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Computer Training 2012



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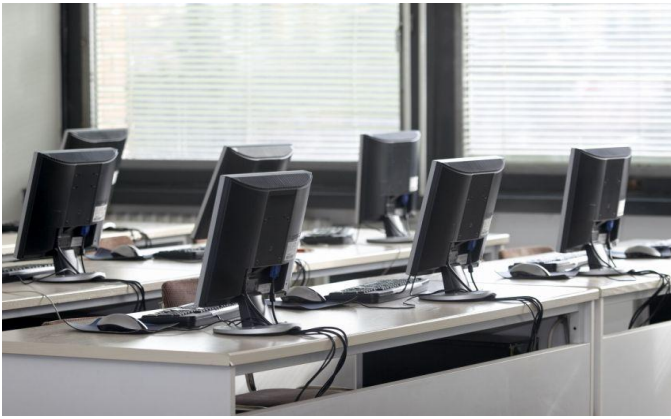
Computer Basic/IC3

IC3

It is the world's first certification program for digital literacy. IC³ is the most commonly recognized standard of digital literacy today. IC³ is both accepted for college credit by the American Council on Education (ACE) and aligned with the National Educational Technology Standards (NETS) for teachers and students from the International Society for Technology in Education (ISTE). Students and teachers who achieve IC³ certification possess the validated skills and knowledge required for basic use of computer hardware, software, networks, and the Internet. Not only are they given tools for success in the 21st Century classroom but also for higher education, employment, and life

Build Your Own Computer

A hands-on course that 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.



Computer Basic

The hands-on course provides student the knowledge and skills required to identify different types of computers, the components of a personal computer including microprocessors, motherboard, flash drive, hard disk, Memory, Keyboard, mouse and Input/output devices. The students will also learn to use Window to manage files & folders, maintain their system, run application, using control pane, printing files and installing programs.

Network Technology

Network Technology Foundations teaches essential networking technologies and skills, including TCP/IP, stable network creation, wireless networking and network troubleshooting. You will learn to use various network components and protocols that enable users to share data quickly and easily. You will explore the different types of

transmission media, and will learn how network architecture and topologies provide for efficient and secure communication. In addition, you will learn about the OSI reference model and its relationship to packet creation, and you will compare and contrast the OSI model with the Internet architecture model.

Microsoft Word 2010

MS Word 2010 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 2007/2010 Exam.

MS Word 2010 Intermediate

In this course, students will create complex documents and build personalized efficiency tools using Microsoft Office Word 2010. This course is designed for students who are able to create and modify standard business documents in Microsoft Word 2010, but need to know how to create or modify complex business documents and customized Word efficiency tools. It also aims to assist students preparing for the Microsoft Office Specialist exams for Microsoft Word 2010

MS Word 2010 Advanced

In this course, students will create, manage, revise, and distribute long documents. This course is designed for persons who want to gain skills necessary to manage long documents, collaborate with others, and secure documents. In addition, it will be helpful for persons preparing for the Microsoft Certified Application Specialist exams for Microsoft Office Word 2010.

Microsoft Excel 2010

MS Excel 2010 Basic

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 2007 worksheets and manage and audit numerical reports.

MS Excel 2010 Intermediate

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 Advanced

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.



Microsoft Access 2010

MS Access 2010: Basic

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 how to maintain data consistency, customize database components, and share Access data with other applications.

MS 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.

MS 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.

Microsoft PowerPoint 2010

MS PowerPoint 2010 Basic

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, and 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.

MS PowerPoint 2010 Intermediate

This instructor-led course provides students with experience at creating more elaborate presentations in Microsoft Office PowerPoint 2010. Audience Profile This course is intended for information workers who want to learn intermediate-level PowerPoint 2010 skills.

MS PowerPoint 2010 Advanced

This instructor-led course provides students with an overview of the more advanced features and functions of Microsoft PowerPoint 2010. This course is intended for experienced information workers who want to learn advanced-level PowerPoint 2010 skills.

Microsoft Outlook 2010

MS Outlook 2010

In this course, you'll learn your way around the new ribbon-based interface and get up and running quickly. Then you'll focus on the core skills you really need in order to work smarter and faster. First, you'll learn how to manage the flood of emails you receive, creating folders and archives so you can always find what you need. Then you'll discover how to keep track of your contacts and how to use Outlook's Calendar and Alert features. You'll also find out how to customize Outlook so it perfectly meets your needs, and you'll discover how to automate your work with rules.

MS Outlook 2010 Intermediate

This instructor-led course provides students with more advanced skills for managing e-mail, schedules, and contacts. This course is intended for information workers who want to learn intermediate-level Outlook 2010 skills.

MS Outlook 2010 Advanced

This one-day instructor-led course provides students with advanced skills for managing e-mail, collaborating with others, and customizing the Microsoft Outlook 2010 interface. This course is intended for experienced information workers who want to learn advanced-level Outlook 2010 skills.

