GS GRADUATE SCHOOL USDA.

Pathways to Performance and Success

July 2008 – September 2009

Information Technology

Microsoft Suite
We offer expert, hands-on training in Excel, PowerPoint and Word.

Enterprise Architecture
Learn how to link people, technology, business and government to achieve your goals.

Project Management
Need help with planning? Learn to use technology to successfully complete your next project.

Geographic Information Systems
Learn how this technology can help your agency in its decision-making process.

www.grad.usda.gov

How can IT managers deliver quality services to their organization?

Information Technology Infrastructure Library

The Graduate School's ITIL curriculum is ideal for management and staff who may be involved in a variety of IT service management issues. See page 23.

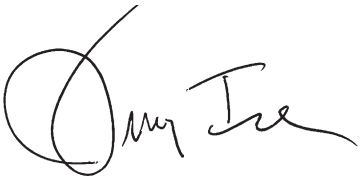
From the CEO & President

For 2009 we have expanded our GS Connect system, a unique and innovative way to bring the classroom to you. GS Connect is a convenient, cost-effective way to train multiple staff anytime, anywhere. This Web communication system helps you make the most of our outstanding curriculum and educational services. Participants can collaborate with their instructors and fellow participants in a live classroom setting without leaving their desks. We can also customize an organization's training for synchronous or asynchronous delivery. IT courses offered via GS Connect include the 2007 versions of Microsoft Access, Excel, PowerPoint and Word.

We have also refined our Information Technology curriculum, offering two Vista certification training programs as well as training in earned value management (EVM) and Enterprise Architecture via GS Connect.

The Graduate School continues to offer numerous cutting-edge technologies that are gaining wide adoption by the federal community and private organizations, including enterprise architecture (EA), geographic information systems (GIS), Information Technology Infrastructure Library (ITIL), project management and all aspects of information security.

We appreciate your interest in our IT programs and look forward to serving you.



Jerry Ice, Ed.D.
CEO & President

GS GRADUATE SCHOOL USDA.
Pathways to Performance and Success

Information Technology 2009

Table of Contents

DATABASES

Introduction to Databases and Database Design, SOFT7004T 4
Microsoft Access 2003: Introduction, DBAS7115T 4
Microsoft Access 2007: Introduction, DBAS7125T 5
Microsoft Access 2007: Introduction ***via GS Connect***, DBAS7515A . . 5
Microsoft Access 2007: Intermediate ***via GS Connect***, DBAS8515A . . 5
Microsoft Access 2003: Intermediate, DBAS8115T 5
Microsoft Access 2007: Intermediate, DBAS8125T 6
Microsoft Access 2003: Advanced Applications Development, DBAS9101T 6
Microsoft Access 2007: Advanced Applications Development, DBAS9111T 6
Oracle: Introduction, CMAN7710T 6
SQL (Oracle 10*g*): Introduction, CMAN7800T 6
Oracle 10*g* Database Administrator Certified Associate (OCA), CMAN9101T 7
Visual Basic, Version 6.0: Introduction, COMP7963T 7

DESKTOP PUBLISHING

Desktop/Electronic Publishing: Introduction, DTOP7978T 8
Adobe Acrobat: Introduction, DTOP7913T 8
Adobe Captivate, DTOP7923T 8
Adobe Illustrator: Introduction, DTOP7901T 9
Adobe InDesign, DTOP7988T 9
Adobe Photoshop: Introduction, DTOP7769T 9
Adobe Photoshop: Intermediate, DTOP8869T 9

ENTERPRISE ARCHITECTURE

Enterprise Architecture Overview ***via GS Connect***, ENTR7001A 11
Introduction to Enterprise Architecture, ENTR7000T 11
Implementing an Enterprise Architecture, ENTR7001T 11
Enterprise Architecture Organization and Governance, ENTR8000T . 12
Service-Oriented Architectures – Components and Services, ENTR8001T 12
Performance Reference Models and Linkage to Strategic Plans, ENTR9000T 12
Technical Architectures, ENTR8002T 13
Data Architectures, ENTR8003T 13
EA and Business Modeling – Concepts and Practices, ENTR9001T . . 13
Facilitating EA Communication and Buy-In, ENTR9003T 14
Applied Enterprise Architecture: Affecting Strategic Change, ENTR9002T 14
Certificate of Accomplishment in Enterprise Architecture, ENTR9100T 15

GEOGRAPHIC INFORMATION SYSTEMS

Introduction to GIS Software: ESRI ArcGIS 9.x, GIST7000T 16
Introduction to GIS Technologies, GIST7001T 16
Cartographic Issues: Map Projections and Map Design, GIST8000T . 17
GIS Project Development and Process, GIST8001T 17
Spatial Databases and Database Development, GIST8002T 17
Spatial Analysis Using GIS, GIST8003T 18
GIS Applications: Environmental and Natural Resource Management,GIST9000T 18
GIS Applications: Urban Planning and Development, GIST9001T . . . 18
GIS Tools and Techniques: Raster and 3D Modeling, GIST9002T . . . 19
GIS Tools and Techniques: Remote Sensing for GIS,GIST9003T 19
GIS Applications: Business Intelligence,GIST9004T 19
GIS Applications: National and Homeland Security, GIST9005T 20
GIS Tools and Techniques: GIS Program Development and Management, GIST9006T 20
GIS Technical Certificate, GIST8900T 20
GIS Professional Certificate, GIST9900T 21

INFORMATION TECHNOLOGY

Introduction to Information Technology, INFO7004T 22
Free and Open Source Software 101 and Technologies, INFO7738T 22

INFORMATION TECHNOLOGY INFRASTRUCTURE LIBRARY (ITIL)

ITSM Executive Awareness Seminar, ITEC7726T 23
ITIL Service Management Foundation, ITEC7004T 23
ITIL Change, Configuration and Release Management Practitioner, ITEC8001T 23
ITIL Service-Level Management Practitioner, ITEC8000T 24

MICROSOFT SUITE

MS Office 2007 Survey of Software ***via GS Connect***, INFO7001A . . . 25
Microsoft Excel 2003: Introduction, SPRD7968T 25
Microsoft Excel 2007: Introduction, SPRD7978T 26
Microsoft Excel 2007: Introduction ***via GS Connect***, SPRD7578A . . . 26
Microsoft Excel 2003: Intermediate, SPRD8968T 26

Microsoft Excel 2007: Intermediate, SPRD8978T 26
Microsoft Excel 2007: Intermediate *via GS Connect*, SPRD8578A . . 26
Microsoft Excel 2003: Advanced, SPRD9952T 27
Microsoft Excel 2007: Advanced, SPRD9962T 27
Microsoft PowerPoint 2003: Introduction, PRES7950T 27
Microsoft PowerPoint 2007: Introduction, PRES7960T 27
Microsoft PowerPoint 2007: Introduction *via GS Connect*, PRES7568A 27
Microsoft PowerPoint 2003: Intermediate, PRES8950T 28
Microsoft PowerPoint 2007: Intermediate, PRES8960T 28
Microsoft Word 2003: Introduction, WORD7968T 28
Microsoft Word 2007: Introduction, WORD7978T 28
Microsoft Word 2007: Introduction *via GS Connect*, WORD7568A 29
Microsoft Word 2003: Intermediate, WORD8968T 29
Microsoft Word 2007: Intermediate, WORD8978T 29
Microsoft Word 2003: Advanced, WORD9818T 29
Microsoft Word 2007: Advanced, WORD9828T 29

NETWORK AND OPERATING SYSTEMS

A+® Certification: 2006, TCOM9986T 30
Network+ Certification, TCOM9995T 30
Microsoft Windows: Introduction, DWIN7010T 30
Microsoft Certified Technology Specialist (MCTS): Windows Vista, Configuration, DWIN8980T 31
Microsoft Certified IT Professional (MCITP): Enterprise Support Technician, DWIN9980T 31
Microsoft Certified Desktop Support Technician (MCDST) Certificate, TCOM8980T 32

PROJECT MANAGEMENT

Earned Value Management *via GS Connect*, PROJ8500A 33
Project Management for IT: Application and Integration, PROJ7602T 33
Microsoft Project 2003, PROJ7980T 33
Microsoft Project 2007, PROJ7990T 34
Microsoft Project 2007 *via GS Connect*, PROJ7590A 34
Fundamentals of IT Management and Capital Planning, TECH7705T 34
Agile Project Management, PROJ7995T 35
Business Analyst Fundamentals, PROJ7996T 35
Capital Portfolio Planning, Implementation, Maintenance and Management, PROJ7998T 36
Scrum Master Certification Workshop, PROJ7997T 36

SECURITY

Introduction to Information Security, SRTY7000T 38
Fundamentals of Computer Security for Federal Information Systems, SRTY7768T 38
Certified Information System Security Professional (CISSP) Prep, SRTY9100T 38
Wireless Laptop Setup and Security, SRTY7304T 39
Advanced Security Implementation: A Review Course for the SCNA Certification Exam 1, SRTY9005T 39
Enterprise Security Solutions: A Review Course for the SCNA Certification Exam 2, SRTY9006T 39
Strategic Infrastructure Security: A Review Course for the SCNP Certification Exam, SRTY8002T 40
Security+ Certification Preparation, SRTY9031T 40
Tactical Perimeter Defense: A Review Course for the SCNS Certification Exam, SRTY8003T 40
Understanding Windows VISTA Security for System Administrators, SRTY9007T 41
Security Awareness Training *via GS Connect*, SRTY7030A 41
Network Systems Security Concepts (Online), SRTY7020T 41
Secure Information Transfer and Storage (Online), SRTY8020T 42
Computer Forensics and Incident Handling (Online), SRTY9020T 42
Security Risk Management (Online), SRTY9120T 42
Security + (Online), SRTY9104T 43
Vulnerability Mitigation (Online), SRTY9989T 43
Wireless Network Security (Online), SRTY9990T 44
Information Security Specialist Certification Program, SRTY9999T 44
Security Management Certificate (Online), SRTY9988T 44

WEB DESIGN AND PROGRAMMING

Adobe Dreamweaver: Introduction, INET7885T 46
Adobe Dreamweaver: Advanced, INET9885T 46
Adobe Flash: Introduction, INET7710T 46
Creating a Podcast, INET7003T 46
HTML Programming: Introduction, INET7712T 47
HTML Programming: Intermediate, INET8835T 47
Human Interface Design, INET9931T 47
Java: Introduction, INET7719T 48
Microsoft FrontPage 2003: Introduction, INET7790T 48
Microsoft FrontPage 2003: Advanced, INET9942T 48
Web 2.0 Executive Overview, INET7228T 48
XML for the Web: Introduction, INET7550T 49

Databases

Microsoft Access 2007

Microsoft Office Access 2007 helps information workers quickly track and report information with ease thanks to an improved interface and interactive design capabilities that do not require deep database knowledge. Users can share information over the Web on Microsoft Office SharePoint Server 2007 lists where it can be audited and backed up. Here are the top 10 ways Office Access 2007 can help you.

1. Get better results faster with a new user interface.
2. Get started quickly using prebuilt solutions.
3. Create multiple reports with different views of the same information.
4. Create tables quickly without worrying about database complexity.
5. Enjoy new field types for even richer scenarios.
6. Collect and update your information directly from the source.
7. Share your information with Microsoft Windows SharePoint Services.
8. Track Windows SharePoint Services lists with the rich client capabilities of Office Access 2007.
9. Move data to Windows SharePoint Services for better manageability.
10. Access and use information from multiple sources.

Introduction to Databases and Database Design

SOFT7004T

This workshop focuses on relational database concepts and terminology and the role of database design in the context of the system life cycle process. Basic database fundamentals for relational, object-relational and object-oriented database systems are also presented.

Participants design and develop logical models, apply normalization rules and map normalized models to physical models using CASE and other appropriate software tools. Other topics include the presentation of standards, the uses of SQL and OQL, data warehouse, data administration and database administration.

What you will learn

- Relational, object-relational and object-oriented database systems
- CASE and other tools to develop logical models with entity relationship modeling and UML modeling techniques
- Normalization rules and mapping of logical database models to physical database models
- Client/server architecture
- Uses of SQL and OQL
- The roles and tasks of administration

Who should attend

This course is designed for computer system analysts, programmers, database analysts, database designers, application developers, technical managers and others who wish to learn to develop database applications and who have met the prerequisite.

Course Objectives

Upon completion of this course you will be able to:

- Utilize the tools in database design
- Apply the Entity Relationship (ER) model and the Unified Modeling Language (UML) techniques and normalization to the database design process
- Develop conceptual, logical and physical designs
- Discuss concepts and issues related to client/server databases
- Compose and apply queries (SQL and OQL) for database access
- Describe and discuss how transaction management, concurrency control and recovery services maintain the consistent state of a database

Prerequisite: Two years of systems development work experience.

5 Days | 3.0 CEU | Tuition $1,395

Schedule:

August 4-8, 2008 . . . . . .Washington, DC
January 5-9, 2009 . . . . . .Washington, DC
August 3-7, 2009 . . . . . .Washington, DC

Microsoft Access 2003: Introduction

DBAS7115T

Microsoft Access is a relational database management system and development environment used to organize, access and share information within the Windows family of operating systems. As a computer application, Microsoft Access utilizes object-based technology so that both novices and power users can use databases on their desktop and/or in their network enterprise. This two-day, hands-on introductory workshop is designed to teach basic database management concepts: identifying database components, creating database tables, and managing those tables through the use of queries and filters.

What you will learn

- Database components and basic relational database concepts
- Database window layout and features in the Access environment
- Database creation using tables and table modification
- Field properties
- Table relationships and lookup fields
- Database referential integrity
- Importing data into tables
- Creating and modifying queries and filters with the use of comparison operators and calculations

Who should attend

This course is for those who wish to learn database functions and design.

Course Objectives

Upon completion of this course you will be able to:

- Discuss relational database design and create a new database
- Perform database record updates: adding, editing and deleting within a database table
- Set field properties and utilize filters and comparison operators in order to select records from existing databases
- Produce forms utilizing Form Wizard and AutoForm to enter and maintain data
- Present formatted printouts incorporating different fonts and attributes, headers and footers, and summarized data utilizing Auto Report and Report Wizard

Prerequisite: Knowledge of Microsoft Windows.

2 Days | 1.2 CEU | Tuition $745

Schedule:

September 8-9, 2008 . . . . . .Washington, DC
December 8-9, 2008 . . . . . .Washington, DC
March 23-24, 2009 . . . . . .Washington, DC
May 11-12, 2009 . . . . . .Washington, DC

July 6-7, 2009 . . . . . .Washington, DC
September 8-9, 2009 . . . . . .Washington, DC

Microsoft Access 2007: Introduction

DBAS7125T

2 Days | 1.2 CEU | Tuition $745

Schedule:

August 4-5, 2008 . . . . . .Washington, DC
October 27-28, 2008 . . . . . .Washington, DC
February 16-17, 2009. . . . . .Washington, DC
June 29-30, 2009 . . . . . .Washington, DC

Microsoft Access 2007: Introduction *via GS Connect*

DBAS7515A

All session times are Eastern U.S.

Microsoft Access is a relational database management system used to organize, access and retrieve information. Learn basic database management concepts such as identifying database components, creating database tables and managing those tables through the use of queries, forms, reports and more. Course materials include a textbook that provides developmental practice exercises.

During this two-week instructor-led, live online course you participate in a two-hour class two days each week through the Internet. You master the course content through real-time lectures, simulations or demos, and slide presentations, and can join class discussions via text chat communication. If you miss any of the four live sessions, you can view the archived session. Between the live sessions, you complete instructional assignments.

You do not need Access 2007 to participate in the class. Our instructors use cutting edge technology to allow you to simulate use of the application. We do, however, recommend obtaining Access 2007 before the course begins because you will need the software to complete your assigned learning exercises and because having the software will help enrich your learning experience.

Course Objectives

Upon completion of this course you will be able to:

- Understand database concepts and terminology in Access
- Design and create tables
- Enter and manipulate data in tables
- Create data forms for viewing and inputting data
- Create reports that summarize and group data
- Perform database maintenance procedures
- Compose Extensible Markup Language (XML) documents for importing and exporting data on the Web

Who should attend

Individuals who wish to learn database functions and design.

2 Weeks | 1.8 CEU | Tuition $545

Schedule:

August 5, 7, 12, 14, 2008 . . . . . .
Tuesday-Thursday (1:00 p.m.-3:00 p.m.)
October 14, 16, 21, 23, 2008 . . . . . .
Tuesday-Thursday (1:00 p.m.-3:00 p.m.)
March 2, 4, 9, 11, 2009 . . . . . .
Monday-Wednesday (1:00 p.m.-3:00 p.m.)
August 3, 5, 10, 12, 2009 . . . . . .
Monday-Wednesday (1:00 p.m.-3:00 p.m.)
Also available by contract for customization and large groups.

Microsoft Access 2007: Intermediate *via GS Connect*

DBAS8515A

All session times are Eastern U.S.

Do you already understand the essential Microsoft Access 2007 database skills but need to be even more productive with it? Learn intermediate-level operations of the Microsoft Office Access 2007 program. Learn how to maintain data integrity, how to handle complex queries, reports and forms and how to share date between Access and other applications.

During this two-week instructor-led, live online course, you participate in a two-hour class two days each week through the Internet. You master the course content through real-time lectures, simulations or demos, and slide presentations, and can join class discussions via text chat communication. If you miss any of the four live sessions, you can view the archived session. Between the live sessions, you complete instructional assignments.

You do not need Access 2007 to participate in the class. Our instructors use cutting edge technology to allow you to simulate use of the application. We do, however, recommend obtaining Access 2007 before the course begins because you will need the software to complete your assigned learning exercises and because having the software will help enrich your learning experience.

Course Objectives

Upon completion of this course you will be able to:

- Restrict data entry; establish patterns for entering field values
- Create query joins; join unrelated tables; relate data within a table
- Set select query properties; create parameter and action queries
- Restrict data entry in forms, create and add sub forms and command buttons
- Organize report information; control pagination
- Create mailing label reports
- Import and export data; analyze Access data in Excel; merge data to a Microsoft Word document

Who should attend

This course is designed for students who already have an essential or basic understanding of Microsoft Access and Microsoft Access 2007 and would like to expand their understanding. This course is also a prerequisite for more advanced courses in Access 2007.

2 Weeks | 1.8 CEU | Tuition $545

Schedule:

August 19, 21, 26, 28, 2008. . . . . .
Tuesday-Thursday (1:00 p.m.-3:00 p.m.)
October 28, 30, November 4, 6, 2008. . . . .
Tuesday-Thursday (1:00 p.m.-3:00 p.m.)
March 16, 18, 23, 25, 2009 . . . . . .
Monday-Wednesday (1:00 p.m.-3:00 p.m.)
August 17, 19, 24, 26, 2009. . . . . .
Monday-Wednesday (1:00 p.m.-3:00 p.m.)
Also available by contract at your preferred location

Microsoft Access 2003: Intermediate

DBAS8115T

This two-day intermediate workshop builds upon basic database concepts and offers training in the development of multiple database relationships. Advanced properties of forms, reports and queries are presented. Creating and modifying charts, creating filters, joining tables in queries, working with input masks, and creating and utilizing macros are also covered.

What you will learn

- Table relationships and table keys
- How to establish relationships between tables
- Lookup fields
- Subform usage
- Input masks to maintain data integrity
- Advanced reports, forms and queries
- Data access pages
- How to import and export data over the Web
- XML documents

Who should attend

Users who wish to learn more advanced database functions will benefit from this course.

Course Objectives

Upon completion of this course you will be able to:

- Create lookup fields to add data to databases
- Produce subforms to display data from tables or queries that have a one-to-many relationship
- Create a form using Design View and apply calculated controls to display totals and other computations
- Produce queries using joined tables
- Save forms and reports as data access pages so that intranet/Internet access can be achieved
- Compose Extensible Markup Language (XML) documents for importing and exporting data on the Web

Prerequisite: Microsoft Access: Introduction (DBAS7115T, DBAS7125T or DBAS7515A).

2 Days | 1.2 CEU | Tuition $795

Schedule:

September 10-11, 2008 . . . .Washington, DC
December 10-11, 2008. . . . .Washington, DC
March 25-26, 2009 . . . . . .Washington, DC
May 13-14, 2009. . . . . .Washington, DC
July 8-9, 2009 . . . . . .Washington, DC
September 10-11, 2009 . . . .Washington, DC

Microsoft Access 2007: Intermediate

DBAS8125T

Prerequisites: Microsoft Access: Introduction (DBAS7115T, DBAS7125T or DBAS7515A).

2 Days | 1.8 CEU | Tuition $795

Schedule:

August 6-7, 2008 . . . . . .Washington, DC
September 17-18, 2008 . . . .Washington, DC
October 29-30, 2008 . . . . . .Washington, DC
February 18-19, 2009. . . . . .Washington, DC
July 1-2, 2009 . . . . . .Washington, DC

Microsoft Access 2003: Advanced Applications Development

DBAS9101T

Build on the intermediate database concepts of Microsoft Access. Advanced controls such as the Performance Analyzer, combo boxes and dialog boxes are presented. Other content includes macro development, custom switchboards, and the use of utilities such as the database splitter and the linked table manager.

What you will learn

- Stand-alone and multi-user design applications
- Macros
- Custom start-up procedures
- Switchboards
- Work groups and security

Who should attend

This course is designed for users who seek a thorough knowledge of Access application development.

Course Objectives

Upon completion of this course you will be able to:

- Apply tips, tricks and shortcuts in application development
- Create advanced controls and objects
- Develop switchboards and establish custom start-up procedures
- Run, test and debug applications
- Establish workgroups and security processes as well as repair and maintain databases

Prerequisite: Microsoft Access: Intermediate (DBAS8115Tor DBAS8125T), or in-depth knowledge of and experience working with MS Access.

3 Days | 1.8 CEU | Tuition $845

Schedule:

August 26-28, 2008. . . . . .Washington, DC
January 13-15, 2009 . . . . . .Washington, DC
April 7-9, 2009 . . . . . .Washington, DC
August 25-27, 2009. . . . . .Washington, DC

Microsoft Access 2007: Advanced Applications Development

DBAS9111T

3 Days | 1.8 CEU | Tuition $845

Schedule:

October 7-9, 2008 . . . . . .Washington, DC
February 23-25, 2009. . . . . .Washington, DC
June 1-3, 2009 . . . . . .Washington, DC

Oracle: Introduction

CMAN7710T

This five-day workshop presents a basic introduction to the Oracle 10*g* relational database management system (RDBMS). SQL commands and the SQL*Plus software to generate report output are covered. Participants learn about the creation and maintenance of database objects such as tables, views and sequences. The development of SQL*Plus scripts, basic PL/SQL programs and simple forms and reports with Oracle Developer 10*g* are also an integral part of the course.

What you will learn

- Oracle 10*g* and Developer 10*g* application packages as they relate to database design and creation
- Elementary database modifications relating to adding, changing and deleting information
- Basic tasks in the selection and reporting of data within a database
- Basic tasks in using Oracle Developer 10*g* form and reporting tools

Who should attend

This workshop is designed for application developers, database analysts and database administrators who will be working in an Oracle environment.

Course Objectives

Upon completion of this course you will be able to:

- Understand Oracle products and their relationships
- Understand basic SQL*Plus, SQL and PL/SQL commands and their differences
- Compose scripts, insert data in tables, create transactions and commit new data
- Discuss the capabilities of PL/SQL and execute a PL/SQL program under *i*SQL*Plus
- Use Forms Builder along with Data Block Wizard and Layout Wizard for a simple form
- Produce reports utilizing Report Wizard and report templates

Prerequisite: Introduction to Databases and Database Design (SOFT7004T), or equivalent.

5 Days | 3.0 CEU | Tuition $1,695

Schedule:

September 29 – October 3, 2008
. . . . . .Washington, DC
December 1-5, 2008 . . . . . .Washington, DC
March 16-20, 2009 . . . . . .Washington, DC
July 6-10, 2009. . . . . .Washington, DC

SQL (Oracle 10*g*): Introduction

CMAN7800T

This five-day course provides instruction in using Oracle SQL and SQL*Plus commands for database development. Techniques to develop complex queries, subqueries and joins for sorting, restricting, merging, updating and deleting data are presented. The course also covers the use of row and group functions, control of user access, script utilization and report creation with SQL*Plus.

What you will learn

- Complex queries and subqueries with Oracle commands
- Sorting and restricting access to data
- Select, insert, merge and update data
- Complex joins
- Oracle Scripts
- Output reporting using *i*SQL*Plus commands
- Single row and group functions

Who should attend

Managers, systems analysts or programmers who want to learn SQL for systems implementation.

Course Objectives

Upon completion of this course you will be able to:

- Identify and utilize the key components of SELECT statements
- Apply the techniques of restricting rows, sorting data and the use of operators in complex searches
- Create and manage tables and other database objects
- Utilize various constraints to support business rule
- Perform data manipulation
- Apply single row and group functions

Prerequisite: Oracle: Introduction (CMAN7710T), or equivalent.

5 Days | 3.0 CEU | Tuition $1,695

Schedule:

August 4-8, 2008 . . . . . .Washington, DC
January 26-30, 2009 . . . . . .Washington, DC
April 27 – May 1, 2009 . . . .Washington, DC

Oracle 10*g* Database Administrator Certified Associate (OCA)

CMAN9101T

The Oracle Certification Program begins with the Associate level. At this apprentice level, Oracle Certified Associates have a foundation of knowledge that allows them to act as a junior team member working with database administrators or application developers. Earning your Oracle Certified Associate credential gives you recognition for your foundation of knowledge using Oracle technologies. This recognition differentiates you from those without any credentials and can help build your career by facilitating access to entry-level opportunities.

To become an Oracle Certified Associate, you must take both this course and SQL (Oracle 10*g*), Introduction (CMAN7800), and pass two exams.

What you will learn

- Key component of Oracle 10*g* architecture and installation options
- DBA tools and the background processes
- Redo log files, control files and diagnostic files
- Use of SQL in table and index management
- Systems privileges, object privileges, profiles and roles
- Manual and automated Oracle installation techniques
- Oracle instances and their configuration
- Oracles's Data Dictionary
- Globalization support, parameters and views

Who should attend

This workshop is for database administrators and others interested in the managing of Oracle systems

Course Objectives

Upon completion of this course you will be able to:

- Apply installation options in the creations of Oracles databases
- Configure and view storage settings
- Manage, maintain and reorganize indexes
- Create and manage users with the granting of privileges
- Apply advanced table management techniques
- Apply manual SQL and automated DBA tools to create and configure databases
- Apply globalization support features

5 Days | 3.0 CEU | Tuition $1,695

Schedule:

August 25-29, 2008. . . . . .Washington, DC
February 9-13, 2009 . . . . . .Washington, DC
June 15-19, 2009 . . . . . .Washington, DC
August 24-28, 2009. . . . . .Washington, DC

Visual Basic, Version 6.0: Introduction

COMP7963T

This course provides a detailed, hands-on introduction to Microsoft Visual Basic Professional Edition, Version 6.0. Participants learn an object-oriented, event-driven language for performing complex programming tasks exploiting the Microsoft Windows environment. Emphasis is placed on developing language skills and proper programming techniques within a group laboratory setting. Project tasks are geared toward designing Graphical User Interfaces (GUI) and coding interactive Windows applications.

What you will learn

- Programming concepts using a task-driven rather than a command-driven approach
- Visual Basic project development using a variety of controls, Windows and coding sequences
- Creation of Graphical User Interfaces with graphics, multiple fonts and colors
- The uses of variables, constants and selection structures
- The uses of dialog boxes and error trapping with an application

Who should attend

This course is intended for individuals who have both some coding (using any programming language) and Microsoft Windows experience.

Course Objectives

Upon completion of this course you will be able to:

- Navigate the Visual Basic development system to create programs
- Apply the Menu Bar, Toolbar, Toolbox, Project Window, Code Window and Properties Window in the program development process
- Utilize Forms, Controls, Properties and Code Modules within the structure of a Graphical User Interface
- Create a project with customized settings for the Controls used
- Execute and debug an application using the data monitoring and procedure-stepping facilities in Visual Basic

Prerequisite: Some experience in coding using any programming language and familiarity with Microsoft Windows.

3 Days | 1.8 CEU | Tuition $945

Schedule:

August 26-28, 2008. . . . . .Washington, DC
February 24-26, 2009. . . . . .Washington, DC
August 25-27, 2009. . . . . .Washington, DC

Desktop Publishing

Desktop/Electronic Publishing: Introduction

DTOP7978T

This course covers the latest trends, techniques and terminology in desktop publishing. Hardware and software requirement selection criteria, novice and professional layout programs, and elements of design, layout and typography are among the topics covered. Step-by-step, instructor-led overviews of the most utilized applications are accompanied by hands-on exercises.

What you will learn

- An overview of and orientation to desktop publishing
- Connectivity with word processing
- Popular layout and design software
- Choices in hardware and software
- The placement of graphic images into documents

Who should attend

Individuals who wish to explore trends and available software applications in desktop publishing will benefit from this course.

Course Objectives

Upon completion of this course you will be able to:

- Apply the four basic principles of design: contrast, repetition, alignment and proximity
- Prepare and combine more than one typeface by understanding the dynamics of type relationships
- Compose layout of type using categories, thick/thin transitions and serifs
- Devise contrasts of types through recognition of size, weight, form, direction and color
- Understand and apply tips and tricks for creating business cards, letterheads, flyers, newsletters and brochures

Prerequisite: Knowledge of Microsoft Windows. Keyboarding and word processing skills are recommended.

