

Training & Development *In Support Of*



FALL 2009

NEWSLETTER & CLASS SCHEDULE

Information is subject to change.

Please refer to TX Class for the most up-to-date information.

FALL 2009 Newsletter & Class Schedule

KEY TO CLASSROOM LOCATIONS

BB: Business Building (Main)	JPL: John Peace Library (Main)
BSA: Business Service Annex	MS: Multidisciplinary Studies Bldg (Main)
BSB: Biosciences Building (Main)	RWC: Recreation & Wellness Center (Main)
BSE: Biotechnology, Sciences & Engineering Bldg (Main)	SSB: Support Services Bldg (West Campus)
BV: Buena Vista Bldg (Downtown)	UC: University Center (Main)
DB: Durango Bldg (Downtown)	UH: University Heights (Human Resources Bldg.)
FS: Frio Street Bldg (Downtown)	
HSS: Humanities and Social	



Online Training
mytraining.utsa.edu

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Classes are offered at the Main Campus (1604), the Downtown Campus (DTC), and University Heights (HR Training Room).

Please call

Training & Development ,
ext. 4658, if you have any
questions.

Microsoft Office 2007

Departmental computer classes (Microsoft Office 2007) can be offered for groups of ten or more! Please contact Shelley Underbrink or Brad Jones at least one month prior to the prospective class date to schedule a departmental computer class.

Refer to TX Class for the most up-to-date information.

For Course Description or to enroll in a class, go to the Training & Development web page:

utsa.edu/hr/training/
or call 458-4658.

COMPUTER / WEB

ACADEMIC CLASS SCHEDULE PREPARATION (CT 724)

Fri., October 23	9:00 - 11:00	HSS 2.02.02
Fri., October 30	9:00 - 11:00	HSS 2.02.02

Please Note: Participants are **strongly encouraged** to take computer classes in sequence. Advanced classes build upon the skills that are mastered in beginner classes.

ACCESS 2007 - 1. CREATING A DATABASE FROM SCRATCH (CT 761)

Tue., September 15 8:30 - 10:00 BB 3.02.06*

ACCESS 2007 - 2. CREATING & MODIFYING A DATABASE BUILT FROM A TEMPLATE (CT 762)

Tue., September 22 8:30 - 10:00 BB 3.02.06*

ACCESS 2007 - 3. SORTING & QUERYING A DATABASE (CT 763)

Tue., October 13 8:30 - 10:00 BB 3.02.06*

ACCESS 2007 - 4. USING CRITERIA & FUNCTIONS IN QUERIES (CT 764)

Tue., October 20 8:30 - 10:00 BB 3.02.06*

* Simulcast at the Downtown Campus (DB 2.222) Please enroll in "Section 2" for DTC.

COMPUTER/WEB (cont.)

ACCESS 2007 - 5. CREATING FORMS & FILTERING RECORDS (CT 765)

Tue., November 10 8:30 - 10:00 BB 3.02.06*

ACCESS 2007 - 6. CREATING & MODIFYING REPORTS (CT 766)

Tue., November 17 8:30 - 10:00 BB 3.02.06*

* Simulcast at the Downtown Campus (DB 2.222) Please enroll in "Section 2" for DT.

ACROBAT 8 - 1. CREATING A PDF DOCUMENT (CT 754)

Tue., September 1 8:30 - 10:00 BB 3.02.06

ACROBAT 8 - 2. EDITING A PDF DOCUMENT (CT 755)

Tue., September 8 8:30 - 10:00 BB 3.02.06

ACROBAT 8 - 3. CREATING A PDF FORM (CT 756)

Tue., September 29 8:30 - 10:00 BB 3.02.06

ACROBAT 8 - 4. WORKING WITH IMAGES, SCANNERS & THE WEB (CT 757)

Tue., October 6 8:30 - 10:00 BB 3.02.06

BANNER GENERAL NAVIGATION TRAINING (CT 923) Must have an active Banner account.

Mon., September 14 10:00 - 12:00 HSS 2.02.02

Mon., October 12 10:00 - 12:00 HSS 2.02.02

Mon., November 9 10:00 - 12:00 HSS 2.02.02

Mon., December 14 10:00 - 12:00 HSS 2.02.02

BANNER REGISTRATION TRAINING (CT 926)

Thu., October 8 2:00 - 4:00 HSS 2.02.02

Wed., October 14 2:00 - 4:00 HSS 2.02.02

Class participants MUST have departmental Banner training and have some experience using Banner prior to attending this class.

DREAMWEAVER CS3 - 1. CREATING A WEB PAGE AND A LOCAL SITE (CT 823)

Thu., October 8 10:30 - 12:00 BB 3.02.06

DREAMWEAVER CS3 - 2. ADDING WEB PAGES, LINKS AND IMAGES (CT 824)

Thu., October 15 10:30 - 12:00 BB 3.02.06

DREAMWEAVER CS3 - 3. USING TABLES & DESIGNING PAGE LAYOUTS (CT 825)

Thu., November 12 10:30 - 12:00 BB 3.02.06

DREAMWEAVER CS3 - 4. USING TEMPLATES & STYLE SHEETS (CT 826)

Fri., November 20 11:30 - 1:00 BB 3.02.06

DREAMWEAVER LITE (CT 749)

Thu., September 10 10:30 - 12:00 BB 3.02.06

EMBARK 2.0 NAVIGATION TRAINING -GRAD. ADMISSIONS (CT 925)

Wed., September 23 9:00 - 12:00 HSS 2.02.02

Mon., October 12 1:00 - 4:00 DB 2.222

Thu., October 15 1:00 - 4:00 HSS 2.02.02

Thu., November 12 9:00 - 12:00 HSS 2.02.02

COMPUTER/WEB (cont.)

