

COURSE LISTING

PC PACK

Concepts of Computing

Computer Basics: Using Your PC
 Computer Security Awareness
 Database Concepts
 Dataprocessing Concepts
 Introduction to Teleprocessing
 Data Communications for End Users

Internet

Internet: A Beginner's Guide
 Internet Explorer 3.0: A Beginner's Guide
 Internet Explorer 4.0: A Beginner's Guide
 Netscape Navigator 3.0: A Beginner's Guide
 Netscape Navigator 4.0: A Beginner's Guide
 Netscape Communicator: An Overview
 Internet: Search Engine & Plug-Ins

Microsoft Exchange

Exchange 4.0: Using Microsoft Exchange 4.0
 Exchange 5.0: Using Microsoft Exchange 5.0

Microsoft Office

Access 97: Getting Started
 Access 97: Using a Database
 Excel 97: Getting Started
 Excel 97: Modifying Worksheets
 Excel 97: Using Excel Tools
 FrontPage 97: Creating a Web Site
 FrontPage 98: Creating a Web Site
 Outlook 97: Getting Organized
 PowerPoint 97: Creating Presentations
 PowerPoint 97: Modifying Presentations
 Word 97: Getting Started
 Word 97: Formatting Documents
 Word 97: Using Productivity Tools
 Quicken 98: Getting Started
 Quicken 98: Planning & Budgeting

Business and Professional Development

Grammar: Fundamental Sentence Structures
 Grammar: Punctuation
 Grammar: Complex Sentence Structures
 Grammar: Advanced Grammar

Basics of Business Math: Fractions
 Basics of Business Math: Decimals
 Basics of Business Math: Equations
 Basics of Business Math: Percents
 Basics of Business Math: Calculator
 Basics of Business Math: Reports
 Business Communication: Writing Skills
 Business Communication: Forms of Writing
 Business Communication: Documentation

Introduction to Time Management
 Managing Time and Meetings
 Managing Time and Work
 Managing Time with Co-Workers
 Project Management
 Stress Management
 The C Zone: Peak Performance Under Pressure

Operating Systems

Introduction to Windows 95
 Windows 98
 Introduction to Windows NT 4.0 Workstations

TECHNICAL PACK

C/C++ Programming

C in 21 Days: Week 1
 C in 21 Days: Week 2
 C in 21 Days: Week 3

Client/Server

Client/Server Technology for Managers

FOCUS Library

FOCUS: Getting Started
 FOCUS: Basic Report Preparation
 FOCUS: Report Preparation II
 FOCUS: Graphics
 FOCUS: Data Manipulation for Reporting
 FOCUS: File Definition
 FOCUS: Accessing External Files
 FOCUS: File Maintenance I
 FOCUS: File Maintenance II
 FOCUS: Dialogue Manger & FIDEL

HTML

HTML: Creating Your Own Web Pages
 HTML: Creating High Quality Web Graphics
 HTML: Layout and Design for Your Web Pages
 HTML: Making Your Web Pages Interactive
 HTML: Start Using Javascript
 HTML: Using Javascript for Interactivity
 HTML: Using Advanced Javascript Techniques

JAVA

Java: Getting Started with Java Programming
 Java: Creating Java Applets for the Web
 Java: Improving the Look of Java Programs

LAN

LANs: Hardware & Software
 LANs: Internetworking
 LANs: Network Basics

Microsoft Exchange

Planning for MS Exchange Server
 Installing & Configuring MS Exchange Server
 Administering & Managing MS Exchange Server

Micro Focus COBOL Workbench

Getting Started
 Managing Files
 Developing Programs
 Testing Programs
 Compiling & Complex Testing

Networking Essentials

Networking Essentials: Terminology
 Networking Essentials: Standards
 Networking Essentials: Planning a Topology
 Networking Essentials: Planning Connections
 Networking Essentials: Implementation
 Networking Essentials: Troubleshooting

OOP

OOP Using C++: Week 1
 OOP Using C++: Week 2
 OOP Using C++: Week 3

TECHNICAL PACK cont.

