

Last Updated Thurs 26 Nov 09:30

ADP Tech Class

December 1-4, 2003

Purpose: Four-day hands-on computer hardware/software course to enable student to become an ADP Tech for the clinic. It is very effective to have someone on-site to handle immediate needs. MID is here to support the ADP Tech becoming successful. This program has the full support of the command and its effectiveness is measured by the command Executive Steering Committee (ESC).

Attendees:

Clinic	Attendee Name	Course A (new ADP Techs)	Course B (everyone)
ADL	DT3 Abad		X
China Lake	Sched conflict	CmdConf	CmdConf
Fallon	DN Tebeau	X	X
HQ-MID	ET3 Pierce	X	X
HQ-MID	IT1 Opsteegh		X
Hueneme	DT3 Gungon		X
Lemoore	DT3 Reyes	X	X
MCRD	DT2 Adjei-Sarpong DT2 Manalansan	X	X X
Monterey	Sched conflict	CmdConf	CmdConf
Mugu	DT3 Chavez	X	X
NASNI	DT3 Arce		X
NAB	DTC Viray checking	Maybe	Maybe
Point Loma (ASW & Subase)	DT3 Gameros	X	X
San Diego	DT3(FMF) Araujo		X

Day 1 – Hardware and Software Installation (Course A)

Primary Instructor: ET3 Gonzales

Secondary Instructor: DT2 Telmo

Given a motherboard mounted in a case and various components, build a computer.

Student will learn proper techniques for installing memory, floppy drive, hard drive.

“Slaving” a hard drive to transfer data

Install Windows 2000 and connect to the network.

Identification of network configuration will be taught.

Add a printer.

What’s a profile?

Installing a CD burner

Instructors will provide trouble shooting tips and student will repair a faulty computer issue.

Day 2 – Software Installation and Backup (Course A)

Primary Instructor: DT3 Telmo

Secondary Instructor: DT1 Bano

Using the computer created on day one, install all the commonly used software

MS Office XP

NAVFIT 98

Software patches

DENCAS (certificates and DENCAS Remote)

VNC demo

Urinalysis

Acrobat

Internet Explorer

Outlook

File System Permissions

Routine preventative maintenance

Software troubleshooting

Available Technical Resources

Day 3 – Using the software, printers, CAC cards (Course B)

Word (Ms. Parrish)

Mail merge

Shortcuts

Excel (Ms. Parrish)

Calculations add, subtraction, multiply, divide

Copy formulas

Formatting cells

Create a form

Outlook--Email and More (ET3 Gonzales)

Address Book

Calendar

Task Manager

Notes

Personal Folders

Options when sending email

Out of Office auto-reply

Printer Sharing (Ms. Parrish)

Sharing a printer on a PC

Connecting to a shared printer

CAC Card (Ms. Parrish and DT1 Bano)

Hardware install

Certificate Install

Sending a digitally signed email

Sending an encrypted email

DENCAS (DT3 Hoang)

DENCAS Web

DENCAS Remote

Certificates

Day 4 – Security & Web Page (Course B)

Primary Instructors: Ms. Lisa DeMars, DT1 Bano, DT2 Telmo

Information Security--Paperwork (Ms. DeMars)

- Responsibilities
- Appointment Letter
- Inventory (Ms. Virginia Parrish)
- Authorized User Lists

Information Security--Practical Uses (DT2 Telmo)

- Passwords security
- Logoff and lockout
- Nero Burning ROM
- What to Backup?
- Windows Automatic Update
- Service Packs
- Anti-Virus Protection and Removal

Networking (DT1 Bano)

- What is a network
- Name components and purposes
- Walking tour of a network closet

Command Web Page (DT1 Bano)

- URL (both web pages)
- Staff Login
- Clinic presence
- Staff Resources
- Treasure Hunt Game