



NR Computer Learning Center  
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# Computer Training 2011



# NR Computer Learning Center

## 2011 Computer Training

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### Computer Basic

#### Computer Basic

The hands-on course provides students the knowledge and skills required to identify different types of computers and the components of a personal computer including microprocessors, motherboards, flash drives, hard disks, memory, keyboard, mouse and input/output devices. The students will also learn how to use Window Vista/7 to manage files & folders, maintain their system, run applications, use the control panel, print files and install programs. This course will also help students who are preparing for the IC3 Module A: Computing Fundamentals Certification test or are interested in preparing for the CompTIA A+ Exam. Prerequisite: Basic Typing skills.

#### Networking, Internet Basic & Outlook 2010

The hands-on course provides the student the knowledge and skills required to understand the common terminology associated with computer networks and the Internet, components and benefits of networked computers, the difference between different types of networks (LAN and WAN), and how computer networks fit into other communications networks (like the telephone network). The students will also learn to use the Internet for research and Microsoft Outlook 2010 to send and receive emails, to use scheduler to keep track of appointment and to maintain task list. This course will also help students who are preparing for IC3 Module C: Living Online Certification test. Prerequisite: Microsoft Windows, Internet or equivalent.

### Microsoft Office Word & PowerPoint 2010

#### Microsoft Office 2010: Word Basic

The hands-on course provides the student the knowledge and skills required to learn the basic functions and features of Microsoft Word 2010 software to create professional letters and documents. The elements include the ability to start and exit the Word application, modify the display of toolbars and on-screen elements, use online help, edit, format, copy, paste, set font type and size and print documents. This course will also help students who are preparing for the IC3 Module B: Key Application Certification test or the Microsoft Office Specialist (MOS) Word 2010 Exam. Prerequisite: Microsoft Windows Basic, Internet or equivalent.

#### Microsoft Office 2010: PowerPoint

The hands-on course provides the student the knowledge and skills required to learn to create a great presentation using Microsoft PowerPoint 2010 software. The students will learn to use the basic features of Microsoft PowerPoint 2010 such as the quick access toolbar, the ribbon, the slide navigation, the shortcut icons. You will learn how to create master slides, insert header/footer bars, manage slides, format text, how to print presentations and insert graphics, clip arts, charts and tables. This course will also help students who are preparing for the IC3 Module B: Key Application Certification test or the Microsoft Office Specialist (MOS) PowerPoint 2010 Exam.

### Microsoft Excel 2010

#### MS Excel 2010 Basic

Microsoft® Office Excel 2010 – Basic teaches students how to work with worksheets and workbooks to analyze data using a variety of features to create, modify and format common business reports such as budget, inventory, and invoice. This course is designed for students who desire the skills necessary to create, edit, format, and print basic Microsoft Office Excel 2010 worksheets and manage and audit numerical reports.

#### MS Excel 2010 Intermediate

Microsoft® Office Excel 2010 – Intermediate teaches students how to apply basic skill sets along with some intermediate to advanced functions to manage and audit numerical reports. Students will work with various functions to perform specific types of calculations, customize charts, work with pictures or shapes in a worksheet, customize formatting for specific types of data, and look at various features for managing different types of lists using a table or database format.

#### MS Excel 2010 Advance

Microsoft® Office Excel 2010 – Advanced teaches students how to use some more complex features to use with different types of reports. Students will look at productivity tools to increase data entry, features to enable collaboration with others, and use various commands to analyze large numerical reports.

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### Microsoft Office Access 2010

#### Microsoft Office Access 2010: Basic

Most organizations maintain and manage large amounts of information. One of the most efficient and powerful ways of managing data is by using relational databases. Information can be stored, linked, and managed using a single relational database application and its associated tools. In this course, you will examine the basic database concepts, and create and modify databases and their various objects using the Microsoft® Office Access™ 2010 relational database application. You will gain the basic skills needed to work with Microsoft® Office Access™ 2010 databases, including creating and working with Access tables, relationships, queries, forms, and reports. You will also learn to maintain data consistency, how to customize database components, and how to share Access data with other applications.

