



Information Technology Services Faculty and Staff Training Fall 2006

	Monday	Tuesday	Wednesday	Thursday	Friday
October		Excel 2003: Worksheet Basics (1 of 2) 8:30 – 11:30 246 IACC	Excel 2003: Worksheet Basics (2 of 2) 8:30 – 11:30 246 IACC	Managing Information on Your Computer 9:00 – 11:00 246 IACC Blackboard 7: Assignments – A Better Digital Dropbox! 1:30 – 2:30 NEW! 246 IACC	
	2	3	4	5	6
		PDF Files and Adobe Acrobat 7 (1 of 2) 8:30 – 11:30 246 IACC Blackboard 7: Using the Gradebook 1:00 – 3:00 246 IACC	PDF Files and Adobe Acrobat 7 (2 of 2) 8:30 – 11:30 246 IACC Word 2003: Mail Merges Made Easy 1:00 – 2:30 246 IACC	Dreamweaver 8 Basics: Getting Started 8:30 – 11:30 246 IACC Blackboard 7: Getting the Most Out of the Discussion Board 1:30 – 3:00 NEW! 246 IACC	Simplify the Blackboard Gradebook With Excel 8:30 – 11:30 NEW! 246 IACC
	9	10	11	12	13
		Blackboard 7: Electronic Portfolios 9:00 – 11:00 NEW! 246 IACC	Word 2003: Styles, Document Formatting and Templates 9:00 – 11:00 246 IACC	Dreamweaver 8: Formatting Text Using Cascading Style Sheets 9:00 – 11:00 246 IACC	Small Is Good! Optimizing Files for Delivery in Blackboard 7 9:00 – 11:00 NEW! 246 IACC
16	17	18	19	20	
	Using Excel As A Database 9:00 – 11:00 246 IACC	Excel 2003: Charting Your Data 9:00 – 11:00 246 IACC	Dreamweaver 8: It's All About the Links! 9:00 – 11:00 246 IACC		
23	24	25	26	27	
	Blackboard 7: Using My Files (Content System) Part One 9:00 – 10:30 NEW! 246 IACC				
30	31				
	Monday	Tuesday	Wednesday	Thursday	Friday
November			Blackboard 7: Assignments – A Better Digital Dropbox! 8:30 – 9:30 NEW! 246 IACC Blackboard 7: Using the Gradebook 10:00 – 12:00 246 IACC	Dreamweaver 8 Working With Images 9:00 – 11:00 246 IACC	
			1	2	3
		PowerPoint 2003 for Windows (1 of 2) 9:00 – 11:30 246 IACC	PowerPoint 2003 for Windows (2 of 2) 9:00 – 11:30 246 IACC	Word 2003: Mail Merges Made Easy 9:00 – 10:30 246 IACC Blackboard 7: Using the Collaborative Tools (Chat & Virtual Classroom) 1:30 – 3:00 NEW! 246 IACC	Veteran's Day Holiday
	6	7	8	9	10
		Access 2003: What You Need to Get Started (1 of 5) 9:00 – 11:00 246 IACC Blackboard 7: Electronic Portfolios 1:00 – 3:00 NEW! 246 IACC	Blackboard 7: Using My Files (Content System) Part Two 9:00 – 10:30 NEW! 246 IACC Blackboard 7: Adaptive Release – Now You See It, Now You Don't 11:00 – 12:00 NEW! 246 IACC	Dreamweaver 8: Using Tables to Structure Pages 9:00 – 11:00 246 IACC	Blackboard 7: Using the Test Manager and Survey Manager 9:00 – 11:00 246 IACC
13	14	15	16	17	
	Access 2003: What You Need to Get Started (2 of 5) 9:00 – 11:00 246 IACC	Photoshop CS2: Working With Selections 9:00 – 11:00 246 IACC Picassa: A Free Photo Editor for the Rest of Us! 1:30 – 3:00 NEW! 246 IACC		Thanksgiving Holiday	
20	21	22	23	24	
	Access 2003: What You Need to Get Started (3 of 5) 9:00 – 11:00 246 IACC Word 2003: Styles, Formatting Documents, and Templates 1:00 – 3:00 246 IACC	Photoshop CS2: Working With Layers 9:00 – 11:00 246 IACC	Dreamweaver 8: Using Templates 9:00 – 11:00 246 IACC Blackboard 7: Using the Test Manager and Survey Manager 1:00 – 3:00 246 IACC		
27	28	29	30		
	Monday	Tuesday	Wednesday	Thursday	Friday
December					1
		Access 2003: What You Need to Get Started (4 of 5) 9:00 – 11:00 246 IACC Blackboard 7: Using My Files (Content System) Part One 1:30 – 3:00 NEW! 246 IACC	Adobe Photoshop CS2: Photo Corrections and Retouching 9:00 – 11:00 246 IACC Excel 2003: Using Formulas and Functions 1:30 – 4:30 246 IACC	Dreamweaver 8: Uploading, Testing, and Maintaining Your Site 9:00 – 11:00 246 IACC Blackboard 7: Using My Files (Content System) Part Two 1:30 – 3:00 NEW! 246 IACC	Last Day of Fall Semester Classes
	4	5	6	7	8
		Access 2003: What You Need to Get Started (5 of 5) 9:00 – 11:00 246 IACC	Photoshop CS2: Painting and Editing 9:00 – 11:00 246 IACC	Managing Information on Your Computer 9:00 – 11:00 246 IACC	Commencement
11	12	13	14	15	
	Technology LunchBytes Series 12:10 – 12:50 PM 183 E. Morrow Lebedeff				
18	19	20	21	22	

Sessions are open to all NDSU or NDUS faculty and staff and all sessions are free
Registration is required!
 View Class DESCRIPTIONS and REGISTER at:
<http://its.ndsu.nodak.edu>