2 Days | 1.2 CEU | Tuition $795

Schedule:

August 7-8, 2008 . . . . . .Washington, DC
November 17-18, 2008. . . . .Washington, DC
April 13-14, 2009 . . . . . .Washington, DC
July 27-28, 2009. . . . . .Washington, DC

Adobe Acrobat: Introduction

DTOP7913T

This two-day, in-depth course focuses on understanding and effectively applying the many powerful features and functions of the Acrobat application. Participants will practice creating, storing, accessing and distributing simple and visually rich documents, forms, diagrams, maps, photographs and multimedia presentations across the Internet and enterprisewide intranets. Course content is applicable for all computer platforms (PC, Mac and UNIX).

What you will learn

- Basic features and functions of Acrobat
- How to create a PDF from Microsoft applications and desktop publishing packages
- User features for navigating and reading PDF documents online
- Work area tools and HTML links
- Using the correct job options setting for press and for the Web
- Use of Acrobat as part of a review cycle

Who should attend

Graphic designers, editors, communications professionals, IT professionals and those wishing to have a greater understanding of the tool for universal document exchange will benefit from this course.

Course Objectives

Upon completion of this course you will be able to:

- Create PDF documents using the correct settings
- Convert documents created in Microsoft Office, PageMaker, QuarkXPress and InDesign to PDF
- Create PDFs from Web pages.
- Optimize documents
- Export text and images for use in other applications

Prerequisites: Knowledge of Microsoft Windows and some experience with word processing.

2 Days | 1.2 CEU | Tuition $745

Schedule:

September 2-3, 2008 . . . . . .Washington, DC
November 5-6, 2008 . . . . . .Washington, DC
February 3-4, 2009 . . . . . .Washington, DC
May 28-29, 2009 . . . . . .Washington, DC
September 1-2, 2009 . . . . . .Washington, DC

Adobe Captivate

DTOP7923T

Adobe Captivate provides you with the knowledge and hands-on practice you need to develop and build software demonstrations and interactive simulations. In addition to learning key concepts, students also learn best practices for creating and publishing Captivate projects.

What you will learn

- Recording a demonstration project, an assessment simulation and a training simulation
- Recording a "custom" demonstration/training simulation
- Working with text captions and the timeline
- Working with images
- Importing audio
- How to create Question Slides
- Publishing projects

Who should attend

This course is designed for Web developers who need to capture screen shots and keystrokes so that simulations may be created for training purposes. Captivate appeals to a wide variety of audiences, typically grouped in training and education, sales and marketing, or technical support and documentation.

Course Objectives

Upon completion of this course you will be able to:

- Create effective training by first understanding the workflow process and storyboarding
- Record software demonstrations and simulations with on-screen action
- Create engaging training by using multimedia
- Insert slide elements such as text captions, images, objects, sound and animated text
- Use the Timeline feature to change caption and object timing
- Edit projects by recording additional slides
- Publish your project to Word documents and SWF files
- Add narration by recording or importing audio into projects
- Add interest by inserting rollover captions and rollover images
- Test e-learners by inserting question slides and scoring options
- Create interest by branching to different slides and projects
- Leverage existing content by importing PowerPoint slides and importing printable documentation into a project
- Increase usability of projects by creating hyperlinks to Web sites and to another project

- Create a MenuBuilder project to tie all the projects together so viewers can easily access one project after another

2 Days | 1.2 CEU | Tuition $795

Schedule:

August 19-20, 2008 . . . . . .Washington, DC
October 7-8, 2008 . . . . . .Washington, DC
January 29-30, 2009 . . . . . .Washington, DC
April 20-21, 2009 . . . . . .Washington, DC

Adobe Illustrator: Introduction

DTOP7901T

Learn to use the Adobe Illustrator software application to feature useful techniques, such as document viewing, measure and constraint, for producing camera-ready graphics. In this two-day course, participants receive hands-on guidance in the software's fundamentals as well as advanced techniques, tips and features for creating professional-quality print, multimedia and online graphics.

What you will learn

- The Illustrator environment under Microsoft Windows
- Drawing tools and editing paths
- Painting attributes and color usages
- The concept of layers
- Working with type
- Creating type outlines

Who should attend

Professionals responsible for producing and designing publications and those individuals with an interest in the graphics environment will benefit from this course.

Course Objectives

Upon completion of this course you will be able to:

- Create and apply a basic blend, symbol and clipping mask
- Utilize the selection tool and direct selection tool in order to change colors, size, effect or attributes
- Draw with the pen tool to create and build curves
- Change the fill and stroke with colors
- Transform objects and work with type, including outlines and masks
- Work with order of objects and apply appearance attributes, styles and effect

Prerequisite: Knowledge of Microsoft Windows and word processing.

2 Days | 1.2 CEU | Tuition $650

Schedule:

January 13-14, 2009 . . . . . .Washington, DC
July 6-7, 2009 . . . . . .Washington, DC

Adobe InDesign

DTOP7988T

InDesign is a powerful page layout application that offers many features designed to simplify complicated design tasks. Topics in this course include creating master pages, applying paragraph and character styles, and laying out text and graphics in frames. The course covers how to flow text across pages for reports and newsletters and spell-checking documents. Other topics include applying color to text for maximum effectiveness and learning to create and edit gradients. Adobe InDesign supports native Photoshop and Illustrator files, so images will not need to be converted to another format.

What you will learn

- Extensive applications of typography to enhance design
- Effective use of frames to ensure flexibility and control over images
- Tools to ensure a consistent page layout throughout the document
- The full range of color applications, including process and spot color
- Manipulation of graphic images imported from Photoshop, Illustrator and other programs

Who should attend

Desktop publishers who want to use a cutting-edge desktop publishing program to create flyers, reports and brochures.

Course Objectives

Upon completion of this course you will be able to:

- Create and save publications
- Place text and graphics into publications
- Format text using styles
- Resize, crop and rotate pictures
- Create colors and learn how to use them appropriately in professional printing
- Set up a master page for headers, footers and page numbering

3 Days | 1.8 CEU | Tuition $925

Schedule:

October 7-9, 2008 . . . . . .Washington, DC
January 26-28, 2009 . . . . . .Washington, DC
April 13-15, 2009 . . . . . .Washington, DC
June 9-11, 2009 . . . . . .Washington, DC

Adobe Photoshop: Introduction

DTOP7769T

This three-day basic course introduces participants to the powerful, versatile photo manipulation features of Adobe Photoshop. The use of painting and photo editing tools and the capabilities of selections and palettes are covered. Through a series of hands-on projects, participants learn to use features to select, make adjustments and correct photos. The scanning of photos and the use of a digital camera are integral to this course.

What you will learn

- Use of painting and editing tools: paintbrush and eraser
- How to work with selections
- Use of the clone stamp, healing brush and patch tools
- Use of the quick mask tool

Who should attend

This course is designed for graphic designers, editors, communications professionals and those who wish to produce sophisticated graphics for the Web and for print.

Course Objectives

Upon completion of this course you will be able to:

- Perform basic photo corrections such as color adjustment, cropping and tonal range
- Work with selections utilizing the Magic Wand, marque and lasso tools
- Create and work with layers
- Create and edit quick masks
- Retouch and repair using the clone stamp, healing brush and patch tools
- Create a gradient fill and format type
- Apply filters

Prerequisite: Knowledge of Microsoft Windows.

3 Days | 1.8 CEU | Tuition $895

Schedule:

August 11-13, 2008 . . . . . .Washington, DC
October 27-29, 2008 . . . . . .Washington, DC
January 5-7, 2009 . . . . . .Washington, DC
March 16-18, 2009 . . . . . .Washington, DC
June 1-3, 2009 . . . . . .Washington, DC
August 10-12, 2009 . . . . . .Washington, DC

Adobe Photoshop: Intermediate

DTOP8869T

In this two-day course, intermediate techniques within Photoshop will be demonstrated and applied. Attention will focus on the Pen tool, on vector shapes and paths, and on advanced shape layering processes. Participants learn how to automate commands and prepare images for two-color printing.

What you will learn

- Use of the Pen tool
- Use of Vector graphic features
- Use of Advanced layering
- Use of Grayscale conversions and duotones

- Spot channels for Pantone colors and fixing red eye
- How to automate tasks under the application

Who should attend

This course is designed for individuals who have a basic background in Photoshop and wish to learn more advanced techniques.

Course Objectives

Upon completion of this course you will be able to:

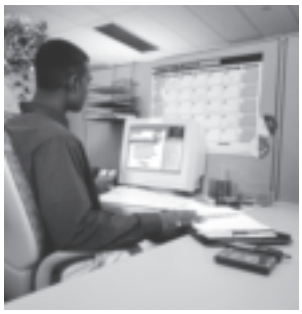
- Create straight and curved paths and convert a path to a clipping path to simulate transparency for use in desktop publishing applications
- Convert paths for selections so they can be used repetitively
- Utilize vector graphics in the creation of pictures and logos
- Manage layers through the use of layer sets
- Create actions to automate multi-step tasks
- Use channels for grayscale and set up for spot color

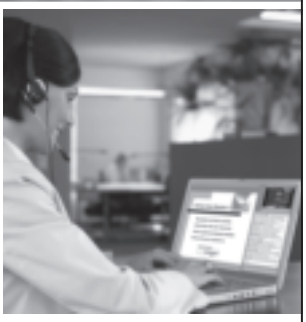
Prerequisite: Adobe Photoshop: Introduction (DTOP7769T).

2 Days | 1.2 CEU | Tuition $795

Schedule:

August 14-15, 2008 . . . . . .Washington, DC
March 19-20, 2009 . . . . . .Washington, DC
June 4-5, 2009 . . . . . .Washington, DC
August 13-14, 2009 . . . . . .Washington, DC





GS Connect:

- Offers a flexible and cost-effective distance education format
- Allows your organization to offer learning events, one-on-one mentoring and coaching sessions, live or self-paced training, and team facilitation
- Is an engaging learning experience that incorporates interactive exercises, live facilitation, and rich media such as video and audio streaming
- Archives your live training sessions so that participants can access them anytime, anywhere

Enterprise Architecture

Enterprise Architecture Overview *via GS Connect*

ENTR7001A

New as of November 2008

The course is designed to provide an introduction to and overview of enterprise architecture. Enterprise architecture frameworks and approaches will be reviewed in conjunction with legislative and regulatory requirements including those published by OMB's Federal Enterprise Architecture Program Management Office (FEA-PMO). The material will provide a solid understanding of EA and its relationship to strategic planning, capital planning and investment control (CPIC), IT security, configuration management and system development life cycles (SDLC).

In this four-week comprehensive, independent study training package, your logon and password provide unlimited access to the online course materials so you can complete the training at your own pace. You progress through the course by reviewing recorded lectures, and completing readings and instructional exercises. Instructor support is available through e-mail. At the end of the fourth week, your access to the course Web site will expire.

Who should attend

All those interested in learning about enterprise architecture including aspiring and existing enterprise architects; CPIC coordinators; program/project managers; and IT program, planning and budget specialists.

Course Objectives

Upon completion of this course you will understand:

- The legislative and regulatory context of EA and associated drivers
- The context of EA relative to the President's Management Agenda (PMA)
- Underlying principles governing the application of federal enterprise architecture models

4 weeks | 1.0 CEU | Tuition $595

Schedule:

Enroll anytime. Register online or contact the Graduate School, USDA. Course available Fall, 2008. Refer to the Web site for course availability.

Also available by contract for customization and large groups.

Introduction to Enterprise Architecture

ENTR7000T

Gain an overview of enterprise architecture by reviewing architectural frameworks and approaches, in conjunction with legislative and regulatory requirements, including those published by OMB's Federal Enterprise Architecture Program Management Office (FEA-PMO).

What you will learn

- What enterprise architecture is all about
- Why enterprise architecture is important
- EA roles and responsibilities within a federal agency
- The importance of effectively communicating an enterprise architecture to agency executives, management and general personnel for organizational buy-in

Who should attend

Anyone interested in learning about enterprise architecture, including aspiring and existing enterprise architects; CPIC coordinators; program/project managers; and IT, program, planning and budget specialists.

Course Objectives

Upon completion of this course you will be able to:

- Explain the relationship of EA to strategic planning, capital planning and investment control (CPIC), IT security, configuration management and system development life cycles (SDLC)
- Understand the requirements for "getting to green" vis-a-vis the current Federal Enterprise Architecture Program EA Assessment Framework
- Implement an agency enterprise architecture, including an "as-is" and "to-be" architecture and a transition plan for migrating from existing to targeted states
- Understand the fundamental concepts used in developing an "as-is" and a "to-be" architecture
- Comprehend the taxonomy and use of applying different architectural frameworks and approaches
- Apply underlying principles governing the application of federal enterprise architecture reference models

3 Days | 1.8 CEU | Tuition $1,195

Schedule:

September 29 – October 1, 2008 . . . . . .Washington, DC
January 13-15 2009. . . . . .Washington, DC
March 25-27, 2009 . . . . . .Washington, DC
April 6-8, 2009 . . . . . .Dallas, TX
April 20-22, 2009 . . . . . Philadelphia, PA
May 12-14, 2009 . . . . . .Chicago, IL
June 3-5, 2009 . . . . . San Francisco, CA
June 8-10, 2009 . . . . . .Washington, DC

Implementing an Enterprise Architecture

ENTR7001T

Learn how to provide business value to your agency, meet associated needs and address current "Federal Enterprise Architecture Program EA Assessment Framework" requirements for "getting to green" relative to "completion, use and results."

What you will learn

- The importance of an EA tool in the development and maintenance of an agency EA
- Considerations in selecting a particular tool and an approach for modeling your agency's EA
- How to develop an architecture structured to your agency's mission, organization and culture
- Techniques and approaches for documenting your agency's "as-is" architecture
- Techniques and approaches for developing your agency's "to-be" architecture
- Assessment techniques used to identify gaps between your baseline and targeted architecture
- How to develop a transition and sequencing plan for migrating from the current to the "to-be" state
- How to link your agency's "as-is" and "to-be" architectures to FEA reference models
- How to effectively leverage CPIC to "achieve results"
- The role of standards development and configuration management in EA implementations
- Techniques for developing business-oriented, data-oriented and service-oriented architectural models
- By using cases that analyze where service-oriented architectures can be effectively leveraged to facilitate data sharing and interoperability between systems

Who should attend

Those interested in learning about enterprise architecture and who want to explore an approach to enterprise architecture that directly addresses the business of their organization. This audience includes: aspiring and existing enterprise, solutions and technical architects; CPIC coordinators; program/project managers; and IT, program, planning and budget specialists.

Course Objectives

Upon completion of this course you will be able to:

- Develop an EA governance process that viably addresses your agency's mission and business requirements and results in the "completion" and "use" of your EA with documented "results" to improve your agency's effectiveness.
- Choose an EA approach that best addresses your agency's desired strategic outcome
- Select and implement an architectural framework and tool for documenting your agency's EA
- Effectively work with your agency in developing an agency's targeted enterprise architecture and associated transition and sequencing plan
- Create and implement an EA strategy that effectively addresses current "Federal Enterprise Architecture Program EA Assessment Framework" requirements
- Develop a "to-be" architecture by: (1) assessing the effectiveness of your agency's "as-is" architecture vis-à-vis its mission and strategic objectives; (2) identifying duplication in services and the collection of data; (3) inventorying best practices; and (4) surveying emerging technologies and markets
- Reconcile a sub-entity's EA to an agency-level and/or federal EA
- Leverage techniques to facilitate effective communication and use of your EA

Prerequisite: Introduction to Enterprise Architecture (ENTR7000T), or equivalent.

3 Days | 1.8 CEU | Tuition $1,195

Schedule:

August 20-22, 2008 . . . . . .Washington, DC
August 25-27, 2008 . . . . . Denver, CO
November 18-20, 2008 . . . . .Washington, DC
February 9-11, 2009 . . . . . .Washington, DC
April 7-9, 2009 . . . . . Las Vegas, NV
April 21-23, 2009 . . . . . Atlanta, GA
April 29 – May 1, 2009 . . . .Washington, DC
May 4-6, 2009 . . . . . Philadelphia, PA
July 14-16, 2009 . . . . . Kansas City, MO
August 24-26, 2009 . . . . . Denver, CO

Enterprise Architecture Organization and Governance

ENTR8000T

In this course, EA governance is presented as a powerful tool for modernization and change management and is discussed in the context of the organization. EA governance provides the umbrella framework under which business process reviews, standards development, organizational modernization, capital planning and investment control (CPIC), and configuration and change management take place. EA governance guides, facilitates, sustains and institutionalizes these processes within continuously viable, agile organizations.

What you will learn

- Techniques for forming, socializing and harmonizing EA governance bodies and teams within the context of your organization
- Requirements to manage the business of your organization within the context of its EA and "to-be" architecture goals

Who should attend

Those interested in learning about enterprise architecture who want to explore an approach to enterprise architecture which directly addresses the business of their organization and facilitates organizational participation in its development. This audience includes: aspiring and existing enterprise, solutions and technical architects; CPIC coordinators; program/project managers; and IT, program, planning and budget specialists.

Course Objectives

Upon completion of this course you will be able to:

- Pattern your EA governance structure to best address the business orientation and culture of your organization
- Establish EA governance policies and procedures which address all current "Federal Enterprise Architecture Program EA Assessment Framework" requirements for the same

Prerequisite: Implementing an Enterprise Architecture (ENTR7001T), or equivalent experience in enterprise architecture.

2 Days | 1.2 CEU | Tuition $995

Schedule:

October 9-10, 2008 . . . . . .Washington, DC
January 22-23, 2009 . . . . . .Washington, DC
May 18-19, 2009 . . . . . .Washington, DC

Service-Oriented Architectures – Components and Services

ENTR8001T

This course provides a general overview of the application and use of service-oriented architectures (SOA) in the context of EA. The identification, scope and reuse of services (and components) will be addressed not only in this context but also relative to business processes and data.

What you will learn

- The benefits of implementing a service-oriented architecture; i.e., data sharing, system interoperability, and reductions in both direct and indirect costs
- Background, history and definition of service-oriented architectures and how they can be effectively applied in your enterprise
- Approaches for developing "as-is" and "to-be" service architectures, and associated transition plans for migrating from the current to targeted state
- How best to scope services for re-use not only across the enterprise but across agencies as a "service provider"
- How NARA has defined record "service" requirements for potential incorporation in vendor software
- The rationale behind "Core.gov" and resulting benefits of its use across government

Who should attend

Enterprise, solutions and technical architects, and program/project managers with an understanding of enterprise architecture and associated FEA requirements.

Course Objectives

- Identify and scope services (and components) for reuse across the enterprise
- Effectively leverage the FEA Service Component Reference Model (SRM) to develop a targeted architecture within your organization
- Link services to business processes appropriately
- Evaluate the feasibility of introducing and implementing a service-oriented architecture into your environment
- Understand how UML, IDEFO and BPMN can be used to identify services and associated requirements

Prerequisites: Implementing an Enterprise Architecture (ENTR7001T), or equivalent.

2 Days | 1.2 CEU | Tuition $995

Schedule:

July 28-29, 2008 . . . . . .Washington, DC
December 1-2, 2008 . . . . . .Washington, DC
March 26-27, 2009 . . . . . .Washington, DC
June 25-26, 2009 . . . . . .Washington, DC

Performance Reference Models and Linkage to Strategic Plans

ENTR9000T

This course addresses FEA Performance Reference Model (PRM) requirements vis-à-vis mission and business results, customer results, processes and technology. PRM linkages to agency strategic plans and performance

objectives are addressed, as are differences between outcomes versus outputs.

What you will learn

- Differences between outcomes versus outputs and associated metrics
- Examples of common objective quantitative measures used to monitor performance
- Approaches to link FEA PRM indicators/metrics to agency strategic performance plans, business processes, systems and assets for portfolio management
- Approaches for identifying key business process data inputs and outputs for performance metrics
- Strategies to mine data from existing agency databases and to link to your agency's EA model to provide for executive dashboarding

Who should attend

Enterprise, solutions and technical architects; strategic planners and budget specialists; IS and technical managers; and database managers and administrators having an understanding of enterprise architecture and associated FEA requirements.

Course Objectives

Upon completion of this course you will be able to:

- Identify objective quantitative (and qualitative) FEA PRM performance metrics to address mission and business results, customer results, processes and technology
- Link PRM performance metrics to agency strategic plans and OMB Exhibit 300 business cases to monitor project implementation and conduct post implementation reviews
- Link performance metrics to business processes and portfolio assets for trend analysis and planning

Prerequisites: Implementing an Enterprise Architecture (ENTR7001T), Enterprise Architecture Organization and Governance (ENTR8000T) and Service-Oriented Architectures – Components and Services (ENTR8001T).

2 Days | 1.2 CEU | Tuition $945

Schedule:

November 13-14, 2008. . . . .Washington, DC
April 7-8, 2009 . . . . . .Washington, DC

Technical Architectures

ENTR8002T

This course addresses FEA Technical Reference Model (TRM) requirements and associated relationships with the Open Systems Interconnection (OSI) Reference Model. The development of technical standards and specifications to include security standards is addressed and configuration management is discussed in the context of organizational compliance with selected standards.

What you will learn

- The benefits to be derived from employing a technical reference model in your agency
- How to inventory IT assets, both hardware and software, across the enterprise
- The taxonomy of the FEA TRM
- Approaches for developing "As-Is" and "To-Be" technical architectures and associated transition plans for migrating from the current to targeted technical state
- The concept of security trust profiles and how they can best be leveraged within your organization
- Considerations for effectively integrating security standards throughout all layers of your architecture in concert with guidance set forth in the FEA-PMO FEA Security and Privacy Profile

Who should attend

Enterprise, solutions and technical architects, and IS and technical managers having an understanding of enterprise architecture and associated FEA requirements.

Course Objectives

Upon completion of this course you will be able to:

- Create enterprisewide technical standards consistent with requirements specified in the FEA TRM
- Develop associated security standards in concert with requirements specified in OMB Circular A-130
- Link technical standards and specifications to identified agency FEA SRM service components
- Link technical standards and specifications to agency IT portfolios and assets
- Incorporate standards requirements in procurement clauses to better ensure consistent configuration management across the enterprise
- Monitor agency compliance with specified technical standards via configuration management
- Work closely with IT security and program components in developing an enterprisewide security trust model within-which security standards are specified for implementation within specified boundaries

Prerequisites: Implementing an Enterprise Architecture (ENTR7001T), Enterprise Architecture Organization and Governance (ENTR8000T) and Service-Oriented Architectures – Components and Services (ENTR8001T).

2 Days | 1.2 CEU | Tuition $995

Schedule:

October 23-24, 2008 . . . . . .Washington, DC
February 18-19, 2009. . . . . .Washington, DC
June 10-11, 2009 . . . . . .Washington, DC

Data Architectures

ENTR8003T

This course provides an overview of how to implement an effective data management program. The course includes a synopsis of data architectures, data architecture frameworks, and approaches to implement them. The key concepts of the FEA Data Reference Model (DRM) are discussed, as well as associated data management functions.

What you will learn

- How to leverage the FEA DRM in support of your agency's mission and business needs
- The fundamentals of enterprise data management in the context of successful DRM implementation
- The information supply chain in the context of the FEA reference models
- How to inform an information sharing services solution using data architectures
- How to measure DRM implementation progress and effectiveness

Who should attend

Enterprise, solutions, and technical architects; IS and technical managers; information, data, and database managers; and data administrators having an understanding of enterprise architecture and associated FEA requirements.

Course Objectives

Upon completion of this course you will be able to:

- Explain the development of data architectures in support of key business objectives
- Create a DRM implementation strategy
- Understand the fundamentals of enterprise data management to maintain data architectures
- Understand how to manage data as a national asset

2 Days | 1.2 CEU | Tuition $995

Schedule:

July 21-22, 2008. . . . . .Washington, DC
December 8-9, 2008 . . . . . .Washington, DC
May 4-5, 2009 . . . . . .Washington, DC
July 20-21, 2009. . . . . .Washington, DC

EA and Business Modeling – Concepts and Practices

ENTR9001T

In this course participants learn how to capture EA content employing different modeling notations. Three primary process/object modeling notations are explored, along with the pros and cons associated with each. EA modeling tools are also explored

and assessed relative to each of these modeling notations. The importance of involving business leader participation in visualization and development of an agency's EA model is highlighted throughout this course.

What you will learn

- The concepts of Unified Modeling Language (UML), Integration Definition for Function Modeling (IDEF0), and Business Process Modeling Notation (BPMN) and the circumstances under which each is best employed
- Circumstances under which these modeling notations can best be employed to capture and reflect your agency's EA content
- The importance of "purpose-based" modeling and the criticality of business leader involvement in the development of the same
- Approaches for leveraging EA models for knowledge management and executive dashboarding

Who should attend

Enterprise, solutions and technical architects; business partners, and technologists having an understanding of enterprise architecture and associated FEA requirements.

Course Objectives

Upon completion of this course you will be able to:

- Distinguish the differences and circumstances under which UML, IDEF0 and BPMN are best employed
- Employ these modeling techniques to capture and reflect your agency's EA
- Incorporate EA modeling into the development and maintenance of your agency's EA governance process

Prerequisites: Implementing an Enterprise Architecture (ENTR7001T), Enterprise Architecture Organization and Governance (ENTR8000T) and Service-Oriented Architectures-Components and Services (ENTR8001T).

2 Days | 1.2 CEU | Tuition $995

Schedule:

September 10-11, 2008 . . . .Washington, DC
January 8-9, 2009 . . . . . .Washington, DC
May 18-19, 2009 . . . . . .Washington, DC

Facilitating EA Communication and Buy-In

ENTR9003T

This course provides chief enterprise architecture practitioners with the skills to effectively deploy actionable initiatives. Through discussion and practice, participants gain an understanding of the methods and techniques for communicating, the types of audiences facing today's enterprise architects, what audiences want to hear, and how to appropriately engage those audiences with content and visualization.

What you will learn

- Different strategies for communicating an agency's EA to business participants
- The role of an EA tool in "selling" an agency's EA and engaging the business
- Strategies for eliciting EA participation in the business of the agency

Who should attend

Enterprise architects, business partners and technologists with a general understanding of enterprise architecture and associated FEA requirements.

Course Objectives

Upon completion of this course you will be able to:

- Create a common vision of solutions to build consensus among divergent stakeholders
- Evaluate, select and implement the most effective communication strategies to elicit your agency's buy-in of its EA
- Select and develop the most effective representation of your agency's EA for addressing its requirements
- Incorporate change management strategies and techniques into EA transition plans and governance processes
- Develop an EA communications strategy and plan

Prerequisites: Implementing an Enterprise Architecture (ENTR7001T), Enterprise Architecture Organization and Governance (ENTR8000T) and Service-Oriented Architectures-Components and Services (ENTR8001T).

1 Day | 0.6 CEU | Tuition $595

Schedule:

August 5, 2008 . . . . . .Washington, DC
November 5, 2008 . . . . . .Washington, DC
February 27, 2009 . . . . . .Washington, DC
June 1, 2009 . . . . . .Washington, DC

Applied Enterprise Architecture: Affecting Strategic Change

ENTR9002T

This capstone course is designed to engage participants in an applied, problem-solving group exercise to develop a working enterprise architecture that can be effectively leveraged to support the business of an agency. In addition to developing "As-Is" and "To-Be" architectures, and associated transition and sequencing plans, participants develop accompanying EA communications and governance strategies to facilitate the development and maintenance of the EA. Change management issues are addressed in conjunction with resource realignment strategies during the development of a group project that integrates major principles in the certificate program.

What you will learn

- How to determine the scope of an architecture
- How to determine the information needed to populate your chosen enterprise architectural framework
- How to select an EA toolset
- How to incorporate EA into agency decision-making processes (CPIC, configuration management, system development life cycle)
- How to maintain an EA (data collection, refresh, change control)
- How to develop a communications strategy
- How to develop performance metrics
- The role of the architectural compliance process (governance)
- Practices and methods of using architecture as a strategic tool to resolve business problems; i.e., the value of EA
- The role of the architect in leading change and introducing sustainable solutions

Who should attend

Practicing enterprise and solutions architects, business partners and technologists with a general understanding of enterprise architecture and associated FEA requirements.

Course Objectives

Upon completion of this course you will be able to:

- Create an actionable EA program
- Leverage an EA to demonstrate a return on investment for proposed business solutions
- Understand the role of the architect in leading change and introducing sustainable solutions
- Demonstrate compliance with federal mandates

Prerequisites: Implementing an Enterprise Architecture (ENTR7001T), Enterprise Architecture Organization and Governance (ENTR8000T), Service-Oriented Architectures-Components and Services (ENTR8001T) and any three certificate elective courses.

3 Days | 1.8 CEU | Tuition $1,195

Schedule:

October 28-30, 2008 . . . . . .Washington, DC
March 2-4, 2009 . . . . . .Washington, DC
June 29 – July 1, 2009 . . . .Washington, DC

Certificate of Accomplishment in Enterprise Architecture

ENTR9100T

Enterprise Architecture is a blueprint for modernization. The Certificate of Accomplishment in Enterprise Architecture (EA) is designed for current and prospective enterprise architects, as well as interested technologists and business specialists, to include skills to implement viable cost effective enterprise architecture within their organization.Participants gain the knowledge to serve as effective change agents for enhancing intra- and inter-agency communications, streamlining business processes and eliminating duplication of services, and facilitating data sharing for effective (decision making) across the enterprise and across government at large. Specific requirements for achieving a score of "Green" relative to OMB's specified capability areas for "Completion, Use and Results," as outlined in the current "Federal Enterprise Architecture Program EA Assessment Framework," are emphasized throughout the program.