#### Microsoft Office Access 2010: Intermediate

Your training has provided you a solid foundation of basic and intermediate skills in Microsoft® Office Access™ 2010. You have worked with the various Access objects, such as tables, queries, forms, and reports. In this course, you will extend your knowledge into some of the more specialized and advanced capabilities of Access by structuring existing data, writing advanced queries, working with macros, enhancing forms and reports, and maintaining a database.

#### Microsoft Office Access 2010: Advanced

In previous levels, you were introduced to the various features of Microsoft® Office Access™ 2010 that dealt with local database management. However, effective database management calls for mastering the advanced administrative and collaborative features of Access. In this course, you will exchange data with other applications, automate business processes by using VBA code, and secure and share databases.

### Database Design

#### Fundamentals of Databases Using MySQL

Storing and accessing data are part of a person's day-to-day activities. One of the most efficient and powerful ways of managing data is by using databases. Information can be stored, linked, and managed using a database application such as MySQL 5.1. In the Fundamentals of Databases Using MySQL course, you will work with the databases utilizing MySQL. This course will also help students who are preparing for the CIW Database Design Specialist Exam ID0-541; Sun Certified MySQL Associate (SCMA); Sun Certified MySQL Developer (SCMDEV); Sun Certified MySQL Database Administrator (SCMDBA);

#### Introduction to SQL Language

In the course SQL: Fundamentals of Querying, you performed basic SQL querying. Because of various business conditions and requirements, in addition to querying the database, you may need to restructure and index tables. You may also need to manipulate the data in the tables using advanced queries. In this course, SQL: Advanced Querying, you will create advanced SQL queries to manipulate and index tables. This course will also help students who are preparing for the Introduction to Oracle SQL (Exam: 1Z0-007); Oracle Database SQL Expert (Exam 1Z0-047); Oracle Database 11g: SQL Fundamentals I (Exam: 1Z0-051)

#### Database Design Specialist Training

CIW v5 Database Design Specialists have mastered the knowledge and theory of database design that applies to the most popular database platforms. These professionals help solve the problem of poorly designed databases. Aimed at database programmers and administrators alike, this vendor-neutral certification focuses on universal database design principles and SQL. The CIW v5 Database Design Specialist exam validates foundational knowledge of databases in general, such as Oracle, IBM, DB2, MySQL and others.

### Website Design

#### Introduction to HTML 4.0 Programming

Learn the HTML programming, CSS and JavaScript to understand how to develop optimized and professional webpages for a website. This course is good for webmaster or anyone interested in developing website, or learning to optimize their website for search engine or managing a website.

#### JavaScript Programming

A Website which has interactive content attracts visitors. In this hands-on course, you will learn to develop interactive web content using JavaScript.

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### Project Management

#### Project Management Fundamentals

Project Management Fundamentals provides the theory and core methodology you will need to manage projects or participate in project teams. This course will also help students who are preparing for the CompTIA Project + (Exam: PKO-003); Certified Associate in Project Management (CAPM); PMI Scheduling Professional (PMI-SP); Project Management Professional (PMP); Certified Business Analysis Professional (CBAP)(www.cbap.org).

#### Microsoft Office: Project 2007

Whenever working on a project you need to gather information about the various tasks involved, resources required to accomplish the tasks, and the overall cost in order to plan a project. Microsoft® Office Project Professional 2007 is a tool that assists in managing a project plan. In this hands-on course, you will learn to setup, create, modify and manage a project plan. You will also learn to update and modify project plans regularly to keep the project moving on track. This course will also help students who are preparing for the Microsoft Office Project 2007 (Exam: 70-632)

### QuickBooks 2010

#### Introduction to QuickBooks 2010

A QuickBooks is a productivity software designed to help Businesses securely track and manage their financial information including company's income and expenses. Intuit offer various QuickBooks solutions to meet the needs of different size and kinds of business. QuickBooks Simple Start, QuickBooks Pro, QuickBooks Premier and QuickBooks for Mac are some the solutions offered by Intuit. QuickBooks can be accessed from desktop and/or online, depending on the type of software/account purchased. This course will also help students who are preparing for the QuickBooks Certification Exam.

