

AT Spring 2003 Training Schedule

Tuesday January 14, 2003				
	<i>Consultant</i>	<i>Helpdesk</i>	<i>RCA</i>	<i>Advanced</i>
9:00	Breakfast (Altshul Atrium)			
9:30				
10:00	LCC Policy & Procedures -- LCC (Sevi)	Policy & Procedures (SJ) -- Conference RM	Hands On Macs (EB) -- TLC/AT Lab	
10:30				
11:00	Printing/utilities (Sevi/Riffat) -- LCC	HD Phones (for new HD) (SJ) -- HD Area		Obstacle Course for returning HD -- WW
11:30				
12:00	Ebear/Webmail (Sevi/Manmeet/Riffat) -- LCC	Helptrac for newbies – HD Area (SJ)		
12:30				
1:00	Lunch (Altshul Atrium) – Pizza			
1:30				
2:00	Email Quotas (ANB/Sevi) -- LCC	Configuring Email Clients (SJ) -- HD area/WW	Overview Policy/Procedures (HK) -- 401 ALT	Macs Hands on (EB) -- TLC/AT Lab
2:30	CDR/CDRW Intro (ANB/Sevi) -- LCC		Research (MEGN/SHEL) -- 401 ALT	
3:00	FTP/Attachments (Sevi/Riffat) -- LCC	Novell Configuration (SJ) -- HD area	Kazaa/SpyWare/Adaware & Viruses (Yanna/HK) -- 401 ALT	
3:30				
4:00	MAC OS X (Shelby/ANB) -- LCC	Common Problems & Solutions (SJ) -- WW	Zonealarm (DMP) -- 401 ALT	
4:30				

Wednesday January 15, 2003				
	<i>Consultant</i>	<i>Helpdesk</i>	<i>RCA</i>	<i>Advanced</i>
9:00	Breakfast (Altshul Atrium)			
9:30				
10:00	Disk Security (Sevi/Riffat) -- LCC	Sharing HD's/printers & security (including ZA) -- WW (DMP)	Printers, troubleshooting and policies (HK) -- 401 ALT	
10:30				
11:00	Endnote (Akinyi) --LCC		Laptops – common problems (HK) --401 ALT	
11:30				
12:00	New Online Registration & Courseworks (Registrar) -- 202 ALT			
12:30				
1:00	Lunch (Altshul Atrium) -- Chinese			
1:30				
2:00	Scanning (Riffat) -- LCC	Obstacle Course (rebuilding computers) -- WW	Reformatting Musical Chairs -- 401 ALT	Down & dirty with hardware -- 401 ALT
2:30				
3:00	Excel & Graphs (Linda/Riffat) -- LCC			
3:30				
4:00	RCA/HD info & Lab Maintenance (SJ/HK/Sevi) -- LCC			
4:30				

Thursday January 16, 2003				
	<i>Consultant</i>	<i>Helpdesk</i>	<i>RCA</i>	<i>Advanced</i>
9:00	Breakfast (North Tower)			
9:30				
10:00	Adv Word (Sevi/Akinyi) -- LCC	Network Security (Ken – MINS)		
10:30		-- 401 ALT		
11:00	Troubleshooting MS office problems (Sevi/Riffat) -- LCC	What to look for on compromised computers (Yanna/AB/DMP/Alyssa) --401 ALT		
11:30		Bandwith abuse – Engelhardt/Schiffer (cu)		
12:00	Library Resources (Jenna) -- Library Alcove	Hands on Partition Magic (DMP) -- WW	Helptrac from dorms	
12:30			Workshops (HK) -- 401 ALT	
1:00	Lunch on your own			
1:30				
2:00	Jeopardy			
2:30				
3:00				
4:00				
4:30				
5:00	Dinner (North Tower)			
7:00				