

CITYWIDE TRAINING CENTER - SUMMER AND FALL 2009 COURSE SCHEDULE



When work matters, training matters!

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For more information: nyc.gov/ctc or call 212.487.5600

COURSE TITLE	CODE	CREDITS	DAYS	DATES	COST (Per Person)
WORKPLACE EFFECTIVENESS COURSES					
Attitude Is Everything	C9266	.6 CEU	1	Jul 27, Dec 7 Date Change!	\$125
Creating Workplace Civility: <i>Respect, Service, and Safety at Work</i>	C9100	.6 CEU	1	Oct 29	\$125
Creative Problem Solving	C2525	1.2 CEU	2	Oct 19-20	\$250
Critical Thinking for Effective Decision Making	C9275	1.2 CEU	2	Sep 2-3	\$250
Dealing Effectively with Different Personalities	C8001	.6 CEU	1	Oct 20	\$125
Dealing with Difficult People 🏠	C6060	.6 CEU	1	Aug 10, Oct 8, Nov 17, Jan 8	\$125
Essentials for Successful Project Management	C1234	1.2 CEU	2	Sep 29-30	\$250
Influencing Without Authority	C4020	.6 CEU	1	Aug 6, Dec 8 TBA (Agency EEO Officers) Date Change!	\$125
Making the Connection: Excellence in NYC Customer Service 🏠 New	C9130	.6 CEU	1	Oct 6, Nov 20, Jan 6	\$125
Making the Connection: Excellence in NYC Customer Service - Train-the Trainer New	C9131	.6 CEU	1	Aug 11, Aug 25, Sep 14, Sep 28	\$125
Managing Multiple Priorities	C5044	.6 CEU	1	Jul 30, Oct 6, Dec 17	\$125
Managing Up (formerly titled <i>Managing Together for Success</i>)	C3034	.6 CEU	1	Oct 19 Date Change!	\$125
Motivating Yourself for Success: Making It Happen	C9092	.6 CEU	1	Aug 27, Nov 6	\$125
Negotiation and Conflict Resolution Skills for Project Team Members New	C9124	.6 CEU	1	Oct 1, Dec 10	\$125
Project Management Refresher New	C9121	.6 CEU	1	Aug 17, Oct 2	\$125
Providing Exceptional Customer Service from the Help Desk 🏠	C9083	.6 CEU	1	Sep 8, Oct 9	\$125
Resolving Project Management Issues New	C9125	.6 CEU	1	Oct 22, Jan 14	\$125
The Road to Resiliency New	C9126	.6 CEU	1	Dec 14	\$125
Stressmakers and Stressbreakers: How to Stress Proof Your Life	C9086	.6 CEU	1	Dec 21	\$125
Sustaining High-Performance Project Teams New	C9123	.6 CEU	1	Sep 24, Dec 3	\$125
Taking Charge: Gaining Control of Your Professional and Personal Life New	C9112	.6 CEU	1	Sep 23	\$125
Teams: Maximizing Your Role on your Team New	C9111	.6 CEU	1	Nov 19	\$125
Time Management Strategies	C8002	.6 CEU	1	Nov 18	\$125
Working With You is Killing Me New	C9113	.6 CEU	1	Aug 20, Jan 11 Date Change!	\$125

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COURSE TITLE	CODE	CREDITS	DAYS	DATES	COST (Per Person)
COMMUNICATION COURSES					
Action Grammar	C5031	1.2 CEU	2	Aug 4-5, Oct 27-28, Dec 16-17	\$250
Business Writing: Clarity Through Critical Thinking	C2036	.6 CEU	1	Sep 25, Jan 7	\$125
Communication and Collaboration for Project Success New	C9119	.6 CEU	1	Sep 3, Nov 5	\$125
Creating and Delivering Powerful Presentations	C9041	1.2 CEU	2	Sep 24-25	\$250
Developing Dynamic Listening Skills †††	C2508	.6 CEU	1	Aug 13, Oct 7, Nov 24, Jan 14	\$125
"Easy" English for the Multi-Lingual Writer	C8005	1.2 CEU	2	Oct 19-20	\$250
Fundamentals of Effective Presentations New	C9114	.6 CEU	1	Nov 2	\$125
The Grant Writing Workshop New	C9105	.6 CEU	1	Sep 11, Dec 8	\$125
Managing Writing: Using Writing to Develop Staff New	C9116	.6 CEU	1	Oct 15	\$125
Persuasive Presentations to Executives New	C9115	.6 CEU	1	Jan 11	\$125
Powerful Project Presentations New	C9122	.6 CEU	1	Aug 28, Dec 1	\$125
Report Writing for Managers and Professionals	C1030	1.2 CEU	2	Oct 1-2	\$250
Revising, Editing, and Proofreading	C2033	1.2 CEU	2	Nov 9-10	\$250
Successful Letter and Memo Writing	C6788	1.2 CEU	2	Aug 20-21, Nov 19-20, Dec 1-2	\$250
Successful Workplace Communication †††	C1022	.6 CEU	1	Jul 29, Oct 5, Dec 9	\$125
Writing After Promotion ††† New	C9128	.6 CEU	1	Oct 6, Dec 3	\$125
Writing Effective and Efficient E-Mails	C4260	.6 CEU	1	Jul 28, Oct 13, Dec 18	\$125

