

Faculty Course Catalog

Spring 2007



Indiana State

Center for Instruction, Research, and Technology

Welcome

A Google search for the term “faculty professional development” generates over 100,000 page references and offers a “Who’s Who” of higher education. This commonality of focus on faculty professional development reflects higher education’s recognition of the need for, and commitment to, the support of the scholarship and professional work of faculty. The nature of faculty work is unique in its scope which spans a continuum from discipline research and an expectation for contribution to the knowledge base of their field to instructional delivery defined by interpersonal interaction, facilitation and support of student learning.

When properly framed, the concept of “faculty professional development” envisions a process that engages faculty in supportive ways that promote professional growth, that encourage exploration of interests / discipline and that result in investigation, creativity and self-actualization within the context of the faculty role. At its most fundamental level, faculty professional development is about the acquisition of knowledge and a commitment to one’s profession.

Whether the professional growth occurs within the realms of research, pedagogy, or outreach, or is accompanied by professional recognition or regional/national attention, the ultimate purpose is an expansion of professional skills that are consistent with personal, departmental, college, and university academic goals while providing a high degree of intrinsic satisfaction, enrichment, and reward.

The Center for Instruction, Research and Technology (CIRT) offers numerous support opportunities for faculty on the Indiana State campus. This booklet outlines the abundant prospects for faculty to enhance their teaching or other scholarly activities.

CIRT is committed to assisting faculty in a holistic manner that addresses: 1) teaching and learning, 2) research and contribution to discipline knowledge, and 3) service, and contribution to the community. That commitment will be realized through the development and delivery of quality academic, research, and technology support services.

Beyond this booklet CIRT offers customized training and professional development activities. Any Indiana State University unit or department can request training or professional development from the Center.

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Speaker Series

Mindtools - Mobile Teaching Strategies

David Jonassen, distinguished professor, School of Information Science and Learning Technologies, College of Education, University of Missouri-Columbia.

January 25 1:00 p.m.-2:30p.m.

Cunningham Memorial Library, North Browsing Section

21st Century Learning Styles and Mobile Technologies

Chris Dede, Timothy E. Wirth Professor in Learning Technologies, Technology, Innovation, and Education Program, Harvard Graduate School of Education.

February 22 1:00 p.m.-2:30p.m.

Cunningham Memorial Library, North Browsing Section

Student Success: The Power of Formative Assessment

Peter Jonas, associate professor Graduate Education and chairperson, Doctoral Studies Cardinal Stritch University, Milwaukee Wisconsin.

March 20 1:00 p.m.-2:30p.m.

Cunningham Memorial Library, North Browsing Section

Rethink. Refresh. Renew.

George Mehaffy, vice president, Academic Leadership and Change, American Association of State Colleges and Universities (AASCU).

April 4 1:00 p.m.-2:30p.m.

Cunningham Memorial Library, North Browsing Section

Faculty Brown Bags

The Center for Instruction, Research, and Technology offers a series of Brown Bag programs. The Brown Bag is a chance for faculty members to get together and share their experiences in an informal environment around specialty topics, such as research, the tenure track process, assessment, or teaching and learning. These presentations are an opportunity to see how others are handling the challenges and opportunities of the faculty experience.

The Quest for Tenure!

The Quest for Tenure! are interactive discussions for tenure track faculty to discover and apply techniques for a successful quest for tenure. This is a great opportunity to share what you are doing and to hear what others are doing for a successful quest for tenure. This series is lead by Kelly Wilkinson, associate professor, College of Business, and Ph.D. University of Missouri-Columbia

Planning for the Quest

This brown bag will help you plan for your quest for tenure. Discussion will include the importance of setting a research agenda and articulating your research goals for tenure years 2-5.

January 24 12:00 p.m.

Cunningham Memorial Library, Video Viewing Room, room 103

Time for the Quest

This brown bag will discuss strategies for time management to ensure that the quest for tenure will be achieved. This session will help you develop a time management plan for your quest for tenure.

February 28 12:00 p.m.

Cunningham Memorial Library, Video Viewing Room, room 103

Tools for the Quest

Tools that can help you succeed in your quest for tenure. Research strategies, service strategies as well as techniques for reflecting on your quest will be discussed.

March 28 12:00 p.m.

Cunningham Memorial Library, Video Viewing Room, room 103

Understanding the ISU Community

Indiana State University is privileged to have a faculty of productive and thoughtful scholars and researchers. As part of the Center for Instruction, Research, and Technology's mission, CIRT explores important issues to faculty, staff, and students that aid in the advancement of scholarship and learning at ISU.

Understanding the ISU Student: Implications of the NSSE Data

Lead by Robert Guell, professor, Department of Economics, Ph.D. Syracuse

February 7 12:00 p.m.

Cunningham Memorial Library, Video Viewing Room, room 103

Understanding Research: The promise and peril of moving field work into virtual spaces, Ethnography and the Internet

Lead by Jay Clarskson, assistant professor, Department of Communication, Ph.D. University of Iowa

March 14 12:00 p.m.

Cunningham Memorial Library, Video Viewing Room, room 103

Understanding High Performance Computing: How ISU faculty use it

Lead by Kenneth Janz, director, Center for Instruction, Research, and Technology, Ph.D. Indiana State University

April 18 12:00 p.m.

Cunningham Memorial Library, Video Viewing Room, room 103

Understanding Technology: 2nd Wednesdays @ Noon

The Center for Instruction, Research, and Technology also sponsors IHETS' 2nd Wednesdays @ Noon a professional development program for instructional technologists and faculty. Each month, members of Indiana's higher education community meet virtually to share information on a wide range of topics related to the use of technology for classroom and online instruction.

January 10 12:00 p.m.

Holmstedt Hall, room 019

February 14 12:00 p.m. Holmstedt Hall, room 019
 March 14 12:00 p.m. Holmstedt Hall, room 019
 April 11 12:00 p.m. Holmstedt Hall, room 019

To participate from you desktop, go to www.ihets.org/progserv/education/vb/desktop.html

Course Design and Development

The Center for Instruction, Research, and Technology (CIRT) provides instructional design specialists who support faculty in the use of effective teaching methodologies and technologies in the design, development, and redesign of courses and course materials. The instructional design staff offer expertise in the following areas:

- Instructional design and strategies for teaching in the face-to-face, hybrid, and fully **online** learning environments, and
- Use of the Blackboard course management system and other instructional technologies.

The CIRT provides leadership in use of best practices in higher education and effective use of the technologies. Specifically, the instructional design staff provide a variety of services ranging from workshops, individualized consultations, and problem resolution for faculty who are currently using Blackboard or other instructional technologies. Online tutorials are available at <http://www.indstate.edu/cirt/pd/tutorials>. To arrange a visit or inquire about additional support services, contact CIRT at 2676.

Workshops

Using the Best Practices with the Best Tools Series

What are your course goals/objectives? Do you assess what you teach? Do you know how to choose the appropriate media for instruction? This series will guide you through a process that will insure that your teaching and assessment are aligned. Faculty will also work through a process of making decisions about what type of technology to use or not to use to make their teaching most effective based upon their student needs and the content being taught.

Notes:

Faculty are encouraged to sign up for the entire series

Session 1: Aligning Course Goals with Learning Outcomes

Series/Course Objectives:

Participants will be able to:

- Develop, construct and modify course goals, and create measurable student-centered learning objectives,
- align course goals and learning objectives with program goals and the core curriculum,
- match learning objectives with the cognitive, affective, or psychomotor domains in Bloom's Taxonomy,
- prioritize course goals by completing the *Teaching Goals Inventory*, and
- divide course goals and major topics into 5-7 learning units.

January 29 2:30 p.m.-4:00 p.m.
 Visualization Center, Normal Hall, room 124

Session 2: Building A Learner-centered Syllabus Leading to Increase Student Engagement

Series/Course Objectives:

Participants will be able to:

- write a learner-centered syllabus,
- identify effective strategies for applying the Seven Principles for Good Practice in Undergraduate Education,
- define and apply cooperative learning,
- select appropriate active learning teaching strategies for course goals.
- And identify and match personal learning and teaching styles for different student learning styles.

February 12 2:30 p.m.-4:00 p.m.
 Visualization Center, Normal Hall, room 124

Session 3: Developing Meaningful Assignments

Series/Course Objectives:

Participants will be able to:

- identify and plan assignments and assessments that will help the students achieve the course learning objectives within student learning styles,
- include formative as well as summative assessments in measuring learning objectives,
- identify strategies for reducing cheating and attrition in hybrid and online courses and
- select appropriate technology tools for assessment.

February 26 2:30 p.m.-4:00 p.m.
 Visualization Center, Normal Hall, room 124

Session 4: Utilizing Technologies Effectively and Efficiently

Series/Course Objectives:

Participants will be able to:

- apply the time and space model and principles to move first exposure activities outside of class time,
- describe the various learning environments and select the most appropriate delivery method for their courses,
- select appropriate in-class laptop computer activities,
- describe, compare and contrast different content-delivery tools and formats
- Select the appropriate format and tool(s) for course goals/learning objectives.

March 19 2:30 p.m.- 4:00 p.m.
 Visualization Center, Normal Hall, room 124

Session 5: Reflecting and Evaluating Courses

Series/Course Objectives:

Participants will be able to:

- identify strategies to build community in hybrid and online courses.
- provide access to support services for students taking hybrid and online courses.

