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HUMAN RESOURCE MEMORANDUM NO. 01-047

July 11, 2001

TO: Lt. Governor, Secretary, Undersecretary, Assistant Secretaries, Deputy Assistant Secretaries, Program Managers

FROM: Mary F. Ginn
Human Resources Director

SUBJECT: Comprehensive Public Training Program XtremeLearning Computer-Based Training Course Update

The Comprehensive Public Training Program (CPTP) will continue offering the computer-based training program in partnership with the National Education Training Group (NETg). Users who are already registered on the XtremeLearning web site may continue to access computer skills and professional development courses using the same name and password they are currently using. For those of you who currently do not have a password, you can either view instructions on Channel Z or refer to HR Memo 00-062 dated December 5, 2000 and entitled Comprehensive Public Training Program Computer-Based Training.

On July 1, 2001, changes were made to the course list on the XtremeLearning site. The following courses were added to the XtremeLearning site:

Business Writing: The Fundamentals
Excellence in Service: Providing Superior Customer Service
Excellence in Service: Communicating with Your Customers

The following courses are no longer available on the XtremeLearning site:

Microsoft Outlook 97 Part 2
Microsoft Outlook 97 Integration
Microsoft FrontPage 97 Advanced
Microsoft FrontPage 98 Proficient User

Microsoft FrontPage 98 Expert User
Microsoft FrontPage 2000 Expert User

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Microsoft Outlook 98 Fundamentals
Microsoft Outlook 98 Proficient User
Microsoft Outlook 98 Expert User
Microsoft Office 2000 Web Integration

If you have any questions about these changes or the online training, please contact the Human Resources Office at (225) 342-0880.

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