

# November/December Training Schedule of Free Faculty/Staff programs

**NOTE: Schedule subject to change.** Please refer to the online Training schedule for up-to-date info:

<http://www.csuohio.edu/offices/ist/services/training/schedule.html>. **All classes held in RT414** (except where noted)

**++ UPDATED DATES**

Register for sessions at 875-9626 or [www.csuohio.edu/ist/training@csuohio.edu](http://www.csuohio.edu/ist/training@csuohio.edu)

Class	Day	Date	Start	End	Leader
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## PeopleSoft / Administrative Systems

Access to Administrative Systems/PeopleSoft is strictly regulated. To gain permanent access, you must have completed the appropriate request for access forms (found at [www.csuohio.edu/offices/ist/services/training/forms.html](http://www.csuohio.edu/offices/ist/services/training/forms.html)) and completed the appropriate exercise(s). For HR Navigation, attendance at the training session is required AS WELL AS completion of the HR Navigation exercise. For financial reporting, student, and query access, attendance at a training session is not required, although it will prepare you for the exercise. For most courses, self-study is available. To obtain the self-study materials, after completing the request for access form(s), please send an email to [training@csuohio.edu](mailto:training@csuohio.edu) listing which material you will be using. If you do not attend a training session and wish to take the exercise, please send an email to [training@csuohio.edu](mailto:training@csuohio.edu) to schedule a date and time.

Student Navigation	Tuesday	3-Nov	9:00 AM	10:00 AM	Maki / Vrettos-Gromek
	Tuesday	1-Dec	9:00 AM	10:00 AM	
Course Scheduling	Wednesday	4-Nov	9:00 AM	11:00 AM	Simon / Sopko
	Wednesday	2-Dec	9:00 AM	11:00 AM	
Granting Permissions	Wednesday	4-Nov	11:00 AM	11:30 AM	Simon / Sopko
	Wednesday	2-Dec	11:00 AM	11:30 AM	
HR Navigation ( <b>++ Classes held in AC 113</b> )	Thursday	5-Nov	9:00 AM	11:00 AM	Hodges / Weerasuriya
	Thursday	3-Dec	9:00 AM	11:00 AM	
Financial Reporting	Friday	6-Nov	2:00 PM	3:30 PM	Ali
	Friday	4-Dec	2:00 PM	3:30 PM	
Query Basics	Wednesday	11-Nov	1:30 PM	3:30 PM	Garcia
	Wednesday	9-Dec	1:30 PM	3:30 PM	

## Web Development

Dreamweaver CS3: The Basics	Tuesday	10-Nov	10:00 AM	1:00 PM	Milhoan
	Wednesday	25-Nov	1:00 PM	4:00 PM	
	Tuesday	8-Dec	10:00 AM	1:00 PM	
	Wednesday	23-Dec	1:00 PM	4:00 PM	
Forms on the Internet	Thursday	5-Nov	1:00 PM	4:00 PM	
	Thursday	3-Dec	10:00 AM	1:00 PM	
Web Editing Techniques	Wednesday	11-Nov	10:00 AM	1:00 PM	
	Monday	7-Dec	1:00 PM	4:00 PM	
CSU Website Clinic	Thursday	12-Nov	1:00 PM	4:00 PM	
	Thursday	10-Dec	10:00 AM	1:00 PM	

## Podcasting

Podcasting: The Basics	Tuesday	3-Nov	10:00 AM	1:00 PM	Milhoan
	Tuesday	1-Dec	10:00 AM	1:00 PM	

## Miscellaneous

Adobe InDesign CS3: The Basics	Wednesday	18-Nov	10:00 AM	1:00 PM	Milhoan
	Wednesday	16-Dec	1:00 PM	4:00 PM	
Adobe Acrobat Professional 8: The Basics	Thursday	19-Nov	10:00 AM	1:00 PM	
	Thursday	17-Dec	1:00 PM	4:00 PM	
Cloud Computing using CampusDrive	Wednesday	4-Nov	1:00 PM	3:00 PM	
	Tuesday	24-Nov	10:00 AM	12:00 PM	
	Wednesday	2-Dec	1:00 PM	3:00 PM	
	Tuesday	22-Dec	10:00 AM	12:00 PM	
Photoshop CS3: The Basics	Tuesday	17-Nov	10:00 AM	1:00 PM	
	Tuesday	15-Dec	10:00 AM	1:00 PM	

## myTime Supervisor Training

Friday, November 20, 9:00 a.m. - 11:30 a.m.	Friday, December 18, 9:00 a.m. - 11:30 a.m.
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**Microsoft Office 2003/2007 (Word, Excel, PowerPoint)**

Excel 2003 Basics ++	<b>Tuesday</b>	<b>3-Nov</b>	<b>1:30 PM</b>	<b>3:00 PM</b>	Sangram
	Tuesday	24-Nov	1:30 PM	3:00 PM	
<b>Excel 2003 Charts and Graphs ++</b>	<b>Monday</b>	<b>9-Nov</b>	<b>10:00 AM</b>	<b>11:30 AM</b>	
	<b>Monday</b>	<b>30-Nov</b>	<b>1:30 PM</b>	<b>3:00 PM</b>	
Excel 2003 Formatting and Printing	Wednesday	18-Nov	1:30 PM	3:00 PM	
	Tuesday	8-Dec	1:30 PM	3:00 PM	
<b>Intro to Exel 2007 ++</b>	<b>Wednesday</b>	<b>9-Dec</b>	<b>10:00 AM</b>	<b>11:30 AM</b>	
Intro to PowerPoint 2007	Tuesday	1-Dec	1:30 PM	3:00 PM	
<b>Intro to Word 2007 ++</b>	<b>Tuesday</b>	<b>17-Nov</b>	<b>1:30 PM</b>	<b>3:00 PM</b>	
<b>Power Point 2003 Animations and Graphics ++</b>	<b>Monday</b>	<b>9-Nov</b>	<b>1:30 PM</b>	<b>3:00 PM</b>	
Power Point 2003 Basics	Monday	2-Nov	1:30 PM	3:00 PM	
	Monday	23-Nov	1:30 PM	3:00 PM	
Word 2003 Basics	Wednesday	4-Nov	11:30 AM	1:00 PM	
	Wednesday	25-Nov	10:00 AM	11:30 AM	
Word 2003 Formatting and Printing	Monday	16-Nov	1:30 PM	3:00 PM	
	Monday	7-Dec	10:00 AM	11:30 AM	
Word 2003 Mail Merge	Tuesday	10-Nov	1:30 PM	3:00 PM	
	Monday	30-Nov	10:00 AM	11:30 AM	
<b>Telephone/Voice Mail Training</b>	Call Telecommunications - x3881				

875-9626 or training@csuohio.edu

**Enhance Skills with SkillPort and Books 24x7 - SkillPort**, an online training system which offers literally hundreds of courses, is available free to students, faculty and staff. To take a course, go to <http://www.csuohio.edu/training> and use your CSU ID and CampusNet password. In addition, users of SkillPort have access to Books 24x7, one of the largest online book resource offering access to the complete unabridged contents of thousands of the latest and best business and technology books. New titles are added every week, ensuring the largest and most current online reference content. So check it out! Often!

**Other sources for computer-related faculty/staff development:**

\* SkillPort - (Free online training & reference) - <http://www.csuohio.edu/training>

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## November/December 2009 Training Schedule of Free Faculty/Staff programs

