

LTC 612 Athletic Administration: Technology I – Basic Computer Application

The course is an excellent resource and a useful tool in the everyday responsibilities of the athletic administrator when making presentations to community groups, booster clubs, boards of education, etc. Attendees will receive basic instruction and procedures in Word and PowerPoint. The hands-on course offers the athletic administrator an opportunity to actively create Word documents and PowerPoint presentations during the presentation of the course. Attendees will receive a resource disk to watch training sessions as many times as they want while they practice in Word and PowerPoint. **For maximum benefit, it is highly recommended that attendees bring a laptop computer with at least Windows 2003, including PowerPoint, to the class.**

Enrollees who will derive greatest benefit: Administrators seeking basic computer Word and PowerPoint skills for everyday office operations and presentations.

LTC 613 Athletic Administration: Technology II – Advanced Computer Application Skills

This course is designed for those individuals who would like to use some advanced features in Word, e-mail applications, EXCEL and PowerPoint to improve the quality and presentation of materials. Additional areas covered in the overview are mail merge using Microsoft Word, and creating charts in Microsoft Excel. The course is an extension of LTC 612, and each lesson requires the student to interact with the software in the process of developing presentations and daily administrative reports. Attendees will receive a resource disk to watch training sessions as many times as they want while they practice in Excel, Outlook and PowerPoint. **For maximum benefit, it is highly recommended that attendees bring a laptop computer with at least Windows 2003, including PowerPoint and Excel, to the class.**

Enrollees who will derive greatest benefit: Administrators seeking advanced computer skills for advanced office operations and presentations.

LTC 614 Athletic Administration: Technology III – Enhancing Public Presentations

This course is designed for those who would like to learn to use some of the advanced features of PowerPoint such as action buttons, master slide design, narration, sound and video insertions. Participants will also learn to use Photo Story 3 as a means of creating video stories and converting PowerPoint to video. Innovative methods of presentation and steps to better presentations, as well as public speaking, are included in the course. The hands-on course offers the athletic administrator opportunities to actively take part in the presentation of the course. **For maximum benefit, it is highly recommended that attendees bring a laptop computer with at least Windows 2000, including PowerPoint and Photo Story 3, to this class.**

Enrollees who will derive greatest benefit: Administrators seeking to improve their speaking and presentation skills as well as those who wish to improve their ability to use technology to enhance public presentations.

LTC 615 Athletic Administration: Athletic Field Management

This course provides athletic administrators with a practical, cost-effective and scientific approach to turf management. Upon completion, administrators will have developed skills and knowledge required to maintain safe, resilient and attractive fields. The course will help athletic administrators develop long-range, operational and assessment plans and a documentation process for outdoor playing surfaces.

Enrollees who will derive greatest benefit: Administrators desiring strategies for management and enhancement of existing playing fields or to resolve a persistent turf problem.