

**SOUTH CAROLINA STATE UNIVERSITY
OFFICE OF PROFESSIONAL DEVELOPMENT & TRAINING
CALENDAR 2010-2011**

<i>Seminar</i>	<i>Program</i>	<i>Facilitator</i>	<i>Date</i>	<i>Time</i>
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JULY 2010				
New Employee Orientation Belcher Hall 1st Floor, Room 106	Mandatory	Office of Professional Development & Training	Friday July 2, 2010	9- 12
Developing Assessments Belcher Hall 3rd Floor, AT&T lab	Computer Technology	Office of Extended Studies	Tuesday July 6, 2010	10 -12
Utilizing the Blackboard Grade Center Belcher Hall 3rd Floor, AT&T lab	Computer Technology	Office of Extended Studies	Tuesday July 6, 2010	2-4
INB Requisition Belcher Hall 3rd Floor, Banner LAB 352	Banner Finance	Office of Professional Development & Training	Thursday July 8, 2010	9 - 11
Utilizing the Blackboard Grade Center Belcher Hall 3rd Floor, AT&T lab	Computer Technology	Office of Extended Studies	Tuesday July 12, 2010	10-12
Developing Assessments Belcher Hall 3rd Floor, AT&T lab	Computer Technology	Office of Extended Studies	Monday July 12, 2010	2 - 4

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Locations are Subject to Change**

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JULY 2010 (Cont.)

Utilizing the Blackboard Grade Center Belcher Hall 3rd Floor, AT&T lab	Computer Technology	Office of Extended Studies	Wednesday July 14, 2010	10 - 12
Developing Assessments Belcher Hall 3rd Floor, AT&T lab	Computer Technology	Office of Extended Studies	Monday July 12, 2010	2 - 4
New Employee Orientation Belcher Hall 1st Floor, Room 106	Mandatory	Office of Professional Development & Training	Friday July 16, 2010	9- 12
Developing Assessments Belcher Hall 3rd Floor, AT&T lab	Computer Technology	Office of Extended Studies	Thursday July 22, 2010	10 -12
Computer Basics for Teaching Online Belcher Hall 3 rd Floor, AT&T lab	Computer	Office of Extended Studies	Monday July 26, 2010	2 - 4
Intense (3-days) Blackboard Training Program Belcher Hall 3rd Floor, AT&T lab	Computer Technology	Office of Extended Studies	Tuesday June 29, 2010	10 -12

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AUGUST 2010				
New Employee Orientation Belcher Hall 1st Floor, Room 106	Mandatory	Office of Professional Development & Training	Monday August 2, 2010	9- 12
Classroom Management Felton Laboratory School Media Center	General Interest	Pamela Smith	Tuesday August 10, 2010	8:30 - 1
INB Requisition Belcher Hall 3rd Floor, Banner LAB 352	Banner Finance	Office of Professional Development & Training	Thursday August 12, 2010	9 - 11
New Employee Orientation Belcher Hall 1st Floor, Room 106	Mandatory	Office of Professional Development & Training	Monday August 16, 2010	2- 4
New Employee Orientation - Faculty Belcher Hall 1st Floor, Room 106	Mandatory	Office of Professional Development & Training	Monday August 16, 2010	9-12
SSB Requisition Belcher Hall 3rd Floor, Banner LAB 352	Banner Finance	Office of Professional Development & Training	Thursday August 26, 2010	9 - 11

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AUGUST 2010 (Cont.)				
Assisting Students with Visual Disabilities Fine Arts Center Barbara Vaughn Recital Hall	General Interest	Clay Jeffcoat	Monday August 30, 2010	12 - 1

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SEPTEMBER 2010

New Employee Orientation Belcher Hall 1st Floor, Room 106	Mandatory	Office of Professional Development & Training	Wednesday September 1, 2010	9– 12
SSB Requisition Belcher Hall 3rd Floor, Banner LAB 352	Banner Finance	Office of Professional Development & Training	Friday September 10, 2010	9 - 11
Substance Abuse in Educational Settings Fine Arts Center Barbara Vaughn Recital Hall	General Interest	Tammara Thomas	Monday September 13, 2010	12 - 1
New Employee Orientation Belcher Hall 1st Floor, Room 106	Mandatory	Office of Professional Development & Training	Monday September 16, 2010	9– 12
Microsoft Office 2007 PowerPoint Intermediate Belcher Hall 3rd Floor, BANNER LAB 352	Technology	Office of Professional Development & Training	Tuesday September 21, 2010	9 - 12
Understanding Budget With Banner Staley Hall Auditorium	Administrative Professionals Level I	Joseph Pearman	Thursday September 23, 2010	9 – 12:00

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SEPTEMBER 2010 (Cont.)

