

CITYWIDE TRAINING CENTER - SPRING 2008 COURSE SCHEDULE REVISED



When work matters, training matters!

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For more information: nyc.gov/ctc or call 212.487.5600

COURSE TITLE	CODE	CREDITS	DAYS	DATES	COST PER PERSON
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WORKPLACE EFFECTIVENESS COURSES

Achieving Balance: Winning at Work and at Home	<i>New</i>	C9269	.6 CEU	1	Apr 14	\$125
Attitude Is Everything	<i>New</i>	C9266	.6 CEU	1	Mar 12, Jun 4	\$125
Building the Bridge to Trust	<i>New</i>	C9257	.6 CEU	1	May 12	\$125
Critical Thinking for Effective Decision Making	<i>New</i>	C9275	1.2 CEU	2	Mar 4-5, May 29-30	\$250
Dealing with Difficult People		C6060	.6 CEU	1	Mar 5, Apr 28, Jun 12	\$125
Delegation and Time Management		C2004	.6 CEU	1	Apr 4, Jun 10	\$125
Enhancing Your Personal Productivity		C9226	.6 CEU	1	Apr 25	\$125
Essentials for Successful Project Management		C1234	1.2 CEU	2	Apr 16-17	\$250
Managing Multiple Priorities		C5044	.6 CEU	1	Mar 10, May 28, Jun 11	\$125
Organizing Your Work Space	<i>New</i>	C9260	1.2 CEU	1	Mar 20, Jun 16	\$125
Working with Generations X, Y, and Z	<i>New</i>	C9263	.6 CEU	1	Apr 29	\$125

COMMUNICATION COURSES

Action Grammar		C5031	1.2 CEU	2	Mar 11-12, May 15-16, Jun 17-18	\$250
The Art of Assertiveness		C2010	.6 CEU	1	Mar 6	\$125
Brilliant Briefings		C3150	1.2 CEU	2	Mar 19-20	\$250
Business Writing for Managers and Professionals		C2034	1.2 CEU	2	Apr 17-18	\$250
Communicating for Results	<i>New</i>	C9272	1.2 CEU	2	Mar 31-Apr 1, Jun 5-6	\$250
Delivering Quality In-Person Customer Service	<i>Updated!</i>	C5555	.6 CEU	1	Mar 28	\$125
Developing Dynamic Listening Skills		C2508	.6 CEU	1	Apr 14, Jun 9	\$125
"Easy" English for the Multi-Lingual Writer		C8005	1.2 CEU	2	Apr 28-29, Jun 5-6	\$250
Revising, Editing and Proofreading		C2033	1.2 CEU	2	Apr 9-10	\$250
Successful Letter and Memo Writing		C6788	1.2 CEU	2	Mar 26-27, Apr 23-24 May 21-22, Jun 19-20	\$250
Successful Workplace Communication		C1022	.6 CEU	1	Apr 21, May 5, Jun 13	\$125
Writing Effective and Efficient E-Mails	<i>Updated!</i>	C4260	.6 CEU	1	Apr 11, Apr 18 May 1, Jun 9, Jun 20	\$125

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MANAGEMENT AND SUPERVISION COURSES					
Engaging Your Team Through Meaningful Conversations	<i>New</i> C9242	.6 CEU	1	Apr 8	\$125
Follow the Leader: Taking the Lead at Any Level	<i>New</i> C9278	1.2 CEU	2	Mar 25-26, Jun 19-20	\$250
Fundamentals of Supervision	C1031	1.8 CEU	3	Apr 2-4	\$375
Inspired Leadership: <i>Creating a Motivational Environment</i>	<i>New</i> C9248	1.2 CEU	2	May 19-20	\$250
The Manager as Mediator	<i>New</i> C9281	1.2 CEU	2	Mar 17-18, Jun 11-12	\$250
Management Intensive Symposium - <i>A Five Day Certificate Program</i>	C9235	3 CEU	5	Apr 30, May 1, May 7 May 14, May 28 <i>New Date</i>	\$500
Performance Management	C9037	1.2 CEU	2	Jun 19-20	\$250
Selection Interviewing: Hiring Right <i>Updated!</i>	C4027	.6 CEU	1	May 8	\$125
Smart Solutions for Unacceptable Employee Behavior	C9017	1.2 CEU	2	Apr 7-8	\$250
Succession Planning: Developing the New Generation in the Public Sector	<i>New</i> C9284	.6 CEU	1	Apr 9	\$125
Understanding Yourself and Others: The Myers Briggs Type Indicator	C9049	.6 CEU	1	Mar 19	\$125


