

Administrative Support Training
November 2009
Course Schedule

Monday	Tuesday	Wednesday	Thursday	Friday
2	3	4	5	6
8:30-11:30 Time and Attendance Open Lab (I.M. Terrell Lab 201) 1:00-4:00 Time and Attendance Open Lab (I.M. Terrell Lab 201)	9:00-11:00 Intro to SASI (I.M. Terrell Lab 205) 1:00-3:00 SASI: Enrolling and Withdrawing (I.M. Terrell Lab 205)	8:30-10:30 Integrate Pro for Clerks (PDC Lab 015) 10:45-12:45 SASI Central Office Conference Letters and Forms (PDC Lab 015) 2:00-4:00 ParentLink for Principals or Their Designee (PDC Lab 015)		
9	10	11	12	13
8:30-10:30 MUNIS Requisitions (I.M. Terrell Lab 201) 10:45-12:45 MUNIS Receiving (I.M. Terrell Lab 201) 2:00-4:00 eSchoolMall (I.M. Terrell Lab 201)	8:30-11:30 Time and Attendance - Exception Pay (I.M. Terrell Lab 200) 1:00-4:00 Time and Attendance - Exception Pay (I.M. Terrell Lab 200)	10:00-12:00 SASI: Daily Attendance/ Reports (PDC Lab 015) 1:30-3:30 SASI: Period Attendance/ Reports (PDC Lab 015)	8:30-10:30 SASI: Required Utilities (PDC Lab 015) 1:30-3:30 SASI: CICMAS (PDC Lab 015)	8:30-11:30 SASI: Attendance Letters/Forms (PDC Lab 015) 1:30-3:30 SASI: Query (PDC Lab 015) 3:45-4:45 SASI: Discipline Entry (PDC Lab 015)
16	17	18	19	20
8:30-10:30 MUNIS Requisitions (I.M. Terrell Lab 201) 10:45-12:45 MUNIS Receiving (I.M. Terrell Lab 201) 2:00-4:00 eSchoolMall (I.M. Terrell Lab 201)	5:00-7:00 Integrate Pro for Teachers (PDC Lab 15)	8:30-10:30 SASI: Elementary Scheduling (PDC Lab 015) 11:00-1:00 SASI: Secondary Schedule Changes (PDC Lab 015) 2:30-4:30 ParentLink for Principals or Their Designee (PDC Lab 015)	4:00-6:00 Integrate Pro for Teachers (PDC Lab 15)	
23	24	25	26	27
30	<div style="border: 2px solid red; border-radius: 15px; padding: 10px; margin: 10px auto; width: 80%;"> <p>IMT Lab 201 and 205 are located at the IM Terrell Technology Center (Address: 1850 IM Terrell Way)</p> <p>PDC Lab 015 is located at the Professional Development Center (Address: 3150 McCart Avenue)</p> </div>			
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