MANAGEMENT AND SUPERVISION COURSES					
Authentic Leadership: The "Inside" Story New	C9096	1.2 CEU	2	Jan 20-21	\$250
Conducting Effective Performance Appraisal Interviews	C1012	.6 CEU	1	Dec 16 Date Change!	\$125
Developing Procedures: Improving Work Processes †††	C9054	1.2 CEU	2	Oct 8-9	\$250
Developing Yourself and Others Through Delegation New	C9117	.6 CEU	1	Oct 27 Date Change!	\$125
Exploring Emerging Models of Leadership	C9098	1.2 CEU	2	Oct 16 & 23	\$250
Fundamentals of Supervision	C1031	1.8 CEU	3	Sep 21-23	\$375
Leading for Results	C9258	1.8 CEU	3	Sep 9-11	\$375
Making the Tough Choices New	C9118	.6 CEU	1	Nov 18	\$125
Management Intensive Symposium - <i>A Five Day Certificate Program</i>	C9235	3 CEU	5	Oct 13, 14, 21, 28, & Nov 4 Date Change!	\$500
Managing the Challenges of Change	C5678	1.2 CEU	2	Nov 23-24	\$250
Negotiating Win-Win Agreements	C3131	1.2 CEU	2	Nov 12-13	\$250
Preparing for Supervision: Managing the Transition	C8009	.6 CEU	1	Aug 19, Dec 11 Date Change!	\$125
Resolving Conflict: A Leadership Approach †††	C5151	1.2 CEU	2	Nov 9-10	\$250
The Situational Leadership II Workshop New	C9129	.6 CEU	1	Jan 12	\$125
Smart Solutions for Unacceptable Employee Behavior	C9017	1.2 CEU	2	Dec 15-16	\$250

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COURSE TITLE	CODE	CREDITS	DAYS	DATES	COST (Per Person)
ADMINISTRATIVE PROFESSIONAL CERTIFICATE (APC) PROGRAM					
<i>Three Core Courses Plus One Communication Elective, and One Technology Elective</i> Course Code: CAPC				Applicants MUST register for either Session I or Session II	\$495
CORE COURSES				Session I	Session II
Effective Office Management for Today's Workplace	C2202	.6 CEU	1	Sep 3	Nov 9
Managing Multiple Priorities	C5044	.6 CEU	1	Sep 10	Nov 16
Dealing with Difficult People	C6060	.6 CEU	1	Sep 17	Nov 23
COMMUNICATION ELECTIVES					
(CHOOSE ONE)					
Action Grammar	C5031	1.2 CEU	2	Aug 4-5, Oct 27-28, Dec 16-17	
Developing Dynamic Listening Skills	C2508	.6 CEU	1	Aug 13, Oct 7, Nov 24, Jan 14	
"Easy" English for the Multi-Lingual Writer	C8005	1.2 CEU	2	Oct 19-20	
Successful Letter and Memo Writing	C6788	1.2 CEU	2	Aug 20-21, Nov 19-20, Dec 1-2	
Successful Workplace Communication	C1022	.6 CEU	1	Jul 29, Oct 5, Dec 9	
TECHNOLOGY ELECTIVES					
(CHOOSE ONE)					
Excel (Level 1, 2, or 3)	See page 7 for Course Codes and Available Dates				
Outlook (Level 1, 2, or 3)	See page 8 for Course Codes and Available Dates				
Word (Level 1, 2, or 3)	See page 8 for Course Codes and Available Dates				

