

SUMMER 2016



PROFESSIONAL
DEVELOPMENT
& TECHNOLOGY
TRAINING
OPPORTUNITIES

spartanslearn.msu.edu

HUMAN RESOURCES, MSU IT AND LIBRARIES

MICHIGAN STATE
UNIVERSITY

Table of Contents

Professional Development by HR Professional Development Services

Announcements.....	3
elevateU Resources.....	4-5
Business Analysis.....	6
Communication.....	6
Customer Service	6
Finance and Accounting.....	6
Human Resources.....	7
Leadership.....	8
Management.....	8
Operations	9
Personal Development	10

Technology Training by MSU IT

elevateU Resources.....	13
Course Management.....	14
Database Management	15
Desktop Publishing	16
Digital Design & Web Publishing.....	17
Email	19
Graphics.....	20
Information Research Skills	22
Instructional Technology	22
MSU Resources and Information Systems.....	22
Office Applications.....	27
Presentation Tools.....	28
Project Management.....	30
Security.....	31
Spreadsheets.....	31
Q & A.....	34

ANNOUNCEMENTS

Enrollment Instructions

1. Visit ebs.msu.edu and click on EBS Login
 2. Log in with your MSU NetID and password
 3. Click on the ESS tab
 4. Click on the Training Opportunities quick link
 5. Click on one of the Monthly Catalog View, Course Catalog links or use Find to keyword search for your desired class
 6. Click on the class date or the To Registration link of your desired class
 7. Click Book this course
 8. Choose your payment method following the on-screen directions
- Visit spartanslearn.msu.edu for detailed class booking information.

Questions about Classes?

For Professional Development Services classes please call (517) 355-0183.

For MSU IT Training classes please call the MSU IT Service Desk at (517) 432-6200.

Custom Departmental Programs

Are you interested in boosting the skills of a group of employees or an entire unit? Contact Professional Development Services to discuss your needs and develop a plan specifically tailored to address the issues you identify. It could be a class that you have seen in our catalog or a specialized program/series that explores a number of issues. We can bring the program to your location or you can come to us, whatever works best! General learning areas include, but aren't limited to:

- Customer service
- Effective communication
- Conflict management
- Meeting management
- Supervisory or leadership skills
- Accountability issues

Contact Jennie Yelvington at jennie@hr.msu.edu or (517) 884-3798 to discuss program needs, rates and timelines.

Supervisor Approval is Required for Classes

When you enroll in a class in EBS, your supervisor will receive an email notification from the system to approve your attendance in the class. The notification also will appear in their task list in the HR/Payroll Inbox on the home tab. Please follow up with your supervisor to ensure that the approval has been completed in the system prior to the start of the program.

How do I find the list of classes I enrolled in?

1. Visit ebs.msu.edu and click on EBS Login.
2. Log in with your MSU NetID and password.
3. Click on the ESS Tab.
4. Click on the Training Opportunities quick link.
5. In the Navigation bar on the left side of the screen, click on Training Activities under My Learner Account.
6. Now you will be able to view your current enrollments, classes you completed and classes you canceled. Please note that the list includes only programs since the EBS implementation.

As part of our ongoing commitment to your continuing development, Human Resources and MSU IT are pleased to offer an e-learning initiative that can be accessed from the convenience of your computer:

elevateU

Go Further • Online 24/7



With elevateU, current MSU staff & faculty can access a diverse library of content, including:

- Courses and simulations
- Videos
- Books
- Certification test prep materials

There are programs that cover leadership, IT & desktop, finance, human resources, change management, project management, interpersonal skills and much more. Utilize the resources as reference tools to help answer your day-to-day job questions or as part of your ongoing personal and professional development. Many of the courses are even approved for Continuing Education credits!



To access elevateU, simply log into EBS, go to your ESS tab and click on Professional Development, then click on elevateU.

Check out these resources available at no cost through elevateU, in addition to instructor-led course offerings, to help enhance your learning and development experience.

BUSINESS ANALYSIS

- Managing Customer-Driven Process Improvement
- Mapping and Measuring Processes
- Introduction to Business Analysis Planning

COMMUNICATION

- Effective Team Communication
- Communicating with Professionalism and Etiquette
- Communicating across Cultures
- Writing for Business
- Business Grammar
- Managing Meetings for Productivity and Effectiveness
- And more!

CUSTOMER SERVICE

- Customer Advocacy: Communicating to Build Trusting Customer Relationships
- Customer Service Fundamentals: Building Rapport in Customer Relationships
- Customer Service over the Phone
- And more!

FINANCE AND ACCOUNTING

- Principles of Accounting and Finance for Non-Financial Professionals
- Basic Accounting Principles and Framework
- And more!

HUMAN RESOURCES

- Recruiting Talent
- Conducting Interviews: Asking the Right Questions
- Hiring Strategic Thinkers
- Hiring a New Employee
- Risk Management: Workplace Safety, Security and Privacy
- And more!

LEADERSHIP

- The Benefits and Challenges of Engaging Your Employees
- Inspiring Your Team
- Developing a High Performance Organization
- The Voice of Leadership: Effective Leadership Communication Strategies
- Cross-Functional Team Fundamentals
- And more!

MANAGEMENT

- Managing Fairly
- Managing Workforce Generations: Working with the 21st Generation Mix
- The Art of Effective Coaching
- And more!

PROJECT MANAGEMENT

- Project Management for Non-Project Managers
- Managing Projects within Organizations
- IT Project Management Essentials
- And more!

PERSONAL DEVELOPMENT

- Improving Your Emotional Intelligence Skills: Self Awareness and Self-Management
- Emotional Intelligence at Work Simulation
- Balancing Your Responsibilities
- Optimizing Your Work Life Balance: Taking Control of Your Stress
- Time Management: Avoiding Time Stealers
- Coping with Information Overload
- Prioritizing Personal and Professional Responsibilities
- Working for Your Inner Boss: Personal Accountability

COMMUNICATION

CRUCIAL CONVERSATIONS®

Wednesday August 3 and Thursday August 4, 8:30 a.m. – 4:30 p.m.

By learning how to speak and be heard (and encouraging others to do the same), you'll begin to surface the best ideas, make the highest-quality decisions, and then act on your decisions with unity and commitment. Learn step-by-step tools for promoting open, honest dialogue around high-stakes, emotional or risky topics—at all levels of your organization. Role plays and interactive scenarios allow participants to practice the skills learned.

Presenter: *Kathie Elliott and Christy Turner, MSU Human Resources*

Investment: *\$250.00 (includes extensive participant materials)*

CUSTOMER SERVICE

THE SPARTAN EXPERIENCE

Tuesday, June 14, 8:30 a.m. – 4:30 p.m., or Tuesday, August 2, 8:30 a.m. – 4:30 p.m.

We must continually ask how Michigan State University will truly differentiate itself from the competition and thrive into the future. What will make the difference? Simply put, SPARTANS WILL. You will make the difference. This high-energy program is designed by Spartans for Spartans. Its goal is to inspire and build a high performance service mindset in all MSU team members to Deliver Outstanding Spartan Experiences with pride in everything we do and to all we serve.

Presenters: *MSU staff members from a variety of campus units*

Investment: *Free*

ACHIEVING SERVICE EXCELLENCE

Wednesday, July 20, 1:00 p.m. – 4:30 p.m.

To achieve service excellence, many things have to be in place: leaders have to create a service oriented culture, employees have to be on board with the mission of the organization, and your systems have to be focused on being easy to do business with. This session provides an overview of what great service looks like and how to achieve that level of service. Participants walk away from this program with new ideas on how to enhance service and with new skills for implementing those ideas immediately.

