTE: 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>	
LENGTH:	5 Days	
COST:	\$750	

COURSE TITLE:	VISUAL C++ : WRITING AND USING ACTIVE X CONTROLS
VENDOR:	INFO/tek 4318 Fessenden Street, NW Washington, DC 20016
TIME:	8:00 A.M. – 3:30 P.M.
DESCRIPTION:	Being able to write custom controls, as well as use custom controls written by others, can significantly reduce the overall Visual C++ application cycle. This course will teach the fundamentals of writing Active X Controls as well as how to incorporate controls from other sources into projects.
OBJECTIVE:	At the completion of this course, participants should be able to: <ul style="list-style-type: none"> • Know how to add a custom control to a project, register the control, create a wrapper class and access the control's properties and methods. • Know how to design, implement and manage a custom control. • Know how to use the MFC ActiveX Controls Wizard as well as how to use the ActiveX Template Library. • Know how ActiveX relates to VBX, as well as how it relates to COM.
AUDIENCE:	Existing Visual C++ programmer who wish to learn how to create and use custom controls.
PREREQUISITE:	Completion of the Windows Development course or equivalent knowledge.
NOMINATIONS:	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). NOTE: 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.
LENGTH:	5 Days
COST:	\$750