CUSTOMER SERVICE WEEK FEATURED CLASSES					
(October 5-9, 2009)					
Dealing with Difficult People	C6060	.6 CEU	1	Oct 8	\$125
Developing Dynamic Listening Skills	C2508	.6 CEU	1	Oct 7	\$125
Developing Procedures: Improving Work Processes	C9054	1.2 CEU	2	Oct 8-9	\$250
Making the Connection: Excellence in NYC Customer Service	C9130	.6 CEU	1	Oct 6	\$125
Managing Multiple Priorities	C5044	.6 CEU	1	Oct 6	\$125
Providing Exceptional Customer Service at the Help Desk	C9083	.6 CEU	1	Oct 9	\$125
Successful Workplace Communication	C1022	.6 CEU	1	Oct 5	\$125
Writing After Promotion	C9128	.6 CEU	1	Oct 6	\$125


PROJECT MANAGEMENT PORTFOLIO						
Select FOUR of the following Courses	New	Code	CEU	Days	Date	\$375
Communication and Collaboration for Project Success		C9119	.6 CEU	1	Sep 3, Nov 5	—
Negotiation and Conflict Resolution Skills for Project Team Members		C9124	.6 CEU	1	Oct 1, Dec 10	—
Powerful Project Presentations		C9122	.6 CEU	1	Aug 28, Dec 1	—
Project Management Refresher		C9121	.6 CEU	1	Aug 17, Oct 2	—
Resolving Project Management Issues		C9125	.6 CEU	1	Oct 22, Jan 14	—
Sustaining High-Performance Project Teams		C9123	.6 CEU	1	Sep 24, Dec 3	—

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COURSE TITLE	CODE	CREDITS	DAYS	DATES	COST (Per Person)	
LIVING DISASTER RECOVERY PLANNING SYSTEM (LDRPS)						
Living Disaster Recovery Planning System (LDRPS) Training for Continuity of Operations Plans (COOP)	New	C9120	.6 CEU	1	Sep 29, Oct 30, Jan 6	\$125

NEW EMPLOYEE ORIENTATION PROGRAM						
Citywide New Employee Orientation Program		C9048	0 CEU	1/2	Sep 23, Nov 19, Feb 24, Apr 28, Jun 23	N/C

CONFLICTS OF INTEREST BOARD (COIB) SEMINARS						
Special Topics in Chapter 68: Enforcement		C9071	2 CLE/2 CEU	2 hrs	Dec 4 (10:00a - 12:00p)	N/C
Special Topics in Chapter 68: Fundraising		C7073	1.5 CLE/.15 CEU	1.5 hrs	Dec 11 (10:00a - 11:30a)	N/C
Special Topics in Chapter 68: Gifts		C9070	1.5 CLE/.15 CEU	1.5 hrs	Nov 6 (10:00a - 11:30a)	N/C
Special Topics in Chapter 68: Post Employment		C9072	1.5 CLE/.15 CEU	1.5 hrs	Oct 9 (10:00a - 11:30a)	N/C
What Every Attorney Should Know About Chapter 68 of the City Charter		C9058	2 CLE/2 CEU	2 hrs	Sep 4 (10:00a - 12:00p)	N/C

CUNY COURSES at The CTC					
(Union Tuition Reimbursement May Apply)					
UNDERGRADUATE CERTIFICATE IN PUBLIC ADMINISTRATION AND PUBLIC POLICY					Class Location
Government, Politics, and The Policy-Making Process	PADM211	4 Credits	1/2	Tuesdays, Sep 1 - Dec 15 (6:15pm - 9:35pm)	CUNY/MI
Public Administration	PADM 201	4 Credits	1/2	Tuesdays, Sep 1 - Dec 15 (6:15pm - 9:35pm)	CUNY/MI
Public Issues and Public Policy	PADM221	4 Credits	1/2	Wednesdays, Sep 2 - Dec 16 (6:15pm - 9:35pm)	DCAS/CTC
Research Seminar on Public Policy	PADM231	4 Credits	1/2	Thursdays, Sep 3 - Dec 17 (6:15pm - 9:35pm)	CUNY/MI
ADVANCED CERTIFICATION IN PUBLIC ADMINISTRATION AND PUBLIC POLICY, LEVEL 1					
Policy Analysis	PADM621	3 Credits	1/2	Wednesdays, Sep 2 - Dec 16 (6:15pm - 8:45pm)	CUNY/MI
Public Administration	PADM 601	3 Credits	1/2	Wednesdays, Sep 2 - Dec 16 (6:15pm - 8:45pm)	CUNY/MI
Research Methods Seminar	PADM 651	3 Credits	1/2	Thursdays, Sep 3 - Dec 17 (6:15pm - 8:45pm)	DCAS/CTC
Social and Economic Policy in the United States	PADM611	3 Credits	1/2	Tuesdays, Sep 1 - Dec 15 (6:15pm - 8:45pm)	CUNY/MI
ADVANCED CERTIFICATION IN PUBLIC ADMINISTRATION AND PUBLIC POLICY, LEVEL 2					
Advanced Practicum: Analysis on Public Policy Issues	PADM731	3 Credits	1/2	Wednesdays, Sep 2 - Dec 16 (6:15pm - 8:45pm)	CUNY/MI
Practices in Public Administration	PADM701	3 Credits	1/2	Thursdays, Sep 3 - Dec 17 (6:15pm - 8:45pm)	CUNY/MI
Project Demonstrating Excellence	PADM721	3 Credits	1/2	Tuesdays, Sep 1 - Dec 15 (6:15pm - 8:45pm)	CUNY/MI

