



Northern Tier Regional Planning & Development Commission would like to introduce a new program.

## Pennsylvania Online Broadband & Technology Training (OBTT) Program

Welcome to the Pennsylvania Online Broadband & Technology Training (OBTT) Program! OBTT offers residents of Pennsylvania free access more than 100 online courses and 500 educational videos covering a variety of topics. We invite you to take advantage of these free courses.

If you require additional assistance, contact Jeff Field at 570-265-1541.

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Course listing on back

# Commonwealth of Pennsylvania Online Broadband & Technology Training Program Free Online Course Listing

## **Online Marketing**

Marketing Essentials: Promotion  
Brand Management for Social Media and Wireless Technologies  
Branding Your Internet Identity

## **Email Marketing**

Building Lasting Customer-brand Relationships  
Developing a Brand Internally  
Global Brand Management

## **Website Development**

Adobe® ColdFusion® 9: Level 1: (Part 1 of 3):  
Building Dynamic Website  
Photoshop CSS: Getting Started  
Photoshop CS5: Beyond the Basics  
Setting up a Site and Adding Content in Dreamweaver CS5  
Adding Links and Images in Dreamweaver CS5  
Introduction to HTML5 and CSS3  
Introduction to Adobe Flash Professional CS5  
Drawing and Working with Images in Flash CS5  
Web Development Fundamentals  
Internet Site Development

## **Social Media**

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

## **Advanced Wireless Technologies**

Beyond 3G (B3G)  
Non-Cellular Wireless Technology

## **Cloud Computing**

Introducing Cloud Computing  
Cloud Computing Basics  
Moving Business Services into the Cloud

## **Internet Security**

Control Fundamentals and Security Threats  
Network Protocols, Attacks, and Defenses  
Network and System Security Mechanisms  
Business Continuity, Disaster Recovery, Security Training, and Forensics

## **Information Security for End Users**

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

## **QuickBooks**

QuickBooks 2010 for Windows: Introduction  
QuickBooks 2010 for Windows: Advanced  
QuickBooks Pro 2009: Getting Started

## **Microsoft Applications**

### **Excel**

Getting Started with Excel 2007  
Manipulating and Formatting Data in Worksheets in Excel 2007  
Excel 2007 Formulas and Functions  
Excel 2007 Charts, Pictures, Themes, and Styles  
Analyzing Data in Excel 2007  
Protecting and Sharing Excel 2007 Workbooks  
Exchanging Data with Excel 2007  
Advanced Formatting in Excel 2007  
Advanced Data Management in Excel 2007  
Advanced Customization in Excel 2007  
Getting Started with Excel 2010  
Applying Basic Data Formatting in Excel 2010  
Moving Data and Modifying Worksheets in Excel 2010  
Using Conditional Formatting, Tables, and Spark lines in Excel 2010  
Reviewing, and Protecting Content in Excel 2010  
Using Basic Formulas in Excel 2010  
Using Basic Functions in Excel 2010  
Inserting Basic Charts in Excel 2010  
Adding Visuals, Themes, and Styles to Excel 2010 Workbooks

### **Outlook**

Getting Started with Outlook 2010  
Managing Conversations and Organizing E-Mail in Outlook 2010  
Managing Attachments, Graphics, Signatures, and Auto replies In Outlook 2010  
Using the Calendar for Appointments, Events, and Meetings in Outlook 2010  
Managing Meetings and Customizing the Calendar in Outlook 2010  
Outlook 2010 Social Connector and Messaging  
Working with Contacts in Outlook 2010  
Using the Tasks, Notes, and Journal Features in Outlook 2010  
Outlook 2010 and Collaboration in Office 2010

### **Word**

Getting Started with Word 2010  
Formatting and Working with Text in Word 2010  
Organizing and Arranging Text in Word 2010  
Moving Around in Word 2010  
Structuring Word 2010 Documents  
Reviewing Documents in Word 2010  
Customizing the Behavior and Appearance of Word 2010  
Drawing and Inserting Graphics in Word 2010

## **PowerPoint**

Getting Started with PowerPoint 2010  
Visually Enhancing PowerPoint 2010 Presentations  
Adding Images to Presentations in PowerPoint 2010  
Using Multimedia and Animations in PowerPoint 2010  
Collaborating and Sharing Presentations in PowerPoint 2010

## **Access**

Getting Started with Access 2007  
Basic Access 2007 Tables  
Basic Access 2007 Forms  
Queries and Reports in Access 2007  
Getting Started with Access 2010  
Creating Basic Tables in Access 2010  
Data Manipulation and Simple Relationships in Access 2010  
Introduction to Forms in Access 2010  
Modifying basic forms in Access 2010  
Introductions to Queries in Access 2010  
Introduction to Reports in Access 2010

## **Graphics/Graphic Design**

Adobe Reader 9  
Using Adobe Reader 8  
Adobe Reader X  
Creating and Working with PDFs in Adobe Acrobat 8  
Editing and Reviewing in Adobe Acrobat 8  
Forms and Document Security in Adobe Acrobat 8  
Advanced Features of Adobe Acrobat 8  
Using Adobe Acrobat 8  
Adobe Acrobat 9 Fundamentals

## **Business/Soft Skills**

Setting Goals  
Optimizing Your Work/Life Balance: Analyzing Your Life Balance  
Balancing Your Responsibilities Simulation  
Professionalism, Business Etiquette, and Personal Accountability  
Basic Presentations Skills: Planning a Presentation  
Business Writing: Know your Readers and Your Purpose  
Time Management: Avoiding Time Stealers  
Effective Team Communication

## **Project Management**

Project Management Fundamentals  
Time Management: Planning and Prioritizing Your Time  
Time Management: Analyzing Your Use of Time  
Project Management Overview  
Initiating and Planning a Project  
Managing Projects within Organizations  
Managing Conflicts within Project Teams