

**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