EXCEL 2007 - LEVEL 1. CREATING A SPREADSHEET (CT 841)

Thu., September 3 8:30 - 10:00 BB 3.02.06*

EXCEL 2007 - LEVEL 2. CONSTRUCTING BASIC FORMULAS AND PRINTING WORKSHEETS (CT 842)

Thu., September 10 8:30 - 10:00 BB 3.02.06*

EXCEL 2007 - LEVEL 3. CONSTRUCTING FORMULAS WITH ABSOLUTE CELL REFERENCES AND MATHEMATICAL OPERATORS (CT 843)

Thu., September 17 8:30 - 10:00 BB 3.02.06*

EXCEL 2007 - LEVEL 4. CREATING COLUMN, PIE, AND LINE GRAPHS (CT 844)

Thu., October 8 8:30 - 10:00 BB 3.02.06*

EXCEL 2007 - LEVEL 5. MANAGING WORKBOOKS (CT 845)

Thu., October 15 8:30 - 10:00 BB 3.02.06*

EXCEL 2007 - LEVEL 6. ANALYZING DATA (CT 846)

Fri., October 23 11:30 - 1:00 BB 3.02.06*

EXCEL 2007 - LEVEL 7. USING FUNCTIONS (CT 847)

Thu., November 12 8:30 - 10:00 BB 3.02.06*

EXCEL 2007 - LEVEL 8. SORTING AND FILTERING DATA IN AN EXCEL DATA TABLE (CT 848)

Fri., November 13 11:30 - 1:00 BB 3.02.06*

EXCEL 2007 - LEVEL 9. USING FINANCIAL FUNCTIONS AND THE GOAL SEEK FEATURE (CT 849)

Thu., December 3 8:30 - 10:00 BB 3.02.06*

* Simulcast at the Downtown Campus (DB 2.222) Please enroll in "Section 2" for DTC.

GET UP TO SPEED WITH MICROSOFT OFFICE 2007 (CT 785)

Thu., September 3 10:30 - 12:00 BB 3.02.06

MOVIE MAKER (CT 748)

Tue., October 27 8:30 - 10:00 BB 3.02.06

OPEN LAB: ACCESS 2007 (CT 767)

Fri., October 16 11:30 - 1:00 BB 3.02.06

Fri., December 4 11:30 - 1:00 BB 3.02.06

OPEN LAB: EXCEL 2007 (CT 850)

Fri., September 18 11:30 - 1:00 BB 3.02.06

Fri., November 6 11:30 - 1:00 BB 3.02.06

OPEN LAB: POWERPOINT 2007 (CT 800)

Fri., October 9 11:30 - 1:00 BB 3.02.06

OPEN LAB: WORD 2007 (CT 799)

Fri., September 11 11:30 - 1:00 BB 3.02.06

Open Lab classes are only available to participants who have completed **EVERY COURSE IN A SERIES**. Open Lab classes are by registration only; **walk-ins will not be admitted**. Open Lab classes provide an opportunity to review materials covered previously in the classroom: participants go at their own pace.



COMPUTER/WEB (cont.)

OUTLOOK 2007 - 1. INTRODUCTION TO OUTLOOK AND EMAIL (CT 861)

Thu., September 17 10:30 - 12:00 BB 3.02.06



OUTLOOK 2007 - 2. MODIFYING MESSAGE OPTIONS AND MANAGING EMAIL (CT 862)

Thu., October 1 10:30 - 12:00 BB 3.02.06

OUTLOOK 2007 - 3. USING CONTACTS AND DISTRIBUTION LISTS (CT 863)

Fri., October 2 11:30 - 1:00 BB 3.02.06

OUTLOOK 2007 - 4. USING THE CALENDAR (CT 864)

Thu., October 29 10:30 - 12:00 BB 3.02.06

OUTLOOK 2007 - 5. SCHEDULING MEETINGS WITH THE CALENDAR (CT 865)

Fri., October 30 11:30 - 1:00 BB 3.02.06

OUTLOOK 2007 - 6. ASSIGNING TASKS (CT 866)

Thu., November 5 10:30 - 12:00 BB 3.02.06

PHOTOSHOP CS3 - 1. EDITING AN IMAGE (CT 830)

Fri., September 25 11:30 - 1:00 BB 3.02.06

PHOTOSHOP CS3 - 2. USING THE SELECTION TOOLS (CT 831)

Thu., October 1 8:30 - 10:00 BB 3.02.06

PHOTOSHOP CS3 - 3. USING LAYERS (CT 832)

Thu., October 29 8:30 - 10:00 BB 3.02.06

PHOTOSHOP CS3 - 4. ENHANCING & REPAIRING PHOTOGRAPHS (CT 833)

Thu., November 5 8:30 - 10:00 BB 3.02.06

POWERPOINT 2007 - 1. CREATING A POWERPOINT PRESENTATION (CT 817)

