

Data Communications Group (DCG Technology Learning Center)
Office 2010 dates
2nd half 2015

		July	Aug	Sept	Oct	Nov	Dec
Office 365: Web Apps and Collaboration	(one day)	10	7	11	9	6	10
Windows 7: Introduction	(one day)	1	3	4	1	3	2
Windows 8: Introduction	(one day)	2	5	3	2	4	3
Databases		Office 2010					
Access: Intro	(one day)	8	10	8	2	10	9
Access: Intermediate	(one day)	16	18	11	14	17	17
Access: Advanced	(one day)	30	31	25	30	25	29
Access: Forms & Reports	(one day)	24	25	18	23	20	23
Word Processing							
Word: Intro	(one day)	9	7	10	8	6	4
Word: Intermediate	(one day)	16	14	18	16	13	11
Word: Advanced	(one day)	23	21	24	23	19	18
Word: "Tips, Tricks, & Techniques"	(one day)	29	27	29	27	10	3
Spreadsheets							
Excel: Intro	(one day)	8	5	4	5	4	4
Excel: Intermediate	(one day)	15	13	15	13	12	11
Excel: Pivot Tables	(full day)	17	18	17	16		
Excel: Advanced	(one day)	24	21	25	23	23	22
Excel: "Shortcuts"	(one day)	21	19	22	21	18	14
Excel: Functions & Formulas	(one day)	22	26	21	20	24	23
Excel: "PowerUser" Macros/VBA Code	(one day)	29	28	23	28	25	29
Excel: PowerPivot Basics	(one day)	9	27	25	30	6	18
Excel: Statistical Analysis (Level 4)	(one day)	31	25	30	30	20	29
Presentation Software							
PowerPoint: Intro	(one day)	10	7	14	9	13	11
PowerPoint: Advanced	(one day)	24	21	28	20	24	17
PowerPoint "Tips"	(one day)	17	14	25	14	17	15
Outlook: Intro	(one day)	2	6	4	2	5	7
Outlook: Advanced	(one day)	17	20	17	15	11	28
Databases		Office 2013					
Access: Intro	(one day)	13	7	8	8	6	8
Access: Intermediate	(one day)	17	17	11	15	16	16
Access: Advanced	(one day)	22	24	18	20	23	21
Access: Level 4	(one day)	31	28	29	30	24	29
Access: Forms & Reports	(one day)	27	19	23	27	19	17
Word Processing							
Word: Intro	(one day)	9	7	10	8	6	4
Word: Intermediate	(one day)	16	14	18	19	13	11
Word: Advanced	(one day)	23	21	24	23	19	18
Word: "Tips, Tricks, & Techniques"	(one day)	29	27	29	27	10	3
Spreadsheets							
Excel: Intro	(one day)	8	5	8	2	4	4
Excel: Intermediate	(one day)	15	13	15	13	12	11
Excel: Pivot Tables	(one day)	20	6	17	16		
Excel: Advanced	(one day)	24	21	25	26	20	22
Excel: "Shortcuts"	(one day)	21	19	22	21	18	15
Excel: Functions & Formulas	(one day)	22	26	21	20	24	23
Excel: "PowerUser" Macros/VBA Code	(one day)	29	28	23	28	25	28
Presentation Software							
PowerPoint: Intro	(one day)	15	4	10	9	9	14
PowerPoint: Advanced	(one day)	23	20	24	23	16	18
PowerPoint "Tips"	(one day)	16	14	25	14	17	15
Outlook: Intro	(one day)	2	3	4	2	5	7
Outlook: Advanced	(one day)	17	20	17	15	11	28
Sales							
Sales: Fundamentals	(2 days)	1-2	4-5	3-4	1-2	3-4	1-2
Sales: Tips That Produce Results	(one day)	10	11	14	12	11	9
Sales: An Attitude That Attracts Attention	(one day)	22	20	18	22	25	21
ACT! Level 1 & 2	(2 days)	9-10	12-13	17-18	14-15	12-13	

