

UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
NATIONAL HUMAN RESOURCES MANAGEMENT CENTER
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In Reply Refer To:
1400-410 (HR-220)P

October 7, 1998

Information Bulletin No. HR-99-002

To: All BC, HR, NI, and RS Group Administrators
SNPIT Lead

From: Director, National Human Resources Management Center

Subject: Computer Course Nominations DD: 10/21/98

The National Human Resources Management Center will be conducting more computer skills training during November through February. Course descriptions and scheduled dates are detailed on the attached course description sheet. Nominations using the attached forms are being accepted on a first-come, first-serve, basis and are due **October 21, 1998**.

Priority course dates for each student should be indicated. Students will be notified at least one week prior to scheduled course date. Full day courses will be from 8 a.m. - 4 p.m. in the the computer training room. This room is located just East of the UNIX training room with access from the Cartography area. Students who are not selected for these courses will be notified directly. If totals allow, additional courses will be formed and students will be notified directly.

Recently there have been many no shows in computer classes. Supervisors must ensure that their employees attend the courses that they are registered for. This year supervisors will be notified when any of their employees are selected for computer training. If the computer training is not a priority, and there is some doubt whether the person can attend, the nomination should not be made. No-shows will be put on future class lists as alternates.

Students in Word Perfect III, Access III-IV, and Excel III should have attended the preliminary courses. They should also be using the software in their job. Tuition will be paid by Centers and

SNPIT based upon attendance and Group/Division funds will not be used.

In order to plan for future courses please indicate on the registration sheet the number of additional students from your organization who will need these courses at a future date. Also, indicate any other software training needs your organization has.

Nominations should be submitted on the attached forms to Jill Carlock, HR-220 by COB **Wednesday, October 21, 1998**. If you have any questions please contact William Moody, at 236-6699

Signed
Linda D. Sedbrook
Director

Authenticated
Jillian Carlock
Staff Assistant

2 Attachments

- 1 - Course Descriptions (3 pp)
- 2 - Computer Course Registration Forms (3 pp)

Distribution

HR-200
NI-101
RS-150A, BLM Library

COURSE DESCRIPTIONS

All courses are 1-day unless otherwise indicated. All classes assume basic Windows experience. Students should have access to the selected software at their work area or make special arrangements with the training officer before attending.

WORDPERFECT I

The level I course is designed for the beginner with no previous WordPerfect experience or for the person upgrading from a DOS version of WordPerfect into a windows version. The student will learn how to create, save, edit, format and print basic documents using the new windows pull-down menus and buttons. Level I is scheduled for November 3, 1998.

WORDPERFECT II

The level II course will take the user through skills such as customizing the toolbars, and using tables, columns, style sheets, graphics, and templates. Level II courses are scheduled for November 9, and November 24, 1998.

WORDPERFECT III

This course covers some of the advanced WordPerfect features including creating macros, performing merges, sorting, and creating master documents. A Level III course is scheduled for December 1, 1998.

EXCEL I

This basic course introduces the Excel spreadsheet tool and provides skills to design a basic spreadsheet. An Excel I course is scheduled for December 16, 1998, and January 11, 1999.

EXCEL II

This class is intended for those who have a beginning knowledge of Excel or have completed the Excel I course. This session will cover two main areas; 1) learning intermediate spreadsheet techniques including additional formulas, customizing Excel, functions and linkings, 2) using Excel's graphic features to create and enhance charts. Excel II courses are scheduled for January 25, 1999, and February 8, 1999.

EXCEL III

This advanced level is for the experienced spreadsheet user. Topics include how to create and use templates and macros; how to use absolute references, if statements and the audit features. Also included is how to use Excel as a database in order to sort, search, subtotal, and filter large lists of data. Excel III courses are scheduled for February 9 and February 25, 1999.

ACCESS I-II

This 2-day course covers how to design and create a database. They will enter, edit and delete sample records, and make reports. The course demonstrates how to extract data using queries, create indexes, reports, mailing labels and the export features of Access. Additional time is devoted to the design and modification of multiple databases and creating custom input screens. Access I-II courses are scheduled for December 2-3, 1998, and January 20-21, 1999.