Tue., September 15 10:30 - 12:00 BB 3.02.06*

POWERPOINT 2007 - 2. ADDING CLIPART AND ORGANIZING SLIDES (CT 818)

Tue., September 22 10:30 - 12:00 BB 3.02.06*

POWERPOINT 2007 - 3. ADDING PICTURES, SHAPES, AND SLIDE TRANSITIONS (CT 819)

Tue., October 13 10:30 - 12:00 BB 3.02.06*

POWERPOINT 2007 - 4. INSERTING SMARTART DIAGRAMS (CT 820)

Tue., October 20 10:30 - 12:00 BB 3.02.06*

POWERPOINT 2007 - 5. MODIFYING THE BACKGROUND AND ADDING ANIMATION EFFECTS (CT 821)

Tue., November 10 10:30 - 12:00 BB 3.02.06*

POWERPOINT 2007 - 6. ADDING TABLES AND GRAPHS (CT 822)

Tue., November 17 10:30 - 12:00 BB 3.02.06*

* Simulcast at the Downtown Campus (DB 2.222) Please enroll in "Section 2" for DTC.

SECOND LIFE BASICS (CT 728)

Mon., September 21 8:30 - 11:30 JPL 1.01.14A

Fri., October 16 8:30 - 11:30 JPL 1.01.14A

Fri., November 13 1:00 - 4:00 JPL 1.01.14A

SECOND LIFE REFRESHER & WORKSHOP (CT 729)

Fri., December 4 1:00 - 4:00 JPL 1.01.14A

COMPUTER/WEB (cont.)

UNLEASHING THE POWER OF GOOGLE: TIPS AND TRICKS FOR FINDING INFORMATION FASTER (CT 783)

Tue., November 3 8:30 - 10:00 BB 3.02.06



USING FACEBOOK FOR PROFESSIONAL SOCIAL NETWORKING (CT 782)

Tue., December 1 8:30 - 10:00 BB 3.02.06



WEB INTELLIGENCE LEVEL 1 (CT 950) This class is for Banner Users. Participants will need permission (ID and password) to the Crystal Enterprise/Business Objects system. Form available at http://www.utsa.edu/OIT/docs/Request_Form.doc

Thu., October 8 2:00 - 4:00 JPL 1.01.14A

WEB INTELLIGENCE WORKSHOP (CT 951)

Tue., October 27 2:30 - 4:00 JPL 1.01.14A

WEB INTELLIGENCE LEVEL 2 (CT 953)

Wed., November 11 2:00 - 4:00 JPL 1.01.14A

WINDOWS ADMINISTRATOR TRAINING (CT 931)

Tue., September 15 3:00 - 5:00 UC 2.02.12-Willow
Tue., October 13 10:00 - 12:00 UC 2.03.06-Ash
Wed., November 11 3:00 - 5:00 UC 2.03.08-Anaqua
Tue., December 8 10:00 - 12:00 UC 2.03.06-Ash



WORD 2007 - 1. CREATING A WORD DOCUMENT (CT 791)

Tue., September 1 10:30 - 12:00 BB 3.02.06*

WORD 2007 - 2. ADDING GRAPHICS AND CHECKING SPELLING/GRAMMAR (CT 792)

Tue., September 8 10:30 - 12:00 BB 3.02.06*

WORD 2007 - 3. CHANGING DOCUMENT LAYOUT AND ORGANIZING TEXT INTO LISTS (CT 793)

Tue., September 29 10:30 - 12:00 BB 3.02.06*

WORD 2007 - 4. INSERTING HEADERS, FOOTERS, AND REFERENCES (CT 794)

Tue., October 6 10:30 - 12:00 BB 3.02.06*

WORD 2007 - 5. ADDING GRAPHICS, SHAPES, AND TABS (CT 795)

Tue., October 27 10:30 - 12:00 BB 3.02.06*

WORD 2007 - 6. CREATING AND FORMATTING TABLES (CT 796)

Tue., November 3 10:30 - 12:00 BB 3.02.06*

WORD 2007 - 7. CREATING MULTIPLE COLUMN NEWSLETTERS AND MAIL MERGE DOCUMENTS (CT 797)

Tue., December 1 10:30 - 12:00 BB 3.02.06*

WORD 2007 - 8. INSERTING HYPERLINKS AND SMARTART GRAPHICS (CT 798)

Tue., December 8 10:30 - 12:00 BB 3.02.06*

* Simulcast at the Downtown Campus (DB 2.222) Please enroll in "Section 2" for DTC.

DEFINE/ADMINISTRATIVE

ACTIVATE YOUR EID - FOR ALL EMPLOYEES (AM 540) Picture ID required.

