

The following sessions are targeted for both the Banner Application Development Team and for appropriate IT staff

Dates	Course Title	SCT Trainer	Items Addressed in Training	Attendees
Nov 16 – 18, 2004 (3 days on site)	Business Process Analysis (BPA) Training	Jim Tisdale	<ul style="list-style-type: none"> Learn to apply SCT's methodologies for information gathering and modeling Learn criteria for selecting processes to improve and techniques to use Develop a plan for analyzing the institution's key processes in preparation for Banner implementation 	<ul style="list-style-type: none"> Banner Application Development Team Appropriate Information Technology staff
Dec 6 - 8, 2004 (3 days on site)	Overview, Navigation, General Person Credit and Non-Credit	Dorothy Marron	<ul style="list-style-type: none"> Kickoff Term Validation Term Control System Navigation and Techniques Overview of Student System General Person training 	<ul style="list-style-type: none"> Banner Steering Committee Banner Application Development Team Appropriate Information Technology staff
Jan 4 – 6, 2005 (3 days on site)	Student Catalog, Schedule Credit and Non-Credit	Dorothy Marron	<ul style="list-style-type: none"> Assigning faculty to the schedule Establishing and maintaining building and room information Setting up the Course Catalog Master File Establishing pre-requisites and co-requisites Setting up the course schedule by term 	<ul style="list-style-type: none"> Banner Application Development Team Persons with responsibility for the catalog Persons with responsibility for the class schedule Appropriate Information Technology staff
Feb 1 - 4, 2005 (3.5 days on site)	Configuration Support – Catalog and Schedule Credit and Non-Credit	Dorothy Marron	<ul style="list-style-type: none"> Complete rule/validation forms Identify/discuss policy and procedure issues Begin building of Catalog and Schedule 	<ul style="list-style-type: none"> Banner Application Development Team Persons with responsibility for catalog Persons with responsibility for the class schedule Appropriate Information Technology staff
March 7, 2005 (1 day on site)	Business Process Analysis (BPA) of Current Oakton AR Policies & Procedures	Jim Tisdale and Dorothy Marron	<ul style="list-style-type: none"> Review and document current Oakton AR policies and procedures Prepare recommendations for improvements in AR policies and procedures 	<ul style="list-style-type: none"> Banner Application Development Team Business Office Registrar Appropriate Information Technology staff

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March 8 – 10, 2005 (3 days on site)	Student Recruitment, Admissions & Communication Plans Credit and Non-Credit	Mark McMasters	<ul style="list-style-type: none"> • Record recruitment information including educational background (high school, college, test scores, etc.), sources and contacts • Review tape load processing • Admissions application input • Communication plan setup • Curriculum rules and program codes 	<ul style="list-style-type: none"> • Banner Application Development Team • Recruiting staff • Admissions Office • Registrar's Office • Appropriate Information Technology staff • Others deemed appropriate by the institution
April 5 - 7, 2005 (3.5 days on site)	Configuration Support – Recruitment, Admissions & Communication Plans Credit and Non-Credit	Dorothy Marron	<ul style="list-style-type: none"> • Complete rule/validation forms • Identify/discuss policy and procedure issues • Review Communication plan setup • Discuss/review curriculum rules and program codes and the impact on General Student, Academic History • Test plan discussion 	<ul style="list-style-type: none"> • Banner Application Development Team • Recruiting staff • Admissions Office • Registrar's Office • Appropriate Information Technology staff • Others deemed appropriate by the institution
May 3 - 6, 2005 (3.5 days on site)	General Student, Registration,/Fee Assessment Credit and Non-Credit	Dorothy Marron	<ul style="list-style-type: none"> • Validation form review • General Student form and associated reports (includes advisors, sports information, veterans information, expected graduation, etc.) • Registration setup, usage and reporting • Fee assessment setup, usage and reporting 	<ul style="list-style-type: none"> • Banner Application Development Team • Registrar's Office • Admissions Office • Business Office • Appropriate Information Technology staff
May 31 – Jun 2, 2005 (3 days on site)	Configuration Support – General Student, Registration/Fee Assessment Credit and Non-Credit	Dorothy Marron	<ul style="list-style-type: none"> • Review and assist with building validation tables and rule forms • Identify/discuss policy and procedure issues • Review Registration setup • Review Fee Assessment setup • Discuss test plan and begin testing 	<ul style="list-style-type: none"> • Banner Application Development Team • Registrar's Office • Admissions Office • Business Office • Appropriate Information Technology staff