- comply with copyright legislation for using works in hybrid and online courses,
- interpret the University's Intellectual Property Rights Policy, and
- complete the Five-Step Evaluation Process.

April 2 2:30 p.m.- 4:00 p.m.
Visualization Center, Normal Hall, room 124

Teaching in an Online Environment Series

These interactive meetings are open to any faculty member interested in educational/professional development. Workshops may be taken individually or as a series. Workshops will offer faculty opportunities to:

- Explore their complex role as it relates to an online course
- Actively uncover new ideas about teaching and learning in the online environment
- and acquire and develop skills necessary for success in developing an online course.

Notes:

Faculty are encouraged to sign up for the entire series.

Session 1: Delivering Content Online

Series/Course Objectives:

Participants will learn to:

- Add Syllabus Tool and Add Syllabus as .htm
- Add, Modify, Copy, and Remove Items, Folders, and Links

January 31 10:30 a.m.- 12:00 p.m.
Visualization Center, Normal Hall, room 124

Session 2: Managing Online Content

Series/Course Objectives:

Participants will learn to:

- Add, Modify, Copy, and remove learning units
- Add File, Modify File, Copy File, and Remove Files

February 14 10:30 a.m.- 12:00 p.m.
Visualization Center, Normal Hall, room 124

Session 3: Engaging Learners with Online Discussion Forums and Groups

Series/Course Objectives:

Participants will learn to:

- Add Discussion Forum, Add and Archive Discussion Forum Thread
- Add Groups, Set Group Options

February 28 10:30 a.m.- 12:00 p.m.
Visualization Center, Normal Hall, room 124

Session 4: Creating Online Assignments

Series/Course Objectives:

Participants will learn to:

- Add, Modify, Copy, Remove and Deploy Assignments

March 21 10:30 a.m.- 12:00 p.m.
Visualization Center, Normal Hall, room 124

Session 5: Assessing Learners with Online Tests and Surveys

Series/Course Objectives:

Participants will learn to:

- Add Test, Modify Test, Copy Test, and Remove Test
- Create Questions
- Deploy Test
- Add Survey, Modify, Copy, and Remove Survey
- Create Questions
- Deploy Survey

April 11 10:30 a.m.- 12:30 p.m.
Visualization Center, Normal Hall, room 124

Instructional Technologies Series

Faculty attending will learn strategies for specific technologies. See each session for details.

Notes:

Faculty are encouraged to sign up for the entire series.

Session 1: Active Learning and Presentation Software

Series/Course Objectives:

Participants will be able to:

- Create powerful instructional strategies based upon effective contemporary learning theories.
- Make PowerPoint presentations integrating Active Learning principals

January 25 11:00 a.m.- 12:30 p.m.
Visualization Center, Normal Hall, room 124

Session 2: Using Blackboard Survey Tools, "Clickers," and Webforms

Series/Course Objectives:

Participants will be able to:

- Use Survey tools and other forms of feedback within the classroom and online.

February 8 11:00 a.m.- 12:30 p.m.
Visualization Center, Normal Hall, room 124

Session 3: Breeze Presenter and Breeze Meeting

Series/Course Objectives:

Participants will be able to:

- Communicate and collaboration through interactive web conferencing,

- empower nontechnical subject matter experts to rapidly create interactive multimedia experiences in Microsoft PowerPoint, and
- publish AICC- and SCORM-compliant Adobe Presenter content to existing learning management systems.

March 1 11:00 a.m.- 12:30p.m.
Visualization Center, Normal Hall, room 124

Session 4: Enhancing Your Course with Audio and Video Media

Series/Course Objectives:

Participants will be able to:

- Identify the appropriate use of audio and video into courses and
- create audio and video vignettes for instruction using best practices.

March 15 11:00 a.m.- 12:30p.m.
Visualization Center, Normal Hall, room 124

Session 5: Using Instructional Software: Hot Potatoes, Quandary, Respondus, Study Mate and more!

Series/Course Objectives:

Participants will be able to:

- Identify software tools that will best meet their instructional goals.

March 29 11:00 a.m.- 12:30p.m.
Visualization Center, Normal Hall, room 124

Research and Data Analysis Tools

SPSS 1: Introduction I

This training provides an introduction to SPSS for Windows. The emphasis of this workshop will be on inputting data into SPSS, whether the data is typed in directly or imported from another source. This workshop will also cover how to use the SPSS Help functions in SPSS and other places where help can be sought.

In this workshop you will learn to:

- Start up the SPSS program and navigate through it successfully
- describe variables,
- input data into the Data Editor,
- import data files from other programs into SPSS,
- use the SPSS Help System, and
- run basic descriptive statistics.

Prerequisites:

- Basic computer knowledge including use of mouse and keyboard.
- Understanding of basic undergraduate statistics theory.

February 19 10:00 a.m.- 12:00 p.m. ATRC, Normal Hall, room 120
April 5 2:00 p.m.- 4:00 p.m. ATRC, Normal Hall, room 120

SPSS 2: Introduction II

In this workshop, you will learn how to work with the output generated from SPSS analysis. Topics include: selecting the best form for visual and graphic presentations; creation and editing of charts; and referencing variables through cross tabulations.

This workshop will also address how to customize SPSS to suit individual purposes, getting things done faster through time-saving features, and automated production in SPSS. In this workshop you will learn to:

- Work comfortably with SPSS analysis output,
- understand and make decisions on best choices of charts and presentations,
- create and edit charts and diagrams in SPSS,
- know the customization options available for SPSS users, and
- understand how the automation process works in SPSS functions.

Prerequisites:

Must have completed SPSS for Beginners I or have a working knowledge of the course content.

February 22 1:00 p.m.- 3:00 p.m. ATRC, Normal Hall, room 120
March 22 9:30 a.m.- 11:30 a.m. ATRC, Normal Hall, room 120

Multivariate Analysis of Variance

This workshop reviews both one way and factorial multivariate Analysis of Variance by testing for difference between two or more groups as defined by both single and multiple Independent variables with multiple categories. The session will examine the assumptions underlying these statistical methods and how to interpret the results. The workshop will be hands-on with several practical examples and exercises to validate the learning process.

Notes:

This is a high level statistical analysis class. Participants must have above average understanding of statistics especially multivariate analysis. *The class is not to teach basics of SPSS but how to accomplish the tasks using SPSS software.*

Course Objectives:

- Understand the differences between various multivariate Analysis of Variance methods,
- understand the assumptions underlying the tests,
- be able to use SPSS to carry out Multivariate Analysis of Variance, and
- be able to interpret the SPSS output of Multivariate Analysis of Variance procedures.

April 23 1:00 p.m.- 3:00 p.m.
Cunningham Memorial Library, room 028
April 5 1:00 p.m.- 3:00 p.m.
Cunningham Memorial Library, room 230

Simple and Multiple Regression Analyses

This workshop will focus on the use of regression analysis to learn about relationships between single or several predictor variables and a dependent variable. The class will discuss how to use SPSS software to achieve these objectives and the interpretation of the results. The workshop will be hands-on with several practical examples and exercises to validate the learning process.

Notes:

Participants must have above average understanding of statistics especially multivariate analysis. *The class is not to teach basics of SPSS but how to accomplish the tasks using SPSS software.*

Course Objectives:

- Understand the differences between simple and multivariate regression Analysis methods,
- understand the assumptions underlying the tests,
- be able to use SPSS to carry out both linear and Multiple Regression Analysis, and
- be able to interpret the SPSS output of linear and multiple Regression Analysis.

February 13 9:00 a.m.- 11:30 a.m.
April 9 9:00 a.m.- 11:30 a.m.
Cunningham Memorial Library, room 028

Factor Analysis

This workshop reviews the use of factor analysis to explore underlying pattern of relationships among the variables. In particular, it seeks to discover if the observed variables can be explained largely or entirely in terms of a much smaller number of variables called factors. The class will discuss how to use SPSS software to achieve these objectives. The workshop will be hands-on with several practical examples and exercises to validate the learning process.

Notes:

This is a high level statistical analysis class. Participants must have above average understanding of statistics especially multivariate analysis. *The class is not to teach basics of SPSS but how to accomplish the tasks using SPSS software.*

Course Objectives:

- Understand how and when to use Factor Analysis,
- understand the assumptions underlying the tests,
- be able to use SPSS to carry out Factor Analysis, and
- be able to interpret the SPSS output of Factor Analysis procedures.

February 23 9:00 a.m.- 11:30 a.m.
Cunningham Memorial Library, room 028
April 3 1:00 p.m.- 3:00 p.m.
Cunningham Memorial Library, room 230

Discriminant Analysis

This workshop reviews the use of Discriminant Analysis in predicting which variable discriminate between two or more naturally occurring groups. The session will include practical examples of the use of Discriminant Analysis and how to carry out Discriminant Analysis using SPSS software. The workshop will be hands-on with several practical examples and exercises to validate the learning process.

