

Brooklyn Training Workshop Schedule – June 2008

All classes held in the Library Instructional Technology Center, (LITC) 1st floor (unless stated otherwise).

Key: Dark Red = PowerPoint 2007, Violet = Blackboard, Blue = Word 2007, Green = Excel 2007, Black = All Others

[Click here for full course descriptions](#)

To register for a class please e-mail Yvette Findlayter at yfindlayter@sjcny.edu or call (718) 636-6851.

We are also available for one-on-one training sessions.

Monday	Tuesday	Wednesday	Thursday	Friday
2 10:00 - 11:00 Getting Started w/Office 2007	3	4 9:30 - 10:30 Up to Speed with Excel 2007	5 10:00 - 11:00 Up to Speed with PowerPoint 2007	6
9 1:00 - 3:00 Blackboard Users: Blackboard Part 1 of 2	10 11:00 - 12:00 Up to Speed with PowerPoint 2007	11 1:00 - 3:00 Blackboard Users: Blackboard Part 2 of 2	12 11:00 - 12:00 Up to Speed with Excel 2007	13
16 11:10 - 12:35 PowerPoint 2007 Basic	17 11:00 - 11:30 Blackboard Users: Creating Groups 11:30 - 12:30 Blackboard Users: Using the Gradebook	18	19 11:10 - 12:35 Excel 2007 - Managing Data	20 11:00 - 12:00 Getting Started w/Office 2007
23 11:10 - 12:35 PowerPoint 2007 Intermediate	24 1:30 - 2:30 Getting Started w/Office 2007	25 9:35 - 11:00 Blackboard Users: Creating Exams and Surveys	26	27 11:10 - 12:35 Excel 2007 Formatting Features
30				

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Monday	Tuesday	Wednesday	Thursday	Friday
	1 11:30 - 12:30 Up to Speed with PowerPoint 2007 1:30 - 2:30 Getting Started w/Office 2007	2 9:30 - 10:30 Up to Speed with Word 2007	3 10:00 - 11:00 Up to Speed with Excel 2007	4 COLLEGE CLOSED
7	8	9	10	11 COLLEGE CLOSED
14 10:00 - 12:00 Blackboard Users: Blackboard Part 1 of 2 1:00 - 3:00 Blackboard Users: Blackboard Part 2 of 2	15	16	17	18 COLLEGE CLOSED
21 10:00 - 11:00 Up to Speed with Excel 2007 12:00 - 1:00 Up to Speed with PowerPoint 2007	22 12:00 - 1:00 Up to Speed with Word 2007 1:40 - 3:05 PowerPoint 2007 Basic	23 11:00 - 12:00 Blackboard Users: Using the Gradebook 12:00 - 12:30 Blackboard Users: Creating Groups	24 9:30 - 10:30 Getting Started w/Office 2007 1:30 - 3:00 Excel 2007 - Managing Data	25 COLLEGE CLOSED
28 10:00 - 11:00 Getting Started w/Office 2007	29 1:30 - 3:00 Excel 2007 Formatting Features	30 11:00 - 12:30 PowerPoint 2007 Intermediate	31 9:35 - 11:00 Blackboard Users: Creating Exams and Surveys	

Brooklyn Training Workshop Schedule – August 2008

All classes held in the Library Instructional Technology Center, (LITC) 1st floor (unless stated otherwise).

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Monday	Tuesday	Wednesday	Thursday	Friday
				1 COLLEGE CLOSED
4 11:00 - 12:00 Up to Speed with PowerPoint 2007 12:30 - 1:30 Getting Started w/Office 2007	5 10:00 - 12:00 Blackboard Users: Blackboard Part 1 of 2 2:00 - 3:00 Up to Speed with Excel 2007	6 11:10 - 12:35 PowerPoint 2007 Basic	7 10:00 - 12:00 Blackboard Users: Blackboard Part 2 of 2	8 COLLEGE CLOSED
11	12	13	14	15 COLLEGE CLOSED
18 10:30 - 11:00 Smart Classroom 11:00 - 12:00 Up to Speed with Excel 2007	19 11:10 - 12:35 Excel 2007 - Managing Data-CANCELED 3:00 - 4:00 Up to Speed with Word 2007-CANCELED	20 9:30 - 10:30 Getting Started w/Office 2007-CANCELED 11:10 - 12:35 PowerPoint 2007 Intermediate-CANCELED	21 1:30 - 2:30 Blackboard Users: Using the Gradebook 2:30 - 3:00 Blackboard Users: Creating Groups	22
25 12:00 - 12:30 Smart Classroom 2:00 - 3:00 Getting Started w/Office 2007	26 11:00 - 12:00 Getting Started w/Office 2007 3:00 - 4:00 Up to Speed with PowerPoint 2007	27 9:30 - 10:30 Getting Started w/Office 2007 1:40 - 3:05 Excel 2007 - Creating an Electronic Gradebook	28 11:10 - 12:35 Blackboard Users: Crating Exams and Surveys 1:00 - 2:00 Getting Started w/Office 2007 4:00 - 4:30 Smart Classroom	29 10:00 - 11:00 Getting Started w/Office 2007-CANCELED 11:30 - 12:30 Up to Speed with Word 2007-CANCELED