Course Description:
Have you heard? CSM has recently upgraded to Microsoft Office 2007 and plans are in the works for Windows 7 installation. How will you get up to speed? Wonder no more because SkillPort computer-based training is available for CSM employees and you will have the opportunity to learn all about Microsoft software. This orientation session will provide a thorough look at each component in the SkillPort system which provides you with 24/7 access to on-line training, course selections, a training plan you can customize and a tracking system which records your progress during your learning. Not only does SkillPort provide Microsoft training, but there are a wealth of other courses available as well.

Audience:
• All CSM employees

Course Length:
• 1.25 hours

Prerequisites:
• Basic understanding of computer usage and using an Internet browser
• CSM on-line services user ID is required for access to SkillPort training system

Course Outline:
• Upgrade information
  ✓ Applications
  ✓ Time lines

• Training
  ✓ Computer-based training through SkillPort
  ✓ Orientations

• SkillPort
  ✓ User ID / Password
  ✓ Log in
  ✓ User Profile

Course Outline (cont’d):
• SkillPort
  ✓ Home page
    ▪ News
    ▪ Welcome Video
  ✓ My Plan
  ✓ My Report
    ▪ Customize your report
    ▪ Links to:
      o Course Menu
      o Detail Progress Report
      o Course Certificate
  ✓ Searching features

For more Technical Training information, visit:
http://info.csmd.edu/Training/technical

Or contact:
Technical Training Coordinator
Wendy Cleary
Ext. 7610, email wendyc

Documentation Mgr/Program Asst
Debbie Proctor
Ext. 7956, email debrap

IMT-1073
Orientation to SkillPort for Microsoft Training