Notes:

This is a high level statistical analysis class. Participants must have above average understanding of statistics especially multivariate analysis. *The class is not to teach basics of SPSS but how to accomplish the tasks using SPSS software*

Course Objectives:

- Understand how and when to use Discriminant Analysis
- Understand the assumptions underlying the tests.
- Be able to use SPSS to carry out Discriminant Analysis
- Be able to interpret the SPSS output of Discriminant Analysis procedures

February 26 9:00 a.m.- 11:30 a.m.
March 23 9:00 a.m.- 11:30 a.m.
Cunningham Memorial Library, room 028

Logistic Regression

This workshop reviews the use of logistic regression in predicting a discrete outcome, such as group membership, from a set of variables that may be continuous, discrete, dichotomous, or a mix of any of these. The session will include practical examples of the use of Logistic Regression Analysis and how to carry out Logistic Regression Analysis using SPSS software. The workshop will be hands-on with several practical examples and exercises to validate the learning process.

Notes:

This is a high level statistical analysis class. Participants must have above average understanding of statistics especially multivariate analysis. *The class is not to teach basics of SPSS but how to accomplish the tasks using SPSS software.*

Course Objectives:

- Understand how and when to use Logistic Regression
- Understand the assumptions underlying the tests.
- Be able to use SPSS to carry out Logistic Regression Analysis
- Be able to interpret the SPSS output of Logistic Regression
- Analysis procedures

March 1 1:00 p.m.- 3:00 p.m.
March 12 1:00 p.m.- 3:00 p.m.
Cunningham Memorial Library, room 028

Introduction to Structural Equation Modeling using AMOS – Part I

AMOS (Analysis of Moment Structures) is an easy-to-use program for creating visual Structural Equation Model (SEM). With AMOS, you can quickly specify, view, and modify your model graphically using simple drawing tools. The workshop is to get you started with AMOS Graphics. It will cover some of the basic functions and features of AMOS and guide you through your first AMOS analysis.

Notes:

You must have basic experience using Windows programs. A basic understanding of multivariate analysis will be an added advantage.

Course Objectives:

- Start AMOS Graphics and attach data files,
- specify models and draw variables,
- constrain parameters and improve the appearance of the path diagram, and
- perform simple analyses, view and print text output and path diagram.

March 6 1:00 p.m.- 3:00 p.m.
April 2 9:00 a.m.- 11:30 a.m.
Cunningham Memorial Library, room 028

Introduction to Structural Equation Modeling using AMOS – Part II

This workshop is a continuation of the Structural Equation Model (AMOS) – Part I. The workshop will teach applications of AMOS in SEM such as estimation of variance and covariances, placing constraints on parameters, interpretation of AMOS output,

degree of freedom, concept of goodness of fit, and how to use unobserved variables to predict the reliability of observed variables.

Notes:

This is not AMOS beginners' class. You must have basic experience knowledge of the use of AMOS software. Must be able to attach and read data, specify model, and draw/name variables in AMOS graphics. A basic understanding of multivariate analysis will be an added advantage.

Course Objectives:

- Use AMOS in estimating population variance and covariances,
- understand and interpret basic AMOS output, and
- understand the concept of degree of freedom as used in SEM.

March 26 1:00 p.m.- 3:00 p.m.
April 12 9:00 a.m.- 11:30 a.m.
Cunningham Memorial Library, room 028

Mean Comparison

This workshop reviews commonly used methods of mean comparison utilizing SPSS software. Specifically, t-test used to compare a single mean with a hypothesized value (one sample t-test), two means arising from paired data (paired sample t-test), or two means arising from unpaired data (Independent sample t-test), and test of significant difference between two or more means - one way Analysis of Variance (ANOVA) will be discussed in the class. The session will also examine the assumptions underlying these tests and the interpretation of the results. The workshop will be hands-on with several practical examples and exercises to validate the learning process.

Notes:

Participants must have a basic understanding of undergraduate statistics and mean comparison. Note: The class is not to teach basics of SPSS but how to accomplish the tasks using SPSS software

Course Objectives:

- Understand the differences between the different mean comparison methods,
- understand the assumptions underlying the tests,
- be able to use SPSS to compare means of population, and
- be able to interpret the SPSS output of mean comparison procedures.

February 12 9:00 a.m.- 11:30 a.m.
Cunningham Memorial Library, room 028
March 20 9:00 a.m.- 11:30 a.m.
Cunningham Memorial Library, room 230

Introduction to Qualitative Analysis Tool - QSR

This training provides an introduction to the use of the qualitative analysis software QSR N6. The emphasis will be on exploring the functionalities of N6, including how to search text and how to specify and restrict searches to retrieve particular data. You will also learn how to seek patterns and ask questions about themes discovered in any project or document.

Notes:

It is recommended for those who have had little or no hands-on experience with QSR N6.

Course Objectives:

- Code and manage categories, using codes to store interpretation and gain access to documents describing a project and its origin,
- search text by specifying and restricting searches to retrieve particular data, and
- seek patterns and ask questions about the themes discovered in your project.

February 5 1:00 p.m.- 3:00 p.m.
April 10 9:00 a.m.- 11:30 a.m.
Cunningham Memorial Library, room 028

Qualitative Analysis for Beginners

This workshop introduces participants to principles of Qualitative research. Topics to cover include a comparison of qualitative and quantitative research paradigms, features of qualitative research, the role of the researcher in qualitative inquiry, and research design and data collection strategies

Course Objectives:

- Understand the differences between quantitative and qualitative research methodology,
- understand the basic concepts of qualitative research, and
- understand research design and data collection strategies in qualitative research.

March 30 9:00 a.m.- 11:30 a.m.
April 19 9:00 a.m.- 11:30 a.m.
Cunningham Memorial Library, room 028

IPEDS Peer Analysis System

The IPEDS Peer Analysis System tool is designed to enable a user to compare a postsecondary institution of the user's choice to a group of peer institutions which are also selected by the user. It provides a variety of analytical features for peer analysis. Participants will learn how to use the IPEDS Peer Analysis System to create new calculated variables, to sort and rank schools based on the data items selected, and to view standard report templates.

Course Objectives:

- Understand how to use IPEDS Peer Analysis System tool for peer institution comparison and
- generate and view standard report templates.

February 27 9:00 a.m.- 11:30 a.m.
March 19 9:00 a.m.- 11:30 a.m.
Cunningham Memorial Library, room 028

LiveText

LiveText 1 : Creating Templates and Assessment Rubrics

In this hands-on workshop, faculty will learn to create an assignment template for their students with pages and sections that include clear directions for their students. Faculty will also create an assessment rubric and assign weights and standards for all criteria they grade upon.

Notes:

Faculty should bring their LiveText user name and password and a copy of an assignment and rubric they want to apply to LiveText to the workshop.

Course Objectives:

By the end of this workshop, you will be able to

- Create a LiveText template with pages, sections, and directions for students,
- create a LiveText assessment rubric with standards, weights, and criteria to use on students,
- use your assessment rubric to assess student in LiveText, and
- show students how to access your template, complete it, and submit it for review.

February 20	4:00 p.m.- 6:00 p.m.	College of Education, room 107
March 28	10:00 a.m.- 12:00 p.m.	College of Education, room 107

LiveText 2 : Running Assessment Reports

In this short, hands-on session, faculty will learn how to run their own reports on students they have assessed so that they may compare results from semester to semester. This information will help faculty see if there are areas that students need more attention.

Notes:

Faculty should bring their LiveText user name and password and know the name(s) of the assessment rubrics they use.

Course Objectives:

In this workshop the participant will learn to:

- Create an assessment report in LiveText,
- Customize an assessment report in LiveText,
- Save an assessment report in LiveText, and
- Print and/or export an assessment report from LiveText.

March 28	12:00 p.m.- 1:00 p.m.	College of Education, room 107
April 5	3:00 p.m.- 4:00 p.m.	College of Education, room 107

LiveText 3 : Fall 2006 New Features

This short, hands-on session will cover the new features added September 5, 2006. These features include:

- Create Documents,
- Sharing and Reviewing,
- Re-organized Review area, and
- Expanded search features.

Notes:

This will be hands-on, so the participant will need to bring his/her LiveText login information.

Course Objectives:

In this workshop the participant will learn to use the:

- New Create Documents feature,
- New Sharing and Reviewing feature,
- New organization of the Review area, and
- Expanded search features.

Extended New Faculty Orientation

In support of the University's commitment to excellence in teaching and learning, and to help new faculty successfully navigate their first year, new faculty are invited to take part in the University's New Faculty Orientation seminar series. The monthly series are theme based and serve to reconnect new faculty members with their colleagues on topics of instructional and research interest.

First Semester Adjustments To Life At ISU and My Role, My Department

Jack Maynard and Bob English will lead a discussion on the evolving role of a new faculty member within the ISU community.

January 4	12:00 p.m.- 1:00 p.m.	Dreiser Hall, room 122
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Academic Challenge

Facilitators of this program will look at issues of academic challenge and how environmental, instructional, and assessment strategies can impact student perception of classroom rigor.

February 14	3:00 p.m.- 4:30 p.m.	Cunningham Memorial Library
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Classroom Civility

What does a faculty member do when students are arriving late, being argumentative, reading newspapers in class, coming unprepared, refusing to participate and chatting with others? The facilitator of this program will lead discussion on strategies in confronting classroom civility.

March 20	3:00 p.m.- 4:30 p.m.	Cunningham Memorial Library
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Essential Writing Skills and Habits of Mind for Publishing Your Research

The facilitators of this program will help new faculty get a better understanding of how to get their scholarly work published.