### CompTIA A+

#### CompTIA A+ Essentials

The CompTIA Exam 220-701 (A+ Essentials), validates that the candidate has the knowledge of computer technology, networking, security components, understanding of the basic functionality of the operating system and basic troubleshooting methodology, practice proper safety procedures, and effectively interact with customers and peers. The CompTIA A+ Essentials examination measures necessary competencies for an entry-level IT professional with the equivalent knowledge of at least 500 hours of hands-on experience in the lab or field.

#### CompTIA A+ Practical

The CompTIA A+ Practical Application exam 220-702 measures the necessary competencies for an entry-level IT professional who has hands-on experience in the lab or the field. Successful candidates will have the skills required to install, configure, upgrade, and maintain PC workstations, the Windows OS and SOHO networks. The successful candidate will utilize troubleshooting techniques and tools to effectively and efficiently resolve PC, OS, and network connectivity issues and implement security practices. Job titles which are descriptive of this role may be: Enterprise technician, IT administrator, and field service technician. Ideally, the CompTIA A+ Practical Application candidate has already passed the CompTIA A+ Essentials examination.

### Online Marketing

#### Introduction to Facebook

Learn to use Facebook to connect you with your audience and provides amazing exposure, traffic, partnership opportunities and develop quality leads.

#### Introduction to Twitter

Learn to use Twitter to connect you with your audience and provides amazing exposure, traffic, partnership opportunities and develop quality leads.

#### Introduction to Search Engine Optimization (SEO)

A company's website is a portal to their business. More traffic you have to your website, the more opportunity you have to sell your product and/or service.

#### Introduction to Web Analytics

Learn to use web analytical tools, such as Google Analytics, to monitor the traffic at your website and to develop strategies to improve traffic to your website.

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Week Day Training Day Time (9 - 4 PM)	Cost	Days	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
MS Excel 2010 Basic	\$249	1	10		21						12		7	
MS Excel 2010 Intermediate	\$249	1	11		22						13		8	
MS Excel 2010 Advance	\$249	1	12		23						14		9	
MS Access 2010 Basic	\$269	1	18	15	8	5					19		14	
MS Access 2010 Intermediate	\$269	1	19	16	9	6					20		15	
MS Access 2010 Advance	\$269	1	20	17	10	7					21		16	
CompTIA A+ Essentials	\$2299	5	24-28			11-15				22-26				
CompTIA A+ Practical	\$2299	5		28-3/3			16-20			29-9/2				
Project Management Fundamentals	\$269	1			14		23					3	27	
Microsoft Project 2007	\$399	2			15-16		24-25					4-5	28-29	
Introduction to HTML Programming	\$259	2				18-19						10-11		
Database Design Specialist Training	\$750	3		7-9										
Fundamentals of Databases Using MySQL	\$269	1									26		21	5-6
Introduction to SQL Language	\$399	2		23-24							27-28		22-23	
JavaScript Programming	\$750	3										17-19		
Week Day Evening (6PM-8:30PM)		Days	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Introduction to Facebook	\$55	1	31			4		6				3		
Introduction to Twitter	\$55	1		7		11		13				10		
Introduction to SEO	\$55	1		14		18		20				17		
Introduction to Web Analytics	\$55	1		28		25		27				24		
Saturday (8:30A- 12:30p)		Days	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Computer Basic	\$149	2	22 & 2/9				21 & 28							
Networking, Internet Basic & Outlook	\$149	2										15 & 22		
Word 2010 Basic	\$249	2		12 & 19				11 & 18				25 & 11/5		
PowerPoint 2010 Basic	\$249	2			26 & 4/2								26 & 12/3	
Excel 2010 Basic	\$199	2		26 & 3/5				25 & 7/2						
Intro to QuickBooks 2010	\$269	2	15 & 22		12 & 19					20 & 27		1 & 8		