Presenter: *Mitzi Taylor, Not So Basic Training*

Investment: *\$105*

FINANCE AND ACCOUNTING

PAYMENTS TO NON-RESIDENT ALIENS & FOREIGN VENDORS

Thursday, August 4, 8:30 a.m. - 12:00 p.m.

This session provides key information about making payments to non-U.S. vendors and individuals. Topics will include how to identify non-resident aliens and foreign vendors, visas, payment types, professional services contracts, U.S. taxes on payments, tax treaties and processing disbursement vouchers for payment.

Presenter: *Ethel Hatton, MSU Accounting Office*

Investment: *Free*

UNIT BUDGET PLANNING FOR FY 2016-17

Wednesday, June 15, 1:00 p.m. - 4:00 p.m.

This training session will give you the tools to enter data in Cognos Contributor to develop unit budgets. This system will be used for fiscal year 2016-17 budget planning for the general fund.

Presenters: *MSU OPB Staff*

Investment: *Free*

Target Audience: *Please check with your MAU fiscal officer prior to enrolling in this program.*

EBS FINANCIAL SYSTEM - ROLES/ONBOARDING

Friday, May 20, 8:30 a.m. – 11:00 a.m., or Thursday, June 16, 8:30 a.m. – 11:00 a.m., or Tuesday, July 19, 8:30 a.m. – 11:00 a.m., or Tuesday, August 16, 8:30 a.m. – 11:00 a.m.

Are you new to MSU and/or to a financial role? The intent of this session is to answer the question: Where do I start? You have a vast toolbox at your disposal. This session will identify all of the tools and provide a guide to your training resources.

Presenters: *Controller's Office management staff*

Investment: *Free*

ACCOUNTING IN EBS

Thursday, August 25, 8:30 a.m. – 4:30 p.m.

This interactive session will provide you the opportunity to learn about key accounting concepts and how to apply them to the finance system, including: accounting basics, funds, sub-funds, object codes, workflow, internal controls, reporting basics and more.

Presenters: *Lee Hunter and Ethel Hatton, MSU Accounting Office*

Investment: *\$25*

Note: *This session was formerly titled "MSU Accounting in EBS" and "Accounting 101." This class will serve as a prerequisite for future MSU accounting training programs. All Fiscal Officers are strongly encouraged to attend.*

HUMAN RESOURCES**CERTIFIED HUMAN RESOURCES SPECIALIST**

Wednesdays, August 3, August 10, August 17, and August 24 8:30 a.m. – 4:30 p.m.; and Wednesday, August 31, 8:30 a.m. – 4:00 p.m.

Interested in the world of human resources? In this five-session series participants will receive fundamental knowledge to be a successful HR professional. Pass a take-home exam to achieve CHRS certification.

Presenter: *Tina Riley, Ph.D., MSU School of Human Resources and Labor Relations*

Investment: *\$800.00*

FOUNDATIONS OF STUDENT EMPLOYEE SUPERVISION CERTIFICATE SERIES

This four-session series is designed for MSU staff who wish to enhance their skills in supervising and leading student employees. This series focuses on skill building and understanding the unique needs and challenges inherent in overseeing the work of student employees.

HIRING STUDENT EMPLOYEES AT MSU

Tuesday, June 21 - 9:00 a.m. - 12:00 p.m.

Presenter: *Cheleane Clerkley, MSU Human Resources*

Investment: *Free*

PROHIBITED HARASSMENT: STUDENT EMPLOYEES

Tuesday, June 21, 1:00 p.m. – 4:00 p.m.

Presenters: *Office of Institutional Equity staff*

Investment: *Free*

FOUNDATION OF STUDENT EMPLOYEE SUCCESS: SUPERVISING STUDENT EMPLOYEES

Thursday, June 23, 9:00 a.m. - noon

Presenter: *Debra Nelson Dunbar, Indiana University*

Investment: *\$100*

MOTIVATING STUDENT EMPLOYEES

Thursday, June 23, 1:00 p.m. -4:00 p.m.

Presenter: Debra Nelson Dunbar, Indiana University

Investment: \$100

Participants wishing to receive the series Certificate of Completion must attend all four sessions. However, also may take individual courses. Lunch will be provided for those attending both morning and afternoon sessions. To see course descriptions and to enroll, log in at www.ebs.msu.edu.

FACULTY RAISE PROCESS

Wednesday, July 27, 1:00 p.m. – 4:00 p.m.

This class will give you the tools to enter data for Merit, College, Promotion and Provost Market increases for non-union faculty as well as Merit and College increases for union faculty. This system will be used for the October 2016 raise data.

Presenters: MSU OPB and MSU HR Staff

Investment: Free

Target Audience: Please check with your MAU fiscal officer prior to enrolling in this program

LEADERSHIP**BOOSTING TEAM PERFORMANCE**

Thursday, June 30, 8:30 a.m. – noon

Developing a shared vision of success is a critical factor in driving team performance. Methods of building trust, setting goals and providing feedback to help enhance employee engagement and working relationships will be shared. Practical, critical tools are provided to enhance the long-term success of your team.

Presenter: Tina Riley, Ph.D., MSU School of Human Resources and Labor Relations

Investment: \$115.00

CRUCIAL ACCOUNTABILITY®

Wednesday, June 15 and Thursday, June 16, 8:30 a.m. – 4:30 p.m.

This two-day course teaches a step-by-step process for enhancing accountability, improving performance and ensuring execution. A combination of role plays and interactive scenarios allows participants to practice how to talk about violated expectations in a way that solves problems, improves relationships and improves team and organizational effectiveness.

Presenter: Todd Bradley, MSU Human Resources

Investment: \$250 (includes extensive participant materials)

MANAGEMENT**NEW SUPERVISOR ESSENTIALS**

Thursday, June 23, 8:30 a.m. – 4:30 p.m., or Tuesday, August 2, 8:30 a.m. – 4:30 p.m.

This session is designed to provide new supervisors at MSU with support and information to create a strong foundation as a leader in this organization. Content includes an overview of helpful resources, administering employee relations, the performance process, engaging your team, a panel of current MSU supervisors and more.

Presenters: Jennie Yelvington and Amy Holda, MSU Human Resources

Investment: Free

Target Audience: Recently appointed or newly hired supervisors and managers

SUPERVISOR STRATEGIES FOR PERFORMANCE PLANNING

Tuesday, June 28, 8:30 a.m. – 11:30 a.m., or Wednesday, August 17, 1:00 p.m. – 4:00 p.m.

As a supervisor, it is important that you sufficiently prepare and work collaboratively with your employee to make the Performance Planning portion of Performance Excellence successful. In this program, you can expect to learn strategies to link university and departmental priorities to the employee's role, clarify expectations, write effective SMART goals, identify skill gaps, create a development plan and increase engagement in the process.

Presenter: MSU HR staff

Investment: Free

CORE COMPETENCIES FOR SUPERVISORS

Wednesday, July 20, 8:30 a.m. – 12:00 p.m.

Frontline supervisors are a main determinant of overall performance, retention and morale in an organization. Several recent studies have shown that a leading cause of employee dissatisfaction and turnover is not due to compensation (as typically thought), but by the relationship between the employee and their direct supervisor. In this session, we will explore how your role as supervisor adds value to the organization, how to successfully move from peer to supervisor, and how to build communication skills, motivate and give effective feedback.

Presenter: Mitzi Taylor, Not So Basic Training

Investment: \$105.00

OPERATIONS**QUERY STUDIO**

Wednesday, May 11, 1:30 p.m. – 4:30 p.m., or Tuesday, June 21, 1:30 p.m. – 4:30 p.m., or Wednesday, July 20, 1:30 p.m. – 4:30 p.m., or Wednesday, August 10, 1:30 p.m. – 4:30 p.m.