ACCESS III-IV

This two day course will cover more advanced ways to effectively work with queries, forms and reports in Access 2.0. Students will learn to create: parameter and action queries, multi-table queries, grouped reports, mailing labels and other techniques not covered in basic course. Access III-IV will be taught on January 26-27, and February 10-11.

LEARN THE INTERNET

Students will learn to use Netscape Communicator to access the Internet. The course will cover domain names, URL's, search engines, and specific BLM Internet sites. Internet courses are offered on November 12, 1998, January 19, 1999, and February 16, 1999.

INTRODUCTION TO WINDOWS NT

This one-half day class is designed for users making the transition into the Windows NT 4.0 environment from Windows 3.1. Students will learn how to: identify desktop objects and set object properties by using the control panel, locate local and shared resources, print and delete files, customize the user interface, use the documents menu and help. If you have been using Windows '95 this course may be too basic for you. Morning courses are scheduled from 8:00 -11:30 a.m. Afternoon courses are scheduled from 12:30 - 4:00 p.m. AM and PM Courses are scheduled for November 10, 1998, December 17, 1998, and January 12, 1999.

POWERPOINT I

Students will learn the basic skills necessary to begin effectively creating presentations in PowerPoint 97. Students will learn to start the PowerPoint program, identify on-screen features, and navigate through a presentation. They will create and edit bullet slides, use PowerPoints drawing tools to create a slide, and incorporate clip art objects in a slide. Courses will be held on November 30, 1998, and January 14, 1999.

MICROSOFT PROJECT 98

Students will learn to identify the steps involved in project planning and will become familiar with project management. They will build project work breakdown stations, staff projects using calenders, and format gant charts. A Microsoft Project 98 course will be held on February 17-18, 1999.

LOTUS 1-2-3 - LEVEL 1

This course covers the basics on how to design and create your own spreadsheets from scratch with text, numbers, and formulas. Topics include data input, editing cells, modifying the spreadsheet structure, formatting cells, and printing. This course will be held on December 15, 1998.

VISUAL dBASE 5.5

This software will no longer be taught at BLM, however several comprehensive course textbooks for both level I and level II are available from Jill Carlock 236-8267.

COMPUTER COURSE REGISTRATION FORM

EMPLOYEE NAME	ORG CODE	EXCEL I DATES: Dec 16 Jan 11	EXCEL II DATES: Jan 25 Feb 8	EXCEL III DATES: FEB 9 FEB 25	ACCESS I-II DATES: DEC 2-3 JAN 20-21	ACCESS III-IV DATES: Jan 26-27 Feb 10-11
		1ST: 2ND:				
		1ST: 2ND:				
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PLEASE ENTER THE NUMBER OF ADDITIONAL STUDENTS FOR FUTURE OFFERINGS OF:

_____ EXCEL I _____ EXCEL II _____ EXCEL III
 _____ ACCESS I-II _____ ACCESS III-IV _____

OTHER SOFTWARE TRAINING NEEDS INCLUDE:

 SUPERVISOR'S SIGNATURE

 DATE

Attachment 2-1

COMPUTER COURSE REGISTRATION FORM

EMPLOYEE NAME	ORG CODE	INTERNET I DATES: NOV 12 JAN 19 FEB 16	LOTUS I DATE: DEC 15	PROJECT '98 DATES: FEB 17-18	POWERPOINT I DATES: NOV 30 JAN 14

		1ST: 2ND: 3RD:			

PLEASE ENTER THE NUMBER OF ADDITIONAL STUDENTS FOR FUTURE OFFERINGS OF:

_____ INTERNET I _____ PROJECT '98 _____ POWERPOINT I _____ LOTUS I
 _____ INTRO TO NT

 SUPERVISOR'S SIGNATURE

 DATE

COMPUTER COURSE REGISTRATION FORM

EMPLOYEE NAME	ORG CODE	WordPerfect 1 Date: Nov 3	WordPerfect II Dates: Nov 9, Nov 24	WordPerfect III Date: Dec 1	Intro to NT Dates: Nov 10, Dec 17, Jan 12
		1ST: 2ND: 3RD:			

PLEASE ENTER THE NUMBER OF ADDITIONAL STUDENTS FOR FUTURE OFFERINGS OF:

_____ WordPerfect I _____ WordPerfect II _____ WordPerfect III
 _____ Intro to NT

SUPERVISOR'S SIGNATURE

DATE