

Technology Training Schedule

April - May, 2007

To register for a class, contact Georgia Dodd at: ext 5177 or gedodd@seuniversity.edu

Course Titles	Course Length	# Class Sessions	Class Days	Class Dates	Start Time	End Time	Classroom
Introduction to Microsoft Windows XP and Word	4.0 hours	1	Wed	5/9	8:00 AM	12:00 PM	Graves 207
		1	Tue	5/22	12:30 PM	4:30 PM	Graves 207
Advanced Word	6.0 hours	2	Thu	5/17, Pt 1	8:30 AM	11:30 AM	Graves 206
			Fri	5/18, Pt 2	8:30 AM	11:30 AM	
PowerPoint	4.0 hours	1	Wed	5/9	12:30 PM	4:30 PM	Graves 207
		1	Fri	5/25	8:00 AM	12:00 PM	Graves 207
Excel	4.0 hours	2	Wed	5/23, Pt 1	2:00 PM	4:00 PM	Graves 207
			Thu	5/24, Pt 2	2:00 PM	4:00 PM	
Outlook	3.0 hours	1	Mon	4/30	2:00 PM	5:00 PM	Graves 206
		1	Tue	5/8	12:30 PM	3:30 PM	Graves 207
		1	Thu	5/10	8:30 AM	11:30 AM	Graves 207
		1	Tue	5/15	8:30 AM	11:30 AM	Graves 206
		1	Mon	5/21	12:30 PM	3:30 PM	Graves 207
Blackboard Course Management	4.0 hours	1	Tue	5/8	8:00 AM	12:00 PM	Graves 207
		1	Thu	5/10	12:30 PM	4:30 PM	Graves 207
Information Literacy Workshop*	3.0 hours	1	Mon	5/7	1:00 PM	4:00 PM	Sawgrass

* The **Information Literacy Workshop** is designed to help full-time faculty complete the final project for their Information Literacy course that's offered via Blackboard. Completing this optional workshop does not meet the full requirement for the Information Literacy course. See the attached Information Literacy Workshop overview page for more information.