Union tuition reimbursement may apply. For more info. on CUNY courses at CTC contact: **At DCAS** - Jenia Valentine at: 212-669-3630. **At CUNY**: The Murphy Institute at: 212-827-0200

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COURSE TITLE	CODE	CREDITS	DAYS	DATES	COST (Per Person)
MAYOR'S OFFICE OF CONTRACT SERVICES (MOCS) PROCUREMENT COURSES					MOCS <small>Mayor's Office of Contract Services</small>
Capacity Building and Oversight - Board Development	P6043M	.3 CEU	1/2	Sep 24 (9:00a - 12:30p)	N/C
Capacity Building and Oversight - New IRS 990	P6051M	.3 CEU	1/2	Oct 8 (9:00a - 12:30p)	N/C
Concept Paper Process - What Have We Learned?	P6045M	.3 CEU	1/2	Oct 20 (9:00a - 12:30p)	N/C
Environmentally Preferable Purchasing and Green Building	P6015M	.6 CEU	1	Oct 27	N/C
Ethics/Legal Compliance	P6005M	.6 CEU	1	Nov 17	N/C
Federal Government Services Administration (GSA)	P6055M	.3 CEU	1/2	Nov 9 (9:00a - 12:30p)	N/C
Keeping Up with Data Collection Requirements	P6044M	.3 CEU	1/2	Oct 5 (9:00a - 12:30p)	N/C
NYSID Preferred Offerings	P6035M	.3 CEU	1/2	TBA	N/C
Prevailing Wage for Procurement and Contract Administrators	P6053M	.3 CEU	1/2	Nov 2 (9:00a - 12:30p)	N/C
Prevailing Wage for Resident Engineers/Project Managers	P6034M	.3 CEU	1/2	Nov 10 (9:00a - 12:30p)	N/C

DEPT. OF SMALL BUSINESS SERVICES (SBS) M/WBE PROGRAM - PROCUREMENT COURSES					SBS <small>Small Business Services</small>	
Capacity Building and Best Practices	P6002E	.3 CEU	1/2	Jul 9, Aug 13, Feb 11 (9:30a - 12:30p)	N/C	
LL129 M/WBE Program Administration	P6002D	.3 CEU	1/2	Sep 10 (9:30a - 12:30p)	N/C	
LL129 M/WBE Program Compliance	New	P6002M	.3 CEU	1/2	Jan 14 (9:30a - 12:30p)	N/C
LL129 M/WBE Subcontractor Program Administration	New	P6002N	.3 CEU	1/2	Oct 8 (9:30a - 12:30p)	N/C
Review of M/WBE 2009 Utilization and Lessons Learned	New	P6002P	.3 CEU	1/2	Nov 12, Dec 10 (9:30a - 12:30p)	N/C


NATIONAL INSTITUTE OF GOVERNMENTAL PURCHASING (NIGP) LEARNING AND EDUCATION TO ADVANCE PROCUREMENT (LEAP) COURSES					LEAP <small>Learning and Education to Advance Procurement</small>
Contract Administration (NIGP)	P1001	1.8 CEU	3	Oct 26-28	\$550
Developing and Managing Requests for Proposals in the Public Sector	P1002	1.8 CEU	3	Nov 18-20	\$550
Introduction to Public Procurement	P1003	1.8 CEU	3	Dec 7-9	\$550
The Legal Aspects of Public Procurement	P1006	1.8 CEU	3	Jan 11-13	\$550
Planning, Scheduling and Requirement Analysis	P1004	1.8 CEU	3	Jan 20-22	\$550
Sourcing in the Public Sector	P1005	1.8 CEU	3	Nov 4-6	\$550
Exam Review					
CPPB Prep	P1001R	1.2 CEU	2	Oct 8-9	\$350
CPPO Prep	P2002R	1.2 CEU	2	Oct 6-7	\$350