Tue., September 8	2:00 - 3:00	HSS 2.02.02
Tue., September 22	9:00 - 10:00	HSS 2.02.02
Wed., October 7	3:30 - 4:30	HSS 2.02.02
Wed., October 21	2:00 - 3:00	HSS 2.02.02
Tue., November 10	2:00 - 3:00	HSS 2.02.02
Mon., November 30	2:00 - 3:00	HSS 2.02.02
Thu., December 10	9:00 - 10:00	HSS 2.02.02

AUTOMATED STIPEND PROCESSING (AM 550)

Fri., September 4	9:00 - 11:00	HSS 2.02.02
Fri., September 18	9:00 - 11:00	HSS 2.02.02

CASH HANDLING 101 (AM 560)

Tue., October 6	9:00 - 11:00	UC 2.214-Hidalgo
Tue., November 10	9:00 - 11:00	UC 2.214-Hidalgo



ELECTRONIC TRAVEL PROCESS (DE 665)

Thu., September 24	9:00 - 12:00	HSS 2.02.02
Thu., October 15	9:00 - 12:00	HSS 2.02.02
Thu., November 19	9:00 - 12:00	HSS 2.02.02
Thu., December 17	9:00 - 12:00	HSS 2.02.02

HRMS - PHASE II - STAFF AND STUDENT POSITIONS (DE 680)

Mon., October 5	8:30 - 12:30	HSS 2.02.02
Wed., October 7	8:30 - 12:30	HSS 2.02.02
Fri., October 9	8:30 - 12:30	HSS 2.02.02
Tue., October 13	8:30 - 12:30	HSS 2.02.02
Wed., October 14	8:30 - 12:30	HSS 2.02.02
Fri., October 16	9:00 - 1:00	FS 2.402-Downtown
Tue., October 20	8:30 - 12:30	HSS 2.02.02
Wed., October 21	8:30 - 12:30	HSS 2.02.02
Thu., October 22	8:30 - 12:30	HSS 2.02.02
Mon., October 26	8:30 - 12:30	HSS 2.02.02
Tue., October 27	8:30 - 12:30	HSS 2.02.02
Wed., October 28	8:30 - 12:30	HSS 2.02.02
Thu., October 29	8:30 - 12:30	HSS 2.02.02



HRMS - PHASE II - FACULTY POSITIONS (DE 681)

Mon., October 5	1:30 - 4:30	HSS 2.02.02
Tue., October 13	1:30 - 4:30	HSS 2.02.02
Tue., October 20	1:30 - 4:30	HSS 2.02.02
Thu., October 22	1:30 - 4:30	HSS 2.02.02
Fri., October 23	9:00 - 12:00	FS 2.402-Downtown
Mon., October 26	1:30 - 4:30	HSS 2.02.02
Tue., October 27	1:30 - 4:30	HSS 2.02.02
Thu., October 29	1:30 - 4:30	HSS 2.02.02



DEFINE/ADMINISTRATIVE (cont.)

INTRODUCTION TO DEFINE (DE 650)

Wed., September 2	9:00 - 12:00	HSS 2.02.02
Thu., October 1	9:00 - 12:00	HSS 2.02.02
Thu., November 5	9:00 - 12:00	HSS 2.02.02
Thu., December 3	9:00 - 12:00	HSS 2.02.02

INVENTORY: PALM/SCANNER USAGE CLASS (DE 675) This **mandatory initial** (classroom) training course for the newly designated Inventory Contact Persons (ICPs) will be scheduled on Mondays from 9:30 - 10:30. The ICP will be contacted by Inventory Staff to schedule this initial training.

INVENTORY: PALM/SCANNER USAGE REFRESHER CLASS (DE 676) This online course is for ICPs who have already attended DE 675. It is available online at: <https://mytraining.utsa.edu/> Training will be coordinated by Inventory Staff in conjunction with scanner pick up appointments.

Contact: Olinda Ongay at ext. 6395 or JJ Chavez at ext. 6131 if you have questions concerning either of these Inventory classes.

MONTHLY TIME AND LEAVE REPORTING-INTRODUCTION (DE 662)

Fri., September 11	9:00 - 11:00	UH 1.106
Fri., December 11	9:00 - 11:00	UH 1.106

MYTELBILL TRAINING (AM 555) To enroll or for more information please email Telephone.Services@utsa.edu

Mon., September 14	10:00 - 11:30	FS 2.512-Downtown
Wed., September 16	10:00 - 11:30	HSS 2.02.02
Mon., November 9	2:00 - 3:30	HSS 2.02.02
Wed., November 11	10:00 - 11:30	FS 2.512-Downtown



NEW SEPARATION PROCESS TRAINING (AM 556)

Wed., September 23	9:00 - 10:30	UC 2.212-Harris
Wed., September 30	9:00 - 10:30	UC 2.212-Harris



PBO/PB4- POINTPLUS W/PURCHASING RULES AND REGS (DE 678)

Tue., September 29	8:30 - 12:00	HSS 2.02.02
Tue., November 10	8:30 - 12:00	HSS 2.02.02

PROCARD COMPLIANCE GUIDELINES (AM 535) Call the Procard Office, ext. 4059, for information about this course.

Tue., September 1	9:30 - 11:00	UC 2.216-Nueces
Wed., September 9	10:00 - 11:30	FS 1.402-Downtown
Tue., October 6	9:30 - 11:00	UC 2.216-Nueces
Wed., October 14	10:00 - 11:30	BV 4.304A-Downtown
Tue., November 3	9:30 - 11:00	UC 2.216-Nueces
Wed., November 11	10:00 - 11:30	BV 4.304A-Downtown
Tue., December 1	9:30 - 11:00	UC 2.216-Nueces
Wed., December 9	10:00 - 11:30	BV 4.304A-Downtown

DEFINE/ADMINISTRATIVE (cont.)

