

Harris County Information Technology Center IFAS/Microsoft 2007 Training Schedule

August – November 2009

(NOTE: Beginning March 1, 2009, the ITC will discontinue Office 2003 training classes.)

Computer Basics

ID# 292BASCS09

| Subevent Name | Subevent ID | Begin/ End Date | Begin/End Time |
|----------------------|-------------|---------------------|--------------------|
| BASIC MICROCOMPUTERS | 0826MICRA1 | 08/26/09 – 08/26/09 | 9:00 am – 12:30 pm |
| BASIC KEYBOARDING | 0831KEYBP1 | 08/31/09 – 08/31/09 | 1:00 pm – 4:30 pm |
| BASIC KEYBOARDING | 0921KEYBP1 | 09/21/09 – 09/21/09 | 1:00 pm – 4:30 pm |
| BASIC MICROCOMPUTERS | 0928MICRP1 | 09/28/09 – 09/28/09 | 1:00 pm – 4:30 pm |
| BASIC KEYBOARDING | 1027KEYBA1 | 10/27/09 – 10/27/09 | 9:00 am – 12:30 pm |
| BASIC MICROCOMPUTERS | 1030MICRA1 | 10/30/09 – 10/30/09 | 9:00 am – 12:30 pm |
| BASIC KEYBOARDING | 1120KEYBA1 | 11/20/09 – 11/20/09 | 9:00 am – 12:30 pm |
| BASIC MICROCOMPUTERS | 1123MICRP1 | 11/23/09 – 11/23/09 | 1:00 pm – 4:30 pm |

Microsoft Internet

ID# 292INTNT09

| Subevent Name | Subevent ID | Begin/ End Date | Begin/End Time |
|-----------------------------------|-------------|---------------------|--------------------|
| FUNDAMENTAL MICROSOFT INTERNET | 1002FUNDA1 | 10/02/09 – 10/02/09 | 9:00 am – 12:30 pm |
| FUNDAMENTAL MICROSOFT INTERNET | 1102FUNDP1 | 11/02/09 – 11/02/09 | 1:00 pm – 4:30 pm |

Microsoft Lab

ID# 292MSLAB09

| Subevent Name | Subevent ID | Begin/ End Date | Begin/End Time |
|---------------|-------------|---------------------|--------------------|
| MICROSOFT LAB | 1016LABA2 | 10/16/09 – 10/16/09 | 9:00 am – 12:30 pm |

Microsoft Windows**ID# 292WIND09**

| Subevent Name | Subevent ID | Begin/ End Date | Begin/End Time |
|----------------------------------|-------------|---------------------|--------------------|
| FUNDAMENTAL MICROSOFT WINDOWS | 0820WINA1 | 08/20/09 – 08/21/09 | 9:00 am – 12:30 pm |
| FUNDAMENTAL MICROSOFT WINDOWS | 1005WINP2 | 10/05/09 – 10/06/09 | 1:00 pm – 4:30 pm |
| FUNDAMENTAL MICROSOFT WINDOWS | 1103WINA2 | 11/03/09 – 11/04/09 | 9:00 am – 12:30 pm |

IFAS Training**ID# 292IFAS09**

| Subevent Name | Subevent ID | Begin/ End Date | Begin/End Time |
|----------------------------------|-------------|---------------------|---|
| IFAS 101 | 0825I101A1 | 08/25/09 – 08/25/09 | 8:30 am – 4:30 pm |
| IFAS 7i PURCHASE REQUISITIONS | 09017IPRA1 | 09/01/09 – 09/01/09 | 8:30 am – 4:30 pm |
| EMPLOYEE MAINTENANCE | 0910EMPMA1 | 09/10/09 – 09/11/09 | 8:30 am – 4:30 pm (day 1) 8:30 am – 12:30 pm (day 2) |
| IFAS 101 | 0915I101A1 | 09/15/09 – 09/15/09 | 8:30 am – 4:30 pm |
| DAILY TIME ENTRY | 0917DTEA1 | 09/17/09 – 09/17/09 | 8:30 am – 4:30 pm |
| FIXED ASSETS | 0922FIXAA1 | 09/22/09 – 09/22/09 | 8:30 am – 4:30 pm |
| BUDGET TRANSFER | 0924BTRFA1 | 09/24/09 – 09/24/09 | 8:30 am – 12:30 pm |
| CASH RECEIPTING | 0929CRECA1 | 09/29/09 – 09/29/09 | 8:30 am – 4:30 pm |
| IFAS 101 | 1006I101A1 | 10/06/09 – 10/06/09 | 8:30 am – 4:30 pm |
| EMPLOYEE MAINTENANCE | 1008EMPMA1 | 10/08/09 – 10/09/09 | 8:30 am – 4:30 pm (day 1) 8:30 am – 12:30 pm (day 2) |
| IFAS 7i PURCHASE REQUISITIONS | 10207IPRA1 | 10/20/09 – 10/20/09 | 8:30 am – 4:30 pm |
| DAILY TIME ENTRY | 1022DTEA1 | 10/22/09 – 10/22/09 | 8:30 am – 4:30 pm |
| IFAS 7i PURCHASE REQUISITIONS | 11037IPRA1 | 11/03/09 – 11/03/09 | 8:30 am – 4:30 pm |
| BUDGET TRANSFER | 1110BTRFA1 | 11/10/09 – 11/10/09 | 8:30 am – 12:30 pm |
| EMPLOYEE MAINTENANCE | 1112EMPMA1 | 11/12/09 – 11/13/09 | 8:30 am – 4:30 pm (day 1) 8:30 am – 12:30 pm (day 2) |
| IFAS 101 | 1117I101A1 | 11/17/09 – 11/17/09 | 8:30 am – 4:30 pm |
| DAILY TIME ENTRY | 1119DTEA1 | 11/19/09 – 11/19/09 | 8:30 am – 4:30 pm |
| FIXED ASSETS | 1124FIXAA1 | 11/24/09 – 11/24/09 | 8:30 am – 4:30 pm |

Harris County Information Technology Center Microsoft 2007 Training Schedule

August – November, 2009

Training covers the entire Microsoft Office 2007 Suite with the exception of Access, as well as custom training solutions. Lab time for one-on-one assistance is also provided. For Questions, please call 713-755-5652.

