

Course	Level	M	T	W	TR	F	Time	Location	Instructor
<u>MS Word: Mail Merge</u>		5					9-12pm	CTLT/LRC	Staff
<u>MS Word: Mail Merge</u>		5					1-4pm	CTLT/LRC	Staff
<u>MS Word</u>	Introduction		6				9-12pm	CTLT/LRC	Staff
<u>MS Word</u>	Introduction		6				1-4pm	CTLT/LRC	Staff
<u>MS Word</u>	Intermediate			7			9-12pm	CTLT/LRC	Staff
<u>MS Word</u>	Intermediate			7			1-4pm	CTLT/LRC	Staff
<u>MS Word</u>	Advanced				8		9-12pm	CTLT/LRC	Staff
<u>MS Word</u>	Advanced				8		1-2pm	CTLT/LRC	Staff
<u>Oracle Email and Calendar</u>						9	9-12pm	CTLT/LRC	Staff
<u>Oracle Web Page Management</u>						9	1-4pm	CTLT/LRC	Staff
<u>MS Excel</u>	Introduction	12					9-12pm	CTLT/LRC	Staff
<u>MS Excel</u>	Introduction	12					1-4pm	CTLT/LRC	Staff
<u>MS Excel</u>	Intermediate		13				9-12pm	CTLT/LRC	Staff
<u>MS Excel</u>	Intermediate		13				1-4pm	CTLT/LRC	Staff
<u>MS PowerPoint: Adding Narration and Sound</u>				14			9-12pm	CTLT/LRC	Staff
<u>MS PowerPoint: Adding Narration and Sound</u>				14			1-4pm	CTLT/LRC	Staff
<u>Blackboard: Course Design</u>					15		9-12pm	CTLT/LRC	Staff
<u>Blackboard: Course Design</u>					15		1-4pm	CTLT/LRC	Staff
<u>Oracle Web Page Management</u>						16	9-12pm	CTLT/LRC	Staff
<u>Oracle Email and Calendar</u>						16	1-4pm	CTLT/LRC	Staff
<u>Blackboard Basics</u>		19					9-12pm	CTLT/LRC	Staff
<u>Blackboard Basics</u>		19					1-4pm	CTLT/LRC	Staff
<u>Frontpage: Part 1</u>			20				9-12pm	CTLT/LRC	Staff
<u>Frontpage: Part 1</u>			20				1-4pm	CTLT/LRC	Staff
<u>Frontpage: Part 2</u>				21			9-12pm	CTLT/LRC	Staff
<u>Frontpage: Part 2</u>				21			1-4pm	CTLT/LRC	Staff
<u>MS PowerPoint: Creating Visual Masterpieces</u>					22		9-12pm	CTLT/LRC	Staff
<u>MS PowerPoint: Creating Visual Masterpieces</u>					22		1-4pm	CTLT/LRC	Staff
<u>Oracle Email and Calendar</u>						23	9-12pm	CTLT/LRC	Staff
<u>Oracle Web Page Management</u>						23	1-4pm	CTLT/LRC	Staff
<u>Microsoft Producer: Part 1</u>		26					9-12pm	CTLT/LRC	Staff
<u>Microsoft Producer: Part 1</u>		26					1-4pm	CTLT/LRC	Staff
<u>Microsoft Producer: Part 2</u>			27				9-12pm	CTLT/LRC	Staff
<u>Microsoft Producer: Part 2</u>			27				1-4pm	CTLT/LRC	Staff
<u>Oracle Email and Calendar</u>				28			9-12pm	CTLT/LRC	Staff
<u>Oracle Email and Calendar</u>				28			1-4pm	CTLT/LRC	Staff

Essential Skills for Faculty and Staff

Computer Basics

This training is designed for the novice who wants to learn how to infuse technology into their environment. An overview will be provided of Microsoft Office productivity tools such as Word, Excel, PowerPoint, and the Internet.

Microsoft Word: Introduction:

This session will show participants how to create illustrated handouts using Microsoft Word. Entering text, word art, bullets, borders, templates, spell check, cutting, pasting, as well as how to import clip art from Microsoft Clip Gallery.

Microsoft Word: Intermediate

This session will show participants how to create illustrated handouts using Microsoft Word. Entering text, auto-shapes, word art, bullets, columns, bullets, borders, templates, importing clip art from the internet

Microsoft Word: Advanced

This program will allow teachers to create illustrated handouts using Microsoft Word. Learn how to enter text, mail merge, creating posters and flyers.

Microsoft Word: Mail Merge

This workshop will teach techniques needed to create letters with Microsoft Word. Participants will merge memo with addresses.

