

## TLC Training- Spring, 2004

### January – Intersession

#### Tuesday, January 6

- 10:00-12:00 PC Laptop Follow-up Workshop, Batmale 313 (Fascio)
- 1:00-3:00 Mac Laptop Follow-up Workshop, Batmale 313 (Fascio)
- **Wednesday, January 7**
  - 10:00-12:00 Windows XP, Internet and Word basics, Part 1 of 2, R210
  - 1:00-3:00 PowerPoint Basics
  - 1:00-3:00 Mac OS X Basics, Science 261
- **Thursday, January 8**
  - 10:00-12:00 Windows XP, Word and Questions, Part 2 of 2, R210
  - 1:00-3:00 Laptop and LCD ESL Classroom Activities ,Rosenberg 210
- **Friday, January 9**
  - 10:00-12:00 GroupWise Windows (PC Only) Rosenberg 210
  - 1:00-3:00 GroupWise Web (Mac or PC users) Rosenberg210

#### January Tuesday 24

- **Monday Jan, 26** -Organizing and Backing up your files in Windows XP  
2:30 -4:30 p.m. Rosenberg 210, Vic Fascio
- **Tuesday, Jan. 27** - Organizing and Backing up your files in Windows XP  
2:30 -4:30 p.m. , Rosenberg 210, Vic Fascio
- **Wednesday , Jan. 28**, Desktop Upgrade: Getting your CCSF Windows or Mac and GroupWise Accounts, 2:30-4:30 p.m., Rosenberg 210 (Vic Fascio)
- **Thursday, Jan. 29**, Desktop Upgrade: Getting your CCSF Windows or Mac and GroupWise Accounts ,2:30-4:30 p.m., Rosenberg 210 (Vic Fascio)
- **2 meetings with Language Center Staff- one on site, the other in TLC lab (3 hrs.) Website maintenance (C. Reitan)**

#### February

- **Wednesday, Feb., 4**, Desktop Upgrade: Getting your CCSF Windows or Mac and GroupWise Accounts, 10:00 -12:00 noon ,Rosenberg 210, Katarina Mijatovic  
Tuesday, Feb. 10 PC Laptop Follow-up 2:00- 4:00 Batmale 313, Vic Fascio.
- **Wednesday , Feb. 11** Mac Laptop Follow-up, 2:00-4:00 Batmale 313. Vic Fascio
- **Thursday Feb. 12** GroupWise Windows Client, (PC Only), 3:00-5:00, Rosenberg 210 , Vic Fascio
- **Tuesday , Feb.17** -Computers Serving You ,2:30-4:00,Rosenberg 210,Terry Hall
- **Wednesday 18**, GroupWise Web,(Mac or PC),10:00-12:00 ,Rosenberg 210, Katarina Mijatovic
- **Wednesday, Feb. 18** – Morris Bibliowicz – PowerPoint 1-3 p.m. Downtown Campus, room 426.
- **Thursday, Feb. 19-** GroupWise Calendar (PC Only),2:30-4:30,Rosenberg 210, Vic Fascio
- **Thursday, Feb. 19** – Meeting in Rita Wang’s office – printing from NJStar.

- **Friday, Feb. 20-** GroupWise Web(Mac or PC),2:00-4:00 Rosenberg 210, Katarina
- **Friday, Feb. 20** – GroupWise Calendar (PC only) – Downtown Campus, room 426. Vic Fascio
- **Tuesday Feb.24** -Computers Serving You ,2:30-4:00,Rosenberg 210,Terry Hall
- **Tuesday, Feb. 24-** Vic Fascio Meeting with PE dept. re: planning resource scheduling training- w/ Diane Reppun and Peg Grady- Facilities planning: 1:30 – 3:00pm.
- **Tuesday, Feb.24** – Appt. with Anna Wu of ESL (DTN) to create and upload instructional website. (C. Reitan) 2-3
- **Thursday Feb. 26** -Making Better Handouts in Word, 3:00-5:00 ,Rosenberg 210, Vic Fascio