ADMINISTRATIVE PROFESSIONAL CERTIFICATE (APC) PROGRAM						
<i>Three Core Courses Plus One Communication Elective, and One Technology Elective</i>			Course Code: CAPC		Applicants MUST register for either session I or session II	\$495
CORE COURSES						
Effective Office Management for Today's Workplace	C2202	.6 CEU	1	Feb 25	Apr 3	---
Managing Multiple Priorities	C5044	.6 CEU	1	Mar 3	Apr 10	---
Dealing with Difficult People	C6060	.6 CEU	1	Mar 10	Apr 18	---
COMMUNICATION ELECTIVES						
<i>(CHOOSE ONE)</i>						
Action Grammar	C5031	1.2 CEU	2	Mar 11-12, May 15-16, Jun 17-18		---
Developing Dynamic Listening Skills	C2508	.6 CEU	1	Feb 28, Apr 14, Jun 9		---
"Easy" English for the Multi-Lingual Writer	C8005	1.2 CEU	2	Apr 28-29, Jun 5-6		---
Successful Letter and Memo Writing	C6788	1.2 CEU	2	Mar 26-27, Apr 23-24 May 21-22, Jun 19-20		---
Successful Workplace Communication	C1022	.6 CEU	1	Apr 21, May 5, Jun 13		---
TECHNOLOGY ELECTIVES						
<i>(CHOOSE ONE)</i>						
Excel (Level 1, 2, or 3)	See page 5 for Course Codes and Available Dates					
Outlook (Level 1, 2, or 3)	See page 5 for Course Codes and Available Dates					
Word (Level 1, 2, or 3)	See page 6 for Course Codes and Available Dates					


SPECIAL SEMINARS					
Citywide New Employee Orientation Program	C9048	0 CEU	4 Hrs	Apr 16, Jun 25 (9:00a-1:00p)	N/C
"Working Well NYC": An Employee Wellness Seminar on Health and Personal Safety	C9052	.3 CEU	4 Hrs	Feb 28, Jun 12 (9:00a-12:00p)	N/C

CONFLICT OF INTEREST BOARD (COIB) SEMINARS					
Special Topics in Chapter 68 of the City Charter: Enforcement	<i>New</i> C9071	2 CLE/2 CEU	2 Hrs	Apr 11 (10:00a-12:00p)	N/C
Special Topics in Chapter 68 of the City Charter: Gifts	<i>New</i> C9070	1.5 CLE/.15 CEU	1.5 Hrs	Mar 7 (10:00a-11:30a)	N/C
Special Topics in Chapter 68 of the City Charter: Post-Employment	<i>New</i> C9072	1.5 CLE/.15 CEU	1.5 Hrs	Jun 6 (10:00a-11:30a)	N/C

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COURSE TITLE	CODE	CREDITS	DAYS	DATES	COST PER PERSON
PROCUREMENT COURSES					
MAYORS OFFICE OF CONTRACT SERVICES (MOCS) COURSES					MOCS <small>Mayor's Office of Contract Services</small>
Collecting and Analyzing Procurement Data	P6026	.6 CEU	1	Mar 27	N/C
Complying with Local Law 34 of 2007 (Pay to Play Law) New	P6031	.3 CEU	1/2	May 27 (9:00a-12:30p)	N/C
Conflict Dispute and Resolution Board (CDRB) Process New	P6025	.3 CEU	1/2	Apr 22 (9:00a-12:30p)	N/C
Contracting via Competitive Sealed Bids (CSB)	P3006	1.2 CEU	2	Mar 11-12	N/C
Contracting via Competitive Sealed Proposals (CSP)	P4005	1.2 CEU	2	May 13-14	N/C
Contracting via Sole Source	P3004	.6 CEU	1	May 20	N/C
DCAS Requirements Contracts and Warehouse New	P6029	.6 CEU	1	Mar 3, Jun 26 New Date	N/C
Environmentally Preferable Purchasing and Green Building Principles and Requirements	P6015	.6 CEU	1	Jun 17	N/C
Ethical Issues in Procurement	P6005	.6 CEU	1	May 29	N/C
Financial Oversight and Governance for Non-Profits New	P6030	.6 CEU	1	May 6	N/C
Human Services Procurement from the Vendors' Perspective New	P6028	.3 CEU	1/2	Jun 10 (9:00a-12:30p)	N/C
Investigating Prevailing Wage Issues	P6023	.6 CEU	1	Apr 1	N/C
M/WBE Subcontracting Program Administration	P6003	.6 CEU	1	Mar 18	N/C
Negotiation Techniques	P3002	.6 CEU	1	Apr 15	N/C
Procedures for Conducting Small Purchases and Micro Purchases	P6011	.6 CEU	1	Apr 1 New Date	N/C
Procurement Law for Non Lawyers	P6022	.3 CEU	1/2	Apr 24 (9:00a-12:30p) New Date	N/C
Understanding the VENDEX Process	P6008	.6 CEU	1	Apr 8	N/C
Vendor Responsibility Research and Determinations	P6006	.6 CEU	1	Jun 24	N/C