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COURSE TITLE	CODE	CREDITS	DAYS	DATES	COST (Per Person)
Exams					
CPPB Exam*	P1000E	0 CEU	1/2	Oct 26, 27, 28, 29, 30, or 31	525**
CPPO Exam*	P2000E	0 CEU	1/2	Oct 26, 27, 28, 29, 30, or 31	625**
* Deadline for UPPCC Certification Application is July 27, 2009 ; deadline for exam registration is September 21, 2009 ; test site will be at a Prometric Test Center ** Includes One Year NIGP National Membership					

INSTITUTE FOR SUPPLY MANAGEMENT (ISM) SATELLITE SEMINARS PROCUREMENT COURSES						
New	Navigating the Numbers: A Supply Manager's Guide to Defining and Applying Economic and Financial Concepts	P5007A	.4 CEU	1/2	Oct 22 (10:00a - 2:30p)	N/C

OTHER PROCUREMENT COURSES					
Conflicts of Interest Seminar for Procurement Professionals	P4002	.3 CEU	1/2	Oct 14 (9:30a - 12:30p)	N/C
Purchasing Off the NYS Office of General Services (OGS) Contracts	P4006	.3 CEU	1/2	Nov 16 (9:00a - 12:30p) Nov 16 (1:30p - 5:00p)	N/C

DESIGN & CONSTRUCTION EXCELLENCE (D + Ce) PROCUREMENT COURSES						
New	Green Building Basics and LEED	P7013	.3 CEU	1/2	Oct 21 (8:30a - 1:00p)	\$150
Updated	Green Building Design & Construction: The LEED Implementation Process	P7005	.6 CEU	1	Nov 17 (8:30a - 5:00p)	\$295
Updated	Green Interior Design & Construction: The LEED Implementation Process	P7006	.6 CEU	1	Jan 19 (8:30a - 5:00p)	\$295
Updated	Green Building Operations & Maintenance: The LEED Implementation Process	P7014	.6 CEU	1	Dec 10 (8:30a - 5:00p)	\$295
New	High Performance Workplace Design	P7018	TBA	TBA	TBA	TBA
New	Integrative Approach to Successful LEED Projects	P7017	.6 CEU	1	Feb 24 (8:30a - 5:00p)	\$295

ENERGY MANAGEMENT AND BUILDING OPERATIONS					
Building Operator Certificate Course	C7200	TBA	15	Sep 4, 11, 18, 25, Oct 2, 9, 16, 23, 30 Nov 6, 13, 20, Dec 4, 11, 18	N/C
Overview of Building Systems	C7201	TBA	3	TBA	N/C

AUDIT COURSES					
Analysis Techniques for Auditors	A7900	1.2 CEU/16 CPE	2	Jan 11-12	\$360
Assessing Controls in Performance Audits	A8021	1.2 CEU/16 CPE	2	Sep 23-24	\$360
Auditing for Cost Savings and Performance Improvement	A8027	1.8 CEU/24 CPE	3	Jan 13-15	\$475
Auditing Outsourced Government Services	A8235	1.2 CEU/16 CPE	2	Sep 16-17	\$360

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Compliance Auditing	A8095	1.2 CEU/16 CPE	2	Oct 8-9	\$360
Get It Write	A9009	.6 CEU/8 CPE	1	Dec 8	\$260
Information Systems Auditing	A8029	1.2 CEU/16 CPE	2	Oct 5-6	\$360
Making Your Case to Prosecute Fraud	A8090	1.2 CEU/16 CPE	2	Jan 19-20	\$360
Managing the Audit Engagement	A9102	1.8 CEU/24 CPE	3	Oct 21-23	\$475
Quick Response Auditing	A8011	1.2 CEU/16 CPE	2	Nov 5-6	\$360
Reviewing Audit Reports	A9502	1.2 CEU/16 CPE	2	Dec 9-10	\$360
Writing Audit Reports by Objectives	A8511	1.8 CEU/24 CPE	3	Oct 26-28	\$475
Written Communication for Auditors	A8611	1.8 CEU/24 CPE	3	Nov 18-20	\$475

