

Day	Date	Time	Class
Monday	10/12/2020		College Closed
Tuesday	10/13/2020	9:30am - 10:30am	Need Help? Visit with Doriann during a Virtual Office Hour
Tuesday	10/13/2020	11:00am - 12:00pm	MS Excel Basics - (Beginners class for those just starting to learn Excel.)
Tuesday	10/13/2020	1:30pm - 2:30pm	Zoom - (Learn how to conduct polls in meetings.)
Tuesday	10/13/2020	2:30pm - 3:30pm	Zoom - (Learn how to create breakout rooms.)
Tuesday	10/13/2020	4:00pm – 5:00pm	Need Help? Visit with Doriann during a Virtual Office Hour
Wednesday	10/14/2020	9:30am - 10:30am	Need Help? Visit with Doriann during a Virtual Office Hour
Wednesday	10/14/2020	2:00pm - 3:00pm	Cloud Storage- (Learn how to upload documents and recordings to One Drive & Dropbox.)
Wednesday	10/14/2020	3:00pm - 4:00pm	Zoom - (Learn how to access and view reports including attendance for synchronous classes, polling, and views for recordings.)
Wednesday	10/14/2020	4:00pm – 5:00pm	Need Help? Visit with Doriann during a Virtual Office Hour
Thursday	10/15/2020	9:30am - 10:30am	Need Help? Visit with Doriann during a Virtual Office Hour
Thursday	10/15/2020	11:00am - 12:00pm	Zoom - (Learn how to create transcriptions of recordings in Zoom.)
Thursday	10/15/2020	3:00pm - 4:00pm	MS Word - (Learn how to track changes in a document.)
Thursday	10/15/2020	4:00pm – 5:00pm	Need Help? Visit with Doriann during a Virtual Office Hour
Friday	10/16/2020	9:30am - 10:30am	Need Help? Visit with Doriann during a Virtual Office Hour
Friday	10/16/2020	11:00am - 12:00pm	Zoom - (Learn how to secure your Zoom meetings.)
Friday	10/16/2020	12:30pm - 1:30pm	MS PowerPoint - (Tips & Tricks)
Friday	10/16/2020	2:00pm - 3:00pm	Office 365 Overview – (Learn how to use Office 365 to collaborate on Office documents.)
Friday	10/16/2020	4:00pm – 5:00pm	Need Help? Visit with Doriann during a Virtual Office Hour