

## UATS Course Descriptions

### **A Closer Look at Mac OS X**

This class provides a more in-depth look at the operating system behind the Apple computer. Participants will explore the features Mac OS X Leopard, such as Spaces and Time Machine, and get a closer look at standard features, such as System Preferences.

**Advanced Podcasting** – Want to add video or a slide show to your podcast? In this workshop participants will create their own vodcast, a video podcast. Note: Intro to Podcasting is a prerequisite for this course.

**Converting a Word File into a PDF** – Creating PDFs in MS Word 2007 is dramatically different from MS Word 2003. This workshop shows participants how to convert a document into a PDF in MS Word 2007.

**File Management** - This workshop will help participants to organize files in Windows. Users will learn how to create folders, Copy and Paste and navigate Windows Explore.

### **Getting Started with the Mac**

This class is designed for those who are new to Apple computers and the Mac OS X operating system. In this class participants will learn the basics, such as how to send an email, how to browse the Internet and manage files, etc. The course covers the differences between Macs and PCs and identify the software programs that come pre-installed on a Mac, such as iLife.

**GroupWise Archiving** - This workshop will help participants organize their emails into folders and archive.

### **iLife and iWork**

This workshop offers an in-depth look at Apple's entertainment and productivity suites iLife and iWork. The course highlights the possibilities iLife, and includes the programs iPhoto, iMovie, iDVD, Garageband and iTunes. Participants will explore iWork, Apple's solution to word processing and presentation software.

**Intro to Office Suite 2007** - This workshop provides details about the functionality of Office Suite 2007. Included in the course are the new features like cover pages and references in word, new chart and formula functionality in Excel and the new slides and transition functionality in PowerPoint. This workshop is for users that already have a good understanding of Office 2003

**Intro to Podcasting** – Participants will learn how to create an audio podcast and discover where to find free tools to help you with the process.

**Intro to uLearn** - This hands-on workshop is for uLearn beginners. The course covers logging in to a course, adding content, using the course toolbar,

organizing a course, using headers and footers and adding and deleting students from the grade book.

**Intro to vClass** – The vClass workshop gives participants a hands-on look at vClass from both the student's and the instructor's side of this tool. Participants will learn how to set up a vClass session and how to use the tools vClass provides.

**Office Suite 2008 - Mac**

This workshop will explore Microsoft Office Suite 2008 for the Macintosh. Participants will explore the general features of Office as well as specific concerns, such as compatibility.

**Office 2007 Compatibility** - This workshop addresses how to make Office 2007 files compatible for lower versions of Office, how to perform the compatibility checker as well how Office 2003 and lower versions could open files created in Office 2007. This workshop is for all user levels.

**Overview of Office Suite 2007** - This is a brief orientation of new Office Suite 2007. The course will review the office button, Quick Access Toolbar and the Ribbon. This workshop is for new users to Office as well as those transitioning from Office 2003 and lower versions.

**Photoshop for uLearn** – In this introduction to Photoshop course participants will learn how to use the basic Photoshop tools to create buttons and banners for personalizing a uLearn course.

**Second Life Basics** – This hands-on workshop is for Second Life beginners. Participants will create a Second Life personality (avatar). In addition, participants will learn basic movement, communication skills, and navigation (teleporting).

**uLearn Assessments** – Using the assessment feature in uLearn can save time, especially in larger classes. In this course, participants will learn how to create and deliver assessments for the uLearn environment.

**uLearn Grade Book** – The grade book feature in uLearn offers convenience and functionality. In this course participants will learn how to use the grade book, add and reorganize columns, add and remove students and create columns that will calculate a final grade.

**Wimba Voice Tools for uLearn** – Wimba Voice tools allows instructors to integrate live audio recording and playback functionality into their uLearn course, including announcements, quizzes or surveys, and content items. In this session participants will explore the Wimba Voice Tools suite and learn how to integrate the tools into a uLearn course.