

**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



**P-TECH-0751-09-008**

October 27, 2009  
8:00 AM - 12:00 PM  
Tuesday  
Organizational Development, Wireless lab  
Instructor: Schmidt, Pamela H  
4 License Renewal/Allowance Points

**P-TECH-0751-09-009**

November 09, 2009  
8:00 AM - 12:00 PM  
Monday  
Organizational Development, Wireless lab  
Instructor: Schmidt, Pamela H  
4 License Renewal/Allowance Points

**P-TECH-0751-09-010**

November 24, 2009  
8:00 AM - 12:00 PM  
Tuesday  
Organizational Development, Wireless lab  
Instructor: Schmidt, Pamela H  
4 License Renewal/Allowance Points

**P-TECH-0751-09-011**

December 08, 2009  
8:00 AM - 12:00 PM  
Tuesday  
Organizational Development, Wireless lab  
Instructor: Schmidt, Pamela H  
4 License Renewal/Allowance Points

**Microsoft Office '07 Transition: Access Power User**

This course will provide the user with the ability to transition between Office '03 & Office '07 with Access. This class is for an Access power user.  
**Personnel Eligible:** All VBCPS Employees

**P-TECH-0752-09-003**

October 15, 2009  
8:00 AM - 12:00 PM  
Thursday  
Organizational Development, Wireless lab  
Instructor: Schmidt, Pamela H  
4 License Renewal/Allowance Points

**P-TECH-0752-09-004**

November 10, 2009  
8:00 AM - 12:00 PM  
Tuesday  
Organizational Development, Wireless lab  
Instructor: Schmidt, Pamela H  
4 License Renewal/Allowance Points

**Intranet Access Home and School**

Participants will be exposed to how to access VBSchools Intranet from home and from school. They will explore and learn how to find resources to support the teachers they work with. Participants will also learn how to take advantage of the opportunities their own school SharePoint site has to offer as well as VBSchools Intranet. Please come to the class with your username and password.

**Personnel Eligible:** Teachers Assistants

**P-TACL-0016-09-002**

September 22, 2009  
4:00 PM - 6:00 PM  
Tuesday  
Rosemont ES, Computer Lab  
Instructor: Cabral, Nicole M  
2 Allowance Points

**21st Century Technology Leadership Training for Administrators: Microsoft Outlook 2007 Part 1**

This introductory session will help both novice and experienced Outlook users better utilize the features of Outlook 2007. The session will take administrators step-by-step through the following topics: delivery options, display preferences, folder organization, search features, creating and viewing contacts and distribution groups, scheduling appointments / meetings, and creating and tracking personal tasks.

**Personnel Eligible:** All Division and School-Based Administrators

**P-TECH-0760-09-001**

October 16, 2009  
9:00 AM - 11:30 AM  
Friday  
Laskin Road Annex, Training Room  
Instructor: Frazier, Nona  
3 License Renewal Points

**P-TECH-0760-09-002**

October 16, 2009  
1:00 PM - 3:30 PM  
Friday  
Laskin Road Annex, Training Room  
Instructor: Frazier, Nona  
3 License Renewal Points

