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These professional development sessions are offered for the enhancement of office productivity and general technology skills. Enrollment for sessions is open to Furman faculty and staff at no cost to participant departments.

Classes are held in Professional Development Lab, lower level library, room 042 (unless otherwise noted). Class size is limited and varies depending upon the topic.

To sign up for a class, email jean.childress@furman.edu. An email response will confirm your seat reservation. For On Demand classes, email Jean and she will coordinate a convenient time for you and the facilitator.

Customized sessions are offered for departments on request.
COURSE DESCRIPTIONS

Anatomy of a Teaching Station

Facilitator: Tim Hightower

Sessions On Demand

Target audience: Teaching station users, especially targeted to new faculty

Session objective: Learn proficiency with the classroom technology. Tim will give an overview of the teaching station components. Tim will include cautions and tips on how best to avoid problems. Email Jean.Childress@furman.edu

Camtasia Essentials for Windows

Facilitator: Susan Dunnavant

Oct 2, 9:00 – 11:30

Target Audience: Beginners to video creation technology

Session Objective: Participants will be introduced to this powerful screen recording and video editing software. Camtasia is used in many environments to enhance communication by creating visual demos that are easy to create and share.

Excel - Interactive Workshop

Facilitator: Clayton Burton

Oct 9, 23, 30, at noon

Clayton Burton will tailor an MS Office Excel training session for you! Bring your files, questions, ideas, current projects, and, most importantly, an inquisitive spirit. We'll work through real-life problems together with an emphasis on the thought process and understanding what's happening. You'll leave knowing new Excel tricks, how to find solutions for future Excel problems, and some of your work done for you! Bring your lunch and eat while you learn!
GarageBand
Facilitator: Michael Vick
This class will meet in Daniel Music Bldg, Music Library, Music Lab

Target Audience: Beginner to intermediate musicians interested in learning to play an instrument, write music, or record a song. GarageBand has everything you need.

Session Objective: Participants will be introduced to the various components of GarageBand which will allow them to navigate the software for learning or producing.

Getting the Most from Acrobat Professional
Facilitator: Susan Dunnavant

Target Audience: Persons who have the access to Acrobat Professional and who want to do more than simply Print to PDF.

Session Objective: Participants will learn how to perform basic editing within a PDF document. Bookmarks, links, sticky notes, comments, and adding, removing and rearranging pages will be covered – along with setting appropriate initial views and security for pdf documents.

iPad – Where, When and How to Use It
Facilitator: Michael Vick

Target Audience: Participants can be new owners or considering purchasing an iPad. Learn the capabilities and limitations of this popular device.

Session Objective: Learn ways to use iPad in the classroom, and be introduced to some popular apps for in and out of the classroom.
Mac Basics – A Comparative Look at Mountain Lion  
**Nov 8, 2:30 – 3:30**  
**Facilitator:** Wade Shepherd  
**This class will meet in Riley Hall 108**

Target Audience: Persons new to Mac OS or those interested in exploring the differences between Mac and Windows operating systems.

Session Objective: New to Mac or just want an overview of the latest Mac OS version 10.8, Mountain Lion. Wade will discuss differences between Windows and Mac operating systems, and differences between earlier Mac versions and this latest release.

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Mail Merge – Using Word, Excel and Outlook  
**Nov 13, 9:00 – 10:00**  
**Facilitator:** Susan Dunnavant

Target Audience: Users should have experience with basic Word, Excel and Outlook features but want specific attention to mail merges whether using MS Word, Outlook, or Excel lists.

Session Objective: Participants will use Excel lists, distribution lists to create printed documents or for email distribution. Participants with specific project questions are invited to submit them in advance.

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Managing Lists in Excel  
**Oct 11, 9:00 – 11:30**  
**Facilitator:** Susan Dunnavant

Target Audience: Excel users with long lists of information to be counted, sorted, filtered and tabulated will appreciate this class. Some Excel experience is required for participants to find this session useful.