Query Studio is an ad hoc reporting tool that can be used to produce queries against enterprise data. Participants will be granted access to Query Studio upon completion of training. Additional ARM forms and approval to access specific data sets may be required.

Presenters: MSU Data Services Team

Investment: Free

Location: B110H Wells Hall

Pre-requisites: You must have access to finance and/or HR data as a result of a valid and current role in the EBS system. You must bring a signed ARM form to class; the form will be provided to you upon class enrollment.

MSU TRAVEL 101

Thursday, June 2, 8:30 a.m. – 4:30 p.m.

This class is designed for employees who have been processing university business travel for less than nine months. Topics covered: travel contracts, authorizations, reservation processes and services, reimbursements, per-diem calculations, exchange rates, cash advances and more. Processing documents in EBS will be included.

Presenter: Debbie Gulliver, MSU Travel Office

Investment: \$25

RECORDS MANAGEMENT AND RETENTION AT MSU

Wednesday, June 8, 2:30 p.m. – 4:30 p.m.

Learn the rules, regulations and strategies to help manage university records. Class will cover both electronic and print documents. Bring questions and scenarios to ensure your unit is in compliance with administrative and legal records management requirements.

Presenters: Staff from University Archives and Historical Collections

Investment: Free

MSU TRAVEL: INTERMEDIATE

Wednesday, June 22, 8:30 a.m. - noon

Brush up on your knowledge of and discover updates and changes to university travel policies, procedures and programs. Topics of highest importance, as identified by university travel arrangers and administrators, will be discussed: university travel policy updates, travel programs, processing travel advances, foreign currency conversion, calculating M&IE, mobile apps, and Fly America Act. Additionally, review and discussion of pre-trip authorizations and travelers database will be included.

Presenter: Debbie Gulliver, MSU Travel Office

Investment: Free

Targeted Audience: MSU travel arrangers and administrators with at least one year experience in these roles; must have completed MSU Travel 101.

PERSONAL DEVELOPMENT**BOOST YOUR CAREER**

Thursday, June 16 1:30 p.m. - 4:30 p.m.

Learn how to define and establish professional development goals and use the self-paced, online learning resource, elevateU, to achieve those goals and boost your career.

Presenters: Christy Turner, MSU Human Resources

Investment: Free

MSU IT Electronic List Service

MSU IT offers a ListServ you can subscribe to for access to schedules, fliers and announcements of new classes.

To subscribe, send an email to listserv@list.msu.edu with the following in the body of the email:

SUBSCRIBE train FirstName LastName (Please note this is an example and FirstName and LastName are placeholders for your own name.)

You will be sent a confirmation email and will need to reply according to the instructions given in the email. For questions, please call MSU IT Service Desk at (517) 432-6200 or (844) 678-6200 toll free.

eCommerce at MSU

CASHNet is the only pre-approved e-commerce solution that MSU units may use. No contract or agreement for payment acceptance may be entered into unless the contract is approved by the Cashier's Office. Units that engage outside organizations to collect payments on MSU's behalf risk having their operation suspended.

CASHNet is a hosted solution that moves MSU's transmission/storage of payment card data to off-campus servers. CASHNet is used by over two hundred units on campus, including everything from tuition payments to the MSU Extension Bookstore. MSU and each merchant are still responsible for complying with the Payment Card Industry Data Security Standard (PCI DSS).

For eCommerce, two options are available to MSU departments:

- **CASHNet eMarket Storefront stores.** Non-programmers can create an online web storefront for their customers to use. Many units use this for conference registrations, invoices, etc.
- **CASHNet eMarket Checkout stores.** Units with applications may use the checkout option, passing data to CASHNet, and receiving data back from CASHNet to update departmental databases. Tuition, parking and admissions use this feature.

More Info:

- The CASHNet at MSU website has lots of info on CASHNet, including sample stores, [training](#), new release info, etc., see paymentsupport.ais.msu.edu/cashnetatmsu.asp (MSU IT - University Systems Support).
- Information about PCI, card swipes and other documents related to credit card processing at MSU are available at the Cashier's Office. See ctlr.msu.edu/CreditCard or call (517) 353-5023.

Faculty Fee Waiver - Registration & Payment

Faculty can register for training online through EBS. Eligible classes will offer Faculty Fee Waiver as a payment option. Phone registration is also available by calling (517) 884-3000.

1. Visit ebs.msu.edu and click the "EBS Login" tab.
2. Log in using your MSU NetID and password.
3. Click on the "ESS" tab.
4. Click on the "Training Opportunities" quick link.
5. Click on one of the links under "Course Catalog" or use the "Find" box to search for keywords.
6. Click on the class name/date link or the "To Registration" link for the desired class. (If a class is not offered or if the dates don't fit your schedule, you can use the "Prebook" link on the course page. Prebookings will appear in your Messages and Notes section in EBS when classes become available.)
7. Click "Book this course." (If a class is full, you can select "Book on Waitlist." If space becomes available, you will receive email notification.)
8. Choose your payment method following the on-screen directions. Click Continue.
9. "Success!" displays at the top of the page once you've registered.
10. Click the "Training Home" link to view the class in the "My Training Activities" section.

New Horizons - New Location and Portal

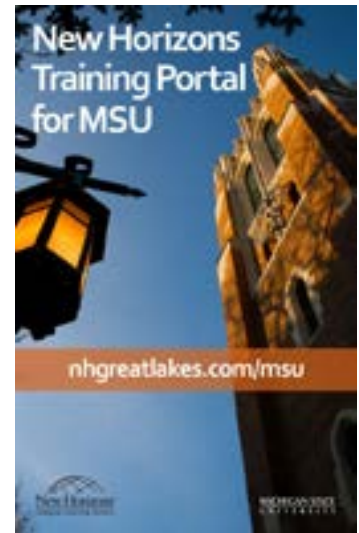
Michigan State University has been partnering with New Horizons in Lansing for several years to provide a broad range of technical training, desktop applications, ITIL training and programming language courses for MSU employees.

New Horizons Lansing Location:

1146 South Washington Ave.
(corner of Washington Ave. & South Street)
Suite A-B
Lansing, MI 48910

New Horizons is still less than 15 minutes away from MSU and offers more than 2,500 courses. Most of their classes are using the Online-Live method of delivery, with a few of the traditional instructor-led classes. Online-Live courses are taught by instructors at another location with attendees participating virtually. While we recommend that you get away from your office and attend the online class at New Horizons, you also have the option of taking the class from any other location with a computer.

Please visit the New Horizons Technology Training Portal for additional training dates and times: nhgreatlakes.com/msu



Check out these resources available through elevateU, in addition to instructor-led course offerings, to help enhance your learning and development experience.

DESKTOP PROGRAMS

- Microsoft Office 2003, 2007, 2010, 2013: Beginning and Advanced levels in Word, Excel, Access, PowerPoint, Outlook
- Microsoft Project
- Internet Explorer 7, 8, 9
- Adobe
- Crystal Reports
- Apple MAC OS X
- Apple Safari X
- Social Networking
- And many more!

elevateU

Go Further • Online 24/7



INFORMATION TECHNOLOGY PROFESSIONAL RESOURCES

- Business Skills for the IT Professional (Project Management, Business Analysis and more)
- Enterprise Database Systems Solutions (Oracle, Microsoft SQL and more)
- Enterprise Resource Planning Systems and Solutions (Oracle 11i, SAP and more)
- Internet and Network Technologies and Solutions (Cisco, CompTIA, Network Protocols,
- Operating Systems and Server Technologies (Linux Professional Institute (LPI), Novell SUSE Linux, Microsoft Sharepoint, MS Windows, and more)
- Web Design (Adobe, Scripting and Web Languages, and more)

IT CERTIFICATION PREPARATION /CONTINUING EDUCATION PROGRAMS

- Cisco
- CompTIA
- Microsoft
- Oracle
- Linux Professional Institute
- ITIL
- Project Management Institute (PMI)
- And many more!

