

*the* NBDC  
**Advantage**

Project Management  
Business Analysis  
Computer Training  
Professional Development

**DO BUSINESS  
AT THE SPEED  
OF THE FUTURE**

Online Training  
Green Business  
Certificate Programs  
Meeting Facilitation



## Business Analysis

### PRACTICAL BABOK-ALIGNED BUSINESS ANALYSIS

You will learn competencies needed to determine project or system requirements, control scope and manage these requirements throughout the development life cycle. Our professional teaching staff emphasizes not only the learning points but helps students apply what they learn in their own unique business environment. Go to [nbdc.unomaha.edu/analysis](http://nbdc.unomaha.edu/analysis) for more information.

**DON'T SEE WHAT YOU NEED?** Want a special class just for your company? Email [jmetzler@unomaha.edu](mailto:jmetzler@unomaha.edu) or call 402-554-4095. We can customize workshops to meet your company needs and deliver instruction at your site. Or, try one of our web-based online classes.



Certificates are awarded by the University of Nebraska at Omaha.

### TO REGISTER

402.554.2900

Online at  
[nbdc.unomaha.edu](http://nbdc.unomaha.edu)

### MORE INFORMATION

402.554.2900

If you are on your computer, click course title for complete description or visit [nbdc.unomaha.edu](http://nbdc.unomaha.edu)

### CLASS LOCATIONS

UNO  
University of Nebraska at Omaha  
Mammel Hall  
67th and Pine Streets

#### Building 4-Dimensional Teams

May 8, May 18 8:30-4:00 UNO \$ 550  
→ MH 100E

#### Core Principles for Business Analysis

Feb 16, Feb 17 8:30-4:00 UNO \$ 550  
→ MH 100E

#### Prioritize or Agonize!

May 22 1:00-4:30 UNO \$ 150  
→ MH 100E

#### Process Mapping for Business Improvement

Jun 5 8:30-4:00 UNO \$ 250  
→ MH 100E

#### NEW! Quality Tools for Project Managers

Jul 12, Jul 13 8:30-4:00 UNO \$ 550  
→ MH 100E

#### Requirements Elicitation Methods and Models

Apr 16, Apr 23, Apr 30 8:30-4:00 UNO \$ 825  
→ MH 100E

#### Running Productive Meetings

May 22 8:30-12:00 UNO \$ 150  
→ MH 100E



### PDF CATALOG

New classes will be added monthly. Make sure you replace your printed copy every month. This page updated 31-Jan-12



## Project Management

Many of the PMBOK-aligned\* NBDC workshops can be applied toward the 35 educational contact hour requirement to take the PMP exam and qualify for PDUs.



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### Building 4-Dimensional Teams

May 8, May 18 8:30-4:00 UNO \$ 550  
→ MH 100E

### NEW! Business Decisions for Project Managers

Feb 16, Feb 17 8:30-4:00 UNO \$ 550  
→ MH 100E

### Communicating Projects Visually

Jun 28 8:30-4:00 UNO \$ 250  
→ MH 100E

### Core Principles for Business Analysis

Feb 16, Feb 17 8:30-4:00 UNO \$ 550  
→ MH 100E

### NEW! Exploring Project Risk Management

Jun 15 8:30-4:00 UNO \$ 250  
→ MH 100E

### IT Project Management

Feb 2, Feb 3 8:30-4:00 UNO \$ 550  
→ MH 100E

### PMP Exam Prep

Feb 23, Feb 24, Mar 1, Mar 2 8:00-6:00 UNO \$ 1590

### Process Mapping for Business Improvement

Jun 5 8:30-4:00 UNO \$ 250  
→ MH 100E

### Project 2007 Levels I & II, Microsoft

Feb 20, Feb 21 8:30-4:00 UNO \$ 550  
→ MH 201

### NEW! Project 2010 Levels I & II, Microsoft

Mar 15, Mar 16 8:30-4:00 UNO \$ 550  
→ MH 201

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Jul 12, Jul 13 8:30-4:00 UNO \$ 550  
→ MH 100E

### Requirements Elicitation Methods and Models

Apr 16, Apr 23, Apr 30 8:30-4:00 UNO \$ 825

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→ MH 100E

**Running Productive Meetings**

May 22

8:30-12:00 UNO

\$ 150

→ MH 100E



## End User and Office Applications

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### Access Level 1 and 2, Microsoft

Mar 8, Mar 9	8:30-4:00	UNO	\$ 378
Jun 7, Jun 8	8:30-4:00	UNO	\$ 378

### Access Level 3 and 4, Microsoft

Feb 9, Feb 10	8:30-4:00	UNO	\$ 378
May 24, May 25	8:30-4:00	UNO	\$ 378

### **NEW!** Access Level 5 - Forms, Pivots, and Simple Macros

Mar 6	8:30-4:00	UNO	\$ 275
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### Project 2007 Levels I & II, Microsoft

Feb 20, Feb 21	8:30-4:00	UNO	\$ 550
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### **NEW!** Project 2010 Levels I & II, Microsoft

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## Database

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### **NEW!** Access Level 5 - Forms, Pivots, and Simple Macros

Mar 6	8:30-4:00	UNO	\$ 275
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### Relational Database Fundamentals

May 14	8:30-4:00	UNO	\$ 275
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### Structured Query Language (SQL)

May 15	8:30-4:00	UNO	\$ 275
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## Human Resources Professional

PHR/SPHR Exam Prep

Feb 13

8:30-4:00 Online

\$ 1095

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## Customer Service

## Marketing with Social Networking

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## Leadership

### Building 4-Dimensional Teams

May 8, May 18

8:30-4:00 UNO

\$ 550

### Improving Work Habits of Employees

Mar 30

8:30-4:00 UNO

\$ 250

### Prioritize or Agonize!

May 22

1:00-4:30 UNO

\$ 150

### Running Productive Meetings

May 22

8:30-12:00 UNO

\$ 150

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Online at [nbdc.unomaha.edu](http://nbdc.unomaha.edu).

- Confirmation will be emailed within two business days.
- Enroll early! Workshop sizes are limited.
- All workshops are satisfaction guaranteed.

**FEES AND PAYMENTS**

- Include tuition, materials, and parking.
- Full payment is due prior to the start of your workshop. Purchase order (PO) or credit card number will confirm enrollment.
- *Mail payment to:*  
University of Nebraska at Omaha  
NBDC Professional and Organizational Development  
Omaha, NE 68182-0164

**CANCELLATIONS**

- Workshops \$495 or greater require a ten-business day cancellation or transfer notice to avoid a 25% fee.
- Workshops \$495 or less require a two-business day cancellation or transfer notice to avoid a 25% fee.
- No shows will be charged full price.

**DISCOUNTS**

- **10% discount.** Enroll in four or more workshops at one time or four or more people from your company at one time. Discounts do not apply to online classes or the PMP Exam Prep.

**MILITARY**

- All of our classes lead towards a certificate of completion. Many commands will approve tuition assistance for promotion points or career advancement.

**CONTINUING EDUCATION UNITS**

- Enhance your professional skills and credentials. Ten contact hours equal one CEU.
- Applications require a \$15 processing fee and must be turned in prior to taking a workshop. Call 402-554-2900 for application.

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