April 4	3:00 p.m.- 4:30 p.m.	Cunningham Memorial Library
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Acquiring External Funding Support for Research/Scholarly Activity

Generating external grant dollars to support ones service and research activities is invaluable as one climbs the tenure ladder. The facilitator of this program will help new faculty understanding the process of finding and writing for external grant dollars.

April 19	3:00 p.m.- 4:30 p.m.	Cunningham Memorial Library
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Classroom Facilitation

The CIRT staff is available to assist with teaching technology sessions in regular, faculty-led courses. For example, a faculty member may have a unit on Web-based portfolio development within a specific class, but not be familiar enough with the software to feel confident about teaching it. CIRT staff can help by teaching the first session of the unit, then sitting in to provide support while the faculty teaches the next session(s), leading to the faculty member teaching the unit without direct CIRT assistance. For more information about classroom facilitation, contact CIRT at 2676 or cirt-training@indstate.edu.

Classroom Observation Program

The Classroom Observation Program provides an impartial and confidential service for faculty to evaluate the learning process of their classroom from the student perspective. This constructive feedback can either be personally offered or systematically collected by trained student observers. The faculty member selects which observation system will be used. Information collected is often detailed and useful. Student observers are available for all classes at all times of the day. Observations follow a structured sequence of events in order to give faculty feedback quickly without disrupting the class schedule. To request a consultation, contact the CIRT at 2676.

IT Training

GroupWise

Quick Startup

This workshop is designed for busy people who are new to GroupWise and/or want a quick overview of available features. The participant will learn what's available in e-mail options, calendar and scheduling appointments, and address books, as time allows. Of course, faculty are always welcome to contact CIRT to set up a one-on-one session for help with details, but this workshop should get GroupWise users going.

Notes:

Those who are new to GroupWise and/or those want a quick overview of available features; especially good for those who learn software easily on their own with minimal instruction.

This is a presentation-style workshop, and is not designed to be hands-on, although computers may be available for participants during the workshop, or participants are welcome to bring their own laptops.

Course Objectives:

The purpose of this workshop is to introduce faculty to as many relevant GroupWise features as time allows, such as:

- E-mail options (reply, forward, junk mail; resend, retract, delete, check status);
- Personalizing (subjects, categories and colors);
- File management (Cabinet, folders);
- Address books (contacts, distribution lists, name format search order); and
- Calendar (viewing, printing, name format, search order).

January 17	9:30 a.m.- 11:00 a.m.	ATRC, Normal Hall, room 120
February 14	9:30 a.m.- 11:00 a.m.	ATRC, Normal Hall, room 120
March 21	9:30 a.m.- 11:00 a.m.	ATRC, Normal Hall, room 120
April 11	9:30 a.m.- 11:00 a.m.	ATRC, Normal Hall, room 120

GroupWise 1: Introduction

By far, the most popular use of GroupWise is for e-mail. Most users are familiar with basic tasks like sending and receiving messages, so they think they know everything they need to know. But there are many features, not always familiar to everyone, that can help the user get more out of GroupWise, such as categorizing items by color, customizing his/her setup, and using the personalized address book. In this workshop the participant will go beyond basic e-mail functions to learn about attachments, checking message status, and retracting messages.

Notes:

This workshop is designed for faculty and staff who are new to using GroupWise for e-mail, and for those who want a refresher course.

The participant must be faculty or staff, must have a valid GroupWise account, and should have a solid working knowledge of the basics of using Windows.

No prior experience with GroupWise is required.

This workshop is for PC users and covers the client version of GroupWise (i.e., the version GroupWise installed on computers on campus). It does NOT cover the web version.

Course Objectives:

In this workshop the participant will learn to:

- Create and send a new message,
- Receive and read a message,
- Personalize an item,
- Reply to a message,
- Forward a message,
- Add attachments to an outgoing message,
- Receive attachments,
- Track message status of a sent item,
- Re-send and retract a message,
- Create a personal folder,
- Move messages to, or delete messages from, a folder,
- Add in individual entry to his/her address book, and
- Create a group (distribution list) in his/her address book.

GroupWise 2: Calendar and Scheduling + Proxy

GroupWise is truly a "collaborative services" software package, including not only e-mail, but calendar scheduling, sharing of resources, and many other features. This workshop focuses on using the calendar, setting up appointments (both private and shared, both individual and recurring), and sharing a calendar with others who need to access it through proxy.

Notes:

This workshop is designed for faculty and staff who are new to using the calendar and proxy features of GroupWise, and for those who want a refresher course.

The participant must be faculty or staff, must have a valid GroupWise account, and should have attended the GroupWise: Introduction workshop, or have equivalent working knowledge of GroupWise.

This workshop is for PC users and covers the client version of GroupWise (i.e., the version GroupWise installed on computers on campus). It does NOT cover the web version.

Course Objectives:

In this workshop the participant will learn to:

- View a calendar,
- Print a calendar,
- Post appointments to his/her own calendar,
- Schedule appointments shared with others,
- Accept and decline appointments,
- Use the Busy Search feature to schedule appointments with others,
- Schedule recurring appointments,

- Grant proxy access to others for his/her calendar, and
- Access someone else's calendar by proxy.

PowerPoint

PowerPoint 1: Introduction

PowerPoint is a desktop presentation program that turns ideas into professional, convincing presentations. PowerPoint lets the user create slides that include text, graphics, and charts, which can be displayed as an electronic slide show on any computer. Participants will learn options available to make a presentation exciting and dynamic.

Notes:

Those who attend this workshop should have a solid working knowledge of the basics of using Windows.

No prior experience with PowerPoint or other presentation software is required.

Course Objectives:

In this workshop the participant will learn to:

- Create a new presentation from a template,
- Insert new slides,
- Enter and edit text,
- Use various views of the slide show,
- Choose a design and color scheme for the slide show,
- Change the background of slides,
- Insert, move and re-size graphics on slides, and
- Save, preview, and present the slide show.

January 11 1:00 p.m.- 3:00 p.m.

Library, room 028

PowerPoint 2: Creating a Jeopardy-type Game

Faculty looking for a fun way to quiz students on facts may be interested in creating a version of the famous "Jeopardy" game. In this workshop participants will learn how easy it is in PowerPoint to create the board, add the "answers" (with graphics and sound, if desired), and even link to the "correct responses" to reinforce students learning. There is plenty of room for creativity as participants have a "Daily Double" amount of fun learning this exciting use of PowerPoint as a teaching tool.

Notes:

Those who attend this workshop should have already taken Introduction to PowerPoint and/or have a solid working knowledge of PowerPoint.

Course Objectives:

In this workshop the participant will learn to:

- Create a table in a slide,
- Insert values into the cells of a table,
- Add graphics and sounds (if desired), and
- Create links to navigate to other slides ("answers", "correct responses", "Daily Double", and the category board).

March 16 9:30 a.m.- 11:00 a.m.

Library, room 028

PowerPoint 3: Multimedia

Multimedia is a combination of video, audio, animation, and graphics. Adding multimedia to slide shows is a great way to make them more interesting to an audience. In this workshop the participant will learn how to create slides that contain not only text and pictures, but also sounds and even video clips.

In order to use all of the available multimedia features, the PC must be multimedia-ready, which means it needs CD-ROM, a sound card, speakers, and a microphone (if any sound is to be recorded). If plans include using video clips, the computer will also need to have enough speed and power to manage the extra load.

Notes:

Participants should have a solid working knowledge of PowerPoint.

Course Objectives:

In this workshop the participant will learn to:

- Insert sound files into a presentation,
- Add voice narration to slides,
- Insert a video clip, and
- Automate the multimedia in the presentation.

February 23 2:00 p.m.- 4:00 p.m.

Library, room 028

March 28 10:00 a.m.- 12:00 p.m.

Library, room 028

PowerPoint 4: Active Learning Using PowerPoint

This workshop will introduce the participant to the strategies required to turn a simple PowerPoint PRESENTATION into a PowerPoint EDUCATION. After reviewing the typical uses of PowerPoint, the participant will be guided through the process and strategies to change the presentation into one that focuses on engaging the learner and modeling an active, learner centered environment.

Notes:

Those who attend this workshop should have already taken *Introduction to PowerPoint* and/or have a solid working knowledge of PowerPoint.

Course Objectives:

In this workshop the participant will learn to:

- Identify active learning characteristics,
- Identify active learning examples in PowerPoint,
- Create an outline for active learning focused PowerPoint, and
- Create or modify a presentation that is based on an active pedagogy.

March 27 2:30 p.m.- 4:30 p.m.

Library, room 028

April 10 9:30 a.m.- 11:30 a.m.

Library, room 028

Excel

Excel 1: Introduction

Excel is a powerful spreadsheet software program that allows the user to make quick and accurate numerical calculations. Entering data is quick and easy, and Excel can then instantly perform any type of calculation on it. Excel can also make the information look sharp and professional. The uses for Excel are limitless: financial reports, household budgets or investment portfolios, or statistical analysis. This workshop will show the participant how the ease and power of Excel can help with even the most tedious or difficult "number crunching" tasks.

Notes:

Those who attend this workshop should have a solid working knowledge of the basics of using Windows.

No prior experience with Excel or other spreadsheet software is required.