INB Requisition Belcher Hall 3rd Floor, Banner LAB 352	Banner Finance	Office of Professional Development & Training	Friday September 24, 2010	9 - 11
Learn About UCITS Services Belcher Hall 3rd Floor, BANNER LAB 352	Technology	University Computing	Wednesday September 29, 2010	3- 4:30
Introduction To Tennis SHM Tennis Court	Technology	Dr. Audrey McCray Quarles	Thursday September 30, 2010	9 – 10:30

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OCTOBER 2010

New Employee Orientation Belcher Hall 1st Floor, Room 106	Mandatory	Office of Professional Development & Training	Monday October 4, 2010	9– 12
Writing To Learn John. W. Matthews, Jr. 1890 Extension Center, Auditorium- Room 108	General Interest	TBA	Tuesday October 5, 2010	3-5
University Business Policy and Procedure Staley Hall Auditorium	Administrative Professionals Level I	Joseph Pearman	Wednesday October 6, 2010	9 – 12:30
Microsoft Office 2007 Excel Introduction Belcher Hall 3rd Floor, BANNER LAB 352	Technology	Office of Professional Development & Training	Wednesday October 12, 2010	9 - 12:30
Writing To Learn John. W. Matthews, Jr. 1890 Extension Center, Auditorium- Room 108	General Interest	TBA	Thursday October 14, 2010	3 - 5

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OCTOBER 2010 (Cont.)

New Employee Orientation Belcher Hall 1st Floor, Room 106	Mandatory	Office of Professional Development & Training	Monday October 18, 2010	9– 12
Working from Home Belcher Hall 3rd Floor, BANNER LAB 352	Technology	University Computing	Tuesday October 19, 2010	9 – 10:30
Writing To Learn John. W. Matthews, Jr. 1890 Extension Center, Auditorium- Room 108	General Interest	TBA	Tuesday October 19, 2010	3-5
INB Requisition Belcher Hall 3rd Floor, Banner LAB 352	Banner Finance	Office of Professional Development & Training	Thursday October 21, 2010	9 - 11
Data Management Shared Drive Belcher Hall 3rd Floor, BANNER LAB 352	Technology	University Computing	Friday October 22, 2010	9 – 10:30
Equal Employment Opportunity (EEO) Crawford Zimmermann Building Transportation Center Suite 180, Training Room 183	General Interest	Mary Dunlap- Snead	Wednesday October 27, 2010	9:30 – 12:00

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NOVEMBER 2010

Stress Reduction Belcher Hall 3rd Floor, AT&T LAB	Personal Development	Paul Hamilton	Thursday November 4, 2010	9:30 - 11
Budget Development FY12 Belcher Hall 3rd Floor, BANNER LAB 352	General Interest (Elective)	Gary Cathcart	Monday November 8, 2010	9 - 11 2 - 4
SSB Requisition Belcher Hall 3rd Floor, BANNER LAB 352	Banner Finance	Office of Professional Development & Training	Tuesday November 9, 2010	9 – 11
Writing To Learn John. W. Matthews, Jr. 1890 Extension Center, Auditorium- Room 108	General Interest	TBA	Tuesday November 9, 2010	3-5
Human Resource Policies and Procedures John. W. Matthews, Jr. 1890 Extension Center Auditorium- Room 108	First Line Supervisors Administrative Professionals Level III,	Anna Haigler	Thursday November 11, 2010	9 – 12:30
Budget Development FY12 Belcher Hall 3rd Floor, BANNER LAB 352	General Interest (Elective)	Gary Cathcart	Friday November 12, 2010	9 - 11 2 - 4

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NOVEMBER 2010 (Cont.)