Introduction to Enterprise Architecture (ENTR7000T) is designed to provide participants with an overview of enterprise architecture and all current OMB/FEA requirements. While all participants are encouraged to take this class, it is required only for participants with less than one year of hands-on experience in enterprise architecture. Implementing an Enterprise Architecture (ENTR7001T) is a prerequisite to all other required courses. The sequence in which remaining elective courses are taken is left to the discretion of the individual. However, participants electing to take Applied Enterprise Architecture: Affecting Strategic Change (ENTR9002T) are encouraged to take this course last. Participants have three years to complete the program. Learn more about this certificate program at www.grad.usda.gov/EA.

(Required if less than one year of experience in the practice of federal enterprise architecture):

Introduction to Enterprise Architecture | ENTR7000T | 1.8 CEU

Required Courses

(Complete 3 courses):

Implementing an Enterprise Architecture | ENTR7001T | 1.8 CEU

Enterprise Architecture Organization & Governance | ENTR8000T | 1.2 CEU

Service-Oriented Architectures (Components & Services) | ENTR8001T | 1.2 CEU

Elective Courses

(Select 4 courses):

Performance Reference Models & Linkage to Strategic Plans | ENTR9000T | 1.2 CEU

Technical Architectures | ENTR8002T | 1.2 CEU

Data Architectures | ENTR8003T | 1.2 CEU

EA and Business Modeling — Concepts and Practices | ENTR9001T | 1.2 CEU

Facilitating EA Communication and Buy-In | ENTR9003T | 0.6 CEU

Applied Enterprise Architecture: Affecting Strategic Change | ENTR9002T | 1.8 CEU

Capital Portfolio Planning, Implementation, Maintenance and Management | PROJ7998T | 1.8 CEU

Geographic Information Systems

Introduction to GIS Software: ESRI ArcGIS 9.x

GIST7000T

A single software platform is used throughout the certificate program to provide participants with a consistent learning experience. This course provides an introduction to the ArcGIS software platform from Environmental Systems Research Institute (ESRI), one of the top GIS software platforms used by commercial as well as government organizations. This course, taught by ESRI authorized instructors, consists of two days of standard, hands-on software training followed by a third day of more advanced topics. Participants learn to manage spatial and tabular data, create new data, query and analyze both spatial and database information, and compile final products such as maps and reports.

This course is part of the GIS Professional Certificate and the GIS Technical Certificate.

What you will learn

- Basic features of the ArcGIs platform
- Display and query of data in ArcMap
- Creating and editing features in ArcMap
- Working with and managing spatial data in ArcCatalog
- Advanced topics with ArcGIS

Who should attend

Users with limited competency in GIS software experience will benefit from this course. ESRI's ArcGIS software is a required prerequisite for all courses for GIS certificates.

Course Objectives

Upon completion of this course you will be able to:

- Be familiar with the principal ArcGIS applications used for managing, displaying and analyzing GIS data
- Understand GIS concepts as implemented by ESRI
- Be able to perform the core GIS functions using ArcGIS
- Have basic GIS project organization and management skills
- Know principal data sites, sources, types and search techniques for finding data for specific projects
- Be able to apply basic interface customizations to ArcGIS
- Have a basic competency with the industry-leading GIS analytical software platform

Prerequisite: Successful completion of Introduction to GIS Technologies (GIST7001T), or extended experience with GIS in industry or academia.

3 Days | 1.8 CEU | Tuition $995

Schedule:

July 7-9, 2008 . . . . . .Washington, DC
November 3-5, 2008 . . . . . .Washington, DC
March 9-11, 2009 . . . . . .Washington, DC
July 6-8, 2009 . . . . . .Washington, DC

Introduction to GIS Technologies

GIST7001T

This course provides a broad introduction to GIS, including the fundamentals of the science, key supporting technologies and prominent organizations in the field. Participants are introduced to the components of GIS, different data types and their sources, and the concept of spatial analysis. A series of case studies provides examples of how GIS can be applied in different disciplines. Some hands-on software exercises provide an exposure to basic tools and GIS principles. The role that GIS plays in integration with other information technologies, such as enterprise databases and Internet applications, is also investigated. This is a survey course and provides an overview of the subject matter. Participants with prior GIS knowledge and experience may waive this course in favor of another.

This course is part of the GIS Professional Certificate and the GIS Technical Certificate.

What you will learn

- Overview of Geographic Information Systems
- Cartographic issues in GIS
- Fundamentals of GIS and Geotechnologies
- How GIS technologies are applied in different industries
- About GIS-related organizations and standards

Who should attend

Participants who are new to the technology, those who need an updated understanding of the industry or those who will be managing GIS professionals.

Course Objectives

Upon completion of this course you will be able to:

- Understand the context of GIS and related technologies
- Know the principal GIS functions and components and how they interact to aid in decision-making processes
- Identify the principal data models used to represent data spatially
- Be aware of the diverse ways GIS may be applied to solve problems and inform business processes
- Know the major geospatial initiatives and organizations that are shaping the role of GIS in society
- Get hands-on exposure to spatial data for visualization, query and analysis
- Explore Web-based tools and Internet sites pertinent to the technology

Prerequisites: Participants need basic computer and Web navigation skills to be successful in this course.

3 Days | 1.8 CEU | Tuition $895

Schedule:

August 11-13, 2008. . . . . .Washington, DC
October 7-9, 2008 . . . . . .Washington, DC
February 17-19, 2009. . . . . .Washington, DC
June 8-10, 2009 . . . . . .Washington, DC

Cartographic Issues: Map Projections and Map Design

GIST8000T

Geographic Information Systems (GIS) uses data that has often been collected or compiled for cartographic purposes. As a result, some critical cartographic issues must be considered when dealing with GIS data and products. You gain a thorough assessment of map projections and coordinate systems and their significance when working with spatial data. You also learn about cartographic design principles to provide the tools to develop meaningful map products that accurately and effectively communicate present data information.

This course is part of the GIS Professional Certificate and the GIS Technical Certificate.

What you will learn

- Fundamentals of coordinate systems
- Common coordinate systems in use in the United States
- How to deal with map projections in a GIS
- Thematic mapping
- Advanced map design and management

Who should attend

Anyone using GIS or newly introduced to the technology. Anyone involved in the publication of products from spatial data and analysis will also benefit.

Course Objectives

Upon completion of this course you will be able to:

- Explain the role and importance of coordinate systems and map projections
- Know the appropriate coordinate system and projection parameters to apply to any GIS project.
- Identify common coordinate systems used for the United States and U.S.-developed international data sets
- Gain the skills necessary to effectively and accurately communicate spatial data
- Integrate data from different coordinate systems into spatially valid data sets
- Identify basic cartographic principles and how they affect geographic features and their presentation
- Explain the process of map design and considerations for effective map communications
- Explain different types of thematic maps and choices in their selection and presentation
- Design and produce cartographically sound maps

Prerequisite: Introduction to GIS Software: ESRIs ArcGIS 9.x (GIST7000T), or competency with ESRIs ArcGIS 9.x.

3 Days | 1.8 CEU | Tuition $895

Schedule:

July 14-16, 2008. . . . . .Washington, DC
February 9-11, 2009 . . . . . .Washington, DC
July 13-15, 2009. . . . . .Washington, DC

GIS Project Development and Process

GIST8001T

The pursuit of a Geographic Information System (GIS) analysis process involves a number of specific steps. You learn a structured approach to GIS project development, from conceptualization to final results, with special attention to real-life issues you will face at each stage on the job. You apply the structured approach to complete an individual GIS analysis project.

This course is part of the GIS Professional Certificate and the GIS Technical Certificate.

What you will learn

- Review of GIS as a system
- Project management techniques for GIS
- Conceptualizing GIS projects
- The GIS project model
- Self-directed GIS analysis project

Who should attend

Anyone using GIS software or newly introduced to the technology.

Course Objectives

Upon completion of this course you will be able to:

- Apply basic project management skills for organizing and pursuing a GIS project
- Convert a real-world problem into a GIS-based solution
- Apply conceptual process of performing a GIS analysis project
- Know common tools and techniques for solving spatial problems
- Segment a problem or question in specific GIS procedures and operations
- Perform common GIS operations
- Explain how the data, analysis and presentation aspects of GIS interrelate to produce successful GIS analysis and communication

Prerequisite: An introductory GIS software course: Introduction to GIS Software: ESRI ArcGIS9.x (GIST7000T), or familiarity with ESRI's ArcGIS 9.x software.

3 Days | 1.8 CEU | Tuition $895

Schedule:

November 17-19, 2008. . . . .Washington, DC
January 5-7, 2009 . . . . . .Washington, DC
June 1-3, 2009 . . . . . .Washington, DC

Spatial Databases and Database Development

GIST8002T

Geographic Information System (GIS) data is unique in that, unlike traditional data and databases, GIS data includes geographic location information as a key component, requiring special consideration for management and handling of the data. You become familiar with spatial data and issues related to their management, including models and their prominent data types and sources. Topics include data standards, standards organizations, metadata, database concepts, database development and quality control and assurance. The new ESRI Geodatabase format is covered through a series of hands-on exercises.

This course is part of the GIS Professional Certificate and the GIS Technical Certificate.

What you will learn

- Basic database structures and data types
- Principal spatial data models, relationships and topology
- The ESRI Geodatabase
- Data standards and metadata
- Data conversion

Who should attend

Individuals using GIS or newly introduced to the technology, especially database developers, who wants to expand their knowledge to include spatial data representation.

Course Objectives

Upon completion of this course you will be able to:

- Identify the basic structure and design process for data maintained in databases
- Convert real-world objects into digital database models
- Identify the prominent spatial data models and how they are stored in databases
- Gain the skills and knowledge necessary to develop effective spatial databases
- Represent real-world objects and events in databases
- Explain the ESRI Geodatabase and how to construct one
- Identify data standards, metadata content and their importance
- Explain the process of data conversion and principal issues affecting conversion projects
- Apply quality control and assurance procedures to control error and develop accurate spatial database

Prerequisite: Introduction to GIS Software: ESRI ArcGIS 9.x (GIST7000T), or competency with ESRI's ArcGIS 9.x software.

3 Days | 1.8 CEU | Tuition $945

Schedule:

September 29 – October 1, 2008 . . . . . .Washington, DC
November 24-26, 2008. . . . .Washington, DC
April 20-22, 2009 . . . . . .Washington, DC

Spatial Analysis Using GIS

GIST8003T

The power of a Geographic Information System (GIS) lies in its utility for analyzing spatial data. Such analysis can significantly enlighten the decision-making process. You learn about the most prominent forms of spatial analysis in both the vector and raster data models and participate in extensive computer exercises to explore tools and techniques for analyzing spatial data. You also learn about the appropriate use of different analytical techniques, data quality and error considerations when performing analysis in a GIS.

This course is part of the GIS Professional Certificate and the GIS Technical Certificate.

What you will learn

- Introduction to spatial analysis
- Spatial relationships
- Types of spatial analysis
- Converting relationships into GIS operations
- Basic raster analysis and modeling

Who should attend

Individuals using GIS or newly introduced to the technology who want to advance their use of spatial analysis.

Course Objectives

Upon completion of this course you will be able to:

- Explain the principles of spatial phenomena that permit spatial analysis
- Know the tools and techniques for analyzing spatial context in the vector data model.
- Explain basic statistics and spatial statistics
- Convert problems into GIS analysis steps.
- Identify the basic categories of spatial analysis and how they apply to spatial data
- Explain the conceptual process for determining appropriate GIS analysis operations
- Develop and run geo-processor models
- Use basic raster analysis operations, including the spatial analyst extension to ArcGIS

3 Days | 1.8 CEU | Tuition $945

Schedule:

August 18-20, 2008. . . . . .Washington, DC
October 14-16, 2008 . . . . . .Washington, DC
August 17-19, 2009. . . . . .Washington, DC

GIS Applications: Environmental and Natural Resource Management

GIST9000T

GIS have long been recognized as a valuable tool for resource management and environmental analysis. They provide a powerful environment for modeling natural processes and human impacts on them. This course surveys a number of dimensions of environmental analysis, from basic inventory efforts to abstract modeling. Key data sets and data sources are identified. Case studies are presented and explored through hands-on exercises to instill a conceptual understanding of human-environment interactions and how they may be investigated in a GIS.

This course is part of the GIS Professional Certificate and the GIS Technical Certificate.

What you will learn

- Environmental analysis
- The natural resource and environmental database
- Remote sensing of environment
- Environmental applications
- Environmental site assessment

Who should attend

This course is for those working in environmental or natural resource positions or those desiring a thorough understanding of how geospatial tools are applied in these industries.

Course Objectives

Upon completion of this course you will be able to:

- Understand the application of GIS to environmental and natural resource issues
- Know core data types and sources for environmental databases
- Know the principles of Remote Sensing and their value for environmental GIS applications
- Be aware of the broad range of natural and human dimensions of environmental applications of GIS
- Understand the decision support and predictive values of GIS as a tool for considering complex human/nature interactions

3 Days | 1.8 CEU | Tuition $895

Schedule:

July 21-23, 2008. . . . . .Washington, DC
May 6-8, 2009 . . . . . .Washington, DC

GIS Applications: Urban Planning and Development

GIST9001T

Participants learn applications of GIS for local and regional government and participate in a discussion of topics often dealt with by local governments, including transportation issues, zoning and land use planning, environmental analysis, demographic trending and the use of GIS for smart growth initiatives. Gain experience by working case studies and hands-on exercises that illustrate process and reinforce concepts.

This course is part of the GIS Professional Certificate and the GIS Technical Certificate.

What you will learn

- Introduction to concepts of urban planning
- Economic, social and environmental dimensions of planning
- Enterprise GIS for local government
- Interdisciplinary aspects of GIS
- Case studies in GIS application to urban planning

Who should attend

Anyone working in urban planning and development who needs to apply geospatial tools.

Course Objectives

Upon completion of this course you will be able to:

- Explain the development of planning concepts and their implementation in a GIS
- Have a broad appreciation for the many ways GIS is applied in economic development and planning
- Identify the principal data sets used in urban and regional planning and their sources
- Perform common planning tasks and their role in effective planning operations
- Explain how different development alternatives affect future urban development
- Apply tools for balancing economic, social and environmental consequences of planning alternatives
- Explain the range of issues addressed by urban and regional planners and the role GIS plays in supporting the decision process

Prerequisites: Successful completion of two GIS core courses.

3 Days | 1.8 CEU | Tuition $895

Schedule:

December 8-10, 2008. . . . . .Washington, DC
March 2-4, 2009 . . . . . .Washington, DC

GIS Tools and Techniques: Raster and 3D Modeling

GIST9002T

Learn the raster data model and its use for spatial analysis. Data that vary continuously through space are often best represented and analyzed using this data model. Raster data structures, analysis techniques and surface modeling are the main components of the course as well as raster and vector conversion and integration. You also learn about 3D representations of data to demonstrate the utility of this developing technology for improved surface and terrain analysis and data visualization.

This course is part of the GIS Professional Certificate and the GIS Technical Certificate.

What you will learn

- The raster data model
- Analysis operations on rasters
- Raster calculations
- 3D data and modeling
- 3D visualization, display and analysis

Who should attend

Analysts and users who want to acquire skill in virtual analysis and visualization environments.

Course Objectives

Upon completion of this course you will be able to:

- Identify the structure and value of the raster data model
- Identify and utilize the analytical tools and techniques unique to raster modeling and analysis
- Convert raster data to and from the vector data model
- Develop 3-D data sets, perform terrain-based analysis and navigate virtual environments
- Use analysis procedures on literal and conceptual surfaces
- Generate raster layers through interpolation
- Use 3D representations of raster and vector data
- Create Triangulated Irregular Networks (TINs) for surface modeling and analysis

Prerequisites: Successful completion of two GIS core courses.

3 Days | 1.8 CEU | Tuition $895

Schedule:

November 12-14, 2008. . . . .Washington, DC
July 21-23, 2009. . . . . .Washington, DC

GIS Tools and Techniques: Remote Sensing for GIS

GIST9003T

Remote sensing is the collection of data from a distance. This technology includes satellite imagery, aerial photography and the global positioning system (GPS), all of which are prominent sources of data for Geographic Information Systems (GIS). You learn about the principles of remote sensing, the systems and types of data collected and how they are integrated and used in a GIS environment.

This course is part of the GIS Professional Certificate and the GIS Technical Certificate.

What you will learn

- Principles of remote sensing
- Integration of imagery and GIS
- Aerial and satellite collection systems
- Accuracy Assessments
- The Global Positioning System

Who should attend

GIS users involved with satellite imagery, aerial photography or other remotely-sensed data.

Course Objectives

Upon completion of this course you will be able to:

- Explain the underlying science and theory of aerial photography and remote sensing data and techniques
- Recognize the types and utility of satellite-based and airborne-based imagery
- Identify the pre- and post-processing methodologies of digital image processing, such as image registration, rectification and conversion
- Employ tools and techniques for converting imagery into useful information for integration in GIS
- Perform image classification and accuracy assessments
- Integrate digital imagery into your GIS analysis and mapping projects
- Explain the fundamentals of the Global Positioning System, its application and integration into geographic information systems

Prerequisites: Successful completion of two GIS core courses.

3 Days | 1.8 CEU | Tuition $895

Schedule:

February 3-5, 2009 . . . . . .Washington, DC

GIS Applications: Business Intelligence

GIST9004T

This course covers common data sets and business analysis techniques used in the Business Intelligence (BI) and the developing Location-Based Services (LBS) sectors. The course uses case studies and hands-on exercises that demonstrate the power of GIS when applied to business issues. Special attention is given to Web mapping and the integration of data, maps and GIS output into everyday office reports and documents.

This course is part of the GIS Professional Certificate and the GIS Technical Certificate.

What you will learn

- Application of geospatial Business Intelligence
- Business Intelligence data
- Geo-spatial analysis techniques for Business Intelligence
- Server-side Business Intelligence
- Location Based Services
- Networking and routing technology and applications
- Integration of results and analysis in office reports and documents

Who should attend

Those working in marketing, real estate or other commercial operations, and those desiring a thorough understanding of how geospatial tools are applied in the commercial sector.

Course Objectives

Upon completion of this course you will be able to:

- Locate, acquire and integrate Business Intelligence data into a Geographic Information System
- Recognize traditional spatial analysis techniques for Business Intelligence
- Understand the principles and methodologies of the geocoding process
- Explore the technologies and possibilities of server-side geographic analysis for BI
- Learn about the growing Location-Based Services marketplace, its methods and its applications
- Understand the specific data needs and technical issues related to networking and routing applications
- Integrate the results of BI analysis into office documents

Prerequisites: Successful completion of two GIS core courses.

3 Days | 1.8 CEU | Tuition $895

Schedule:

May 18-20, 2009. . . . . .Washington, DC

GIS Applications: National and Homeland Security

GIST9005T

Security has become a critical issue in recent years. Geographic Information System (GIS) has been used in the defense and intelligence fields for decades and plays vital roles in a number of areas that now come under the purview of the Department of Homeland Security. This course presents a selection of the wide range of topics that plays a role in national security both domestically and in the international arena. Case studies range from large-scale, facility-based security assessment to national level modeling. Key organizations and data sources are reviewed. Participant tasks include conceptual problem solving, team-based analysis and hands-on computer exercises.

This course is part of the GIS Professional Certificate and the GIS Technical Certificate.

What you will learn

- GIS in national defense operations
- Data sources and data types
- Homeland security operations
- Application of scale
- Modeling for preparedness and response

Who should attend

This course is for those working in defense, intelligence and homeland security positions or those desiring an overview of how geospatial tools are applied in these sectors.

Course Objectives

Upon completion of this course you will be able to:

- Know the major defense and intelligence organizations utilizing GIS
- Know the diverse range of applications of GIS in defense and intelligence operations
- Be familiar with the main data sources and types, their specification and their utility in defense operations
- Understand the importance of spatial data at all scales of application and concern
- Know the role of GIS in the many aspects of homeland security
- Be familiar with the application of GIS to a range of security issues
- Know the source and specification of critical infrastructure data sets and their integration for effective security analysis

3 Days | 1.8 CEU | Tuition $895

Schedule:

September 16-18, 2008 . . . .Washington, DC
April 7-9, 2009 . . . . . .Washington, DC

GIS Tools and Techniques: GIS Program Development and Management

GIST9006T

The pursuit of a Geographic Information System (GIS) analysis process involves a number of specific steps. You learn a structured approach to GIS project development, from conceptualization to final results, with special attention to real-life issues you will face on the job. You apply the structured approach to complete an individual GIS analysis project.

This course is part of the GIS Professional Certificate and the GIS Technical Certificate.

What you will learn

- Review of GIS as a system
- Project management techniques for GIS
- Conceptualizing GIS projects
- The GIS project model
- Self-directed GIS analysis project

Who should attend

Anyone using GIS software or newly introduced to the technology.

Course Objectives

Upon completion of this course you will be able to:

- Apply basic project management skills for organizing and pursuing a GIS project
- Apply the conceptual process of performing a GIS analysis project
- Segment a problem or question into specific GIS procedures and operations
- Perform common GIS operations
- Explain how the data, analysis and presentation aspects of GIS interrelate to produce successful GIS analysis and communication

3 Days | 1.8 CEU | Tuition $895

Schedule:

June 15-17, 2009 . . . . . .Washington, DC

GIS Technical Certificate

GIST8900T

Participants complete a selection of introductory, core and elective courses that provide the foundation and context for GIS. These courses address the key components of the technology. The cornerstone of the introductory courses is a technical software course utilizing ArcGIS by Environmental Systems Research Institute (ESRI), introducing you to the fundamentals of the software that will be used for most of the hands-on exercises throughout the program. You complete the certificate program with core and elective courses that help you focus on topics or application areas that are most relevant to your needs. There are two primary categories of elective courses: tools and technique courses, focusing on advanced technology topics; and application area courses, geared toward specific industry areas where GIS is applied. Application areas courses incorporate case studies, as well as pertinent hands-on exercises.

For those who have some GIS knowledge or software experience, the introductory (software and introduction to GIS) courses may be substituted with additional elective courses to fill out the five-course requirement. Completion of three additional GIS courses meets the requirements for the GIS Professional Certificate (GIST9900T).

Learn more about the certificate details at www.grad.usda.gov/gis.

Introductory Courses

Required:

Introduction to GIS Technologies | GIST7001T | 1.8 CEU

Introduction to GIS Software: ESRI ArcGIS 9.x | GIST7000T | 1.8 CEU

Core Courses

Required:

GIS Project Development and Process | GIST8001T | 1.8 CEU

Select one:

Spatial Databases and Database Development | GIST8002T | 1.8 CEU

Spatial Analysis Using GIS | GIST8003T | 1.8 CEU

Cartographic Issues: Map Projections and Map Design | GIST8000T | 1.8 CEU

Electives

Select one:

GIS Applications: Business Intelligence | GIST9004T | 1.8 CEU

GIS Applications: Environmental and Natural Resource Management | GIST9000T | 1.8 CEU

GIS Applications: National and Homeland Security | GIST9005T | 1.8 CEU

GIS Applications: Urban Planning and Development | GIST9001T | 1.8 CEU

GIS Tools and Techniques: GIS Program Development and Management | GIST9006T | 1.8 CEU

GIS Tools and Techniques: Raster and 3D Modeling | GIST9002T | 1.8 CEU

GIS Tools and Techniques: Remote Sensing for GIS | GIST9003T | 1.8 CEU

GIS Professional Certificate

GIST9900T

Participants complete a selection of introductory, core and elective courses that provide the knowledge and skills needed by professional GIS users. The courses address the key components of the technology. The cornerstone of the introductory courses is a technical software course utilizing ArcGIS by Environmental Systems Research Institute (ESRI), introducing you to the fundamentals of the software that will be used for most of the hands-on exercises throughout the program.

You complete the certificate program with core and elective courses that help you focus on topics or application areas that are most relevant to your needs. There are two primary categories of elective courses: tools and technique courses, focusing on advanced technology topics; and application area courses, geared toward specific industry areas where GIS is applied. Application areas courses incorporate case studies, as well as pertinent hands-on exercises.

For those who have some GIS knowledge or software experience, the Introductory (software and introduction to GIS) courses may be substituted with additional elective courses to fill out the eight-course requirement.

Learn more about this Certificate program at www.grad.usda.gov/certificates.

Introductory Courses

Required:

Introduction to GIS Technologies | GIST7001T | 1.8 CEU

Introduction to GIS Software: ESRI ArcGIS 9.x | GIST7000T | 1.8 CEU

Core Courses

Required:

GIS Project Development and Process | GIST8001T | 1.8 CEU

Spatial Databases and Database Development | GIST8002T | 1.8 CEU

Spatial Analysis Using GIS | GIST8003T | 1.8 CEU

Cartographic Issues: Map Projections and Map Design | GIST8000T | 1.8 CEU

Electives

Select two courses:

GIS Applications: Business Intelligence | GIST9004T | 1.8 CEU

GIS Applications: Environmental and Natural Resource Management | GIST9000T | 1.8 CEU

GIS Applications: National and Homeland Security | GIST9005T | 1.8 CEU

GIS Applications: Urban Planning and Development | GIST9001T | 1.8 CEU

GIS Tools and Techniques: GIS Program Development and Management | GIST9006T | 1.8 CEU

GIS Tools and Techniques: Raster and 3D Modeling | GIST9002T | 1.8 CEU

GIS Tools and Techniques: Remote Sensing for GIS | GIST9003T | 1.8 CEU

Information Technology

Introduction to Information Technology

INFO7004T

This course covers the fundamental concepts, terminology and laws that form the foundation of information systems, technology management and e-government. Participants learn from discussions of the objectives of e-government and the systems used to support it. Attention is also devoted to problems to be addressed by computer security behaviors and methods.

What you will learn

- Foundations of information technology
- Components of hardware
- Types of available software systems and applications
- Important aspects of networks, telecommunications and the Internet
- Computer security issues

Who should attend

This course is designed for individuals with no prior computer experience.

Course Objectives

Upon completion of this course you will be able to:

- Discuss the advantages and disadvantages of computer systems
- Explain hardware and software processes
- Identify key components of local area networks and network topologies
- Explain the Internet, Intranet and TCP/IP
- Discuss major threats to computer security

3 Days | 1.8 CEU | Tuition $745

Schedule:

September 8-10, 2008 . . . . .Washington, DC
January 21-23, 2009 . . . . . .Washington, DC
June 1-3, 2009 . . . . . .Washington, DC
September 8-10, 2009 . . . . .Washington, DC

Free and Open Source Software 101 and Technologies

INFO7738T

This course provides an overview of the use of free and open source software (FOSS) inside the US Government by reviewing policy, law, security requirements, business models and examples of use.

What you will learn

- Understand what free and open source software (FOSS) is, where it came from and where it's going
- Understand the fundamental concepts and basic definitions of FOSS licensing
- Explore the difference between closed, open and shared software Sources
- Explore examples of how FOSS is being used in the government and private industry

Who should attend

Anyone interested in learning about the use and deployment of free and open source software in the enterprise, including enterprise architects; program/project managers; and IT, program, planning and budget specialists.

Course Objectives

Upon completion of this course you will be able to:

- Explain the business models of free and open source software and how the FOSS software market functions
- Explain how the government can engage with a free and open source software community
- Understand the options that FOSS provides to the technology acquisitions community

2 Days | 1.2 CEU | Tuition $695

Schedule:

November 12-13, 2008. . . . .Washington, DC
February 26-27, 2009. . . . . .Washington, DC
May 4-5, 2009 . . . . . .Washington, DC

Information Technology Infrastructure Library (ITIL)

ITSM Executive Awareness Seminar

ITEC7726T

The Service Management Executive Awareness one-day seminar provides a general overview of the ITIL service management disciplines, benefits and justification. This course is ideal for management and staff who might be involved in the periphery of IT service management, or those who are new to the concepts of ITIL (Information Technology Infrastructure Library) and need a broad, brief introduction.

What you will learn

- Introduction to service management
- Service level management
- Configuration management
- Change management
- IT service continuity management
- Financial management for IT services
- Capacity management

Who should attend

The course is geared to managers wishing to obtain a broad, yet focused, overview of ITIL service management.

Course Objectives

Upon completion of this course you will be able to:

- Describe how service management can facilitate the alignment of the IT process to business objectives
- Understand the ITIL service management model sufficiently to enable you to communicate how it could be adapted to your organization
- Make high-level go/no-go decisions
- Discuss options for next steps

1 Day | 0.6 CEU | Tuition $595

Schedule:

December 2, 2008 . . . . . .Washington, DC
March 25, 2009. . . . . .Washington, DC
May 14, 2009 . . . . . .Washington, DC

ITIL Service Management Foundation

ITEC7004T

This three-day course provides IT managers and practitioners with a practical understanding of IT Service Management, the underpinning core ITIL service delivery, and service support processes and implementation guidance. It describes a set of processes involved in developing an IT framework and features both lectures and interactive hands-on learning experiences. This results in a thorough grounding in the basic theory of ITSM, which can be used to take the Foundation Certificate in IT Service Management or to participate in ITSM projects at any level. The ITIL foundation's certificate exam is administered by EXIN at the end of the course.

What you will learn

- A consistent "best-practices" communication of IT terminology and procedures
- Current insights into the process relationships of business and technology management
- The processes that are essential to support and deliver a quality IT Service
- How these processes relate to each other and to wider IT issues
- Practical guidance on how to successfully introduce an integrated IT service management framework, based on ITIL best practice processes.

