OAKLAND UNIVERSITY™

Tuesday, August 26, 2003

Faculty and staff training site enhanced

Training programs offered to Oakland University faculty and staff – such as Banner, MS PowerPoint, Excel and Word – have moved from the Information Technology Institute to University Human Resources. Coinciding with this repositioning, the **Faculty and Staff Training** Web site has been redeveloped.

Formerly located on the ITI Web site, the new faculty and staff training calendar offers a number of enhancements and new features including:

- Enhanced course offerings in areas such as business systems, employee health and safety, faculty workshops, mind and body, and University Human Resources training.
- The ability to review your training history and evaluate your classes.
- A new interface that allows you to find classes and enroll more easily.

"Although our initial course offerings will be focused primarily on technology, we hope that this new site will eventually become a clearinghouse for almost any type of formalized training class offered to Oakland University faculty and staff," said Technical Training Services Manager Vicki Larabell. "As the fall semester approaches, expect to see new and exciting classes posted to the site."

Other services offered on the site include Banner forms documentation and training manuals and documentation for Microsoft Windows, OnTime and how to obtain an OU e-mail account.

Also new to the site are free courses through **NetG@Michigan Virtual University** (MVU), an organization established in 1998 to deliver online education and training opportunities to the Michigan workforce. Courses are available to full or part-time students, faculty and staff members at no cost. Users can browse a catalog of more than 700 self-paced courses and add them to their learning plans. In addition to technology courses, there are project management, business writing, effective presentations and team management courses. New users will need to set up a free account to participate in the program.

For more information on the Faculty and Staff Training site or any of the course offerings, click on the "Contact Us" button in the top left corner from anywhere within the **Faculty and Staff Training** Web site.

SUMMARY
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