Budget Development FY12 Belcher Hall 3rd Floor, BANNER LAB 352	General Interest (Elective)	Gary Cathcart	Monday November 15, 2010	9 - 11 2 - 4
Planning for Retirement Crawford-Zimmerman Office Complex Building Transportation Center Suite 180, Training Room 183	Personal Development	George Hazin, SC Retirement System	Tuesday November 16, 2010	9:30 – 11
Anti-Harassment (Sexual Harassment, ET. AL.) Crawford Zimmermann Building Transportation Center Suite 180, Training Room 183	Mandatory	Mary Dunlap-Snead	Wednesday November 17, 2010	9:30 - 11:30
Writing To Learn John. W. Matthews, Jr. 1890 Extension Center, Auditorium- Room 108	General Interest	TBA	Thursday November 18, 2010	3 - 5

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DECEMBER 2010

Budget Development FY12 Belcher Hall 3rd Floor, BANNER LAB 352	General Interest (Elective)	Gary Cathcart	Wednesday December 1, 2010	9 - 11 2 - 4
Microsoft Office 2007 Word Intermediate Belcher Hall 3rd Floor, BANNER LAB 352	Technology	Office of Professional Development & Training	Thursday December 2, 2010	9 - 11
Budget Development FY12 Belcher Hall 3rd Floor, BANNER LAB 352	General Interest (Elective)	Gary Cathcart	Friday December 3, 2010	9 - 11 2 - 4
Budget Development FY12 Belcher Hall 3rd Floor, BANNER LAB 352	General Interest (Elective)	Gary Cathcart	Monday December 6, 2010	9 - 11 2 - 4
SSB Requisition Belcher Hall 3rd Floor, BANNER LAB 352	Banner Finance	Office of Professional Development & Training	Tuesday December 7, 2010	9 – 11
Living Will Belcher Hall 3rd Floor, AT&T LAB	General Interest (Elective)	Paul Hamilton	Tuesday December 14, 2010	9:30 – 11

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DECEMBER 2010 (Cont.)				
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Budget Development FY12 - ADMIN Belcher Hall 3rd Floor, BANNER LAB 352	General Interest (Elective)	Gary Cathcart	Wednesday December 15, 2010	9 - 11 2 - 4
Budget Development FY12 ADMIN Belcher Hall 3rd Floor, BANNER LAB 352	General Interest (Elective)	Gary Cathcart	Thursday December 16, 2010	9 - 11 2 - 4
Data Management Shared Drive Belcher Hall 3rd Floor, BANNER LAB 352	Technology	University Computing	Friday December 17, 2010	9 – 10:30

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JANUARY 2011

SSB Requisition Belcher Hall 3rd Floor, BANNER LAB 352	Banner Finance	Office of Professional Development & Training	Tuesday January 11, 2011	9 – 11
Internet Security Belcher Hall 3rd Floor, BANNER LAB 352	Technology	University Computing	Wednesday January 12, 2011	9 – 10:30
INB Requisition Belcher Hall 3rd Floor, BANNER LAB 352	Banner Finance	Office of Professional Development & Training	Thursday January 20, 2011	9 – 11
Anti-Harassment (Sexual Harassment, ET. AL.) - STUDENT Staley Hall 1 st Floor, Room 110	Mandatory	Mary Dunlap-Snead	Tuesday January 25, 2011	9:30 - 11:30

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FEBRUARY 2011

SSB Requisition Belcher Hall 3rd Floor, BANNER LAB 352	Banner Finance	Office of Professional Development & Training	Thursday February 3, 2011	9 - 11
Customer Service Hugine Suites State Room	General Interest	TBA	Wednesday February 9, 2011	9 - 11
Employee of the Year Luncheon Student Center Garnet and Blue Room		Office of Professional Development & Training	Wednesday February 16, 2011	12-1:30
INB Requisition Belcher Hall 3rd Floor, BANNER LAB 352	Banner Finance	Office of Professional Development & Training	Thursday February 17, 2011	9 - 11
Microsoft Office 2007 Outlook Intermediate Belcher Hall 3rd Floor, BANNER LAB 352	Technology	Office of Professional Development & Training	Tuesday February 22, 2011	9 - 12
Microsoft Office 2007 Word Intermediate Belcher Hall 3rd Floor, BANNER LAB 352	Technology	Office of Professional Development & Training	Tuesday February 22, 2011	2 - 5

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FEBRUARY 2011 (Cont.)