Who should attend

IT management, business unit managers, IT service managers, supplier managers, consultants and those responsible for the support and implementation of information technology.

Course Objectives

Upon completion of this course you will be able to:

- Understand the definitions and use of the disciplines and associated processes that comprise the ITIL service support and service delivery elements
- Understand ITIL phrases and terminology
- Explain the purpose and use of each ITIL service support and service delivery discipline
- Articulate the relationships between each discipline
- Describe the importance of processes and interrelationships in providing a coherent set of IT services that support the organization's business requirements

Prerequisite: Experience with and knowledge of IT computing environments.

3 Days | 1.8 CEU | Tuition $1,495

Schedule:

September 9-11, 2008 . . . . .Washington, DC
November 18-20, 2008. . . . .Washington, DC
February 2-4, 2009 . . . . . .Washington, DC
June 9-11, 2009 . . . . . .Washington, DC

ITIL Change, Configuration and Release Management Practitioner

ITEC8001T

This five-day course focuses on the implementation and management of the release and control processes and functions that are responsible for achieving control and stability within an IT infrastructure and include effective change and release management, based on an effective configuration management system. It consists of four days of lectures and hands-on activities and one day of exam review. The course will include homework as well as individual and group assignments required for certification. The ITIL Change, Configuration and Release Management-Practitioner certificate exam is administered by EXIN at the end of the course.

What you will learn

- The ability to develop, implement and manage an integrated change and release management framework using configuration management as a critical component
- Best practices for requesting, assessing, approving and deploying changes to IT services, and how these processes contribute to an increase in functionality and quality of IT services
- The clustered disciplines of change, configuration and release management required to pass the ITIL Practitioner Release and Control Certification exam

Who should attend

Business managers, ITIL process managers, change managers and configuration managers needing in-depth knowledge about ITIL processes. Professionals and managers responsible for executing and managing tasks for the specific ITIL processes.

Course Objectives

Upon completion of this course you will be able to:

- Plan key activities in the change management, release management and configuration management process
- Report on the effectiveness and efficiency of the activities in the release and control processes
- Provide change, release and configuration management information to other IT service management, processes, users and suppliers

- Provide instruction for designing, building and configuring releases
- Monitor and optimize the release and control processes
- Plan and conduct change, release and configuration

Prerequisites: ITIL Foundation Service Management (ITEC7004T), and two or more years of experience in IT Infrastructure Management.

5 Days | 3.0 CEU | Tuition $2,700

Schedule:

October 6-10, 2008 . . . . . .Washington, DC
December 8-12, 2008. . . . . .Washington, DC
March 9-13, 2009 . . . . . .Washington, DC
June 22-26, 2009 . . . . . .Washington, DC

ITIL Service-Level Management Practitioner

ITEC8000T

This three-day course provides a clear understanding of the activities involved in planning for SLM, implementation of SLM and the maintenance and monitoring of service-level agreements. A service-level agreement is a contract between an IT organization and a customer (organization) that describes the IT services to be delivered. You learn how to prepare, maintain and negotiate service-level agreements with a customer.

Participants will receive information necessary to establish effective service-level and operational-level agreements in support of business and IT services. Hands-on exercises are introduced to provide the participant with a practical application for negotiating with customers and maintaining SLM processes and activities within an organization. This course is ideal for those who will be involved in defining service-level agreements or supporting SLM as a process discipline. The ITIL Service-Level Management Practitioner Certificate exam is administered by EXIN at the end of the course.

What you will learn

- Introduction to training objectives
- A brief refresher on ITSM
- The implementation of service-level management objectives
- Service Improvement Program (SIP)
- Relationship and links with other ITIL processes
- Required knowledge for the exam: service catalog, defining, service-level agreement, monitoring, reporting, review

Who should attend

IT staff responsible for executing tasks within the service-level management process who require a formal certification. IT staff who require training in order to perform in a service-level management role. Service managers seeking in-depth practical knowledge about the service-level management process as described by ITIL (IT Infrastructure Library). Business analysts and other ITIL process managers interested in the service-level process.

Course Objectives

Upon completion of this course you will be able to:

- Understand best practices in service-level management and be able to relate to how these processes contribute to the quality of IT services
- Develop sufficient knowledge for the ITIL service-level management practitioners exam
- Use service-level management functions to maximize company bandwidth
- Identify links to other ITIL processes; effectively manage the relationship between parties involved in service-level agreements
- Prepare, maintain and negotiate service-level agreements for large and small business partners

Prerequisites: ITIL Foundation Service Management (ITEC7004T), and one year of IT experience in an IT service-level management environment as a practitioner, supervisor or manager.

3 Days | 1.8 CEU | Tuition $1,875

Schedule:

December 1-3, 2008 . . . . . .Washington, DC
April 15-17, 2009 . . . . . .Washington, DC

Microsoft Suite

Microsoft Excel

Microsoft Office Excel 2007 is a powerful and widely used tool that helps people analyze information to make more informed decisions. Using Office Excel 2007 and Excel Services, you can share and manage your analysis and insight with coworkers, customers and partners with greater confidence.

Here are the top ten ways in which Office Excel 2007 can help you create spreadsheets and analyze, share, and manage information more effectively:

1. Office Excel 2007 features a new user interface to help you find powerful tools when you need them.
2. Import, organize and explore massive data sets within significantly expanded spreadsheets.
3. Use the completely redesigned charting engine in Office Excel 2007 to communicate your analysis in professional-looking charts.
4. Enjoy improved and powerful support for working with tables.
5. Create and work with interactive PivotTable views with ease.
6. "See" important trends and find exceptions in your data.
7. Use Office Excel 2007 and Excel Services to help share spreadsheets more securely with others.
8. Help ensure you and your organization work with the most current business information.
9. Reduce the size of spreadsheets and improve damaged file recovery at the same time.
10. Extend your business intelligence investments because Office Excel 2007 provides full support for Microsoft SQL Server 2005 Analysis Services.

MS Office 2007 Survey of Software *via GS Connect*

INF07001A

All session times are Eastern U.S.

Do you need to transfer your MS Office skills to the new 2007 package? Our survey course will introduce you to the latest additions in the MS Office suite. This course covers the changes in the interfaces of Word, Excel, PowerPoint and Access. You will learn how to operate the new ribbon menu structure in each package and also develop basic skills in each of these applications. After completing this course, students should be able to create basic text documents, design spreadsheets, create presentations and build tables in a relational database.

During this four-week instructor-led, live online course, you participate in a three-hour class every Thursday through the Internet. You master the course content through real-time lectures, simulations or demos, and slide presentations, and can join class discussions via text chat communication. If you miss any of the four live sessions, you can view the archived session. Between the live sessions, you complete instructional assignments.

You do not have to have MS Office 2007 to participate in this class. Our instructors use cutting-edge technology to allow you to simulate use of the application. However, we do recommend obtaining MS Office 2007 before the course begins because you will need the software to complete your assigned learning exercises and because having the software will help enrich your learning experience.

Who should attend

This course is designed for current users of MS Office Word, Excel, PowerPoint and Access who need to transition to MS Office 2007 or new users who want to get an overview of the four software applications.

Course Objectives

Upon completion of this course you will be able to:

- Operate the new ribbon "menu" toolbar being used in MS Office 2007 applications
- Create documents, workbooks, presentation slides and database tables using MS Office 2007
- Edit, print and save MS 2007 applications
- Effectively use the new MS Office 2007 start menus
- Use the new features now in MS Office 2007's Word, Excel, PowerPoint and Access

4 Weeks | 1.8 CEU | Tuition $695

Schedule:

January 8, 15, 22, 29, 2009
Thursday (12:30 p.m.-3:30 p.m.)

April 9, 16, 23, 30, 2009
Thursday (12:30 p.m.-3:30 p.m.)

June 4, 11, 18, 25, 2009
Thursday (12:30 p.m.-3:30 p.m.)

Also available by contract for customization and large groups.

Microsoft Excel 2003: Introduction

SPRD7968T

Microsoft Excel is a software application that offers three distinct processes for managing data: spreadsheet, database and graphing. The primary feature, spreadsheet, is a number-crunching tool allowing for sophisticated calculations such as budgets, finances, inventories or any task that is numerically oriented. The database and graphing functions allow for selecting, retrieving, viewing and charting data that is contained within the spreadsheet mode. This course provides a thorough introduction to each of Excel's features.

What you will learn

- Menu and toolbar features of the Excel package
- Creation of a new workbook (spreadsheet)
- Enter and edit data; save data; print and close worksheets
- Formulas and functions
- Column and row updates
- Charting techniques

Who should attend

This course is for participants who want to learn the fundamentals of the spreadsheet application.

Course Objectives

Upon completion of this course you will be able to:

- Create workbooks and perform data entry of numbers, text and formulas
- Use templates and ranges
- Perform copy and move operations
- Utilize page setup and formatting for printing
- Create and work with multiple worksheets
- Perform various charting functions

Prerequisite: Knowledge of Microsoft Windows.

3 Days | 1.8 CEU | Tuition $745

Schedule:

August 4-6, 2008 . . . . . .Washington, DC
September 22-24, 2008 . . . .Washington, DC
January 5-7, 2009 . . . . . .Washington, DC
March 16-18, 2009 . . . . . .Washington, DC
June 15-17, 2009 . . . . . .Washington, DC
September 2-4, 2009 . . . . . .Washington, DC

Microsoft Excel 2007: Introduction

SPRD7978T

3 Days | 1.8 CEU | Tuition $745

Schedule:

July 28-30, 2008. . . . . .Washington, DC
September 29 – October 1, 2008
. . . . . .Washington, DC
February 10-12, 2009. . . . . .Washington, DC
May 18-20, 2009. . . . . .Washington, DC

Microsoft Excel 2007: Introduction *via GS Connect*

SPRD7578A

All session times are Eastern U.S.

Microsoft Excel is a software application that offers three distinct processes for managing data: spreadsheets, databases and charts. You learn the new interface (ribbons) to perform sophisticated calculations, create templates, display what-if scenarios, embed graphic charts, sort data, and create reports and more. Course materials include a textbook that provides developmental practice exercises.

During this two-week instructor-led, live online course, you participate in a two-hour class every Tuesday and Thursday through the Internet. You master the course content through real-time lectures, simulations or demos, and slide presentations, and can join class discussions via text chat communication. If you miss any of the four live sessions, you can view the archived session. Between the live sessions, you complete instructional assignments.

You do not need MS Excel 2007 to participate in the class. Our instructors use cutting edge technology to allow you to simulate use of the application. However, we do recommend obtaining MS Excel 2007 before the course begins because you will need the software to complete your assigned learning exercises and because having the software will help enrich your learning experience.

Who should attend

Individuals who want to learn the fundamentals of the spreadsheet application.

Course Objectives

Upon completion of this course you will be able to:

- Create workbooks and perform data entry of numbers, text and formulas
- Use of templates and ranges
- Perform copy and move operations
- Utilize page setup and formatting for printing
- Create and work with multiple worksheets
- Perform various charting functions

Prerequisite: Knowledge of Microsoft Windows.

2 weeks | 1.8 CEU | Tuition $ 495

Schedule:

July 8, 10, 15, 17, 2008
Tuesday – Thursday (1:00 p.m.-3:00 p.m.)
September 2, 4, 9, 11, 2008
Tuesday – Thursday (1:00 p.m.-3:00 p.m.)
April 7, 9, 14, 16, 2009
Tuesday – Thursday (1:00 p.m.-3:00 p.m.)

Also available by contract for customization and large groups.

Microsoft Excel 2003: Intermediate

SPRD8968T

This course builds on the basic introductory skills of Microsoft Excel. The techniques taught in this course assist the user in working with large worksheets and managing multiple layers of worksheets at the same time. Interaction with Web technologies is covered, including saving a worksheet as a Web page. This course also covers the use of enhanced charting facilities and advanced functions.

What you will learn

- How to work with large multiscreen worksheets and multiple worksheets at the same time
- HTML and Web page techniques with worksheets
- Advanced function usage
- Worksheet protections
- Enhanced charting techniques

Who should attend

This course is for participants who want to expand their skills and knowledge base in Excel.

Course Objectives

Upon completion of this course you will be able to:

- Select, navigate, rename, insert, delete and print large worksheets
- Apply and delete with ranges for updates and printing
- Prepare HTML files as they apply to worksheets, including the creation of hyperlinks
- Produce and link multiple workbooks, including cascading and tiling of window views
- Utilize the VLOOKUP and HLOOKUP advanced functions as they apply to the workplace

Prerequisite: Microsoft Excel 2003: Introduction (SPRD7968T).

2 Days | 1.2 CEU | Tuition $645

Schedule:

August 7-8, 2008 . . . . . .Washington, DC
September 8-9, 2008 . . . . . .Washington, DC
January 8-9, 2009 . . . . . .Washington, DC
March 19-20, 2009 . . . . . .Washington, DC
April 2-3, 2009 . . . . . .Washington, DC
June 18-19, 2009 . . . . . .Washington, DC
September 8-9, 2009 . . . . . .Washington, DC

Microsoft Excel 2007: Intermediate

SPRD8978T

2 Days | 1.2 CEU | Tuition $645

Schedule:

October 2-3, 2008 . . . . . .Washington, DC
May 21-22, 2009 . . . . . .Washington, DC

Microsoft Excel 2007: Intermediate *via GS Connect*

SPRD8578A

All session times are Eastern U.S.

Build on the skills learned in the Excel Introduction course. This is also an excellent course for those with Excel experience who need to learn how to use the MS Office ribbon feature in the 2007 products. An overview of the new 2007 interface will be included. The course also covers more advanced concepts such as working with data ranges, linking multiple workbooks and saving spreadsheets as web pages.

During this two-week instructor-led, live online course, you participate in a two-hour class every Tuesday and Thursday through the Internet. You master the course content through real-time lectures, simulations or demos, and slide presentations, and can join class discussions via text chat communication. If you miss any of the four live sessions, you can view the archived session. Between the live sessions, you complete instructional assignments.

You do not need MS Excel 2007 to participate in the class. Our instructors use cutting edge technology to allow you to simulate use of the application. However, we do recommend obtaining MS Excel 2007 before the course begins because you will need the software to complete your assigned learning exercises and because having the software will help enrich your learning experience.

Who should attend

This course is for Excel users with some experience who want to expand their Excel

skill set or need to learn how to use existing skills in the MS 2007 Excel interface.

Course Objectives

Upon completion of this course you will be able to:

- Select, navigate, rename insert, delete and print large worksheets
- Apply and delete with ranges for update and printing
- Prepare HTML files as they apply to worksheets, including the creation of hyperlinks
- Produce ad link multiple workbooks, including cascading and tiling of window views
- Utilize the VLOOKIP and HLOOKUP advance functions as they apply to the workplace

Prerequisite: Microsoft Excel 2003: Introduction (SPRD7968T), Microsoft Excel 2007: Introduction (SPRD7978T), or Microsoft Excel 2007: Introduction *via GS Connect* (SPRD7578A).

2 Weeks | 1.8 CEU | Tuition $495

Schedule:

September 16, 18, 23, 25, 2008
Tuesday – Thursday (1:00 p.m.-3:00 p.m.)

April 21, 23,28,30 2009
Tuesday – Thursday (1:00 p.m.-3:00 p.m.)

Also available by contract.

Microsoft Excel 2003: Advanced

SPRD9952T

Explore the advanced management features of the Microsoft Excel database in this three-day course. Primary focus is on using the analysis components within the application to budget and manage financial expenses. Participants learn to work with databases, templates, lists, macros and audit tools. Particular attention is devoted to summarizing large amounts of data rapidly, performing what-if analyses, and working problems backwards to find variables when a desired outcome or scenario is known.

What you will learn

- Advanced filters
- Scenarios
- Solver
- Report manager
- Macro definitions
- Pivot Tables

Who should attend

Microsoft Excel users who wish to learn the advanced features of the application will benefit from this course.

Course Objectives

Upon completion of this course you will be able to:

- Utilize the AutoFilter to process lists
- Create Pivot Table reports and Page Field reports on large databases to display quick summaries
- Ensure consistent appearance of workbooks through the preparation of templates
- Compare various outcomes in worksheets by analyzing data with scenarios and goal seeking
- Perform auditing processes on workbooks
- Automate frequently used operations and tasks by generating macros

Prerequisites: Microsoft Excel 2003: Introduction (SPRD7968T/7978T/7958A) and Microsoft Excel 2003: Intermediate (SPRD8968T/8978T).

3 Days | 1.8 CEU | Tuition $745

Schedule:

July 21-23, 2008. . . . . .Washington, DC
November 17-19, 2008. . . . .Washington, DC
March 25-27, 2009 . . . . . .Washington, DC

Microsoft Excel 2007: Advanced

SPRD9962T

3 Days | 1.8 CEU | Tuition $895

Schedule:

August 11-13, 2008. . . . . .Washington, DC
January 26-28, 2009 . . . . . .Washington, DC
April 21-23, 2009 . . . . . .Washington, DC
June 9-11, 2009 . . . . . .Washington, DC

Microsoft PowerPoint 2003: Introduction

PRES7950T

Microsoft PowerPoint allows users to develop effective presentations and deliver them professionally using today's screen projection technology. Working with this application, participants explore the functions of the software and the communications principles that lead to dynamic slide shows. Participants learn such basics as creating and saving a presentation, adding new slides, using templates, editing slides, working with graphics and clip art, and adding speaker notes.

What you will learn

- PowerPoint start-up procedures and menu commands
- Presentation creation
- Template and wizard usage
- Format processes, including borders, shading, graphics and clip art
- Printing tasks, including slides, speaker notes, handouts and entire presentations

Who should attend

Individuals wishing to create effective presentations will benefit from this course.

Course Objectives

Upon completion of this course you will be able to:

- Select AutoLayout and create a new presentation
- Utilize design templates, content templates and the AutoContent wizard
- Compose bulleted and numeric lists and use the format painter; copy and move text between slides
- Enhance presentation text and use outline view
- Insert, reposition, crop and resize clip art
- Prepare multiple presentations with moving and copying between windows

Prerequisite: Knowledge of Microsoft Windows.

2 Days | 1.2 CEU | Tuition $645

Schedule:

August 26-27, 2008. . . . . .Washington, DC
November 17-18, 2008. . . . .Washington, DC
April 20-21, 2009 . . . . . .Washington, DC
July 7-8, 2009 . . . . . .Washington, DC
August 25-26, 2009. . . . . .Washington, DC

Microsoft PowerPoint 2007: Introduction

PRES7960T

2 Days | 1.2 CEU | Tuition $645

Schedule:

September 22-23, 2008 . . . .Washington, DC
January 26-27, 2009 . . . . . .Washington, DC
June 1-2, 2009 . . . . . .Washington, DC

Microsoft PowerPoint 2007: Introduction *via GS Connect*

PRES7568A

All session times are Eastern U.S.

Explore the functions to develop dynamic slide shows for effective presentations. You learn to create and edit slides, set up templates including slide masters, embed graphics, sound effects and clip art, and add speaker notes and more. Course materials include a textbook that provides developmental practice exercises.

During this two-week instructor-led, live online course, you participate in a two-hour class two days a week through the Internet. You master the course content through real-time lectures, simulations or demos, and slide presentations, and can join class discussions via text chat communication. If you miss any of the six live sessions, you can view the archived session. Between the live sessions, you complete instructional assignments.

You do not need MS PowerPoint 2007 to participate in the class. Our instructors use cutting-edge technology to allow you to simulate use of the application. However, we do recommend obtaining MS PowerPoint 2007 before the course begins because you will need the software to complete your assigned learning exercises and because having the software will help enrich your learning experience.

Who Should Attend

Individuals who want to create effective presentations.

Course Objectives

Upon completion of this course you will be able to:

- Utilize design templates, content templates and the AutoContent wizard
- Compose bulleted and numeric lists and use the format painter
- Copy and move text between slides
- Prepare multiple presentations with moving and copying between windows
- Utilize PowerPoint tables and insert Microsoft Word tables
- Create and apply color schemes to templates
- Design and apply special effects involving multimedia (video clips and sound)
- Insert hyperlinks from a PowerPoint presentation to an online or offline Web page
- Present a slide show to a broader audience through Web pages, online meetings and broadcast
- Animate text on slides

2 Weeks | 1.8 CEU | Tuition $295

Schedule:

August 18, 20, 22, 25, 27, 29, 2008
Note special scheduling for this class only: Monday, Wednesday and Friday (2:00 p.m.–3:30 p.m.)

December 1, 3, 8, 10, 2008
Monday – Wednesday (1:00 p.m.– 3:00 p.m.)

Feb 17, 19, 24, 26, 2009
Tuesday – Thursday (1:00 p.m.– 3:00 p.m.)

May 5, 7, 12, 14, 2009
Tuesday – Thursday (1:00 p.m.– 3:00 p.m.)

August 4, 6, 11, 13, 2009
Tuesday – Thursday (1:00 p.m.– 3:00 p.m.)

Also available by contract at your preferred location for customization and large groups.

Microsoft PowerPoint 2003: Intermediate

PRES8950T

In this advanced skills workshop, users move beyond the basics of presentations and learn how to add professional style enhancements to their slide shows. Customized color schemes, special animations, effective transitions, picture files, sound and video clips, hyperlinks and action button are some of the many techniques demonstrated.

What you will learn

- Customized color schemes
- Slide master, title master, notes master and handout master
- Special animation and transition effects
- Picture, sound and video insertions
- Manipulation of clip art and graphical objects on slides
- The AutoShape component

Who should attend

This course is designed for individuals who wish to learn more advanced presentation techniques.

Course Objectives

Upon completion of this course you will be able to:

- Utilize PowerPoint tables and insert Microsoft Word tables
- Create and apply color schemes to templates
- Compose and edit notes and masters
- Design and apply special effects involving multimedia
- Present a slide show to a broader audience through Web pages, online meetings and broadcast
- Animate text on slides

Prerequisite: Microsoft PowerPoint 2003: Introduction (PRES7950T).

2 Days | 1.2 CEU | Tuition $645

Schedule:

August 28-29, 2008. . . . . .Washington, DC
November 24-25, 2008. . . . .Washington, DC
April 22-23, 2009 . . . . . .Washington, DC
July 9-10, 2009. . . . . .Washington, DC
August 27-28, 2009. . . . . .Washington, DC

Microsoft PowerPoint 2007: Intermediate

PRES8960T

2 Days | 1.2 CEU | Tuition $645

Schedule:

September 24-25, 2008 . . . .Washington, DC
January 28-29, 2009 . . . . . .Washington, DC
June 3-4, 2009 . . . . . .Washington, DC

Microsoft Word 2003: Introduction

WORD7968T

Explore the fundamentals of word processing. Participants learn to create professional-looking documents in Microsoft Word 2003. Basic operations such as creating, naming, saving and closing a document are covered. Additionally, participants change font settings and page formats; move, copy and delete text; create tables; use styles, numbers and bullets; and work with lists. This comprehensive introduction positions users to take full advantage of the powerful capabilities of this application.

What you will learn

- Basic Word start-up procedures
- Creating and saving documents, switch view and change document magnification
- Editing and formatting techniques
- Headers, footers, page numbering, tabs and online help
- Preview a document, use Web page preview and print

Who should attend

This course is designed for those who want to learn the fundamentals of word processing.

Course Objectives

Upon completion of this course you will be able to:

- Create, name, save and close documents
- Organize documents using styles, numbers, bullets, lists, headers and footers
- Perform spell and grammar checks
- Compose tables, use table AutoFormat and draw tables
- Select, move, copy and delete text

Prerequisite: Knowledge of Microsoft Windows.

3 Days | 1.8 CEU | Tuition $595

Schedule:

August 11-13, 2008. . . . . .Washington, DC
December 8-10, 2008. . . . . .Washington, DC
February 9-11, 2009 . . . . . .Washington, DC
August 10-12, 2009. . . . . .Washington, DC

Microsoft Word 2007: Introduction

WORD7978T

3 Days | 1.8 CEU | Tuition $645

Schedule:

September 15-17, 2008 . . . .Washington, DC
March 9-11, 2009 . . . . . .Washington, DC
June 8-10, 2009 . . . . . .Washington, DC

Microsoft Word 2007: Introduction *via GS Connect*

WORD7568A

All session times are Eastern U.S.

Learn the fundamentals of word processing and how to create professional-looking documents. Topics include formatting with style, pagination, editing tools, tables, lists and more. Course materials include a textbook that provides developmental practice exercises.

During this two-week instructor-led, live online course, you participate in a two-hour class every Monday and Wednesday through the Internet. You master the course content through real-time lectures, simulations or demos, and slide presentations, and can join class discussions via text chat communication. If you miss any of the four live sessions, you can view the archived session. Between the live sessions, you complete instructional assignments.

You do not need MS Word 2007 to participate in the class. Our instructors use cutting-edge technology to allow you to simulate use of the application. However, we do recommend obtaining MS Word 2007 before the course begins because you will need the software to complete your assigned learning exercises and because having the software will help enrich your learning experience.

Who should attend

Individuals who want to learn the fundamentals of word processing.

Course Objectives

Upon completion of this course you will be able to:

- Create, name, save and close documents
- Organize documents using styles, numbers, bullets, lists, headers and footers
- Perform spell and grammar checks
- Compose tables, use AutoFormat and draw tables
- Select, move, copy and delete text

2 Weeks | 1.8 CEU | Tuition $295

Schedule:

July 21, 23, 25, 28, 30, August 1, 2008
Note special scheduling for this class only: Monday, Wednesday and Friday (2:00 p.m.–3:30 p.m.)

October 20, 22, 27,29, 2008
Monday – Wednesday (1:00 p.m.– 3:00 p.m.)

January 5, 7, 12, 14, 2009
Monday – Wednesday (1:00 p.m.– 3:00 p.m.)

May 4, 6, 11, 13, 2009
Monday – Wednesday (1:00 p.m.– 3:00 p.m.)

Also available by contract for customization and large groups.

Microsoft Word 2003: Intermediate

WORD8968T

The Microsoft Word Intermediate course builds on word processing basics by exposing participants to the more complex features within the application. Participants become proficient in searching files for text, inserting special characters, editing tables, sorting table data and importing spreadsheet data. Additional topics covered include: composing mail merge letters, envelopes and labels; sorting records; and using an external data source.

What you will learn

- Inserting dates and symbols into documents
- Utilize Auto Format
- Working with drawing objects and inserting graphics
- Use of formulas in tables
- Importing Excel spreadsheets
- Use of templates, wizards, newsletter-style columns and HTML features

Who should attend

This course is designed for users who wish to build on the basics of word processing.

Course Objectives

Upon completion of this course you will be able to:

- Produce mail merge documents upon a data source using a main document
- Create, navigate and perform insertion operations on tables
- Apply borders and shading to text, page or tables
- Select or create templates and use wizards
- Apply Word HTML features and open a Web page
- Compose, paste and edit hyperlinks

Prerequisite: Microsoft Word 2003: Introduction (WORD7968T).

2 Days | 1.2 CEU | Tuition $565

Schedule:

August 14-15, 2008. . . . . .Washington, DC
December 11-12, 2008. . . . .Washington, DC
February 12-13, 2009. . . . . .Washington, DC
August 13-14, 2009. . . . . .Washington, DC

Microsoft Word 2007: Intermediate

WORD8978T

2 Days | 1.2 CEU | Tuition $565

Schedule:

September 18-19, 2008 . . . .Washington, DC
March 12-13, 2009 . . . . . .Washington, DC
June 11-12, 2009 . . . . . .Washington, DC

Microsoft Word 2003: Advanced

WORD9818T

This three-day course focuses on advanced tips and techniques for full use of editing features and handling complex formats in Microsoft Word. Working with components of long documents and graphics is emphasized. Participants learn to communicate their ideas and share information anywhere, from the desktop to the Web.

What you will learn

- Toolbars and wizards
- Section breaks and newspaper columns
- Comments, styles and outline view
- Tables of contents, indexes and tables of authority
- Forms with text, check boxes and drop-downs
- Global templates

Who should attend

Experienced Microsoft Word users who wish to learn advanced concepts will benefit from this course.

Course Objectives

Upon completion of this course you will be able to:

- Utilize diagrams and charts
- Create, navigate and change newsletter-style columns
- Generate and customize lists
- Track revisions and mark up with comments
- Create indexes, bookmarks and tables of authority
- Process and merge documents

Prerequisite: Microsoft Word 2003: Intermediate (WORD8968T).

3 Days | 1.8 CEU | Tuition $595

Schedule:

August 25-27, 2008. . . . . .Washington, DC
October 15-17, 2008 . . . . . .Washington, DC
February 17-19, 2009. . . . . .Washington, DC
August 24-26, 2009. . . . . .Washington, DC

Microsoft Word 2007: Advanced

WORD9828T

3 Days | 1.8 CEU | Tuition $645

Schedule:

January 12-14, 2009 . . . . . .Washington, DC
April 6-8, 2009 . . . . . .Washington, DC

June 30 – July 2, 2009 . . . .Washington, DC

Network and Operating Systems

A+® Certification: 2006

TCOM9986T

If you are getting ready for a career as an entry-level information technology (IT) professional or personal computer (PC) service technician, the CompTIA A+ Certification course is the first step in your preparation. The course builds on your existing user-level knowledge and experience with personal computer software and hardware to present fundamental skills and concepts that you will use on the job. In this course, you acquire the essential skills and information you will need to install, upgrade, repair, configure, troubleshoot, optimize and perform preventative maintenance on basic personal computer hardware and operating systems.

