



**Daemen College
Office of Information
Technology**

**January 13, 2016
9:00 a.m. – 12:00 p.m.
Business Building**

9:00 – 9:30	Breakfast & Registration <i>*Drawing for a door prize</i>	BC 107/109
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9:15 – 9:30	Welcome Introduction	BC 107/109
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Session I (75 min) (choose from the following):

9:35 – 10:50	Google Drive & Forms (introductory level)	John Zaepfel	BC 204
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	IT Security	Brian Caraway	BC 101
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	Advanced Excel (assumes basic competency)	Darlene DiCesare	BC 102
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Session II (60 min) (choose from the following):

11:00 – 12:00	Advanced Drupal (for those who attended basic training and are looking for more)	Tom Wojciechowski	BC 204
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	Daemen Tech Overview (docs/sheets, groups & email lists)	TJ Driscoll & Joe LaPorta	BC 101
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	Google Hangouts (replacing Adobe Connect)	Mike Berta	BC 104
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	Google Calendar	Mike Jaeger & Darlene DiCesare	BC 102
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