Course Objectives:

In this workshop the participant will learn to:

- Use Excel menus, toolbars and icons, shortcut keystrokes and mouse commands;
- navigate around a spreadsheet;
- enter and edit various types of data;
- select a data range and to work within it;
- enter formulas to perform calculations;
- use AutoSum to create simple formulas;
- use AutoFill to enter data;
- use AutoFit to adjust column and row sizes;
- format numbers; and
- save, preview and print a spreadsheet.

Excel 2: Charts

A chart illustrates data, relationships, or trends graphically. Like the saying "a picture is worth a thousand words," charts are often better at presenting information than hard-to-read numbers in a table or spreadsheet.

In this workshop, the participant will learn how to select an appropriate chart type for his/her purposes, create and format a chart, and import the chart into PowerPoint or Word.

Notes:

Those who attend this workshop should have already taken *Introduction to Excel* and/or have a solid working knowledge of Excel.

Course Objectives:

In this workshop the participant will learn to:

- Create a chart,
- select a chart type,
- change a chart's source data,
- format elements in a chart, and
- import charts into Microsoft PowerPoint or Word.

January 16 9:30 a.m.- 11:30 a.m. ATRC, Normal Hall, room 120

Excel 3: Formulas

Formulas are the heart and soul of a spreadsheet. Without formulas, Excel would be nothing more than a grid used to enter numbers and text. As this workshop will show, formulas can do a lot more than just adding, subtracting, multiplying and dividing. Excel has numerous functions that can be used to create complex financial and statistical calculations. In this workshop the participant will learn how to create formulas, from the simplest to the more complicated, using automatic features and functions built into Excel.

Notes:

Those who attend this workshop should have already taken *Introduction to Excel* and/or have a solid working knowledge of Excel.

Course Objectives:

In this workshop the participant will learn to:

- Use the AutoSum feature to create a simple formula,
- use the AutoFill feature to copy formulas,
- create a formula manually,
- combine various Excel functions to create formulas,
- create and use range names,
- use the IF function to create conditional formulas,
- display and print formulas, and
- use the Trace Error button to fix formula errors.

Excel 3: Formatting

Everyone wants his/her Excel worksheet to look good without spending too much time fussing with it. This workshop will offer tools and tips —editing and formatting cells, rows and columns; adding style with fonts, borders and colors; and checking print options - to assure the output has a professional look.

Notes:

Those who attend this workshop should have already taken *Introduction to Excel* and/or have a solid working knowledge of Excel.

Course Objectives:

In this workshop the participant will learn to:

- Edit, cut, copy and paste cell values;
- paste special items;
- use Undo and Redo multilevel features;
- format fonts and numeric values;
- insert columns, rows or cells;
- adjust column width and row height, and use AutoFit;
- apply borders and colors;
- use the Format Painter and AutoFormat;
- create and apply a custom format;
- apply fancy and conditional formatting; and
- check print options and preview the worksheet.

Excel 4: Gradebooks

Excel can provide an easy-to-use tool to manage grades for classes. A worksheet can be used to summarize, calculate, and even assign letter grades. In this worksheet several scenarios will be presented to help the participant learn how to apply formulas and functions to suit his/her individual style.

Notes:

Those who attend this workshop should have already taken *Introduction to Excel* and/or have a solid working knowledge of Excel. Previous experience with formulas and functions is recommended.

Course Objectives:

In this workshop the participant will learn to:

- Design and create a grade worksheet,
- set up formulas to sum scores and calculate percentages, and
- use a function to assign letter grades, if desired.

**January 29 10:00 a.m.- 12:00 p.m.
February 7 9:30 a.m.- 11:30 a.m.**

**Library, room 028
Library, room 028**

Excel 5: Large and Multiple Worksheets

Financial and numeric information often does not fit on a single page. For example, a business's financial statement usually has several pages: an expense page, an income page, a cash-flow page, and so on. Similarly, Excel's workbooks contain several worksheets. In this workshop, the participant will learn how to work with and manage workbooks, and how to produce a report that looks good when printed.

Notes:

Those who attend this workshop should have already taken *Introduction to Excel* and/or have a solid working knowledge of Microsoft Excel.

Course Objectives:

In this workshop the participant will learn to:

- Navigate between the sheets in a workbook;
- insert, delete, rename, and move worksheets;
- work with several worksheets and workbooks;
- split and freeze a window;
- reference external data;
- add headers, footers, and page numbers to a worksheet;
- specify what gets printed and where the page breaks;
- adjust the margins, page size and orientation, and print scale;
- protect and hide a worksheet;
- create and use a template; and
- consolidate multiple worksheets.

January 30 9:30 a.m.- 11:30 a.m. ATRC, Normal Hall, room 120

Excel 6: Lists and Data Validation

Excel can keep track of information in lists or databases, such as telephone numbers, clients, and employee rosters. Once a list has been created in Excel, it can be used to easily find, organize and analyze the information with Excel's rich set of list-management features. In this workshop the participant will learn how to create a list, then add, modify, delete and find information in it. The participant will also learn how to use filters to display specific information, such as records from a specific zip code.

Notes:

Those who attend this workshop should have already taken *Introduction to Excel* and/or have a solid working knowledge of Microsoft Excel.

Course Objectives:

In this workshop the participant will learn to:

- Create a list;
- add, find, edit, and delete records;
- sort a list;
- use the AutoFilter to filter a list;
- create a custom AutoFilter;
- create and use an advanced filter; and
- use data validation when entering records to a list.

February 27 9:30 a.m.- 11:30 a.m. ATRC, Normal Hall, room 120

Excel 7: Pivot Tables

Once a list has been created in Excel, there are many ways to analyze its data. This workshop explains some of the more advanced and powerful methods of analyzing list information. Using the PivotTable feature is often the best way to summarize and analyze list data—which is why we'll spend more than half of the workshop discussing it. A PivotTable is a way to summarize list information. This workshop explains the ins and outs of PivotTables—how to create them, modify their structure, and edit the data a PivotTable is based on. This workshop also includes lessons on several other ways to summarize and analyze worksheet information, such as how use Excel's subtotal function, how to create database-specific formulas, and how to outline worksheets.

Notes:

Those who attend this workshop should have already taken *Introduction to Excel* and/or have a solid working knowledge of Microsoft Excel.

Course Objectives:

In this workshop the participant will learn to:

- Create a PivotTable,
- change or "Pivot" a PivotTable,
- use the Page Field to filter what data is displayed in a PivotTable,
- group information in a PivotTable by date,
- create and work with subtotals,
- use Database functions (DSUM),
- use Lookup functions (VLOOKUP), and
- group and outline a worksheet.

March 13 9:30 a.m.- 11:30 a.m. ATRC, Normal Hall, room 120

Excel 8 : Macros

Performing the same task over and over again in Excel can be made easier and more efficient by creating a macro. Participants in this workshop will learn how to record and play a macro, and assign shortcut keys or a toolbar button to the macro. Some editing of Visual Basic, the language of macros, will be introduced.

Notes:

Those who attend this workshop should have already taken *Introduction to Excel* and/or have a solid working knowledge of Excel.

Course Objectives:

In this workshop the participant will learn to:

- Record and play a macro,
- assign a shortcut key and add a button to the toolbar for the macro, and
- enhance a macro via simple Visual Basic (VB) edits.

February 13 9:30 a.m.- 11:30 a.m. ATRC, Normal Hall, room 120

Word

Mail Merge

Performing a mail merge isn't as difficult as some think it is, but there are several steps involved before the final product is produced, whether it is a letter, a set of mailing labels, or another document. In addition to the name, address and other personal information, the content can be customized as well, based on the data

provided. This workshop will lead participants through the process step-by-step, and will demonstrate how much time and work can be saved by letting Word do most of the work!

Notes:

Those who attend this workshop should have a solid working knowledge of Word.

Course Objectives:

In this workshop the participant will learn to:

- Create a mailing list for use in Word Mail Merge,
- select and sort recipients,
- create a document containing merge fields,
- merge data into the document for printing or saving,
- use an existing mailing list to import data into a mail merge document, and
- create conditional text to customize the content.

January 31	10:00 a.m.- 11:30 a.m.	ATRC, Normal Hall, room 120
March 20	9:00 a.m.- 10:30 a.m.	ATRC, Normal Hall, room 120

Access

Access 1: Tables and Fields

With so much data to manage, it is a common need to create a database, or to understand an existing database. This session will discuss fields and their properties, tables and how they relate to each other, and principles of relational databases.

Notes:

Participants should be familiar with Windows and Microsoft Office usage. No prior database experience is required.

Course Objectives:

In this workshop the participant will learn to:

- Plan a database,
- create a table using a wizard,
- create a table from scratch, and
- modify field properties.

February 1	8:30 a.m.- 10:30 a.m.	Library, room 028
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Access 2: Queries

Getting data into an Access database; getting data you need out of the database another. This workshop will discuss queries: how to create them, different types, and some practical uses to help participants use a database efficiently.

Notes:

Participants should be familiar with Windows and Microsoft Office usage, and MUST have attended the Tables and Fields workshop.

Course Objectives:

In this workshop the participant will learn to:

- Relate tables based on a common field,
- set options for referential integrity,
- write a simple query that selects data,
- sort data within a query,
- add a calculated field to a query, and

- create parameters for a query.

