



NR Computer Learning Center

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www.nrclc.com

Desktop Applications

Accounting

Security

Computer Basic

Website Design

Java

Database Design

Project Management



Computer Training 2010

NR Computer Learning Center

NR Computer Learning Center (NRCLC) provides highly specialized computer skill development programs and test preparation services for various computer examinations like Internet and Computing Core Certification (IC3), Microsoft Certified Application Specialist (MCAS), Project Management, Database Design and E-Courseware development. We offer on-site, off-site and on-line Information Technology courses. NRCLC is also Prometic, Pearson and Certipoint authorized testing center for IT Certification for companies like Microsoft, CompTIA, SCO and many more. For more information, please call 714-505-3475.

Services:

- Software Application Training
- Corporate Training
- Customized Learning Solutions
- eLearning Solutions
- Test Prep Material and Classes
- Practice Test
- Courseware Development
- Consulting Services
- Project Management Services

Registration Information

WALK-IN: Registrations will be taken at NR Computer Learning Center at 2100 W. Orangewood, Suite 110, Orange, CA by appointment. Call 714.505.3475 to make an appointment.

MAIL-IN: Mail in completed registration form and a check (made payable to: NR Computer Learning Center) to: NR Computer Learning Center, 2100 W. Orangewood, Suite 110, Orange, CA 92868.

FAX-IN / PHONE-IN: Phone or fax in your registrations form. Fax: 714-505-3476 Phone: 714-505-3475.

Cancellation Policy

Requests for refunds will be honored only if they are made at least (5) working days prior to the start of training – no exceptions. A \$25 processing charge will be deducted from all requests refunds. Material fees are not refundable. Please allow four weeks for refunds to be processed.

Reschedule Policy

Students who have paid for the class may reschedule in the same training at a later date for no charge.

Retake Policy

Students have paid for the class may “retake” a class that they have previously attended within a year of the original training date.

Discount Package

Get 10% off when you sign up for 2 or more training session.

Partners



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Computer Basic Skills

Computer Basic & Window Vista (4 Sat)

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 Vista to manage files & folders, maintain their system, run application, using control pane, printing files and installing programs. This course will also help students who are preparing for IC3 Module A: Computing Fundamentals Certification test. Prerequisite: Basic Typing skills.

Jan 16 - Feb 06, 2010 8:30 AM - 12:30 PM Cost: \$195

Keyboarding with SpeedBuilder CD (4 Sat)

The hands-on course is designed for students who want to learn how to touch-type to increase their speed and efficiency on the keyboard. The course includes interactive exercises that will allow students to explore the intricacies of KAZ (Keyboarding A to Z). The SpeedBuilder software is included with the manual. Prerequisite: Microsoft Windows, Computer Basic or equivalent.

Jan 16 - Feb 6, 2010 1:00 PM - 2:30 PM Cost: \$195

Computer Network, Internet Basic & email (3 Sat)

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 2007 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.

Apr 03 - 24, 2010 8:30 AM - 12:30 PM Cost: \$199

Website Design

HTML 4.0 Programming (2 Days)

Students will learn how to create Web pages using HTML code. Students will probably get the most out of this course if they want to learn to create Web pages with HTML code. Learning HTML code will also benefit students when they use HTML generation programs.

Apr 19 - 20, 2010 9 AM - 4 PM Cost: \$590

Enhancing Web Pages with JavaScript (1 Day)

Students will learn how to add various JavaScript enhancements to Web sites.

Mar 22, 2010 9 AM - 4 PM Cost: \$350

JavaScript Programming (3 Days)

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

Feb 15 - 17, 2010 9 AM - 4 PM Cost: \$1,100

JavaScript Advanced Programming and Ajax (2 Days)

You are familiar with XHTML and basic techniques of JavaScript programming in designing basic web pages. You can make your web pages more dynamic and attractive by providing additional functionality to them. In this course, you will use the advanced techniques in JavaScript programming and Ajax to make your web pages highly functional.

Mar 23 - 24, 2010 9 AM - 4 PM Cost: \$750

Accounting

Introduction to QuickBooks 2008 (2 Sat)

The hands-on course provides the student the knowledge and skills required to use QuickBooks 2008 to track the finances of a small business. Students will learn how to set up a new company, manage bank account transactions, maintain customer and vendor information, generate reports, and write and print checks. They will also create invoices and credit memos, add custom fields, set up budgets, and learn about data backup/protection.

May 1 & 8, 2010 8:30 AM-12:30 PM Cost: \$219

Desktop Application

Microsoft Office 2007: Word Basic (2 Sat)

The hands-on course provides the student the knowledge and skills required to learn the basic functions and features of Microsoft Word 2007 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 IC3 Module B: Key Application Certification test. Prerequisite: Microsoft Windows Basic, Internet or equivalent.

Feb 13 - 20, 2010 8:30 AM - 12:30 PM Cost: \$199

Microsoft Office 2007: Excel Basic (3 Sat)

The hands-on course provides the student the knowledge and skills required to learn to start and exit Microsoft Excel 2007 software. The students will learn to modify the display of toolbars and on-screen elements, use online help and use printing function, copy/ paste text, format cell, row and column, set text style and size, define a formula, and create and modify a chart. This course will also help students who are preparing for IC3 Module B: Key Application Certification test. Prerequisite: Microsoft Windows Basic, Internet or equivalent.

Feb 27 – Mar 13, 2010 8:30 AM - 12:30 PM Cost: \$219

Microsoft Office 2007: PowerPoint (2 Sat)

The hands-on course provides the student the knowledge and skills required to learn to create a great presentation using Microsoft PowerPoint 2007 software. The students will learn to use the basic features of Microsoft PowerPoint 2007 such as the Quick Access Toolbar, the Ribbon, the Slide Navigation, the Shortcut icons, creating master slide, inserting header/footer, managing slides, formatting text, inserting graphics, clip arts, charts and table; printing presentation, notes and handouts. This course will also help students who are preparing for IC3 Module B: Key Application Certification test. Prerequisite: Microsoft Windows, Internet or equivalent.

