

TLC WORKSHOPS

SUMMER, 2007

Mon	Tue	Wed	Thu	Fri
MAY				
21	22  CCSF Computer Skills 1:30-4, L313	23	24 Contribute I , 9:30-12 L313, pre-reg by 5/ 1 Contribute II , 1:30-4, L313 - pre-reg by 5/ 1	25
JUNE				
28 Memorial Day Holiday	29	30 Contribute Updates: 10-12; 1-3, L313	31 Dreamweaver I , 9:00-12, L313 Dreamweaver II , 1:30-4:30, L313	1 Convert a Word Document to PDF 10:30-11:30, L313
JUNE				
4  CCSF Computer Skills , 1:30-4, L313	5 GroupWise Windows , 10-12, L313 GroupWise Web , 1-3, L313	6 Contribute I , 9:30 - 12, L313, Pre-reg by 5/16 Contribute II , 1:30-4, L313 Pre-reg by 5/16	7  Podcasting A-Z , 10-12, R305 Pre-reg for both by 6/1 All Things Apple , 1-3, w/ Dane Riley, Apple Higher Ed Systems Engineer, R305	8  WhoseSpace? Blogging for Education , 9-12, L313 Wimba Voice Tools , 1:30-3:30, L313
11	12 GroupWise: The Well Managed Mailbox , 2-4, L313	13 Contribute Update , 1-3 L313	14 Using Photoshop to Prepare Images for Word, the Web, PPT, & Email 2-4, L313	15
18 PowerPoint I: The Basics , 1-3:30, L313	19 PowerPoint II: Animations , 1-3:30, L313	20 PowerPoint III: Pictures , 1-3:30, L313	21 PowerPoint IV: Saving for the Web , 1-3:30, L313 	22
25	26	27	28	29
JULY				
2	3	4	5	6
9  Correcting Bad Habits in Word , 10-12, L313	10 Excel I: Introduction , 10-12, L313	11 Excel II 10-12, L313	12 MailMerge , 10-12, L313	13
16	17  Formatting & Printing in Excel , 10-12, L313	18  Creating Charts in Excel , 10-12, L313	19	20