PURCHASING FROM HUB VENDORS (AM 554)

Fri., November 6	8:30 - 10:00	HSS 2.02.02
Wed., November 11	8:30 - 10:00	FS 2.406-Downtown
Thu., December 3	2:00 - 3:30	HSS 2.02.02
Wed., December 9	2:00 - 3:30	FS 2.406-Downtown

RECORDS RETENTION-UNDERSTAND & PREPARE (AM 546)

Wed., October 14	9:00 - 11:00	UC 2.01.40-Chicano
Wed., November 11	9:00 - 11:00	DB 2.208-Downtown

UNDERSTANDING THE STATEMENT OF ACCOUNTS (AM 506)

Fri., October 16	9:00 - 11:00	HSS 2.02.02
Tue., December 15	9:00 - 11:00	HSS 2.02.02

UNIVERSITY CONTRACTS: PROCESSES & PROCEDURES (AM 541)

Tue., November 3	9:00 - 11:00	UC 2.01.26-Pecan
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VP2 - LOCAL FUNDS VOUCHER (DE 658)

Wed., September 9	9:00 - 11:00	HSS 2.02.02
Thu., October 8	9:00 - 11:00	HSS 2.02.02
Wed., November 11	9:00 - 11:00	HSS 2.02.02
Wed., December 9	9:00 - 11:00	HSS 2.02.02

WORKERS' COMPENSATION INSURANCE SUPERVISOR TRAINING (AM 542)



Tue., September 15	1:00 - 2:30	SSB B1.104
Tue., October 20	1:00 - 2:30	SSB B1.104
Tue., November 17	1:00 - 2:30	SSB B1.104
Tue., December 15	1:00 - 2:30	SSB B1.104

FACULTY/STAFF DEVELOPMENT

A TASTE OF FISH! (SD 300)

Thu., December 3	8:30 - 12:00	UH 1.106
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ADMINISTRATIVE SUPPORT TOOLBOX SERIES

5-part series & Orientation; 3 offered this semester; May be taken in any order.

SUPERVISORY (SD 241)

Wed., October 14	8:30 - 12:00	UC 1.102-Bexar
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STUDENT PROCESSING (SD 245)

Thu., November 19	8:30 - 12:00	UC 1.102-Bexar
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HR PROCESSING (SD 240)

Tue., December 15	8:30 - 12:00	UC 1.102-Bexar
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BECOMING AN ALLY (SD 310)

Wed., October 7	9:00 - 12:00	UC 2.01.26-Pecan
Tue., November 3	9:00 - 12:00	FS 1.402-Downtown

FACULTY/STAFF DEVELOPMENT (cont.)

COMMUNITY RESPONSE TO ACTIVE SHOOTER (SD 351)

Fri., September 18	1:00 - 2:00	UC 2.01.34-Hawthorne
Fri., September 25	1:00 - 2:00	BV 4.304A-Downtown
Fri., October 2	8:00 - 9:00	UC 2.02.12-Willow
Fri., October 2	11:00 - 12:00	UH 1.106



COMPLIANCE ACKNOWLEDGEMENT 2009 (SD 311)



Fri., September 4	9:00 - 11:00	UC 2.01.26-Pecan
Fri., October 2	9:00 - 11:00	UC 2.01.26-Pecan
Fri., November 6	9:00 - 11:00	FS 1.402-Downtown
Fri., December 4	9:00 - 11:00	UH 1.106

DEPARTMENTAL RESEARCH ADMINISTRATOR (DRA) SERIES (FS 200-FS 209)

Must attend ALL sessions and complete assignments to receive certificate.

Contact the Office of Sponsored Programs, ext. 6045,
if you are interested in taking this series.

All classes are held in BB 3.02.18 from 10:00 - 12:00.

FS 200 - Series Overview	Fri., September 11
FS 201 - Pre-Award Research & Proposal Development	Fri., September 18
FS 202 - Award Negotiation, Agreements & Contracts	Fri., September 25
FS 203 - Post Award Administration of Grants	Fri., October 2
FS 204 - Post Award Financial Management	Fri., October 9
FS 205 - Post Award Monitoring, Close Outs and Audits	Fri., October 16
FS 206 - Compliance Topics: Institutional Committees, Ethics & Professionalism	Fri., October 30
FS 207 - Compliance Topics: Representations, Certifications & Export Controls	Fri., November 6
FS 208 - Special Topics in Research Administration	Fri., November 13
FS 209 - Series Wrap-Up	Fri., November 20



DISCRIMINATION & SEXUAL HARASSMENT: YOUR ROLE AS A UTSA EMPLOYEE (SD 309)

Thu., October 22	9:00 - 12:00	UC 2.212-Harris
Tue., December 8	9:00 - 12:00	FS 1.402-Downtown

DIVERSITY AWARENESS: M.E.E.T. ON COMMON GROUND (SD 308)

Wed., September 23	9:00 - 12:00	UH 1.106
Thu., December 3	9:00 - 12:00	UC 1.102-Bexar

EAP-AN OVERVIEW OF SERVICES FOR EMPLOYEES (SD 411)

Wed., October 14	9:00 - 10:00	FS 1.402-Downtown
Thu., October 22	9:00 - 10:00	UC 2.01.26-Pecan

EFFECTIVE EMAIL COMMUNICATION (SD 406)

Wed., October 28	8:30 - 10:30	FS 1.402-Downtown
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FACULTY/STAFF DEVELOPMENT (cont.)

