



February 2012

Software Application Training Schedule

Information Services Division

All classes are held in Anderson Hall room 24 unless otherwise noted.

To register, please e-mail: SATRegistration@wcupa.edu

Monday	Tuesday	Wednesday	Thursday	Friday	<u>ALERTS AND UPDATES</u>
		1 SAP BI (Upgrade) 9-11:30am	2 SurveyMonkey 11am-12pm	3 Introduction to Outlook 2010 11am-12pm	<p><u>New Online Software Training</u></p> <p>Information Services recently incorporated Online Tutorials into its Software Application Training program. These tutorials were developed using Oracle's User Productivity Kit, or UPK, training software.</p> <p>UPK will allow you to learn an application at your workstation, at your own pace and at a time that fits your schedule. UPK is not intended to replace classroom training but it will reduce the frequency of out-of-office training, eliminate wait time between classroom training, and support and encourage self-paced learning.</p> <p>We invite you to visit the UPK site and check out the first UPK tutorials for myWCU, ESS, and MS Office.</p> <p style="text-align: center;">www.wcupa.edu/upk</p> <p>UPK topics are continually being developed, so check back often!</p>
6 SMART Board Training 11am-12pm What's New in D2L 9.4 1-2pm	7 D2L Refresher 9:30-10:30am Introduction to SharePoint 10:30am-12pm	8 D2L Refresher 11am-12pm	9 What's New in D2L 9.4 1-2pm	10 D2L:Gradebook 10-11am	
13 SAP BI 9-11:30am D2L Dropbox 1-2pm	14 Word Essentials 2010 8:30-10am Basic SAP 11am-12pm	15 SAP Electronic Requisition 9-11:30am	16 SAP BI (Upgrade) 9-11:30am	17 Smart Notebook 1-2pm	
20	21 SAP BI 9-11:30am Open Lab (D2L) 1-4pm	22 Introduction to SharePoint 9-10:30am D2L Dropbox 11am-12pm Managing Data with Excel 2010 2-3:30pm	23 D2L: Gradebook 11am-12pm	24 SAP BI (Upgrade) 9-11:30am	
27	28 Excel Charts & Graphs 3-4:30pm	29 SAP ZFM01 9-11:30am			