To access elevateU:

Log into EBS at **ebs.msu.edu**, go to your **ESS tab** and click on **Professional Development**, then click on **elevateU** under Training Opportunities.

COURSE MANAGEMENT

Desire2Learn (D2L) is MSU's current centrally-supported Learning Management System. D2L training courses offer a widespread introduction to the system and creating and managing content, as well as training on specialized topics, including the D2L gradebook, assessment tools, communication tools, and customization options. MSU continues to support ANGEL questions about conversions from ANGEL to D2L. Questions regarding D2L training should be directed to the DLS Helpdesk at 1 (800) 500-1554 or (517) 355-2345.

DESIRE2LEARN ADVANCED FEATURES

June 14, 1:00 p.m. – 3:00 p.m.

July 13, 10:00 a.m. – noon

August 10, 1:00 p.m. – 3:00 p.m.

Location: Main Libr Beaumont Instr Room

Location: Main Libr Basement Instr Room

Investment: \$51.00

DESIRE2LEARN ASSESSMENTS

June 2, 10:00 a.m. – noon

July 7, 1:00 – 3:00 p.m.

August 3, 10:00 a.m. – noon

Location: Main Libr Basement Instr Room

Investment: \$51.00

DESIRE2LEARN INTRODUCTION

June 8, 1:00 p.m. – 4:00 p.m.

June 16, 9:00 a.m. – noon

June 28, 1:00 p.m. – 4:00 p.m.

July 12, 9:00 a.m. – noon

July 28, 1:00 p.m. – 4:00 p.m.

August 4, 9:00 a.m. – noon

August 16, 1:00 p.m. – 4:00 p.m.

Location: Main Libr Basement Instr Room

Investment: \$74.00

DESIRE2LEARN GRADEBOOK

June 21, 10:00 a.m. -- noon

July 14, 1:00 p.m. – 3:00 p.m.

August 2, 1:00 p.m. – 3:00 p.m.

Location: Main Libr Basement Instr Room

Investment: \$51.00

DESIRE2LEARN STAFF INTRODUCTION

June 22, 10:00 a.m. – noon

July 6, 1:00 p.m. – 3:00 p.m.

August 11, 10:00 a.m. – noon

Location: Main Libr Basement Instr Room

Investment: \$51.00

ZOOM / ADOBE PRESENTER / MEDIASPACE

June 30, 1:00 p.m. – 4:00 p.m.

July 27, 9:00 a.m. – noon

August 9, 1:00 p.m. – 4:00 p.m.

Location: Main Libr Basement Instr Room

Investment: \$74.00

DATABASE MANAGEMENT

The database courses will provide you with a solid foundation in creating, designing and working with an Access Database, as well as maximize the potential of SQL (Structured Query Language). For more New Horizons class dates, please check the website nhgreatlakes.com/msu.

ACCESS 2010 - PART 1

June 16 & 17, 9:00 a.m. – 5:00 p.m.

July 21 & 22, 9:00 a.m. – 5:00 p.m.

August 11 & 12, 9:00 a.m. – 5:00 p.m.

Location: Online Live, New Horizons, Lansing

Investment: \$380.00

ACCESS 2010 - PART 2

June 30 and July 1, 9:00 a.m. – 5:00 p.m.

July 25 & 26, 10:00 a.m. – 6:00 p.m.

August 18 & 19, 9:00 a.m. – 5:00 p.m.

Location: Online Live, New Horizons, Lansing

Investment: \$380.00

ACCESS 2010 - PART 3

Please check <http://nhgreatlakes.com/msu> for current class dates

Investment: \$190.00

ACCESS 2013 - PART 1

June 6 & 7, 9:00 a.m. – 5:00 p.m.

July 6 & 7, 9:00 a.m. – 5:00 p.m.

August 10 & 11, 9:00 a.m. – 5:00 p.m.

Location: Online Live, New Horizons, Lansing

Investment: \$380.00

ACCESS 2013 - PART 2

June 8 & 9, 9:00 a.m. – 5:00 p.m.

July 25 & 26, 9:00 a.m. – 5:00 p.m.

August 15 & 16, 9:00 a.m. – 5:00 p.m.

Location: Online Live, New Horizons, Lansing

Investment: \$380.00

QUERYING MICROSOFT SQL SERVER 2012

Please check nhgreatlakes.com/msu for current class dates

SQL QUERYING - LEVEL 1

June 1, 9:00 a.m. – 5:00 p.m.

July 29, 9:00 a.m. – 5:00 p.m.

August 4, 9:00 a.m. – 5:00 p.m.

Location: Online Live, New Horizons, Lansing

Investment: \$250.00

SQL QUERYING - LEVEL 2

June 17, 10:00 a.m. – 6:00 p.m.

July 11, 9:00 a.m. – 5:00 p.m.

August 5, 9:00 a.m. – 5:00 p.m.

Location: Online Live, New Horizons, Lansing

Investment: \$250.00

DESKTOP PUBLISHING

Desktop publishing courses will provide users with the necessary tools for creating office publications. Topics will involve design elements, styles and layout, and publishing. For more New Horizons class dates, please check the website nhgreatlakes.com/msu.

ADOBE ACROBAT XI – PART 1

July 8, 9:00 a.m. – 5:00 p.m.

Location: Online Live, New Horizons, Lansing

Investment: \$250.00

ADOBE ACROBAT XI – PART 2

July 8, 9:00 a.m. – 5:00 p.m.

August 9, 9:00 a.m. – 5:00 p.m.

Location: Online Live, New Horizons, Lansing

Investment: \$250.00

ADOBE INDESIGN CS6 – PART 1

June 20 & 21, 9:00 a.m. – 5:00 p.m.

July 7 & 8, 9:00 a.m. – 5:00 p.m.

August 25 & 26, 9:00 a.m. – 5:00 p.m.

Location: Online Live, New Horizons, Lansing

Investment: \$500.00

ADOBE INDESIGN CS6 – PART 2

June 23 & 24, 9:00 a.m. – 5:00 p.m.

July 14 & 15, 9:00 a.m. – 5:00 p.m.

August 30 & 31, 9:00 a.m. – 5:00 p.m.

Location: Online Live, New Horizons, Lansing.

Investment: \$500.00

DIGITAL DESIGN & WEB PUBLISHING

The website development courses listed below provide a basic understanding of web development, from learning the stages of site organization and design with a visual interface (WYSIWIG), to writing code and adding security components to your site. For more New Horizons class dates, please check the website nhgreatlakes.com/msu.

ACCESSIBLE WEB DESIGN

July 14, 8:00 a.m. – noon

Location: 210 Computer Center

Investment: \$94.90

ADOBE FLASH CS6 – PART 1

June 7 & 8, 9:00 a.m. – 5:00 p.m.

August 8 & 9, 9:00 a.m. – 5:00 p.m.

Location: Online Live, New Horizons, Lansing

Investment: \$500.00

ADOBE FLASH CS6 – PART 2

June 9 & 10, 9:00 a.m. – 5:00 p.m.

August 11 & 12, 9:00 a.m. – 5:00 p.m.