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Jun 7 - 9, 2005 (3 days on site)	Letter Generation, Population Selection/Job Submission Credit and Non-Credit	Dorothy Marron	<ul style="list-style-type: none"> ● Population selection definition, rules and usage ● Letter generation including variables, paragraphs and letters ● Run letters ● Run letters with population selections ● View and use letter generation output ● Submission of jobs/processes 	<ul style="list-style-type: none"> ● Banner Application Development Team ● Registrar's Office ● Admissions Office ● Appropriate Information Technology staff ● Key personnel involved in the Letter Generation/Population Selection process
Jun 20 - 23, 2005 (3.5 days on site)	Self Service Admissions & Prospects – training & configuration Credit and Non-Credit	Dorothy Marron	<ul style="list-style-type: none"> ● Validation tables and rule forms ● Loading prospect records into Banner ● Loading applicant records into Banner ● Review Quick Start processing 	<ul style="list-style-type: none"> ● Banner Application Development Team ● Appropriate Information Technology staff
July 11 - 14, 2005 (3.5 days on site)	Accounts Receivable Training Credit and Non-Credit	Dorothy Marron	<ul style="list-style-type: none"> ● General controls and cashiering ● Accounts receivable (A/R) cashiering ● Misc. transactions ● Installment plans ● Account details ● Deposit details ● Detail Codes ● Mass billing procedures 	<ul style="list-style-type: none"> ● Banner Application Development Team ● Business Office ● Registrar ● Appropriate Information Technology staff
July 25 - 28, 2005 (3.5 days on site)	Accounts Receivable Consulting Credit and Non-Credit	Dorothy Marron	<ul style="list-style-type: none"> ● Review validation tables and rule forms ● Review detail code and G/L setup ● Review exemptions and contracts ● Run student and third party bills ● Discuss/Review test plan 	<ul style="list-style-type: none"> ● Banner Application Development Team ● Business Office ● Registrar ● Appropriate Information Technology staff
Aug 25 - 26, 2005 (Thursday and Friday)	Faculty Load Credit and Non-Credit	Dorothy Marron	<ul style="list-style-type: none"> ● Faculty information and assignments ● Faculty workload setup and reporting ● Building and room definition 	<ul style="list-style-type: none"> ● Banner Application Development Team ● Appropriate Information Technology staff

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Sept 13 - 15, 2005 (3 days on site)	Academic History & Transfer Articulation Credit and Non-Credit	Dorothy Marron	<ul style="list-style-type: none"> • Validation tables and rule forms • End-of-term processing including grading, gpa calculations, academic standing and repeat processing • Graduation and awarding degrees • Transcript processing • Transfer articulation entry of transfer work 	<ul style="list-style-type: none"> • Banner Application Development Team • Registrar's Office • Admissions Office • Key personnel involved with Academic Transfer Credit, Articulation and Graduation • Appropriate Information Technology staff
Oct 4 - 6, 2005 (3 days on site)	Configuration Support – Academic History & Transfer Articulation Credit and Non-Credit	Dorothy Marron	<ul style="list-style-type: none"> • Review and assist with building validation tables and rule forms • Identify/discuss policy and procedure issues • Review end-of-term processing • Review and discuss test plans 	<ul style="list-style-type: none"> • Banner Application Development Team • Registrar's Office • Admissions Office • Key personnel involved with Academic Transfer Credit, Articulation and Graduation • Appropriate Information Technology staff
Oct 10 – 14, 2005 (5 days on site)	PowerFAIDS/Banner - Design and Implementation Week 1	Stephen Peterson ThreeForks, LLC	<ul style="list-style-type: none"> • Design and implement interface between Banner and PowerFAIDS 	<ul style="list-style-type: none"> • Banner Application Development Team • Financial Aid Office • Business Office • Appropriate Information Technology staff
Oct 18 - 20, 2005 (3 days on site)	Self Service Student & Faculty & Advisors - training & configuration Credit and Non-Credit	Dorothy Marron	<ul style="list-style-type: none"> • Review and assist with building validation tables and rule forms • Identify/discuss policy and procedure issues • Review and test loading records into Banner • Review and discuss test plans 	<ul style="list-style-type: none"> • Banner Application Development Team • Appropriate Information Technology staff
Nov 1 - 3, 2005 (3 days on site)	Configuration Support – Letter Gen/Pop Selection/Job Submission Credit and Non-Credit	Dorothy Marron	<ul style="list-style-type: none"> • Review letters and variables • Review communication plans and material rules • Test letters with and without population selections 	<ul style="list-style-type: none"> • Banner Application Development Team • Registrar's Office • Admissions Office • Appropriate Information Technology staff • Key personnel involved in the Letter Generation/Population Selection process
Nov 7 - 10, 2005 (4 days on site)	PowerFAIDS/Banner - Design and Implementation Week 2	Stephen Peterson ThreeForks, LLC	<ul style="list-style-type: none"> • Design and implement interface between Banner and PowerFAIDS 	<ul style="list-style-type: none"> • Banner Application Development Team • Financial Aid Office • Business Office • Appropriate Information Technology staff