February 8	8:30 a.m.- 10:30 a.m.
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Library, room 028

Access 3: Forms and Reports

In order for an Access database to run efficiently and provide correct information, the data must look good, both going in and coming out. This workshop discusses reports and forms: how to create them, properties of each, and formatting, so participants can present their information in the best possible way.

Notes:

Participants should be familiar with Windows and Microsoft Office usage, and MUST have attended the Tables and Fields workshop. Attendance of the Queries workshop is preferred, but not required.

Course Objectives:

In this workshop the participant will learn to:

- Create a report using AutoReport,
- move and re-size fields and labels,
- group and sort records,
- create calculated controls,
- create a form using AutoForm,
- change the tab order,
- work with form properties, and
- create a subform.

February 15	8:30 a.m.- 10:30 a.m.
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Library, room 028

Project

Project 1: Planning A Project—Tasks

The first of a multi-session workshop, this session will introduce participants to Microsoft Project, a high-powered project management tool that can be used to control and track any kind of project. Planning the project is a necessary prerequisite, however, and this will be discussed prior to participants becoming familiar with the screens and elements of the software. Then the activity will turn to project tasks and how Project can organize and relate them in a meaningful way to progress toward the project goals.

Notes:

Those who attend this workshop should be familiar with using a PC with keyboard and mouse in a Windows environment.

Course Objectives:

In this workshop the participant will learn to:

- Understand the basic steps of planning a project;
- enter project information;
- set the Working Time Calendar;
- create a new Calendar;
- adjust the timescale;
- save a project file, baseline plan and interim plan;
- enter tasks and durations;
- create Milestones and recurring tasks;
- insert, delete, copy and move task;

- link, unlink and split task;
- overlap or delay task;
- set task deadlines and constraint; and
- assign a task calendar.

February 8 2:00 p.m.- 4:00 p.m.

Library, room 028

Project 2: Resources—Views

In this second session of the series, the focus will be on resources—the people, materials and equipment needed to complete a project. Project helps a manager track the cost and availability, as well as assignments of tasks to resources. Then the emphasis will shift to views, tables and reports: various ways project information can be seen from different angles, such as the critical path, resource over allocation, and task or resource details.

Notes:

Participants **must** have attended the first session of this series of Project workshops.

Course Objectives:

In this workshop the participant will learn to:

- Create a resource list;
- enter resource availability and change resource schedules;
- group resources;
- assign work and material resources;
- enter resource costs and fixed costs;
- view costs;
- use Common Views, More Views, and Split Views;
- use tables and filters;
- view sorted and grouped Information;
- view the project's critical path;
- view task or resource details; and
- print a view, or print a view as a report.

February 15 2:00 p.m.- 4:00 p.m.

Library, room 028

Project 3: Updating Progress, Balancing Resources

The third of a multi-session workshop, this session picks up in the middle of a current project. Participants will learn how to update tasks, make sure resources are working at the correct pace, and monitor the current status, allowing the project manager catch problems before they get out of hand. Then the attention will turn to balancing project progress - adjusting resource work, in particular. Oftentimes, problems that seem too large to handle can be easily fixed with a bit of careful resource work or cost balancing. This part of the workshop will be a valuable guide to handling problems that occur in real-life situations.

Notes:

Participants **must** have attended the first two sessions of this series of Project workshops.

Course Objectives:

In this workshop the participant will learn to:

- Update tasks, resources and costs;
- check duration, work and cost variance;
- view project statistics;

- check Earned Value;
- identify and fix project trouble spots;
- identify resource over allocation;
- balance Resources automatically or manually;
- reassign resource work; and
- schedule resource overtime.

March 15 2:00 p.m.- 4:00 p.m.

Library, room 028

Project 4: Reports; Managing Multiple Projects

This fourth and final session in the series starts off by looking at reports that a project manager can share with others. Participants will learn how to format, customize, define and sort information in reports so they are tailored to certain people. Then the direction will change to address another real-world scenario: multiple projects. A manager may need to see total individual workloads and schedules for resources for multiple project assignments, which can help them plan for future long-term resource allocations. Participants will learn how to view and share information between multiple project files using advanced management techniques like consolidating project files and creating a shared resource pool.

Notes:

Participants **must** have attended the first three (3) sessions of this series of Project workshops.

Course Objectives:

In this workshop the participant will learn to:

- Choose an appropriate report,
- define report contents,
- sort a report,
- add page elements to a report,
- save a project as a web page,
- consolidate a project,
- create a link between projects,
- share a resource pool,
- view multiple critical paths,
- save a workspace, and
- save consolidated project baselines.

March 22 2:00 p.m.- 4:00 p.m.

Library, room 230

ISecUre

Getting Started

ISecUre allows users to store files on a server that is accessible via the Web, and to share those files with others. Permissions can be set to allow others to collaborate by modifying files; version control is also featured, to track document history.

Notes:

IMPORTANT! In order to participate in this workshop, participants must already have a ISecUre account. Requests should be directed to the OIT Help Desk, phone 237-2910 or e-mail cchelp@isugw.indstate.edu.

Course Objectives:

In this workshop the participant will learn to:

- Create folders in a ISecUre account;
- upload files into a ISecUre account;
- set permissions for file sharing;
- set up a Web folder on the local computer;
- set up version control, and to check documents in and out, and
- set subscriptions to send notifications of actions, as desired.

January 19	3:00 p.m.-	4:30 p.m.	Library, room 230
February 6	2:00 p.m.-	3:30 p.m.	Library, room 028
February 21	9:30 a.m.-	11:00 a.m.	Library, room 028
March 27	9:30 a.m.-	11:00 a.m.	Library, room 028
April 17	2:00 p.m.-	3:30 p.m.	Library, room 028

WebForms

WebForms 1: Creating an Online Survey

In this workshop, participants will learn the basics of building a web survey using Web Forms. Web Forms simplifies the posting of online surveys, and it then allows the researcher to analyze the data collected from the survey online or to export them to other applications.

Notes:

No prior experience with WebForms or other online survey tools is required.

IMPORTANT! Those attending this workshop must have a WebForms account prior to the training workshop. Request a Web Forms account at <http://webforms.indstate.edu/webforms-account-request>; allow two working days for processing the request.

Course Objectives:

In this workshop the participant will learn to:

- Set up an online survey within WebForms,
- add questions to a survey, and
- review the survey results online or by using Web Forms' export feature.

January 23	2:00 p.m.-	4:00 p.m.	ATRC, Normal Hall, room 120
February 20	3:00 p.m.-	4:30 p.m.	Library, room 028
March 29	12:00 p.m.-	2:00 p.m.	ATRC, Normal Hall, room 120

WebForms 2: Rules

Sometimes a particular response to an individual question in a survey should direct a respondent to a different set of questions. In WebForms, rules make such branching possible. It takes careful planning and conceptual thinking about the structure of the survey, but the process is not necessarily difficult. This workshop will help participants learn how to set up such branching within a survey, and how to write appropriate rules to accomplish that.

Notes:

Previous experience in creating a survey in WebForms is required.

IMPORTANT! In order to participate in this workshop, the participant **must** have an active WebForms account and **must** have created at least one survey using WebForms.

Course Objectives:

In this workshop the participant will learn to:

- Structure the paths of a survey,
- decide where branching needs to take place, and
- write rules to direct respondents to appropriate questions

January 30	3:00 p.m.-	4:30 p.m.	ATRC, Normal Hall, room 120
March 14	9:30 a.m.-	11:00 a.m.	Library, room 028

Personal Response System (PRS)

Using a Personal Response System

Many people have seen a personal response system (PRS) used on television; for example, when an audience votes for the funniest video, or when a quiz show contestant calls on the audience as a "lifeline". PRS is now being used in classrooms to allow students—even the shy ones—to participate more freely, and to provide instant feedback to the instructor. A summary of responses can be viewed real-time in graph format, and individual responses can be tracked and recorded, if desired, simplifying the grading process.

This workshop will give participants the practical steps for using PRS—setting up rosters, lessons, sessions and gradebooks. Many are already brainstorming possible ideas for this exciting new technology for interacting with students. The possibilities for active learning activities are innumerable.

Notes:

Workshop registrants should have the ability to create a slide presentation using PowerPoint.

Course Objectives:

In this workshop the participant will learn to:

- Install free PRS software from the vendor,
- create class rosters,
- create response maps and view response charts,
- create lessons in PowerPoint for use in PRS,
- conduct a PRS session, and
- record and view grades in PRS, if desired.

Technology-Enhanced Classrooms

New Tools for Instruction

The term technology-enhanced classroom refers to any room which has the equipment and systems to support the presentation of teaching materials. With the use of computers, Symposiums, projectors, smart boards, and other such equipment, faculty and students at Indiana State University have the ability to present with many visual-aids. In this workshop the participant will be able to work hands-on with the different types of equipment found in classrooms on campus. (Private sessions can also be arranged.)

Notes:

Participants must have basic computer knowledge.

Course Objectives:

In this workshop the participant will learn to:

- Log in to computer equipment,
- find and recognize equipment in technology-enhanced classrooms,

- understand the functionality of equipment,
- utilize the projector for the computer as well as the VCR or DVD player,
- operate any remotes present in the equipment cabinet, and
- properly shut down equipment.