Location: Online Live, New Horizons, Lansing

Investment: \$500.00

CASCADE SERVER CONTENT MANAGER

June 15, 8:00 a.m. – noon

August 9, 1:00 – 5:00 p.m.

Location: 210 Computer Center

Investment: \$92.40

CASCADE SERVER CONTENT MANAGER ADVANCED

June 29, 1:00 p.m. – 5:00 p.m.

August 23, 8:00 a.m. -- noon

Location: 210 Computer Center

Investment: \$92.40

CENTRAL SERVICES FOR WEB DEVELOPERS

This class is offered on a request basis only. Students MUST have access to the MSU IT Public Web Server. To register, call the MSU IT Service Desk at (517) 432-6200.

Investment: Free

CREATING ACCESSIBLE DOCUMENTS AND CONTENT

June 9, 8:00 a.m. – noon

Location: 210 Computer Center

Investment: \$94.90

CREATING ACCESSIBLE PDF DOCUMENTS

August 3, 1:00 p.m. – 5:00 p.m.

Location: 210 Computer Center

Investment: \$94.90

D6501: PROGRAMMER'S INTRODUCTION TO WEB SECURITY USING D6501

This class is offered on a request basis only. Students MUST have access to the MSU IT Public Web Server. To register, call the MSU IT Service Desk at (517) 432-6200.

Investment: Free

DREAMWEAVER CS6 - PART 1

June 9 & 10, 10:00 a.m. – 6:00 p.m.

August 1 & 2, 9:00 a.m. – 5:00 p.m.

Location: Online Live, New Horizons, Lansing

Investment: \$500.00

DREAMWEAVER CS6 - PART 2

June 13 & 14, 10:00 a.m. – 6:00 p.m.

August 4 & 5, 9:00 a.m. – 5:00 p.m.

Location: Online Live, New Horizons, Lansing

Investment: \$500.00

INTRODUCTION TO WEB ACCESSIBILITY

This is an online Desire2Learn tutorial course.

To access go to d2l.msu.edu

Login with MSU NetID and Password

Click the Self Registration tab; click Self Enroll.

Investment: Free

QUERYING MICROSOFT SQL SERVER 2012

June 1, 9:00 a.m. – 5:00 p.m.

July 29, 9:00 a.m. – 5:00 p.m.

August 4, 9:00 a.m. – 5:00 p.m.

Location: Online Live, New Horizons, Lansing

Investment: \$1,862.50

SQL QUERYING - LEVEL 1

June 1, 9:00 a.m. – 5:00 p.m.

July 29, 9:00 a.m. – 5:00 p.m.

August 4, 9:00 a.m. – 5:00 p.m.

Location: Online Live, New Horizons, Lansing

Investment: \$250.00

SQL QUERYING - LEVEL 2

SQL QUERYING - LEVEL 2

June 17, 10:00 a.m. – 6:00 p.m.

July 11, 9:00 a.m. – 5:00 p.m.

August 5, 9:00 a.m. – 5:00 p.m.

Location: Online Live, New Horizons, Lansing

Investment: \$250.00

WEB DESIGN W/ HTML5 & CSS3 – LEVEL 1

June 23, 9:00 a.m. – 5:00 p.m.

July 20, 9:00 a.m. – 5:00 p.m.

August 19, 9:00 a.m. – 5:00 p.m.

Location: Online Live, New Horizons, Lansing

Investment: \$250

WEB DESIGN W/ HTML5 & CSS3 – LEVEL 2

June 24, 9:00 a.m. – 5:00 p.m.

August 23, 9:00 a.m. – 5:00 p.m.

Location: Online Live, New Horizons, Lansing

Investment: \$250

EMAIL

Courses on electronic mail allow users to begin with the basics of email and then graduate to more advanced features such as creating folders, distribution lists, rules, and working with calendars. For more New Horizons class dates, please check the website nhgreatlakes.com/msu.

OUTLOOK 2010 - PART 1

June 1, 9:00 a.m. – 5:00 p.m.

July 6, 9:00 a.m. – 5:00 p.m.

August 16, 9:00 a.m. – 5:00 p.m.

Location: Online Live, New Horizons, Lansing

Investment: \$190.00

OUTLOOK 2010 - PART 2

June 27, 9:00 a.m. – 5:00 p.m.

July 12, 9:00 a.m. – 5:00 p.m.

August 31, 9:00 a.m. – 5:00 p.m.

Location: Online Live, New Horizons, Lansing

Investment: \$190.00

OUTLOOK 2013 - PART 1

June 14, 9:00 a.m. – 5:00 p.m.

July 15, 9:00 a.m. – 5:00 p.m.

August 2, 9:00 a.m. – 5:00 p.m.

Location: Online Live, New Horizons, Lansing

Investment: \$190.00

OUTLOOK 2013 - PART 2

June 29, 9:00 a.m. – 5:00 p.m.

July 19, 9:00 a.m. – 5:00 p.m.

August 4, 9:00 a.m. – 5:00 p.m.

Location: Online Live, New Horizons, Lansing

Investment: \$190.00

OUTLOOK 2016 - PART 1

July 13, 9:00 a.m. – 5:00 p.m.

Location: Online Live, New Horizons, Lansing

Investment: \$190.00

OUTLOOK 2016 - PART 2

July 21, 9:00 a.m. – 5:00 p.m.

Location: Online Live, New Horizons, Lansing

Investment: \$190.00

GRAPHICS

Courses on electronic mail allow users to begin with the basics of email and then graduate to more advanced features such as creating folders, distribution lists, rules, and working with calendars. For more New Horizons class dates, please check the website nhgreatlakes.com/msu.

ADOBE ILLUSTRATOR CS6 – PART 1

June 20 & 21, 9:00 a.m. – 5:00 p.m.

July 12 & 13, 9:00 a.m. – 5:00 p.m.

August 17 & 18, 9:00 a.m. – 5:00 p.m.

Location: Online Live, New Horizons, Lansing

Investment: \$500.00

ADOBE ILLUSTRATOR CS6 – PART 2

June 22 & 23, 10:00 a.m. – 6:00 p.m.

August 22 & 23, 9:00 a.m. – 5:00 p.m.

Location: Online Live, New Horizons, Lansing.

Investment: \$500.00

ADOBE PHOTOSHOP CS6 – PART 1

June 8 & 9, 9:00 a.m. – 5:00 p.m.

July 11 & 12, 9:00 a.m. – 5:00 p.m.

August 4 & 5, 10:00 a.m. – 6:00 p.m.

Location: Online Live, New Horizons, Lansing

Investment: \$500.00

ADOBE PHOTOSHOP CS6 – PART 2

June 15 & 16, 9:00 a.m. – 5:00 p.m.

July 14 & 15, 9:00 a.m. – 5:00 p.m.

Location: Online Live, New Horizons, Lansing

Investment: \$500.00

VISIO PROFESSIONAL 2010 – LEVEL 1

January 21, 9:00 a.m. – 5:00 p.m.

March 7, 9:00 a.m. – 5:00 p.m.

Location: Online Live, New Horizons, Lansing

Investment: \$250.00

VISIO PROFESSIONAL 2010 – LEVEL 2

June 15 & 16, 9:00 a.m. – 5:00 p.m.

July 14 & 15, 9:00 a.m. – 5:00 p.m.

Location: Online Live, New Horizons, Lansing

Investment: \$250.00

VISIO PROFESSIONAL 2013 – PART 1

June 8, 9:00 a.m. – 5:00 p.m.

July 12, 9:00 a.m. – 5:00 p.m.

August 15, 9:00 a.m. – 5:00 p.m.

