

Office of State Personnel has announced the Spring 2009 schedule for Computer Training courses available for the January through May 2009 period. The courses are one-day workshops with some Level 3 and 4 courses being two0day courses. All course times are from 8:30 am through 4:30 pm. All registrations are on a first come first served basis. The courses and the dates of availability are listed below.

All courses are conducted at:

State Personnel Development Center

101 West Peace Street

Raleigh NC

For more details on course content, see:

<http://www.osp.state.nc.us/psp/schedules/spring2009/Spring%202009%20Brochure%20-%20final.pdf>

Please make a “needs analysis” as to whom within your region or branch needs any of this training. Provide the names of your candidates to me by January 5, 2009. All candidates will be considered and advised if training is approved.

To expedite the registration process, please have all nominated employees for OSP computer training courses, sign the attached form and mail it to me. Employees registering should be aware of the “OSP Substitution/Cancellation/Refund policies” and understand that if they do not attend, as scheduled, that a financial impact may occur to them that the department will not be responsible for.

Schedule of Computer Courses:

Spring 2009 Courses

Computer Courses					
Course	January	February	March	April	May
Access 2003 Level 1	21, 26		20		
Access 2007 Level 1		18			
Access 2003 Level 2		4	27		
Access 2007 Level 2		25			
Access 2003 Level 3			3/2 & 3/9, 3/30 & 4/6		
Access 2007 Level 3					11 & 13
Adobe Acrobat 8.0 Professional Level 1		20			
Adobe Acrobat 8.0 Professional Level 2			6		
Cascading Style Sheets				30	
Dreamweaver CS3 Level 1		2 & 5			
Dreamweaver CS3 Level 2		9 & 12			
Dreamweaver CS3 Level 3		19 & 26			

Excel 2003 Level 1	14, 22				
Excel 2007 Level 1		11	18		
Excel 2003 Level 2	28	9	24		
Excel 2007 Level 2		23		20	
Excel 2003 Level 3		17		22	
Excel 2007 Level 3				27	
Excel 2003 Level 4				4/29 & 5/1	
Excel 2007 Level 4					4 & 6
File Management (1/2-day)			19		
Adobe Illustrator CS3 Level 1				3 & 17	
Adobe InDesign CS3 Level 1			20 & 27		
JavaScript for the NonProgrammer					7
Microsoft Office 2007 Upgrade				1 & 8	
Photoshop CS3 Level 1				4/24 & 5/1	
PowerPoint 2003 Level 1		3			
PowerPoint 2007 Level 1				2	
PowerPoint 2003 Level 2			13		
PowerPoint 2007 Level 2				16	
Project 2003 Level 1			4		
Project 2003 Level 2			11		
Project Management 1 (5 weeks)			3/2 - 3/30		
Publisher 2003 Level 1			16		
Windows XP Level 1	12				
Windows Vista Level 1					
Word 2003 Level 1		18			
Word 2007 Level 1	29				
Word 2003 Level 2		23			
Word 2007 Level 2			5		
Word 2003 Level 3			18		
Word 2007 Level 3			26		
Word 2007 Level 4				29	
XHTML Level 1			4 & 11		
XHTML Level 2			23 & 25		
XHTML Level 3				15 & 22	

Communications Courses

Course	January	February	March	April	May
Business Writing for the Workplace (1 days)		27			
Grammar for the Workplace (2 days)		6 & 13			

Notary Public Courses

Course	January	February	March	April	May
Notary Public		2	11	27	
Electronic Notary					11

Short Courses: You may cancel your registration up to 10 business days before the course begins, and your registration fee will be refunded less a \$15 administrative fee. Your registration must be cancelled in writing by your training coordinator, and must reach us by the deadline for cancellation, in order to be considered valid. If you need to cancel less than 10 business days prior to the course start date, you or your training coordinator may send a substitute.