IT Technical Training Calendar MARCH 2017

To Register for Classes Contact : ITTechnicalTrainers@SagChip.org

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
IT Training Classes are FREE for ALL Associates and Tribal Members!! Call 989-775-5150 or email ITTechnicalTrainers@sagchip.org to sign up!		**1** 8:30AM – 9:30AM ** By Invitation Only** *Professional Development*	**2** *- No Classes - Professional Development*	**3** 9:00AM – 11:00AM **By Invitation Only** Human Resources SHRM Training 1:00PM – 4:00PM Keyboarding & Open Lab
6 8:00AM – 2:00PM **By Invitation Only** Kronos GTOR Training 2:00PM – 3:00PM **By Invitation Only** Adaptive Training	**7** 8:00AM – 5:00PM **By Invitation Only** Kronos GTOR Training	**8** 8:00AM – 5:00PM **By Invitation Only** Micros Training	**9** 8:00AM – 5:00PM **By Invitation Only** Micros Training	**10** 9:00AM – 11:00AM **By Invitation Only** Human Resources SHRM Training 12:00PM – 5:00PM **By Invitation Only** Kronos GTOR Training
13 1:00PM – 4:00PM **By Invitation Only** Security Incident Report Training	**14** 9:00AM – 12:00PM Keyboarding & Open Lab 3:00PM – 4:00PM Excel 2010 Level 1C Formatting a Worksheet	**15** 8:00AM – 2:00PM **By Invitation Only** Kronos GTOR Training 2:00PM – 3:00PM **By Invitation Only** Adaptive Training	**16** 10:00AM – 11:00AM Word 2010 Level 1D Formatting Pages 3:00PM – 4:00PM **By Invitation Only** Adaptive Training	**17** 9:00AM – 11:00AM **By Invitation Only** Human Resources SHRM Training 1:00PM – 4:00PM Keyboarding & Open Lab
20 8:00AM – 2:00PM **By Invitation Only** Kronos GTOR Training 2:00PM – 3:00PM **By Invitation Only** Adaptive Training	**21** 9:00AM – 12:00PM Keyboarding & Open Lab 12:00PM – 5:00PM **By Invitation Only** Kronos GTOR Training	**22** 8:00AM – 2:00PM **By Invitation Only** Kronos GTOR Training 2:00PM – 3:00PM **By Invitation Only** Adaptive Training	**23** 8:00AM – 3:00PM **By Invitation Only** Kronos GTOR Training 3:00PM – 4:00PM **By Invitation Only** Adaptive Training	**24** 9:00AM – 11:00AM **By Invitation Only** Human Resources SHRM Training 12:00PM – 5:00PM **By Invitation Only** Kronos GTOR Training
27 1:00PM – 4:00PM **By Invitation Only** Security Incident Report Training	**28** 9:00AM – 12:00PM Keyboarding & Open Lab 3:00PM – 4:00PM Outlook 2010 Level 2A Tasks List & Notes	**29** 8:30AM – 9:30AM ** By Invitation Only** 2:00PM – 3:00PM **By Invitation Only** Adaptive Training	**30** 10:00AM – 11:30AM PowerPoint 2010 L1A Introduction 3:00PM – 4:00PM **By Invitation Only** Adaptive Training	**31** 9:00AM – 11:00AM **By Invitation Only** Human Resources SHRM Training 1:00PM – 4:00PM Keyboarding & Open Lab

Learn to Touch Type!

TypingMaster

Touch Typing Course (teacher led)   ▶ Change course   Close ✕

1 **2** 3 4 5 6 7 8 9 10 11 12

◀ Course

Lesson 2: Keys E and I

◀ Review

◯ 2.1	New keys: E I	4 min.
◯ 2.2	Word drill	3 min.
◯ 2.3	Clouds game	2 min.
◯ 2.4	Word drill	4 min.
◯ 2.5	Sentence drill	4 min.
◯ 2.6	Ergonomics	3 min.
◯ 2.7	Review Wizard	3 min.
◯ 2.8	Lesson exam	4 min.

◀ Typing Test

◀ Games

◀ Statistics

▶ This is a self guided class ◀
Stay as long as you like …
30 minutes or the whole 2 hours.

《 Lesson 1

Course progress

0:42 h   4:47 h

▶ Course contents

▶ Adjust course duration

TypingMaster

Type Better - Email Faster - Work Smarter!

Typing Master Pro *Touch Typing Tutor* is a professional typing tutor that helps you double your typing speed.

The program provides customized exercises and helpful feedback to guide you step by step to professional keyboarding. As a result your typing speed will increase significantly saving you a lot of valuable work time.

IT Technical Training offers Keyboarding classes twice a week in the lower level of the Black Elk Building:

**Tuesday 9am to 12pm
Friday 1pm to 4pm**

Walk-ins welcome - No registration is necessary. For more information please e-mail
ITTechnicalTrainers@sagchip.org.

04:22

Next

Cancel