Microsoft Word: Templates

Join this session and learn how to create templates and handouts using Microsoft Word.

Microsoft Excel: Introduction

The Introductory level of Microsoft Excel will involve lessons which show how Excel spreadsheets can be used in processes such as grading records, charts, and graphs. Learn how to create spreadsheets and organize data in any number of arrangements.

Microsoft Excel: Intermediate

The intermediate level of Microsoft Excel will involve participants in forming calculations using spreadsheets. Participants will learn how different ways to utilize spreadsheets with Excel.

Microsoft Excel: Advanced

The Advanced level of Microsoft Excel will focus on instruction which will prepare participants to import data and work with templates.

Participants will learn to create advanced tables and other advanced functions in Microsoft® Excel 2003:

- Statistics and pivot tables
- Troubleshooting functions
- Importing and exporting data
- Preparing tables for output

Microsoft Access: Introduction

Microsoft Access allows you to create and process data in a database. The Introductory level of Access will introduce participants to Access and illustrate how to create forms and reports to make the information available to users in a variety of ways.

Participants will learn the basics of Microsoft® Access 2003:

- Start Access
- Display help information
- Create a new database and a new table
- Enter records in datasheet view
- Print the datasheet of a table
- Create a form

Microsoft Access: Intermediate

The intermediate level of Access teaches users to develop skills to work with different kinds of forms. Pivot charts and Pivot tables will be discussed and users will learn how to import and export data using Access.

Participants will learn how to:

- Enter, edit and find records in form view
- Delete records in datasheet view and in form view
- Modify the datasheet view of a table
- Sort and filter records in a table
- Create a simple query
- Create and modify a report
- Copy, rename, and delete database objects
- Import spreadsheet data into an Access table

Microsoft Access: Advanced

The advanced level of Microsoft Access will show how to customize features in Access as well as convert databases in Access.

Participants will learn more advanced techniques of Microsoft® Access 2003 such as:

- Specify a required field in a table
- Define a default field value in a table
- Add a memo field to a table
- Display multiple tables on the Access desktop
- Create a relationship between two tables in a database
- Display and use a sub datasheet
- Design a custom form
- Add a calculated control to a form
- Create a query to extract information and create a report of information from multiple tables
- Create a data-access page
- Add a hyperlink to a data-access page
- Define an input mask for a field
- Export an Access datasheet to Microsoft Excel

Microsoft PowerPoint: Creating Visual Masterpieces

Microsoft PowerPoint makes it easy to organize, illustrate, and deliver your ideas professionally. Whether you're conducting a meeting, presenting to an audience, or delivering your message over the Internet, these are the tools you need to make your point powerfully. This session will instruct participants on how to find images to insert into their PowerPoint presentation. With emphasis on features that will enhance instruction, participants will learn the necessary skills to present ideas to accompany a lecture or aid a student presentation. Learn how to import music files or add narration to slides

Microsoft PowerPoint: Adding Narration and Sound

This session will focus on showing participants how to add narration using a microphone and sound from files into a PowerPoint presentation.

Microsoft PowerPoint: Creation

The focus of this session will be on learning techniques to create a PowerPoint presentation. Participants will learn how to find and insert images into their presentation; create multiple slides, textboxes, word and clip art, animation/sound, form slide transitions, format background. Instruction will also be provided to teach participants to insert multimedia elements into their presentations such as sound, video and hyperlinks.

Microsoft PowerPoint: How to Present

The focus of this session will be on learning techniques that will illustrate how to present a PowerPoint presentation. Learn how to present your idea after the presentation has been created. Learn how to engage and motivate the auditory, visual, and tactile learner simultaneously.

Microsoft Publisher: Part 1

This session serves as an introduction to Microsoft Publisher. Participants will learn the basics of creating several documents such as flyers and brochures using the templates provided.

Microsoft Publisher: Part 2

Emphasis will be placed on using Publisher to edit templates to create new publications and designs.

Internet Solutions:

This session is designed to help participants understand how to access the Internet and retrieve the files they request to obtain valuable information for lesson plans, tutorials, research and much more.

Oracle Email and Calendar

Instruction will be provided on how to access and utilize the calendar and email system within the Oracle Collaboration Suite. These demonstrations will familiarize staff and faculty with the interface while illustrating how proper usage of the email and calendar system can boost productivity and ease communication.

Oracle Web Page Management

Assistance will be given to faculty/staff charged with the maintenance of their departmental webpage. Basic instruction/help is offered and all participants must have a username and password to gain access to their department's page prior to attending one of these sessions. Attendance will be limited to no more than 5.

