



Training @ La Trobe – Newsletter

Volume 2, Issue 1 - February 2009 (Published Bi-monthly)

Some Training Dates March/April 2009

The table below shows a selected list of training dates only and was correct at the time of printing.

To see the complete and up-to-date list - including SIS, SAP and PCMS - please refer to our website at:

<http://www.latrobe.edu.au/training/>

Bundoora Campus	
Dreamweaver 8/CS3: Introduction Margaret Ludeman	3/3
Endnote X Getting Started Margaret Armstrong	9/3
Outlook 2003: Workshop - Tips and Tricks Rolf Bloemendaal	10/3
Stress & Humour in the Workplace Carol Burnett	11/3
Access 2003: Level 1 Rolf Bloemendaal	12/3
Unite Sharepoint Information Session Rolf Bloemendaal	13/3
Dreamweaver 8: La Trobe Templates v.3 Site Structure Margaret Ludeman	13/3
Dreamweaver 8: La Trobe Templates v.3 Web Pages Margaret Ludeman	17/3
Word 2003: Long Document & Thesis Formatting Margaret Armstrong	30/3
Word 2003: Level 2 Margaret Armstrong	31/3

ONLINE LEARNING



Free!

Now Available for All Staff!

Training @ La Trobe is very pleased to announce that training in a wide range of computer courses is now available **online**. And it is **FREE FOR ALL STAFF!**

The online learning is provided by the Learning Management System **Element K**. You will receive an email with details on how to access this training, including a username and temporary password. (See the other side of this newsletter for the full list of online computer courses offered in Element K.)

Benefits of Online Training

- You can get a taste of a computer package you were curious about without having to enrol in a course and pay a lot of money.
- You can work your way through all the topics of a course to develop new skills that will enhance your résumé.
- You can do online learning at your own pace at a time and place convenient to you.
- You can fill the gaps in your knowledge about computer programs you currently use.
- You can consolidate the new skills learned in our face-to-face instructor-led classes which are still offered.
- There are some computer courses offered in Element K that we do not offer in face-to-face instructor-led classes (eg Web Design).
- You can print out topics, make notes, repeat topics, test yourself with the online assessment, read the instructions or listen to audio instructions or listen to the instructions and read the closed captions at the same time.

We hope you enjoy exploring the online learning. More information can be found at www.latrobe.edu.au/training/online.

Face-to-Face Instructor-Led Training Still Offered

Some people may prefer to learn computer skills in a class environment, where the trainer can answer their questions straight away and they can benefit from the shared experiences of other participants.

We still offer face-to-face instructor-led training in most of the computer courses available online in Element K. The online learning is still available if class participants wish to consolidate their new skills after their face-to-face training.

In addition, there are several computer courses that are **ONLY** offered through face-to-face classes (eg EndNote).

You can see the full list of Training @ La Trobe computer classes (as well as Communication Skills classes) on our Registration Database at

www.latrobe.edu.au/training.



ELEMENT K COURSES

Check out the following courses which are offered online through the Learning Management System **Element K**:

Some Training Dates March/April 2009

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Bendigo Campus	
Outlook 2003: Workshop - Tips and Tricks Rolf Bloemendaal	5/3
Unite Sharepoint Information Session Rolf Bloemendaal	6/3
Managing People Effectively Carol Burnett	16/3
Word 2003: Level 2 Rolf Bloemendaal	24/3
Photoshop 7: Level 1 Rolf Bloemendaal	25/3
Excel 2003: Level 2 Rolf Bloemendaal	26/3
Stress & Humour in the Workplace Carol Burnett	26/3
PowerPoint: Level 2 Rolf Bloemendaal	27/3

For comprehensive information on :

- Course descriptions
- Training dates and times
- SIS, ISIS, SAP, Business Objects and UNITE training (internal staff only)
- Venues
- Costs
- How to register
- Online Learning

Please visit our website at:
www.latrobe.edu.au/training

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International Computer Driving Licence	Concepts of Information Technology Information and Communication Using the Computer and Managing Files Word Processing Spreadsheets Databases Creating Presentations
Computer Basics	Introduction to Personal Computers (Windows Vista)
Microsoft Windows	Windows Vista (Level 1, Level 2, New Features)
Word Processing	MS Word 2003 (Level 1, Level 2, Level 3) MS Word 2007 (Level 1, Level 2, Level 3) MS Word 2007 (New Features)
Spreadsheets	MS Excel 2003 (Level 1, Level 2, Level 3) MS Excel 2007 (Level 1, Level 2, Level 3) MS Excel 2007 (New Features)
Database Applications	MS Access 2003 (Level 1, Level 2, Level 3) MS Access 2007 (Level 1, Level 2, Level 3) MS Access 2007 (New Features)
Presentation Applications	MS PowerPoint 2003 (Level 1, Level 2) MS PowerPoint 2007 (Level 1, Level 2) MS PowerPoint 2007 (New Features)
Communication Applications	MS Outlook 2003 (Level 1, Level 2, Level 3) MS Outlook 2007 (Level 1, Level 2, Level 3) MS Outlook 2007 (New Features)
Desktop Publishing	MS Publisher 2003 (Level 1) MS Publisher 2007 (Level 1)
Project Management	MS Project 2007 (Level 1) MS Project 2007 (Level 2)
Graphics and Page Layout	Acrobat 8.0 (Level 1, Level 2) Acrobat 8.0 (New Features) Adobe Photoshop CS3 (Level 1, Level 2) MS Visio Professional 2007 (Level 1, Level 2)
Web Design	Adobe Dreamweaver CS3 (Level 1, Level 2, Level 3) Dreamweaver MX 2004 - Altering the Look and Feel of Web Pages Web Design and Usability Techniques Web Design with XHTML, HTML and CSS (Level 1, Level 2, Level 3)

We welcome your feedback!

Please try out the online training and share your experience with us (see contact details in the left column of this page).