



**KATHLEEN BABINEAUX BLANCO**  
LIEUTENANT GOVERNOR

**State of Louisiana**  
OFFICE OF THE LIEUTENANT GOVERNOR  
DEPARTMENT OF CULTURE, RECREATION & TOURISM  
MANAGEMENT AND FINANCE

**PHILLIP J. JONES**  
SECRETARY

**MATTHEW A. JONES**  
UNDERSECRETARY

## 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

HR Memo 01-0047

July 11, 2001

Page 2

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.

**Please Post and Circulate**