

Our courses are available to all Faculty and Staff.

To Register for Classes...

Navigate To:

www.oneonta.edu/academics/training

Click On:

Adobe Applications or,

Microsoft Applications or,

Oneonta Applications

Then, Click on:

The appropriate Application

Select your Course:

Find the course you want to take, and click on the red arrow next to "Available upcoming training date".

Log in:

Using your Oneonta e-mail ID and password

Click on "Register Me:

The registration process is complete

Contact Deb McClenon

TLTC, Learning Commons

Milne Library B254

607-436-2871

mcclendl@oneonta.edu

Course Cancellation Policy

We may need to cancel classes from time to time. If enrollment is less than 4 persons as late as the day before the class, the class may be cancelled. We may also need to cancel with very short notice if there are problem with our training location, or should instructors become unavailable. We will make every effort to contact enrollees via email if a class is to be canceled. We ask that enrollees contact us in advance if they are unable to attend a class.

Our Mission

Vision

- ◆ To provide high quality training opportunities that deliver timely and appropriate technical training for faculty and staff in academic and administrative departments.

Mission

- Provide responsive and accessible technology training on a variety of applications and platforms.
- Design and develop comprehensive training and reference materials.
- Plan and deliver a variety of high quality training opportunities in support of the College at Oneonta's technology implementation -which includes online training, instructor-led training, technology seminars, web-casts, and other sessions to maintain and improve our user community's technology IQ.
- Collaborate with SUNY Oneonta departments and divisions to develop strategies to meet future technology training needs. Collaboratively develop training strategies, maintain technology-training consistency, and overcome the challenging technology training needs present on Campus.

Goals

- To "enhance training opportunities for faculty and staff in the effective applications of technology in teaching and learning." (from the College at Oneonta's Comprehensive College Plan).
- To develop an on-Campus mentality that training is for everyone.



SUNY College at

Oneonta

Technology Training Program

Summer 2009

Technology Training Schedule



This brochure will only be offered in electronic format in an effort to reduce the amount of paper and ink used on Campus.

Teaching, Learning & Technology Center
Milne Library B 254
SUNY Oneonta
Ravine Parkway,
Oneonta, NY 13820



Tel 607-436-2871

May/June 2009

Date	Course	Location	StartTime	EndTime
5/27/2009	FOT - Pedagogical Instruction	Milne 305	9:00:00 AM	12:00:00 PM
5/27/2009	FOT - Technology Training	Milne 305	1:00:00 PM	4:00:00 PM
5/26/2009	Access 2007 1.1	Milne 305	9:00:00 AM	12:00:00 PM
5/27/2009	Access 2007 1.2	Milne 305	9:00:00 AM	12:00:00 PM
5/28/2009	Access 2007 1.3	Milne 305	9:00:00 AM	12:00:00 PM
6/1/2009	Outlook 2007: Tips & Tricks	Milne 305	2:00:00 PM	3:00:00 PM
6/2/2009	Dreamweaver 1.1	Milne 305	1:30:00 PM	4:00:00 PM
6/3/2009	Photoshop 1.1	Milne 305	9:00:00 AM	12:00:00 PM
6/3/2009	Dreamweaver 1.2	Milne 305	1:30:00 PM	4:00:00 PM
6/4/2009	Photoshop 1.2	Milne 305	9:00:00 AM	12:00:00 PM
6/5/2009	Outlook 2007 - Organization and Archiving	Milne 305	9:00:00 AM	10:00:00 AM
6/8/2009	Word 2007 1.1	Milne 305	9:00:00 AM	12:00:00 PM
6/9/2009	Word 2007 1.2	Milne 305	9:00:00 AM	12:00:00 PM
6/9/2009	Dreamweaver 2.1	Milne 305	1:00:00 PM	4:00:00 PM
6/10/2009	Word 2007 2.1	Milne 305	9:00:00 AM	12:00:00 PM
6/10/2009	Dreamweaver 2.2	Milne 305	1:00:00 PM	4:00:00 PM
6/11/2009	Word 2007 2.2	Milne 305	9:00:00 AM	12:00:00 PM
6/12/2009	Adobe Connect - Introduction	Milne 305	9:00:00 AM	10:30:00 AM
6/15/2009	Excel 2007 1.1	Milne 305	9:00:00 AM	12:00:00 PM
6/16/2009	Excel 2007 1.2	Milne 305	9:00:00 AM	12:00:00 PM
6/17/2009	Excel 2007 2.1	Milne 305	9:00:00 AM	12:00:00 PM
6/18/2009	Excel 2007 2.2	Milne 305	9:00:00 AM	12:00:00 PM
6/19/2009	Social Networking: An Overview	Milne 305	1:00:00 PM	2:00:00 PM
6/22/2009	PowerPoint 2007 1.1	Milne 305	1:00:00 PM	4:00:00 PM
6/23/2009	Publisher 2007 1.1	Milne 305	9:00:00 AM	12:00:00 PM
6/23/2009	PowerPoint 2007 1.2	Milne 305	1:00:00 PM	4:00:00 PM
6/24/2009	Publisher 2007 1.2	Milne 305	9:00:00 AM	12:00:00 PM
6/24/2009	PowerPoint 2007 2.1	Milne 305	1:00:00 PM	4:00:00 PM
6/25/2009	Photoshop 2.1	Milne 305	9:00:00 AM	12:00:00 PM
6/25/2009	PowerPoint 2007 2.2	Milne 305	1:00:00 PM	4:00:00 PM
6/26/2009	Photoshop 2.2	Milne 305	9:00:00 AM	12:00:00 PM
6/26/2009	Social Networking: An Overview	Milne 305	1:00:00 PM	2:00:00 PM
6/30/2009	Access 2007 2.1	Milne 305	9:00:00 AM	12:00:00 PM