COMPUTER APPLICATION & OPERATING SYSTEM COURSES

MICROSOFT ACCESS

Access - Level 1

2003	T4031	.6 CEU	1	Aug 12, Sep10, Oct14, Nov 9, Dec 7, Jan 11	\$125
2007	T4041	.6 CEU	1	Jul 23, Oct 1, Nov 2, Dec 8, Jan 7	\$125

Access - Level 2

2003	T4032	.6 CEU	1	Aug 19, Sep 24, Oct 21, Nov16, Dec 18, Jan 25	\$125
2007	T4042	.6 CEU	1	Jul 24, Oct 2, Dec 18	\$125

Access - Level 3

2003	T4033	.6 CEU	1	Oct 13, Nov 23, Dec 23, Jan 29	\$125
2007	T4043	.6 CEU	1	Jul 27, Oct 5, Jan 19	\$125

Access - Level 4

2003	T4034	.6 CEU	1	Oct 23, Dec 3, Jan 14	\$125
2007	T4044	.6 CEU	1	Jul 28, Oct 6, Jan 28	\$125

Access 2003

Managing Critical Business Information Using Access 2003	T4004	.3 CEU	1/2	Dec 15 (9:00a -12:30p)	\$60
Beyond the Spreadsheet: Managing Financial Information Using Access 2003	T4005	.3 CEU	1/2	Dec 15 (1:30p -5:00p)	\$60

MICROSOFT EXCEL

Excel Level 1

2003	T3034	.6 CEU	1	Aug 11, Sep 1, Oct 5, Nov 10, Dec 2, Jan 12	\$125
2007	T3044	.6 CEU	1	Jul 28, Aug 20, Sep 28, Nov 4, Jan 13	\$125

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Excel Level 2					
2003	T3035	.6 CEU	1	Aug 18, Sep 2, Oct 19, Nov 25, Dec 16, Jan 22	\$125
2007	T3045	.6 CEU	1	Jul 21, Sep 29, Nov 5, Jan 14	\$125
Excel Level 3					
2003	T3036	.6 CEU	1	Sep 3, Nov 12, Jan 27	\$125
2007	T3046	.6 CEU	1	Jul 22, Sep 30, Nov 6, Jan 15	\$125
Excel 2003					
Forecasting and Trend Analysis Using Microsoft Excel 2003	T4002	.3 CEU	1/2	Oct 22 (9:00a -12:30p)	\$60
Summarizing Microsoft Excel 2003 Data to Make Better Business Decisions	T4003	.3 CEU	1/2	Oct 22 (1:30p -5:00p)	\$60
Excel 2003 Functions and Formulas New	T1500	.3 CEU	1/2	Aug 11, Nov 19, Jan 21 (9:00a-12:30p)	\$60
Excel 2003: Introduction to VBA	T1510	.6 CEU	1	Nov 24	\$125
MICROSOFT OUTLOOK					
Outlook Level 1					
2003	T7031	.6 CEU	1	Oct 13	\$125
2007	T7041	.6 CEU	1	Oct 7	\$125
Outlook Level 2					
2003	T7032	.6 CEU	1	Nov 10	\$125
2007	T7042	.6 CEU	1	Oct 8	\$125
Outlook Level 3					
2003	T7033	.6 CEU	1	Dec 1	\$125
2007	T7043	.6 CEU	1	Oct 9	\$125
Time and Task Management Using Microsoft Outlook 2003	T4006	.3 CEU	1/2	Dec 9 (1:30p -5:00p)	\$60
MICROSOFT POWERPOINT					
PowerPoint Level 1					
2003	T5031	.6 CEU	1	Jul 23, Aug 13, Oct 27, Dec 3	\$125
2007	T5041	.6 CEU	1	Jul 30, Aug 26, Nov 19, Jan 20	\$125
PowerPoint Level 2					
2003	T5032	.6 CEU	1	Oct 28, Dec 4	\$125
2007	T5042	.6 CEU	1	Nov 20, Jan 21	\$125
Creating Effective Presentations Using Microsoft PowerPoint 2003	T4007	.3 CEU	1/2	Dec 9 (9:00a -12:30p)	\$60
MICROSOFT WORD					
Word Level 1					
2003	T2034	.6 CEU	1	Jul 22, Oct 7, Dec 1	\$125
2007	T2044	.6 CEU	1	Jul 29, Nov 19, Jan 13	\$125