What you will learn

- How to install, upgrade, repair, configure, optimize, troubleshoot and perform preventative maintenance on basic personal computer hardware and operating systems

Who should attend

Anyone with basic computer user skills who is interested in obtaining a job as an IT professional or PC technician. In addition, this course will help prepare students to achieve a CompTIA A+ Certification.

Prerequisite: Six months of experience as a technician.

Course Objectives

Upon completion of this course you will be able to:

- Identify the components of standard desktop personal computers
- Identify fundamental components and functions of personal computer operating systems
- Identify best practices followed by professional personal computer technicians
- Install and configure computer components
- Install and configure system components
- Maintain and troubleshoot peripheral components
- Troubleshoot system components
- Install and configure operating systems
- Maintain and troubleshoot installations of Microsoft Windows
- Identify network technologies
- Install and manage network connections
- Support laptops and portable computing devices
- Support printers and scanners
- Identify personal computer security concepts
- Support personal computer security

Prerequisites: Students taking this course should have end-user skills with Windows-based personal computers.

7 Days | 4.2 CEU | Tuition $1,995

Note: Cost of exam vouchers is included in tuition.

Schedule:

September 3-11, 2008 . . . . .Washington, DC
December 4-12, 2008. . . . . .Washington, DC
April 6-14, 2009 . . . . . .Washington, DC
July 13-21, 2009. . . . . .Washington, DC

Network+ Certification

TCOM9995T

This program covers the basic concepts of computer networking and prepares participants for the CompTIA Network+ examination. Successful completion of this course and the examination constitute the basis for a career in the field of networking. Network+ Certification covers the networking technologies most commonly used today.

The benefit of a Network+ Certification is that it provides a portable, industrywide recognition of professional knowledge. Certified professionals have a greater chance to qualify for a broader spectrum of positions and to achieve career advancements.

What you will learn

- Networking basics
- Network hardware and software systems
- Data-link, network and transport layer protocols
- TCP/IP fundamentals, routing, applications and configuration
- Remote network access
- Network security

Who should attend

Individuals with A+ Certification who wish to achieve certification status in the networking field will benefit from this course.

Course Objectives

Upon completion of this course you will be able to:

- Understand and apply the Open Systems Interconnection (OSI) model and describe the protocols that enable networked computers to communicate
- Understand and install network cabling topologies
- Install interface adapters, hubs, bridges, switches, gateways and routers
- Apply the necessary tools to monitor system and network performance in the major network operating systems
- Troubleshoot network problems, prioritize problem calls and isolate problem sources
- Understand and utilize redundant equipment to provide fault-tolerant network communication

Prerequisites: A knowledge of personal computers, Windows and computer hardware. A+ certification is required prior to attending this course.

5 Days | 3.0 CEU | Tuition $1,350

Note: Cost of exam voucher is included in tuition.

Schedule:

August 18-22, 2008. . . . . .Washington, DC
November 17-21, 2008. . . . .Washington, DC
August 17-21, 2009. . . . . .Washington, DC

Microsoft Windows: Introduction

DWIN7010T

Focus on the fundamentals of Windows in this one-day course. Participants navigate the Windows environment, working with the desktop, taskbar and icons. Hands-on activities involve processing with programs, documents, files, folders, messages and views.

What you will learn

- Program launching
- Document creation, saving and retrieval
- Editing techniques through the operating system
- File and folder organizations
- Desktop setup and maintenance
- Web browsing and other processes for tracking Web activity

Who should attend

This course is designed for any individual interested in the foundations and usability of Microsoft Windows.

Course Objectives

Upon completion of this course you will be able to:

- Create, save, preview and print documents
- Cut, copy and paste information between applications
- Organize files and create folders and shortcuts
- Customize work environment and desktop by changing properties of mouse, sound and display
- Check and analyze system capacity and hard drives
- Produce information from Web sources by browsing the Web more efficiently

1 Day | 0.6 CEU | Tuition $495

Schedule:

July 21, 2008 . . . . . .Washington, DC
August 27, 2008 . . . . . .Washington, DC
November 7, 2008 . . . . . .Washington, DC
April 1, 2009 . . . . . .Washington, DC
August 26, 2009 . . . . . .Washington, DC

Microsoft Certified Technology Specialist (MCTS): Windows Vista, Configuration

DWIN8980T

The Microsoft Certified Technology Specialist (MCTS) credential proves that you have the skills to successfully install and upgrade Windows Vista, configure and troubleshoot post-installation system settings, configure Windows security features, configure network connectivity, and configure applications in Windows Vista. You maintain and optimize systems that run Windows Vista, and configure and troubleshoot mobile computing. MCTS candidates are required to pass one core exam: 70-620. The MCTS certification covers the skills of help-desk technicians, customer-support representatives, technical support specialists and technical support representatives. Three courses are required to complete the certificate process:

1. **Installing and Configuring the Windows Vista Operating System**
   Duration: 3 Days
2. **Configuring Windows Vista Application and Tools**
   Duration: 1 Day
3. **Configuring Microsoft Windows Vista Mobile Computing**
   Duration: 1 Day

What you will learn

- Installing Windows Vista
- Upgrading to Windows Vista Ultimate Edition
- Configuring post-installation system settings
- Configuring basic networking and advanced networking
- Configuring user account security
- Configuring network security
- Configuring Internet Explorer 7.0

Who should attend

The primary audience for this course is IT professionals wishing to become technology specialists. A Windows Vista technology specialist is defined as a technology specialist interested in learning about assessing skills, using reference products or taking exams to prove his or her knowledge/skills/experience related to Microsoft's Windows Vista technologies.

Prerequisites: Familiarity with PC hardware and devices, basic TCP/IP knowledge, basic Windows and Active Directory knowledge, and experience with reviewing BIOS settings.

Course Objectives

Upon completion of this course you will be able to:

- Identify hardware requirements
- Perform a clean installation
- Upgrade to Windows Vista from previous versions of Windows
- Troubleshoot Windows Vista installation issues
- Configure and troubleshoot Windows Aero
- Configure and troubleshoot parental controls
- Configure and troubleshoot User Account Control
- Configure Windows Defender
- Configure Dynamic Security for Internet Explorer 7
- Configure security settings in Windows Firewall
- Configure networking by using the Network and Sharing Center
- Configure and troubleshoot media applications
- Configure Windows Mail, Meeting Space, Calendar, Fax and Scan and Windows Sidebar
- Troubleshoot performance and reliability issues by using built-in diagnostic tools
- Configure Windows Update, Data Protection, Remote Access, Mobile Display Settings, Mobile Devices, Tablet PC software and Power

5 Days | 3.0 CEU | Tuition $1,695

Schedule:

October 27-31, 2008 . . . . . .Washington, DC
March 9-13, 2009 . . . . . .Washington, DC
July 13-17, 2009. . . . . .Washington, DC

Microsoft Certified IT Professional (MCITP): Enterprise Support Technician

DWIN9980T

The Microsoft Certified IT Professional (MCITP) candidates for this exam are IT professionals who work in an enterprise environment that uses Windows Vista; who have experience with previous versions of the Windows operating system; and who might have experience with Windows Server operating systems. Candidates will have experience deploying Windows Vista, managing security and troubleshooting network-related issues with Windows Vista. MCITP candidates are required to pass one core exam: 70-622.

Two courses are required to complete the certificate process:

1. **Maintaining and Troubleshooting Windows Vista Computers**
   Duration: 3 Days
   This three-day, instructor-led course provides you with the knowledge and skills to successfully maintain and troubleshoot Windows Vista computers. Participants develop the knowledge and skills necessary to identify technical problems that can occur in organizations' client computers. The course focuses on five main troubleshooting areas: operating system, hardware, networking, security and applications. It also provides the knowledge and skills necessary to monitor and maintain Windows Vista client computers.
2. **Supporting Windows Vista Computers with Desktop Images and Application Packages**
   Duration: 2 Days
   This two-day, instructor-led course provides students with the knowledge and skills to use a Windows Vista operating system image and application package deployment infrastructure to minimize the downtime at the Windows Vista client. The course also provides guidance on how to install application packages on Windows Vista computers for support scenarios that require application updates or reinstalls.

What you will learn

- How Windows Vista deployment options can be used to improve the support experience at the desktop
- To identify the most appropriate method to support Windows Vista recovery on site
- To identify the components of the Windows Vista user state and safely back-up and restore that data
- How to utilize Windows Vista application packages to improve the process of application installation and maintenance at the Windows Vista client computer
- To troubleshoot Windows Vista application package installations

Who should attend

Experienced enterprise-level IT professionals who focus on a broad range of desktop operating systems, desktop applications, mobile devices, networking and hardware support issues.

Prerequisite: Microsoft Certified Technology Specialist (MCTS): Windows Vista, Configuration (DWIN8980T).

Course Objectives

Upon completion of this course you will be able to:

- Plan and apply a troubleshooting methodology for your own organization
- Describe how the Windows Vista platform helps address troubleshooting requirements for important technical areas
- Identify the most appropriate method for troubleshooting Windows Vista computers

- Identify Windows Vista tools that can be used to help in the troubleshooting process
- Identify important maintenance tools that will be used as part of IT operations for your organization
- Describe how monitoring and optimization tools in Windows Vista can be used to assist in troubleshooting and keep the computer performing optimally

5 Days | 3.0 CEU | Tuition $1,695

Schedule:

January 12-16, 2009 . . . . . .Washington, DC
June 22-26, 2009 . . . . . .Washington, DC

Microsoft Certified Desktop Support Technician (MCDST) Certificate

TCOM8980T

The Microsoft Certified Desktop Support Technician (MCDST) credential proves that an individual has the skills to successfully support end users and troubleshoot desktop environments running on the Microsoft Windows operating system. MCDST candidates are required to pass two core examinations. This designation provides industry recognition of knowledge and proficiency with Microsoft products and technologies.

The MCDST certification covers the skills of help-desk technicians, customer support representatives, PC support specialists, technical support representatives and technical support specialists. Two courses are required to complete the certificate process: Supporting Users Running the Microsoft Windows XP Operating System and Supporting Users Running Applications on a Microsoft Windows XP Operating System.

Supporting Users Running the Microsoft Windows XP Operating System

The first three days provide individuals who are new to Microsoft Windows XP with the knowledge and skills necessary to troubleshoot basic problems users will face while running Microsoft Windows XP Professional in an Active Directory network environment or Windows XP Home edition in a work group environment. The course is designed to provide an overview of operating system concepts and how to troubleshoot Windows XP.

Supporting Users Running Applications on a Microsoft Windows XP Operating System

In the remaining two days, participants acquire the knowledge and skills necessary to troubleshoot basic user problems related to configuring and maintaining applications such as Microsoft Office, Outlook Express, Internet Explorer and others that run on a Microsoft Windows XP Operating System.

What you will learn

- Installation and configuration procedures for the Windows XP system
- Upgrading issues from previous versions of Windows
- System start-up and log-on problems
- Security settings and local security policies for a system
- Problems associated with the TCP/IP protocol
- Device and driver problem areas
- Issues relating to end user systems utilizing Remote Desktop and Remote Assistance
- How to troubleshoot application installation problems
- Application compatibility settings
- File system access and file permission problems on multi-boot computers
- Issues related to the usability of applications
- Application security issues
- Issues relating to the customization of the operating system

Who should attend

This certification course is intended for individuals in the support/help desk environments who wish to obtain industry recognition of proficiencies.

Course Objectives

Upon completion of this course you will be able to:

- Perform and troubleshoot both an attended installation of the Windows XP operating system and a post-installation configuration of that system
- Monitor and analyze system performance
- Troubleshoot connecting to local and network print devices
- Configure and troubleshoot hardware devices and drivers, storage devices, display devices, local user and group accounts, and Internet Connection Firewall (ICF) settings
- Configure support for multiple languages or multiple locations
- Troubleshoot network protocols
- Monitor, manage and troubleshoot access to files and folders
- Troubleshoot application installation problems
- Configure and troubleshoot e-mail account configurations
- Manage Microsoft Outlook data, including configuring, importing and exporting data, and fixing corrupted data
- Configure, troubleshoot and resolve issues concerning Internet Explorer and Outlook Express
- Identify and troubleshoot problems related to security permissions and application security settings
- Configure and troubleshoot connectivity for applications

Prerequisite: An MCDST candidate should have six months of experience working with a desktop operating system.

5 Days | 3.0 CEU | Tuition $1,695

Schedule:

September 15-19, 2008 . . . .Washington, DC
February 2-6, 2009 . . . . . .Washington, DC
May 11-15, 2009. . . . . .Washington, DC
September 14-18, 2009 . . . .Washington, DC

Project Management

Earned Value Management *via GS Connect*

PROJ8500A

Deepen your knowledge of Earned Value Management (EVM) by learning the valuable concepts and essential core components of EVM. Comply with Office of Management and Budget (OMB) requirements for handling IT and other projects.

In this three-week comprehensive, independent study training package, your logon and password provide unlimited access to the online course materials so you can complete the training at your own pace. You progress through the course by reviewing recorded lectures, and completing reading and instructional exercises. Instructor support is available through e-mail. At the end of the third week, your access to the course Web site will expire.

What you will learn

- Basic concept of EVM: Appendix 4, OMB *Capital Planning Guide*
- Why EVM: intent, process and methodology
- The work breakdown structure (WBS) and why it is important
- How is EVM applied to projects
- Formulas to use
- Integrated baseline review
- How EVM should be used by executives
- Case exercises on EVM problems using formula and analyses
- Understanding EVM graphs

Who Should Attend

Project managers and anyone who as oversight responsibility of projects and needs a comprehensive overview of EVM as applied in federal agencies.

Course Objectives

Upon completion of this course you will be able to:

- Use Earned Value Management analysis to serve as an early warning for projects that fall behind schedule and exceed your budget
- Establish and validate a performance measurement baseline with clear cost, schedule and performance goals
- Manage and measure projects within ten percent of baseline goals through the use of an EVM system compliant with the guidelines in ANSI/EIA STD-748
- Conduct an official evaluation and verification of project progress, status and financial health
- Compare actual performance with planned performance, analyze variances, evaluate possible alternatives and take appropriate action
- Understand and present EVM control charts to portray project results and status
- Determine a strategy for limiting schedule and cost variance from the schedule baseline and manage activities with budget

3 Weeks | 0.6 CEU | Tuition $395

Schedule:

Enroll anytime. Register online or contact the Graduate School, USDA.

Project Management for IT: Application and Integration

PROJ7602T

This four-day course is designed to provide a practical, industry/DoD-standard approach to managing project implementations of IT initiatives. The course describes the project management knowledge areas, specific activities performed by a project manager under each area, and the tools and techniques to be applied in specific management situations. The class is a hands-on, case-study-based endeavor. Practical examples of project planning concepts, scope and resource management, cost and schedule development, risk and change management, and the use of earned-value analysis for project control are central to this course.

This course is also part of the Certificate of Accomplishment in Project Management.

What you will learn

- Specific steps in project planning
- Project organizational structure and management
- Activity-based cost estimation and schedule development, utilizing techniques such as PERT
- Steps in managing risks that affect IT projects
- Cost and schedule development and control
- Project evaluation techniques

Who should attend

Attendees should have worked on a program or project or have participated in the procurement process for an IT initiative.

Course Objectives

Upon completion of this course you will be able to:

- Perform project initiating processes, including: needs identification; defining concept of operation; and specifying high-level goals, objectives, funding and program/project management authority
- Establish a planning phase detailing a project plan for the life of an IT project
- Construct an implementation design and development activity for the creation of an IT project product
- Test and evaluate an implementation at component and system levels
- Manage and maintain IT project baselines
- Transition and close IT project products into use within an organization

Prerequisites: Participants must have worked on a program/project or have participated in the procurement process for an IT initiative. Experience using MS Excel and MS Word or equivalents is required. Experience with MS Project is a plus.

4 Days | 2.4 CEU | Tuition $1,595

Schedule:

July 14-28, 2008. . . . . .Washington, DC
September 22-25, 2008 . . . .Washington, DC
January 26-29, 2009 . . . . . .Washington, DC
March 9-12, 2009 . . . . . .Washington, DC
June 15-18, 2009 . . . . . .Washington, DC
September 21-24, 2009 . . . .Washington, DC

Microsoft Project 2003

PROJ7980T

This three-day course is designed for individuals who wish to improve their ability to manage tasks and task-related resources, timelines and costs. Participants learn to use this application's tools to better organize work and people, ensuring that projects are delivered on time and within budget. Methods for controlling and updating progress, tracking schedule and resource changes, and creating reports will be demonstrated.

This course is also part of the Certificate of Accomplishment in Project Management.

What you will learn

- Project management techniques
- Task updates
- Timeline and task relationships
- Resource assignments within a project
- Cost allocations and management
- Charting and printing of project information

Who should attend

Program managers, project managers and systems analysts who wish to learn and apply a tool that utilizes software processes to assist in managing project efforts.

Course Objectives

Upon completion of this course you will be able to:

- Create a project plan containing tasks, durations, milestones and costs
- Set up and document people resources, equipment resources and material resources
- Utilize Gantt charts and tables to format a project plan
- Customize and print project views
- Track project progress through timelines and troubleshoot time and schedule problems
- Adjust and optimize project plans over time

Prerequisite: Knowledge of Microsoft Windows.

3 Days | 1.8 CEU | Tuition $1,395

Schedule:

August 12-14, 2008 . . . . . .Washington, DC
September 3-5, 2008 . . . . . .Washington, DC
December 1-3, 2008 . . . . . .Washington, DC
May 11-13, 2009 . . . . . .Washington, DC
September 2-4, 2009 . . . . . .Washington, DC

Microsoft Project 2007

PROJ7990T

3 Days | 1.8 CEU | Tuition $1,395

Schedule:

July 15-17, 2008 . . . . . .Washington, DC
September 29 – October 1, 2008 . . . . . Washington, DC
November 12-14, 2008 . . . . .Washington, DC
February 17-19, 2009 . . . . . .Washington, DC
June 23-25, 2009 . . . . . .Washington, DC

Microsoft Project 2007 *via GS Connect*

PROJ7590A

All session times are Eastern U.S.

Improve your ability to manage tasks, timelines and costs on projects. Learn to organize work and resources to ensure that projects are delivered on time and within budget. You also learn methods for controlling and updating project progress, tracking schedule and resource changes, creating reports and more. Course materials include a textbook that provides developmental practice exercises.

During this two-week instructor-led, live online course, you participate in a two-hour class two days a week through the Internet. You master the course content through real-time lectures, simulations or demos, and slide presentations, and can join class discussions via text chat communication. If you miss any of the four live sessions, you can view the archived session. Between the live sessions, you complete instructional assignments.

You do not need MS Project 2007 to participate in the class. Our instructors use cutting-edge technology to allow you to simulate use of the application. However, we do recommend obtaining MS Project 2007 before the course begins because you will need the software to complete your assigned learning exercises and because having the software will help enrich your learning experience.

This course is also part of the Certificate of Accomplishment in Project Management.

Who should attend

Program managers, project managers and systems analysts who wish to learn and apply a tool that utilizes software processes to assist in managing project efforts.

Course Objectives

Upon completion of this course you will be able to:

- Create a project plan containing tasks, durations, milestones and costs
- Set up and document people resources, equipment resources and material resources
- Utilize Gantt charts and tables to format a project plan
- Customize and print project views
- Track project progress through timelines and troubleshoot time and schedule problems Adjust and optimize project plans over time

Prerequisite: Knowledge of Microsoft Windows.

2 Weeks | 1.8 CEU | Tuition $645

Schedule:

November 10, 12, 17, 19, 2008
Monday – Wednesday (1:00 p.m.– 3:00 p.m.)

February 3, 5, 10, 12, 2009
Tuesday – Thursday (1:00 p.m.– 3:00 p.m.)

July 7, 9, 14, 16, 2009
Tuesday – Thursday (1:00 p.m.– 3:00 p.m.)

Also available by contract for customization and large groups.

Fundamentals of IT Management and Capital Planning

TECH7705T

Understand the comprehensive background and essential components of managing information technology (IT) under the Information Technology Management Reform (Clinger-Cohen) Act in this four-day project management course. Emphasis is placed on managing IT software, hardware and services as an investment enterprise utilizing the established guidance from the Office of Management and Budget (OMB) and the Government Accountability Office (GAO). Practical examples of capital planning, performance measures, return on IT investment and project management are demonstrated in detail using Exhibit 300. Techniques and examples of IT business cases and performance metrics are also explored. A capital asset project management template and associated worksheets are used as a demonstration of project management software.

This course is also part of the Certificate of Accomplishment in Project Management.

What you will learn

- Specific details and requirements of the Clinger-Cohen Act
- Role of IT and strategic plans
- Specific steps in IT project management in today's government
- Federal considerations in IT management such as OMB circulars and GAO reports
- Capital planning for IT investments and performance metrics

Who should attend

IT decision makers and team members, chief information office staff, procurement staff and chief financial officer's staff.

Course Objectives

Upon completion of this course you will be able to:

- Apply the 11 fundamental practices of strategic information management to build a modern IT infrastructure and improve mission performance
- Analyze problems involved in computer procurement and implement solutions to improve effective oversight of computer systems acquisitions
- Articulate useful practices and tools for effective management of information systems projects
- Apply "best practices" and success factors in establishing capital planning for IT
- Link strategic planning to performance results by implementing approaches such as the Balanced Scorecard and Hoshin Planning models

- Understand and apply concepts such as life-cycle costs and benefits and cost-benefit analysis
- Recognize the framework of the *Project Management Body of Knowledge* (PMBOK) *Guide* and the nine knowledge areas

4 Days | 2.4 CEU | Tuition $1,195

Schedule:

August 5-8, 2008 . . . . . .Washington, DC
January 27-30, 2009 . . . . . .Washington, DC
May 4-7, 2009 . . . . . .Washington, DC
August 4-7, 2009 . . . . . .Washington, DC

Agile Project Management

PROJ7995T

This workshop focuses on bringing non-traditional methods to bear within your software projects. With projects consistently failing at a +60% level for the past 10-plus years, it's clear that traditional techniques aren't working all that well. We explore how to blend traditional and non-traditional PM techniques to enhance your project success and delivery of real business value. We also examine Agility as it relates to chartering, estimating, planning, risk management, and change and release management.

This workshop is based on leading edge tools and techniques from some of the principles leading the Agile revolution. We'll explore concepts from:

- Agile Estimation & Planning - Cohn
- Agile & Iterative Development - Larman
- Agile Project Management - Highsmith
- Crystal Clear - Cockburn
- Extreme Programming - Beck
- Lean Software Development - Poppendieck
- Retrospectives - Kerth
- Scrum - Schwaber & Beedle
- Software Endgames - Galen

What you will learn

- Gain a solid overview of the technical and management aspects of the leading Agile Methodologies - XP, Scrum, Crystal & Lean Development
- How to blend aspects of Agility into your traditional projects
- How to improve your coaching skills by learning how to provide feedback & guidance that drives improvement
- How to adapt from a plan-driven approach to include actual velocity-driven aspects into your planning and scheduling
- How to improve you communication skills within the team and to customers and stakeholders
- How to conduct project retrospectives and reviews that surface important changes for your projects

Who should attend

This course is designed for anyone who is considering the use of an Agile methodology for software development, including:

- Project Managers
- Analysts
- Developers & Programmers
- Testers
- IT Managers/directors
- Software Engineers
- Team Leads
- Customers

Course Objectives

Upon completion of this course you will be able to:

- Create and effectively use Charters to set the course for truly successful projects
- A detailed overview of some of the leading Agile Methodologies (Extreme Programming, Scrum, Crystal Clear, and Lean Development)
- Properly adapt your Project Management approaches to different methodologies - Waterfall, RUP, Agile and within maintenance efforts
- Improve your soft and coaching skills - within your teams and with stakeholders
- Create learning projects that adapt to discovery and change with integrity and nimbleness
- Create more realistic plans and schedules by leveraging history, team performance, and ongoing velocity
- Manage risk based on proactive analysis and visibility instead of reacting when it's too late
- Change your style from a 'Plan-Driven-Hope' model to an 'Envision-Guide-Realize' model
- Leverage time boxed, feasibility targeted iterations to guide architectural evolution and manage technical risk

2 Days | 1.2 CEU | Tuition $995

Schedule:

August 12-13, 2008. . . . . .Washington, DC
November 13-14, 2008. . . . .Washington, DC
March 3-4, 2009 . . . . . .Washington, DC
June 29-30, 2009 . . . . . .Washington, DC
August 4-5, 2009 . . . . . .Washington, DC

Business Analyst Fundamentals

PROJ7996T

This two-day course gives you hands-on experience with proven techniques for understanding a project's scope, identifying requirements, and documenting them expertly. Lively lectures combined with insightful demonstrations and realistic practice exercises provide you with the competence and confidence to improve project outcomes through better requirements. You gain a thorough understanding of common analysis pitfalls and challenges, practical approaches for discovering and writing project requirements, and strategies for applying the systems development life cycle methodology throughout the project. If you play a role in defining project scope or capturing and writing requirements, you can't afford to miss this course!

What you will learn

- Learn how to help your business customers to be clear about the current state of their business
- Understand and influence how business processes may be improved
- Analyze your business stakeholders to develop an understanding of their needs
- Gain exposure to proven tools and techniques for defining project scope
- Improve project initiation by clarifying discussions of scope, increasing stakeholder involvement, and identifying exclusions and constraints up front
- Explore the Systems Development Life Cycle phases and the work to be done in each phase
- Understand the deliverables that should be produced during each phase of the life cycle

Who should attend

If you're at all involved in systems development projects, you should take this course. A MUST for:

- Business customer, user or partner
- Business Analyst
- Business Systems Analyst
- Systems Analyst
- Project Manager
- Systems Architect or Designer
- IT Manager
- Systems or Application Developer
- QA Professional
- Systems Tester
- Leader of Systems projects or teams
- Anyone wishing to enhance their business analysis skills

Course Objectives

Upon completion of this course you will be able to:

- Evaluate the essential skills of a Business Analyst
- Explore and understand common differences in work and communication styles and how they affect interactions on a project
- Analyze the business environment in which your project occurs
- Practice project initiation techniques to clarify project scope
- Work as a team to document project scope using context diagramming
- Review requirements elicitation and discovery methods
- Understand activity decomposition and modeling with simple graphical methods

- Practice soliciting and validating information from project stakeholders
- Assess the feasibility of a project
- Hone your problem identification, definition, and solving capabilities
- Review documentation formats and presentation techniques
- Determine how best to present your findings to business stakeholders, and prepare for effective interactions
- Assess your individual and team communication effectiveness
- Improve and sustain stakeholder engagement

2 Days | 1.2 CEU | Tuition $950

Schedule:

September 29-30, 2008 . . . .Washington, DC
January 12-13, 2009 . . . . . .Washington, DC
May 28-29, 2009. . . . . .Washington, DC
July 13-14, 2009. . . . . .Washington, DC

Capital Portfolio Planning, Implementation, Maintenance and Management

PROJ7998T

In this course, participants learn how to manage their legacy and investment capital portfolios more efficiently and to achieve organizational strategic objectives while controlling costs. Gap analysis and market research are addressed relative to the development of both Capital Plans and business cases. Participants learn how to conduct risk adjusted net present value benefit cost analyses and how to prioritize investments relative to budget constraints and opportunity costs.

What you will learn

- The relationship between Enterprise Architecture (EA), System Development Life Cycles (SDLC), and Capital Planning and Investment Control (CPIC)
- The role of EA standards and security in the identification of viable investment alternatives
- How to develop investment alternative life-cycle costs
- How to prepare a business case
- How to populate OMB's Exhibit 300 from summary data extracted from a business case
- The importance of contract construction and the pivotal role of project managers in meeting project cost, schedule and performance objectives

Who should attend

CPIC Coordinators, Program and IT Project managers, contracting officer technical representatives (COTRs), budget analysts, enterprise architects, configuration managers.

Course Objectives

Upon completion of this course you will be able to:

- More effectively manage both legacy and investment capital portfolios
- Effectively inventory and document all major agency capital assets for capital planning purposes
- Group documented assets by function to establish portfolios
- Associate organizational components and assigned/responsible organizational managers to respective legacy portfolios
- Relate identified capital assets to the strategic objectives they support
- Identify "gaps" that could preclude an agency from meeting its strategic objectives
- Define requirements to address identified gaps
- Better leverage market research to gather information on viable alternatives to address identified requirements
- Leverage work breakdown schedules in developing alternative costs
- Prepare an analysis of alternatives incorporating net present value (NPV) benefit/cost analyses
- Impute "benefits" to incorporate into benefit/cost analyses
- Incorporate risk in benefit/cost analyses
- Prioritize investments, both within and between portfolios, based on budget constraints and opportunity costs
- Incorporate prioritized investments in EA transition and sequencing plans
- Leverage earned value management to effectively manage capital investments

3 Days | 1.8 CEU | Tuition $1,095

Schedule:

October 8-10, 2008 . . . . . .Washington, DC
March 9-11, 2009 . . . . . .Washington, DC
May 19-21, 2009. . . . . .Washington, DC
August 19-21, 2009. . . . . .Washington, DC

Scrum Master Certification Workshop

PROJ7997T

Even projects that have solid, well-defined project plans encounter some degree of change and waste. Shifting market conditions, budget cuts, staff restructuring, or any number of influences will disrupt the best plan while contributing to customer dissatisfaction and staff discouragement. Moreover, projects that begin with changing or unclear requirements make it difficult to even establish project expectations. Scrum is the agile development process that allows teams to deliver usable software periodically throughout the life of the project, absorbing change and new requirements as the project proceeds.

