Blackboard
Blackboard is a tool that facilitates the creation of web-based educational environments by non-technical users. It can be used to create entire online courses, or to publish materials that supplement existing courses. Blackboard allows the instructor to deliver course materials using text, graphics, and sound as well as administer tests and send scores to students.

Microsoft Access
Microsoft Access is a database program used to collect information that can be manipulated to develop and manage data. Access allows you to easily integrate your database with other Microsoft programs, such as Excel. This workshop will give participants an understanding to the beginning and advanced capabilities of Microsoft Access.

Microsoft Excel
Microsoft Excel is a spreadsheet program used to perform calculations and create charts and graphs. This workshop will give participants an understanding of the beginning and advanced capabilities of Microsoft Excel.

Microsoft PowerPoint
Microsoft PowerPoint is an extremely easy-to-use program for creating presentations, overhead transparencies, and handouts. This workshop will cover selecting backgrounds, importing clip art, using bullets, changing fonts and colors, as well as sound and video elements.

Adobe Dreamweaver
Macromedia Dreamweaver is a web page and web site management utility to allow users to create and edit simple to complex web pages and multiple web sites. Participants will be introduced to the popular Dreamweaver a W.Y.S.I.W.Y.G (what you see I what you get) authoring program.

Adobe Flash
Macromedia Flash is a vector graphics program used to create and design animations, movies and entire web site navigation systems. Participants will learn the basic capabilities of Macromedia Flash.

Interactive PowerPoint
In this session you will learn about the design and presentation tools built into Microsoft PowerPoint including inserting animation and video into your slides and making invisible hyperlinks.

Screen Capture w/ Camtasia
Techsmith’s Camtasia is a program that allows the user to create web based tutorials and simulations incorporating audio and video. Faculty can deliver applications on the Web or on CD by video recording screen movements and sound.

Photoshop
This session will demonstrate editing techniques using Photoshop. Participants will resize, recompose, and convert the file types of images (taken with a digital camera). The images are then re-presented with text in various HTML page formats.

Elluminate Live!
This workshop will introduce participants to the process of distributing audio and video content for synchronous web based learning. Faculty will be given step-by-step instructions on the use of the desktop videoconferencing program Elluminate Live!

Computer Literacy
This is a basic computer workshop that goes over the windows operating system, file management, an introduction of the web, and basic computer troubleshooting.

Adobe Acrobat
In this class you will learn how to convert your existing publications into a PDF. Learn how to add graphics, text, notes, and links to the World Wide Web. Acrobat’s cross-platform capabilities allow you to create and distribute your publications without sacrificing the original design.

Movie Editing W/ Premier
Participants will learn how to import videos, create clips that can be arranged in any order, adjust timing and make the video clips into a story. Also you will be able to make the completed video usable for the web and saved to a CD or DVD.
<table>
<thead>
<tr>
<th>Sun</th>
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</table>
| 18  | 9am-10:30am Excel I  
2pm-3:30pm Open Lab | 9am-10:30am Open Lab  
2pm-3:30pm Blackboard I | 9am-10:30am Excel II  
2pm-3:30pm Open Lab | 9am-10:30am Excel II  
2pm-3:30pm Open Lab | 9am-10:30am Open Lab  
2pm-3:30pm Blackboard II | Open Lab |
| 19  | 9am-10:30am Open Lab  
2pm-3:30pm Blackboard I | 9am-10:30am Open Lab  
2pm-3:30pm Screen Capture I | 9am-10:30am Open Lab  
2pm-3:30pm Open Lab | 9am-10:30am Open Lab  
2pm-3:30pm Screen Capture II | Open Lab |
| 20  | Memorial Day | 9am-10:30am Open Lab  
2pm-3:30pm Screen Capture I | 9am-10:30am Open Lab  
2pm-3:30pm Open Lab | 9am-10:30am Open Lab  
2pm-3:30pm Screen Capture II | Open Lab |
| 21  | 9am-10:30am Open Lab  
2pm-3:30pm Blackboard I | 9am-10:30am Open Lab  
2pm-3:30pm Open Lab | 9am-10:30am Open Lab  
2pm-3:30pm Screen Capture II | Open Lab |
| 22  | Open Lab | 9am-10:30am Open Lab  
2pm-3:30pm Blackboard II | 9am-10:30am Open Lab  
2pm-3:30pm Screen Capture II | Open Lab |
| 23  | Open Lab | 9am-10:30am Excel II  
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2pm-3:30pm Open Lab | 9am-10:30am Excel II  
2pm-3:30pm Open Lab | 9am-10:30am Open Lab  
2pm-3:30pm Blackboard II | Open Lab |
| 24  | Open Lab | 9am-10:30am Open Lab  
2pm-3:30pm Blackboard II | 9am-10:30am Open Lab  
2pm-3:30pm Screen Capture II | Open Lab |
| 25  | 9am-10:30am Open Lab  
2pm-3:30pm Photoshop I | 9am-10:30am Open Lab  
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| 26  | 9am-10:30am Open Lab  
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| 27  | Open Lab | 9am-10:30am Open Lab  
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| 28  | Open Lab | 9am-10:30am Open Lab  
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| 29  | Open Lab | 9am-10:30am Open Lab  
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2pm-3:30pm Photoshop I | 9am-10:30am Open Lab  
2pm-3:30pm Photoshop I | Open Lab |
| 30  | 9am-10:30am Adv Blackboard I  
2pm-3:30pm Open Lab | 9am-10:30am Adv Access I  
2pm-3:30pm PowerPoint I | 9am-10:30am Adv Blackboard II  
2pm-3:30pm Open Lab | 9am-10:30am Adv Blackboard II  
2pm-3:30pm Open Lab | 9am-10:30am Adv Access II  
2pm-3:30pm PowerPoint I | Lab Closed |
| 31  | 9am-10:30am Adv Blackboard I  
2pm-3:30pm Open Lab | 9am-10:30am Adv Access I  
2pm-3:30pm PowerPoint I | 9am-10:30am Adv Blackboard II  
2pm-3:30pm Open Lab | 9am-10:30am Adv Blackboard II  
2pm-3:30pm Open Lab | 9am-10:30am Adv Access II  
2pm-3:30pm PowerPoint I | Lab Closed |

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**Instructional Media Center Room 115, Coleman Library**  
[www.famu.edu/it](http://www.famu.edu/it)  
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