Using and operating basic technology-Hands On

This is a hands-on session designed to take the fear and guesswork out of operating and most importantly setting up commonly used equipment such as projectors and laptops/pcs. Participants will be guided through: how to set up a projector and computer, how to use a web cam and microphone, and how to use a scanner.

Teaching and Technology Skills

Microsoft PowerPoint: Creating Visual Masterpieces

Microsoft PowerPoint makes it easy to organize, illustrate, and deliver your ideas professionally. Whether you're conducting a meeting, presenting to an audience, or delivering your message over the Internet, these are the tools you need to make your point powerfully. This session will instruct participants on how to find images to insert into their PowerPoint presentation. With emphasis on features that will enhance instruction, participants will learn the necessary skills to present ideas to accompany a lecture or aid a student presentation. Learn how to import music files or add narration to slides.

SPSS: An introduction to statistical software

This session is intended for those with knowledge of statistical analyses, but little or no experience using the SPSS statistics software package. Topics covered will include: entering data directly into SPSS, importing data into SPSS from other applications

Basics of Photoshop:

This session is designed to be an introduction to Adobe Photoshop.

Blackboard: The Basics of creating courses online

Are you somewhat new to web-based instruction and would like to learn more about Blackboard? This session will present participants with an overview of Blackboard's capabilities while providing essential information that will allow anyone who wants to supplement their instruction with Blackboard to confidently manage and maintain their site.

Participants will learn such techniques as:

- How to use the Control Panel
- Adding an Announcement
- Inserting Staff Information
- How to add pictures
- Moving / Copying Material Within Your Course and Among Your Courses
- How to Add Folders
- Create Announcements with Hyperlinks
- Add users and change role of students
- Change a menu item
- Add a menu button

Blackboard: Impacting Online Learning with Visual Tools

This session is designed to illustrate how to use images and other graphics to liven up the interface of your Blackboard page(s)

Blackboard: Virtual Communication

This session is designed to explore the “virtual” chat room feature within Blackboard and discuss other resources that can be used to facilitate asynchronous content delivery.

Blackboard: Course Design

This session is designed to discuss the general principles of effective course design within the Blackboard environment. Best practice techniques and tips will be shared among all participants. This session is designed to be a forum for those working with Blackboard to collaborate and exchange ideas.

Microsoft Producer: Part 1

Microsoft Producer is an add-on tool for MS Office PowerPoint 2003. Producer 2003 is designed to let you easily incorporate audio, video, HTML files and still images with your MS PowerPoint slides to create dynamic and rich-media presentation.

Part 1 is an introduction/demonstration of Microsoft Producer. Implications for on-line learning will be explored and discussed.

Microsoft Producer: Part 2

Microsoft Producer is an add-on tool for MS Office PowerPoint 2003. Producer 2003 is designed to let you easily incorporate audio, video, HTML files and still images with your MS PowerPoint slides to create dynamic and rich-media presentation.

Part 2 will be a hands-on demonstration of how to capture video using a web cam and microphone. Participants are encouraged to bring their own web cam and/or microphone.

MovieMaker

This session will introduce participants to Windows MovieMaker. Participants will be able to integrate digital photos and digital music into desktop videos, as well as, locate movies on the Internet to create movies.

Principles of Database Design:

This session is designed for those who are new or experienced users of Microsoft Access and want to gain a better understanding of how databases should be constructed. A good understanding of what a user really needs for their database to be effective will help if good principles of database design are implemented.

PhotoStory 3

This session is designed for participants to learn to create storybooks, photo albums and portfolios from images to support the use of multimedia using Photostory 3.

How to operate the Tandberg

This session is intended for instructors and/or staff that need to use the Tandberg system in the Multipurpose Room of the LRC. The Tandberg Educator efficiently allows access to different resources via a single console. This touch activated or remote controlled console allows an instructor to have access to numerous resources such as a vcr or pc. Hands on instruction will be offered to ensure that participants feel comfortable using this equipment.

Smartboard Basics

This session is designed to familiarize participants with the Smartboard 3000i and illustrate its potential for use in the classroom.

Web Design

Microsoft Frontpage: Part 1

This session is designed to introduce the basics of web page design using Microsoft's Frontpage. Participants will learn how to create a simple web document and become familiar with the layout and interface of this popular web editor.

Microsoft Frontpage: Part 2

This session is a continuation of concepts introduced in Part 1. Participants will learn how to design a website with multiple pages and how to link those pages.

Microsoft Publisher:

The March 5, 2007 session will show participants how to create a web page using Microsoft Publisher.

Oracle SQL

Participants will receive a basic introduction to Oracle SQL and overviews of this standard computing language used to access and manipulate databases.