

# March 2010

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1 <b>Blackboard CE6 Lite: Essential Tools</b> 10:00 am to 12:00 pm	2 <b>Wimba Classroom</b> 10:30 am to 12:20 pm & 2:30 pm to 4:20 pm	3 <b>Increasing Editing Productivity in Word 2007</b> 2:00 pm to 4:00 pm	4 <b>Mail &amp; E-Mail Merge in Word 2007</b> 10:00 am to 12:00 pm <hr/> <b>Managing your E-mails in Outlook</b> 2:30 pm to 4:20 pm	5	6
7	8 <b>Making your PowerPoint 2007 Presentations more Visual and Dynamic</b> 10:00 am to 12:00 pm	9 <b>Intro to Dreamweaver</b> 10:00 am to 12:30 pm <hr/> <b>A First Look at Windows 7</b> 2:30 pm to 4:00 pm	10 <b>Blackboard CE6: Taking the Next Steps, Moving Beyond Text</b> 10:00 am to 11:00 am	11 <b>Beginning Flash</b> 10:30 am to 12: 20 pm <hr/> <b>Working with Tables in Word 2007</b> 2:00 pm to 4:00 pm	12 <b>Working with Tables in Word 2007</b> 10:00 am to 12:00 pm	13
14	15	16	<b>Spring Break</b>		19	20
21	22 <b>Blackboard CE6: Finding a Path through the Trees</b> 10:00 am to 11:30 am	23 <b>Intro to Excel 2007</b> 10:00 am to 12:00 pm & 2:00 pm to 4:00 pm	24 <b>Blackboard CE6: Assignments and Assessments</b> 10:00 am to 11:30 am	25 <b>A First Look at Windows 7</b> 10:30 am to 12:00 pm	26	27
28	29 <b>Formulas and Functions in Excel 2007</b> 10:00 am to 12:00 pm	30 <b>Preceptorial Advising</b> 	31 <b>Blackboard CE6: Online Quizzing</b> 11:20 am to 12:20 pm <hr/> <b>Formulas and Functions in Excel 2007</b> 2:00 pm to 4:00 pm			

# April 2010

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1 <b>Using the Data Tool to Manage Lists in Excel 2007</b> 10:00 am to 12:00 pm & 2:00 pm to 4:00 pm	2 <b>Good Friday</b> 	3
4	5 <b>Blackboard CE6: Preparing your Course for Next Semester</b> 9:55 am to 11:10 am	6 <b>Managing your Workbooks in Excel 2007</b> 10:00 am to 12:00 pm & 2:00 pm to 4:00 pm	7 <b>Preceptorial Advising</b> 	8 <b>Making your PowerPoint 2007 Presentations more Visual and Dynamic</b> 2:30 pm to 4:20 pm	9	10
11	12 <b>Intro to Access 2007</b> 10:00 am to 12:30 pm & 2:00 pm to 4:30 pm	13 <b>Blackboard CE6: Preparing your Course for Next Semester</b> 10:30 am to 11:45 am	14 <b>Wimba Classroom</b> 10:00 am to 12:00 pm & 2:00 pm to 4:00 pm	15 <b>Customizing Forms in Access 2007</b> 10:30 am to 12:30 pm	16	17
18	19 <b>Subforms and Multiple-Table Queries in Access 2007</b> 10:30 am to 12:30 pm	20 <b>Working with Queries in Access 2007</b> 2:00 pm to 4:00 pm	21 <b>Working with Reports in Access 2007</b> 10:30 am to 12:30 pm	22 <b>Understanding Field Properties in Access 2007</b> 2:00 pm to 4:00 pm	23	24
25	26	27	28	29	30	