

# Department Documentation

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The Office of Information Technology  
Faculty and Staff Training Sessions

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# 1 Technology Training Sessions

The CS Department provides training sessions to the faculty and staff of the College throughout the academic school year. Sessions are scheduled several times during each semester, specifically during faculty/staff development days (Fall and Spring semesters). Sessions are also available upon request.

The following topics are available for training session presentations:

## Microsoft Office Suite (2000 and XP)

Microsoft Word – Basic

Microsoft Word – Intermediate (topic specific)

Microsoft Excel – Basic

Microsoft Excel – Intermediate (topic specific)

Microsoft PowerPoint – Basic

Microsoft PowerPoint – Intermediate (topic specific)

Microsoft Outlook – Basic

Microsoft Outlook – Intermediate (topic specific)

## Microsoft Windows

Microsoft Windows 2000 Operating System

Microsoft Windows XP Operating System

## Computer Fundamentals

Introduction to PCs

Introduction to Notebook Computers

## 2 Training Materials and Tutorials

The CS Department provides training materials to the faculty and staff of the College. These materials include but are not limited to the following:

- Session-specific handouts and tutorials generated by the instructor – These materials are updated as necessary before each training session and include only that information relevant to the training session.
- **Microsoft Office Suite** and **Microsoft Windows** online tutorials and quick reference cards – These materials are available on the College website and are password-protected to prevent unauthorized access. The tutorials and quick reference cards are in .pdf format and require the use of Adobe Acrobat Reader. Topics covered by the tutorials include:
  - Access 97, 2000, and XP
  - Excel 97, 2000, and XP
  - Outlook 98, 2000, and XP
  - PowerPoint 97, 2000, and XP
  - Word 97, 2000, and XP
  - Windows 95/98/ME, Windows NT 4, and Windows 2000/XP