Microsoft Excel

ID# 292V07EX09

| Subevent Name | Subevent ID | Begin/ End Date | Begin/End Time |
|---------------------------------|-------------|---------------------|--------------------|
| FUNDAMENTAL MICROSOFT EXCEL | 0824FUNDP2 | 08/24/09 – 08/25/09 | 1:00 pm – 4:30 pm |
| FUNDAMENTAL MICROSOFT EXCEL | 0903FUNDA2 | 09/03/09 – 09/04/09 | 9:00 am – 12:30 pm |
| FUNDAMENTAL MICROSOFT EXCEL | 0924FUNDA2 | 09/24/09 – 09/25/09 | 9:00 am – 12:30 pm |
| INTERMEDIATE MICROSOFT EXCEL | 0930INTMA1 | 09/30/09 – 10/01/09 | 9:00 am – 12:30 pm |
| FUNDAMENTAL MICROSOFT EXCEL | 1006FUNDA2 | 10/06/09 – 10/07/09 | 9:00 am – 12:30 pm |
| FUNDAMENTAL MICROSOFT EXCEL | 1019FUNDP2 | 10/19/09 – 10/20/09 | 1:00 pm – 4:30 pm |
| INTERMEDIATE MICROSOFT EXCEL | 1021INTMP2 | 10/21/09 – 10/22/09 | 1:00 pm – 4:30 pm |
| ADVANCED MICROSOFT EXCEL | 1028ADVP2 | 10/28/09 – 10/29/09 | 1:00 pm – 4:30 pm |
| FUNDAMENTAL MICROSOFT EXCEL | 1105FUNDA2 | 11/05/09 – 11/06/09 | 9:00 am – 12:30 pm |
| INTERMEDIATE MICROSOFT EXCEL | 1109INTMP2 | 11/09/09 – 11/10/09 | 1:00 pm – 4:30 pm |
| FUNDAMENTAL MICROSOFT EXCEL | 1116FUNDP2 | 11/16/09 – 11/17/09 | 1:00 pm – 4:30 pm |

Microsoft Outlook

ID# 292V07OL09

| Subevent Name | Subevent ID | Begin/ End Date | Begin/End Time |
|----------------------------------|-------------|---------------------|--------------------|
| FUNDAMENTAL MICROSOFT OUTLOOK | 1012FUNDP2 | 10/12/09 – 10/13/09 | 1:00 pm – 4:30 pm |
| FUNDAMENTAL MICROSOFT OUTLOOK | 1110FUNDA2 | 11/10/09 – 11/11/09 | 9:00 am – 12:30 pm |

Microsoft PowerPoint**ID# 292V07PP09**

| Subevent Name | Subevent ID | Begin/ End Date | Begin/End Time |
|-------------------------------------|-------------|---------------------|--------------------|
| FUNDAMENTAL MICROSOFT POWERPOINT | 1014FUNDP2 | 10/14/09 – 10/15/09 | 1:00 pm – 4:30 pm |
| FUNDAMENTAL MICROSOFT POWERPOINT | 1112FUNDA2 | 11/12/09 – 11/13/09 | 9:00 am – 12:30 pm |

Microsoft Publisher**ID# 292V07PB09**

| Subevent Name | Subevent ID | Begin/ End Date | Begin/End Time |
|------------------------------------|-------------|---------------------|--------------------|
| FUNDAMENTAL MICROSOFT PUBLISHER | 1014FUNDA2 | 10/14/09 – 10/15/09 | 9:00 am – 12:30 pm |
| FUNDAMENTAL MICROSOFT PUBLISHER | 1118FUNDP2 | 11/18/09 – 11/19/09 | 1:00 pm – 4:30 pm |

Microsoft Word**ID# 292V07WD09**

| Subevent Name | Subevent ID | Begin/ End Date | Begin/End Time |
|--------------------------------|-------------|---------------------|--------------------|
| FUNDAMENTAL MICROSOFT WORD | 0827FUNDA2 | 08/27/09 – 08/28/09 | 9:00 am – 12:30 pm |
| FUNDAMENTAL MICROSOFT WORD | 0929FUNDA2 | 09/29/09 – 09/30/09 | 9:00 am – 12:30 pm |
| FUNDAMENTAL MICROSOFT WORD | 1007FUNDP2 | 10/07/09 – 10/08/09 | 1:00 pm – 4:30 pm |
| FUNDAMENTAL MICROSOFT WORD | 1022FUNDA2 | 10/22/09 – 10/23/09 | 9:00 am – 12:30 pm |
| INTERMEDIATE MICROSOFT WORD | 1026INTMP2 | 10/26/09 – 10/27/09 | 1:00 pm – 4:30 pm |
| ADVANCED MICROSOFT WORD | 1028ADVA2 | 10/28/09 – 10/29/09 | 9:00 am – 12:30 pm |
| FUNDAMENTAL MICROSOFT WORD | 1104FUNDP2 | 11/04/09 – 11/05/09 | 1:00 pm – 4:30 pm |
| INTERMEDIATE MICROSOFT WORD | 1117INTMA2 | 11/17/09 – 11/18/09 | 9:00 am – 12:30 pm |