Breeze

Notes:

IMPORTANT! Participants must have a Breeze account prior to the workshop session they will be attending. For more information on Breeze accounts, go to <http://www.indstate.edu/cirt/instruction/breeze/breeze.htm> and check the links on the right side of the web page. To request a Breeze account, go to <http://webforms.indstate.edu/breeze> to complete and submit the completed form. Allow two working days for processing.

Cameras, headsets and microphones will be provided to participants for the workshop.

Breeze 1: Breeze Presenter

Breeze is a suite of presentational software tools from Macromedia. This workshop will discuss using Breeze Presenter to make a PowerPoint presentation easily Web-accessible by converting it to a Flash file. It is also possible to add voice narration and republish the presentation so an audio element would be available to those viewing the presentation.

We recommend that participants attend Breeze Presenter training prior to Breeze Meeting training.

Course Objectives:

In this workshop the participant will learn to:

- Download the Breeze software and PowerPoint plug-in,
- obtain Breeze documentation and online help,
- publish a PowerPoint presentation to the Breeze server,
- view a published PowerPoint presentation on the Web, and
- add voice annotations to a PowerPoint presentation.

January 22	2:00 p.m.-	4:00 p.m.	ATRC, Normal Hall, room 120
February 2	2:00 p.m.-	4:00 p.m.	ATRC, Normal Hall, room 120
February 27	2:30 p.m.-	4:30 p.m.	ATRC, Normal Hall, room 120
March 26	10:00 a.m.-	12:00 p.m.	ATRC, Normal Hall, room 120
April 10	2:30 p.m.-	4:30 p.m.	ATRC, Normal Hall, room 120

Breeze 2: Breeze Meeting

Breeze is a multi-use tool from Macromedia. This workshop will discuss how to conduct a live Breeze Meeting session via the Web, including a PowerPoint presentation and chat.

We recommend that participants attend Breeze Presenter training prior to Breeze Meeting training.

Course Objectives:

In this workshop the participant will learn to:

- Download the Breeze Meeting software,
- create a new Breeze meeting using the basic layout,
- set up the camera and voice pod,
- load content for use in a meeting,

- run a PowerPoint slide show in a meeting,
- use the Chat feature to interact with attendees, and
- record a Breeze meeting.

February 16	10:00 p.m.-	12:00 p.m.	ATRC, Normal Hall, room 120
March 23	2:00 p.m.-	4:00 p.m.	ATRC, Normal Hall, room 120
April 5	9:30 a.m.-	11:30 a.m.	ATRC, Normal Hall, room 120
April 20	2:30 p.m.-	4:30 p.m.	ATRC, Normal Hall, room 120

Breeze 3: Breeze 5 Features

Breeze is a suite of presentational software tools from Macromedia. This workshop will introduce participants to some of the features of Breeze beyond what is covered in the "Getting Started" workshops. As time allows, demonstrations and a question-answer time will go into more depth of particular features of interest to the group of attendees.

Participants should have already attended the Breeze Presenter and Breeze Meeting "Getting Started" workshops and have some experience with the basics of using Breeze Meeting.

Workshop materials will not include copies of Macromedia documentation, but participants will be directed to resources where this can be obtained at no additional cost.

Course Objectives:

In this workshop the participant will learn to:

- Obtain Macromedia documentation about Breeze software,
- view demonstrations of many of the features of Breeze, and
- use particular features of Breeze available at ISU (as time allows and depending on the interest of the particular group attendees at a session)

February 19	2:00 p.m.-	4:00 p.m.	ATRC, Normal Hall, room 120
April 6	2:00 p.m.-	4:00 p.m.	ATRC, Normal Hall, room 120

Captivate

Introduction

Captivate allows the user to create visual tutorials by capturing images or actions from the computer screen. Voice narration can also be added to create online "video" as a teaching tool.

Course Objectives:

In this workshop the participant will learn to:

- Capture still images from the screen,
- capture a sequence or series of actions from the screen,
- add voice narration to the sequence,
- edit the captured sequence,
- adjust the timing of features for the sequence, and
- save or publish a Captivate video.

February 5	10:00 a.m.-	12:00 p.m.	ATRC, Normal Hall, room 120
April 12	2:00 p.m.-	4:00 p.m.	ATRC, Normal Hall, room 120
April 17	9:30 a.m.-	11:30 a.m.	ATRC, Normal Hall, room 120

Customized Private Session

The CIRT staff can provide consultations and training for individuals or small groups, with content and materials tailored to specific needs. These personal, face-to-face sessions can be arranged to fit your schedule, and may be conducted in the center's facilities or at a location of your choosing. To request a "customized private session" for a particular topic, you can sign up at <http://cirt-training.indstate.edu> and click on the appropriate button (faculty/staff, graduate students, undergraduate students) to take you to the current program schedule or call CIRT at 2676.

Student IT Education Program

To supplement information technology training received in select credit courses, the Center for Instruction, Research, and Technology (CIRT) offers workshops to Indiana State students to gain additional computing and software skills. Pre-registration is available and can be completed online at <http://www.indstate.edu/cirt/pd/students.htm>.

Presentation Tools

PowerPoint 2: Adding Multimedia to Your Presentation

January 18	2:00 p.m.-	4:00 p.m.	ATRC, Normal Hall, room 120
February 5	2:00 p.m.-	4:00 p.m.	ATRC, Normal Hall, room 120
March 1	1:00 p.m.-	3:00 p.m.	ATRC, Normal Hall, room 120
April 3	2:00 p.m.-	4:00 p.m.	ATRC, Normal Hall, room 120
April 19	2:00 p.m.-	4:00 p.m.	ATRC, Normal Hall, room 120

Word Processing Tools

Word 3: Styles and Formatting

February 6	10:00 a.m.-	11:30 a.m.	ATRC, Normal Hall, room 120
February 28	9:00 a.m.-	10:30 a.m.	ATRC, Normal Hall, room 120
April 12	10:00 a.m.-	11:30 a.m.	ATRC, Normal Hall, room 120

Database Design Tools

Access 1: Tables and Fields

March 12	2:00 p.m.-	4:00 p.m.	ATRC, Normal Hall, room 120
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Access 2: Queries

March 19	2:00 p.m.-	4:00 p.m.	ATRC, Normal Hall, room 120
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Access 3: Reports and Forms

April 2	2:00 p.m.-	4:00 p.m.	ATRC, Normal Hall, room 120
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Project Management Software

Project Management: Overview

February 12	10:00 a.m.-	12:00 p.m.	ATRC, Normal Hall, room 120
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ISU Computing Resources

Cdix: Discover Free Digital Music

January 11	3:00 p.m.-	4:00 p.m.	ATRC, Normal Hall, room 120
January 29	2:00 p.m.-	3:00 p.m.	ATRC, Normal Hall, room 120
March 27	1:00 p.m.-	2:00 p.m.	ATRC, Normal Hall, room 120

Research and Data Analysis Tools

SPSS 1

March 15	9:30 a.m.-	11:30 a.m.	ATRC, Normal Hall, room 120
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SPSS 2

April 9	2:00 p.m.-	4:00 p.m.	ATRC, Normal Hall, room 120
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Web Forms: Creating an Online Survey

January 23	2:00 p.m.-	4:00 p.m.	ATRC, Normal Hall, room 120
March 29	12:00 p.m.-	2:00 p.m.	ATRC, Normal Hall, room 120

Instructional Technologies

LiveText 2: Personalize Your Portfolio

February 14	1:00 p.m.-	2:00 p.m.	ATRC, Normal Hall, room 120
March 28	4:00 p.m.-	5:00 p.m.	ATRC, Normal Hall, room 120

WebQuests: Creating a WebQuest with TrackStar

April 3	4:00 p.m.-	6:00 p.m.	ATRC, Normal Hall, room 120
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Captivate: Introduction

January 22	9:30 a.m.-	11:30 a.m.	ATRC, Normal Hall, room 120
February 28	3:00 p.m.-	5:00 p.m.	ATRC, Normal Hall, room 120

Dragon Naturally Speaking: Control Your Computer with Voice

February 23	11:00 a.m.-	12:00 p.m.	ATRC, Normal Hall, room 120
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Multimedia Development Tools

Windows Movie Maker: Introduction

February 21	12:00 p.m.-	2:00 p.m.	ATRC, Normal Hall, room 120
April 10	12:00 p.m.-	2:00 p.m.	ATRC, Normal Hall, room 120

Flash 1: Introduction

January 26	2:00 p.m.-	4:00 p.m.	ATRC, Normal Hall, room 120
February 7	12:00 p.m.-	2:00 p.m.	ATRC, Normal Hall, room 120
February 13	2:00 p.m.-	4:00 p.m.	ATRC, Normal Hall, room 120
March 1	3:00 p.m.-	5:00 p.m.	ATRC, Normal Hall, room 120

Flash 2: Buttons, Actions, and Intermediate Topics

March 29	2:00 p.m.-	4:00 p.m.	ATRC, Normal Hall, room 120
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Apple iMovie and iDVD: Introduction

April 11	3:00 p.m.-	5:00 p.m.	Fine Arts Mac Lab, room 112
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Podcasting: Creating a Podcast with GarageBand