Beginning with the history of agile development and moving through the disciplines promoted by Scrum, you gain a comprehensive understanding of the Scrum methodology while specifically reviewing the behaviors expected of a ScrumMaster. This 2-day class is suitable for those practicing or looking to practice the art of the ScrumMaster, but is highly valuable for anyone involved in Scrum (Managers, Team Members, Product Managers, etc.).

After successfully completing this class, participants will be registered with the Scrum Alliance as Certified Scrum Masters, and will have online access to the class training materials and any updates for one year.

What you will learn

- You get free tools including reference materials & useful templates
- Learn the details on Scrum roles: Team Member, Product Owner, ScrumMaster
- Gain an understanding of the foundational/critical concepts of Scrum provided by a Scrum Alliance certified trainer
- Understand how to apply empirical thinking to your project work
- Learn how a team's productivity can be adjusted to account for its composition
- Appreciate the importance of organizational agreement on software readiness
- Hear why the ScrumMaster role can be the most satisfying as well as the most difficult job on a project
- Get exclusive course material as part of each session which can be used in the workplace to smooth workflow

Who should attend

All technical professionals associated with the specification, design, development and testing of products will benefit from this two-day program. Some of the professionals this will benefit include:

- Business Customer, user or partner
- Product Owners
- Team Members
- ScrumMaster
- Project Manager
- Project Lead
- Project Sponsors
- IT Manager/Directors
- Business Analyst
- Developers/Programmers

Course Objectives

Upon completion of this course you will be able to:

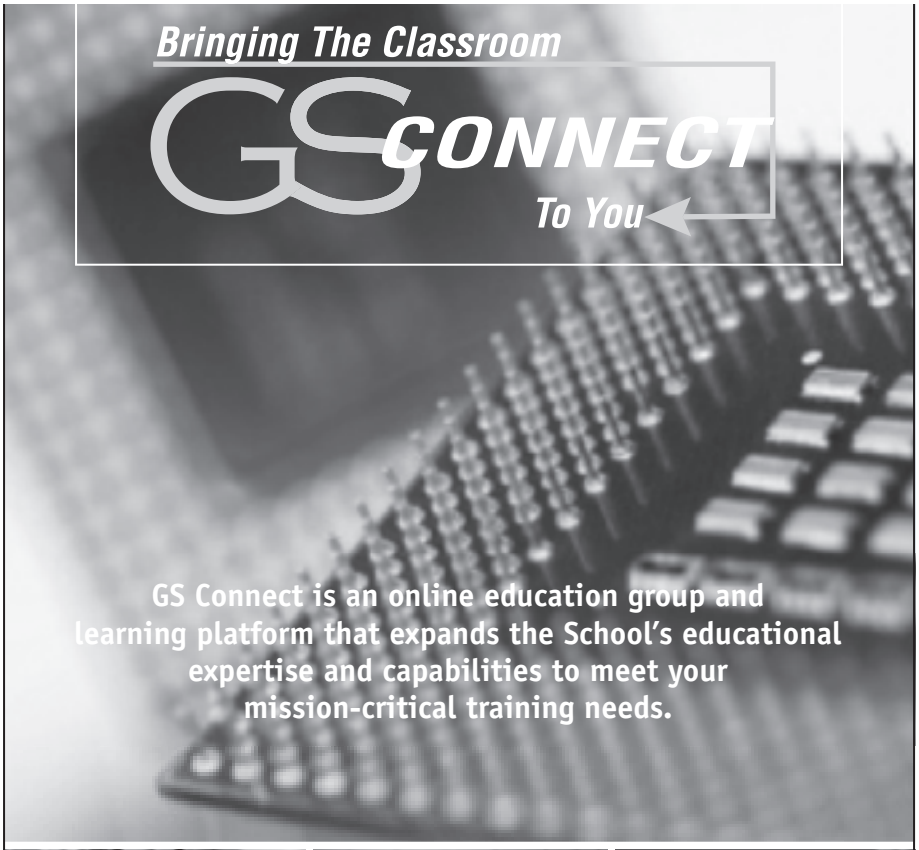
- Quickly and effectively implement Scrum
- Utilize tools, techniques and processes to be a successful ScrumMaster and lead Scrum Teams
- Run large projects effectively under the Scrum Framework
- Direct teams and utilize research by Tuckman and Lencioni on team behaviors

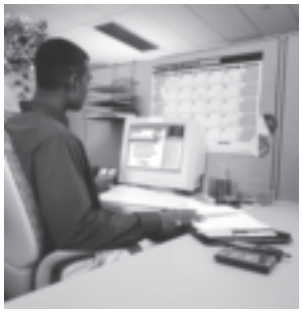
- Run a Scrum Project, you'll go through all the key steps under the Scrum Framework hands-on in the classroom
- Conduct Agile estimating and planning
- Decipher the tasks and characteristics of "Chickens" and "Pigs" in a Scrum project
- Define "Done" and learn the importance of organizational agreement on software readiness
- Conduct Scrum meetings including: Sprint Planning, Daily Scrum, the use of Burndowns, Sprint Review, and Sprint Retrospective

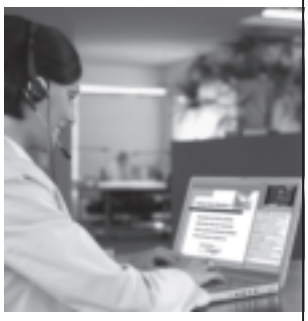
2 Days | 1.2 CEU | Tuition $995

Schedule:

September 9-10, 2008 . . . . .Washington, DC
December 1-2, 2008 . . . . . .Washington, DC
April 28-29, 2009 . . . . . .Washington, DC
July 30-31, 2009. . . . . .Washington, DC
September 28-29, 2009 . . . .Washington, DC







GS Connect:

- Offers a flexible and cost-effective distance education format
- Allows your organization to offer learning events, one-on-one mentoring and coaching sessions, live or self-paced training, and team facilitation
- Is an engaging learning experience that incorporates interactive exercises, live facilitation, and rich media such as video and audio streaming
- Archives your live training sessions so that participants can access them anytime, anywhere

Security

Introduction to Information Security

SRTY7000T

Introduction to Information Security is designed for professionals who need a basic understanding of information security fundamentals, skills, tools and terminology. Participants in this five-day course receive a broad overview of major security topics, including security policy essentials, TCP/IP network security, federal security standards and industry-best policies. This course also explores current systems hardening techniques, intrusion detection concepts and practices, access control and encryption methodologies.

What you will learn

- Information technology security issues and physical access controls
- Personnel security requirements
- Software, hardware and network security issues
- The telecommunications security process
- Computer security laws, directives and regulations
- Physical security and disaster planning and recovery

Who should attend

This workshop is directed toward security officers, security specialists and professionals who wish to enhance their security awareness.

Course Objectives

Upon completion of this course you will be able to:

- Apply the Systems Development Life Cycle (SDLC) to security processes
- Articulate the communication elements in network systems and topological security
- Facilitate firewall deployment
- Identify and explain intrusion detection systems on networks
- Promote, explain and relate authentication and encryption solutions

5 Days | 3.0 CEU | Tuition $1,595

Schedule:

July 28 – August 1, 2008 . . .Washington, DC
September 22-26, 2008 . . . .Washington, DC
November 3-7, 2008 . . . . . .Washington, DC
January 5-9, 2009 . . . . . .Washington, DC
April 6-10, 2009 . . . . . .Washington, DC
July 27-31, 2009. . . . . .Washington, DC

Fundamentals of Computer Security for Federal Information Systems

SRTY7768T

This five-day course provides participants with an overview of security issues specifically related to the federal government. Designed to introduce and cover the basic areas of concern facing computer security officers, from mainframes to PCs, the course objectives are reached through lecture, group discussion, slides and video presentations. Insights into computer security based on operational experiences are provided by the instructor. Participants also perform hands-on risk analysis exercises. This course covers in detail all areas of training mandated by the Computer Security Act.

What you will learn

- Computer security laws, directives and regulations
- Information technology and physical access controls
- Media protection and environmental concerns
- Telecommunications and life-cycle management
- The effects of hackers and viruses on computer systems
- Mini- and micro-computer security requirements

Who should attend

Computer security officers, criminal investigators, IT officials, internal control officers under OMB Circular A-123, ADP auditors, data processing managers and others needing information on the computer security process will benefit from this workshop. This course is also especially valuable for the recently appointed computer security officer.

Course Objectives

Upon completion of this course you will be able to:

- Identify major areas of computer security breaches under the Computer Security Act of 1987 and the Federal Information and Security Act of 2002
- Formulate responses to security issues in federal government agencies directly related to current laws, directives and regulations
- Institute computer security program management
- Analyze both hardware and software security problem areas
- Perform contingency and disaster planning
- Articulate personnel security requirements

5 Days | 3.0 CEU | Tuition $1,695

Schedule:

September 15-19, 2008 . . . .Washington, DC
March 23-27, 2009 . . . . . .Washington, DC
June 15-19, 2009 . . . . . .Washington, DC

Certified Information System Security Professional (CISSP) Prep

SRTY9100T

CISSP designation has clearly emerged as the pivotal certification in this field. It provides security professionals with a broad skill set in security policy to protect against and defeat hackers. Federal agencies and private sector companies benefit when their IT personnel understand the technical requirements necessary to meet the demands of today's IT security environment and guard assets from unauthorized access.

This five-day course provides intensive CISSP training in preparation for taking the certification exam. It addresses a variety of intrusion detection tools and techniques and countermeasures used in building secure, impregnable networks. Hands-on labs are designed to simulate experiences encountered in the real world and reinforce the skills discussed throughout the class.

What you will learn

- Various trends in information warfare and the layered approach to security
- Security management practices
- Principles and models of access control
- Security models relating to computer architecture
- Physical security risks, issues and control
- Telecommunications and network security layers

Who should attend

This course is designed for security officers, security specialists and professionals desiring certification as a Certified Information Systems Security Professional.

Course Objectives

Upon completion of this course you will be able to:

- Build an organizational security model and understand the processes of risk analysis
- Apply techniques, technologies and practices to security features controlling how users and systems communicate and interact
- Construct and evaluate security models within the scope of security modes of operation

- Plan for physical security components through facilities management, environmental management and perimeter management
- Analyze and perform organizational continuity and disaster recovery practices
- Articulate the importance of application and systems software developments in security

5 Days | 3.0 CEU | Tuition $1,950

Schedule:

August 18-22, 2008 . . . . . .Washington, DC
October 20-24, 2009 . . . . . .Washington, DC
May 4-8, 2009 . . . . . .Washington, DC
August 17-21, 2009 . . . . . .Washington, DC

Wireless Laptop Setup and Security

SRTY7304T

Wireless data networks are rapidly emerging as the connectivity medium of the future. Today's tech-savvy professional must stay connected to keep pace with ever increasing workloads. New guidelines requiring DoD Wi-Fi networks to encrypt all traffic have been put into effect, and HIPAA and Sarbanes-Oxley legislation, affect both the federal and private sectors usage of wireless networks. The default or out-of-the-box configurations in use by many organizations today can pose serious security concerns. This course is designed to teach participants how to configure a desktop or laptop for use on 802.11x compatible wireless LANs. Setup and configuration of small or home office wireless networks are addressed. Participants learn the techniques necessary for secure configuration of wireless clients and the small or home office WLAN.

What you will learn

- Installation and configuration of various wireless interfaces, including USB and PCMCIA and PCI cards
- Basic wireless enabled laptop/desktop secure configuration
- 802.11x Wi-Fi WLAN secure implementation principles
- Dos and don'ts of wireless connectivity

Who should attend

This course is designed for individuals responsible for the setup and configuration of 802.11x family wireless access points and clients. Those responsible for retrofitting security onto existing 802.11x-compatible networks will also benefit.

Course Objectives

Upon completion of this course you will be able to:

- Deploy and secure Wi-Fi 802.11x network access points
- Configure secure connectivity for mobile or desktop clients
- Deploy basic encryption technologies in wireless networks

1 Day | 0.6 CEU | Tuition $595

Schedule:

September 4, 2008 . . . . . .Washington, DC
November 17, 2008 . . . . . .Washington, DC
February 11, 2009 . . . . . .Washington, DC
June 29, 2009 . . . . . .Washington, DC
September 3, 2009 . . . . . .Washington, DC

Advanced Security Implementation: A Review Course for the SCNA Certification Exam 1

SRTY9005T

This course is designed to provide the foundation knowledge to network administrators and security professionals who are seeking to learn about advanced security issues surrounding PKI and biometrics. Advanced Security Implementation is designed to provide network administrators and security architects with an awareness of security-related issues and the essential skills they need to implement security in a given network. It is the first course offered in the second level of the Security Certified Program. This course is followed by *Enterprise Security Solutions (ESS)*.

What you will learn

- Introduction to Trusted Networks
- Cryptography and Data Security
- Computer Forensics
- Law and Legislation
- Biometrics—Who You Are
- Strong Authentication
- Digital Certificate
- Digital Signatures

Who should attend

This course is designed to meet the need for highly skilled information security personnel. **This course meets part of the DOD 8570 requirements for Security Certification Training for Tech 3 Positions.**

Course Objectives

Upon completion of this course you will be able to:

- Describe the fundamentals of trusted networks
- Describe the concepts and principles of cryptography
- Implement computer forensic tools
- Identify current laws and legislation that influence computer security professionals
- Describe biometric solutions, including fingerprint scanning, iris scanning, and vocal scanning
- Describe strong authentication solutions and implement token-based strong authentication
- Describe the function of digital certificates
- Describe the implementation of digital signatures

5 Days | 3.0 CEU | Tuition $1,595

Schedule:

August 18-22, 2008
February 2-6, 2009
June 1-5, 2009
September 21-25, 2009

Enterprise Security Solutions: A Review Course for the SCNA Certification Exam 2

SRTY9006T

This course is designed to provide network administrators and security architects with an awareness of security-related issues and the essential skills they need to implement security in a given network. It is the second course offered in the second level of the Security Certified Program. This course is preceded by *Advanced Security Implementation (ASI)*.

What you will learn

- Trusted Network Implementation
- Planning a Trusted Network
- Microsoft Trusted Networks
- Linux Certificate Authorities
- Managing Certificates
- Local Resource Security
- Wireless Network Security
- Secure E-mail
- Building Trusted Networks

Who Should Attend

Anyone interested in enhancing their security knowledge. **This course meets part of the DOD 8570 requirement for Security Certification for Tech 3 Positions.**

Course Objectives

Upon completion of this course you will be able to:

- Identify, describe the transition towards, and implement trusted networks
- Implement a stand-alone Microsoft CA and a Microsoft Enterprise Root CA
- Implement a Linux CA
- Manage digital certificates
- Configure local file encryption
- Protect local files using biometrics
- Configure and secure wireless networks
- Secure e-mail using PGP and S/MIME
- Build trusted networks

Prerequisite: Advanced Security Implementation (SRTY9005T)

5 Days | 3.0 CEU | Tuition $1,595

Schedule:

September 29 – October 3, 2008 . . . . . .Washington, DC
February 16-27, 2009. . . . . .Washington, DC
June 29-30, 2009 . . . . . .Washington, DC

Strategic Infrastructure Security: A Review Course for the SCNP Certification Exam

SRTY8002T

This course is designed to provide review/preparation for the Security Certified Program SC0-471 certification exam. The Strategic Infrastructure Security (SIS) course is designed to follow the hands-on skills utilized in the Tactical Perimeter Defense (TPD) course. The SIS course continues with hardening of strategic elements of your infrastructure, such as your Windows and Linux servers, and goes into detail on one of the most critical areas to understand in security: cryptography.

What you will learn

- Cryptography and Data Security
- Hardening Linux Computers
- Hardening Windows Server 2003
- Attack Technique
- Security on the Internet and the WWW
- Performing a Risk Analysis
- Creating a Security Policy
- Analyzing Packet Signature

Who Should Attend

Anyone interested in enhancing their security knowledge. **This course meets part of the DOD 8570 Requirements for Security Certification Training for Tech 2 Positions**

Course Objectives

Upon completion of this course you will be able to:

- Core issues of cryptography, including public and private key
- Harden SuSe Linux 10 Server computers
- Harden Windows Server 2003 computers
- Utilize ethical hacking attack techniques
- Secure DNS and web servers, and examine Internet and WWW security
- Perform a risk analysis
- Create a security policy
- Analyze packet signatures

Prerequisites: To ensure your success, we recommend that you have completed the *Tactical Perimeter Defense* (TPD) (SRTY8003T) course. The TPD course will ensure you have the core security concepts and skills in developing a secure perimeter for your organization.

5 Days | 3.0 CEU | Tuition $1,595

Schedule:

October 27-31, 2008 . . . . . .Washington, DC
March 30 – April 3, 2009 . . .Washington, DC
June 22-26, 2009 . . . . . .Washington, DC
September 29 – October 2, 2009 . . . . . .Washington, DC

Security+ Certification Preparation

SRTY9031T

Security+™A CompTIA Certification is the primary course you need to take if your job responsibilities include securing network services, network devices and network traffic. It is also the main course you need to take to prepare for the CompTIA Security+ examination (exam number SY0-101). In this course, you build on your knowledge and professional experience with computer hardware, operating systems and networks as you acquire the specific skills required to implement basic security services on any type of computer network. The goal is to prepare participants for the CompTIA Security+ Exam.

What you will learn

- Identifying Security Threats
- Hardening Internal Systems and Services
- Hardening Internetwork Devices and Services
- Securing Network Communications
- Managing Public Key Infrastructure (PKI)
- Managing Certificates
- Enforcing Organizational Security Policy
- Monitoring the Security Infrastructure

Who Should Attend

This course is targeted toward an Information Technology (IT) professional who has networking and administrative skills in Windows-based TCP/IP networks and familiarity with other operating systems, such as NetWare, Macintosh, UNIX/Linux, and OS/2, who wants to: further a career in IT by acquiring a foundational knowledge of security topics; prepare for the CompTIA Security+ Certification examination; or use Security+ as the foundation for advanced security certifications or career roles.

Course Objectives

Upon completion of this course you will be able to:

- Monitor the security infrastructure
- Identify security threats
- Harden internal systems and services
- Harden internetwork devices and services.
- Secure network communications
- Manage a PKI
- Manage certificates
- Enforce an organizational security policy
- Monitor the security infrastructure

Prerequisites: CompTIA A+ and Network+ certifications, or equivalent knowledge, and six to nine months experience in networking, including experience configuring and managing TCP/IP.

5 Days | 3.0 CEU | Tuition $1,695

Schedule:

September 8-12, 2008 . . . . .Washington, DC
December 8-12, 2008. . . . . .Washington, DC
March 30 – April 3, 2009 . . .Washington, DC
August 3-7, 2009 . . . . . .Washington, DC

Tactical Perimeter Defense: A Review Course for the SCNS Certification Exam

SRTY8003T

This course is designed to be a preparatory/review course for the Security Certified Program (SC0-451 certification exam). The Tactical Perimeter Defense course provides network administrators and certification candidates with hands-on tasks on the most fundamental perimeter security technologies. The network perimeter is often the first line of defense in an organization's network, and this course covers the issues every administrator must be familiar with.

What you will learn

- Network Defense Fundamentals
- Advanced TCP/IP
- Routers and Access Control Lists
- Designing Firewalls
- Configuring Firewalls
- Implementing IPSec and VPNs
- Configuring an IDS
- Securing Wireless Networks

Who Should Attend

Anyone interested in enhancing their security knowledge. **This course meets part of the DOD 8570 Requirements for Security Certification Training for Tech 2 Positions.**

Course Objectives

Upon completion of this course you will be able to:

- Describe the core issues of building a perimeter network defense system
- Investigate the advanced concepts of the TCP/IP protocol suite
- Secure routers through hardening techniques and configure Access Control Lists
- Design and configure multiple firewall technologies
- Examine and implement IPSec and Virtual Private Networks
- Design and configure an Intrusion Detection System

- Secure wireless networks through the use of encryption systems

Prerequisites: To ensure your success, we recommend that you have CompTIA's Security+ certification, or have equivalent experience. This course assumes that the reader has a fundamental working knowledge of networking concepts, and foundational security knowledge.

5 Days | 3.0 CEU | Tuition $1,595

Schedule:

September 15-19, 2008 . . . .Washington, DC
January 26-30, 2009 . . . . . .Washington, DC
June 8-12, 2009 . . . . . .Washington, DC

Understanding Windows VISTA Security for System Administrators

SRTY9007T

Microsoft's much-awaited Windows Vista is designed to be the most secure and reliable operating system they ever released. Many of the controls have been redesigned to provide a heightened security platform to protect your important documents. With all the new security features, it will be important for IT professionals to gain a thorough understanding of how Vista will affect their network environment

In this hands-on workshop, we explore the new features of VISTA, and the latest requirements for properly implementing the OS in your existing environment. Our focus is on providing methods for capitalizing on these features to provide a tighter, more secure system.

What you will learn

- Introduction to Vista
- Vista Features and Changes
- User Interface
- File System Enhancements
- File System Security
- System Services
- Network Environment
- Group Policy Object
- Supporting and Troubleshooting
- Network Security

Who Should Attend

This course is designed for Network Managers and System Administrators who are responsible for migrating to Windows Vista systems on corporate networks.

Course Objectives

Upon completion of this course you will be able to:

- Understand the new Vista Security Model
- Implement User Account Control
- Understand Windows Defender and how to configure for your environment
- How to properly protect sensitive data
- Discuss New Group Policy Settings
- How to integrate Vista into existing Active Directory environments
- Firewall, Virus & Spyware protection
- Understand Vista networking and IPv6
- Apply NSA/NIST recommendations

5 Days | 3.0 CEU | Tuition $1,595

Schedule:

November 17-21, 2008. . . . .Washington, DC
April 13-17, 2009 . . . . . .Washington, DC
June 13-17, 2009 . . . . . .Washington, DC

Security Awareness Training *via GS Connect*

SRTY7030A

New As of December 2008

Security Awareness training is mandated by Title III of the E-Government Act entitled Federal Information Security Management Act (FISMA) of 20002. This training will satisfy the Act's requirements. Participants learn the importance of information security within their agency. The guiding principle for the course is to provide a clear understanding of the federal regulations regarding information security. Participants learn to identify potential security threats and their role in protecting their organization's computer system.

In this four-week comprehensive, independent study training package, your logon and password provide unlimited access to the online course materials so you can complete the training at your own pace. You progress through the course by reviewing recorded lectures, and completing readings and instructional exercises. Instructor support is available through e-mail. At the end of the fourth week, your access to the course Web site will expire.

Who Should Attend

All those required to attend security awareness mandated by FISMA.

Course Objectives

Upon completion of this course you will be able to understand:

- Goals of information security
- Requirement of the Federal Information Security Management Act (FISMA) *Privacy Principles
- Threats to information security
- Social Engineering and how people reveal information based on hoaxes or scams
- Countermeasure to avoid security incidents
- User roles in implementing IT security policies

4 Weeks | 0.2 CEU | Tuition $195

Schedule:

Register online or contact the Graduate School, USDA.

Also available by contract for customization and large groups. Course available December 2008. Refer to the Web site for course availability.

Network Systems Security Concepts (Online)

SRTY7020T

Note: This Graduate School, USDA security management (online) certificate course applies to the Capitol College Master of Science in Information Assurance.

Do you want to better understand the threats to a computer network and how to defend against attacks and intrusions? This eight-week introductory course is a basic exploration of the definitions, concepts and issues regarding network and systems security that face industries today. Participants examine how the concept of security-and being secure-integrates into the mission of an agency or private business. While learning the concepts, participants will explore the importance of user involvement, security training, ethics, trust and informed management.

Each eight-week course consists of a weekly two-hour, real-time session on Tuesday from 10 a.m. until noon, supplemented by a two-hour practice session on Thursday. During the live class-time session, you simply get online and log in to listen to the instructor while participating with other students. Courses may be completed from home or office, individually or with a group. The total class time is only four hours per week.

What you will learn

- Terms, definitions and concepts related to the issues facing the industry
- Cryptosystems and their uses
- Password authentication weaknesses
- How data is intercepted
- The purpose of firewall, VPN and IDS devices

Who should attend

Professionals who need a basic understanding of network security fundamentals, tools and terminology.

Course Objectives

Upon completion of this course you will be able to:

- Define various threats, vulnerabilities and controls, and other terms related to network security

- Understand the issues and terms related to securing networks
- Identify different people who attack systems and their motivations
- Understand the various defenses to secure a network
- Understand the principles behind cryptosystems and their common uses
- Analyze the common weaknesses associated with using passwords for authentication and be able to describe controls to mitigate these weaknesses
- Understand the basic theory behind how data is intercepted on various types of media
- Articulate the purpose of firewalls, VPN and IDS network security devices, and where they tend to fit best

8 Weeks | 2.4 CEU | Tuition $1,195

Textbooks are not included in the tuition

Schedule:

August 19 – October 9, 2008
January 6 – February 26, 2009
March 3 – April 23, 2009
June 23 – August 13, 2009

Secure Information Transfer and Storage (Online)

SRTY8020T

Note: This Graduate School, USDA security management (online) certificate course applies to the Capitol College Master of Science in Information Assurance.

Information is secured through various forms of cryptography. In this eight-week course, you learn the history of cryptography and the advanced cryptography of today. Study current topics such as public- and private-key cryptography, cryptographic attacks, public key infrastructure, one-way hashes and digital signatures, and additional methods for securing and transfering information.

Each eight-week course consists of a weekly two-hour, real-time session on Tuesday from 10 a.m. until noon, supplemented by a two-hour practice session on Thursday. During the live class-time session, you simply get online and log in to listen to the instructor while participating with other students. Courses may be completed from home or office, individually or with a group.

What you will learn

- Cryptography history from Caesar's cipher to elliptic-curve cryptography
- Ciphers, digital signatures, one-way hashes
- Encryption techniques
- Types of attacks and defenses
- Trust infrastructure development methods
- Public-key infrastructure and certificate authorities

Who should attend

Professionals and specialists who want to better understand the process of cryptography and how secure information can better enhance their systems.

Course Objectives

Upon completion of this course you will be able to:

- Identify the types of ciphers
- Better understand methods for data encryption
- Identify types of cryptographic attacks
- Learn which methods are best for various types of information
- Evaluate available defenses against cryptographic attacks
- Integrate encryption into a network system security plan

8 Weeks | 2.4 CEU | Tuition $1,195

Textbooks are not included in the tuition

Schedule:

August 19 – October 9, 2008
October 28 – December 18, 2008
March 3 – April 23, 2009
April 28 – June 18, 2009

Computer Forensics and Incident Handling (Online)

SRTY9020T

Note: This Graduate School, USDA security management (online) certificate course applies to the Capitol College Master of Science in Information Assurance.

In this eight-week course, you learn laws and rights to individual privacy and the limitations of organizations. You also discuss incident handling how incident response teams work and how to manage trouble tickets. You learn the basic analysis of events to determine if an incident did occur. The course concludes with computer forensics issues and rules of evidence.

Each eight-week course consists of a weekly two-hour, real-time session on Tuesday from 10 a.m. until noon, supplemented by a two-hour practice session on Thursday. During the live class-time session, you simply get online and log in to listen to the instructor while participating with other students. Courses may be completed from home or office, individually or with a group.

What you will learn

- Laws regarding individual privacy
- Privacy ethics
- Internet fraud, unauthorized access, information theft evaluation methods
- Electronics surveillance methods

Who should attend

Professionals and specialists who want to know how to ethically and legally handle and respond to network intrusions.

Course Objectives

Upon completion of this course you will be able to:

- Understand privacy and intellectual property from an individual and corporate perspective
- Understand individual rights to privacy
- Evaluate a computer security incident involving insider threat, Internet fraud, ransom letters, unauthorized access, denial of service, theft of information and theft of identity
- Identify and respond to threats and other types of computer incidents
- Determine the best response to a security incident
- Develop a security plan and response team for your own organization
- Implement a computer security strategy, detailed checklists and toolkit
- Understand the role of the response team, legal counsel and law enforcement

8 Weeks | 2.4 CEU | Tuition $1,195

Textbooks are not included in the tuition

Schedule:

January 6 – February 26, 2009
March 3 – April 23, 2009
June 23 – August 13, 2009

Security Risk Management (Online)

SRTY9120T

Note: This Graduate School, USDA security management (online) certificate course applies to the Capitol College Master of Science in Information Assurance.

This course explores the protections available to the practitioner, through host operating systems and third-party equipment and software, to protect the inner network from the attacker who has successfully circumvented the perimeter or from the disgruntled insider. We also explore the use of methodologies including host-based intrusion detection methods, audit settings and review. PC firewalls, host operating hardening for Linux and Windows 2000, and Virtual LANs will be reviewed.

Each eight-week course consists of a weekly two-hour, real-time session on Tuesday from 10 a.m. until noon, supplemented by a two-hour practice session on Thursday. During the live class-time session, you simply get online and log in to listen to the instructor while participating with other students.

Courses may be completed from home or office, individually or with a group.

What you will learn

- The identification of threats, vulnerabilities and safeguards
- Security policy development
- Confidentiality, integrity and availability of system assets to support risk management
- Cost-effective countermeasures
- Long-term contingency planning

Who should attend

Professionals and specialists who need to understand how to analyze a network and minimize the risk of intrusion.