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Nov. 15 – 17, 2005 (3 days on site)	Configuration Support – Faculty Load Credit and Non-Credit	Dorothy Marron	<ul style="list-style-type: none"> • Review validation tables and rule forms • Identify/discuss policy and procedure issues • Review faculty assignments and workload setup • Review and discuss test plans 	<ul style="list-style-type: none"> • Banner Application Development Team • Appropriate Information Technology staff
Nov 29 – Dec 1, 2005 (3 days on site)	Configuration support for rules Credit and Non-Credit	Dorothy Marron	<ul style="list-style-type: none"> • Review validation tables and rule forms for General Student, Registration, Fee Assessment and Academic History • Identify/discuss policy and procedure issues • Assist with testing as needed • Review and discuss test plan progress 	<ul style="list-style-type: none"> • Banner Application Development Team • Appropriate Information Technology staff
Dec 13 – 16, 2005 (4 days on site)	Mock Registration #1 Credit and Non-Credit	Dorothy Marron	<ul style="list-style-type: none"> • Assist with registration via online Banner as needed. • Provide trouble-shooting as needed • Provide assessment evaluation of registration process 	<ul style="list-style-type: none"> • Banner Application Development Team • Appropriate Information Technology staff
Jan 9 - 13, 2006 (5 days on site)	PowerFAIDS/Banner - Design and Implementation Week 3	Stephen Peterson ThreeForks, LLC	<ul style="list-style-type: none"> • Design and implement interface between Banner and PowerFAIDS 	<ul style="list-style-type: none"> • Banner Application Development Team • Financial Aid Office • Business Office • Appropriate Information Technology staff
Jan 17 – 19, 2006 (3 days on site)	Mock Registration #2 Credit and Non-Credit	Dorothy Marron	<ul style="list-style-type: none"> • Assist with registration via online Banner and Self-Service as needed. • Provide trouble-shooting as needed • Provide assessment evaluation of registration process 	<ul style="list-style-type: none"> • Banner Application Development Team • Appropriate Information Technology staff
Jan 24 – 26, 2006 (3 days on site)	Mock Registration #2 Credit and Non-Credit	Dorothy Marron	<ul style="list-style-type: none"> • Assist with registration via online Banner and Self-Service as needed. • Provide trouble-shooting as needed • Provide assessment evaluation of registration process 	<ul style="list-style-type: none"> • Banner Application Development Team • Appropriate Information Technology staff
Feb 21 – 23, 2006 (3 days on site)	GO LIVE SUPPORT	Dorothy Marron	<ul style="list-style-type: none"> • Provide trouble-shooting as needed 	<ul style="list-style-type: none"> • Banner Application Development Team • Appropriate Information Technology staff



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Dates	Course Title	SCT Trainer	Items Addressed in Training	Attendees
Mar 28 - 30, 2006 (3 days on site)	Post Implementation Consulting	Dorothy Marron	<ul style="list-style-type: none"> • Provide consulting on topics as needed • Review future processes • Provide recommendations for future needs 	<ul style="list-style-type: none"> • Banner Application Development Team • Appropriate Information Technology staff
May 16 - 18, 2006 (3 days on site)	Process Improvement Assessment	Dorothy Marron	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Banner Application Development Team • Appropriate Information Technology staff
Jun 27 - 29, 2006 (3 days on site)	Deliver Process Improvement Report – on-site	Dorothy Marron	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Banner Application Development Team • Appropriate Information Technology staff

The following sessions are technical and are targeted specifically for Information Technology staff.

