

## **Fall 2009 Training Schedule: Teaching & Learning Center**

Unless noted, all sessions held in S112 for approx. 60 minutes  
Please call or email Mark Kelly (x5059) if you plan to attend

Tues., Sept 15	Office 2007: Powerpoint I	3 pm
Fri., Sept 18	Office 2007: Powerpoint I	9 am
Tues., Sept 22	Bb7: Getting Started	3 pm
Fri., Sept 25	Bb7: Getting Started	9 am
Tues., Sept 29	Office 2007: Powerpoint II	3 pm
Fri., Oct 2	Office 2007: Powerpoint II	9 am
Tues Oct 6	Bb7: Coursebuilding	3 pm
Fri., Oct 9	Bb7: Coursebuilding	9 am
Tues Oct 13	Bb7: Course Cartridges and Assessments	3 pm
Fri., Oct 16	Bb7: Course Cartridges and Assessments	9 am
TuesOct 20	Google Apps	3 pm
Fri., Oct 23	Google Apps	9 am
Tues Oct 27	Office 2007: Word I	3 pm
Fri., Oct 30	Office 2007: Word II	9 am
Tues., Nov 3	Office 2007: Excel I	3pm
Fri., Nov 6	Office 2007: Excel II	9 am
Tues, Nov 10	Camtasia	3 pm
Fri, Nov 13	Camtasia	9 am
Tues, Nov 17	Photoshop Elements I	3 pm
Fri, Nov 20	Photoshop Elements I	9 am
Tues., Nov 24	“Clickers”	3 pm
Tues, Dec 1	Photoshop Elements II	3 pm
Fri, Dec 4	Photoshop Elements II	9 am
Tues, Dec 8	Bb7: Getting Started	3 pm
Fri, Dec 11	Bb7: Getting Started	9 am

### **Adjunct Multimedia Series**

( \$50 per session stipend for first time attendees)

Sat, Sept 5	WaveLink and Online Faculty Resources	10am-Noon
Sat, Sept 12	Blackboard	10am-Noon
Sat, Sept 19	Powerpoint	10am-Noon
Sat, Sept 26	Photoshop Elements	10am-Noon
Tues, Sept 8	WaveLink and Online Faculty Resources	6:30pm-8:30pm
Tues, Sept 15	Blackboard	6:30pm-8:30pm
Tues, Sept 22	Powerpoint	6:30pm-8:30pm
Tues, Sept 29	Photoshop Elements	6:30pm-8:30pm

**Blackboard:** LMC's learning management system which creates a website for any course with a range of features including discussion boards, a gradebook and the ability to post grades, deliver assessments, post powerpoint lectures and notes, email assignments, hold virtual office hours...all in a user friendly and secure environment that requires no knowledge of HTML or website design

**TurningPoint (aka “Clickers”):** TurningPoint audience response system allows audiences and students to participate in presentations or lectures by submitting responses to interactive questions using a ResponseCard (“clicker”). Using TurningPoint, your PowerPoint presentations become powerful data collection and assessment tools that collect real-time audience responses and dramatically improves productivity and results for your class. Author, deliver, assess and report without ever leaving PowerPoint!

**Google Apps:** Google Apps is a package of online applications that makes communicating and collaborating at school easier and more efficient. The cornerstone of Google Apps is Gmail, Google’s web-based email program, which integrates with Google Docs, for creating and sharing documents, and Google Calendar, for coordinating schedules. All of these services are hosted online, so email, documents, and calendars are always accessible from any computer.

**Camtasia Studio 6:** One of the smartest screen recording tools on the planet, Camtasia Studio makes everything from **training videos** to **PowerPoint presentations** to **lectures** look better, reach more people, and pack more punch.

**PowerPoint:** the industry standard for electronic presentations, enables your lectures to engage the visual learner by "illustrating, animating, and illuminating".

**Photoshop Elements 7:** the "Swiss army knife" of image editors; color correct, crop, resize, add text, and combine digital images...or use 'filters' to create digital works of art!

*Questions?* Contact Mark Kelly, Director  
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