Location: Online Live, New Horizons, Lansing

Investment: \$250.00

VISIO PROFESSIONAL 2013 – PART 2

June 28, 9:00 a.m. – 5:00 p.m.

July 18, 9:00 a.m. – 5:00 p.m.

August 24, 9:00 a.m. – 5:00 p.m.

Location: Online Live, New Horizons, Lansing

Investment: \$250.00

INFORMATION RESEARCH SKILLS

Extend the boundaries of your information environment and discover valuable research shortcuts. The MSU Libraries offer a number of courses to enhance your information research skills--and save you time!

Note: Seating is limited. Please visit <http://classes.lib.msu.edu> to reserve a place.

ENDNOTE X6 AND ENDNOTE WEB ONLINE

June 6, 2:00 p.m. – 4:00 p.m.

July 18, 1:00 p.m. – 3:00 p.m.

Location: Main Libr Beaumont Instr Room (E119)

Investment: Free

FINDING NONPROFIT FUNDING ONLINE

June 16, 1:30 – 3:00 p.m.

August 18, 1:30 p.m. – 3:00 p.m.

Location: Main Libr Reference Instr Room (W101D)

Investment: Free

MENDELEY

July 12, 2:00 p.m. – 4:00 p.m.

April 5, 1:00 p.m. – 3:00 p.m.

Location: Main Libr Reference Instr Room (W101D)

Investment: Free

INSTRUCTIONAL TECHNOLOGY

The following courses are offered by appointment only. These courses will teach you about the different types of media and technology that can be used to support the teaching environment.

THE TECHNOLOGY CLASSROOM

Arranged by Appointment – Vi’Nessa Webster (webste58@msu.edu), (517) 353-3921

Investment: Free

MSU RESOURCES & INFORMATION SYSTEMS

The courses listed below are offered to provide you training and education on the campus applications that are available to help you do your job.

ACADEMIC PROGRAMS & COURSES ONLINE FORMS

This class is offered on a request basis only. Contact Joy Speas at (517) 355-8420 or jlspeas@msu.edu to request training.

Investment: Free

CAMPUS ACTIVE ROLE MANAGEMENT (FORMERLY ACTIVE DIRECTORY MANAGER WITH QUEST)

May 26, 1:00 p.m. – 5:00 p.m.

July 20, 8:00 a.m. – noon

Location: 210 Computer Center

Investment: \$92.40

ADMIN DISTRIBUTED REPORTING: VISION RESULTS (DYL-280 TRAINING)

This class is offered on a request basis only. Contact the MSU IT Service Desk at (517) 432-6200 to request training.

Investment: Free

ADMINISTRATIVE DOCUMENT VIEWER

Document Viewer training tutorials are now available for version 4.4! Check out the tutorials on all the features of this latest release.

Select Training Options from the Document Viewer homepage at docview.ais.msu.edu.

Investment: Free

ADVANCED AVAYA TELEPHONE TRAINING

This class is offered on a request basis only. Contact Nick Kwiatkowski at (517) 432-2528 or nk@msu.edu to request training.

Investment: Free

AVAYA TELEPHONE TRAINING

This class is offered on a request basis only. Contact Telecom Systems at (517) 353-5515 or Telesyst@jpf.msu.edu to request training.

Investment: Free

CASCADE SERVER CONTENT MANAGER

June 15, 8:00 a.m. – 12:00 p.m.

August 9, 1:00 – 5:00 p.m.

Location: 210 Computer Center

Investment: \$92.40

CASCADE SERVER CONTENT MANAGER ADVANCED

June 15, 8:00 a.m. – 12:00 p.m.

August 9, 1:00 – 5:00 p.m.

Location: 210 Computer Center

Investment: \$92.40

CASHNET PROCESSOR TRAINING

May 19, 10:00 a.m. – 12:00 p.m.

July 11, 10:00 a.m. – 12:00 p.m.

August 26, 10:00 a.m. – 12:00 p.m.

Location: 210 Computer Center

Investment: Free

CASHNET STORE SETUP

May 24, 9:00 a.m. – 12:00 p.m.

July 8, 9:00 a.m. – 12:00 p.m.

August 23, 9:00 a.m. – 12:00 p.m.

Location: Conf. Room R, 1st floor, Hannah Tech Ctr. Bldg., 4700 S. Hagadorn Rd., E. Lansing

Investment: Free

DEGREE NAVIGATOR BEGINNER'S SESSION

This class is offered on a request basis only. Contact Kimberly Blair-Chambers at (517) 355-9675 or blairch4@msu.edu to request training.

Investment: Free

DEGREE NAVIGATOR SUBSTITUTION HANDLING

This class is offered on a request basis only. Contact Kimberly Blair-Chambers at (517) 355-9675 or blairch4@msu.edu to request training.

Investment: Free

FORMS TRACKING UTILITY

This class is available online at ftu.ais.msu.edu.

Investment: Free

FUNDAMENTALS OF CLIFMS AND MORE

AUGUST 10, 10:00 A.M. – 11:30 A.M.

Location: 210 Computer Center

Investment: Free

MICROSOFT ONENOTE 2010

July 15, 9:00 a.m. – 5:00 p.m.

Location: Online Live, New Horizons, Lansing

Investment: \$190.00

MICROSOFT ONENOTE 2013

July 26, 9:00 a.m. – 5:00 p.m.

Location: Online Live, New Horizons, Lansing

Investment: \$190.00

MICROSOFT ONENOTE 2016

July 8, 9:00 a.m. – 5:00 p.m.

Location: Online Live, New Horizons, Lansing

Investment: \$190.00

VIEWING INFORMATION IN KC (KUALI COEUS)

Training is role-based. Enrollment will be limited to individuals who are currently responsible for the administration of research proposals/projects.

June 21, 9:00 a.m. – 11:00 a.m.

Location: 1210 Anthony Hall

June 21, 2:00 p.m. – 4:00 p.m.

Location: 141 Akers Hall

June 22, 9:00 a.m. – 11:00 a.m.

Location: 214 Ernst Bessey Hall

June 23, 2:00 p.m. – 4:00 p.m.

Location: B102 Wells Hall

June 28, 2:00 p.m. – 4:00 p.m.

Location: 1210 Anthony Hall

June 29, 9:00 a.m. – 11:00 a.m.

Location: 141 Akers Hall

June 29, 2:00 p.m. – 4:00 p.m.

Location: 214 Ernst Bessey Hall

June 30, 9:00 a.m. – 11:00 a.m.

Location: A152 Plant & Soil Sciences Bldg.

July 12, 9:00 a.m. – 11:00 a.m.

Location: 106 Farrall Agricultural Engineering Hall

July 13, 2:00 p.m. – 4:00 p.m.

Location: N012 Business College Complex

July 14, 9:00 a.m. – 11:00 a.m.

Location: 415 Computer Center

July 14, 2:00 p.m. – 4:00 p.m.

Location: B110F Wells Hall

July 19, 9:00 a.m. – 11:00 a.m.

Location: 141 Akers Hall

July 19, 2:00 p.m. – 4:00 p.m.

Location: 106 Farrall Agricultural Engineering Hall

July 20, 9:00 a.m. – 11:00 a.m.

Location: 521 Baker Hall

July 21, 2:00 p.m. – 4:00 p.m.

Location: 218 Natural Resources Bldg.

July 26, 2:00 p.m. – 4:00 p.m.

Location: 1210 Anthony Hall

July 27, 9:00 a.m. – 11:00 a.m.

Location: 141 Akers Hall

July 27, 2:00 p.m. – 4:00 p.m.

Location: 222 South Kedzie

July 28, 2:00 p.m. – 4:00 p.m.

