Workshops in Spring, 2005- Winter Intersession, FLEX, Spring, June Intersession

WINTER INTERSESSION
  o Mac Workshops: Tom Boegel
    o Tuesday January 4
      ▪ 10-12 - OS X Basics, Batmale 313 (TLC lab)
      ▪ 1-3 - Word Basics, Batmale 313 (TLC lab)
    o Wednesday, January 5
      ▪ 10-12 – PowerPoint, Batmale 313 (TLC lab)
      ▪ 1-3 –iPhoto, Batmale 313 (TLC lab)
  o Basics Boot Camp
    o Wednesday, January 5,
      ▪ Organizing your Files 10-12, R210
      ▪ Word Basics, R210 2-4
    o Thursday, January 6,
      ▪ Making Better Handouts/ Quizzes in Word, R210 10-12
      ▪ Using Images in Microsoft Word Documents 2-4
    o Friday, January 7,
      ▪ PowerPoint, 10-12
  o WebCT Day
    o Tuesday, January 11
      ▪ WebCT: An Overview, 10:30-12, R210
      ▪ WebCT: Setting Up Your Course, 1:30-3:30, R210

Independent FLEX: January 13, 2005
  o Contribute Training I – 10-12
  o Contribute Training II- 2-4

FLEX, January 14, 2005
  o SPAM and Spyware – Vic Fascio
  o Getting Your Accounts – Katarina Mijatovic
  o What the TLC Can Do For You – Carol Reitan
  o WebCT: An Overview

JANUARY
  o Tuesday, January 18, 2-4 Getting Your Accounts, R210 , V. Fascio
  o Wednesday, January 19, 2:30-4:30 GroupWise Web (PC or Mac), R210 , Katarina
  o Friday, January 21, 1-3 Dreamweaver 101, R210 , C.Reitan
  o Tuesday, January 25, 1:30-3:30 Word Basics, R210 , V. Fascio
  o Wednesday, January 26, 1-3 Creating Interactive Quizzes using Hot Potatoes, R210 , C. Reitan, G. Spano
  o Thursday, January 27, 1-3 EasyGrade Pro, R210 , Katarina
  o Friday, January 28, 1-3 Contribute Refresher, R210 , V. Fascio, C. Reitan
  o Monday, January 31, 2-4 GroupWise Windows Client (PC Only), R210 , V. Fascio

FEBRUARY
  o Wednesday, February 2, Getting Your Accounts, 2-4 pm, R210, V. Fascio
  o Friday, February 4, WebCT Overview, 1:00-2:30 , R210 , C. Reitan
  o Friday, February 4, EasyGrade Pro (ESL Only), 2:30-4:30 , R210 , Katarina
  o Tuesday, February 8, Dreamweaver 101, 1:00-3:30, R210 , C. Reitan
MARCH

- **Wednesday, February 9**: Word for ESL, 2-4 pm, R210, A. Hovanesian (ESL Dept.)
- **Wednesday, February 9**: Chinatown Campus
  - Spam and Spyware, V. Fascio
  - GroupWise Windows, V. Fascio
- **Thursday, February 10**: GroupWise Windows Client, 2-4, R210, V. Fascio
- **Friday, February 11**: Excel for ESL, 2-4, R210, A. Hovanesian (ESL Dept.)
- **Tuesday, February 15**: Word Basics, 2-4, R210, V. Fascio
- **Wednesday, February 16**: Training Planning Meeting with Balestreri, Vic and Carol 11-12
- **Wednesday, February 16**: HTML Basics, 2:30-5:30, R210, K. Mijatovic
- **Thursday, February 17**: Downloading Art from the Web, 2:30-4:30, R210, Janet Carpenter (Art Department)
- **Tuesday, February 22**: Making Better Handouts, 2:30-4:30, R210, Vic
- **Wednesday, February 23**: HTML Tables, 2:30-5:30, R210, K. Mijatovic
- **Thursday, February 24**: GroupWise Web Client, 2-4, R210, K. Mijatovic

APRIL

- **Tuesday, April 5**: GroupWise 6.5, 2:30-4:00, R210
- **Wednesday, April 6**: GroupWise 6.5, 12:00-1:30, R210
- **Wednesday, April 6**: Digital Camera/Using Digital Pictures/Images in Documents and Presentations, 2-4, Room 426, DTN Campus
- **Thursday, April 7**: GroupWise 6.5, 2:30-4:00, R210
- **Thursday, April 14**: Advanced Google, 12-1, James Lim, CCSF Librarian
- **Thursday, April 21**: GroupWise Web, 1-3, R210
- **Wednesday, April 20**: PowerPoint Basics, 2-4, Room 426, DTN Campus
- **Wednesday, April 27**: Academic Integrity and Plagiarism, 4-5:30, R210 - CCSF Librarian, Andrea Niosi

MAY

- **Tuesday, May 3**: 12-1:30, WebCT Overview, R210 (C. Reitan)
- Wednesday, May 4, PhotoShop 1: Introduction to PhotoShop, 2:30-5:30, R210 - Katarina Mijatovic
- Thursday, May 5, PhotoShop 1: Introduction to PhotoShop, 2:00-5:00, R210 - Katarina Mijatovic
- Tuesday, May 10, Setting up your WebCT Course, 12-1:30, R210, C. Reitan
- Wednesday, May 11, PhotoShop 2: Buttons, Bullets, Borders, Bars, Backgrounds, Banners, 2:30-5:30, R210 - Katarina Mijatovic
- Thursday, May 12, PhotoShop 2: Buttons, Bullets, Borders, Bars, Backgrounds, Banners, 2:00-5:00, R210 - Katarina Mijatovic

JUNE INTERSESSION
Summer Intersession at CCSF

- Tuesday, May 31, iPods and iTunes 1:30-3:30, R305
- Wednesday & Thursday- June 1-2, 2005
  - Summer Mac Camp! All Mac sessions held in Science 261. No pre-registration necessary
    - Wed: 10:00-12:00 Introduction to OS X: The Basics
    - Wed: 2:00- 4:00 Care and Feeding of your Mac
    - Thurs: 10:00- 12:00 iPhoto
    - Thurs: 2:00 - 4:00 iMovie
- Wednesday June 1, 2005 - Create an Instructional Website using Contribute
  - 10:00-12:30 - Contribute I: Creating your Main Page (required to attend session II)
  - 2:00-4:30 - Contribute II: Adding a Page to your Site
- Thursday June 2, 2005 Contribute I and II (see above)
- Friday, June 10, 2005 Contribute I and II (see above) 9-11:30; 1-3:30.
- Wednesday and Thursday, June 15&16 Contribute I and II (see above) 2-4:30 both days
- Friday, June 3, 2005 WebCT Day
  - WebCT: An Overview - 10-11:30, R210
  - WebCT: Setting up your Course - 1:00-3:30, R210
- Wednesday June 8, 2005 HTML for WebCT Users, 10 a.m.-12 noon, Rosenberg 210 (R210)
- Tuesday, Wednesday, Thursday, June 7-9 :Word: Theory and Practice (NOT the Basics), R210
  - Tues: 10:00-12:00 Word: Tips and Tricks
  - Tues: 1:30- 3:30 Making YOUR Handouts More Readable
  - Wed: 1:30-3:30 Follow-up and Guided Practice
  - Thurs: 1:30-3:30 Jazzing Up your Handouts: Images, Tables, etc.