Daemen College
Office of Information Technology

January 11, 2018
9:00 a.m. – 12:00 p.m.
Business Building

9:00 – 9:20	**Breakfast & Registration** *Drawing for a door prize*		**BC 201/203**
9:20 – 9:40	**Welcome**	**Kelly Duran**	**BC 201/203**

Session I (60 min) (choose from the following):

9:45 – 10:45	**Intro to Google Forms**	**Alex Chichester**	**BC 202**
	Blackboard	**Mike Berta**	**BC 104**
	New Colleague	**Ryan Ackley**	**BC 204**

Session II (60 min) (choose from the following):

11:00 – 12:00	**Excel**	**Darlene Dicesare**	**BC 202**
	Google Photos	**John Zaepfel**	**BC 102**
	Google Calendar	**Gordon Luchterhand**	**BC 204**
	Blackboard	**Mike Berta**	**BC 104**