Employment Law Fine Arts Center Barbara Vaughn Recital Hall	General Interest	Edwin D. Givens	Thursday February 24, 2011	9-12
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MARCH 2011

INB Requisition Belcher Hall 3rd Floor, BANNER LAB 352	Banner Finance	Office of Professional Development & Training	Tuesday March 1, 2011	9 – 11
Microsoft Office 2007 Access Intermediate (1st Half) Belcher Hall 3rd Floor, BANNER LAB 352	Technology	June Sloop	Wednesday March 2, 2011	9 - 12:30
Microsoft Office 2007 Access Intermediate (2nd Half) Belcher Hall 3rd Floor, BANNER LAB 352	Technology	June Sloop	Friday March 4, 2011	9 - 12:30
Estate Wills Belcher Hall 3rd Floor, AT&T Lab	General Interest	Pandora Jones Glover, Probate Judge	Tuesday March 8, 2011	9:30 - 11
Microsoft Office 2003 Intermediate Excel Belcher Hall 3rd Floor, BANNER LAB 352	Technology	Office of Professional Development & Training	Friday March 11, 2011	9 - 12:00

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MARCH 2011 (Cont.)				
Immediate Website Design Belcher Hall 3rd Floor, BANNER LAB 352	Technology	University Computing	Wednesday March 9, 2011	3 - 4:30
SSB Requisition Belcher Hall 3rd Floor, AT&T LAB	Banner Finance	Office of Professional Development & Training	Tuesday March 22, 2011	9 - 11
Speaking Basic Spanish Crawford Zimmermann Building Transportation Center Suite 180, Training Room 183	Personal Development	Cedric Wright	Thursday March, 24, 2011	9:30 - 10:30
Identity Theft Crawford Zimmermann Building Transportation Center Suite 180, Training Room 183	Personal Development	Dr. Anthony Masino	Wednesday March 30, 2011	9 – 10:30

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APRIL 2011

Workplace Violence Staley Hall 1 st Floor Auditorium	Mandatory	Carol Apts	Tuesday April 5, 2011	9 - 11
SSB Requisition Belcher Hall 3rd Floor, BANNER LAB 352	Technology	Office of Professional Development & Training	Thursday April 7, 2011	9 - 11
Presentation Skills Andrew Hugine Suites State Room	Personal Development	K. Newton	Tuesday April 12, 2011	9- 12
Bloodborne Pathogens Staley Hall Auditorium	Mandatory	LaShunda Rice	Wednesday April 13, 2011	3:30-4:30
INB Requisition Belcher Hall 3rd Floor, BANNER LAB 352	Banner Finance	Office of Professional Development & Training	Tuesday April 19, 2011	9 - 11
Diversity in the Workplace Fine Arts Center Barbara Vaughn Recital Hall	Personal Development	TBA	Wednesday April 20, 2011	9:30 – 11:30

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APRIL 2011 (Cont.)				
Administrative Professionals Celebration Hugine Suites State Room	Administrative Professionals Level III	TBA	Thursday April 21, 2011	9:30- 11:30
Move It Or Lose It Student Center Bulldog Lounge	General Interest	Ramsey Makhuli	Friday April 22, 2011	9 :30- 12
INB Requisition Belcher Hall 3rd Floor, BANNER LAB 352	Banner Finance	Office of Professional Development & Training	Thursday April 28, 2011	9 - 11

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MAY 2011				
Anti-Harassment (Sexual Harassment, ET. AL) Crawford Zimmermann Building Transportation Center Suite 180, Training Room 183	Mandatory	Mary Dunlap- Snead	Tuesday May 3, 2011	9:30 - 11:30
INB Requisition Belcher Hall 3rd Floor, BANNER LAB 352	Banner Finance	Office of Professional Development & Training	Thursday May 5, 2011	9 - 11
Affirmative Action Crawford Zimmermann Building Transportation Center Suite 180, Training Room 183	General Interest	Mary Dunlap- Snead	Wednesday May 18, 2011	9:30 - 11:30

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JUNE 2011

SSB Requisition Belcher Hall 3rd Floor, BANNER LAB 352	Banner Finance	Office of Professional Development & Training	Tuesday June 7, 2011	9 - 11
American With Disabilities Act Crawford Zimmermann Building Transportation Center Suite 180, Training Room 183	General Interest	Mary Dunlap- Snead	Wednesday June 15, 2011	9:30 – 11:00
INB Requisition Belcher Hall 3rd Floor, BANNER LAB 352	Banner Finance	Office of Professional Development & Training	Thursday June 23, 2011	9 - 11