



Online Broadband & Technology Training

Commonwealth of Pennsylvania — Free Online Course Listing

Online Marketing

1. Marketing Essentials: Promotion
2. Brand Management for Social Media and Wireless Technologies
3. Branding Your Internet Identity (Includes Simulation)

Email Marketing

1. Building Lasting Customer-Brand Relationships
2. Developing a Brand Internally
3. Global Brand Management

Website Development

1. Adobe® ColdFusion® 9: Level 1: Building Dynamic Websites
2. Photoshop CS5: Getting Started
3. Photoshop CS5: Beyond the Basics
4. Setting up a Site and Adding Content in Dreamweaver CS5
5. Adding Links and Images in Dreamweaver CS5
6. Introduction to HTML5 and CSS3
7. Introduction to Adobe Flash Professional CS5
8. Drawing and Working with Images in Flash CS5
9. Web Development Fundamentals
10. Internet Site Development

Social Media

1. Using Blogs to Attract Customers
2. Using Web Analytics to Increase Sales
3. Using E-mail, the Internet, and Social Media Safely in a Corporate Environment

Advanced Wireless Technologies

1. Beyond 3G (B3G)
2. Non-Cellular Wireless Technology

Cloud Computing

1. Introducing Cloud Computing
2. Cloud Computing Basics
3. Moving Business Services into the Cloud

Internet Security

1. Control Fundamentals and Security Threats
2. Network Protocols, Attacks, and Defenses
3. Network and System Security Mechanisms
4. Business Continuity, Disaster Recovery, Security Training, and Forensics

Information Security for End Users

1. Using your Desktop Computer and Mobile Devices Safely
2. Using Email, the Internet, and Social Media Safely in a Corporate Environment

Quickbooks

1. Quickbooks 2010 for Windows: Introduction
2. Quickbooks 2010 for Windows: Advanced
3. Quickbooks Pro 2009: Getting Started

Microsoft Applications

Excel

1. Getting Started with Excel 2007
2. Manipulating and Formatting Data in Worksheets in Excel 2007
3. Excel 2007 Formulas and Functions
4. Excel 2007 Charts, Pictures, Themes, and Styles
5. Analyzing Data in Excel 2007
6. Protecting and Sharing Excel 2007 Workbooks
7. Exchanging Data with Excel 2007
8. Advanced Formatting in Excel 2007
9. Advanced Data Management in Excel 2007
10. Advanced Customization in Excel 2007
11. Getting Started with Excel 2010
12. Applying Basic Data Formatting in Excel 2010
13. Moving Data and Modifying Worksheets in Excel 2010
14. Using Conditional Formatting, Tables, and Sparklines in Excel 2010
15. Reviewing, and Protecting Content in Excel 2010
16. Using Basic Formulas in Excel 2010
17. Using Basic Functions in Excel 2010

18. Inserting Basic Charts in Excel 2010
19. Adding Visuals, Themes, and Styles to Excel 2010 Workbooks

Outlook

1. Getting Started with Outlook 2010
2. Managing Conversations and Organizing E-Mail in Outlook 2010
3. Managing Attachments, Graphics, Signatures, and Autoreplies in Outlook 2010
4. Using the Calendar for Appointments, Events, and Meetings in Outlook 2010
5. Managing Meetings and Customizing the Calendar in Outlook 2010
6. Outlook 2010 Social Connector and Messaging
7. Working with Contacts in Outlook 2010
8. Using the Tasks, Notes, and Journal Features in Outlook 2010
9. Outlook 2010 and Collaboration in Office 2010

Word

1. Getting Started with Word 2010
2. Formatting and Working with Text in Word 2010
3. Organizing and Arranging Text in Word 2010
4. Moving Around in Word 2010
5. Structuring Word 2010 Documents
6. Reviewing Documents in Word 2010
7. Customizing the Behavior and Appearance of Word 2010
8. Drawing and Inserting Graphics in Word 2010

PowerPoint

1. Getting Started with PowerPoint 2010
2. Visually Enhancing PowerPoint 2010 Presentations
3. Adding Images to Presentations in PowerPoint 2010
4. Using Multimedia and Animations in PowerPoint 2010
5. Collaborating and Sharing Presentations in PowerPoint 2010

Access

1. Getting Started with Access 2007
2. Basic Access 2007 Tables
3. Basic Access 2007 Forms
4. Queries and Reports in Access 2007
5. Getting Started with Access 2010
6. Creating Basic Tables in Access 2010
7. Data Manipulation and Simple Relationships in Access 2010
8. Introduction to Forms in Access 2010
9. Modifying basic forms in Access 2010
10. Introductions to Queries in Access 2010
11. Introduction to Reports in Access 2010

Graphics/Graphic Design

1. Adobe Reader 9
2. Using Adobe Reader 8
3. Adobe Reader X
4. Creating and Working with PDFs in Adobe Acrobat 8
5. Editing and Reviewing in Adobe Acrobat 8
6. Forms and Document Security in Adobe Acrobat 8
7. Advanced Features of Adobe Acrobat 8
8. Using Adobe Acrobat 8
9. Adobe Acrobat 9 Fundamentals

Business/Soft Skills

1. Setting Goals
2. Optimizing Your Work/Life Balance: Analyzing Your Life Balance
3. Balancing Your Responsibilities Simulation
4. Professionalism, Business Etiquette, and Personal Accountability
5. Basic Presentation Skills: Planning a Presentation
6. Business Writing: Know your Readers and Your Purpose
7. Time Management: Avoiding Time Stealers
8. Effective Team Communication

Project Management

1. Project Management Fundamentals
2. Time Management: Planning and Prioritizing Your Time
3. Time Management: Analyzing Your Use of Time
4. Project Management Overview
5. Initiating and Planning a Project
6. Managing Projects within Organizations
7. Managing Conflicts within Project Teams