Location: B110F Wells Hall

August 9, 9:00 a.m. – 11:00 a.m.

Location: 1210 Anthony Hall

August 10, 2:00 p.m. – 4:00 p.m.

Location: 141 Akers Hall

August 11, 9:00 a.m. – 11:00 a.m.

Location: 222 South Kedzie

August 11, 2:00 p.m. – 4:00 p.m.

Location: 218 Natural Resources Bldg.

August 16, 9:00 a.m. – 11:00 a.m.

Location: 141 Akers Hall

August 16, 2:00 p.m. – 4:00 p.m.

Location: 222 South Kedzie

August 17, 9:00 a.m. – 11:00 a.m.

Location: 222 South Kedzie

August 18, 2:00 p.m. – 4:00 p.m.

Location: B110F Wells Hall

Investment: Free

OFFICE APPLICATIONS

Increase your knowledge in word processing to gain a better understanding of document creation, editing, proofing and finalizing, as well as using mail merge. For more New Horizons class dates, please check the website nhgreatlakes.com/msu.

CREATING ACCESSIBLE DOCUMENTS AND CONTENT

June 9, 8:00 a.m. – noon

Location: 210 Computer Center

Investment: \$94.90

CREATING ACCESSIBLE PDF DOCUMENTS

August 3, 1:00 p.m. – 5:00 p.m.

Location: 210 Computer Center

Investment: \$94.90

GOOGLE: DRIVE AND DOCS

July 28, 1:30 p.m. – 4:30 p.m.

Location: 210 Computer Center

Investment: \$71.80

WORD 2010 – PART 1

June 6, 9:00 a.m. – 5:00 p.m.

July 21, 9:00 a.m. – 5:00 p.m.

August 10, 9:00 a.m. – 5:00 p.m.

Location: Online Live, New Horizons, Lansing

Investment: \$190.00

WORD 2010 – PART 2

June 6, 9:00 a.m. – 5:00 p.m.

July 21, 9:00 a.m. – 5:00 p.m.

August 10, 9:00 a.m. – 5:00 p.m.

Location: Online Live, New Horizons, Lansing

Investment: \$190.00

WORD 2010 – PART 3

June 9, 9:00 a.m. – 5:00 p.m.

August 5, 9:00 a.m. – 5:00 p.m.

Location: Online Live, New Horizons, Lansing

Investment: \$190.00

WORD 2013 – PART 1

June 9, 9:00 a.m. – 5:00 p.m.

August 5, 9:00 a.m. – 5:00 p.m.

Location: Online Live, New Horizons, Lansing

Investment: \$190.00

WORD 2013 – PART 2

June 10, 9:00 a.m. – 5:00 p.m.

July 19, 9:00 a.m. – 5:00 p.m.

August 15, 9:00 a.m. – 5:00 p.m.

Location: Online Live, New Horizons, Lansing

Investment: \$190.00

WORD 2013 – PART 3

June 13, 9:00 a.m. – 5:00 p.m.

July 21, 9:00 a.m. – 5:00 p.m.

August 18, 9:00 a.m. – 5:00 p.m.

Location: Online Live, New Horizons, Lansing

Investment: \$190.00

WORD 2016 – PART 1

July 20, 9:00 a.m. – 5:00 p.m.

Location: Online Live, New Horizons, Lansing

Investment: \$190.00

WORD 2016 – PART 2

June 22, 9:00 a.m. – 5:00 p.m.

July 22, 9:00 a.m. – 5:00 p.m.

Location: Online Live, New Horizons, Lansing

Investment: \$190.00

WORD 2016 – PART 3

July 27, 9:00 a.m. – 5:00 p.m.

Location: Online Live, New Horizons, Lansing

Investment: \$190.00

PRESENTATION TOOLS

Courses in presentation tools range from basic to advanced techniques on creating, editing and adding visual elements to a slideshow. Users will start from scratch to experience all aspects of creating a presentation. For more New Horizons class dates, please check the website nhgreatlakes.com/msu.

ADOBE CAPTIVATE 7 – THE ESSENTIALS

June 15 & 16, 9:00 a.m. – 5:00 p.m.

Location: Online Live, New Horizons, Lansing

Investment: \$500.00

ADOBE CAPTIVATE 7 – BEYOND THE ESSENTIALS

June 20 & 21, 9:00 a.m. – 5:00 p.m.

Location: Online Live, New Horizons, Lansing

Investment: \$500.00

CAMTASIA 8

July 13, 8:30 a.m. – 11:30 a.m.

Location: 210 Computer Center

Investment: \$74.30

POWERPOINT 2010 - PART 1

June 2, 9:00 a.m. – 5:00 p.m.

August 4, 9:00 a.m. – 5:00 p.m.

Location: Online Live, New Horizons, Lansing

Investment: \$190.00

POWERPOINT 2010 - PART 2

June 8, 9:00 a.m. – 5:00 p.m.

August 9, 9:00 a.m. – 5:00 p.m.

Location: Online Live, New Horizons, Lansing

Investment: \$190.00

POWERPOINT 2013 - PART 1

June 9, 10:00 a.m. – 6:00 p.m.

July 6, 9:00 a.m. – 5:00 p.m.

Location: Online Live, New Horizons, Lansing

Investment: \$190.00

POWERPOINT 2013 - PART 2

June 10, 10:00 a.m. – 6:00 p.m.

August 2, 9:00 a.m. – 5:00 p.m.

Location: Online Live, New Horizons, Lansing

Investment: \$190.00

POWERPOINT 2016 - PART 1

July 13, 9:00 a.m. – 5:00 p.m.

Location: Online Live, New Horizons, Lansing

Investment: \$190.00

POWERPOINT 2016 - PART 2

July 15, 9:00 a.m. – 5:00 p.m.

Location: Online Live, New Horizons, Lansing

Investment: \$190.00

PROJECT MANAGEMENT

PROJECT MANAGEMENT FUNDAMENTALS

June 3, 9:00 a.m. – 5:00 p.m.

August 16, 9:00 a.m. – 5:00 p.m.

Location: Online Live, New Horizons, Lansing

Investment: \$250.00

PROJECT 2010 – LEVEL 1

June 7, 9:00 a.m. – 5:00 p.m.

July 21, 9:00 a.m. – 5:00 p.m.

Location: Online Live, New Horizons, Lansing

Investment: \$250.00

PROJECT 2010 – LEVEL 2

June 10, 9:00 a.m. – 5:00 p.m.

July 25, 9:00 a.m. – 5:00 p.m.

Location: Online Live, New Horizons, Lansing

Investment: \$250.00

PROJECT 2010 – LEVEL 2

June 27, 9:00 a.m. – 5:00 p.m.

July 6, 9:00 a.m. – 5:00 p.m.

Location: Online Live, New Horizons, Lansing

Investment: \$250.00

PROJECT 2013 – PART 1

June 28, 9:00 a.m. – 5:00 p.m.

August 3, 9:00 a.m. – 5:00 p.m.

Location: Online Live, New Horizons, Lansing

Investment: \$250.00

PROJECT 2013 – PART 2

June 28, 9:00 a.m. – 5:00 p.m.

August 3, 9:00 a.m. – 5:00 p.m.

Location: Online Live, New Horizons, Lansing

Investment: \$250.00

SECURITY

Security is an important consideration regardless of one's role at MSU. Learn how to safeguard your data, protect your systems and understand university guidelines for handling sensitive data.

SECURING INSTITUTIONAL DATA

Information on securing institutional data can be found on the SecureIT website (secureit.msu.edu) under the Data Care link.

