

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/Human Services Learning Center (STARS/HSLC).

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/HSLC. Training Coordinators without STARS/HSLC access should contact Catherine Klose at cklose@albany.edu or (518) 956-7802 for registration assistance.

OTDA staff should contact their Training Coordinator. Supervisory approval is required.

Microsoft Office courses are listed in STARS/HSLC with the prefix *MS*.

Class Times

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

Training Format

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

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 COURSE

Excel 2010: Level Three

This advanced class provides instruction on working with various Excel 2010 tools to automate Excel tasks, apply advanced analysis techniques, troubleshoot errors, and collaborate on worksheets. Topics include:

- Creating and editing macros
- Collaborating with other Excel users
- Auditing worksheets
- Analyzing data
- Working with multiple workbooks
- Exporting data

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.

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>.

SYRACUSE TRAINING LAB
200 Elwood Davis Drive Liverpool

Date	Class	Time
17	Visio 2010: Getting Started – Diagrams, Flowcharts, & Organization Charts	AM
18	Excel: Level Three	Full Day
19	OneNote: Basics	AM
19	SFS: Processing Purchase Orders	PM
20	SFS: Travel and Expenses	AM
20	Outlook: Folders and Email Management	PM
21	Access: Basics	AM
21	Access: Queries, Forms, & Reports (Intro)	PM

NEW YORK CITY TRAINING LAB
80 Maiden Lane Room 423

10	Access: Basics	AM
10	Access: Queries, Forms, & Reports (Intro)	PM
11	Excel: Level One	Full Day
12	Word: Level One	Full Day
13	PowerPoint: Creating a Basic Presentation	AM
13	SFS: Processing Purchase Orders	PM
14	SFS: Travel and Expenses	AM
17	OneNote: Basics	AM
17	Visio 2010: Getting Started – Diagrams, Flowcharts, & Organization Charts	PM
18	Excel: Level Two	Full Day
19	Word: Level Two	Full Day
20	Outlook: Email Basics	AM
20	Outlook: Folders and Email Management	PM
21	Outlook: Managing Calendars	AM
21	Windows 7: Using the Operating System	PM
24	Word: Creating Templates and Forms	AM
24	Word: Preparing & Editing Large Documents	PM
25	Excel: Level Three	Full Day
26	Excel: Basics	AM
26	Excel: Working with Formulas & Functions	PM
27	Excel: Data Sorting, Charts, & Graphics	AM
27	Excel: Formatting Worksheets	PM
28	Excel: Using Tables & PivotTables to Analyze Data	AM
28	Office: Moving to Office 2010	PM

BATAVIA TRAINING LAB
Genesee DSS 5130 East Main Road Batavia

Date	Class	Time
24	Visio 2010: Getting Started – Diagrams, Flowcharts, & Organization Charts	AM
25	Excel: Level Three	Full Day
26	OneNote: Basics	AM
26	SFS: Processing Purchase Orders	PM
27	SFS: Travel and Expenses	AM
27	Outlook: Folders and Email Management	PM
28	Access: Basics	AM
28	Access: Queries, Forms, & Reports (Intro)	PM

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

Date	Class	Time
3	Windows 7: Using the Operating System	PM
6	Excel: Using Tables & PivotTables to Analyze Data	AM
6	SFS: Processing Purchase Orders	PM
7	SFS: Travel and Expenses	AM
10	Word: Creating Templates and Forms	AM
10	Word: Preparing & Editing Large Documents	PM
11	Excel: Level One	Full Day
12	Word: Level One	Full Day
13	Access: Basics	AM
13	Access: Queries, Forms, & Reports (Intro)	PM
14	Visio 2010: Getting Started – Diagrams, Flowcharts, & Organization Charts	AM
17	PowerPoint: Creating a Basic Presentation	PM
18	Excel: Level Two	Full Day
19	Word: Level Two	Full Day
20	Outlook: Email Basics	AM
20	Outlook: Folders and Email Management	PM
21	Outlook: Managing Calendars	AM
24	OneNote: Basics	PM
25	Excel: Level Three	Full Day
26	Excel: Basics	AM
26	Excel: Working with Formulas & Functions	PM
27	Excel: Data Sorting, Charts, & Graphics	AM
27	Excel: Formatting Worksheets	PM
28	Excel: Using Tables & PivotTables to Analyze Data	AM

Reminder: Training Format

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