EMOTIONAL INTELLIGENCE OVERVIEW (SD 292)

Tue., October 27 9:00 - 12:00 UC 1.102-Bexar

EVENTS MANAGEMENT MADE SIMPLE—HOW TO PLAN YOUR ON-CAMPUS EVENT (FS 117)

Thu., November 5 9:00 - 11:00 UC 2.214-Hidalgo
Thu., December 3 9:00 - 11:00 UC 2.214-Hidalgo

FACULTY RECRUITMENT GUIDELINES (FS 111)

All faculty members that have been selected or anticipate being selected for faculty search committees or as Affirmative Action Advocates should attend. This training will facilitate the recruitment process for search committee members and Affirmative Action Advocates. Watch TX Class for dates, times and locations. For more information, please call Bennie Keckler, ext. 4967 or Leonard Flaum, ext. 4118.

GRANTS—CAYUSE424 (FS 124)

Ad Hoc sessions are available. Contact Elizabeth Garcia at ext. 5195 to schedule.

MAKING EXCELLENT PRESENTATIONS (SD 209) Must attend both sessions.

Tue., September 29 1:30 - 4:30 UH 1.106
Tue., October 13 1:30 - 4:30 UH 1.106

NEW EMPLOYEE DEVELOPMENT (SD 211)

Wed., September 2 8:30 - 12:00 UH 1.106
Wed., September 16 8:30 - 12:00 UH 1.106
Wed., October 7 8:30 - 12:00 UH 1.106
Wed., October 21 8:30 - 12:00 UH 1.106
Wed., November 4 8:30 - 12:00 UH 1.106
Wed., November 18 8:30 - 12:00 UH 1.106
Wed., December 2 8:30 - 12:00 UH 1.106
Wed., December 16 8:30 - 12:00 UH 1.106

PERSONAL DEVELOPMENT SERIES

Based on the Book: *7 Habits of Highly Effective People*

All classes are held at UH 1.106 from 8:30 to Noon.

***We encourage attendance at all 7 sessions for greatest impact. ***

Tue., October 6 Habit 1 - Personal Vision (SD 280)
Tue., October 13 Habit 2 - Personal Leadership (SD 281)
Tue., October 20 Habit 3 - Personal Management (SD 282)
Tue., October 27 Habit 4 - Interpersonal Leadership (SD 283)
Tue., November 3 Habit 5 - Empathic Communication (SD 284)
Tue., November 10 Habit 6 - Creative Cooperation (SD 285)
Tue., November 17 Habit 7 - Balanced Self-Renewal (SD 286)

FACULTY/STAFF DEVELOPMENT (cont.)

PERSONAL SECURITY & SAFETY AWARENESS (SD 350)

Fri., September 18	10:00 - 12:00	UC 2.01.34-Hawthorne
Fri., September 25	10:00 - 12:00	BV 4.304A-Downtown

PERSONAL SUCCESS WITH TRUE COLORS (SD 413) This course is for faculty & staff who do NOT work in Student Affairs. Student Affairs employees take SD 410.

Tue., September 29	8:30 - 12:00	UC 2.212-Harris
Wed., November 11	1:30 - 5:00	UC 1.102-Bexar



PROTECTING UTSA DATA (SD 325)

Thu., September 17	10:00 - 12:00	UC 2.03.08-Anaqua
Wed., October 14	3:00 - 5:00	UC 2.03.08-Anaqua
Tue., November 17	10:00 - 12:00	UC 2.03.08-Anaqua
Wed., December 9	3:00 - 5:00	UC 2.03.08-Anaqua



SERVING THE STUDENT AS CUSTOMER (SD 119) Must attend all 3 sessions

Thu., September 24	9:00 - 12:00	UC 2.01.24-Mesquite
Thu., October 1	9:00 - 12:00	UC 2.01.24-Mesquite
Thu., October 8	9:00 - 12:00	UC 2.01.24-Mesquite

STUDENT TRAVEL (SD 320)

Mon., November 9	9:00 - 11:00	BV 4.304A-Downtown
Mon., November 16	9:00 - 11:00	UC 2.03.06-Ash

TIME AND EFFORT BASICS (FS 126)

TIME AND EFFORT CERTIFICATION (FS 127)

	FS 126	FS 127	
Tue., September 8	1:00 - 2:00	2:00 - 3:00	FS 2.512-DTC
Wed., September 9	1:00 - 2:00	2:00 - 3:00	HSS 2.02.02
Tue., September 22	1:00 - 2:00	2:00 - 3:00	FS 2.512-DTC
Wed., September 23	1:00 - 2:00	2:00 - 3:00	HSS 2.02.02
Tue., October 6	1:00 - 2:00	2:00 - 3:00	FS 2.512-DTC
Wed., October 7	1:00 - 2:00	2:00 - 3:00	HSS 2.02.02
Tue., October 27	1:00 - 2:00	2:00 - 3:00	FS 2.512-DTC
Wed., October 28	1:00 - 2:00	2:00 - 3:00	HSS 2.02.02
Tue., November 10	1:00 - 2:00	2:00 - 3:00	FS 2.512-DTC
Wed., November 11	1:00 - 2:00	2:00 - 3:00	HSS 2.02.02