Dates	Course Title	SCT Trainer	Items Addressed in Training	Attendees
Nov 30 – Dec 1 (2 days on site)	Post Software Install Checkout and Training	Schmidt	<ul style="list-style-type: none"> • Complete installation of Banner software and certify installation • Train IT operations staff in administration of Banner software 	<ul style="list-style-type: none"> • Information Technology operations and technical support staff
Jan 11 – 13, 2005 (3 days on site)	BT102: Introduction to Banner General Technical Training	Joozar Namji	<ul style="list-style-type: none"> • Identify tools for navigating the Banner environment • Learn to secure Banner forms • Introduce Banner general module features and capabilities 	<ul style="list-style-type: none"> • Appropriate Information Technology staff
Feb 8 – 10, 2005 (3 days on site)	BT107: Banner Student Technical Training	Philip Haines	<ul style="list-style-type: none"> • Review Banner student forms and tables • Query student tables • Identify fields for data conversion • Identify and read reports, processes, procedures, and scripts 	<ul style="list-style-type: none"> • Appropriate Information Technology staff
Feb 15, 2005 (1 day on site)	Luminis Project Kickoff	Dave Katz	<ul style="list-style-type: none"> • Begin Luminis implementation • Conduct Luminis implementation review 	<ul style="list-style-type: none"> • Appropriate Information Technology staff
Feb 22 – 25, 2005 (4 days on site)	BT101: Introduction to Banner Administration	Charles Lin	<ul style="list-style-type: none"> • Tuning methodology overview • Using Oracle data dictionary • Tuning shared pool, database buffer cache, redo log buffer, rollback segments, SQL statements, and I/O • Managing Oracle storage structures • Managing database resource usage 	<ul style="list-style-type: none"> • Information Technology operations and technical support staff
Mar 15 – 18, 2005 (3.5 days on site)	Data Migration Toolkit Training	Steve Vuletic	<ul style="list-style-type: none"> • Introduce SCT tools for data mapping and conversion • Prepare plans for using at Oakton • Do practice exercises 	<ul style="list-style-type: none"> • Appropriate Information Technology staff
Mar 25, 2005 Note: This session will take place remotely	Luminis Organizational Implementation Review	Dave Katz	<ul style="list-style-type: none"> • Review Luminis organizational requirements • Identify available Oakton organizational resources • Prepare Luminis recommendations 	<ul style="list-style-type: none"> • Appropriate Information Technology staff • Appropriate Oakton users

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Mar 29-30, 2005	Luminis Technical Assessment and Planning	Richard Moon	<ul style="list-style-type: none"> • Prepare Luminis technical assessment • Prepare Luminis implementation plan 	• Appropriate Information Technology staff
Apr 5-6, 2005	Luminis Content Planning Workshop	Dave Katz	<ul style="list-style-type: none"> • Define content requirements • Design content templates • Design channel templates • Identify functional specifications 	• Appropriate Information Technology staff
Apr 18 – 21, 2005 (3.5 days on site)	Data Migration System Education Admissions, Catalog, Schedule, Registrations	Shawn McCann	<ul style="list-style-type: none"> • Review data mapping concepts and tools • Review OakSTAR admissions, catalog, schedule, and registration data content • Prepare data mapping plan to convert data to Banner 	• Appropriate Information Technology staff
Week Apr 25, 2005	Luminis Portal Test Installation	Brad Vacura		• Appropriate Information Technology staff
Week May 9, 2005	Luminis Content Administration Workshop	Jamelli-Sefchik	<ul style="list-style-type: none"> • Database and server management • Content management tools and maintenance • Portal system administration • Backup and restore recommendations • User and role management • Integration with student information server 	• Appropriate Information Technology staff
Week Jul 25, 2005	LDI Planning	Randy Nichols		• Appropriate Information Technology staff
Aug 1- 4, 2005 (4 days on site)	Data Migration System Education AR	Steve Vuletic	<ul style="list-style-type: none"> • Review data mapping concepts and tools • Review OakSTAR AR data content • Prepare data mapping plan to convert AR data to Banner 	• Appropriate Information Technology staff



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Week Aug 15, 2005	On-Site Conversion Support and Assistance	Shawn McCann	<ul style="list-style-type: none"> • Assist Oakton IT staff with planning and writing of conversion scripts • Assist Oakton IT staff with planning and writing of reports 	• Appropriate Information Technology staff
Sep 26 – 30, 2005 (4.5 days on site)	Data Migration System Education Academic History	Shawn McCann	<ul style="list-style-type: none"> • Review data mapping concepts and tools • Review OakSTAR academic history data content • Prepare data mapping plan to convert academic history data to Banner 	• Appropriate Information Technology staff
Week Oct 3, 2005	LDI Test Installation	Varghese		• Appropriate Information Technology staff
Week Oct 10, 2005	Technical Training Document Test Install Followup Tech Support (all remote)	Varghese		• Appropriate Information Technology staff
Week Oct 31, 2005	On-Site Conversion Support and Assistance	Shawn McCann	<ul style="list-style-type: none"> • Assist Oakton IT staff with planning and writing of conversion scripts • Assist Oakton IT staff with planning and writing of reports 	• Appropriate Information Technology staff
Week Nov 7, 2005	LDI Program Planning Review, Knowledge Transfer, System Verification, and Test	Randy Nichols		• Appropriate Information Technology staff
Week Jan 23, 2006	On-Site Conversion Support and Assistance	Dhaval Shah	<ul style="list-style-type: none"> • Assist Oakton IT staff with planning and writing of conversion scripts • Assist Oakton IT staff with planning and writing of reports 	• Appropriate Information Technology staff
Week Feb 20, 2006	On-Site Conversion Support and Assistance	Shawn McCann	<ul style="list-style-type: none"> • Assist Oakton IT staff with planning and writing of conversion scripts • Assist Oakton IT staff with planning and writing of reports 	• Appropriate Information Technology staff