



Fall

Training

Calendar

2009

Fall Training Calendar - 2009

– Technology –

Special Topics in ICMS	October 1, 10 a.m.-11 a.m.
Special Topics in Word	October 21, 10 a.m.-11:30 a.m.
Special Topics in Excel	October 21, 1:30 p.m.-3 p.m.
Special Topics in Publisher	October 22, 10 a.m.-11:30 a.m.
Special Topics in PowerPoint	October 22, 1:30 p.m.-3 p.m.
Adobe Professional	October 23, 10 a.m.-11:30 a.m.
Meeting Maker	October 23, 1:30 p.m.-3 p.m.
Data Security	November 9, 10 a.m.-11:30 a.m.
Intro to InDesign—The Poster	November 23, 9 a.m.-11 a.m.
Digital Imaging & Photoshop Basics	November 23, 2 p.m.-4 p.m.
Special Topics in ICMS	December 1, 10 a.m.-11 a.m.

– Supervisory –

Legal Issues in the Workplace	October 16, 9 a.m.-Noon
Managing Across the Generations	November 3, 1 p.m.-4 p.m.

– Life Enrichment –

Scrapbooking	October 21, 10 a.m.-11:30 a.m.
Holiday Fabric Cards	November 5, 11:30 a.m.-1 p.m.

– Environmental Health & Safety –

What's That Smell—Chemicals in the Workplace	October 15, 1:30 p.m.-3 p.m.
Your Workplace, Your Safety—Office Ergonomics	November 3, 1:30 p.m.-3 p.m.

Courses are open to staff and faculty. For course descriptions, room assignment, and registration, please log on to the Garnet Gateway and click on the events tab: Fall Training Calendar. Questions? Call HR @ X8218.