

TLC Training- FALL, 2004

FLEX

- **Thursday, August 12**, 2-2:30. New Employee Orientation, "What the TLC Can Do for You".
- **Friday, August 13**, 11:30-12. New Faculty Orientation, "What the TLC Can Do for You".
- **Monday, August 16**, 9-12; 1-4. Contribute Training for Faculty Web Template Project Pilots.
- **Tuesday, August 17**, 2-4 p.m. Desktop Upgrade: Getting your CCSF Accounts, R210.
- **Tuesday, August 17**, 2-3:30 p.m. WebCT: An Overview, Batmale 313, C. Reitan

AUGUST

- **Wednesday, August 18**, 2-4 p.m. Desktop Upgrade: Getting your CCSF Accounts , R210, Vic Fascio
- **Thursday, August 19**, 12:30-2:30 p.m., GroupWise Web , R210, Katarina MijatoVic Fascio
- **Friday, August 20**, 1-4, Contribute Training for Faculty Web Template Project Pilots.
- **Monday, August 23**, 2-4 p.m., GroupWise Windows Client, R210, Vic Fascio (GW)
- **Wednesday, August 25**, 2:30-4:30 p.m, Organizing and Backing up your Files in Windows XP , R210, Vic Fascio
- **Thursday, August 26**, 1:30- 3:00 p.m., WebCT: An Overview, R210, C. Reitan
- **Friday, August 27**, Contribute Training for Faculty Web Template Project Pilots.
- **Tuesday, August 31**, 1:30-3:00 p.m., GroupWise Windows Calendar (QuickStart session),R210, Vic Fascio

SEPTEMBER

- **Wednesday September 1**, 2:30-4:30 p.m., Word Basics R210 Vic Fascio
- **Monday, September 13**, 10-12 a.m., GroupWise Windows, R210, Vic Fascio
- **Wednesday September 8**, 2-4, EasyGrade Pro (ESL ONLY); R210, Katarina Mijatovic
- **Thursday September 9**, 2-4, EasyGrade Pro (ESL ONLY); R210, Katarina Mijatovic
- **Tuesday, September 14**, 10-12, Desktop Upgrade: Getting your CCSF Accounts , R210 Vic Fascio
- **Wednesday. September 15**, 2-4 p.m., GroupWise Web, R210, Katarina Mijatovic
- **Thurs. September 16**, 1:30-3:30 p.m., Word Basics, R210, Vic Fascio
- **Monday September 20**, 1:30-3:30 GroupWise Windows Calendar R210 Vic Fascio
- **Monday, Sept. 20 – consultation with Writing Success Project re GroupWise**
- **Tuesday, September 21**, 1:30- 3:30 p.m. GroupWise Web R210 Katarina Mijatovic

- **Wednesday, September 22**, 2-4 GroupWise Tips and Tricks R210 Vic Fascio
- **Friday, September 24**, 1:30-3:30 Preparing Digital Images for the Web & PPT , R210 Vic Fascio
- **Friday, September 24**, 9-11; visit to Southeast Campus to assess training needs and discuss possibilities.
- **Tuesday, September 28**, 10-12 a.m., GroupWise Windows Calendar R210 Vic Fascio
- **Tuesday, September 28**, 1:30-3:00, Web development consultation, Mentoring and Service Learning Department, Fascio and Reitan
- **Thursday, September 30**, 2-4 p.m., GroupWise Tips and Tricks , R210 Vic Fascio

OCTOBER

- **Monday, October 4, 10 am**, Calendaring consultation with Writing Success Project, Vic Fascio
- **Tuesday, October 5**, 1:30-3:30 p.m., Better Handouts in Word R210 Vic Fascio
- **Wednesday, October 6**, 2-4 Better Quizzes in Word R210 Vic Fascio
- **Thursday, October 7**, 2-4 Creating Interactive Quizzes for the Web and for WebCT using Hot Potatoes R210 – C. Reitan.
- **Thursday, October 7**, 1:30-3:30 Basic Word, Chinatown Campus, Vic Fascio
- **Monday October 11, Classified FLEX**

Technology Learning Center Overview: Tech Resources Available for Staff - Carol Reitan, 1:00 - 2:00 ,Batmale 313

SPAM and Email Scams: What you Can and Can't Do About Them - Vic Fascio, 1:30-3:00, R305 - Presentation

- **Thursday, October 21**, 1:30-3:30 Making Better Handouts in Word, Chinatown Campus, Vic Fascio
- **Wednesday, October 27, 10:30 am**, Meeting with Tim Berthold of Health Sciences, Cloud 363 to ascertain technology training needs for his department.
- **Wednesday, October 27**, 2:30-4:30 p.m., Preparing Digital Images for the Web, R210 Vic Fascio.
- **Thursday, October 28**, 2:30-4:30 p.m., PowerPoint, R210 Vic Fascio

NOVEMBER

- **Monday, November 1**, 2-4, HTML Basics, R210, Katarina Mijatovic
- **Wednesday, November 3**, 2-4, HTML Tables, R210, Katarina Mijatovic
- **Thursday, November 4**, 2:30-4:30, Spam: What You Can and Can't Do About It, R210, Vic Fascio.
- **Friday November 5, 1:30-3:30 p.m., R210- Contribute Refresher.** Instruction using Contribute3.
- **Tuesday, November 9th, from 2:15-4pm. I R210 (ESL topics Word) Vic Fascio**
- **Monday, November 8**, 2-4, HTML Tables, R210, Katarina Mijatovic
- **Wednesday, November 10**, 2-4, HTML Basics, R210, Katarina Mijatovic

- **Thursday, November 11** – Service Learning and Mentoring- Dreamweaver, R210. Vic Fascio.
- **Thursday, November 11 – Spam – 2-4 CHNB 180**, Vic Fascio
- **Monday, November 15**, 2:30-4:30 p.m., Preparing Digital Images for the Web and PowerPoint, R210, Vic Fascio.
- **Tuesday, November 16, 2:30-4:30 p.m., R210- Contribute Refresher.** Instruction using Contribute3.
- **Tuesday, November 16**, 1:30-3:30 p.m., Digital Camera -Downtown Campus, Morris Bibliowicz
- **Wednesday, November 17**, 1:30-3:30 p.m. PowerPoint – Downtown Campus, Morris Bibliowicz.
- **Wednesday, November 17**, PowerPoint, R210, Vic Fascio.
- **Thursday, November 18**, 1:30-4, Creating a Basic Page for the WWW Using Dreamweaver, R210, C. Reitan .
- **Thursday, November 18th** 3:15: GroupWise for **Alemany and Mission** – at Gough St.
- **Friday, November 19th**, **Southeast Campus**. 9-12; “Walk-through” visit with various faculty and staff.

DECEMBER

- **Wednesday, December 1 – Better Quizzes: 1:30-3:30 CHNB 180**
- **Wednesday, December 1**, 2-4 p.m., EasyGrade Pro (ESL ONLY); R210, Katarina Mijatovic - ESL has purchased a license for the program. Faculty from other departments are welcome to come and see what EasyGrade Pro can do.
- **Friday, December 3**, 1-3, Contribute Mentee Training, Vic Fascio, C. Reitan.
- **Wednesday, December 8**, 2-3:30, WebCT: An Overview, R210. C. Reitan
- **Tuesday, December 14**, 2:30-4:30, Contribute Mentee Training, Vic Fascio, C. Reitan, R210.
- **Thursday, December 16**, 9:30-11:30, Contribute Mentee Training, Vic Fascio, C. Reitan, R210.