UNITED STATES DEPARTMENT OF AGRICULTURE
Farm Service Agency
Room 3416, 700 West Capitol Avenue
Little Rock, Arkansas 72201

AR NOTICE PM-471

For: All FSA County Offices

Computer Training

Approved by: State Executive Director

1 Overview

A Purpose

The purpose of this notice is to transmit information regarding the availability of funds for computer training courses for employees. Training is offered to permanent employees. Travel will be paid according to standard travel regulations.

B Contact

If you need additional information or need help, please contact Miriam Morehead, State Training Coordinator, at (501) 301-3015 or email miriam.morehead@ar.usda.gov.

2 Action

A Employees interested in participating in the computer training should take the following actions:

1. Select course from attached training schedule. Select date that is at least a month out from the date of your request.

2. Complete SF-182 according to 6PM, including supervisor and DD signatures, and send to STO, ATTN: Miriam Morehead.

3. Receive training coupon and instructions from State Training Coordinator

Disposal Date	Distribution
December 12, 2004	All Offices

iTec
Information Technology
EDUCATION CENTER

Operating Systems

Windows XP Professional Level 1 $225
(Prerequisites: N/A)

DAY CLASSES		9:00-5:00
Nov	5	W
Dec	5	F
Jan	5	M
Feb	5	Th
Mar	5	F
Apr	8	Th

Windows XP Professional Level 2 $225
(Prerequisites: Windows XP Pro Level 1)

DAY CLASSES		9:00-5:00
Nov	17	M
Dec	17	W
Jan	21	W
Feb	23	M
Mar	24	W
Apr	21	W

Communications

Outlook 2002 (XP) Level 1 - $225
(Prerequisites: Windows Level 1)

DAY CLASSES		9:00-5:00
Nov	10	M
Dec	1	M
Jan	7	W
Feb	3	Tu
Mar	3	W
Apr	6	Tu

Outlook 2002 (XP) Level 2 - $225
(Prerequisites: Outlook NB 2002 Level 1)

DAY CLASSES		9:00-5:00
Nov	17	M
Dec	15	M
Jan	21	W
Feb	19	Th
Mar	17	W
Apr	19	M

Outlook 2002 (XP) Level 3 - $225
(Prerequisites: Outlook 2002 Level 2)

DAY CLASSES		9:00-5:00
Nov	24	M
Jan	2	F
Jan	26	M
Mar	10	W
Mar	31	W
Apr	27	Tu

Word Processing
(Word 97 classes taught on request)

Word 2002 (XP) Level 1 - $225
(Prerequisites: Windows Level 1)

DAY CLASSES		9:00-5:00
Nov	10	M
Dec	1	M
Jan	9	F
Feb	2	M
Mar	5	F
Apr	5	M

Word 2002 (XP) Level 2 - $225
(Prerequisites: Word 2002 Level 1)

DAY CLASSES		9:00-5:00
Nov	18	Tu
Dec	15	M
Jan	20	Tu
Feb	17	Tu
Mar	15	M
Apr	20	Tu

Word 2002 (XP) Level 3 - $225
(Prerequisites: Word 2002 Level 2)

DAY CLASSES		9:00-5:00
Nov	3	M
Nov	25	Tu
Jan	28	W
Feb	26	Th
Mar	26	F
Apr	29	Th

Spreadsheets

Excel 2002 (XP) Level 1 - $225
(Prerequisites: Windows Level 1)

DAY CLASSES		9:00-5:00
Nov	3	M
Dec	3	W
Jan	12	M
Feb	4	W
Mar	9	Tu
Apr	2	F

Excel 2002 (XP) Level 2 - $225
(Prerequisites: Excel 2002 Level 1)

DAY CLASSES		9:00-5:00
Nov	18	Tu
Dec	16	Tu
Jan	16	F
Feb	16	M
Mar	19	F
Apr	16	F

Excel 2002 (XP) Level 3 - $225
(Prerequisites: Excel 2002 Level 2)

DAY CLASSES		9:00-5:00
Nov	25	Tu
Jan	5	M
Jan	28	W
Feb	27	F
Mar	30	Tu
Apr	26	M

Databases
(Access 97 classes taught on request)

Access 2002 (XP) Level 1 - $225
(Prerequisite: Windows Level 1)

DAY CLASSES		9:00-5:00
Nov	4	Tu
Dec	10	W
Jan	8	Th
Feb	6	F
Apr	7	W

Access 2002 (XP) Level 2 - $225
(Prerequisite: Access XP Level 1)

DAY CLASSES		9:00-5:00
Nov	14	F
Jan	2	F
Feb	13	F
Mar	29	M
Apr	16	F

Access 2002 (XP) Level 3 - $225
(Prerequisite: Access XP Level 2)

DAY CLASSES		9:00-5:00
Dec	2	Tu
Jan	13	Tu
Feb	25	W
Apr	2	F
Apr	26	M

Access 2002 (XP) Level 4 - $225
(Prerequisite: Access XP Level 3)

DAY CLASSES		9:00-5:00
Dec	11	Th
Jan	22	Th
Mar	16	Tu
May	10	M
Apr	19	M

Desktop Presentations

(PowerPoint 97 classes taught on request)

PowerPoint 2002 (XP) Level 1 - $225
(Prerequisites: Windows Level 1)

DAY CLASSES		9:00-5:00
Nov	4	Tu
Dec	4	Th
Jan	13	Tu
Feb	9	M
Mar	1	M
Apr	7	W

PowerPoint 2002 (XP) Level 2 - $225
(Prerequisites: PowerPoint 2002 Level 1)

DAY CLASSES		9:00-5:00
Nov	14	F
Dec	12	F
Jan	27	Tu
Feb	24	Tu
Mar	22	M
Apr	23	F

Internet

FrontPage 2002 (XP) Level 1 - $225
(Prerequisites: Windows Level 1 plus Internet Experience)

DAY CLASSES		9:00-5:00
Nov	14	F
Jan	22	Th
Feb	12	Th
Mar	5	F
Apr	14	W

FrontPage 2002 (XP) Level 2 - $225
(Prerequisites: FrontPage 2002 Level 1)

DAY CLASSES		9:00-5:00
Dec	2	Tu
Jan	6	Tu
Feb	19	Th
Mar	18	Th