March 29	3:00 p.m.-	5:00 p.m.	Fine Arts Mac Lab, room 112
April 11	12:00 p.m.-	2:00 p.m.	Fine Arts Mac Lab, room 112

Design and Graphics Tools

Photoshop 1: Introduction

February 6	2:00 p.m.-	4:00 p.m.	ATRC, Normal Hall, room 120
March 14	3:00 p.m.-	5:00 p.m.	ATRC, Normal Hall, room 120

Photoshop 2: Intermediate Topics

February 20	1:00 p.m.-	3:00 p.m.	ATRC, Normal Hall, room 120
April 17	3:00 p.m.-	5:00 p.m.	ATRC, Normal Hall, room 120

Photoshop 3: Designing Web Pages with Photoshop and ImageReady

March 13	2:00 p.m.-	4:00 p.m.	ATRC, Normal Hall, room 120
April 13	12:00 p.m.-	2:00 p.m.	ATRC, Normal Hall, room 120

Illustrator: Introduction

March 15	3:00 p.m.-	5:00 p.m.	ATRC, Normal Hall, room 120
April 18	2:00 p.m.-	4:00 p.m.	ATRC, Normal Hall, room 120

Web Development Tools

FrontPage 1: Building Your Personal Web Site on the Sapphire Server

January 24	10:00 p.m.-	12:00 p.m.	ATRC, Normal Hall, room 120
February 15	1:00 p.m.-	3:00 p.m.	ATRC, Normal Hall, room 120
March 22	2:00 p.m.-	4:00 p.m.	ATRC, Normal Hall, room 120

FrontPage 2: Designing Webpages with Cascading Style Sheets (CSS)

February 1	2:00 p.m.-	4:00 p.m.	ATRC, Normal Hall, room 120
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Dreamweaver 1: Introduction

March 2	10:00 a.m.-	12:00 p.m.	ATRC, Normal Hall, room 120
March 27	2:00 p.m.-	4:00 p.m.	ATRC, Normal Hall, room 120

Dreamweaver 2: Designing Web Pages with Frames

March 21	1:00 p.m.-	3:00 p.m.	ATRC, Normal Hall, room 120
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Desktop Publishing Tools

InDesign: Introduction

March 28	1:00 p.m.-	3:00 p.m.	ATRC, Normal Hall, room 120
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Publisher: Introduction

February 26	2:00 p.m.-	4:00 p.m.	ATRC, Normal Hall, room 120
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Laptop Initiative

Getting Started with Your ThinkPad

January 16	2:00 p.m.-	4:00 p.m.	ATRC, Normal Hall, room 120
February 8	12:00 p.m.-	1:00 p.m.	ATRC, Normal Hall, room 120
February 21	3:00 p.m.-	4:00 p.m.	ATRC, Normal Hall, room 120

Computer-Based Training (CBT)

Computer-based training (CBT) is another option CIRT offers the ISU community. Because it is Web-accessible, faculty, staff, and students can learn any time and anywhere they have an Internet connection. Topics include software packages, programming languages, and preparation for certification examinations. Most modules have basic, intermediate, and advanced levels, and the smaller lesson units allow for self-pacing and review of content. Faculty can easily incorporate CBT into their curriculum; staff can use these courses for professional development and to improve job performance; and students can supplement what they are learning in the classroom or prepare to gain certifications that will give them an advantage toward employment in information technology. To request a CBT account, go to <http://webforms.indstate.edu/cbt-account-request>. For more information, on this service, contact the CIRT staff at 2676 or cirt-training@indstate.edu.

A

A+ Certification: Levels 1-5
Access 2000: Beginning / Intermediate / Advanced
Access XP: Beginning / Intermediate / Advanced
Access 2003: Levels 1-3
Adobe InDesign CS Level 1-5
Adobe InDesign CS to CS2 Upgrade
Adobe Photoshop CS Level 1-6
ASP 3.0: Levels 1-6
ASP.NET: Levels 1-5
AutoCAD 2000: Levels 1-6

C

CCNA: Level 1-5
CompTIA A+ Certification (2003): Levels 1-10
CompTIA Inet+ Level 1-4
CompTIA Network + Level 1-4
CompTIA Project+ Level 1-4

D

Dreamweaver MX 2004 Level 1-3
Dynamic HTML: Levels 1-3

E

Excel 2000: Beginning / Intermediate / Advanced
Excel XP: Beginning / Intermediate / Advanced
Excel 2003: Levels 1-3 / Charts & Graphs / Database Features / Additional Topics / Tips & Tricks
Exchange 2000 Server System Administration: Levels 1-5
Exchange Server 5.5 to 2003 Migration

F

Flash 5: Levels 1-2 / Animation and Tweening / ActionScripting

Flash MX 2004 Level 1-4

FrontPage 2000: Beginning / Intermediate / Advanced

FrontPage 2003 Level 1-3

G

GroupWise Upgrade-5.5/6.0 to 6.5 Transition Course
GroupWise 6 End User: Beginning / Intermediate / Advanced
GroupWise 6.5 Essentials / PowerTools: Levels 1-2 / Web Access

H

HTML 4: Levels 1-6

I

i-Net+: Levels 1-4
ICDL/ECDL: Levels 1-7b

J

Java Advanced Programming: Levels 1-4
Java GUI Programming: Levels 1-4
Java Introduction: Levels 1-4
Java JDBC and Servlet Programming: Levels 1-4

L

Linux Essentials: Level 1-4
Linux Network Administration: Levels 1-5
Linux Professional Institute Certification (LPIC)
Linux System Administration: Levels 1-6

M

MCSA Upgrade Level 1-5
MCSE 2003 Designing Win Server 2003 AD and Network 70-297: Levels 1-3 / Network Security 70-298: Levels 1-3
MCSE 2003 Exchange Server 2003 70-284: Levels 1-5

MCSE 2003 Implementing & Administering Win
Server 2003 Server Network Security 70-
299: Levels 1-5 /
Net Infrastructure 70-291: Levels 1-5
MCSE 2003 Planning Infrastructure 70-293:
Levels 1-5
MCSE 2003 AD Infrastructure 70-294: Levels 1-5
MCSE 2003 Server Environment 70-290: Levels
1-5
MCSE 2003 Windows XP Pro Exam
70-270: Levels 1-5
MCSE Upgrade Level 1-5

N

Network + Levels 1-4
Novell Netware 6.5 Virtual Office
Novell Net Mail
Novell Nterprise Linux Services
Novell Evolution Level 1-2
Novell GroupWise 7 Level 1-6
Novell GroupWise 7 WebAccess Level 1-2
Novell Linux Desktop 9 Level 1-2

O

OpenOffice.org - Calc Level 1-3 / Impress Level
1-3
Oracle 10g: Levels 1-6
Outlook 2000: Beginning / Intermediate /
Advanced
Outlook XP: Beginning / Intermediate /
Advanced
Outlook 2003: Levels 1-3

P

PhotoDraw 2000: Beginning / Intermediate /
Advanced
PowerPoint 2000: Beginning / Intermediate /
Advanced
PowerPoint XP: Beginning / Intermediate /
Advanced
PowerPoint 2003: Levels 1-4
Problem Solving
Project 2003 Introduction / Level 1-4
Publisher 2000: Beginning / Intermediate /
Advanced
Publisher 2003 Level 1-4

Q

QuickBooks Pro 2003: Beginning / Intermediate
/ Advanced
QuickBooks Pro 2005: Beginning / Intermediate
/ Advanced
Quickbooks Pro 2006 Level 1-3

S

Security+: Levels 1-5
SQL Server 2000 What's New
SQL Server 2000 Administration Exam
70-228: Levels 1-6
SQL Server 2000 Data Warehousing:
Levels 1-5
SQL Server 2000 Implementation Exam
70-229: Levels 1-6
Sun Certified Java Programmer Level 1-6

V

Visio 2003 Level 1-4
Visual Basic 6.0: Levels 1-10 / Component
Development / ActiveX Controls /
Client/Server Techniques / Automation
Programming / Multi-Tier Fundamentals
/ Multi-Tier Techniques / Internet
Applications
Visual Basic.NET: Levels 1-7
Visual C++ 6.0: Levels 1-6

W

What is Microsoft .NET: Levels 1-7
Windows 2000 Infrastructure 70-221:
Levels 1-5
Windows 2000 Security 70-220: Levels 1-4
Windows 2000 Directory Services 70-219: Levels
1-3
Windows 2000 Implementing Directory Services
70-217: Levels 1-4
Windows 2000 Network Infrastructure
70-216: Levels 1-7
Windows 2000 Professional 70-210:
Levels 1-7
Windows 2000 Server 70-215: Levels 1-7
Windows NT Server to 2003 Migration
Word 2000: Beginning / Intermediate /
Advanced
Word XP: Beginning / Intermediate / Advanced
Windows XP Professional Level 1-2
Word 2003: Levels 1-5
Word Perfect 11: Levels 1-2

X

XML and Associated Technologies:
Levels 1-5
XML Enabled Applications Using SQL: Levels 1-2
XML Web Based Applications: Levels 1-3

Feedback and Opinions

The staff who provide information technology services to the Indiana State University community are committed to excellence, efficiency, and effectiveness. To better serve you, we want to know when the products, services, or information we provide could be improved in any way.

Please feel free to share your concerns, complaints, and suggestions.

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