

## **Scheduled Workshops -Spring, 2007**

9/8/2008

### **WINTER INTERSESSION – January 8 - 11, 2007**

- Monday, January 8 - Computer Skills for Contribute -1-3:30, R210
- Monday, Jan. 8, 2007 - Images for PPT, Word, Web, 1:30-4, R210
- Tuesday, Jan. 9, 2007 – Dreamweaver I, 9-12; , Batmale 313
- Tuesday, Jan. 9, 2007 - Dreamweaver II, 1:30-4:30, Batmale 313
- Tuesday, Jan. 9, 2007 – Excel Basics, 9-12, R210
- Tuesday, Jan. 9, 2007 - PPT Basics, 1:30-3:30, R210
- Wednesday, Jan. 10, 2007 - Contribute I, 9:30-12:00, R210 Registration required by 12/15/06.
- Wednesday, Jan. 10, 2007 - Contribute II, 1:30-4:00, R210
- Wednesday, Jan. 10, 2007 - Mac Basics, 9-12, V145
- Wednesday, Jan. 10, 2007 - Care & Feeding of Your Mac, 1:30-4:30, V145
- Thursday, Jan. 11, 2007 – New Laptop Orientation (custom) ,10-11:30
- Thursday, Jan. 11, 2007 - New Laptop Orientation (custom), 2-3:30

### **Independent FLEX – January 12, 2007**

- Friday, Jan. 12, 2007 – Update Your Contribute Site, 9:30-12, R210

### **FLEX – January 16, 2007**

- MailMerge – Vic (2 hrs)
- Direct from MacWorld – Dane Riley, Apple (2 hrs)
- CU ONline - Focus on Online Courses (TMI)

### **JANUARY (not FLEX or Intersession)\**

- Friday, Jan.19, EasyGrade Pro (ESL) 2:00-4:00, R210 (Katarina)
- Monday, Jan. 22, Orientation to your CCSF Computer, 2-4, R210
- Tuesday, Jan. 23, GW Windows, 2-4, R210
- Wednesday, Jan. 24 - GroupWise Web - use on a Mac or at home, 2-4 p.m., R210
- Tuesday, Jan.30 - GroupWise Tips and Tricks, 2-4, R210
- Wednesday, Jan. 31 - GroupWise Address Book, 2-4, R210

### **FEBRUARY**

- Thursday, February 1, 2007 - PhotoShop I - 2:30-5:00 p.m., Batmale 313. This is a first of a series of three workshops.
- Friday, February 2, 2007 - Wimba Voice Tools : Demo, 2-3; Setup, 3-4, Batmale 313, All are welcome to the Demo session. To use the tools with your students, you must have a pre-existing WebCT course shell
- Tuesday, February 6, 2007 - Contribute Update, 2-3:30 p.m. Batmale 313.
- Thursday, February 8, 2007 - PhotoShop II - 2:30-5:00 p.m., Batmale 313. Prerequisites: Attendance at PhotoShop I or equivalent experience.
- Tuesday, February 13, 2007 - iLife 06 - 2-4 p.m., Batmale 313 FOR MAC USERS! Hands-on workshop for the first 5 arrivals, bring your Mac laptop if you have one, or just observe and see what iLife is all about.
- Wednesday, February 14, 2007 - Contribute Update, 2-3:30 p.m. Batmale 313.

- Thursday, February 15, 2007 - Wimba Voice Tools : Demo, 2-3; Setup, 3-4, Batmale 313
- Wednesday, February 21, 2007 - PowerPoint I (Basics), 2-4, Batmale 313
- Thursday, February 22, 2007 - PhotoShop III - 2:30-5:00 p.m., Batmale 313. Pre-requisites: Attendance at PhotoShop I & II or equivalent experience.
- Tuesday, February 27, 2007 - iLife 06 - 2-4 p.m., Batmale 313 FOR MAC USERS! Hands-on workshop for the first 5 arrivals, bring your Mac laptop if you have one, or just observe and see what iLife is all about.
- Wednesday, February 28, 2007 - PowerPoint II (Animation), 2-4, Batmale 313

