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), Rosenberg 210

**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 – 3:00 pm.

• **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.