

Training News

About PDP Training News

PDP Training News is an information service provided by the Professional Development Program of the University at Albany's Rockefeller College, under a training and administrative services agreement with the NYS Office of Children and Family Services/Bureau of Training and the NYS Office of Temporary and Disability Assistance/Bureau of Training and Management Analysis.

If you want to change distribution information for your organization (such as adding or deleting names of recipients), or have any questions, please contact Timothy J. Buddenhagen at 518-956-7820 or tbuddenhagen@pdp.albany.edu.

Reminders

Reminder for local district Staff Development Coordinators and state Training Coordinators:

If staff cannot attend a class at the scheduled location and/or time, or you would like training scheduled for a topic not being offered in your area, please submit a training request form.

For information about this process, or if you need to inquire about registering a trainee for an upcoming class that is closed, please contact Vivian Armstrong at 518-474-7854 or vivian.armstrong@ocfs.state.ny.us.

Additional information

For additional information the latest Computer Training Services Course Catalog is now available, and can be accessed at the OCFS Bureau of Training Intranet, at <http://ocfs.state.nyenet/ohrd/docs/catalog.pdf>, and is also available via TrainingSpace, at http://www.trainingspace.org/material/s/ctscatalog/CTS_catalog.pdf.

The catalog describes a wide variety of courses and topics available, and includes detailed information regarding course prerequisites, registration procedures, scheduling, and post-class follow-up assistance.

NEW COURSE!

Access: Queries, Forms, and Reports (Introduction)

This introductory course teaches students how to query databases, design forms, and generate reports in Access 2007. Topics include:

- Filtering database records
- Creating queries
- Viewing data using an Access form
- Designing forms
- Creating and printing reports

OCFS CAPITAL VIEW OFFICE PARK

52 Washington Street Rensselaer 223 North or 103 South

Date	Course	Time	Room
4	Outlook: Basics	AM	223N
4	Outlook: Folders and Email Management	PM	223N
5	PowerPoint: Level One	Full Day	223N
6	Windows: Intro. to Windows XP & File Management	AM	223N
9	PowerPoint: Basics	PM	223N
10	Excel: Basics	AM	223N
10	Excel: Level One - Worksheets	Full Day	103S
10	Excel: Working with Formulas & Functions	PM	223N
11	Excel: Data Sorting, Charts, Graphs and Graphics	AM	103S
11	Word: Level One - Creating & Formatting Documents	Full Day	103S
11	Excel: Formatting Worksheets	PM	103S
12	Access: Basics	AM	223N
12	Access: Level One - Creating & Using Database Elements	Full Day	103S
12	Access: Queries, Forms, and Reports (Introduction)	PM	223N
13	Outlook: Folders and Email Management	AM	223N
17	Word: Basics	AM	223N
17	Excel: Level Two - Charting & Organizing Data	Full Day	103S
17	Word: Creating Templates and Forms	PM	223N
18	Word: Formatting for Reports and Manuals	AM	223N
18	Word: Level Two - Working Efficiently in Complex Documents	Full Day	103S
18	Word: Document Review and Working Collaboratively	PM	223N
19	Word: Using Tables	AM	223N
19	Access: Level Two - Building Efficient Databases	Full Day	103S
19	Excel: Basics	PM	223N
20	Outlook: Folders and Email Management	AM	223N
23	Windows: Intro. to Windows XP & File Management	PM	223N
24	Access: Basics	AM	223N
24	Excel: Level Three - Advanced	Full Day	103S
24	Access: Queries, Forms, and Reports (Introduction)	PM	223N
25	Excel: Basics	AM	223N
25	Visio 2003: Professional Level One	Full Day	103S
25	Excel: Working with Formulas & Functions	PM	223N
26	Excel: Data Sorting, Charts, Graphs and Graphics	AM	223N
26	Project 2003: Level One	Full Day	103S
26	Excel: Formatting Worksheets	PM	223N
30	PowerPoint: Basics	PM	223N
31	Access: Basics	AM	223N
31	Access: Queries, Forms, and Reports (Introduction)	PM	223N

Class Times

All courses are specified as AM (9am-noon), PM (1-4pm), or Full Day (9am-4pm).

