



COMPUTER TRAINING

OHR has partnered with Montgomery Community College to provide training to Montgomery County Government employees on Microsoft Office Suite 2010 and 2013 applications.

Below is the Class Schedule for spring 2016.

EXCEL 2010		
Excel 2010 Introduction	05/12/2016	9:00 a.m. - 4:00 p.m.
EXCEL 2013		
Excel 2013 Introduction	05/19/2016	9:00 a.m. - 4:00 p.m.
Excel 2013 Introduction	05/25/2016	9:00 a.m. - 4:00 p.m.
Excel 2013 Intermediate	05/31/2016	9:00 a.m. - 4:00 p.m.
Excel 2013 Intermediate	06/02/2016	9:00 a.m. - 4:00 p.m.
Excel 2013 Advanced	06/08/2016	9:00 a.m. - 4:00 p.m.
Office 365 Overview Session		
Office 365 Overview: Essentials & Collaboration	05/18/2016	9:00 a.m. - 12:00 p.m.
Office 365 Overview: Essentials & Collaboration	05/18/2016	1:00 p.m. - 4:00 p.m.
Office 365 Overview: Essentials & Collaboration	05/26/2016	9:00 a.m. - 12:00 p.m.
OFFICE 2013 Overview with Tips and Tricks		
Office 2013 Overview with Tips & Tricks	05/11/2016	9:00 a.m. - 12:00 p.m.
Office 2013 Overview with Tips & Tricks	05/11/2016	1:00 p.m. - 4:00 p.m.
Office 2013 Overview with Tips & Tricks	05/17/2016	9:00 a.m. - 12:00 p.m.
Office 2013 Overview with Tips & Tricks	05/17/2016	1:00 p.m. - 4:00 p.m.

Beyond these regularly scheduled classes, Office of Human Resources can assist departments with:

- Coordinating and setting up any of the above classes for individual departments (funded by the department)
- Developing customized technology training not listed above for employees from individual departments (funded by the department).
- Matching multiple departments with similar technology needs for jointly funded training.

Contact Person: Teddy Ramet, Office of Human Resources
tewodros.ramet@montgomerycountymd.gov, 240-777-5153.

ENROLLMENT INSTRUCTIONS

Employees – with user name and password*

1. Log-into (link → [Employee Self-Service](#)) > Employee Self-Service > Employee Self-Service blue button > MCG HR Employee Self-Service > Learner Home
2. Go up to the top-left of the Screen
 - In the drop-down menu change “Course” to “Class”
 - Type ***one word from the title of the class*** in the window > Click “Go”
3. Find the class you want to attend
 - To find the class **Description**, click on the “Course Name”
 - To find the **Location**, click on the Class Title and look under Class Resources Bookings
 - Click the “Enroll” button located on the far right of the screen > Click Review > Click Submit
4. You should now see the class listed under “Enrollments” on your Learner Home page.
5. ***If you receive a message that the class is full***, you may place yourself on the waitlist. If you do, you will be notified when/if you get into the class.