



Institute for
Professional
Development

Computer Education

2010

Educational Schedule



Institute for Professional Development Course Information

Cancellation Policy

Because space in our classes is limited, we ask that all employees who must cancel their registration prior to start of the course do so three days prior to the start of class. This will allow us to offer your seat in the class to your colleagues.

Cost and Payment

Classes are free for all Lancaster General employees. Payment for Non-LG attendees is due prior to the start of the class. Cost of educational events is subject to change.

PSNA CEUs

Some IPD classes include contact hours that can be applied to the required 30 hours that nurses must complete every two years. Classes that include PSNA CEUs are listed with "(PSNA)" in the title and include the number of Contact Hours in the description. To view all classes that fit into this category, type the word "PSNA" into the "find" field at the top of this page.

Registration

Lancaster General employees may register for all classes via NetLearning. Classes marked with an asterisk (*) next to the title have restricted enrollment. For enrollment information in restricted classes, or for Non-LG attendees to register, contact the Institute for Professional Development Main Office at 717-544-5184.



Computer Education Classes		
Courses/Events	Date and Time	Location
<p>Advanced Windows This class is designed for the frequent PC users who would like to learn how to work more efficiently from Windows. The class includes how to name files and folders, saving files to a shared drive, mapping drives, cleaning up your PC files and limited information regarding Outlook.</p>	<p>Thurs. January 7, 2010 1:00pm - 3:00pm</p> <p>Mon. May 10, 2010 9:00am – 11:00am</p> <p>Wed. September 15, 2010 10:00am – 12:00n</p>	<p>Computer Room 1</p> <p>Computer Room 1</p> <p>Computer Room 1</p>
<p>Bridge CBT This CBT is available in the Computer Rooms on the third floor of the James Street building. Please contact a computer educator to schedule a time to complete the CBL if you are required to do so. The class consists of on-line education regarding the use of the Bridge Medical system for administering medications.</p>	<p>Varies</p>	
<p>Computer Basics This class is designed for the beginning PC users who would like to learn to perform basic tasks on the computer. The class includes learning how to:</p> <ul style="list-style-type: none"> • log on to the LG network • use the minimize, maximize/restore buttons • open a program from the Start menu • resize windows and use scroll bars • copy a shortcut to the desktop • identify sections of a window on the computer 	<p>Thurs. March 18, 2010 8:00am – 9:00am</p> <p>Tue. May 4, 2010 8:30am – 9:30am</p> <p>Thurs. September 16, 2010 3:00pm – 4:00pm</p>	<p>Computer Room 1</p> <p>Computer Room 1</p> <p>Computer Room 1</p>



Computer Education Classes Continued		
Courses/ Events	Date and Time	Location
<p>Excel (2007) Basics This class introduces the participants to Microsoft Excel program. Topics include creating a basic worksheet, managing data, formatting worksheets, cell borders, merging cells, formulas, graphing and printing.</p>	Tues. February 2, 2010 8:00am - 10:30am	Computer Room 1
	Tues. April 27, 2010 8:00am - 10:30am	Computer Room 1
	Tues. June 1, 2010 8:00am - 10:30am	Computer Room 1
	Mon. July 26, 2010 8:00am - 10:30am	Computer Room 1
	Thurs. September 2, 2010 8:00am - 10:30am	Computer Room 1
	Wed. November 10, 2010 1:00pm - 3:30pm	Computer Room 1



Computer Education Classes Continued		
Courses/ Events	Date and Time	Location
<p>Net Manager This class is designed for those managers, who will be using Net Manager to document staff meetings, look up class enrollments, look up transcripts, document Orientation to Department and more.</p>	Tues. January 19, 2010 11:00am – 12:00n	Computer Room 1
	Tues. April 20, 2010 11:00am – 12:00n	Computer Room 1
	Tues. August 17, 2010 11:00am – 12:00n	Computer Room 1
	Tues. November 16, 2010 11:00am – 12:00n	Computer Room 1
<p>One Staff This class is designed for new Schedule Delegates or Managers. It will cover the Controller, Scheduler, Staffer and Reporting modules of OneStaff.</p>	Mon. February 8, 2010 8:00am – 11:00am	Computer Room 1
	Tues. May 11, 2010 8:00am – 11:00am	Computer Room 1
	Mon. August 9, 2010 8:00am – 11:00am	Computer Room 1
	Mon. November 8, 2010 8:00am – 11:00am	Computer Room 3



