

MEMORANDUM

TO: All SBAB Personnel

FROM: Information Technology Services (ITS)

SUBJECT: **NEW TRAINING FACILITY AT SBAB ANNEX ROOM 243**

On February 9, 2004, Information Technology Services (ITS) in conjunction with SBAB Operation staff will be opening a new Training Facility with the intent to deliver more accessible training services to SBAB Personnel.

Where we are:

- The training lab is located at 1500 Biscayne Blvd.
SBAB Annex Room 243

What we offer:

- • Introduction to Windows XP
- • Adobe Acrobat 5.0
- • Microsoft FrontPage
- • And many more

A SBAB Training Schedule will be available monthly. This schedule can be viewed and printed at the Employee Bulletin Board Web Site at: <http://www.dadeschools.net/bulletin/index.asp>, select: training

How to register:

- Register online at: <http://its.dadeschools.net/itts/training.htm>, select: Register online or
- Click on Registration Instructions for step-by-step instructions

Course Hours:

- Full Day Courses will begin at 8:30 a.m. to 4:00 p.m.
- Half Day courses 8:30 a.m. to 12:00 p.m. or 1:00 p.m. to 4:00 p.m.

What classes would you like to see us offer? Please complete the SBAB Lab Course Offering Survey by clicking on the link below or copy and paste it on your web browser.

- <HTTP://xythos.dadeschools.net/ITS/SupportServices/Surveys/SBABLabCourseOffering/SBABLabCourseOfferingSurvey.HTM>.

For special courses or room reservation requests, call Miriam Fernandez at 305-995-3458. For any other questions regarding registration, please contact the ITTS Registrar, Mayra Vazquez, at 305-995-3770(2).