## **MARCH**

- Tuesday, March 6, 2007 - Beginning HTML, 1:00-4:30, Batmale 313 (Katarina Mijatovic)
- Wednesday, March 7, 2007 - PowerPoint III (Images), 2-4, Batmale 313
- Friday, March 9, 2007 - Using PowerPoint in the ESL Classroom, 12-2, Batmale 313 (Ana Wu)
- Tuesday, March 13, 2007 - GroupWise Windows, 12-2, Batmale 313
- Wednesday, March 14, 2007 - GroupWise Web, 12-2, Batmale 313
- Friday, March 16, 2007 - Contribute Update, 1:30-3:00, Batmale 313
- Monday, March 19, 2007 - GroupWise Windows, 1:30-3:30, Batmale 313
- Thursday, March 22, 2007 - GroupWise Web, 2-4, Batmale 313
- Friday, March 23, 2007 - Wimba Voice Tools, 12-2, Batmale 313
- Tuesday, March 27, 2007, Mailmerge w/ Banner downloaded Excel files, COUNSELING, R414 (Vic)

## **APRIL**

- Friday, April 13, 1:15 - 3pm, lab Rm 102, CHINATOWN, custom training for ESL, Photoshop Elements, 5.0, Vic Fascio
- Tuesday, April 24, 2007 - [New Library Tools](#) with Librarian James Lim, 12 noon - 1pm, Rosenberg 414
- Friday, April 27, 1:15 - 3pm, lab Rm 102, CHINATOWN, custom training for ESL, Photoshop Elements, 5.0, Vic Fascio
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## **MAY**

- Tuesday, May 22, Computer Skills for Contribute 1:30-4, L313
- Thursday, May 24, Contribute I, 9:30-12 (tent.)
- Thursday, May 24, Contribute II, 1:30-4 (tent.)

## **Summer Intersession**

- Wednesday, May 30; Dane Riley, Mac I (tent.)
- Wednesday, May 30; Dane Riley, Mac II (tent.)
- Thursday, May 31, Dreamweaver I, 9:30-12, Tom Boegel (tent.)
- Thursday, May 31, DW II, 1:30-4:00, Tom Boegel (tent.)
- Friday, May 31, Contribute Update, 10-12; L313 (Vic, Carol)
- Friday, May 31, Contribute Update, 1-3, L313 (Vic, Carol)

## **JUNE**

### **Week 1**

- Monday, June 4, Computer Skills for Contribute, 1:30-4, L313, Vic
- Tuesday, June 5, GroupWise Windows, 10-12, L313, Vic
- Tuesday, June 5, GroupWise Windows, 1-3, L313, Vic
- Wednesday, June 6, Contribute I, 9:30-12, L313, (Vic, Carol)
- Wednesday, June 6, Contribute II, 1:30-4, L313, (Vic, Carol)
- Thursday, June 7, Using PhotoShop to Prepare Images for the Web, PPT, Word, 10-12, L313 (Vic)
- Thursday, June 7, 12:30-1:30, Converting a word doc to PDF, L313 (Carol)
- Thursday, June 7, 2-4, Annotating Pictures in Word and PPT, L313 (Vic)
- Friday, June 8, 9-12, Blogging for Education, Alisa Messer (English Dept), L313
- Friday, June 8, 1:30-3:30, Wimba Voice Tools, L313 (Carol)

### **Week 2**

- Tuesday, June 12, 2-4, GroupWise: The Well Managed Mailbox, L313 (Vic)
- Wednesday, June 13, 1-3, Contribute Update, L313 (Vic)

### **Week 3**

- Monday, June 18, 1-3:30, PPT I: The Basics
- Tuesday, June 19, 1-3:30, PPT II: Animations
- Wednesday, June 20, 1-3:30, PPT III: Pictures in PPT (Information on picture formats. How to control composition, file size and resolution. Practice inserting clipart or your own pictures into PowerPoint. Tips on finding and using pictures on the web. How to make a quick picture album in PowerPoint. Common mistakes with pictures in PowerPoint.)
- Thursday, June 19, 1-3:30, PPT IV: Saving PPT for the Web

## **JULY – Classified Camp – 2<sup>nd</sup> and 3<sup>rd</sup> week of July**

- Monday, July 9, 10-12, Correcting Bad Habits in Word, L313, Vic
- Tuesday, July 10, 10-12, Excel I, L313, Vic
- Wednesday, July 11, 10-12, Excel II, L313, Vic
- Thursday, July 12, 10-12, Mailmerge, L313, Vic
- Tuesday, July 17, 10-12, Formatting and Printing in Excel, L313, Vic
- Wednesday, July 18, 10-12, Creating Charts in Excel, L313, Vic