

FEATURED COURSES

Access 2010: Level One –

Creating and Managing Databases

This full-day class provides instruction on the database design process and using Access 2010 to create and manage databases. Topics include:

- Identifying the Access interface
- Designing and creating a database
- Establishing table relationships
- Sorting and filtering records
- Querying a database
- Designing forms
- Generating reports

Excel 2010: Level One

This full-day class provides instruction on using Excel 2010 to create, format, and print basic worksheets. Topics include:

- Customizing the Excel 2010 interface
- Creating a basic worksheet
- Creating formulas and inserting functions
- Modifying and formatting a worksheet
- Managing multiple worksheets
- Printing a workbook

STATEWIDE FINANCIAL SYSTEM (SFS) COURSES

SFS Travel and Expenses (TE205)

This one-half day course provides the knowledge and skills to enter Travel Expense Reports (EXs). It is intended for casual users. Upon completing this course, participants should be able to:

- Explain the travel and expenses process, key terms, and concepts
- Create, view, save, and submit Expense Reports (EXs)
- Review My Wallet

Prerequisite course: *TE 201: Travel and Expenses for Travelers*

SFS: Processing Purchase Orders (PO220)

This one-half day course provides the knowledge and skills to enter and maintain a purchase order. Upon completing this course, participants should be able to:

- Understand the purchase order structure and lifecycle
- Understand and create procurement contracts
- Create, approve, and process purchase orders
- Inquire on purchase order activities

Prerequisite courses: *PO 101: Introduction to the SFS Purchasing Module* and *PO 215: Using Procurement Cards*

Prerequisite courses for both SFS classes:

- *Using the User Productivity Kit (UPK) Player*
- *SFS101: Introduction to SFS*
- *SFS105: Navigation Overview*

All prerequisite courses can be accessed online at the SFS website (<http://www.sfs.ny.gov>) on the **Training Courses** page (click [here](#) to access that page). For prerequisite courses, registration is not required. When you complete an online course, please select the link at the end of the session to launch the *Course Completion Survey*. Please complete the survey and enter trainee information.

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 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 one-half day AM (9am-noon), PM (1-4pm), or Full Day (9am-4pm).

Training Format

All classes are presented utilizing the 2010 version of MS Office.

Additional Information

The latest Computer Training Services Course Catalog is 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/default.cfm>.

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.

**NEW YORK CITY TRAINING LAB
80 Maiden Lane Room 423**

Date	Course	Time
1	Windows 7: Using the Operating System	AM
1	Office: Moving to Office 2010	PM
2	Excel: Level One	Full Day
8	Access: Basics	AM
8	Access: Queries, Forms, & Reports (Intro)	PM
9	Excel: Basics	AM
9	Excel: Working with Formulas & Functions	PM
11	Excel: Data Sorting, Charts, & Graphics	AM
11	Excel: Formatting Worksheets	PM
12	Excel: Using Tables and PivotTables to Analyze Data	AM
12	Word: Preparing & Editing Large Documents	PM
15	Outlook: Email Basics	AM
15	Outlook: Folders and Email Management	PM
16	Excel: Level Two	Full Day
17	Outlook: Managing Calendars	AM
17	OneNote: Basics	PM
18	Access: Level One – Creating and Managing Databases	Full Day
22	Excel: Basics	AM
22	Excel: Working with Formulas & Functions	PM
23	Excel: Level One	Full Day
24	Excel: Data Sorting, Charts, & Graphics	AM
24	SFS: Processing Purchase Orders PO 220	PM
25	SFS: Travel and Expenses TE205	AM
25	Excel: Formatting Worksheets	PM
26	Excel: Using Tables and PivotTables to Analyze Data	AM
26	PowerPoint: Creating a Basic Presentation	PM
29	Word: Level One	Full Day
30	Excel: Level Two	Full Day
31	Office: Moving to Office 2010	AM
31	Windows 7: Using the Operating System	PM

**SYRACUSE TRAINING LAB
200 Elwood Davis Drive Liverpool**

Date	Course	Time
16	SFS: Processing Purchase Orders	AM
16	SFS: Travel and Expenses	PM
22	Office: Moving to Office 2010	AM
23	Access: Level One – Creating and Managing Databases	Full Day
24	Excel: Level One	Full Day
25	Outlook: Folders and Email Management	AM
25	Outlook: Managing Calendars	PM
26	Windows 7: Using the Operating System	AM

**OCFS CAPITAL VIEW OFFICE PARK
52 Washington Street Rensselaer 103S**

Date	Course	Time
1	Excel: Moving to Excel 2010	AM
1	Outlook: Moving to Outlook 2010	PM
2	Word: Moving to Word 2010	AM
9	Word: Level One	Full Day
10	Office: Moving to Office 2010	AM
10	Windows 7: Using the Operating System	PM
11	SFS: Processing Purchase Orders	AM
11	SFS: Travel and Expenses	PM
12	Excel: Using Tables and PivotTables to Analyze Data	AM
16	Excel: Level One	Full Day
17	Outlook: Email Basics	AM
17	Outlook: Folders and Email Management	PM
18	Outlook: Managing Calendars	AM
18	PowerPoint: Creating a Basic Presentation	PM
23	Access: Level One – Creating and Managing Databases	Full Day
24	Excel: Basics	AM
24	Excel: Working with Formulas & Functions	PM
25	Excel: Data Sorting, Charts, & Graphics	AM
25	Excel: Formatting Worksheets	PM
26	Excel: Using Tables and PivotTables to Analyze Data	AM
29	OneNote: Basics	PM
30	Excel: Level Two	Full Day
31	Word: Creating Templates and Forms	AM
31	Word: Preparing & Editing Large Documents	PM

**BATAVIA TRAINING LAB
Genesee DSS 5130 East Main Road Batavia**

Date	Course	Time
15	Access: Level One – Creating and Managing Databases	Full Day
16	Excel: Level One	Full Day
17	Windows 7: Using the Operating System	AM
17	SFS: Processing Purchase Orders	PM
18	SFS: Travel and Expenses	AM
18	Outlook: Folders and Email Management	PM
19	Outlook: Managing Calendars	AM