### March 2004

- **Thursday , March 4,** Making Better Quizzes and Exams in Word, 2:30-4:30 , Rosenberg 210, Vic Fascio
- **Wednesday March 10** -Mac Camp #1, Mac OSX Basics, 2:00-3:30, S261, Tom Boegel
- **Wednesday March 17,** Mac Camp #2,CCSF Email on your Mac: The GroupWise Web Client, 2:00-3:30, Science 261, Tom Boegel
- **Tuesday March 23,** Getting Your Accounts, 10:00-12:00, Rosenberg 210, Vic Fascio
- **Wednesday March 24,** GroupWise Web,(Mac or PC),10:00-12:00 ,Rosenberg 210, Katarina Mijatovic
- **Thursday March 25,**GroupWise Windows, 2:00-4:00,Rosenberg 210,Vic Fascio
- **Friday, March 26,** GroupWise Web,(Mac or PC),2:00-4:00 ,Rosenberg 210, Katarina Mijatovic
- **Monday March 29,** GroupWise Calendar (Windows Only), 2-4, Rosenberg 210, Vic Fascio
- **Tuesday, March 30,** Using MSWord in Chinese, 1:30-3:00, Rosenberg 205E, Carol Reitan
- **Monday March 29,** Using Digital Images/Pictures in Word Documents,2:00-4:00 p.m.,Downtown Campus,room 426, Morris Bibliowicz
- **Wednesday March 31,** Classified FLEX Day, GroupWise Windows,1-3 p.m,R210, Vic Fascio
- **Wednesday March 31,** Classified FLEX Day PowerPoint Basics, 1-3 p.m.,R209, Morris Bibliowicz
- **Wednesday March 31,** Classified FLEX Day Banner-Web4 for Employees,1-3 p.m.,Dennis Yap,Batmale 313 .

### April, 2004

- **Thursday April 01,**Spam: What you Can and Can't Do About It,2:00-4:00,Rosenberg 210, Vic Fascio and Shirley Barger
- **Wednesday April 14,** Mac Camp #4, Microsoft Word on your CCSF Mac - Advanced, 2:00-3:30, Science 261, Tom Boegel

- **Monday April 19** ,Using Digital Images/Pictures in Word Documents,2:00-4:00 p.m., Rosenberg 210, Morris Bibliowicz
- **Monday, April 19- Language Center- 1-3 p.m.**Learning to digitize analog sound files. (2 hrs. – Carol Reitan)
- **Wednesday April 21**,Mac Camp #5,Microsoft Excel on your CCSF Mac,2:00-3:30,Science 261, Tom Boegel
- **Wednesday April 28**, Mac Camp #6,The Care and Feeding of Your Mac,2:00-3:30,Science 261, Tom Boegel
- **Wednesday April 28, Controller Training (33 Gough St). 3 p.m.**– Custom training for the controllers at 33 Gough, Vic Fascio.

#### **May, 2004**

- **Monday, May 10 - Language Center- 1-3 p.m** Learning to compress and convert audio files for the web. (2 hrs. – Carol Reitan)
- **Thursday, May 27 – Bookstore** – Getting your Accounts – for the Bookstore staff.

#### **Summer Intersession, 2004**

- CCSF Hosts the @ONE Northern California Summer Workshops – June 2-June 6
- Tuesday June 1, 2004 , 10:00-12:00, Getting Your Accounts Rosenberg 210. (Vic Fascio)
- Tuesday June 1, 2004, 1:30-3:30, GroupWise Web Client, Rosenberg 210. (Katarina Mijatovic)
- Tuesday & Wednesday- June 1-2, 2004, Summer Mac Camp! All Mac sessions held in Science 261. (Tom Boegel)
  - Tues. June 1, 10:00-12:00, Introduction to OS X: The Basics
  - Tues, June 1, 1:00-3:00, Care and Feeding of your Mac
  - Wed, June 2, 10:00-12:00, Microsoft Word on your CCSF Mac - The Basics.
  - Wed, June 2, 1:00 - 3:00, Advanced Word
- Tuesday June 1, 2004 , 10:00-11:30, WebCT: An Overview , Batmale 313.