How Do I Register?

Registration for these courses is now available via STARS.

Local district staff should consult their Staff Development Coordinator for registration.

OCFS staff who do not have access to STARS can view course schedule, registration information, and submit a registration request at the OCFS Bureau of Training (BT) Announcement website, at <http://emerald/TrnAnnounce/ta.cfm>.

OTDA staff should contact their Training Coordinator if interested in applying for training. Training Coordinators will process nominations through STARS. Supervisory approval is required.

Courses are listed in STARS and on the BT website with the prefix *MS*: if the course is a Microsoft Office class.

Prerequisites

Introduction to Windows XP and File Management or equivalent knowledge is the prerequisite for all courses, and is the only prerequisite for *Basics* or *Level 1* courses; for specialized half-day or upper level courses, basics level or prior level or equivalent knowledge is required.

Training Format

All courses are presented utilizing the 2007 version of MS Office, except where noted.

Additional Courses

Additional courses are available via LearnLinc. More information can be found at <http://www.ocfs.state.ny.us/ohrd/learnlinc/>.

Questions?

If you have any questions regarding these classes, please contact Timothy J. Buddenhagen at 518-956-7820 or tbuddenhagen@pdp.albany.edu.

NEW YORK CITY TRAINING LAB 80 Maiden Lane Room 423 or 2302

Date	Course	Time	Room
3	Windows: Intro. to Windows XP & File Management	PM	2302
3	Word: Basics	PM	423
4	Outlook: Basics	AM	2302
4	Outlook: Folders and Email Management	PM	2302
4	Word: Creating Templates and Forms	AM	423
5	Word: Document Review and Working Collaboratively	AM	423
5	Word: Formatting for Reports and Manuals	PM	423
9	PowerPoint: Basics	PM	423
10	Excel: Level One - Worksheets	Full Day	423
11	Access: Basics	AM	2302
11	Access: Queries, Forms, and Reports (Introduction)	PM	2302
11	Excel: Basics	AM	423
12	Excel: Working with Formulas & Functions	AM	423
17	Excel: Data Sorting, Charts, Graphs and Graphics	AM	423
17	Excel: Formatting Worksheets	PM	423
18	Word: Level One - Creating & Formatting Documents	Full Day	2302
18	Word: Using Tables	AM	423
19	Access: Level One - Creating & Using Database Elements	Full Day	423
23	Windows: Intro. to Windows XP & File Management	PM	423
24	Excel: Basics	AM	423
25	Word: Creating Templates and Forms	AM	423
25	Excel: Level Two - Charting & Organizing Data	Full Day	2302
26	Word: Formatting for Reports and Manuals	AM	423
30	Access: Basics	PM	423
31	Access: Queries, Forms, and Reports (Introduction)	AM	423

SYRACUSE TRAINING LAB 200 Elwood Davis Drive Liverpool

Date	Course	Time
23	PowerPoint: Basics	PM
24	Access: Basics	AM
24	Access: Queries, Forms, and Reports (Introduction)	PM
25	Outlook: Basics	AM
25	Outlook: Folders and Email Management	PM
26	Excel: Basics	AM
26	Excel: Working with Formulas & Functions	PM
27	Excel: Data Sorting, Charts, Graphs and Graphics	AM

BATAVIA TRAINING LAB Genesee County DSS 5130 East Main Rd.

Date	Course	Time
23	PowerPoint: Basics	PM
24	Access: Basics	AM
24	Access: Queries, Forms, and Reports (Introduction)	PM
25	Outlook: Basics	AM
25	Outlook: Folders and Email Management	PM
26	Excel: Basics	AM
26	Excel: Working with Formulas & Functions	PM
27	Excel: Data Sorting, Charts, Graphs and Graphics	AM