Oracle

Oracle: Overview of Developer/2000
Oracle: Developer/2000 Applications
Oracle: Developer/2000 Integration
Oracle: Forms 4.5 & Reports 2.5
Oracle: Graphics 2.5 & Procedure Builder 1.5
Oracle: Introduction to PL/SQL

PowerBuilder

PowerBuilder 5 Overview
Getting Started with PB 5.0
Using PowerScript
Using DataWindows
Delivering the Final Product

SAS Library

SAS: Fundamentals
SAS: Data Manipulation
SAS: DATA Step Programming
SAS: Results
SAS: Display Manager System
SAS: Data Libraries
SAS: Data Management

SQL Server 6.5

SQL Server 6.5: Introduction
SQL Server 6.5: Installation and Setup
SQL Server 6.5: Users and Replication
SQL Server 6.5: Database Administration
SQL Server 6.5: System Management
SQL Server 6.5: Tuning for Performance

UNIX Systems

Introduction to UNIX
UNIX Shells -- Bourne, Korn & C
UNIX Shells Programming
UNIX Shells Administration I
UNIX Shells Administration II
Process Management

Visual Basic

VB 4.0: Beginning Skills
VB 4.0: Intermediate Skills
VB 4.0: Advanced Skills
VB 5.0: Beginning Skills
VB 5.0: Intermediate Skills
VB 5.0: Advanced Skills
VB 5.0: Windows API and ActiveX

Windows NT -- Server

Win NT 4.0 Server: Planning & Installation
Win NT 4.0 Server: Configuration
Win NT 4.0 Server: Resource Management
Win NT 4.0 Server: Monitoring & Troubleshooting

Windows NT -- Enterprise

Win NT 4.0 Enterprise: Configuration
Win NT 4.0 Enterprise: Connectivity

TECHNICAL PACK cont.

Windows NT -- Workstation

Win NT 4.0 Workstation: Installations & Configuration
Win NT 4.0 Workstation: Connectivity & Resource Mgmt
Win NT 4.0 Workstation: Troubleshooting

TCP/IP

TCP/IP: Introduction to TCP/IP Concepts
TCP/IP: Data Delivery and Routing
TCP/IP: Microsoft TCP/IP and IIS
TCP/IP: Printing Services and DHCP
TCP/IP: Name Resolution and WINS
TCP/IP: Introduction to DNS Server
TCP/IP: Managing DNS and TCP/IP
TCP/IP: Utilities for Monitoring TCP/IP
TCP/IP: Performance Monitor and RAS
TCP/IP: PPTP and Troubleshooting

Data Processing Library

CICS/ESA: Fundamentals
CICS/ESA: Programming Basics
CICS/ESA: Defining Maps
CICS/ESA: Using Maps
CMS for New Users
COBOL: Fundamentals
COBOL: Numerics
Compiling & Debugging the New COBOL
Migration to the New COBOL Language
VS COBOL II: CICS Migration
VS COBOL II: Basics
VS COBOL II: Program Structure
VS COBOL II: Data Structure
VS COBOL II: Numerics
VS COBOL II: Procedure Division
Data Comm. For Technical Users
Fundamentals of MVS/ESA & JES
ISPF: Program Development
ISPF: User Interface
MVS/ESA JCL: Fundamentals
MVS/ESA JCL: Job Processing
MVS/ESA JCL: Data Sets
MVS/ESA JCL: Procedures
MVS/ESA: Basic Operations
MVS/ESA: Utilities
REXX Programming
SAA: Primer
SAA: Architectural Components
TSO/E: CLIST
Using EASYTRIEVE Plus
VSAM: Fundamentals
XEDIT for New Users

DB2 & SQL/DS Library

DB2: The Programming Environment
DB2: Row and Table Manipulation
DB2: Program Development and Efficiency
QMF: Prompted Query & QBE
QMF: Reports
SQL: Basic Query Techniques
SQL: Advanced Query Techniques
SQL: Database Maintenance
SQL/DS: The Programming Environment
SQL/DS: Row and Table Manipulation
SQL/DS: Program Development and Efficiency