

**Daemen College  
Office of Information  
Technology**

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

<b>9:00 – 9:30</b>	<b>Breakfast &amp; Registration</b> <i>*Drawing for a door prize</i>		<b>BC 107/109</b>
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<b>9:15 – 9:30</b>	<b>Welcome</b>		<b>BC</b>
	<b>Introduction</b>		<b>107/109</b>

**Session I (75 min) (choose from the following):**

<b>9:35 – 10:50</b>	<b>Google Drive &amp; Forms</b> (introductory level)	<b>John Zaepfel</b>	<b>BC 204</b>
	<b>IT Security</b>	<b>Brian Caraway</b>	<b>BC 101</b>
	<b>Advanced Excel</b> (assumes basic competency)	<b>Darlene DiCesare</b>	<b>BC 102</b>

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

<b>11:00 – 12:00</b>	<b>Advanced Drupal</b> (for those who attended basic training and are looking for more)	<b>Tom Wojciechowski</b>	<b>BC 204</b>
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