

Technology Training Schedule

May - June, 2007

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

To take a test-out assessment for any of the classes, go to J:\Technology Training\Test Out Materials.

The instructions for each assessment are inside the file.

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	Tue	5/22	12:30 PM	4:30 PM	Graves 206
		2	Mon	6/4	9:00 AM	11:00 AM	Graves 206
			Wed	6/6	9:00 AM	11:00 AM	
Advanced Word	6.0 hours	2	Wed	6/13, Pt 1	9:00 AM	12:00 PM	Graves 206
			Fri	6/15, Pt 2	9:00 AM	12:00 PM	
PowerPoint	4.0 hours	1	Fri	5/25	8:00 AM	12:00 PM	Graves 206
		1	Fri	6/1	8:30 AM	12:30 PM	Graves 206
Excel	4.0 hours	2	Wed	5/23, Pt 1	2:00 PM	4:00 PM	Graves 206
			Thu	5/24, Pt 2	2:00 PM	4:00 PM	
		1	Thu	6/7	8:30 AM	12:30 PM	Graves 206
Outlook	3.0 hours	1	Tue	6/5	12:30 PM	3:30 PM	Graves 206
		1	Thu	6/14	9:00 AM	12:00 PM	Graves 206
Blackboard Course Management	4.0 hours	1	Fri	6/8	8:30 AM	11:30 AM	Graves 206