SPREADSHEETS

Spreadsheet courses are designed to teach users to perform calculations, analyze information and visualize data in order to increase efficiency in manipulating information, regardless of its size. For more New Horizons class dates, please check the website nhgreatlakes.com/msu.

EXCEL 2010 POWER PIVOT TABLES

June 17, 9:00 a.m. – 5:00 p.m.

June 29, 9:00 a.m. – 5:00 p.m.

Location: Online Live, New Horizons, Lansing

Investment: \$190.00

EXCEL 2010 - PART 1

June 1, 9:00 a.m. – 5:00 p.m.

July 13, 9:00 a.m. – 5:00 p.m.

August 11, 9:00 a.m. – 5:00 p.m.

Location: Online Live, New Horizons, Lansing

Investment: \$190.00

EXCEL 2010 - PART 2

June 2, 9:00 a.m. – 5:00 p.m.

July 14, 9:00 a.m. – 5:00 p.m.

August 12, 9:00 a.m. – 5:00 p.m.

Location: Online Live, New Horizons, Lansing

Investment: \$190.00

EXCEL 2010 - PART 3

June 8, 9:00 a.m. – 5:00 p.m.

July 15, 9:00 a.m. – 5:00 p.m.

August 18, 9:00 a.m. – 5:00 p.m.

Location: Online Live, New Horizons, Lansing

Investment: \$190.00

EXCEL 2010 - PART 4

Please check nhgreatlakes.com/msu for current class dates

Investment: \$190.00

EXCEL 2013 - PART 1

June 6, 9:00 a.m. – 5:00 p.m.

July 11, 9:00 a.m. – 5:00 p.m.

August 4, 9:00 a.m. – 5:00 p.m.

Location: Online Live, New Horizons, Lansing

Investment: \$190.00

EXCEL 2013 - PART 2

June 10, 9:00 a.m. – 5:00 p.m.

July 13, 9:00 a.m. – 5:00 p.m.

August 8, 9:00 a.m. – 5:00 p.m.

Location: Online Live, New Horizons, Lansing

Investment: \$190.00

EXCEL 2013 - PART 3

June 16, 9:00 a.m. – 5:00 p.m.

July 19, 9:00 a.m. – 5:00 p.m.

August 9, 9:00 a.m. – 5:00 p.m.

Location: Online Live, New Horizons, Lansing

Investment: \$190.00

EXCEL 2016 - PART 1

June 8, 9:00 a.m. – 5:00 p.m.

July 8, 9:00 a.m. – 5:00 p.m.

August 10, 9:00 a.m. – 5:00 p.m.

Location: Online Live, New Horizons, Lansing

Investment: \$190.00

EXCEL 2016 - PART 2

June 13, 9:00 a.m. – 5:00 p.m.

July 12, 9:00 a.m. – 5:00 p.m.

Location: Online Live, New Horizons, Lansing

Investment: \$190.00

EXCEL 2016 - PART 3

July 15, 9:00 a.m. – 5:00 p.m.

Location: Online Live, New Horizons, Lansing

Investment: \$190.00

Location: Online Live, New Horizons, Lansing

Investment: \$190.00 March 9 thru 11, 9:00 a.m. – 12:00 p.m.

New Horizons Training Portal for MSU

nhgreatlakes.com/msu

New Horizons
Computer Learning Center

MICHIGAN STATE
UNIVERSITY

TEACHING METHODS

Classroom Learning

- Traditional, instructor-led training
- Certified, high-quality instructors
- Instructor lectures & demonstrations
- Hands-on exercises & simulations
- Web-based resources during and after class

Online LIVE

- Live instructor-led via the Internet
- Develop your skills in a controlled environment
- Eliminates the need to travel for classes
- View class recordings for up to 6 months
- Train employees across multiple geographies

To learn more about our training delivery methods,
please visit nhgreatlakes.com/msu.



For more information contact Brian J. Dickey, General Manager at
(516) 574-7500 ext. 1727 or brian.dickey@nhgreatlakes.com

Photos Courtesy MSU Communications and Brand Strategy (C&BS)

Project Management

- PMP/CAPM Exam Prep
- PMBOK Methodology
- Microsoft Project
- Project Soft Skills
- Lean Six Sigma

Desktop Applications

- Microsoft Office
- Adobe Creative Suite
- Operating Systems
 - Windows, Mac, iPad
- Microsoft SharePoint
- HTML, XHTML and XML
- QuickBooks

Business Skills

- Communication
- Customer Service
- Leadership Management
- Accounting Bookkeeping
- General Business
- Harassment Awareness and Prevention
- Business Analysis

Information Technology

- Microsoft
- Cisco
- CompTIA
- Citrix
- IBM
- Red Hat
- Java
- VMware
- Crystal Reports
- ITIL
- EC-Council
- Oracle

Additional Services

- Assessments
- Prometric/VUE Testing
- Practice Exams
- Private Group Classes
- Classroom Rentals
- Custom Learning Development

QUESTIONS & ANSWERS

WHAT IS PROFESSIONAL DEVELOPMENT SERVICES (PDS)?

Professional Development Services (formerly HRD) offers a broad range of programming to support MSU staff & faculty in expanding their skills, furthering career goals and meeting the ever changing demands of a high performance organization.

WHAT IS MSU IT TRAINING?

MSU IT Training offers non-credit computing courses on a wide range of topics for the purpose of job training, career development and personal improvement.

SUPPORT STAFF EDUCATIONAL ASSISTANCE

Support staff employees with 12 full-time-equivalent service months at MSU are eligible for up to \$800 per academic year for non-credit, job-related courses, such as those offered by PDS and MSU IT Training. Part-time employees are eligible on a proportional basis. Educational Assistance funds do not come out of your department's budget. To learn more, contact Julie Rorick at (517) 884-0177 or rorick@hr.msu.edu.

FACULTY FEE WAIVER PROGRAM

This program is available for MSU faculty and academic staff for most MSU IT Training classes. Please see enrollment instructions on page 12 of this catalog.

CANCELLATION POLICIES

PDS Classes: Once you are booked in a class, you are considered enrolled. There will be no charge if you cancel five working days before the class date. Incomplete approval workflow is not considered a cancellation. For additional details, please visit professionaldevelopment.hr.msu.edu.

MSU IT Training Classes: Please call MSU IT Service Desk at (517) 432-6200 or (844) 678-6200 toll free as soon as you know that an enrollment must be canceled. If cancellation notice is not received at least 24 hours prior to the start of class, course fees will still apply. If you have attended less than half the total class time and are unable to complete the class due to illness or other emergency, you will be able to re-enroll in the same class at a future date with no additional charge.

CLASS LOCATIONS

PDS classes are held in Suite 10 Nisbet Building, unless otherwise indicated. MSU IT Training classes note their locations in their class listings.

SPECIAL ACCOMMODATIONS

For PDS classes, call (517) 884-0169 at least two weeks prior to your class regarding special dietary or accommodation needs. For MSU IT Training classes, email train@msu.edu at least two weeks prior to your class.

CUSTOMIZED PROGRAMS

PDS can help you design your next unit retreat or professional development activity. For customized services, call Jennie Yelvington at (517) 884-3798 or Christy Turner at (517) 884-7399.

MSU IT Training can help with custom training, special sessions, online training and workshops. Contact the MSU IT Service Desk at (517) 432-6200/toll free (844) 678-6200 or complete a request form posted at tech.msu.edu/training under Contact.

PDS QUESTIONS?

Phone: (517) 355-0183

Email: ProDev@hr.msu.edu

MSU IT TRAINING QUESTIONS?

Phone: (517) 432-6200 or 844-678-6200 toll free

Website: tech.msu.edu/training

MSU is an affirmative-action, equal-opportunity employer.