TIME MANAGEMENT & ORGANIZATIONAL TOOLS (SD 216)

Thu., October 15	8:30 - 12:00	UC 1.102-Bexar
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WORKING WITH DISRUPTIVE PEOPLE (FS 104)

Wed., September 23	12:00 - 4:00	UC 2.03.08-Anaqua
Fri., October 23	12:00 - 4:00	UC 2.03.08-Anaqua

SUPERVISORY

CREATIVE LEADERSHIP EXPLORATION

(PART 1 - SU 351; PART 2 - SU 352)

*** (Enroll in Part 1 and Training staff will enroll you in Part 2.) ***

PART 1	SU 351	Tue., November 3 and Tue., November 10	9:00 - 12:00	RWC 2.214-Texas
PART 2	SU 352	Tue., November 10	9:00 - 12:00	RWC 2.214-Texas

DIFFICULT DISCUSSIONS - MUST ATTEND ALL 3 SESSIONS

SU 525	Thu., September 3	8:30 - 12:00	UH 1.106
SU 526	Thu., September 10	8:30 - 12:00	UH 1.106
SU 527	Thu., September 17	8:30 - 12:00	UH 1.106

DiSC - TEAM BUILDING/INTERPERSONAL SKILLS (SU 300)

Tue., October 20 8:30 - 12:00 FS 1.402-Downtown

DISCRIMINATION & SEXUAL HARASSMENT- YOUR ROLE & RESPONSIBILITIES AS A SUPERVISOR (SU 317)

Wed., September 9 8:30 - 12:00 UC 1.102-Bexar
 Wed., October 14 8:30 - 12:00 FS 1.402-Downtown
 Thu., December 10 8:30 - 12:00 UH 1.106

DISCRIMINATION PREVENTION: APPLIED LEARNING SCENARIOS (SU 330)

****Must have completed SU 317 in the past two years****

Wed., September 30 9:00 - 12:00 UH 1.106
 Thu., October 29 9:00 - 12:00 FS 1.402-Downtown
 Wed., November 11 9:00 - 12:00 UC 1.102-Bexar

EAP-AN OVERVIEW OF SERVICES FOR SUPERVISORS (SU 517)

Wed., October 14 10:00 - 11:00 FS 1.402-Downtown
 Thu., October 22 10:00 - 11:00 UC 2.01.26-Pecan

HIRING AT UTSA - A 3-STEP PROCESS TO SUCCESS

SU 512 - HIRING AT UTSA - STEP 1. RECRUITING & SELECTION

Wed., October 21 8:30 - 12:00 UC 1.102-Bexar

SU 513 - HIRING AT UTSA - STEP 2. STARS HIRING PROCESS

Wed., November 11 8:30 - 12:00 UC 2.01.24-Mesquite

SU 514 - HIRING AT UTSA - STEP 3. BEHAVIORAL INTERVIEWING

Wed., December 2 8:30 - 12:00 UC 1.102-Bexar

LEADERSHIP YOGA (SU 353)

Thu., October 22 2:00 - 4:30 RWC 2.234-Rowdy Studio

PERFORMANCE EVALUATION-ASSESSMENT/CONDUCTING REVIEW (SU 316)

Wed., December 9 10:00 - 11:30 UC 2.02.12-Willow
 Wed., December 9 2:00 - 3:30 UC 2.02.12-Willow
 Tue., December 8 2:30 - 4:00 FS 1.402-Downtown

SUPERVISORY (cont.)

RISK MANAGEMENT & INSURANCE FOR SUPERVISORS (SU 350)

Tue., September 29	10:30 - 12:00	UC 2.03.08-Anaqua
Tue., November 3	1:00 - 2:30	UC 2.03.06-Ash
Tue., December 8	10:30 - 12:00	UC 2.03.08-Anaqua

Ad Hoc sessions are also available. Contact John DeLaHunt at ext. 4420 to schedule.

SUPERVISORY CASE STUDIES

Prerequisite: Must have completed the Supervisory Series (SU 500-SU 505).

PROMOTING FAIRNESS (SU 304)

Tue., September 15	9:00 - 12:00	UC 1.102-Bexar
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BUILDING TRUST (SU 305)

Tue., October 6	9:00 - 12:00	FS 1.402-Downtown
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WORKING THRU OTHERS (SU 306)

Tue., November 3	9:00 - 12:00	UC 1.102-Bexar
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POSITIVE WORK ENVIRONMENT (SU 307)

Tue., December 1	9:00 - 12:00	UH 1.106
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SUPERVISORY SERIES

All Classes are held at UH 1.106 from 8:30 to Noon.

Enroll in SU 500, Training Staff will enroll you in SU 501-505

Must attend all 6 sessions and complete project to receive certificate.

