

# CONTINUING EDUCATION GRADUATE COURSES, ON VIDEO

## **Microsoft Word**

**ED600      Instructor Jim Ruid**

Developing useful and attractive documents is simple, from quick and easy lesson plan templates, to eye appealing newsletters and brochures. Taking this class provides the basic skill need to start a Word document, as well as advanced topics. Users of all levels find this course informative and helpful. Learn the basics, refresh your skills or learn advanced topics.

## **Microsoft Excel**

**ED601      Instructor Jim Ruid**

Excel is a powerful program used for organizing and manipulating data. This course makes it quick and easy to get started making useful spreadsheets. Learn Excel to create basic spreadsheets to advanced graphs, charts and colorful displays which makes understanding of data simple. Learn the basics, refresh your skills or learn advanced topics.

## **Microsoft PowerPoint**

**ED602      Instructor Jim Ruid**

Overheads not getting your point across? Create eye-catching presentations that get your message heard. Learn how to design a basic slide show, to complete multimedia presentations with sound, graphics, music, movies and more. Whether you are a novice, or a seasoned PowerPoint expert, this class has something for you. Learn the basics, refresh your skills or learn advanced topics.

## **Microsoft Access**

**ED603      Instructor Jim Ruid**

Access is one of those programs that can be very frustrating to learn and use. It is very powerful, but also cumbersome to understand. Learn the tricks and unlock the power of Access. Design basic databases, or refine your skills to develop relational databases. Beginners to long time users discover new ways to use Access.

## **Microsoft Windows XP**

**ED604      Instructor Jim Ruid**

How often are you frustrated because your computer does not work as expected? Or a basic task seems out of reach? Windows is one of the two major computer operating systems. Understanding how Windows works can save you many hours of frustration, as well as helping you become organized in your "on-line life". Whether you are new to Windows, or been around since Win3.1, you will find this class useful.

## **Macintosh OSX, Tiger**

**ED605      Instructor Jim Ruid**

How often are you frustrated because your computer does not work as expected? Or a basic task seems out of reach? OSX is one of the two major computer operating systems. Understanding how OSX works can save you many hours of frustration, as well as helping you become organized in your "on-line life". Whether you are new to OSX, or been around since Mac 7, you will find this class useful.

## Web Pages, using HTML

### ED606 Instructor Jim Ruid

This independent study course will introduce the participants to the beginning concepts of HTML and web page development. Once these are mastered, they will move beyond the beginning concepts of HTML and learn how to incorporate the excitement of multimedia into your pages. That's right! Sound, graphics, animation and video will become part of your web site. This all can be accomplished with software that is either free or very inexpensive. The CD contains teacher generated sample web pages, graphic images, animations, sample files and all of the software needed to bring your web pages to the next level of development. In additions, you will learn about tables, frames, images, image maps and web calendars. Everything is laid out in a simple step-by-step sample based environment.

## Trends in Educational Technology, Independent Study Course

### ED607 Instructor: Greg Thornton

Do you expect the next 20 years to have less turmoil than the last 20? Given the changes expected in technology, the sciences, and the No Child Left Behind (NCLB) initiatives, what kind of world might we be facing? As educators, we can't say for sure, but with the anticipated acceleration of events, our educational systems will be challenged to prepare our students and staff to deal with them. This course will focus on the current and upcoming trends in educational technology. The topics will include: the continued influx of DV (digital video), handheld technology, funding crunch as brought about by government initiatives, wireless technology and mobile labs, NCLB: demands on technology and NCLB vs. the needs of the 21<sup>st</sup> century

## Creating a Positive Environment in Your Workplace

### ED608 Instructor: Greg Thornton

Everyone has heard that if you want it you can have it. Well, that is the focus of this course! Through the simple means of wanting a positive environment you can obtain it. You will be asked to focus on two similar but different philosophies and create a plan for your person, school, classroom – where ever. As the great philosopher Airstole said – to be happy is to spread joy; to be unhappy makes people not want to be around you. Develop a plan that will allow colleagues/students to thrive in a positive environment and support the efforts of others through trust and communication.

## Credits offered by

### Colorado State University In Pueblo, Colorado

EARN CONTINUING EDUCATION CREDITS, 2 SEMESTER/3 QUARTER PER COURSE

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1) Sept to Oct  
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- \* For group discounts all registration forms must be submitted together.
- \* Group members do not have to take the same class to get the discount.
- \* Class materials will be sent to an identified GROUP LEADER during the first week of the session.
- \* GROUP DISCOUNT: 1 – 5 \$265.00/each 6 – 10 \$245.00/each 11 or more \$220.00/each

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