Design/Media/Desktop Publishing/Web Development

		July	Aug	Sept	Oct	Nov	Dec
Print Design Principles	(1 day)	1	3	3	1	5	1
Web Site Design I & II	(2 days)	1-2	4-5	3-4	1-2	4-5	2-3
Expression Web – Level 1	(1 day)	15	12	9	7	25	28
Expression Web – Level 2	(1 day)	16	13	10	8	30	29
Adobe Acrobat: Introduction	(one day)	10	12	11	15	13	11
Adobe Acrobat: Advanced	(one day)	24	21	23	21	18	29
Flash - Level 1	(1 day)	17	19	17	21	20	
Flash – Level 2	(1 day)	29	26	23	23		4
Flash – Level 3	(1 day)						
Publisher	(one day)	10	12	16	6	12	14
Adobe Captivate	(two days)	16-17	13-14	10-11	5-6	5-6	2-3
Camtasia	(one day)	28	25	22	22	18	17
Illustrator	(2 days)	8-9	13-14	17-18	15-16	12-13	9-10
In-Design	(2 days)	22-23	20-21	23-24	22-23	19-20	17-18
PhotoShop	(2 days)	9-10	13-14	24-25	28-29	18-19	16-17
QuarkXpress	(2 days)	23-24	27-28	10-11	29-30		
Visio: Introduction	(1 day)	17	18	29	9	11	11
Visio: Advanced	(1 day)	21	31	30	30	19	15
Dreamweaver	(2 days)	14-15	11-12	17-18	15-16	19-20	16-17
Web Design with HTML 5 & CSS	(2 days)	8-9	6-7	9-10	7-8	11-12	3-4
Introduction to HTML5	(2 days)		6-7		8-9		
XML - Introduction	(1 day)	14	12	15	6	13	10
Web Development with CSS	(2 days)	15-16	13-14	16-17	14-15	18-19	10-11
-SharePoint 10: Introduction	(2 days)	22-23	19-20	17-18	22-23	19-20	3-4
SharePoint 10 for the end user	(1 day)	22	19	18	22	20	3
SharePoint 10: Advanced	(2 days)	30-31		30-1	29-30		
SharePoint Designer 2010	(2 days)	1-2	6-7	3-4	1-2	4-5	22-23
InfoPath 2010	(1 day)	24	13	11	16	13	8

Groupware/Reporting Databases/Programming

.NET Overview	(1 day)	2	3	4	1	3	1
Object-Oriented Programming in C#	(5 days)	6-10	17-21		5-9	9-13	
.NET Framework Using C#	(4 days)	14-17	25-28	29-2		17-20	
Windows Forms Using C#	(5 days)	20-24			12-16		11/30-12/4
Windows Presentation Foundation Using C#	(4 days)	28-31		8-11	20-23		8-11
ASP.NET Using C#	(5 days)		3-7	14-18	28-30		14-18
ASP.NET AJAX Using C#	(3 days)		10-14	21-25		2-6	
Introduction to Programming	(one day)	2	3	4	1	6	2
Visual Studio. NET: Intro	(one day)	7	11	11	8	9	10
Visual Basic.NET	(5 days)	27-31	17-21		19-23		11/30-12/4
Visual C#.NET: Intro for developers	(5 days)	13-17	10-14	14-18	12-16	9-13	14-18
QuickBooks	(2 days)	14-15	12-13	10-11	14-15	11-12	10-11
JavaScript: Introduction	(one day)	21	21	30	16	25	29
JavaScript: Advanced	(2 days)	29-30	27-28		21-22	24-25	
Java Fundamentals (SE 6 & 7)	(5 days)	6-10		7-11		2-6	
Crystal Reports 10/11: Intro	(2 days)	16-17	13-14	16-17	15-16	5-6	8-9
Crystal Reports 10/11: Advanced	(2 days)	23-24	27-28	24-25	28-29	17-18	
SQL Query: Fundamentals & Advanced	(2 days)	15-16	12-13	16-17	19-20	12-13	
Xcelsius	(2 days)	23-24	20-21	23-24	28-29		2-3

Project Management

Project Management Fundamentals	(one day)	17	5	8	14	11	15
MS: Project 07/10: Intro	(2 days)	23-24	18-19	24-25	21-23	19-20	17-18
Team Building for the Project Manager	(2 days)	29-30	27-28	22-23	28-29	24-25	
Project Management Professional (PMP Certification)	(5 days)	13-17	10-14	14-18	5-9	2-6	11/30-12/4
Team Building: Surviving the Storm!	(one day)	10	10	11	12	10	9
Project Management Concepts & Principles	(3 days)	14-16	11-13	16-18	6-8	3-5	1-3
Project Management for the HR Professional	(2 days)	23-24	19-20	23-24	21-22		3-4
AGILE – a proactive project management approach using Scrum		9	7	10	6	17	18

Career Skills

Building the Best Resume/Successful Interviewing Skills		1	3	4	2	3	3
Business Writing:							
Business Writing Basics - Maximize the impact of communication		10	4	8	5	4	7
Business Writing Mechanics-punctuation, capitalization, verb tenses		14	12	11	9	6	11
Writing Effective Sentences & Paragraphs - Clear, concise writing		16	17	17	14	17	17
Grammar & Punctuation - Run-on sentences/fragments & more		22	21	24	22	23	22
Business Writing Editing - Apply good proofreading skills		29	28	29	29	25	28
Conflict Management - Gain control, confidence, composure		9	14	18	28	11	11
Constructing a Successful Career - Design a career action plan		2	5	3	2	5	2
Creative Problem Solving -Think outside the box for solutions		13	7	30	7	16	23
Dealing with Difficult Situations - Use time proven techniques		7	27	8	1	6	4