DEPARTMENT OF SMALL BUSINESS SERVICES (SBS) M/WBE PROGRAM					
LL129 M/WBE Program Administration	P6002D	.3 CEU	1/2	Apr 3 (9:00a-12:30p)	N/C
M/WBE Capacity Building	P6002E	.3 CEU	1/2	Mar 6 (9:00a-12:30p)	N/C
M/WBE Quarterly Meeting Requirements	P6002B	.3 CEU	1/2	May 1 (9:00a-12:30p)	N/C
Review of M/WBE Utilization Tracking/Scorecards	P6002F	.3 CEU	1/2	Jun 5 (9:00a-12:30p)	N/C


NATIONAL INSTITUTE OF GOVERNMENTAL PURCHASING (NIGP) LEARNING AND EDUCATION TO ADVANCE PROCUREMENT COURSES (LEAP)					
Contract Administration (NIGP)	P1001	1.8 CEU	3	Mar 24-26	\$550
Developing and Managing Requests for Proposals in the Public Sector	P1002	1.8 CEU	3	Mar 3-5	\$550
The Legal Aspects of Public Procurement	P1006	1.8 CEU	3	Apr 9-11	\$550
Planning, Scheduling and Requirement Analysis	P1004	1.8 CEU	3	Apr 23-25	\$550
Sourcing in the Public Sector	P1005	1.8 CEU	3	May 7-9	\$550
Exam Review					
CPPB Review	P1000R	.6 CEU	1	May 22	\$200
CPPO Review	P2000R	1.2 CEU	2	May 22-23	\$350

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Exams					
CPPB Exam (Includes One Year NIGP National Membership)	P1000E	0 CEU	1/2	Jun 20 (9:00a-2:00p)	\$525
CPPO Exam (Includes One Year NIGP National Membership)	P2000E	0 CEU	1/2	Jun 20 (9:00a-2:00p)	\$625

INSTITUTE FOR SUPPLY MANAGEMENT (ISM) SATELLITE SEMINARS					
Supply Management's Role in Sustainability	P5007B	.4 CEU	1/2	Apr 17 (10:00a-2:30p)	N/C

OTHER PROCUREMENT COURSES					
Conflicts of Interest Seminar for Procurement Professionals	P4002	.3 CEU	1/2	May 28 (9:00a-12:30p)	N/C
Purchasing Off the NYS Office of General Services (OGS) Contracts	P4006	.3 CEU	1/2	Jun 11 (9:00a-12:30p) Jun 12 (9:00a-12:30p)	N/C

DESIGN & CONSTRUCTION EXCELLENCE (D + Ce) COURSES					
Environmentally Preferable Purchasing and Green Building Principles and Requirements	P6015	.6 CEU	1	Jun 17 (9:00a-5:00p)	N/C
Managing LEED Documentation	New P7010	.3 CEU	1/2	Apr 17 (8:30a-1:00p)	\$175
Quality and Energy Efficient Lighting	New P7008	.3 CEU	1/2	Mar 27 (8:30a-1:00p) New Date	\$60

