

CTLT Short Course Schedule – Summer 2009

Blackboard courses are offered as a part of the Summer Institute. Check the schedule at www.ctlt.ilstu.edu/programs/summerInst.php.

Multimedia

Introduction to Podcasting

More instructors every semester are discovering the benefits of providing students with online materials, from audio lecture notes to video presentations of guest speakers. This introductory course will answer all your questions about how to provide multimedia materials to students in the simplest and least time-consuming way. We will also discuss ways to make these materials available online.

July 1 (Wednesday), 10am-12pm

Introduction to Camtasia

Add your voice to your PowerPoint presentation and make it available to your students online. Camtasia is a screen-recording program that lets you record your voice while you present a PowerPoint slideshow. You can also record voice-overs for other computer programs.

June 30 (Tuesday), 1-3pm

Creating Digital Movies with iMovie (Mac only)

Come be introduced to the basic functions and editing capabilities of iMovie. We will demonstrate how to import/digitize video from camcorders and VHS tapes and how to edit your final clips for exporting to a variety of sources. (i.e. videotape, web, cd-rom and DVD). Bring any VHS tapes or your digital cameras you would like to experiment with during the session.

July 13 (Monday), 1-3pm

Creating Digital Movies with Windows Movie Maker (Windows only)

Get to know the basic functions of Windows Movie Maker, a free program that comes with Windows XP. Learn a few simple steps to create and edit your movies. We will also discuss how to digitize VHS tapes and how to add music clips to your movie. Bring your media source (VHS tapes, digital camera, and music CDs) to experiment with during the session.

July 17 (Friday), 1-3pm

Web Page Design

Dreamweaver: Level 1

Get an overview of Dreamweaver, a popular and powerful program for creating and managing websites. You will learn to create new pages and folders; insert and edit text; make links; insert images; and change text color and color schemes.

June 3 (Wednesday), 1-3pm

Dreamweaver: Level 2

Learn how to manage your Web pages and control the content with templates and style sheets. This intensive workshop is designed for those familiar with the basics in Dreamweaver.

June 15 (Monday), 1-3pm

Expression Web: Level 1

Get an overview of Microsoft Expression Web, a web design program that allows you to create and manage websites easily. You will learn to create a website; edit basic Web page and publish your website on the internet.

July 14 (Tuesday), 9-11:30am

Adobe Contribute: A Refresher Course

This workshop is for those who support organizational website using Adobe Contribute, and have basic knowledge of the program.

June 22 (Monday), 2:30-3:30pm

July 23 (Thursday), 3:30-4:30pm

Digital Imaging & Graphics

Digital Camera Basics

Learn to take better pictures with a digital camera. We will discuss various features of the equipment and the basics of digital photography. Bring your own camera to class for practice or use ours.

June 9 (Tuesday), 1-3pm

Digital Photo Editing Basics

Edit your digital photographs with Microsoft Picture Manager, a free graphic manipulation program that comes with Microsoft Office. Learn to crop and resize pictures, correct under- and over-exposed photos, and remove red eye.

June 16 (Tuesday), 1-3pm

Basic Photoshop: Part 1

Get an overview of the program, including the basic tools and concepts. You will learn to work with raster graphics, using the Toolbox and other commands, as well as the various ways you can save your work for a website or for printing.

July 16 (Thursday), 9am-12pm

Basic Photoshop: Part 2

Continuing from Photoshop Part 1, we will take a look at some of the most useful tools and techniques in Photoshop. Learn better ways to make selections and adjustments with masks and adjustment layers. Photoshop 1 is not a pre-requisite for this course, so join us even if you miss the Part 1 class.

July 17 (Friday), 9am-12pm

Classroom Technology

Introduction to TurningPoint Clickers

Learn to use clickers, classroom response systems that let you pose questions for students to answer with a remote control system. They are one of the latest and hottest teaching technologies for engaging students immediately. When a question is posed in class via the TurningPoint version of PowerPoint, students press buttons on their clickers, a receiver records each response and a bar graph can be projected on the screen with class responses. The data from the class can also be downloaded in order to run reports. No more paper for in-class quizzes and everyone raising their hand at once!