July 2009

Date	Course	Location	StartTime	EndTime
7/1/2009	Access 2007 2.2	Milne 305	9:00:00 AM	12:00:00 PM
7/7/2009	Excel 2007 - Creating Charts	Milne 305	9:00:00 AM	10:00:00 PM
7/7/2009	Word 2007 - Performing Basic Mail Merges	Milne 305	2:00:00 PM	3:00:00 PM
7/8/2009	Outlook 2007 - Organization and Archiving	Milne 305	9:00:00 AM	10:00:00 AM
7/8/2009	PowerPoint 2007 - Animations and Transitions	Milne 305	2:00:00 PM	3:00:00 PM
7/9/2009	PowerPoint 2007 - Sound & Video	Milne 305	10:00:00 AM	11:00:00 AM
7/9/2009	Excel 2007 - Using Basic Formulas	Milne 305	3:00:00 PM	4:00:00 PM
7/10/2009	Word Press & Widgets - Introduction	Milne 305	9:00:00 AM	10:00:00 PM
7/13/2009	Project 2007 1.1	Milne 305	9:00:00 AM	12:00:00 PM
7/14/2009	Project 2007 1.2	Milne 305	9:00:00 AM	12:00:00 PM
7/15/2009	Project 2007 2.1	Milne 305	9:00:00 AM	12:00:00 PM
7/16/2009	Project 2007 2.2	Milne 305	9:00:00 AM	12:00:00 PM
7/17/2009	Word Press & Widgets - Introduction	Milne 305	1:00:00 PM	2:00:00 PM
7/20/2009	Facebook 1.0	Milne 305	1:00:00 PM	2:30:00 PM
7/21/2009	Blogging 1.0	Milne 305	10:00:00 AM	11:00:00 AM
7/23/2009	Using Twitter & TweetDeck	Milne 305	10:00:00 AM	11:00:00 AM
7/24/2009	Using Twitter & TweetDeck	Milne 305	10:00:00 AM	11:00:00 AM
7/27/2009	Facebook 1.0	Milne 305	9:00:00 AM	10:30:00 AM
7/28/2009	Access 2007 1.1	Milne 305	9:00:00 AM	12:00:00 PM
7/28/2009	Blogging 1.0	Milne 305	1:00:00 PM	2:00:00 PM
7/29/2009	Access 2007 1.2	Milne 305	9:00:00 AM	12:00:00 PM
7/29/2009	OneNote - 1.0	Milne 305	9:00:00 AM	12:00:00 PM
7/30/2009	Access 2007 1.3	Milne 305	9:00:00 AM	12:00:00 PM
7/30/2009	Excel 2007 - Using Basic Formulas	Milne 305	2:00:00 PM	3:00:00 PM
7/31/2009	Wiki 1.0	Milne 305	9:00:00 AM	10:30:00 AM
7/31/2009	Outlook 2007: Tips & Tricks	Milne 305	2:00:00 PM	3:00:00 PM

More sessions may become available. Please see our web page for the complete, up-to-date schedule at...

www.oneonta.edu/academics/training

August 2009

Date	Course	Location	StartTime	EndTime
8/3/2009	Adobe Connect - Introduction	Milne 305	9:00:00 AM	11:00:00 AM
8/4/2009	Access 2007 2.1	Milne 305	9:00:00 AM	12:00:00 PM
8/5/2009	Access 2007 2.2	Milne 305	9:00:00 AM	12:00:00 PM
8/6/2009	Dreamweaver 1.1	Milne 305	9:00:00 AM	12:00:00 PM
8/7/2009	Dreamweaver 1.2	Milne 305	9:00:00 AM	12:00:00 PM
8/11/2009	Outlook 2007: Tips & Tricks	Milne 305	10:00:00 AM	11:00:00 AM
8/12/2009	Adobe Connect - Introduction	Milne 305	9:00:00 AM	11:00:00 AM
8/13/2009	Excel 2007 - Creating Charts	Milne 305	9:00:00 AM	10:00:00 AM
8/13/2009	Word 2007 - Performing Basic Mail Merges	Milne 305	2:00:00 PM	3:00:00 PM
8/14/2009	Adobe Connect - Introduction	Milne 305	1:00:00 PM	3:00:00 PM
8/17/2009	ANGEL LMS - Open Forum	Milne 305	9:00:00 AM	4:00:00 PM
8/18/2009	ANGEL LMS - Open Forum	Milne 305	9:00:00 AM	4:00:00 PM
8/19/2009	ANGEL LMS - Open Forum	Milne 305	9:00:00 AM	4:00:00 PM
8/20/2009	ANGEL LMS - Open Forum	Milne 305	9:00:00 AM	4:00:00 PM
8/21/2009	ANGEL LMS - Open Forum	Milne 305	9:00:00 AM	4:00:00 PM
8/24/2009	ANGEL LMS - Open Forum	Milne 305	9:00:00 AM	4:00:00 PM
8/25/2009	ANGEL LMS - Open Forum	Milne 305	9:00:00 AM	4:00:00 PM
8/26/2009	ANGEL LMS - Open Forum	Milne 305	9:00:00 AM	4:00:00 PM
8/28/2009	ANGEL LMS - Open Forum	Milne 305	9:00:00 AM	4:00:00 PM

"Just-in-Time" Training

If you have a training need, please contact us and we can work with you individually.

You pick the topic, we make a time, and

"office-calls" are preferred!

Find out more—call today!