National Capital Region-Directorate of Information Management is offering personal computer software classes now, April 2004 thru September 2004. Our mission is to provide professionalism in meeting the diverse training and development needs of our workforce.

May 2004 Schedule

10 May 2004	Introduction to Windows 2002
11 May 2004	Introduction to Word 2002
12 May 2004	Introduction to Excel 2002
24 May 2004	Introduction to PowerPoint 2002
25 May 2004	Introduction to Access 2002
26 May 2004	Introduction to Outlook 2002

June 2004 Schedule

01 June 2004	Advanced Outlook 2002
02-03 June 2004	Advanced Word 2002
07-08 June 2004	Advanced Excel 2002
09-10 June 2004	Advanced PowerPoint 2002
21-22 June 2004	Advanced Access 2002

July 2004 Schedule

19 July 2004	Introduction to Word 2002
20 July 2004	Introduction to Excel 2002
21 July 2004	Introduction to PowerPoint 2002
22 July 2004	Introduction to Access 2002
23 July 2004	Introduction to Outlook 2002

August 2004 Schedule

02-03 Aug 2004	Advanced Word 2002
04-05 Aug 2004	Advanced Excel 2002
09-10 Aug 2004	Advanced PowerPoint 2002
11-12 Aug 2004	Advanced Access 2002
23 Aug 2004	Advanced Outlook 2002

September 2004 Schedule

20 Sep 2004	Introduction to Windows 2002
21 Sep 2004	Introduction to Word 2002
22 Sep 2004	Introduction to Excel 2002
23 Sep 2004	Introduction to PowerPoint 2002

27 Sep 2004	Introduction to Access 2002
28 Sep 2004	Introduction to Outlook 2002

All classes start promptly at 0750 hours.

CLASS REGISTRATION

Complete and submit a 1-part DD Form 1556-1 for each class, utilizing your organizational procedures. Please have your supervisor, training coordinator, or authorizing official signed your DD Form 1556-1. If it is not signed by one of three above official, your DD Form 1556-1 will be unacceptable. Send or Fax to NCR-DOIM, Bldg. 1978, 20th St., Fort George G. Meade, Maryland 20755-5365, ATTN: Lovie Henson. The fax number is (301) 677-1103/1568. DD Form 1556-1 must be received two weeks in advance of the class start date. If the student that is scheduled for class cannot attend, the organization may send a substitute. If no substitute will be attending, notification must be made to this organization by calling (301) 677-1226 one week prior to the class start date or the responsible organization will be charged $125.00. The substitute must bring a 1-part DD Form 1556 to class. A minimum of 10 registered students is required to hold a class. All classes start promptly at 0750 hours and end at 1500 hours.

TRAINING POLICY

The National Capital Region – Directorate of Information Management notifies the organization/Training Coordinator of a student-confirmed acceptance in a class. It is the responsibility of the training coordinator to notify the student. A confirmed student must sign the class roster by 0750 hours. At 0800 hours, standby students will be accepted into the class depending upon the number of available seats and their order of arrival.

It is the responsibility of the student's organization to assure an attendee is at a skill level appropriate to the class. At the discretion of the instructor, students not at an appropriate skill level may be asked to leave the class. The organization will be charged the $125.00 "no show" fee.

LOCATION OF THE CLASSROOM/PHONE NUMBERS
National Capital Region - Directorate of Information Management Training Classroom is located in Building 1978, Room number is 113A.
To get in our building you must call X71417.

Point of Contact:
Lovie Henson (301) 677-1226
Email address: hensonl@meade-emh1.ftmeade.army.mil
Fax Machine: (301) 677-1103/1568

Directions to Directorate of Information Management Training Center

From Baltimore Area:
Proceed **South** on the Baltimore/Washington Parkway. Exit on Route 175 East (Towards Fort Meade/Odenton). Go past two traffic lights on Route 175. After you pass the Reserve Training Center, you will take the next left on 20th Street. Turn right and park in the paved parking area, facing **BLDG 1978**. Training Room is in room 113A.

From Washington, D. C. Area:
Travel **North** on Washington Beltway, I95 or I495 and exit on Route 175 East (Towards Fort Meade/Odenton). Go past two traffic lights on Route 175. After you pass the Reserve Training Center, you will take the next left on 20th Street. Turn right and park in the paved area, facing **BLDG 1978.** Training Room is in room 113A.

From Laurel/Columbia Areas:

Travel **EAST** on Route 198 or Route 32 towards Fort Meade. Exit North onto the Baltimore/Washington Parkway I295N and exit on Route 175 East (Towards Fort Meade/Odenton). Go past two traffic lights on Route 175. After you pass the Reserve Training Center, you will take the next left on 20th Street. Turn right and park in the paved area, facing **BLDG 1978**. Training Room is in room 113A.