Session Objective: Pivot tables, array formulas, conditional formatting and Excel’s built-in list feature will be introduced. Participants will gain hands-on practice with these.
Maximizing Outlook  
**Facilitator: Susan Dunnavant**  

Nov 6, 9:00 – 10:30

Target Audience: Participants know the basics of Outlook 2010 but what to know more about the new campus email.

Session Objective: Participants will be introduced to some of the simple but new features such as Quick Steps, delayed send, unsend, delivery receipt, direct reply, capturing screen shot, voting, sending and accepting meeting invitations and using the Outlook calendar.

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Moodle – Beyond the Basics  
**Facilitator: Cort Haldaman**  

Oct 16, 2:30 – 3:30

Target Audience: Faculty and support staff who have been using Moodle for at least one term, and wish to know more about activities, quizzing, and grade book setup on the Moodle CMS

Session objective: Achieve a familiarity with advanced features in Moodle and spend hands-on time with features to be used by participants in current and upcoming terms

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Moodle Gradebook Basics  
**Facilitator: Cort Haldaman**  

Oct 25, 2:30-3:30

Target Audience: Faculty that wish to use the Moodle Gradebook to manage student grades and have a developed grading scheme.

Session Objectives: Faculty will be able to set up a simple gradebook using categories, extra credit, and dropping of specified grades. Grade aggregation methods covered will include weighted mean of grades and sum of grades.

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New to Moodle  
**Facilitator: Cort Haldaman**  

Sessions on Demand
Target Audience: Faculty and support staff who have never used the Moodle course management system.

Session Objectives: Understanding of basic features of Moodle, including course setup, assignment of roles, use of forums, and posting of course materials. A time for hands-on experience with current Moodle courses will be provided.

**Moodle: Using Groups and Groupings**
*Nov 13, 2:30 -3:30*
*Facilitator: Cort Haldaman*

Target Audience: Faculty and support staff who have been using Moodle for at least one term

Session Objective: Understand the capabilities and limitations of Moodle groups, and how these groups can be used to enhance student experience with Moodle.

**Office Essentials**
*Wednesdays in Oct, 9:30 – 10:30*
*Facilitators: Susan Dunnavant and Jean Childress*

Target Audience: Participants should have some familiarity with basic computing but are looking for more facility with basic workplace operations.

Session Objective: Participants will work with a different Office application each week. Outlook, Word, Excel, PowerPoint, PLUS we add in a class on navigating the network and printing! Come to all five one-hour sessions or choose only the class you need. Session topics and dates: Word Oct 3, Excel Oct 10, Outlook Oct 17, PowerPoint Oct 24, and Printing Oct 31.

**Photoshop Essentials**
*Oct 31, 2:00 – 4:00*
*Facilitator: Michael Vick*
Target Audience: Persons with no experience in using Photoshop who are considering this application for basic graphic editing.
Session objective: Participants will gain experience in using the Photoshop toolbox and basic functions within the application to perform limited editing tasks for graphic images.

Technology Road Map          Oct 23, Oct 24 2:00-3:00
Facilitator: Tracy Landrith

Target Audience: Casual and beginning users of campus technologies are ideal candidates. This class is designed to assist users who want a greater facility with basic campus technology.

Session Objective: Participants will meet in two separate one-hour sessions. The first session will be an overview of campus technology which includes the Portal, FUPass, library resources such as Safari ebooks and Office 365. In the second session users will discuss practical uses for Word 2010 and Excel 2010 templates.

Web Content Management/Sharepoint          Oct 2, 1:00 – 2:00
Facilitator: Jean Childress     Additional sessions on demand

Target Audience: Persons who will be maintaining departmental Web content with sites moved into Sharepoint. This session will be scheduled as individual sites are deployed.

Session Objective: Participants will gain necessary skills to log in to departmental sites within the Sharepoint content management system – add, remove and edit content, prepare images for use within the site, understand the various browser requirements for editing and viewing.