AUDIT COURSES					
Applying Impact Evaluation Methods to Audits	A9021	1.2 CEU/16 CPE	2	Apr 7-8	\$360
Assessing Financial Related Activities in Government	A8811	2.4 CEU/32 CPE	4	May 13-16	\$535
Assessing the Reliability of Computer Processed Data	A8043	1.2 CEU/16 CPE	2	Mar 13-14	\$360
Assessing the Reliability of Performance Measures	A8021	1.2 CEU/16 CPE	2	Apr 9-10	\$360
Auditor's Legal Toolkit	A8103	.6 CEU/8 CPE	1	Jun 25	\$250
Basic Government Auditing	A7001	3.0 CEU/40 CPE	5	Apr 21-25	\$675
Compliance Auditing	A8095	1.2 CEU/16 CPE	2	Jun 2-3	\$360
Get It, Write!	A9009	1.2 CEU/16 CPE	2	May 5-6	\$360
The Human Side of Auditing	A7800	1.2 CEU/16 CPE	2	Mar 27-28	\$360
Information Systems Auditing	A8029	1.2 CEU/16 CPE	2	Mar 11-12	\$360
Intermediate Performance Auditing	New A8046	1.8 CEU/24 CPE	3	Jun 4-6	\$475
Making Your Case to Prosecute Fraud	A8090	1.2 CEU/16 CPE	2	Jun 9-10	\$360
Planning, Managing and Reporting for Audit Leadership	A9014	1.8 CEU/24 CPE	3	May 19-21	\$475
Practical Statistical Sampling for Auditors	A8112	2.4 CEU/32 CPE	4	Apr 1-4	\$535
Quick Response Auditing	A8011	1.2 CEU/16 CPE	2	Jun 26-27	\$360
Reviewing Audit Reports	A9502	.6 CEU/8 CPE	1	May 7	\$250

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COURSE TITLE	CODE	CREDITS	DAYS	DATES	COST PER PERSON	
COMPUTER APPLICATION AND OPERATING SYSTEM COURSES						
MICROSOFT OFFICE						
Access - Level 1						
2003	T4031	.6 CEU	1	Mar 11, Mar 17, Apr 3 May 22, Jun 16	\$125	
Access - Level 2						
2003	T4032	.6 CEU	1	Mar 18, Apr 4, May 23, Jun 17	\$125	
Access - Level 3						
2003	T4033	.6 CEU	1	Mar 19, May 30, Jun 18	\$125	
2007	New	T4043	.6 CEU	1	Apr 23	\$125
Access - Level 4						
2003	T4034	.6 CEU	1	Mar 20, Jun 19	\$125	
2007	New	T4044	.6 CEU	1	Apr 24	\$125
Access 2003						
Managing Critical Business Information Using Access 2003						
	T4004	.3 CEU	1/2	Apr 18 (9:00a -12:30p)	\$60	
Beyond the Spreadsheet: Managing Financial Information Using Access 2003						
	T4005	.3 CEU	1/2	Apr 18 (1:30p -5:00p)	\$60	
Excel Level 1						
2003	T3034	.6 CEU	1	Mar 13, Mar 25, Apr 8, Apr 30 May 16, May 29, Jun 4, Jun 26	\$125	
2007	New	T3044	.6 CEU	1	May 8	\$125
Excel Level 2						
2003	T3035	.6 CEU	1	Mar 28, Apr 21, May 21, Jun 23	\$125	
2007	New	T3045	.6 CEU	1	Jun 12	\$125
Excel Level 3						
2003	T3036	.6 CEU	1	May 9, Jun 13	\$125	
2007	New	T3046	.6 CEU	1	Jun 20	\$125
Excel 2003						
Excel 2003: Introduction to VBA						
	New	T1510	.6 CEU	1	May 28	\$125
Excel 2003: Creating Excel Macros Using Visual Basic for Applications (VBA)						
	New	T4810	1.2 CEU	2	Jun 24-25	\$250
Forecasting and Trend Analysis Using Excel 2003						
	T4002	.3 CEU	1/2	May 5 (9:00a -12:30p)	\$60	
Summarizing Excel 2003 Data to Make Better Business Decisions						
	T4003	.3 CEU	1/2	May 5 (1:30p -5:00p)	\$60	
Outlook Level 1						
2003	T7031	.6 CEU	1	Mar 14, Jun 3	\$125	
Outlook Level 2						
2003	T7032	.6 CEU	1	Apr 25	\$125	
Outlook Level 3						
2003	T7033	.6 CEU	1	May 30	\$125	
2007	New	T7043	.6 CEU	1	May 21	\$125
Outlook 2003						
Time and Task Management Using Outlook 2003						
	New	T4006	.3 CEU	1/2	May 15 (1:30p-5:00p) Jun 10 (9:00a-12:30p)	\$60
PowerPoint Level 1						
2002	T5021	.6 CEU	1	Jun 20	\$125	
2003	T5031	.6 CEU	1	Mar 12, Apr 22	\$125	
2007	New	T5041	.6 CEU	1	May 15	\$125

