

September/October 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)

Register for sessions at 875-9626 or 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) 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 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 to schedule a date and time.

Student Navigation	Tuesday	1-Sep	9:00 AM	10:00 AM	Maki / Vrettos-Gromek
	Tuesday	6-Oct	9:00 AM	10:00 AM	
Course Scheduling	Wednesday	2-Sep	9:00 AM	11:00 AM	Simon / Sopko
	Wednesday	7-Oct	9:00 AM	11:00 AM	
Granting Permissions	Wednesday	2-Sep	11:00 AM	11:30 AM	Simon / Sopko
	Wednesday	7-Oct	11:00 AM	11:30 AM	
HR Navigation (** Classes held in AC 113)	Thursday	3-Sep	9:00 AM	11:00 AM	Hodges / Weerasuriya
	Thursday	1-Oct	9:00 AM	11:00 AM	
Financial Reporting	Friday	4-Sep	2:00 PM	3:30 PM	Ali
	Friday	2-Oct	2:00 PM	3:30 PM	
Query Basics	Wednesday	16-Sep	1:30 PM	3:30 PM	Garcia
	Wednesday	14-Oct	1:30 PM	3:30 PM	

Web Development

Dreamweaver CS3: The Basics	Tuesday	1-Sep	1:00 PM	4:00 PM	Milhoan
	Wednesday	23-Sep	9:00 AM	12:00 PM	
	Tuesday	13-Oct	9:00 AM	12:00 PM	
	Wednesday	28-Oct	1:00 PM	4:00 PM	
Forms on the Internet	Wednesday	16-Sep	9:00 AM	12:00 PM	
	Thursday	15-Oct	1:00 PM	4:00 PM	
Web Editing Techniques	Wednesday	2-Sep	1:00 PM	4:00 PM	
	Tuesday	22-Sep	9:00 AM	12:00 PM	
	Wednesday	14-Oct	9:00 AM	12:00 PM	
CSU Website Clinic	Tuesday	27-Oct	1:00 PM	4:00 PM	
	Thursday	3-Sep	9:00 AM	12:00 PM	
	Wednesday	7-Oct	1:00 PM	4:00 PM	
	Thursday	29-Oct	9:00 AM	12:00 PM	

Podcasting

Podcasting: The Basics	Thursday	17-Sep	9:00 AM	12:00 PM	Milhoan
	Thursday	8-Oct	1:00 PM	4:00 PM	

Miscellaneous

Adobe Flash CS3: The Basics	Thursday	10-Sep	1:00 PM	4:00 PM	Milhoan
	Thursday	1-Oct	9:00 AM	12:00 PM	
Adobe InDesign CS3: The Basics	Wednesday	9-Sep	9:00 AM	12:00 PM	
	Tuesday	29-Sep	1:00 PM	4:00 PM	
Adobe Acrobat Professional 8: The Basics	Wednesday	21-Oct	9:00 AM	12:00 PM	
	Tuesday	15-Sep	9:00 AM	12:00 PM	
	Thursday	22-Oct	9:00 AM	12:00 PM	
Photoshop CS3: The Basics	Tuesday	8-Sep	9:00 AM	12:00 PM	
	Wednesday	30-Sep	1:00 PM	4:00 PM	
	Tuesday	20-Oct	9:00 AM	12:00 PM	

Microsoft Office 2003/2007 (Word, Excel, PowerPoint)

Excel 2003 Basics	Thursday	3-Sep	1:30 PM	3:00 PM	Sangram
	Tuesday	22-Sep	1:30 PM	3:00 PM	
	Thursday	15-Oct	10:00 AM	11:30 AM	
	Thursday	29-Oct	1:30 PM	3:00 PM	
Excel 2003 Charts and Graphs	Thursday	10-Sep	10:00 AM	11:30 AM	
	Thursday	1-Oct	1:30 PM	3:00 PM	
	Monday	19-Oct	10:00 AM	11:30 AM	
Excel 2003 Formatting and Printing	Tuesday	15-Sep	1:30 PM	3:00 PM	
	Tuesday	6-Oct	10:30 AM	12:00 PM	
Intro to Exel 2007	Thursday	8-Oct	10:00 AM	11:30 AM	
Intro to PowerPoint 2007	Monday	26-Oct	1:30 PM	3:00 PM	
Intro to Word 2007	Friday	18-Sep	1:30 PM	3:00 PM	
Power Point 2003 Animations and Graphics	Friday	11-Sep	10:00 AM	11:30 AM	
	Tuesday	29-Sep	10:00 AM	11:30 AM	
	Friday	23-Oct	1:30 PM	3:00 PM	
Power Point 2003 Basics	Tuesday	1-Sep	10:30 AM	12:00 PM	
	Monday	21-Sep	1:30 PM	3:00 PM	
	Tuesday	13-Oct	1:30 PM	3:00 PM	
Word 2003 Basics	Friday	4-Sep	10:00 AM	11:30 AM	
	Thursday	24-Sep	10:00 AM	11:30 AM	
	Friday	16-Oct	10:00 AM	11:30 AM	
	Wednesday	28-Oct	10:00 AM	11:30 AM	
Word 2003 Formatting and Printing	Monday	14-Sep	1:30 PM	3:00 PM	
	Monday	5-Oct	10:00 AM	11:30 AM	
Word 2003 Mail Merge	Tuesday	8-Sep	1:30 PM	3:00 PM	
	Monday	28-Sep	10:00 AM	11:30 AM	
	Wednesday	21-Oct	1:30 PM	3:00 PM	

875-9626 or training@csuohio.edu

myTime Supervisor Training

Friday, September 25, 9:00 a.m. - 11:30 a.m.	Friday, October 23, 9:00 a.m. - 11:30 a.m.
Telephone/Voice Mail Training	Call Telecommunications - x3881

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) - www.csuohio.edu/training

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