Thu., October 1	Leadership Skills for New Supervisors	SU 500
Thu., October 8	Motivation and Team Building for New Supervisors	SU 501
Thu., October 15	Coaching and Delegation for New Supervisors	SU 502
Thu., October 22	Training & Development for New Supervisors	SU 503
Thu., October 29	Practical Applications for New Supervisors I	SU 504
Thu., November 5	Practical Applications II	SU 505
	Individual Project due	

TOOLS FOR MANAGING CORRECTIVE ACTION AND PROGRESSIVE DISCIPLINE (SU 283)

Thu., October 15	8:30 - 12:00	UC 2.01.24-Mesquite
Wed., November 18	8:30 - 12:00	FS 1.402-Downtown

WORK-STUDY PROGRAM SUPERVISOR TRAINING (SU 508)

Fri., September 18	9:00 - 10:30	UC 2.01.40-Chicano
Fri., October 16	9:00 - 10:30	FS 1.402-Downtown
Fri., November 6	9:00 - 10:30	UC 2.01.40-Chicano
Fri., December 11	9:00 - 10:30	FS 1.402-Downtown

SAFETY

ASBESTOS & INDOOR AIR QUALITY AWARENESS (SA 455)

Wed., September 16	9:00 - 11:00	SSB B1.104
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BASIC SAFETY FOR MAINTENANCE & CONSTRUCTION (SA 471)

Thu., December 10	9:00 - 11:00	SSB B1.104
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SAFETY (cont.)

BIOSAFETY (SA 467)



Wed., September 9	1:00 - 3:00	SSB B1.104
Fri., October 16	1:00 - 3:00	SSB B1.104
Thu., November 12	1:00 - 3:00	SSB B1.104
Thu., December 17	1:00 - 3:00	SSB B1.104

BLOODBORNE PATHOGENS (SA 419)



Tue., September 8	10:00 - 11:00	SSB B1.104
Tue., October 13	10:00 - 11:00	SSB B1.104
Tue., November 10	10:00 - 11:00	SSB B1.104
Tue., December 8	10:00 - 11:00	SSB B1.104

CPR / FIRST AID (SA 475)

Tue., September 22	9:00 - 4:00	SSB B1.104
Tue., October 27	9:00 - 4:00	SSB B1.104
Tue., November 24	9:00 - 4:00	SSB B1.104

ERGONOMICS (SA 472)

Tue., September 15	9:00 - 10:30	SSB B1.104
Tue., October 20	9:00 - 10:30	SSB B1.104
Tue., November 17	9:00 - 10:30	SSB B1.104
Tue., December 15	9:00 - 10:30	SSB B1.104

FALL PROTECTION AND SCAFFOLD BUILDING (SA 469)

Thu., October 29	9:00 - 11:00	SSB B1.104
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FIRE SAFETY FOR OFFICE AND HOME (SA 473)

Thu., September 24	10:30 - 12:00	UC 2.03.08-Anaqua
Thu., October 29	1:00 - 2:30	UC 2.03.06-Ash
Thu., December 10	10:30 - 12:00	UC 2.03.08-Anaqua

Ad Hoc sessions are also available. Contact John DeLaHunt at ext. 4420 to schedule.

FORKLIFT TRAINING (SA 442) This course is required prior to operating a UTSA forklift. Additional classes can be scheduled upon request. Contact Safety Office at ext. 5250 for more information.

Mon., September 14	9:00 - 12:00	SSB B1.104
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HAZARD COMMUNICATION AND LABORATORY SAFETY (SA 443) This course is required for new UTSA employees who work with hazardous materials, hazardous chemicals or in laboratory areas.



Thu., September 10	1:00 - 3:30	SSB B1.104
Thu., October 8	1:00 - 3:30	SSB B1.104
Thu., November 5	1:00 - 3:30	SSB B1.104
Thu., December 10	1:00 - 3:30	SSB B1.104

SAFETY (cont.)

HAZARDOUS WASTE GENERATOR TRAINING (SA 401)



Wed., September 9	10:00 - 11:30	SSB B1.104
Tue., October 6	10:00 - 11:30	SSB B1.104
Wed., November 11	10:00 - 11:30	SSB B1.104
Wed., December 9	10:00 - 11:30	SSB B1.104

LASER SAFETY AWARENESS (SA 453) For non-laser users Ad Hoc sessions are available. Contact Jim Lewis at ext. 5807 to schedule.

LASER USER TRAINING (SA 465)



This is a web-based course and is required of all laser users before using a class 3b or 4 laser. Contact Jim Lewis at ext. 5807.

LOCKOUT/TAGOUT, CONFINED SPACE, HOT WORK PERMIT TRAINING (SA 468)

Thu., October 8	9:00 - 11:00	SSB B1.104
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OSHA 10-HOUR CONSTRUCTION SAFETY TRAINING (Must attend all 4 sessions.) Enroll in Part 1 and Training staff will enroll you in the other sessions.

SA 476	Part 1	Tue., November 17	7:00 - 10:00 am	SSB B1.104
SA 477	Part 2	Wed., November 18	7:00 - 10:00 am	SSB B1.104
SA 478	Part 3	Thu., November 19	7:00 - 10:00 am	SSB B1.104
SA 479	Part 4	Fri., November 20	7:00 - 10:00 am	SSB B1.104

PERSONAL & RESPIRATORY PROTECTION (SA 474)

Wed., October 14	9:00 - 11:00	SSB B1.104
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UTSA RADIATION SAFETY TRAINING (SA 433) This session is required by the State of Texas for all personnel working with radioactive materials. Ad Hoc sessions are also available. Contact Jim Lewis at ext. 5807 to schedule.



Thu., September 3	1:00 - 5:00	SSB B1.104
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