Course Objectives

Upon completion of this course you will be able to:

- Understand and articulate the entire risk management process
- Apply methods of risk assessment analysis
- Determine and justify application of cost-effective countermeasures and effective disaster recovery and testing processes
- Identify and develop an appropriate risk assessment technique and develop security policy needs, given an organizational scenario
- Create and execute effective questions for interviews to determine issues related to the confidentiality, integrity and availability of work assets
- Devise effective and comprehensive security and evaluation tests

8 Weeks | 2.4 CEU | Tuition $1,195

Textbooks are not included in the tuition

Schedule:

January 6 – February 26, 2009
April 28 – June 18, 2009
June 23 – August 13, 2009

Security + (Online)

SRTY9104T

This online, instructor-led course prepares participants for the Security+ exam. Neither technologies nor policies alone offer effective protection against security threats. Theft, destruction of intellectual property and denial of service attacks take place despite the presence of firewalls, encryption and corporate edicts. Government and industry worldwide must have a well-trained workforce to effectively combat hackers, attacks and security threats.

The main goal of this course is to provide participants with a fundamental understanding of network security principles and implementation. Security+ training tests for mastery of security knowledge in an individual with two year's experience in on-the-job networking.

The Security+ exam covers industrywide topics, including communications security, infrastructure security, cryptography, access control, authentication, external attack and operational and organization security.

What you will learn

- Access control models, including mandatory access control (MAC), discretionary access control (DAC) and role-based access control (RBAC)
- How to identify a variety of attacks: denial of service, Back Door, Spoofing, Man in the Middle and Replay
- Malicious codes such as viruses, Trojan Horses, Logic Bombs and Worms, and how to mitigate vulnerabilities
- The administration of remote access technologies: 802.1x, VPN, Radius, TACAC and IPSEC
- Administration of Internet security for Secure Sockets Layer/Transport Layer Security and Hypertext Transfer Protocol
- Security for and implementation of firewalls, routers, switches, wireless and modems
- How to differentiate types of intrusion detection: network-based or host-based
- Application hardening

Who should attend

Networking and security professionals interested in a comprehensive online curriculum that will focus on the broad spectrum of information security concepts. IT staff interested in acquiring the Security + certification.

Course Objectives

Upon completion of this course you will be able to:

- Identify the appropriate action to mitigate risk from malicious code and a variety of attacks
- Identify the concepts of DMZs, VLANs, Network Address Translation and VPNs
- Recognize and explain the concept of security baselines
- Configure and implement a variety of intrusion detection systems
- Understand physical security concepts such as access control and social engineering

Prerequisite: Two years of experience in TCP-IP and Windows or Unix system administration.

8 Weeks | 2.4 CEU | Tuition $1,095

Textbooks are not included in the tuition

Schedule:

March 9 – May 1, 2009

Vulnerability Mitigation (Online)

SRTY9989T

Note: This Graduate School, USDA security management (online) certificate course applies to the Capitol College Master of Science in Information Assurance.

This "defense-in-depth" course provides the participant detailed understanding of the need for internal and external vulnerability assessment. This course approaches the issue of hackers and hacking from the perspective of a hacker trying to get into a system. You are introduced to hackers, their tools and their techniques. The sister course to this one is Computer Forensics and Incident Handling (SRTY9020T), which deals with the other side of the coin: how to detect attackers once they get into the system and how to determine where they have been.

Each eight-week course consists of a weekly two-hour, real-time session on Tuesday from 10 a.m. until noon, supplemented by a two-hour practice session on Thursday. During the live class-time session, you simply get online and log in to listen to the instructor while participating with other students. Courses may be completed from home or office, individually or with a group.

What you will learn

- To identify vulnerability exposure and risks
- Network penetration from the Internet and what that entails
- Dial-in attacks and how they can expose your network
- Social engineering—what it is, and how it is used in hacking
- Intrusion detection systems and how they affect hacking

Who should attend

Professionals and specialists responsible for security who need to understand how hackers penetrate networks.

Course Objectives

Upon completion of this course you will be able to:

- Deploy the tools necessary for a security professional to perform adequate penetration testing
- Understand remote control and how it can be compromised
- Implement firewalls in the overall security architecture of a system
- Identify denial-of-service attacks, including implications and avoidance

8 Weeks | 2.4 CEU | Tuition $1,195

Textbooks are not included in the tuition

Schedule:

October 28 – December 18, 2008
April 28 – June 18, 2009

Wireless Network Security (Online)

SRTY9990T

Note: This Graduate School, USDA security management (online) certificate course applies to the Capitol College Master of Science in Information Assurance.

This course provides participants with an in-depth understanding of the security vulnerabilities in the various methods of wireless communications and their corresponding countermeasures. This course also provides training on practical methods for designing, configuring, testing and maintaining wireless networks appropriate to organizations' operating requirements. Participants will be introduced to wireless network protocols, access modes, portable communications and computing devices, management tools, security solutions and current industry best practices for managing wireless communications in a secure environment. Case studies will be used throughout the course.

Each eight-week course consists of a weekly two-hour, real-time session on Tuesday from 10 a.m. until noon, supplemented by a two-hour practice session on Thursday. During the live class-time session, you simply get online and log in to listen to the instructor while participating with other students. Courses may be completed from home or office, individually or with a group.

What you will learn

- Wireless network architecture and security standards
- Spectrum usage and regulations
- Current best practices for wireless network administration
- Tools for managing wireless implementation
- Methods of securing wireless transmissions
- Perimeters security issues associated with wireless implementations

Who should attend

Professionals and specialists who need to understand how to secure wireless networks.

Course Objectives

Upon completion of this course you will be able to:

- Understand cost/benefit analysis of security risks inherent to wireless systems for management purposes
- Implement common techniques for the successful integration of wireless networking within an organization
- Articulate typical network security policy issues and recommended practices
- Utilize strategies for authenticating users and devices over wireless networks
- Identify common vulnerabilities and exploits affecting wireless networks

8 Weeks | 2.4 CEU | Tuition $1,195
plus course materials

Schedule:

January 6 – February 26, 2009
April 28 – June 18, 2009
June 23 – August 13, 2009

Information Security Specialist Certification Program

SRTY9999T

Acquire the knowledge and skills to detect a hacker, eradicate a virus or establish a firewall. The Information Security Specialist Certification Program is a two-week training curriculum that meets the increasing demand for skilled IT security professionals. The certificate program integrates theoretical and practical knowledge via hands-on laboratory instruction combined with design, implementation and management skills. Participants develop platform-independent expertise in securing an information technology system.

Information Security Essentials

The first week of training focuses on building key concepts and the critical core knowledge that will allow an ISSC-certified individual the platform-independent expertise required by the diverse technical environment. These concepts include advanced TCP/IP protocol analysis, including encryption techniques, TCP and IP packets analysis and port modeling on TCP/IP devices. Attack methodology is also covered in depth as various attack methods, and the latest exploits are explained in detail. An overview of intrusion detections techniques, technologies and strategies, plus operating systems hardening techniques for Windows operating systems are also addressed.

Introduction to Cyberwarfare

Advanced offensive and defensive strategies are discussed. Offensive operations include instruction and demonstration of hands-on hacking techniques and discussion of penetration strategies with real-world examples. Participants build a hacker's "toolbox." Defensive strategies include analysis of firewall technology and implementation strategies. Studies focus on development of a firewall rule-base and analysis and comparison of state-full and proxy firewalls and VPN technologies hands-on lab modules include commercial and open-source firewalls, and a state table. You also participate in a penetration-testing exercise utilizing powerful open-source firewalls.

What you will learn

- Information security basics
- TCP/IP protocol reviews
- Methodologies for attacking computer systems
- Firewall implementations
- Intrusion detection processes
- Operating systems protections and authentications
- Offensive and defensive strategies in cyberwarfare strategies

Who should attend

The certification program is designed to meet the demand for highly skilled information security personnel. Experienced system administrators and network administrators with TCP/IP experience and government IT professionals seeking to develop experience in the field of information security will benefit from this program.

Course Objectives

Upon completion of this course you will be able to:

- Develop sound security policies in response to threats against IT systems
- Perform traffic analysis under TCP/IP and institute appropriate responses to intrusions
- Implement hardening and authentication processes upon operating systems
- Understand Virtual Private Networks (VPN) and various encryption schemes for data transfer
- Recognize Public Key Infrastructure (PKI) with certificate authorities as enterprise-level verification systems for financial transactions among computer systems
- Build a dynamic packet-filtering firewall, including a state table
- Participate in a penetration-testing exercise utilizing open-source tools, including NESSUS

10 Days | 6.0 CEU | Tuition $3,545

Schedule:

September 8-19, 2008 . . . . .Washington, DC
February 23 – March 6, 2009
. . . . . .Washington, DC
May 11-22, 2009 . . . . . .Washington, DC

Security Management Certificate (Online)

SRTY9988T

Learn about the threats facing networks, how to detect them, how to respond and how to manage a more secure system all from the convenience of your home or workplace. With this certificate, you develop a fundamental understanding of network systems security and how it can be integrated into your organization. You learn aspects such as detection, recovery and damage control methods, as well as the laws and rights to privacy.

The introductory course, Network Systems Security Concepts, will familiarize you with the security terms and special issues facing

organizations. The remaining courses focus on the following: secure data transfer and storage with a history of cryptography and a study of public- and private-key algorithms; risk management; and computer forensics and incident handling with a focus on legal and ethical issues of privacy.

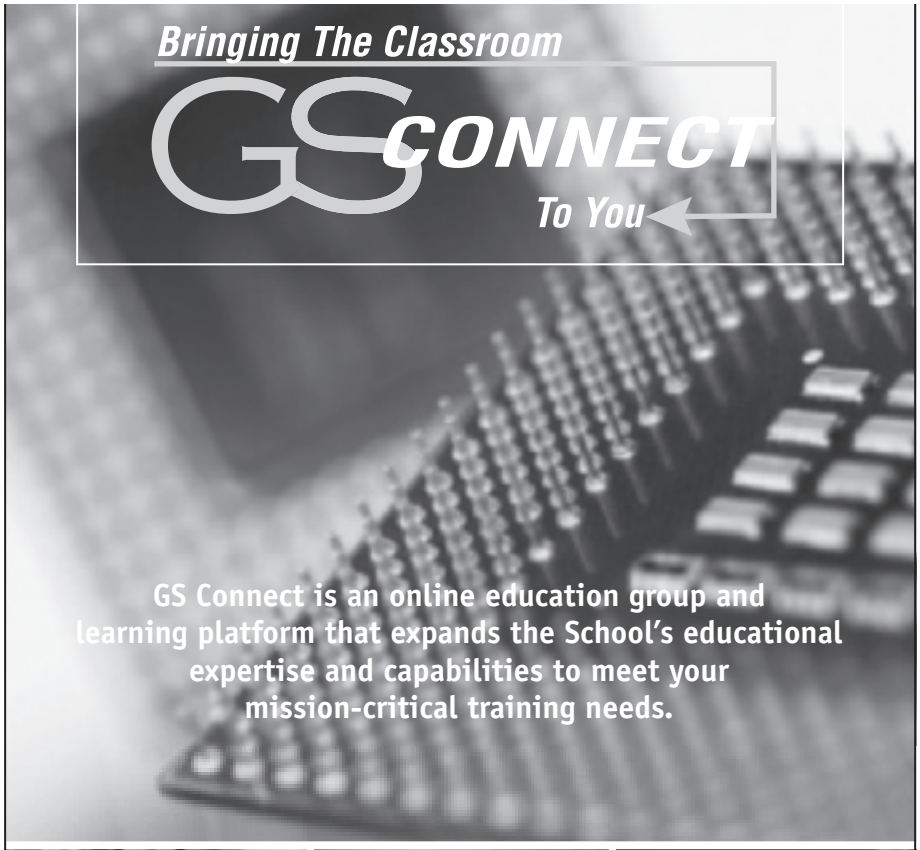
All six courses are delivered online via Capitol College's real-time-based delivery system, utilizing live, streaming audio. The system allows you the convenience of online courses while interacting with the instructor and classmates. Learn from Capitol's instructors, who are leading experts in the field of network and information security. The network security program at Capitol College has been designated by the National Security Agency as a Center of Academic Excellence in Information Assurance Education.

Select any four courses:

- Network Systems Security Concepts (SRTY7020T)
- Secure Information Transfer and Storage (SRTY8020T)
- Security Risk Management (SRTY9120T)
- Wireless Network Security (SRTY9990T)
- Vulnerability Mitigation (SRTY9989T)

Who should attend

The Security Management Certificate is designed specifically to meet the needs of technical and security staff who must analyze networks and ensure that security strategies are effective.



GS Connect:

- Offers a flexible and cost-effective distance education format
- Allows your organization to offer learning events, one-on-one mentoring and coaching sessions, live or self-paced training, and team facilitation
- Is an engaging learning experience that incorporates interactive exercises, live facilitation, and rich media such as video and audio streaming
- Archives your live training sessions so that participants can access them anytime, anywhere

Web Design and Programming

Adobe Dreamweaver: Introduction

INET7885T

In this two-day course, the fundamentals of this powerful Web development software tool are introduced and applied in a hands-on environment. Participants learn the basic skills of adding text, graphics and links to a Web page, as well as how to instantly add Flash text and buttons. Participants also utilize forms, libraries, templates and frames and learn to manage a Web site through Dreamweaver facilities.

What you will learn

- Elements of page design and layout in Dreamweaver
- How to work with graphics
- How to create links
- The use of tables in Web page design
- Forms creation
- Web site management processes within the software

Who should attend

This course is intended for Web designers, Web developers, Web managers and Web publishers who wish to learn a Web development software tool.

Course Objectives

Upon completion of this course you will be able to:

- View and manage HTML code within the Dreamweaver application
- Utilize templates and Site Panel to build a Web site
- Add content to Web pages with lists, images and tables
- Construct links within a site
- Enhance navigation in a site with framesets and navigation bars
- Check for orphaned files and incorrect links in the management of a Web site
- Perform partial and complete site uploads

Prerequisites: Knowledge of Microsoft Windows and the Internet.

2 Days | 1.2 CEU | Tuition $795

Schedule:

July 21-22, 2008. . . . . .Washington, DC
September 22-23, 2008 . . . .Washington, DC
November 3-4, 2008 . . . . . .Washington, DC
January 15-16, 2009 . . . . . .Washington, DC
February 23-24, 2009. . . . . .Washington, DC
May 26-27, 2009. . . . . .Washington, DC
July 20-21, 2009. . . . . .Washington, DC
September 21-22, 2009 . . . .Washington, DC

Adobe Dreamweaver: Advanced

INET9885T

This two-day course emphasizes the more advanced features of Dreamweaver Web development software. Through a series of hands-on projects, participants utilize the Insert Navigation Bar Tool, work with Flash buttons and text, define head elements and style sheets, and work with layers to insert media objects.

What you will learn

- The use of rollovers
- The use of libraries to store commonly used site elements
- The use of tags for indexing and to control attributes
- The use of Cascading Style Sheets (CSC)
- Layers and behaviors
- Browser capabilities for navigating Web sites

Who should attend

Individuals who are responsible for creating Web sites and wish to learn the additional complexities of Adobe Dreamweaver will benefit from this course.

Course Objectives

Upon completion of this course you will be able to:

- Create user-interface elements including navigation bars
- Create (CSS) to facilitate text formatting
- Compose and manage layers
- Utilize the History panel to simplify repetitive tasks
- Place a form on a Web page
- Utilize libraries to store and facilitate usage of repeating elements in a Web site

Prerequisite: Adobe Dreamweaver: Introduction (INET7885T).

2 Days | 1.2 CEU | Tuition $795

Schedule:

July 23-24, 2008. . . . . .Washington, DC
September 24-25, 2008 . . . .Washington, DC
November 5-6, 2008 . . . . . .Washington, DC
January 21-22, 2009 . . . . . .Washington, DC
May 28-29, 2009. . . . . .Washington, DC
July 22-23, 2009. . . . . .Washington, DC
September 23-24, 2009 . . . .Washington, DC

Adobe Flash: Introduction

INET7710T

Flash is a primary application for designing and delivering low-bandwidth animations and presentations on Web sites. Participants in this two-day course explore and learn the software's fundamental capabilities and how to perform functions such as manipulating objects, building layers, adding text with behavioral and appearance characteristics, and publishing a Flash movie with added musical tracks.

What you will learn

- The Flash work environment
- Object transforming and grouping
- Drawing and painting tools
- Working with text blocks and converting text into shapes
- Animation processes and layers in a movie
- Publishing processes

Who should attend

This course is oriented toward Web designers, publishers, developers and administrators who wish to gain additional skill in enhancing Web pages.

Course Objectives

Upon completion of this course you will be able to:

- Draw, paint and create custom colors and line styles
- Build layers and use them to create animation effects
- Create frame-by-frame, shape-tweened and motion-tweened animation
- Utilize Flash with full video and audio effects
- Manipulate objects, experiment with shape interaction and import artwork

Prerequisite: HTML Programming: Introduction (INET7712T).

2 Days | 1.2 CEU | Tuition $745

Schedule:

September 22-23, 2008 . . . .Washington, DC
March 11-12, 2009 . . . . . .Washington, DC
May 26-27, 2009. . . . . .Washington, DC
September 21-22, 2009 . . . .Washington, DC

Creating a Podcast

INET7003T

Podcasting—offering audio content for download via the Internet—is a great way to offer non-visual material to a worldwide audience. This course presents the basic skills, equipment and knowledge you need to start creating your own Internet-based "radio show." As with many digitally-based media, access to the technology is inexpensive, but

the difference between a tossed-together podcast and a polished show is like night and day. This class will help you create an appealing, well-produced podcast.

What you will learn

- Podcasting defined
- Listening to podcasts
- Creating podcast-ready XML feed
- Online services that help you create your podcast feed
- Creating audio podcasts
- Promoting your podcasts
- Recording software and hardware
- Podcast software
- Working with MP3 players and peripherals
- Where to find terrific podcasts
- Where to find terrific podcasts about podcasting

Who should attend

This course is designed for anyone who has an interest in creating and distributing podcast-based content.

Course Objectives

Upon completion of this course you will be able to:

- Explore history and concepts of podcasting
- Learn about hardware and software options
- Learn about mixing and editing audio files
- Explore podcast publishing techniques
- Explore presentation topics, vocal styles and content
- Learn about sound tracks
- Plan a podcast program
- Record an MP3 file
- Insert sound effects into recordings
- Create MP3 file tags
- Create an RSS feed
- Upload files to a server via FTP
- Learn about podcast hosting and promotion options

Prerequisites: Familiarity with personal computers and Internet navigation.

2 Days | 1.2 CEU | Tuition $745

Schedule:

July 23-24, 2008. . . . . .Washington, DC
January 21-22, 2009 . . . . . .Washington, DC
April 22-23, 2009 . . . . . .Washington, DC
July 22-23, 2009. . . . . .Washington, DC

HTML Programming: Introduction

INET7712T

This course introduces the Hypertext Markup Language (HTML), a software language used to create a Web site locally or on a World Wide Web server. Composing HTML code to create linked documents embedded with graphical images and generating HTML programs using code generators are a major focus of this class. Participants are also exposed to page layout techniques and the inclusion of tables in their code. Participants also learn the proper HTML coding standards, styles and techniques accepted by popular Web browser programs.

What you will learn

- Basic HTML commands and syntax
- Style and format of home page documents
- Table and forms processing
- Markup tag and character entities
- Hyperlink and image inclusion

Who should attend

Individuals who wish to exercise control over their Web sites and make multimedia information available to others on the Internet will benefit from this course.

Course Objectives

Upon completion of this course you will be able to:

- Relate the interconnection among hypertext, hypermedia, markup language and Web browser
- Utilize tags to document structure and body text formatting
- Incorporate images and list structures
- Apply text wrapping in page layouts
- Incorporate hyperlinks using complete and relative URLs
- Create tables with captions, cell formatting and cell color

Prerequisites: Knowledge of Microsoft Windows and the Internet.

2 Days | 1.2 CEU | Tuition $745

Schedule:

September 2-3, 2008 . . . . . .Washington, DC
December 1-2, 2008 . . . . . .Washington, DC
April 27-28, 2009 . . . . . .Washington, DC
June 29-30, 2009 . . . . . .Washington, DC
September 1-2, 2009 . . . . . .Washington, DC

HTML Programming: Intermediate

INET8835T

This course is designed for intermediate-level HTML authors who wish to use the advanced capabilities and proprietary features of HTML to enhance their Web pages. The latest HTML standards, transparent images, animated GIFs and common design dos and don'ts are the primary content of this course. Hands-on, innovative uses of tables, frames and forms are also covered.

What you will learn

- Web design principles
- HTML extensions
- Tables, frames and forms
- Animated GIFs
- Image maps

Who should attend

Individuals who wish to exercise greater control over their Web sites and become more sophisticated in their use of HTML will benefit from this course.

Course Objectives

Upon completion of this course you will be able to:

- Develop HTML forms, including radio buttons and checkboxes
- Create and implement animations and image maps
- Utilize the EMBED tab for movies and sound
- Perform log analysis and surveys for HTML validation and testing
- Perform Web site planning and Web and document design for Web page creation

Prerequisites: HTML Programming: Introduction (INET7712T) and knowledge of Microsoft Windows.

2 Days | 1.2 CEU | Tuition $745

Schedule:

September 4-5, 2008 . . . . . .Washington, DC
December 3-4, 2008 . . . . . .Washington, DC
April 29-30, 2009 . . . . . .Washington, DC
July 1-2, 2009 . . . . . .Washington, DC
September 3-4, 2009 . . . . . .Washington, DC

Human Interface Design

INET9931T

This two-day course provides a framework that allows participants to structure "user-friendly" Web content. Participants learn to follow a user-based process for building Web sites, incorporate user-accessibility cues into Web pages and use effective layout principles. All workshop materials contribute to the central focus of making information on the Web readily understandable. Participants explore effective site-wide navigation systems, review the latest Web research findings and discuss ways to benefit from the interactive nature of online documents.

What you will learn

- The ability to achieve consistency and support usability throughout a Web site
- Content design
- Site design
- HTML and link validation processes
- Web page testing procedures

Who should attend

This course is designed for individuals responsible for creating or maintaining Internet or intranet Web sites.

Course Objectives

Upon completion of this course you will be able to:

- Structure content to maintain user orientation
- Design usable and visually appealing Web sites
- Facilitate access to information on a Web site
- Execute design techniques that are unique to the Web
- Maximize the quality of images while minimizing download times
- Apply research findings in the development of Web sites

2 Days | 1.2 CEU | Tuition $645

Schedule:

September 25-26, 2008 . . . .Washington, DC
November 25-26, 2008. . . . .Washington, DC
April 1-2, 2009 . . . . . .Washington, DC
September 24-25, 2009 . . . .Washington, DC

Java: Introduction

INET7719T

This five-day course introduces participants to the fundamentals of Java programming. Java is one of the premier cross-platform programming languages that allows the development of interactive applications on the World Wide Web. Participants work in a hands-on environment, using the Java platform to create applications and applets, design and create a screen form, and build an Internet home page from beginning to end.

What you will learn

- Basics and structure of the Java language
- Program flow and control within the language
- Applet generation
- The Abstract Window Toolkit (AWT)
- Use of the Layout Manager under the AWT
- The GUI and event handling under Java

Who should attend

This course is for individuals responsible for home page design and/or development, and WebMasters and those who want to learn the Java language.

Course Objectives

Upon completion of this course you will be able to:

- Apply Java object-oriented classes
- Apply data concepts, operators, expressions and methods in Java
- Develop applications and applets using Java's run-time class libraries
- Utilize the Layout Manager to create a form
- Utilize Java's AWT and GUI processes to create a Web page

Prerequisites: Knowledge of Microsoft Windows and the Internet.

5 Days | 3.0 CEU | Tuition $1,395

Schedule:

July 28 – August 1, 2008. . .Washington, DC
October 20-24, 2008 . . . . . .Washington, DC
April 27 – May 1, 2009 . . . .Washington, DC
July 27-31, 2009. . . . . .Washington, DC

Microsoft FrontPage 2003: Introduction

INET7790T

This two-day course helps participants explore the essential features and techniques of Microsoft FrontPage to build professional-quality Internet Web sites. In this hands-on class, participants learn to format, edit and lay out Web pages. Participants are taught to utilize the FrontPage Explorer to build and test Web sites of multiple pages linked together. Participants also receive exposure to the Microsoft Image Composer, a companion graphics program included with the FrontPage application package, and gain experience in techniques for structuring and organizing information on the Web.

What you will learn

- Elements of page design and layout in FrontPage and applicable to all Web page design
- The benefits of using a Web page editor
- Guidelines for Web page construction
- How to apply templates and Wizard to build entire Web sites
- The use of tables to structure text and graphics
- The modification of HTML code directly

Who should attend

This course is for any individual who wishes to use FrontPage as a tool for Web page creation.

Course Objectives

Upon completion of this course you will be able to:

- Build a complete Web site
- Customize and manage Web pages and images
- Create and utilize interactive forms
- Import information from MS Office and other sources
- Insert hyperlinks into Web pages
- Manage entire Web sites easily

Prerequisites: Knowledge of Windows and the Internet.

2 Days | 1.2 CEU | Tuition $695

Schedule:

July 7-8, 2008 . . . . . .Washington, DC
September 8-9, 2008 . . . . . .Washington, DC
March 30-31, 2009 . . . . . .Washington, DC
July 6-7, 2009 . . . . . .Washington, DC
September 8-9, 2009 . . . . . .Washington, DC

Microsoft FrontPage 2003: Advanced

INET9942T

This three-day course extends the uses of Microsoft FrontPage as a Web site tool. Participants learn to use FrontPage advanced features to manage and update a Web site, insert form fields on a Web page and connect a Web site to organizational databases. In addition, participants generate dynamic multimedia components for insertion into Web pages and design more sophisticated layouts using internal tables.

What you will learn

- Use of the Database Interface Wizard to create database editor pages
- Use of frames for database access
- Use of Subsites
- Web page creation through a Tracing Image
- Customization of tables and adding search capabilities to a Web site
- Use of Dynamic Web Templates, layers and behaviors on a Web page

Who should attend

This course is for anyone who is responsible for creating Web sites and has completed the introductory course in Microsoft FrontPage.

Course Objectives

Upon completion of this course you will be able to:

- Create and organize a Web site
- Design, enhance and customize tables to lay out a Web page
- Create a form, insert form fields on a Web page and prepare information to be used by a database
- Design, use and modify frames for database results
- Connect a Web site to a database
- Utilize the Image Composer for multimedia enhancements: Macromedia Flash animation, audio and video

Prerequisite: Microsoft FrontPage 2003: Introduction (INET7790T).

3 Days | 1.8 CEU | Tuition $895

Schedule:

September 10-12, 2008 . . . .Washington, DC
April 1-3, 2009 . . . . . .Washington, DC
September 9-11, 2009 . . . . .Washington, DC

Web 2.0 Executive Overview

INET7728T

This course explores the application of social media technologies in the federal workplace. It explains the significance of social media technologies, typically characterized as Web

2.0, to federated governance, tele-working and the federal supply chain.

What you will learn

- An understanding of terms such as wikis, blogs, podcasts and RSS feeds
- How Web 2.0 technologies foster collaboration and innovation
- The key ways in which Generation X and Y rely upon emerging technologies
- The policy issues arising from Web 2.0 and its impact on the federal government

Who Should Attend?

Functional and technical executives responsible for strategic and business planning. CIOs, CTOs and Chief Architects as well as their their private sector counterparts.

Course Objectives

Upon completion of this course you will be able to:

- Understand terms such as Web 2.0 and Enterprise 2.0.
- Differentiate collaborative and collective intelligence.
- Explain how social media are a response to changing workplace dynamics.
- Plan near term agency and program evolution towards social media.

3 Hours | 0.3 CEU | Tuition $495

Schedule:

October 16, 2008 . . . . . .Washington, DC
March 30, 2009. . . . . .Washington, DC
May 28, 2009 . . . . . .Washington, DC
August 4, 2009 . . . . . .Washington, DC

XML for the Web: Introduction

INET7550T

This five-day course examines the eXtensible Markup Language (XML), a recent and maturing technology for the management, display and organization of data on the Web. Under the auspices of the WWW Consortium, standards have been introduced that make XML a major tool for advanced Web development and a viable alternative to the usage of HTML. Participants learn how XML capabilities, including XML linking, XML e-commerce, server-to-server XML and XML databases, will work for programmers in their development activities for Web-based applications.

What you will learn

- XML overview and historical origins
- The internal features applied in XML documents
- The usages of Document Type Definitions (DTDs)
- The use of eXtensible Stylesheet Language Transformation (XSLT) as a change agent
- Uses of XLink and XPointer

Who should attend

This class is directed toward Web content developers, Web software engineers, programmers, client/server developers and WebMasters.

Course Objectives

Upon completion of this course you will be able to:

- Plan, design and construct an XML document
- Bind XML data with Internet browsers
- Utilize cascading style sheets
- Understand and apply the fundamental processes for validating XML documents
- Utilize Namespaces and Schemas with XML to ensure proper data integrity
- Work with XSLT elements and attributes to reconstruct XML documents into different XML structures

Prerequisites: Knowledge of Windows and the Internet.

5 Days | 3.0 CEU | Tuition $1,495

Schedule:

July 21-25, 2008. . . . . .Washington, DC
February 23-27, 2009. . . . . .Washington, DC
July 20-24, 2009. . . . . .Washington, DC

General Information

About the Graduate School, USDA

The Graduate School, USDA takes pride in its reputation as an innovative institution for continuing education. The School was established in 1921 by the secretary of agriculture to provide individuals with opportunities for career advancement. Since that time, we have helped more than two million people with their continuing education objectives. Each year the Graduate School serves more than 200,000 participants. The School offers nearly 1,000 courses to help individuals improve job performance and further their careers. It assists all levels of government and other organizations by increasing efficiency, effectiveness and productivity. The Graduate School, USDA is a self-supporting organization and receives no appropriated funds. Its only sources of income are tuition and fees.

