Laura Martin <lemucm@gmail.com>

FW: Training Announcement

Nancy Tanaka <ntanaka@ucmerced.edu> **Wed, Sep 9, 2009 at 9:26 AM**
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To: Laura Martin <lmartin@ucmerced.edu>

From: Joanne Dunlap [mailto:jdunlap@ucmerced.edu]
Sent: Tuesday, August 25, 2009 4:48 PM
To: Angelina Dayton; Autumn Zindel; Brad Samuelson; Brandy Nikaido; Brian Gresham; Bruce Miller; Callale Cierra; Catherine Kniazewycz; Chancellor Kang; Charles Nies; Christina Christensen; Christopher Volkerts; Cindi Deegan; Cori Lucero; Danielle Waite; David Dunham; Deborah Motton; Debra Kotler; Diana Ralls; Diane Howerton; Donald Barclay; Elisabeth Gunther; Elizabeth Boretz; Encarnacion Ruiz; Eric Berlow; Eric Scott; Faust Gorham; Freya Foley; Gary Knox; Gary Lowe; Hans Bjornsson; James Genes; Jan Mendenhall; Jane F. Lawrence; Janet Young; Jeff Wright; Jim Kessler; John Garamendi; John White; Jorge Aguilar; Judy Pfitzer-Boyer; Kathy Jefferds; Keith Alley; Kevin Browne; Kevin Creed; Kimberly Groesbeck; Larry Salinas; Laurie Herbrand; Leslie Santos; Le'Trice Curl; Liying Zhao; Maria Pallavicini; Mary Miller; Monir Ahmed; Nancy Clarke; Nancy Ochsner; Nancy Tanaka; Oliver Nandkishore; Orquidea Largo; Patricia O'Connor; Patti Istas; Rebecca Sweeley; Rich Miller; Richard Kogut; Rita Spaur; Robert Avalle; Robert Ochsner; Roger Bales; Roy Hoglund; Sajid Mian; Samuel Traina; Sheryl Ireland; Sonia Johnston; Stephanie Vasilovich; Steven Dolmseth; Steven Murray; Thea Vicari; Thomas Lollini; Tom Atkins
Subject: Training Announcement

Human Resources is pleased to announce the upcoming Microsoft Office courses and Adobe/macromedia design class. The schedule of these Instructor led classes is as follows:

Access 2007 Level 1

Location: KL 201

Date & Time: 9/10/2009 from 9AM to 4PM

Excel 2007 Level 1: All About Worksheets

Location: KL 201

Date & Time: 9/16/2009 from 9AM to 4PM

Excel 2007 Level 2: Formulas, Functions & More

Location: KL 201

Date & Time: 9/17/2009 from 9AM to 4PM

Acrobat 8.0 Level 1

Location: KL 201

Date & Time: 9/24/2009 from 9AM to 4PM

Detailed course outlines for each class are attached.

Please contact employees that could best benefit from these classes and allow them to take time to attend class. Enrollment is online at the following website: https://cas.ucmerced.edu/cas/login?service=https%3A%2F%2Fshib.ucmerced.edu%2Fidp%2FAuthn%2FRemoteUser. To enroll, simply click on *Learn > Catalog > Desktop Applications & Tools (Under 'Technology, Systems, & Software),* click on the desired class and register. It's that easy.

Please note that classes are limited to **twenty attendees per class**. Once classes are filled, a waiting list will be generated, and employees can add their names to this list by following the procedures listed above for class registration. Preference will be given to individuals on the waiting list for future classes.

Additional Information:

- Each class participant will receive a textbook
- Each class participant will receive a certificate of completion
- After taking the instructor-lead course, each class participant may retake this course at Executrain's Fresno Center free of charge if needed within six months of course completion.
- Additionally, each class participant may receive free e-mail support from the vendor after course completion

Please contact Joanne M. Dunlap, Professional & Organizational Development Manager, Human Resources at 228-4620 or by e-mail (jdunlap@ucmerced.edu) if you have any questions regarding these classes.

Joanne M. Dunlap

Professional and Organizational Development Manager

UC Merced

209-228-4620

4 attachments

- **Access 2007 101.docx** 31K
- **Excel 2007 101_Final.docx** 32K
- **Excel 2007 - 102_Final.docx** 31K
- **Adobe Acrobat 8.docx** 31K