June 9 (Tuesday), 10-11:30am

July 1 (Wednesday), 1-3:30pm

July 23 (Thursday), 1-3:30pm

TurningPoint Clickers: Best Practices

With clicker technology here to stay on ISU's campus, many faculty have been trying to integrate this style of teaching and learning into their classrooms. But just understanding how the technology works doesn't necessarily create an improved learning situation. Along with new technology comes new learning for faculty in effective pedagogies, too. This brief overview will offer you proven classroom clicker strategies that work...and don't...to keep your students engaged and learning at higher levels.

June 17 (Wednesday), 10-12pm

July 2 (Thursday), 1-3pm

July 24 (Friday) 10-12pm

Microsoft Office Classes

Word 2007: Level 1

Get an overview of the word processing program's basic tools. You will learn to create new documents, enter and edit text, and save files. We will focus on the differences between Word 2003 and 2007. This class is suitable for new Word 2007 users and those who are upgrading to Word 2007.

June 17 (Wednesday), 9-11:30am

Word 2007: Level 2

Explore the time-saving tools and commands built into the program. You will also learn formatting techniques including headers, footers and annotations. We will focus on the differences between Word 2003 and 2007. This class is suitable for new Word 2007 users and those who are upgrading to Word 2007.

June 24 (Wednesday), 9-11:30am

Word 2007: Mail Merge

Become familiar with the Mail Merge function in Word. Mail Merge is one of the most useful tools in Word, allowing you to create customized letters and envelopes using recipients' names and addresses. You will also learn to import data from Excel and Access to be merged in Word.

May 28 (Thursday), 10-11:30am

Excel 2007: Level 1

Be introduced to Microsoft Excel. Topics include basic features such as spreadsheet arrangement (rows, columns, and cells), entering, editing, and formatting data; formulas; and graph creation. We will focus on the differences between Excel 2003 and 2007. This class is suitable for new Excel 2007 users and those who are upgrading to Excel 2007.

June 16 (Tuesday), 9am-12pm

Excel 2007: Level 2

Learn the basics of creating and modifying charts. Additionally, we will explore useful tools like filtering and pivot tables.

June 30 (Tuesday), 9am-12pm

Basic PowerPoint 2007

Get an overview on this presentation software's basic tools and functions. You will learn to work with text, images, slide layouts, backgrounds, slide transitions and more. This class is suitable for new PowerPoint 2007 users and those who are upgrading to PowerPoint 2007.

June 3 (Wednesday), 10-11:30am

Introduction to Outlook 2007

Become familiar with the basic feature of e-mail and calendaring features in Outlook 2003. You will learn to set up one-time and recurrent meetings and appointments, accept or decline meeting invitations and change and modify meetings and appointments. Additionally, we will walk you through with basic e-mail functions.

June 18 (Thursday), 9-11:00am

Career Enhancement Courses

A Leader Lives in Each of Us

Have you ever served on a committee that just never seems to get anything done? Wish you could make a difference? Whether at the helm of a committee or a classroom, it may be time to take stock of your current leadership habits and style. We'll take a look at typical leadership skills, styles, tips, communication, and decision-making, and how approaches impact group effectiveness. We'll consider what motivates people to do their best, problem-solve challenges you're grappling with, and share strategies.

June 23 (Tuesday), 1-3pm

Getting Things Done: Balancing your life and time

What creates time management challenges for you? How do you handle it? Are your priorities in life the ones that receive the most time from you? This workshop will address how to move the "to-do items" out of your head, into action, and crossed off the list. We'll be looking at a variety of proven time management "tricks" leading to personal problem-solving, and setting goals to assure we're focused on what really matters.

June 25 (Thursday), 1-3pm