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COURSE TITLE	CODE	CREDITS	DAYS	DATES	COST PER PERSON
PowerPoint Level 2					
2000	T5012	.6 CEU	1	Apr 18	\$125
2003	T5032	.6 CEU	1	May 14	\$125
2007 <i>New</i>	T5042	.6 CEU	1	May 16	\$125
PowerPoint 2003					
Creating Effective Presentations Using PowerPoint 2003	<i>New</i> T4007	.3 CEU	1/2	May 13 (1:30p-5:00p) Jun 12 (1:30p-5:00p)	\$60
Word Level 1					
2002	T2024	.6 CEU	1	Mar 4	\$125
2003	T2034	.6 CEU	1	Apr 15, May 22	\$125
Word Level 2					
2000	T2015	.6 CEU	1	Mar 26	\$125
2003	T2035	.6 CEU	1	Mar 11, Apr 29, Jun 24	\$125
Word Level 3					
2003	T2036	.6 CEU	1	Mar 10, Apr 9	\$125
2007 <i>New</i>	T2046	.6 CEU	1	May 14	\$125
Word 2003					
Building Better Word 2003 Documents in Less Time	<i>New</i> T4008	.3 CEU	1/2	May 13 (9:00a-12:30p) Jun 12 (9:00a-12:30p)	\$60

OPERATING SYSTEM COURSES

Windows XP Professional, L1	T1031	.6 CEU	1	Mar 6	\$125
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DESKTOP PUBLISHING APPLICATION COURSES

InDesign CS2, L1	T8009	.6 CEU	1	May 6, Jun 17	\$125
InDesign CS2, L2	T8010	.6 CEU	1	Jun 18	\$125
InDesign CS3, L1 <i>New</i>	T4510	.6 CEU	1	Jun 5	\$125
InDesign CS3, L2 <i>New</i>	T4320	.6 CEU	1	Jun 6	\$125
Publisher 2003, L1	T8013	.6 CEU	1	Jun 9	\$125
QuarkXpress 5, L1	T8015	.6 CEU	1	May 27	\$125

GRAPHIC APPLICATION COURSES

Illustrator CS2, L1	T5020	.6 CEU	1	May 9	\$125
Illustrator CS3, L1 <i>New</i>	T4310	.6 CEU	1	Jun 17	\$125
Illustrator CS3, L2 <i>New</i>	T4330	.6 CEU	1	Jun 26	\$125
Photoshop 7, L1	T5112	.6 CEU	1	Jun 3	\$125
Photoshop 7, L2	T5113	.6 CEU	1	Jun 4	\$125
Photoshop CS2, L1	T5114	.6 CEU	1	Jun 10	\$125
Photoshop CS2, L2	T5115	.6 CEU	1	Jun 11	\$125
Photoshop CS3, L1 <i>New</i>	T4210	.6 CEU	1	Jun 19	\$125
Photoshop CS3, L2 <i>New</i>	T4520	.6 CEU	1	Jun 27	\$125
Visio Professional 2000, L1	T5318	.6 CEU	1	Jun 16	\$125
Visio Professional 2002, L1	T5319	.6 CEU	1	Jun 19	\$125
Visio Professional 2003, L1	T5320	.6 CEU	1	May 6, Jun 5	\$125
Visio Professional 2003, L2	T5048	.6 CEU	1	May 7, Jun 6	\$125

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PROJECT MANAGEMENT APPLICATION COURSES						
Project 2003, L1	T6023	.6 CEU	1	Apr 10	\$125	
Project 2003, L2	T6024	.6 CEU	1	Apr 11	\$125	
Project 2007, L1	New	T6033	.6 CEU	1	May 22	\$125
Project 2007, L2	New	T6034	.6 CEU	1	May 23	\$125
Project 2003						
Setting up Projects for Success Using Project 2003	New	T4009	.3 CEU	1/2	May 15 (9:00a-12:30p) Jun 10 (1:30p-5:00p)	\$60

