



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 RESOURCES MEMORANDUM NO. 02-065

July 25, 2002

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

FROM: Mary F. Ginn
Human Resources Director

SUBJECT: Computer Based Training

The Comprehensive Public Training Program will now be offering instructor-facilitated computer based training courses at the Louisiana Technical Park, 7117 Florida Blvd., in Baton Rouge on a monthly basis.

These training sessions will allow employees to work at their own pace and allow employees to use CPTP's library of NETg end-user computer courses in an environment free from distractions. The courses will be accessed through the internet. A facilitator will be in the training lab at all times to provide assistance to employees with questions regarding the NETg courses.

The sessions for August will be held on August 12, August 13, and August 16, 2002 from 8:30 a.m. to 4:30 p.m. each day. The following list of courses will be offered in August.

- Microsoft Access 2000 Fundamentals
- Microsoft Access 2000 Proficient User
- Microsoft Access 2000 Expert User
- Microsoft Excel 2000 Fundamentals
- Microsoft Excel 2000 Proficient User
- Microsoft Excel 2000 Expert User
- Microsoft Outlook 2000 Fundamentals
- Microsoft Outlook 2000 Proficient User
- Microsoft Outlook 2000 Expert User
- Microsoft PowerPoint 2000 Proficient User
- Microsoft PowerPoint 2000 Expert User
- Windows 2000 Professional User Fundamentals
- Microsoft Word 2000 Fundamentals
- Microsoft Word 2000 Proficient User
- Microsoft Word 2000 Expert User
- Microsoft Access 97, Part 1

HR Memo 02-065

July 25, 2002

Page 2

Microsoft Excel 97 Proficient User

Microsoft Excel 97 Expert User

Microsoft Word 97 Proficient User

Microsoft Word 97 Expert User

If you are interested in attending any one of these sessions, please complete a CPTP Registration form which is attached or can be downloaded from the Channel Z website.

If you have any questions, please call the Human Resources Office at (225) 342-0880.

Attachment

Please Post and Circulate