Effective Telephone Skills - Diffuse angry callers, build trust	30	10	9	8	9	4
Exceptional Customer Service - Think customer first	7	11	10	12	12	9
Growing into another Position, Increase skills, develop professionalism	15	13	14	5	13	10
How to Paddle without an Oar - Produce results without authority	17	14	11	15	13	8
Interpersonal Communication Skills - Project a positive self- image	20	19	16	16	18	16
Managing Multiple Projects - Prioritize and manage your time	14	20	18	16	19	18
Math Refresher - Extensive review of standard math concepts	22	21	15	20	20	21
Mother Told me I'd Need This Some Day (Statistics Basics) 1/2 day	1	3	8	1	5	3
	Jul	Aug	Sep	Oct	Nov	Dec
Networking Your Way to Success	23	24	23	21	17	15
Public Speaking - Principles to develop your strengths	17	25	16	23	13	17
Recognizing Potential Risk for Employees	24	26	25	27	25	14
Stress Reduction Solutions - Identify and control stress builders	27	31	28	30	20	22
Writing Effective Meeting Minutes	28	27	24	29	24	28

Half Day at DCG or for groups; or for Lunch and Learns at your site (date of your choice)

Do You Hear What I Hear? Effective listening tools	17	19	16	16	18	16
Is Change Constant? How to Positively respond to change	8	7	9	13	11	10
Give a Presentation: Who Me? Keys to effective speaking	17	21	16	23	13	17
Is Eight Enough? Making the most out of your time	31	20	17	23	13	17
Do You Understand What I'm Saying? Productive communication	20	19	16	16	18	16
Minute Taking in a Minute Listening, writing, communication styles	28	18	30	30	10	28
Conducting Effective Meetings Discuss best meeting practices	10	12	18	29	25	28
What's in it for Me? - Motivating Employees to keep on track & inspired	15	24	21	30	17	4
Tap the Creativity Within You	10	7	30	7	12	23
Tired of Living in a Pressure Cooker? Managing Stress	24	28	25	30	23	22

Professional Skills

Behavioral Interviewing - hire more effectively using new tools	17	14	22	7	4	2
Budgeting Issues - Learn ways to improve the process	21	11	17	8	5	3
Building Office Professionalism	15	12	18	9	19	15
Building Ethical Values	1	4	4	2	10	4
Building Success with Four Blocks	21	3	3	1	4	7
Coaching & Mentoring - Learn the best coaching styles	16	13	18	9	16	1
Doing More with Less: Adapting to the Changing Workplace	2	5	4	2	6	1
Employee Relations and Employment Law	6	6	8	6	6	9
Handling the Challenge of Change	8	7	9	13	11	10
It's All in the Numbers - Accounting/budgeting/financial statements	9	7	10	14	12	11
Leadership Skills - Managers & Supervisors	10	4	22	15	17	11
Leading Through Change	13	14	11	16	18	8
Learning – It's Everybody's Business & Setting SMART Goals	7	17	29	19	19	2
Negotiation Skills for Managers/Teams-Discuss styles, goals, etc	17	21	18	29	5	4
Performance and Development Management	20	21	21	30	20	3
Project Management for non-Project Managers – a realistic overview	22	18	29	6	6	18
Recognizing Potential Risk for Management - workplace tensions	23	25	14	28	20	23
Strategic Planning Develop your Mission/Vision/Values/Strategies/	29	31	11	29	9	28
Succession Planning for Management - Review team attributes/	27	28	30	14	24	18
Supervising Skills - Motivate and manage with confidence	28	3	24	27	11	22
Team Building Techniques	24	21	15	21	12	16
The First-Time Manager -	30	4	23	22	10	21
Time Management Techniques- Prioritize, organize and execute	31	20	17	23	12	17
Weathering the Storm - Don't Let Burnout Rock Your Boat	1	26	25	26	3	1
Writing Relevant Requirements –	16-17	27-28	29-30	29-30	12-13	3-4
	Jul	Aug	Sep	Oct	Nov	Dec

ONE NOTE – automate your processes with Microsoft's unique tool 14 4 11 7 9 8

IC3 Computer Fundamentals

3-7 5-9

COMPTIA Certification

A+ Essentials, IT Technician, Depot & Remote	6-10		14-18		2-6	
Network+ Certification		10-14		12-16		
Project+ Certification	29-31			28-30		
Security+ Certification		17-21			9-13	
Server+ Certification			23-25			7-11
CompTIA Strata	22-24	26-28		21-23		16-18

Six Sigma: Orientation-learn terminology, concepts, history, models	15	12	11	5	3	4
Six Sigma: Three day boot camp	29-31	25-27	16-18	28-30		
Lean Enterprise Overview: History, methodology, terminology	1	3	4	1	4	2
Lean Enterprise- Building Corporate Culture and Philosophy	7	6	8	13	6	8
Lean Enterprise- Kaizen Events & Value Stream Mapping	9	10	10	8	10	10
Lean Enterprise- The Improving Workflow & the Seven Wastes	10	12	15	6	13	11
Lean Enterprise- Plant or Office Design and Workflow study	21-24	18-21	22-25	27-30		