



PROGRAM DATE: Tuesday, June 17, 2008
Registration: 8:30 a.m., Program: 9:00 a.m. - 4:00 p.m., Includes breakfast and lunch

PROGRAM TITLE: “Hands-On” PC Training Course: Maximizing Your Use of Excel and Access for Healthcare Financial Management Professionals

PRESENTERS: Mike Gera – The Healthcare Computer Training Group

This program is intended for anyone who wishes to improve their PC skills in Excel and Access.

PROGRAM LOCATION: New Jersey Hospital Association
760 Alexander Road
Princeton, NJ 08543

Program Description

The Education Committee of the NJ-HFMA will present a full day training session on intermediate Excel and introductory Access. This seminar is designed for healthcare financial professionals who want to take their Excel skills to “the next level”.

Topics will include conducting sophisticated data analysis techniques, including Filtering, using Excel’s Report Writer, creating Pivot Tables, implementing Data Validation procedures, and integrating Excel with Power Point and downloading data from the internet. The educational component of Access will include the major fundamental concepts addressing tables, queries, and reports. We will also address issues related to converting Excel spreadsheets to Access and downloading data from the Internet into Access tables.

This is a hands-on class and it will be necessary for participants to bring their own laptops. A limited number of laptops will be available for those who do not have their own. Personal laptops must be equipped with Microsoft Excel, Access and Power Point, running on Windows 95 or later. Laptops that participants bring should be equipped with either a 3 ½ inch floppy drive or a CD-ROM so that class exercises and templates can be loaded prior to the start of class. Participants bringing their own laptops should arrive by 8:30 AM so that there is sufficient time to load all exercises prior to the prompt start of the class at 9:00 AM.

This seminar will be on a first come first served basis limited to 15 participants. Therefore it is important that we receive your registration as soon as possible.

Agenda:

<u>Time</u>	<u>Subject</u>
8:30 a.m. – 9:00 a.m.	Registration/Breakfast
9:00 a.m. – Noon	Intermediate Excel
Noon – 12:45 p.m.	Lunch
12:45 PM – 4:00 p.m.	Introduction to Access

**“Hands On” PC Training – June 17, 2008
HFMA REGISTRATION FORM**

Please register the following participants:

NAME	ORGANIZATION	TITLE	MEMBER YES / NO	NEED LAPTOP? YES/NO
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

FEE: ADVANCE REGISTRATION - MEMBERS..... \$150.00
 ADVANCE REGISTRATION - NON-MEMBERS..... \$175.00
 ADVANCE REGISTRATION - CERTIFIED MEMBERS (HFMA, CHFP)..... \$110.00

NOTE: THERE WILL BE NO ON SITE REGISTRATION. PREREGISTRATION IS NECESSARY

REGISTRATION INFORMATION:

- Make checks payable to **HFMA - NJ CHAPTER**, and please mail at least **10 days prior to the event**.
- Registration must be received **three working days prior to the event**, by mail or by fax.
- **REFUNDS WILL BE GRANTED ONLY IF CANCELLATION IS RECEIVED 48 HOURS PRIOR TO THE MEETING.**
- Dress is **Business Casual**
- Mail payment to: HFMA – NJ Chapter
 Laura Hess
 PO Box 6422
 Bridgewater, NJ 08807
- To fax your registration and reserve a seat, please **fax form to (908) 722-8775**
- Phone number for questions is **(888) NJC-HFMA**
- If paying by **CREDIT CARD**, please complete:

Please circle card type: American Express Visa MasterCard

Card Number: _____ Exp. Date: _____

Name on Card*: _____

**Type/write in your name which will be taken as your signature authorizing the charge*