Computer Education Classes		
Continued		
Courses/ Events	Date and Time	Location
Outlook (2007) Basics This class is an introductory instructor-led class for users of Outlook XP. The user will learn how to sign onto Outlook, send and receive e-mail and sort and manage messages. The instructor will review the use of the calendar - making appointments, inviting others, setting recurring appointments and viewing other's calendars. Other topics include AutoSignature, setting up Contacts and creating a distribution list.	Tue. March 2, 2010 10:00 – 11:30am	Computer Room 1
	Wed. May 5, 2010 2:30pm – 4:00pm	Computer Room 1
	Thurs. August 5, 2010 9:00am – 10:30am	Computer Room 1
	Mon. November 15, 2010 10:00am – 11:30am	Computer Room 1



Computer Education Classes Continued		
Courses/ Events	Date and Time	Location
<p>Performance Manager Review These sessions will review some of the basic functions of Performance Manager including creating a review and sending peer evaluations.</p>	Wed. February 10, 2010 8:00am – 9:00am	Computer Room 1
	Tues. February 16, 2010 8:00am – 9:00am	Computer Room 1
	Thurs. March 4, 2010 8:00am – 9:00am	Computer Room 1
	Mon. March 8, 2010 9:00am—10:00am	Computer Room 1
	Wed. March 10, 2010 2:00pm – 3:00pm	Computer Room 1
	Thurs. March 11, 2010 3:00pm – 4:00pm	Computer Room 1
	Mon. March 16, 2010 3:00pm—4:00pm	Computer Room 1
	Thurs. March 25, 2010 8:00am – 9:00am	Computer Room 1
	Wed. March 31, 2010 8:00am – 9:00am	Computer Room 1



Computer Education Classes		
Continued		
Courses/ Events	Date and Time	Location
<p>Power Point (2007) Basics This class is designed for those who are beginning to use Power Point. The class will include making slides, choosing slide backgrounds, adding clip art to slides, setting up a slide show and more.</p>	Tues. February 4, 2010 10:00am – 11:30am	Computer Room 1
	Wed. April 7, 2010 8:00am - 9:30am	Computer Room 1
	Thurs. August 12, 2010 10:00am – 11:30am	Computer Room 1
	Mon. October 11, 2010 1:30pm – 3:00pm	Computer Room 1
<p>Power Point (2007) Intermediate This class is for those who have used Power Point, but would like to add animation and learn how to use graphics and customize a slide show. It will also include a demonstration of the use of equipment needed to do a presentation in Power Point.</p>	Wed. February 17, 2010 9:00am – 10:30am	Computer Room 1
	Wed. April 21, 2010 8:00am - 9:30am	Computer Room 1
	Thurs. August 26, 2010 10:00am – 11:30am	Computer Room 1
	Tues. October 26, 2010 8:00am – 9:30am	Computer Room 1



Computer Education Classes Continued		
Courses/ Events	Date and Time	Location
<p>RAS-RD (Report Distribution) * This class includes an overview of the RAS-RD application and information on viewing and printing reports as applicable. Target Audience: LG employees who will use the Report Access System for Report Distribution.</p> <p>* Please contact a computer educator to schedule a time for this class.</p>	Varies	Varies
<p>Sovera * This class includes anyone signing into Sovera, instruction on changing passwords, looking up patients and viewing chart information. Target Audience: Nurses, physicians or ancillary personnel who view charts</p> <p>* Please contact a computer educator to schedule a time for this class.</p>	Varies	
<p>SMS Orders/Results (nursing) * These sessions will include education in SMS in the following areas: looking up patients, ADT functions including transfer and discharges, looking up results in SMS Net Access, Ordering from all departments, clinical documentation.</p> <p>* Please contact instructor for Orders/Results class. We will incorporate those needing these classes into nursing orientation classes or provide them on an ad hoc basis.</p>	Varies	
<p>SMS for Ancillary Departments (non-nursing) * These sessions will include education in SMS in the following areas: looking up patients, looking up results in SMS Net Access, status update, simple order format.</p> <p>* Please contact instructor for Orders/Results class.</p>	Varies	



Computer Education Classes Continued		
Courses/ Events	Date and Time	Location
Word (2007) Basics – Level 1 These sessions will include the following Word functions: opening and saving documents, setting up page margins and page orientation, creating headers and footers, inserting tables, text formatting, inserting pictures, previewing and printing documents and more.	Fri. February 18, 2010 9:00am – 11:00am	Computer Room 1
	Wed. May 12, 2010 8:00am – 10:00am	Computer Room 1
	Wed. August 18, 2010 8:00am – 10:00am	Computer Room 1
	Thurs. November 18, 2010 2:00pm - 4:00pm	Computer Room 1
Questions: Please contact Rhoda Denlinger , 544-5092 or Janet Voss , 544-4229.		