WEB DEVELOPMENT APPLICATION COURSES					
Dreamweaver MX, L1	T9020	.6 CEU	1	May 13	\$125
Dreamweaver 8, L1	T9110	.6 CEU	1	Mar 18	\$125
Dreamweaver 8, L2	T9111	.6 CEU	1	Mar 19	\$125
Flash 8, L1	T9107	.6 CEU	1	Apr 15	\$125
Flash 8, L2	T9108	.6 CEU	1	Apr 16	\$125
Flash 8, L3	T9109	.6 CEU	1	Apr 17	\$125
FrontPage 2003, L1	T9118	.6 CEU	1	May 19	\$125
FrontPage 2003, L2	T9119	.6 CEU	1	May 20	\$125
XML (Second Edition), L1	T9027	.6 CEU	1	May 28	\$125
XML - DTD Design (Second Edition), L2	T9028	.6 CEU	1	May 29	\$125
XML - Document Object Model, L3	T9029	.6 CEU	1	May 30	\$125

REPORT WRITING APPLICATION COURSES					
Crystal Reports 11, L1	T9248	1.2 CEU	2	Apr 10-11	\$250
Crystal Reports 11, L2	T9249	1.2 CEU	2	May 1-2	\$250

DESKTOP E-LEARNING APPLICATION COURSES					
ANY 3 COURSES (inclusive of all levels, if any)					\$129
Access 2003 Level 1, Level 2	E4031	.6 CEU	—	ANYTIME LEARNING	—
Access 2003 Designing a Database, Creating Queries, Working with Reports	E4032	.6 CEU	—	ANYTIME LEARNING	—
Acrobat 7, Level 1	E8020	.6 CEU	—	ANYTIME LEARNING	—
Crystal Reports 9 Level 1, Level 2	E9138	.6 CEU	—	ANYTIME LEARNING	—
Excel 2003 Analyzing and Managing Data	E3036	.6 CEU	—	ANYTIME LEARNING	—
Microsoft Office 2003: Transition from Office 2000	E1000	.6 CEU	—	ANYTIME LEARNING	—
Outlook 2003 Optimizing Outlook, Working with Messages, Managing your Schedule	E7031	.6 CEU	—	ANYTIME LEARNING	—
PowerPoint 2003 Creating a Basic Presentation, Delivering Presentations	E5031	.6 CEU	—	ANYTIME LEARNING	—
Word 2003 Graphic Elements in Documents	E2034	.6 CEU	—	ANYTIME LEARNING	—

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IT PROFESSIONAL TECH / CERTIFICATION COURSES					
SPECIAL COURSE PACKAGES					
A+ Certification: 2006	IT-415D	3.0 CEU	5	Mar 24-28, Jun 2-6	\$1,295
AutoCAD 2007 - Boot Camp	IT-254D	3.4 CEU	4	Mar 17-20, Apr 28-May 1 Jun 9-12	\$1,895
ITIL: Foundation Certification - Boot Camp	IT-442D	1.7 CEU	2	Mar 27-28	\$950
JavaScript Fundamentals	IT-5205D	1.2 CEU	2	May 12-13	\$518
MCDST: Microsoft Certified Desktop Support Technician	IT-2261D	3.0 CEU	5	May 5-9, Jun 16-20	\$1,295
MCTS: Microsoft SQL Server 2005	IT-2779D	6.9 CEU	10	Apr 21-25 & May 5-9	\$2,590
MCTS: Windows Vista Configuration	IT-5115D	3.0 CEU	5	Mar 10-14	\$1,295
Network+ Certification	IT-490D	3.0 CEU	5	Apr 7-11, Jun 9-13	\$1,295
PMP: Certificate in Advanced Project Management	IT-441D	3.0 CEU	5	Mar 31-Apr 4, Jun 2-6	\$1,895
Programming with C# .NET	IT-2124D	3.0 CEU	5	Apr 7-11	\$1,295
Programming with Microsoft Visual Basic.NET	IT-2373D	3.0 CEU	5	Mar 24-28	\$1,295
Security+	IT-550D	3.0 CEU	5	Apr 21-25	\$1,295

For complete IT Training schedule information: nyc.gov/techtraining

**Crank up the "WOW" with Windows VISTA and Microsoft Office 2007 Courses
at the Citywide Training Center!**

See catalog and schedule for details.

