

*Develop essential leader, teacher and staff competencies and optimize all resources to achieve the school division's strategic goal and outcomes for student success.*

**Microsoft Office '07 Transition: Overview & Outlook**

This course will provide the user with the ability to transition to Office '07 and provide information on using Outlook

**Personnel Eligible:** All VBCPS Employees

**P-TECH-0748-09-006**

September 21, 2009

8:00 AM - 12:00 PM

Monday

Organizational Development, Wireless lab

Instructor: Thorsen, Patricia B

4 License Renewal/Allowance Points

**P-TECH-0748-09-007**

October 01, 2009

8:00 AM - 12:00 PM

Thursday

Organizational Development, Wireless lab

Instructor: Thorsen, Patricia B

4 License Renewal/Allowance Points

**P-TECH-0748-09-008**

October 22, 2009

8:00 AM - 12:00 PM

Thursday

Organizational Development, Wireless lab

Instructor: Thorsen, Patricia B

4 License Renewal/Allowance Points

**P-TECH-0748-09-009**

October 30, 2009

8:00 AM - 12:00 PM

Friday

Organizational Development, Wireless lab

Instructor: Thorsen, Patricia B

4 License Renewal/Allowance Points

**P-TECH-0748-09-010**

November 18, 2009

8:00 AM - 12:00 PM

Wednesday

Organizational Development, Wireless lab

Instructor: Thorsen, Patricia B

4 License Renewal/Allowance Points

**P-TECH-0748-09-011**

December 02, 2009

8:00 AM - 12:00 PM

Wednesday

Organizational Development, Wireless lab

Instructor: Jenkins, Patricia A

4 License Renewal/Allowance Points

**Microsoft Office '07 Transition: Word & PowerPoint**

This course will provide the user with the ability to transition between Office '03 & Office '07 with the programs Word & PowerPoint.

**Personnel Eligible:** All VBCPS Employees

**P-TECH-0749-09-009**

September 22, 2009

8:00 AM - 12:00 PM

Tuesday

Organizational Development, Wireless lab

Instructor: Jenkins, Patricia A

4 License Renewal/Allowance Points

**P-TECH-0749-09-010**

October 05, 2009

8:00 AM - 12:00 PM

Monday

Organizational Development, Wireless lab

Instructor: Thorsen, Patricia B

4 License Renewal/Allowance Points

**P-TECH-0749-09-011**

October 23, 2009

8:00 AM - 12:00 PM

Friday

Organizational Development, Wireless lab

Instructor: Jenkins, Patricia A

4 License Renewal/Allowance Points

**P-TECH-0749-09-012**

November 05, 2009

8:00 AM - 12:00 PM

Thursday

Organizational Development, Wireless lab

Instructor: Jenkins, Patricia A

4 License Renewal/Allowance Points

**P-TECH-0749-09-013**

November 19, 2009  
8:00 AM - 12:00 PM  
Thursday  
Organizational Development, Wireless lab  
Instructor: Jenkins, Patricia A  
4 License Renewal/Allowance Points

**P-TECH-0749-09-014**

December 03, 2009  
8:00 AM - 12:00 PM  
Thursday  
Organizational Development, Wireless lab  
Instructor: Jenkins, Patricia A  
4 License Renewal/Allowance Points

**Microsoft Office '07 Transition: Excel, Publisher, and Access**

This course will provide the user with the ability to transition between Office '03 & Office '07 with the programs Excel and Publisher. A few aspects of Access will be discussed.

**Personnel Eligible:** All VBCPS Employees

**P-TECH-0750-09-009**

September 25, 2009  
8:00 AM - 12:00 PM  
Friday  
Organizational Development, Wireless lab  
Instructor: Schmidt, Pamela H  
4 License Renewal/Allowance Points

**P-TECH-0750-09-010**

October 06, 2009  
8:00 AM - 12:00 PM  
Tuesday  
Organizational Development, Wireless lab  
Instructor: Thorsen, Patricia B  
4 License Renewal/Allowance Points

**P-TECH-0750-09-011**

October 26, 2009  
8:00 AM - 12:00 PM  
Monday  
Organizational Development, Wireless lab  
Instructor: Schmidt, Pamela H  
4 License Renewal/Allowance Points

**P-TECH-0750-09-012**

November 06, 2009  
8:00 AM - 12:00 PM  
Friday  
Organizational Development, Wireless lab  
Instructor: Thorsen, Patricia B  
4 License Renewal/Allowance Points

**P-TECH-0750-09-013**

November 23, 2009  
8:00 AM - 12:00 PM  
Monday  
Organizational Development, Wireless lab  
Instructor: Thorsen, Patricia B  
4 License Renewal/Allowance Points

**P-TECH-0750-09-014**

December 07, 2009  
8:00 AM - 12:00 PM  
Monday  
Organizational Development, Wireless lab  
Instructor: Jenkins, Patricia A  
4 License Renewal/Allowance Points

**Microsoft Office '07 Transition: Problem-Solving Workshop**

This course will provide the user time to problem-solve issues in transitioning to the Office '07 programs. Before attending this class, the user needs to provide information on the issues to be discussed in class.

**Personnel Eligible:** All VBCPS Employees

**P-TECH-0751-09-006**

September 30, 2009  
8:00 AM - 12:00 PM  
Wednesday  
Organizational Development, Wireless lab  
Instructor: Schmidt, Pamela H  
4 License Renewal/Allowance Points

**P-TECH-0751-09-007**

October 14, 2009  
8:00 AM - 12:00 PM  
Wednesday  
Organizational Development, Wireless lab  
Instructor: Schmidt, Pamela H  
4 License Renewal/Allowance Points

