

Summer 2009 Classes

Provided by DISC Services

(Digital Instruction, Support, and Creative Services)

Classes will be held in the Practice Management Center located on 4th floor of Trotter Hall. The classes are open to all College of Veterinary Medicine faculty, staff and students.

If these scheduled dates or times are not convenient for you, or you have suggestions for other classes, please contact Gina Scott (scott@vet.ksu.edu). Other classes or one-on-one classes can be scheduled.

Your Name _____

Department _____

What is your classification? Student ___ Faculty/Staff ___

To enroll, check the class (or classes) you would like to attend.

Classes

___ Adobe Acrobat -- **Focus: Creation of PDF documents** July 14 (9:30 a.m. – 10:30 a.m.)

___ Adobe Acrobat -- **Focus: Creation of forms** July 14 (10:30 a.m. – 11:30 a.m.)

___ OneNote and Electronic note preparation for veterinary classes -- July 16 (9:30 a.m. – 10:30 a.m.)

___ Photoshop/Prepare Images for Publication – July 20 (9:00 a.m. – 11:00 a.m.)

___ K-State Online (course management system) -- July 21 (9:00 a.m. – 11:00 a.m.)

___ Word/PowerPoint 2007 combination class -- July 22 (9:30 a.m. – 11:00 a.m.)

___ TurningPoint (audience response system) -- July 23 (1:30 p.m. – 3:30 p.m.)

___ OneNote and Electronic note preparation for veterinary classes -- July 28 (1:30 p.m. – 3:30 p.m.)

___ K-State Online (course management system) -- July 30 (1:30 p.m. – 3:30 p.m.)

___ Photoshop/Prepare Images for Publication – August 5 (9:00 a.m. – 11:00 a.m.)

___ Adobe Acrobat - **Focus: Creation of PDF documents** August 6 (9:00 a.m. – 10:00 a.m.)

___ Adobe Acrobat -- **Focus: Creation of forms** August 6 (10:00 a.m. – 11:00 a.m.)

Click on the submit button to send this form to Gina Scott. Once you have clicked on submit, a window will open. Accept the default option of *Desktop Email Application* by clicking on **OK** in that window. GroupWise will open an email which has all the information needed just click on **SEND**.