TRAINING AND DEVELOPMENT

Hostos Community College

HUMAN RESOURCES DEPT. PUBLICATION

June is Technology Month

Unlock your Administrative Professional potential

It is important that employees possess the knowledge and skills necessary to perform their jobs successfully. As partners in service, the Human Resources Department is committed to making that happen by conducting training programs and providing professional development opportunities to ensure a productive, motivated, and successful work force.

The Human Resources Department, in cooperation with the CUNY Office of Professional Development and Learning Management, is pleased to offer Hostos employees the opportunity to participate in a variety of professional development programs. We are able to offer programs and courses on many different topics throughout the year and will make announcements when they are scheduled.

Access 2003/2007 Level 1- Participants will learn the skills for creating and maintaining new databases and using programming techniques. You will also learn create and maintain records, locate records, and produce reports based on the information in the database, as well as a brief introduction to Excel 2007.

Excel 2003/2007 Level 1 — Participants will learn the skills for creating, editing and formatting worksheets. An introduction to formulas, functions and using the chart wizard also will be covered, as well as a brief introduction to Excel 2007.

Excel 2003/2007 Level 2 **—** Expanding on the skills learned in Level 1, this workshop will give participants the ability to rotate chart text, plot data, work with objects, and sort and protect data. Participants will work intensively with formulas and functions (such as "If" functions) and create headers and footers. *(For employees seeking more thorough knowledge of Excel.)*

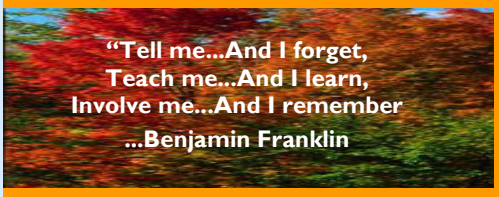
PowerPoint 2003/2007 Level 1 — Participants will learn Power Point fundamentals for creating, modifying, and presenting basic presentations. A brief introduction to Power Point 2007 also will be presented.

Publisher 2003/2007 Level 1- You will learn how to create, format, revise and distribute publications from scratch, or create publications from one of the many business and personal designs available.

Word 2003/2007 Level 2 — Expanding on the skills learned in Level 1, this highly interactive workshop will give participants the ability to create flyers by using backgrounds, borders & shading, pictures, clipart and WordArt, create fill-in forms, work with tables using formulas, and work with documents to include the use of reference commands. Participants also will work with macros and explore how to protect a document. *(Prerequisite: Level 1 workshops or equivalent working knowledge of Word.)*

NOTE: Applicants for all PDLM technology workshops must complete an on-line pre-class assessment to determine appropriate class level. An URL address for the assessment location will be sent to registered applicants.

Date/Time	Course	Title	Location
6/1/2010 9:30 AM-4:30 PM	WTT231	**Word 2003/2007 Level 2**	Central Office at 57th Street
6/3/2010 9:30 AM-4:30 PM	WTT151	**Power Point 2003/2007 Level 1**	Central Office at 57th Street
6/8/2010 9:30 AM-4:30 PM	WTT141	**Excel 2003/2007 Level 1**	Central Office at 57th Street
6/10/10 9:30 AM-4:30 PM	WTT161	**Access 2003/2007 Level 1**	Central Office at 57th Street
6/15/2010 9:30 AM-4:30 PM	WTT241	**Excel 2003/2007 Level 2**	Central Office at 57th Street
6/17/2010 9:30 AM-4:30 PM	WTT171	**Publisher 2003/2007 Level 1**	Central Office at 57th Street



To register: Complete the attached PDLM Application Form and Return to Keisha Pottinger in the Human Resources. (Also available on the HR Website).