Microsoft OneNote 2010

MS OneNote 2010

Many of us carry a notebook or notepad around to take notes for business, school, or personal projects. But can you easily find — and decipher — the info you need? Is it convenient to share your notes with others? Take control with Microsoft Office OneNote 2010, the easy-to-use note-taking and information-management program where you can capture ideas and information in electronic form. Insert files or Web content in full-color, searchable format or as icons that you can click to access. Say goodbye to your notepad!

Project Management

MS Office Visio 2010

Microsoft Visio 2010 advanced diagramming tools help you simplify complexity with dynamic, data-driven visuals and new ways to share on the Web in real time. Whether you're creating an organizational chart, a network diagram, or a business process, the new tools and more intuitive interface in Visio 2010 make it easier to bring your diagrams to life.

MS Office: Project 2010

This course provides student with the knowledge and skills to plan and manage projects using Microsoft Project 2010. The course begins with the basic concepts and leads students through all the functions they'll need to plan and manage a small to medium-sized project, including how to level resources and capture both cost and schedule progress. In this course, the students will create a project plan with task, resources, timeline and cost estimation. The students will also learn to modify calendar, update project plans, integrate & manage multiple projects and generate various format of management reports such as Gantt chart, percentage completion chart and resource utilization chart.



CompTIA A+

CompTIA A+ Essentials

The CompTIA Exam 220-701 (A+ Essentials) validates that the candidate has the knowledge of computer technology, networking, and 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 in some organizations which are descriptive of the role of this individual may be: Enterprise technician, IT administrator, field service technician, PC or Support technician, etc. Ideally, the CompTIA A+ Practical Application candidate has already passed the CompTIA A+ Essentials examination.

Database Design

Database Design/Management

This course teaches students how to plan, design and implement a relational databases using MySQL database. You will learn about the theory behind relational databases, relational database nomenclature, and relational algebra. The course includes sections on Structured Query Language (SQL) and optimizing databases through normalization. You will apply your knowledge with hands-on labs designed to teach the intricacies of database design methodology.

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)

QuickBooks 2010

Introduction to QuickBooks 2010

QuickBooks is productivity software designed to help Businesses securely track and manage their financial information including company's income and expenses. Intuit offers 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 of 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.

Programming

Java Programming Basic

If you want to learn computer programming but don't have any prior experience, you'll enjoy a tour of Java, one of the most widely used computer languages in the world. It's a breeze to learn in a friendly and supportive environment. Start with the basics of program design and go on to write your own programs and integrate input and output, calculations, decision making, and loops. Build your knowledge and confidence with easy-to-understand examples and plenty of skill-building exercises. So whether you just want to try it out to see if you like it or plan on doing more with Java, this is a great place to start!

Java Programming Intermediate

Deepen your understanding of the Java programming language, and start writing programs that are more sophisticated and professional. Learn how to save data permanently on a disk by writing it to a sequential data file. See how to read the file to get the data back and process it. Organize information using multiple classes in Java's class hierarchy and inheritance. Explore some of the hundreds of classes that are built into the Java language. Find out how to create GUI applications in Java using tools like windows, menus, buttons, text boxes, check boxes, scroll bars, and other GUI tools.

PHP and MySQL Basic

Learn how to create an interactive Web site, allowing visitors to post and retrieve information provided by you or your site's visitors. In this six-week online course, you'll see how to create dynamic Web pages using the PHP programming language and the MySQL database server.

PHP and MySQL Intermediate

Learn how to create an interactive online store complete with an online catalog of products, allowing customers to browse the catalog to select items, place them in a shopping cart, and complete an order. In this course, you'll see how to create a commercial online store using the PHP programming language and the MySQL database server.

Introduction to Microsoft ASP.NET 3.5

This instructor-led course provides students with the knowledge and skills to develop web applications for the Microsoft .NET platform using ASP.NET 3.5 technology. The code behind language is C#. The course focuses on overview of .Net framework, web application basics, ASP.NET architecture, user interfaces and controls, look and feel of web pages and state management techniques. This course is intended for novice programmers who have knowledge of C# language and basic framework features. Knowledge Web Technology Fundamentals will be an advantage.

10265 Developing Data Access Solutions with Microsoft Visual Studio 2010

In this course, experienced developers who know the basics of data access (CRUD) in Windows client and Web application

environments will learn to optimize their designs and develop better performing data access code by using the ADO.NET Entity Framework, LINQ, WCF Data Services, the Sync Framework, and ADO.NET. This course is intended for professional .NET software developers who use Microsoft Visual Studio in a team-based, medium-sized to large development environment.