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COURSE TITLE	CODE	CREDITS	DAYS	DATES	COST (Per Person)
Word Level 2					
2003	T2035	.6 CEU	1	Jul 27, Oct 28, Dec 17	\$125
2007	T2045	.6 CEU	1	Sep 22, Jan 22	\$125
Word Level 3					
2003	T2036	.6 CEU	1	Aug 31, Nov 9, Dec 21	\$125
2007	T2046	.6 CEU	1	Jan 29	\$125
Building Better Microsoft Word 2003 Documents in Less Time	T4008	.3 CEU	1/2	Jan 26 (9:00a -12:30p)	\$60

OPERATING SYSTEM COURSES					
Windows Vista, L1	T9632	.6 CEU	1	Jul 20	\$125
Windows Vista, L2	T9633	.6 CEU	1	Aug 10	\$125

DESKTOP PUBLISHING APPLICATION COURSES					
InDesign CS3, L1	T4510	.6 CEU	1	Jul 1, Aug 28, Oct 30	\$290
InDesign CS3, L2	T4320	.6 CEU	1	Jul 24, Nov 13	\$290

GRAPHIC APPLICATION COURSES					
Illustrator CS3, L1	T4310	.6 CEU	1	Jul 13, Sep 28, Dec 23	\$290
Illustrator CS3, L2	T4330	.6 CEU	1	Jan 11	\$290
Photoshop CS3, L1	T4210	.6 CEU	1	Jul 10, Aug 10, Oct 2, Nov 20	\$290
Photoshop CS3, L2	T4520	.6 CEU	1	Oct 9, Nov 30	\$290
Visio Professional 2003, L1	T5320	.6 CEU	1	Oct 29	\$125
Visio Professional 2003, L2	T5048	.6 CEU	1	Oct 30	\$125

PROJECT MANAGEMENT APPLICATION COURSES					
Project 2003, L1	T6023	.6 CEU	1	Jul 10, Aug 27, Nov 16	\$125
Project 2003, L2	T6024	.6 CEU	1	Sep 23, Nov 17	\$125
Project 2007, L1	T6033	.6 CEU	1	Oct 15, Dec 14	\$125
Project 2007, L2	T6034	.6 CEU	1	Oct 16, Dec 15	\$125
Setting Up Projects for Success Using Microsoft Project 2003	T4009	.3 CEU	1/2	Jan 26 (1:30p - 5:00p)	\$60

WEB DEVELOPMENT APPLICATION COURSES					
Dreamweaver CS3, L1	T9113	.6 CEU	1	Aug 31, Oct 15, Dec 7	\$290
Dreamweaver CS3, L2	T9114	.6 CEU	1	Jul 17, Nov 2	\$290

CITYWIDE TRAINING CENTER - SUMMER AND FALL 2009 COURSE SCHEDULE

COURSE TITLE	CODE	CREDITS	DAYS	DATES	COST (Per Person)
Dreamweaver CS3, L3	T9115	.6 CEU	1	Jul 27, Nov 28	\$290
Flash CS3, L1	T9207	1.2 CEU	2	Aug 3-4, Oct 26-27	\$580
Flash CS3, L2	T9208	1.2 CEU	2	Nov 23-24	\$580
HTML 4: Web Authoring, L1	T9015	.6 CEU	1	Dec 9	\$125
HTML 4: Web Authoring, L2	T9016	.6 CEU	1	Dec 10	\$125
HTML 4: Web Authoring, L3	T9017	.6 CEU	1	Dec 11	\$125
XML (Second Edition), L1	T9027	.6 CEU	1	Oct 21	\$125
XML - DTD Design (Second Edition), L2	T9028	.6 CEU	1	Oct 22	\$125
XML - Document Object Model, L3	T9029	.6 CEU	1	Oct 23	\$125

REPORT WRITING APPLICATION COURSES					
Crystal Reports 10, L1	T9148	1.2 CEU	2	Dec 14-15	\$250
Crystal Reports 10, L2	T9149	1.2 CEU	2	Jan 25-26	\$250
Crystal Reports 11, L1	T9248	1.2 CEU	2	Nov 12-13	\$250
Crystal Reports 11, L2	T9249	1.2 CEU	2	Dec 10-11	\$250

DESKTOP E-LEARNING APPLICATION COURSES

[See Course Catalog for details](#)

