

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.

How Do I Register?

Registration for these courses is now available via the Statewide Training Automated Registration System (STARS).

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

OCFS staff should contact their Training Coordinator or supervisor. Training Coordinators should process nominations through STARS. Training Coordinators without STARS access can refer to the OCFS Bureau of Training (BT) Announcement website, at <http://emerald/TrnAnnounce/ta.cfm>. Supervisory approval is required.

OTDA staff should contact their Training Coordinator. 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.

Class Times

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

OCFS CAPITAL VIEW OFFICE PARK 52 Washington Street Rensselaer Room 223 North or 103 South

Date	Course	Time	Room
4	Windows 7: Using the Operating System	AM	223N
4	Office 2010: Moving to Office 2010	PM	223N
6	Excel 2010: Basics	AM	103S
6	Access 2010: Basics	AM	223N
6	Excel 2010: Working with Formulas and Functions	PM	103S
6	Access 2010: Queries, Forms, and Reports (Intro)	PM	223N
7	Excel 2010: Data Sorting, Charts, Graphs, & Graphics	AM	103S
7	Excel 2010: Formatting Worksheets	PM	103S
11	SFS: Travel and Expenses (TE205)	AM	223N
11	SFS: Processing Purchase Orders (PO220)	PM	223N
12	Excel 2010: Moving to Excel 2010	AM	223N
12	Outlook 2010: Moving to Outlook 2010	PM	223N
13	Word 2010: Moving to Word 2010	AM	223N
13	PowerPoint 2010: Creating a Basic Presentation	PM	223N
14	Outlook 2010: Folders and Email Management	AM	103S
17	Access 2010: Basics	AM	103S
17	Access 2010: Queries, Forms, and Reports (Intro)	PM	103S
19	Windows 7: Using the Operating System	AM	103S
19	Outlook 2010: Moving to Outlook 2010	AM	223N
19	Office 2010: Moving to Office 2010	PM	103S
19	PowerPoint 2010: Creating a Basic Presentation	PM	223N
20	Excel 2010: Moving to Excel 2010	AM	103S
20	SFS: Processing Purchase Orders (PO220)	AM	223N
20	Word 2010: Moving to Word 2010	PM	103S
20	SFS: Travel and Expenses (TE205)	PM	223N

SYRACUSE TRAINING LAB 200 Elwood Davis Drive Liverpool

Date	Course	Time
10	Outlook 2010: Moving to Outlook 2010	PM
11	Excel 2010: Moving to Excel 2010	AM
11	Word 2010: Moving to Word 2010	PM
12	Access 2010: Basics	AM
12	Access 2010: Queries, Forms, and Reports (Intro)	PM
13	Windows 7: Using the Operating System	AM
13	Office 2010: Moving to Office 2010	PM
14	Outlook 2010: Folders and Email Management	AM

Questions?

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

Additional Information

The latest Computer Training Services Course Catalog is now available 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/materials/ctscatalog/PDP_Computer_Training_Services_Course_Catalog.pdf.

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

Date	Course	Time	Room
4	Access 2010: Basics	AM	2302
4	Access 2010: Queries, Forms, and Reports (Intro)	PM	2302
5	Outlook 2010: Folders and Email Management	AM	2302
6	Word 2010: Moving to Word 2010	PM	2302
7	Excel 2010: Moving to Excel 2010	AM	2302
7	Outlook 2010: Moving to Outlook 2010	PM	2302
10	PowerPoint 2010: Creating a Basic Presentation	AM	2302
11	Office 2010: Moving to Office 2010	AM	2302
11	Windows 7: Using the Operating System	PM	2302
12	Excel 2010: Basics	AM	2302
13	Excel 2010: Working with Formulas and Functions	PM	2302
14	Excel 2010: Data Sorting, Charts, Graphs, & Graphics	AM	2302
14	Excel 2010: Formatting Worksheets	PM	2302
17	Windows 7: Using the Operating System	AM	2302
18	Outlook 2007: Basics	AM	423
18	Outlook 2007: Calendars	PM	423
19	Excel 2007: Basics	AM	423
19	Excel 2007: Working with Formulas & Functions	PM	423

BATAVIA TRAINING LAB Genesee DSS 5130 East Main Road

Date	Course	Time
10	Outlook 2010: Moving to Outlook 2010	PM
11	Excel 2010: Moving to Excel 2010	AM
11	Word 2010: Moving to Word 2010	PM
12	Access 2010: Basics	AM
12	Access 2010: Queries, Forms, and Reports (Intro)	PM
13	Windows 7: Using the Operating System	AM
13	Office 2010: Moving to Office 2010	PM
14	Outlook 2010: Folders and Email Management	AM