Accreditation

In 2007 The Commission of the Council on Occupational Education (COE) granted accreditation to the Graduate School, USDA. The mission of the Council is to assure quality and integrity in career and technical development. Awarding of accreditation status is based on an evaluation demonstrating that the institution meets not only the standards of quality of the Commission, but also the needs of students, the community and employers.

General Policies

Guarantee

The Graduate School, USDA fully guarantees the quality of its courses and instruction. If you are not completely satisfied with a course, please contact us. You or your employer will not be charged for the tuition.

Inclement Weather/ Emergency Policy

Graduate School, USDA Closure Policy

In an effort to provide clarity and consistency for our participants, instructors, and staff regarding School closings, the Graduate School mirrors the federal government with regard to closings due to inclement weather or other emergencies. Therefore, if the federal government is closed, the School will also be closed.

However, the Graduate School does not have delayed openings, even if the federal government declares a late opening. Classes will aways begin at their normally scheduled start time (8:30 a.m. for most daytime classes and 6:00 p.m. for most evening classes). Check your confirmation letter for the precise times.

Closing updates will be available on the home page of our Web site. Classes missed due to these closings may be made up at no cost on a later date.

Closings/Dismissals in Washington, D.C. Weather-related notices will be broadcast on television at NBC4 (Channel 4) and on radio by WTOP (103.5 FM or 820 AM). There will also be recorded messages at (202) 314-3320, (202) 314-3300 and (888) 744-4723.

Closings/Dismissals in Other Class Locations For a course scheduled in another location, the Graduate School campus managing the course will make every attempt possible to notify all participants of the course status due to inclement weather or an emergency. In addition, the campus will leave a voice mail message on its general information phone number and will post a notice on the home page of the Graduate School Web site. The general information telephone number for each Graduate School campus outside the Washington, D.C. metropolitan area is:

Graduate School, USDA Atlanta
(404) 331-3488

Graduate School, USDA Chicago
(312) 353-2919

Graduate School, USDA Dallas
(214) 242-5600

Graduate School, USDA Honolulu
(808) 523-1650

Graduate School, USDA Philadelphia
(214) 861-4700

Graduate School, USDA San Francisco
(415) 281-7025

Please contact the Customer Support Center for more information at customersupport@grad.usda.gov or by telephone at (202) 314-3320 or (888) 744-4723.

Training Accessibility

We make every practical effort to ensure that our training programs are accessible to physically-challenged students. Contact the registrar at (888) 744-GRAD at least four weeks before the course begins to discuss specific needs and arrangements. We can arrange for readers or interpreters for participants who are visually or hearing impaired, provided we receive adequate notice.

Registrar . . . . . (888) 744-GRAD

TDD. . . . . (202) 314-3619

Course Credit Information

Certificates of Accomplishment

The Graduate School, USDA offers certificates of accomplishment for comprehensive study in multiple program areas. Two-thirds of the total number of credits must be taken at the Graduate School. One-third may be considered for waiver based on courses completed at other educational institutions or specific work experience. For more information, visit www.grad.usda.gov/certificates or contact the Customer Service Center at (888) 744-GRAD.

Continuing Education Units (CEUs)

Continuing Education Units provide a nationally recognized permanent record of your lifelong learning experiences. In addition, the CEUs you earn in our training courses may be used to satisfy some of the requirements for our certificates of accomplishment. You receive one CEU for every 10 hours of participation in our courses (excluding lunch and breaks). Completing our CEU/CPE registration form enables us to track and maintain your record of accumulated CEUs throughout your career, regardless of where you work.

Continuing Professional Education Credits (CPEs)

The Graduate School, USDA is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State Boards of Accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints regarding registered sponsors may be addressed to the National Registry of CPE Sponsors, 150 Fourth Avenue, Nashville, TN 37219-2417. Web site: www.nasba.org. This catalog contains a directory of available daytime courses with summary descriptions.

For complete program information, as required by NASBA Standard No. 8, please visit us online at www.grad.usda.gov or call (888) 744-GRAD.

In addition, the Graduate School, USDA has sponsorship agreements with the following state boards of accountancy that recognize us as an approved source for continuing professional education credit for licensing purposes.

Sponsor	ID No.
New York	000762
Texas	009368
National	103183

Professional Development Units (PDUs)

The Professional Development Unit (PDU) is the measuring unit used by the Project Management Institute, Inc., to qualify approved learning and professional services activities. Typically, one PDU is earned for every one hour spent in a planned, structured learning experience or activity. For conversion purposes one CEU equals 10 PDUs.

For complete program information, as required by NASBA Standard No. 8, please visit us online at www.grad.usda.gov or call (888) 744-GRAD.

In addition, the Graduate School, USDA has sponsorship agreements with state boards of accountancy that recognize us as an approved source for continuing professional education credit for licensing purposes.

Course Levels

The first numeric character in the course code number designates course level.

0001-0999 Enrichment and non-credit

1000-1999 Freshman-level undergraduate

2000-2999 Sophomore-level undergraduate

3000-3999 Junior-level undergraduate

4000-4999 Senior-level undergraduate

5000-5999 Graduate level

6000-6999 Expert level

7000-7999 Introductory short courses, workshops, specially arranged courses

8000-8999 Intermediate short courses, workshops, specially arranged courses

9000-9999 Advanced short courses, workshops, specially arranged courses, certificate programs

Transcripts

The Office of the Registrar maintains the official records of all participants. All information is held in confidence and released only in accordance with the Family Rights and Privacy Act of 1974, as amended in 1995.

Transcripts are $5.00 each and may be obtained by writing to:

Office of the Registrar
Graduate School, USDA
600 Maryland Avenue SW, Suite 180
Washington, DC 20024-2520

Payment should be in the form of personal check, money order, Visa, MasterCard, American Express, Diners Club or cashier's check. Allow two weeks for processing. Transcripts are not released to participants who have outstanding financial obligations to the school.

Registration and Payment Information

To best serve all of our customers in an efficient and effective manner, the Graduate School, USDA has implemented the following registration and payment policy for our open enrollment courses. Please contact our Customer Support Center at customersupport@grad.usda.gov or by calling (888) 744-4723 or (202) 314-3300 if you have any questions or need additional information.

For information concerning our on-site contract courses and customized solutions, please contact our Customer Support Center at the address or phone numbers noted above.

Acknowledgement

We will acknowledge the receipt of your registration within five business days in writing or by e-mail. Please do not make your travel arrangements until you receive a confirmation letter for the class.

Class Cancellations

If circumstances cause us to cancel a class, we will retain the prepaid tuition or paperwork until the participant or employer tells us to either: (1) refund the money or return the paperwork; (2) transfer the money or paperwork toward tuition for another scheduled course for the same person; or (3) transfer the money or paperwork toward tuition for another scheduled course for another person.

Confirmation

Classes are confirmed in writing as early as possible, but no later than two weeks before the class begins. If you have not received your confirmation in a timely manner, please call (888) 744-GRAD to verify that we have received your registration.

Where included in the tuition, course materials are provided on the first day of class.

Course Hours and Attendance

Courses are conducted from 8:30 a.m. to 4 p.m., except for most CPE designated courses which are 8:30 a.m. to 4:30 p.m. Participants are expected to complete the entire course and should make their travel arrangements accordingly. If you must miss any portion of a course, you must notify us and your employer. Failure to attend the entire course may result in not receiving credit or a certificate of training for the course. In addition, absences from the classroom may be reported to your employer.

Classes may be cancelled or dismissed early due to emergency or inclement weather when the federal government instructs employees not to report to work or dismisses them early. Classes missed due to these situations may be made up at a later date.

Discount Policy

The Graduate School, USDA does not discount its tuition or provide group rates. If you are interested in achieving cost savings for large groups, please inquire about the School's ability to contract with you or your organization for any of our course offerings.

GSA Federal Supply Schedules

Graduate School, USDA products and services are available through the GSA Federal Supply Schedule Program. Under Schedule 69, the Graduate School provides contract training. The contract number is GS-02F-0107N. Under Schedule 874 (MOBIS) the Graduate School provides a wide range of consulting, facilitation and survey services. The Schedule 874 contract number is GS-10F-0228P. Additional information can be found on the Graduate School Web site at www.grad.usda.gov and on the GSA Web site at www.gsaadvantage.gov.

Payment of Tuition

We must receive your payment at the time of registration.

We accept:

- Credit cards (American Express, Diners Club, MasterCard and VISA)
- Government purchase (Smart Pay) cards*
- EFT (electronic fund transfer)
- Cash
- Checks
- Government training forms (e.g., SF 182 or DD-1556)*
- Purchase orders*

* **Advance Payment of Training-Related Expenses:** Federal departments and agencies have the authority to authorize advance payment of training-related expenses such as tuition, per diem, travel, and other expenses essential to training. Additional information and guidance is found at 31 U.S.C. §3324 (1997), 5 U.S.C. §4109(a)(2) (1997), and 41 Comp. Gen. 626 (1962).

To ensure timely processing of registrations and confirmation of our classes, we request receipt of your employee's government training forms and purchase orders at least 2 weeks prior to the start of the class to assure availability.

If your employer is paying the course tuition, please ensure the following are included on the government training form or company purchase order submitted with your registration application:

- Authorized signature of the obligating official responsible for approving employee training
- Approving official's name, preferred mailing address, telephone and fax number and position title
- Billing address and billing telephone number
- Purchase order number or billing reference number

Whatever registration method you use, please be sure to include the following:

- Participant e-mail address
- Participant name, preferred mailing address, telephone number, position title and fax number (if available)
- Course title, 9-character course code, date(s) and location

Tuition fees and course schedules are subject to change without notice. Please refer to our Web site course catalog for the most current information.

Daytime class tuition includes all required materials unless otherwise noted in the course description.

Phone: (888) 744-4723
Fax: (866) 329-4723
E-mail: customersupport@grad.usda.gov

Refund

You may cancel your registration and receive a full refund if you cancel more than 14 calendar days before the program or class begins. After that date, you may substitute another participant or reschedule to another session if you cannot attend, but refunds will not be made.

Standby Lists

As a courtesy to our participants, we maintain a standby list once a maximum class size has been met. Popular classes fill early, so the earlier you register, the less likely this will affect you. If your course is full, you can be placed on the standby list. You will be notified if a space opens or if an additional class is scheduled.

Who Should Attend

Classes are open to everyone 18 years or older, regardless of education or place of employment. You are responsible for entering class with the required competence or prerequisites. When in doubt, please call us before registering. Courses are designed for government employees, government contractors and private citizens with a need for quality training in the subject area.

An Equal Opportunity Provider

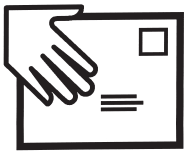
The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, sex, religion, age, disability, political beliefs, sexual orientation or marital or family status. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact the registrar of the Graduate School, USDA at (888) 744-4723 (voice) and TDD (202) 314-3619.

5 Easy Ways to Register

ONLINE with a credit card. Visit our Web site at www.grad.usda.gov.

BY PHONE with a credit card.
Call (888) 744-4723.

FAX your completed training authorization form to (866) 329-4723.



BY MAIL: Send your completed training authorization form to:

Graduate School, USDA
Attn: Customer Support Center
600 Maryland Avenue SW
Washington, DC 20024-2520

In Person: You can vist our offices, and we will be happy to register you.

Privacy Policy (Participant Information)

Personally identifiable information required by the Graduate School to create your enrollment record is held in confidence under provisions established by the Family Rights and Privacy Act as amended in 1995.

The Graduate School, USDA will not make public personally identifiable participant information without written consent from the participant, except as specified under the provisions of the Family Rights and Privacy Act. Exceptions to this policy include disclosure to the following groups:

1. Staff and faculty within the Graduate School;
2. Institutions where you are seeking admission;
3. Persons or organizations providing financial aid;
4. Accrediting agencies carrying out accreditation functions;
5. Organizations conducting studies for, or on behalf of, educational groups to improve instruction;
6. Persons in compliance with a judicial order or subpoena;
7. Persons in an emergency if the information is necessary to ensure the safety of other participants and Graduate School personnel.

In circumstances when the Graduate School gives information to any individuals or organizations, we inform them that they are not permitted to disclose this information to others without the written consent of the participant.

The Graduate School will never in any instance sell or share our participants' e-mail or mailing addresses.

General Administration Board

The Graduate School is governed by a General Administration Board appointed by the secretary of agriculture. Board members are drawn from senior positions in government, business and academia.

Merle D. Pierson
Chair
Deputy Under Secretary for Research, Education, and Economics, Department of Agriculture

John R. Block
Sr. Legislative Advisor
Olsson, Frank and Weeda, P.C.
(Former Secretary, Department of Agriculture)

Charles Christopherson
Chief Financial Officer
Department of Agriculture

Melinda Darby
Civilian Personnel Director
Department of the Army

Ambassador Ruth A. Davis
Distinguished Advisor for International Affairs
Howard University

Carson K. Eoyang
Private Sector
(Former Associate Provost for Executive Education and Professor of Management, Naval Postgraduate School)

Paul W. Fiddick
Private Sector
(Former Assistant Secretary for Administration, Department of Agriculture)

Wayne H. Harmon
(Former Associate Commissioner, Office of Training, Social Security Administration)

Marc L. Kesselman
General Counsel
Department of Agriculture

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National Security Personnel System
Department of Defense

Warren Master
Editor-in-Chief
The Public Manager

Linda McCullar Eaglefeather
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(Formerly Director of Leadership and Education, Internal Revenue Service)

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Private Sector
(Former Chief Information Officer, Department of Commerce)

Samuel T. Mok
Private Sector
(Former Chief Financial Officer, Department of Labor)

Charles P. Nemfakos
Private Sector
(Former Deputy Under Secretary of the Navy)

Boyd Rutherford
Assistant Secretary for Administration
Department of Agriculture

Linda J. Washington
Assistant Secretary for Administration
Department of Transportation

Index

A

A+ certification 30

Absence from courses 52

Access, MS
- 2003 . . . . . 4, 5–6
- 2007 . . . . . 4, 6
- 2007 (GS Connect) 5

Accessibility of training 50, 53

Accreditation, Graduate School, USDA 50

Acknowledgement of registration 52

Acrobat, Adobe 8

Admissions policy 53

Adobe
- Acrobat 8
- Captivate 8–9
- Dreamweaver 46
- Flash 46
- Illustrator 9
- InDesign 9
- Photoshop 9–10

Advance payment of training-related expenses 52

Age, of students 53

Agile methodology 35

Applications development 6
- *See also* Web design and programming

ArcGIS, ESRI 16, 21

Attendance requirements 52

Authorizations for training 52, 53

B

Bad weather policy 50, 52

Business analyst fundamentals 35–36

Business case development 36

Business Intelligence sector, GIS application 19

Business modeling concepts and practices 13–14

C

Cancellations
- of courses 52
- of registration 53

Capital planning fundamentals 34–35

Capital portfolio management 36

Captivate, Adobe 8–9

Cartographic issues 17

Cash, payment via 52

Cashier's check, payment via 52

Certificate programs
- A+ 30
- Certified Information System Security Professional 38–39
- Enterprise Architecture 15
- general information 51, 52
- Geographic Information Systems 21
- GIS Professional Certificate 21
- GIS Technical Certificate 20
- Information Security Specialist 44
- ITIL Change, Configuration and Release Management Practitioner 23–24
- ITIL Service-Level Management Practitioner 24
- ITIL Service Management foundation 23
- MS Certified Desktop Support Technician 32
- MS Certified IT Professional 31–32
- MS Certified Technology Specialist 31
- Network+ 30
- Oracle 10*g* Database Administrator Certified Associate . . 7
- Scrum Master 36–37
- Security+ 40
- Security+ (online) 43
- Security Management (online) 44–45

CEU/CPE registration form 51

CEUs (Continuing Education Units) 51

Change, Configuration and Release Management Practitioner, ITIL, ... 23–24

Check, payment via 52

CISSP certification 38–39

Class cancellations 52

Class closings 50

Class dismissals 50

Class hours 50, 52

Class size 53

Classroom locations, contact information 50

Clinger-Cohen Act 34

Closing of classes 50

Code numbers for course levels 51

Commission of the Council on Occupational Education (COE). 50

Competence, student responsibility regarding 53

CompTIA certification
- A+ program 30
- Network+ program. 30
- Security+ 40
- Security+ (online) 43

Computer security. *See* Security

Computer Security Act 38

Computers (in general). *See also specific applications and systems*
- computer forensics and incident handling (online) . . . 42
- introduction to IT 22
- laptop setup and security. 39

Confirmation of registration 52

Contact information, Graduate School, USDA. 50, 51, 52, 53

Continuing Education Units (CEUs) 51

Continuing Professional Education credits (CPEs). . . . 51, 52

Contracts for training. 52

Course cancellations. 52

Course credits (in general) 51

Course guarantee. 50

Course hours 50, 52

Course levels, code numbers for. 51

Course materials 52, 53

Course waiting lists 53

CPEs (Continuing Professional Education credits). . . . 51, 52

Credit cards, payment via 52, 53

Credit for courses (in general). 51

Cryptography (online) 42

Customer Support Center, contact information 50, 51, 52, 53

D

Data architectures 13

Databases 4–7
- certificate programs. 7
- introduction and database design 4
- MS Access 2003 . . . . . 4, 5–6
- MS Access 2007 . . . . . 4, 5, 6
- Oracle 10*g* 6–7
- Oracle database administration 7
- Oracle SQL 6–7
- spatial databases and database development 17–18
- Visual Basic 7

DD-1556 forms 52

Debts, outstanding 52

Delayed openings, policy on 50

Design, Web. *See* Web design and programming

Desktop publishing 8–10
- Adobe Acrobat 8
- Adobe Captivate 8–9
- Adobe Illustrator. 9
- Adobe InDesign 9
- Adobe Photoshop 9–10
- introduction 8

Desktop Support Technician, MS certification 32

Discount policy 52

Dismissal of classes 50

Dreamweaver, Adobe 46

E

Earned Value Management (GS Connect) 33

Electronic fund transfer, payment via. 52

Electronic publishing. *See* Desktop publishing

Emergency policy. 50, 52

Enrollment
- open enrollment 53
- statistics on 50

Enterprise architecture 11–15
- affecting strategic change 14
- business modeling concepts and practices 13–14
- certificate program 15
- data architectures 13
- facilitating EA communication and buy-in 14
- implementing 11–12
- introduction 11
- organization and governance 12
- overview (GS Connect). 11
- performance reference models and linkage to strategic plans 12–13
- service-oriented architectures. 12
- technical architectures. 13

Enterprise security solutions 39–40

Enterprise support technician, MS certification 31

Environmental and natural resource management, GIS application. 18

Environmental Systems Research Institute (ESRI) . . . 16, 21

Equal opportunity for students 53

Excel, MS 25
- 2003 . . . . . 25, 26, 27
- 2007 . . . . . 26–27 (GS Connect)

Executive Awareness seminar, ITSM 23

F

Family Rights and Privacy Act of 1974, 1995 Amendments to . . . 52, 53

Federal enterprise architecture. *See* Enterprise architecture

Federal Enterprise Architecture Program Management Office . . . 11, 13

Federal Information Security Management Act . . . 41

Federal Supply Schedules, GSA . . . 52

Fees . . . 52

Financial obligations, outstanding . . . 52

Flash, Adobe . . . 46

Forensics and incident handling (online) . . . 42

Free and open source software and technologies . . . 22

Front Page 2003, MS . . . 48

G

General Administration Board, Graduate School, USDA . . . 54

General information, Graduate School, USDA . . . 50–53

Geographic Information Systems (GIS) . . . 16–21
- applications . . . 18–20
- Business Intelligence sector application . . . 19
- cartographic issues . . . 17
- environmental and natural resource management application . . . 18
- introduction to software . . . 16
- introduction to technologies . . . 16
- national and homeland security application . . . 20
- professional certificate . . . 21
- program development and management . . . 20
- project development and process . . . 17
- raster and 3D modeling . . . 19
- remote sensing for GIS . . . 19
- spatial analysis . . . 18
- spatial databases and database development . . . 17–18
- technical certificate . . . 20
- tools and techniques . . . 19–20
- urban planning and development application . . . 18

Government purchase cards, payment via . . . 52

Government training forms . . . 52, 53

Graduate School, USDA
- about . . . 50
- accreditation . . . 50
- contact information . . . 50, 51, 52, 53
- equal opportunity for students . . . 53
- General Administration Board . . . 54
- general information . . . 50–53
- inclement weather policy . . . 50, 52
- privacy policy . . . 52, 53
- registration form . . . 61

GS Connect courses
- Earned Value Management . . . 33
- Enterprise Architecture . . . 11
- Microsoft Access 2007 . . . 5
- Microsoft Excel 2007 . . . 26–27
- Microsoft Office 2007 . . . 25
- Microsoft PowerPoint 2007 . . . 27–28
- Microsoft Project 2007 . . . 34
- Microsoft Word 2007 . . . 29
- Security Awareness Training . . . 41

GSA Federal Supply Schedules . . . 52

Guarantee, for courses . . . 50

H

Hearing impaired students . . . 50, 53

Homeland and national security, GIS application . . . 20

Hours of courses . . . 50, 52

HTML programming
- intermediate . . . 47
- introduction . . . 47

Human interface design . . . 47–48

I

Illustrator, Adobe . . . 9

Incident handling and forensics (online) . . . 42

Inclement weather policy . . . 50, 52

InDesign, Adobe . . . 9

Information security. *See* Security

Information Security Specialist certification . . . 44

Information System Security Professional certification . . . 38–39

Information technology (in general) . . . 22
- *See also specific applications and systems*
- free and open source software and technologies . . . 22
- introduction . . . 22
- project management for . . . 33

Information Technology Infrastructure Library (ITIL) . . . 23–24
- Change, Configuration and Release Management Practitioner . . . 23–24
- ITSM Executive Awareness seminar . . . 23
- Service-Level Management Practitioner . . . 24
- Service Management foundation . . . 23

Information Technology Management Reform Act . . . 34

Information transfer and storage, secure (online) . . . 42

Internet design and programming. *See* Web design and programming

Interpreters, arranging for . . . 50

IT Professional, MS certification . . . 31–32

ITSM Executive Awareness seminar . . . 23

J

Java programming . . . 48

L

Laptop setup and security . . . 39

Letter of confirmation . . . 52

Licensing requirements and course credits 51

Location-Based Services sector, GIS application. 19

M

Making up missed classes 50, 52

Management of projects. *See* Project management

Map projections and design 17

Microsoft Access 2003
- advanced applications development. 6
- intermediate. 5–6
- introduction 4–5

Microsoft Access 2007 4
- advanced applications development. 6
- intermediate. 5, 6
- intermediate (GS Connect) 5
- introduction 5

Microsoft certification
- Desktop Support Technician 32
- IT Professional 31–32
- Technology Specialist 31

Microsoft Excel 25

Microsoft Excel 2003
- advanced 27
- intermediate. 26
- introduction 25

Microsoft Excel 2007
- advanced 27
- intermediate. 26
- intermediate (GS Connect) 26–27
- introduction 26
- introduction (GS Connect) 26

Microsoft Front Page 2003 48

Microsoft Office 2007 (GS Connect) 25

Microsoft PowerPoint 2003
- intermediate. 28
- introduction 27

Microsoft PowerPoint 2007
- intermediate. 28
- introduction 27
- introduction (GS Connect) 27–28

Microsoft Project 2003 33–34

Microsoft Project 2007 34

Microsoft Project 2007 (GS Connect) 34

Microsoft Suite 25–29

Microsoft Visual Basic. 7

Microsoft Windows. 30–31

Microsoft Windows Vista
- IT Professional certification 31–32
- security for systems administrators 41
- Technology Specialist certification 31

Microsoft Word 2003
- advanced 29
- intermediate. 29
- introduction 28

Microsoft Word 2007
- advanced 29
- intermediate. 29
- introduction 28
- introduction (GS Connect) 29

Missed classes, making up 50, 52

Money orders, payment via 52

N

National and homeland security, GIS application 20

National Association of State Boards of Accountancy 51

National Registry of CPE Sponsors 51

Natural resource and environmental management, GIS application 18

NBC4 weather updates 50

Network and operating systems 30–32
- *See also specific applications and systems*
- A+ 30
- certificate programs. 30
- Network+ 30
- security concepts (online) 41–42
- wireless network security (online) 44

Network+ certification 30

Nondiscrimination policy, Graduate School, USDA 53

O

Office 2007, MS (GS Connect) 25

Office of the Registrar
- training accessibility 50, 53
- transcript requests 52

On-site contract courses 52

Online courses. *See also* GS Connect courses
- Computer Forensics and Incident Handling. 42
- Network Systems Security. 41–42
- Secure Information Transfer and Storage 42
- Security+ 43
- Security Management certification. 44–45
- Security Risk Management 42–43
- Vulnerability Mitigation 43
- Wireless Network Security. 44

Open enrollment policy. 53

Operating systems. *See* Network and operating systems

Oracle
- 10*g* 6–7
- Database Administrator Certified Associate 7
- SQL 6–7

Organizational contracts for training 52

P

Payment methods 52–53

PDUs (Professional Development Units) 51

Performance reference models 12–13

Photoshop, Adobe 9–10

Physically challenged students 50, 53

Podcast creation 46–47

PowerPoint, MS
- 2003 . . . . . 27, 28
- 2007 27–28

Prerequisites, student responsibility regarding. 53

Privacy policy 52, 53

Professional Development Units (PDUs) 51

Program development and management, GIS application 20

Programming, Web. *See* Web design and programming

Project, MS
- 2003 33–34
- 2007 34
- 2007 (GS Connect) 34

Project development, GIS 17

Project management 33–37
- Agile methodology 35
- application and integration of initiatives 33
- business analyst fundamentals 35–36
- capital portfolios 36
- Earned Value Management (GS Connect) 33
- management and capital planning. 34–35
- MS Project 2003 33–34
- MS Project 2007 34
- MS Project 2007 (GS Connect) 34
- Scrum Master certification 36–37

Project Management Institute, Inc. 51

Purchase orders, payment via 52

R

Radio, weather updates on 50

Raster and 3D modeling 19

Readers, arranging for 50

Records, student 52, 53

Refunds, tuition 50, 52, 53

Registrar. *See* Office of the Registrar

Registration
- acknowledgement of 52
- and cancellations 52
- form for. 61
- payment methods 52–53
- process for. 52–53

Remote sensing for GIS 19

Risk management, security (online) 42–43

S

SCNA certification 39–40

SCNP certification 40

SCNS certification 40–41

Scrum Master certification. 36–37

Security 38–45
- advanced security implementation 39
- certificate programs. 38–41, 44–45
- computer forensics and incident handling (online) . . . 42
- enterprise security solutions. 39–40
- for federal information systems. 38
- Information Security Specialist certification 44
- information transfer and storage (online) 42
- introduction 38
- network systems security (online) 41–42
- Security+ 40
- Security+ (online) 43
- security awareness training (GS Connect) 41
- Security Management certification (online) 44–45
- security risk management (online) 42–43
- strategic infrastructure 40
- tactical perimeter defense 40–41
- vulnerability mitigation (online) 43
- Windows Vista for system administrators 41
- wireless laptops 39
- wireless networks (online) 44

Security+ certification 40

Security+ certification (online) 43

Security Management certification (online) 44–45

Service-Level Management Practitioner, ITIL 24

Service Management foundation, ITIL 23

Service-oriented architectures, components and services 12

SF-182 forms. 52

Social media technologies. 48–49

Spatial analysis using GIS 18

Spatial databases and database development 17–18

Special needs, students with 50, 53

Sponsorship agreements with state boards of accountancy 51

SQL, Oracle 6–7

Standby lists 53

Start times for classes 50, 52

State boards of accountancy 51

Strategic infrastructure security. 40

Strategic plans, linkage to 12–13

Students
- accessibility issues 50, 53
- equal opportunity policy 53
- records of 52, 53
- substitutes 52, 53
- transfers of money or paperwork for 52
- who should attend 53

System administrators, security for 41

System security. *See* Security

T

Tactical perimeter defense 40–41

TDD number 50

Technical architectures. 13

Technology Specialist, MS certification 31

Television, weather updates on 50

3D and raster modeling 19

Training
- accessibility of 50, 53
- contracts for 52
- training forms 52, 53

Transcripts 52

Transfers of payments and paperwork. 52

Tuition
- course guarantee 50
- discount policy. 52
- payment methods 52–53
- refunds 50, 52, 53
- transfers of payment and paperwork 52

U

Urban planning and development, GIS application. 18

V

Vista, MS. *See* Windows Vista, MS

Visual Basic, MS 7

Visually impaired students 50, 53

Vulnerability mitigation (online) 43

W

Waiting lists 53

Waiver of credit requirements 51

Weather policy 50, 52

Web 2.0 48–49

Web design and programming 46–49
- Adobe Dreamweaver 46
- Adobe Flash 46
- HTML. 47
- human interface design 47–48
- Java 48
- Microsoft Front Page 2003 48
- podcast creation 46–47
- Web 2.0. 48–49
- XML. 49

Windows, MS, introduction 30–31

Windows Vista, MS
- IT Professional certification 31–32
- security for systems administrators 41
- Technology Specialist certification 31

Windows XP, MS
- Desktop Support Technician certification 32
- IT Professional certification 31–32

Wireless laptop setup and security. 39

Wireless network security (online) 44

Word, MS
- 2003 . . . . . 28, 29
- 2007 . . . . . 28, 29

WTOP weather updates 50

X

XML programming 49

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