

# September 2009

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
	1	2	3	4	5	6
7	8 buyND  Glez  Word 2007: Basic (Day 1)	9 insideND  Facilities Management  RefWorks: Overview	10 Outlook 2007 Email (PC)  Word 2007: Basic (Day 2)	11	12	13
14 Dreamweaver CS4: Basic  Access 2007: Basic (Day 1)	15 Excel 2007: Basic (Day 1)  Concourse: Ask an Expert (for those actively teaching)	16 Office 2007: What's New?  Access 2007: Basic (Day 2)	17 Excel 2007: Basic (Day 2)	18 Concourse: Ask an Expert (for those actively teaching)  Access 2007: Basic (Day 3)	19	20
21 Facilities Management	22 buyND  Glez  PowerPoint 2007: Basic (Day 1)	23	24	25	26	27
28	29 RefWorks: Overview	30 PDF: Creating PDF Docs with Acrobat  PDF Advanced PDF Features in Acrobat				

# October 2009

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
			1	2	3	4
5 Facilities Management  Access 2007: Basic (Day 1)	6 buyND  GLez  Excel 2007: Intermediate (Day 1)	7 RefWorks: Overview  Access 2007: Basic (Day 2)	8 Outlook 2007 Calendar (PC)  Excel 2007: Intermediate (Day 2)	9  Access 2007: Basic (Day 3)	10	11
12  Preparing Your Dissertation (Word 2003)	13 Word 2007: Intermediate (Day 1)	14 insideND  Preparing Your Dissertation (Word 2007)	15 Word 2007: Intermediate (Day 2)  Outlook 2007 Email (PC)	16	17	18
19 Facilities Management	20 buyND  GLez	21	22 PowerPoint 2007 for Teaching  Contribute: Managing Your ND Website	23	24	25
26	27  Excel 2007: Basic (Day 1)	28  Creating PDF Forms with Acrobat	29  Excel 2007: Basic (Day 2)	30	31	

# November 2009

November 2009						
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
						1
2 Facilities Mgmt.  Excel 2007: Intermediate (Day 1)  Word 2007: Intermediate (Day 1)	3 buyND  Glez  Preparing Your Dissertation (Word 2003)	4 Excel 2007: Intermediate (Day 2)  Word 2007: Intermediate (Day 2)	5	6 RefWorks: Overview  Preparing Your Dissertation (Word 2007)	7	8
9 Outlook 2007 Calendar (PC)  Access 2007: Intermediate (Day 1)	10 PowerPoint 2007: Basic (Day 1)  Office 2007: What's New?	11 insideND  Access 2007: Intermediate (Day 2)	12 PowerPoint 2007: Basic (Day 2)  Dreamweaver CS4: Basic	13  Access 2007: Intermediate (Day 3)	14	15
16 Facilities Management  Access 2007: Advanced (Day 1)	17 buyND  Glez  Excel 2007: Advanced (Day 1)	18 Outlook 2007 Email (PC)  Access 2007: Advanced (Day 2)	19 RefWorks: Overview  Excel 2007: Advanced (Day 2)	20  Access 2007: Advanced (Day 3)	21	22
23	24	25	26	27	28	29
30						

# December 2009

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
	1 buyND  Glez  Excel 2007: Basic (Day 1)	2 Multimedia: Creating Digital Media  Preparing Your Dissertation (Word 2003)	3 Contribute: Managing Your ND Website  Excel 2007: Basic (Day 2)	4 Preparing Your Dissertation (Word 2007)	5	6
7 Facilities Management  Word 2007: Advanced (Day 1)	8 Excel 2007: Intermediate (Day 1)  PowerPoint 2007: Advanced (Day 1)	9 insideND  Word 2007: Advanced (Day 2)	10 Excel 2007: Intermediate (Day 2)  PowerPoint 2007: Advanced (Day 2)	11 Outlook 2007 Email (PC)	12	13
14 PDF: Creating PDF Docs with Acrobat  PDF Advanced PDF Features in Acrobat	15 Excel 2007: Advanced (Day 1)  Outlook 2007 Calendar (PC)	16  PowerPoint 2007 for Teaching	17 Excel 2007: Advanced (Day 2)	18	19	20
21	22	23	24	25	26	27
28	29	30	31			