IT PROFESSIONAL / CERTIFICATION COURSES

SPECIAL COURSE PACKAGES					
A+ Certification: 2006	IT-415D	3.0 CEU	5	Aug 3-7, Sep 21-25, Nov 16-20, Jan 11-15	\$1,295
AutoCAD 2009 - Boot Camp (Essentials and Intermediate)	IT-254D	3.4 CEU	4	Aug 3-6, Oct 19-22, Dec 7-10	\$1,895
CCSA and CCSE Combo Boot Camp (NGX R65)	IT-8963D	4.5 CEU	5	Sep 14-18, Dec 14-18	\$2,370
Certified Ethical Hacker (CEH)	IT-6550D	3.0 CEU	5	Sep 14-18	\$1,895
Computer Hacking Forensic Investigator (CHFI)	IT-6551D	3.0 CEU	5	Oct 5-9	\$1,895
ITIL: Foundation Certification	IT-4402D	2.1 CEU	3	Jul 27-29, Nov 16-18, Jan 25-27	\$1,140
JavaScript Fundamentals	IT-5205D	1.2 CEU	2	Jul 23-24, Oct 29-30, Jan 21-22	\$518
MCDST: Microsoft Certified Desktop Support Technician	IT-2261D	3.0 CEU	5	Jul 27-31, Oct 5-9, Jan 25-29	\$1,295
MCITP: Windows Server 2008 - Server Administrator	IT-6426D	3.0 CEU	5	Oct 19-23, Jan 25-29	\$1,295
MCTS: Microsoft Exchange Server 2007 Configuration - Boot Camp	IT-8794D	4.3 CEU	5	Aug 17-21, Oct 26-30	\$1,620
MCTS: Microsoft SQL Server 2005	IT-2779D	6.8 CEU	10	Aug 10-14 & Aug 24-28 Nov 16-20 & Nov 30-Dec 4	\$2,590

CITYWIDE TRAINING CENTER - SUMMER AND FALL 2009 COURSE SCHEDULE

COURSE TITLE	CODE	CREDITS	DAYS	DATES	COST (Per Person)
MCTS: Windows Server 2008 Active Directory Configuration	IT-6425D	3.0 CEU	5	Aug 17-21, Oct 5-9	\$1,295
MCTS: Windows Server 2008 Applications Platform Configuration	IT-6427D	3.0 CEU	5	Sep 21-25, Nov 16-20	\$1,295
MCTS: Windows Server 2008 Networking Infrastructure Configuration	IT-6421D	3.0 CEU	5	Sep 14-18, Oct 19-23	\$1,295
MCTS: Windows SharePoint Services 3.0 - Application Development	IT-7542D	3.0 CEU	5	Aug 17-21, Nov 16-20	\$1,295
MCTS: Windows SharePoint Services 3.0 and SharePoint Office Server 2007: Configuration	IT-5060D	3.0 CEU	4	Aug 17-21, Nov 16-20, Jan 11-15	\$1,295
MCTS: Windows Vista Configuration	IT-5115D	3.0 CEU	5	Jul 20-24, Oct 19-23	\$1,295
Network+ Certification	IT-490D	3.0 CEU	5	Aug 17-21, Oct 5-9, Dec 7-11, Jan 25-29	\$1,295
PMP: Certificate in Advanced Project Management	IT-441D	3.0 CEU	5	Jul 20-24, Sep 28-Oct 2, Nov 16-20, Jan 25-29	\$1,895
Programming with C# .NET	IT-2124D	3.0 CEU	5	Aug 10-14, Dec 7-11	\$1,295
Programming with Microsoft Visual Basic.NET	IT-2373D	3.0 CEU	5	Aug 24-28, Dec 14-18	\$1,295
Providing Exceptional Customer Service from the Help Desk 🗑️	C9083	.6 CEU	1	Sep 8, Oct 9	\$125
Security+ Certification	IT-550D	3.0 CEU	5	Sep 14-18, Nov 16-20, Feb 1-5	\$1,295
Train the Trainer (CTT+ /MCT)	IT-506D	2.1 CEU	3	Jul 20-22, Oct 26-28, Jan 25-27	\$780
VMware Virtual Infrastructure 3x	IT-9924D	2.7 CEU	4	Aug 24-27, Dec 14-17	\$1,520

For complete IT Training schedule information: nyc.gov/techtraining

Crank up the "WOW" with Windows VISTA and Microsoft Office 2007 Courses

See catalog and schedule for details.



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