Mar 20 - 27, 2010 8:30 AM - 12:30 PM Cost: \$199

MS Excel 2007 Basic (1 Day)

Level 1 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 budgets, inventory reports, invoices, and charts. 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.

Jan 11, 2010 9 AM - 4 PM Cost: \$219

MS Excel 2007 Intermediate (1 Day)

Level 2 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.

Jan 12, 2010 9 AM - 4 PM Cost: \$250

MS Excel 2007 Advance (1 Day)

Level 3 teaches students how to use some advanced features to work with different types of reports. Students will look at some productivity tools to increase data entry, features to enable collaboration with others, and use various commands to analyze large numerical reports.

Jan 13, 2010 9 AM - 4 PM Cost: \$250

MCAS Excel Test Prep (3 Days)

Microsoft Office Excel 2007 teaches the new information worker 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 budgets, inventory reports, invoices, and charts. This course is designed for those people who require the skills necessary to use a spreadsheet program on a daily basis to manage and audit numerical reports.

Feb 1—3, 2010 9 AM - 4 PM Cost: \$799

Security

Security Awareness

In today's organizational environment, almost every role involves working with computers in some manner. Recent events indicate that security breaches can happen with almost any computer user, at home or office. This course is intended to provide you with an introduction to common security threats and issues, as well as ways to counteract them.

Apr 26, 2010 9 AM - 4 PM Cost: \$250

Database Design

Fundamentals of Databases Design Using MySQL (1 Day)

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 using MySQL.

Mar 29, 2010 9 AM - 4 PM Cost: \$350

Microsoft Office Access 2007: Basic (2 Days)

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™ 2007 relational database application. You will gain the basic skills needed to work with Microsoft® Office Access™ 2007 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.

Apr 5 - 6, 2010 9 AM - 4 PM Cost: \$590

Microsoft Office Access 2007: Intermediate (1 Day)

Your training in and use of Microsoft® Office Access™ 2007 has provided you with a solid foundation in the basic and intermediate skills of working in Microsoft® Office Access™ 2007. 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.

Apr 7, 2010 9 AM - 4 PM Cost: \$295

Microsoft Office Access 2007: Advanced (1 Day)

In previous levels, you were introduced to the various features of Microsoft® Office Access™ 2007 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.

Apr 8, 2010 9 AM - 4 PM Cost: \$295

SQL Language (2 Days)

In the course SQL: Fundamentals of Querying (Third Edition), 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 (Third Edition), you will create advanced SQL queries to manipulate and index tables.

Apr 12 - 13, 2010 9 AM - 4 PM Cost: \$700

CIW—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.

CIW v5 Database Design Specialist certification is valuable for individuals working in fields such as IT, database development, application development and other areas that depend on Web-enabled systems for productivity. To become a CIW Database Design Specialist, the candidate must pass one required CIW exam AND complete the CIW Certification Agreement

Feb 8 - 10, 2010 9 AM - 4 PM Cost: \$1,200

Java

Java 2: Programming Language (5 Days)

The hands-on course introduces the student to the foundations of Java 2 Standard Edition (J2SE) technology. Java is the language of choice for the Internet. Java enhances productivity by allowing the inheritance of methods and properties from the well-organized Java Class Library. Students will build Graphical User Interfaces and handle various events. Students will explore multi-threading and how it can improve the performance of applications. Students will also use many methods of the Graphics class to draw shapes.

Mar 1 - 5, 2010

8 AM - 5 PM

Cost: \$1,900

Project Management

Project Management Fundamentals (1 Day)

Project Management: Fundamentals overviews the basics of project management. It provides the theory and core methodology you will need to manage projects or participate on project teams. This course does not make use of any project management software application, but instead focuses on the conceptual underpinnings that students must know in order to use any project management software application effectively.

Mar 8, 2010

9 AM - 4 PM

Cost: \$350

Microsoft Office: Project 2007 (2 Days)

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 hand-on course, you will learn to setup, create, modify and manage a project plan. You will also learn to update and modify project plan regularly to keep the project moving on track.

Mar 16 - 17, 2010

9 AM - 4 PM

Cost: \$590

CIW—Project Management (3 Days)

This ILT Series manual for Project Management: Basic is designed to give proficiency in creating and using templates, adding advanced effects to text and graphics, creating and inserting tables, and working with long publications. The manual is designed for quick scanning in the classroom and filled with interactive exercises that help ensure student success.

Mar 9 - 11, 2010

9 AM - 4 PM

Cost: \$1,200

VM Ware

VMware VI3.5 Ultimate Bootcamp & Official Certified Virtualization Expert (CVE) (5 Days)

Ultimate Bootcamps are designed to give the student in-depth skills training through hands-on experience with state-of-the-art equipment.

The focus of the VMware VI3.5 Ultimate Bootcamp is to instill the knowledge required for the student to do their job efficiently and effectively. To accomplish this, we provide a comprehensive Beginner to Advanced training experience, starting from the installation of the licensed product to real world troubleshooting scenarios. The course focus is not limited only to learning and harnessing the power of VMware® but the entire concept of virtualization and other 3rd party tools and technologies that will enhance VMware® capabilities and increase the student's virtualization expertise.

VMTraining is the only company to teach and perform labs on VMware® ESXi 3.5, VMware's newest addition to the VI 3.5 line of products and the future of the VI suite.

Jan 18—22, 2010

8 AM—6 PM

Cost: \$3,500

Authorized Testing Center



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