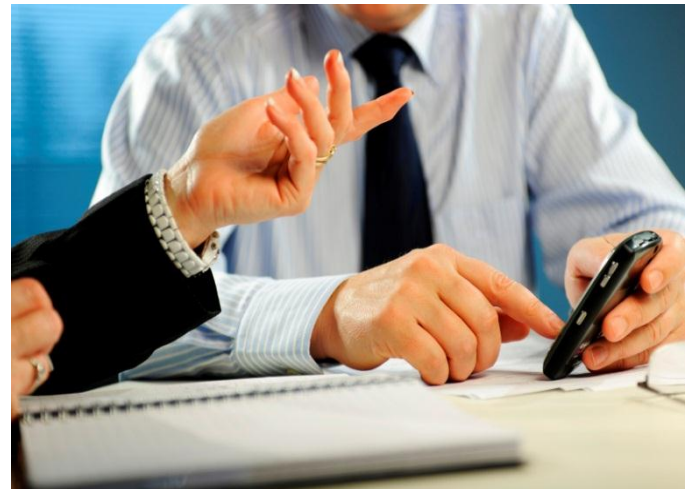
Website Design

Introduction to HTML5

This course is intended for students who have experience with HTML 4, basic CSS, and basic Java Script. Students will start by getting their hands dirty and jumping right into HTML5 code. They will learn about the new HTML5 structural, semantic, and form tags, how to use Canvas to create drawings natively in the browser, how to work with HTML5 audio and video, the new methods for storing variables client-side, and how to build applications that work offline.

AJAX Programming Basic

Transform the way your Web applications look and feel! With Ajax programming, you can create applications that provide levels of responsiveness previously unheard of on the Web. In fact, you can use Ajax to develop Web applications that behave and respond just like desktop applications.



Internet Marketing

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.



Corporate Training

50476 Amazing Macros (Microsoft Excel 2010)

This one-day course introduces Microsoft Excel 2010 users to the features in creating and managing Excel macro. Participants will learn how to record macro, execute macros in variety of different methods, editing macro and creating a control buttons to activate the macros. This course is intended for Information workers who have an understanding of Microsoft Office Excel 2010

50448 Maximizing PivotTable

This course provides students with the knowledge and skills to use the features and functions of Microsoft Office Excel PivotTable 2010 to accomplish analysis tasks. This course is intended for users of Microsoft Office Excel who want to learn about the features of Microsoft Office Excel PivotTable 2010.

50449 Useful Formulas & Functions (MS Excel 2010)

This course provides students with the knowledge and skills to the usage of useful formulas and functions in Microsoft Excel 2010. This course is intended for users of Microsoft Office Excel who want to learn about useful formulas and functions.

50413 Mastering Microsoft Project 2010

This course provides students with the knowledge and skills to plan and manage projects using Microsoft Project 2010. To get the most from any project management software, the user must understand the project management techniques upon which the software is based. This course presents the most popular project management software in the context of how a project manager will use it. Participants in this course learn the functions of the software and the project management concepts which make the software effective. This presentation begins with the basic concepts and leads participants through all the functions they'll need to plan and manage a small to medium-sized project, including how to level resources and capture both cost and schedule progress. This course is

intended for both novice and experienced Project Managers and projects support personnel who need to apply the discipline of project management using Microsoft Project Professional/Standard 2010

50552 Microsoft Project 2010 Exam Prep Boot Camp

This course provides students with the knowledge and skills to master Microsoft Project 2010 and pass the 70-178 MCTS exam. This course is intended for novice and experienced users of Microsoft Project 2010.

50439 Basics of Transact SQL with SQL Server 2008R2

This course provides students with the necessary knowledge to work with the data in SQL Server 2008R2. They will learn how to use the built in tools included with SQL Server to construct queries, do tuning, and analyze a query and its performance along with how to modify existing data, perform joins, create indexes and work with XML.

50152 C# Programming in the .NET Framework 2.0

This course provides students with the knowledge and skills to develop applications in the .NET Framework 2.0 using the C# 2.0 programming language. C# is one of the most popular programming languages in existence, and the C# 2.0 revision introduces new productivity, performance and convenience features into the language.

50219 Introduction to Windows 7 for Developers

This course provides students with the knowledge and skills to appreciate the architecture, new features and application compatibility considerations of the Windows 7 operating system. This course is intended for developers with Win32 programming experience in C++ or an equivalent experience developing Windows applications in a .NET language.

Windows 7 Training for Developers

This instructor-led course provides students with the knowledge and skills to develop real-world applications on the Windows 7 operating system, using managed and native code. This course is intended for developers with Win32 programming experience in C++ or an equivalent experience developing Windows applications in a .NET language.



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Hands-on Computer Training in Microsoft Office 2010

Package	Bronze	Silver	Gold
Computer Basic/Internet	✓	✓	✓
Windows 7	✓	✓	✓
Word 2010 Level 1	✓	✓	✓
Excel 2010 Level 1	✓	✓	✓
Access 2010 Level 1	✓	✓	✓
PowerPoint 2010 Level 1	✓	✓	✓
Outlook Level 1	✓	✓	✓
Word 2010 Level 2		✓	✓
Excel 2010 Level 2		✓	✓
Access 2010 Level 2		✓	✓
PowerPoint 2010 Level 2		✓	✓
Outlook Level 2		✓	✓
Word 2010 Level 3			✓
Excel 2010 Level 3			✓
Access 2010 Level 3			✓
Project 2010 Level 1			✓
Project 2010 Level 2			✓

Call 714.505.3475 for pricings

Contact Us

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