

MICHIGAN STATE
UNIVERSITY



PROFESSIONAL
DEVELOPMENT
& TECHNOLOGY
TRAINING
OPPORTUNITIES

spartanslearn.msu.edu

Human Resources, IT Services and Libraries

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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, call 517-355-0183

For IT Services Training classes, call the MSU IT Service Desk at 517-432-6200 or 844-678-6200 toll free.

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 IT Services are pleased to offer a new 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 & 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!

elevateU

Go Further • Online 24/7



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

BUSINESS ANALYSIS

PROVING VALUE: AN INTRODUCTION TO ASSESSMENT

Tuesday, September 22, 1:30 p.m. – 4:00 p.m.

How do you know the programs you offer are adding value? Assessments provide a method for determining what to measure, how to measure and who to ask. This session will cover a wide range of assessment topics, such as the different types of assessment, various research methods (e.g., qualitative, quantitative, mixed-methods), developing an effective assessment plan, collecting data, and interpreting and reporting your results.

Presenter: Paul Goldblatt, MSU Residential and Hospitality Services Assessment Office

Investment: Free

PROVING VALUE: DESIGNING EFFECTIVE SURVEYS

Tuesday, October 20, 1:30 p.m. – 4:00 p.m.

What is the best way to get feedback from your customers to ensure your programs are adding value? A survey is a commonly used assessment tool, but writing and designing effective surveys is an art that requires careful thought and planning. This interactive session will help you in developing surveys that are useful, informative, and contribute to data-informed decision making. We will also discuss how to make your surveys user-friendly and increase survey response rates.

Presenter: Paul Goldblatt, MSU Residential and Hospitality Services Assessment Office

Investment: Free

PROCESS MAPPING AND ANALYSIS

Tuesday, October 27, and Wednesday, October 28, 8:30 a.m. – 5:00 p.m.

Do you have processes that need to be revisited as a result of technology, staffing or policy changes? In this intensive two-day workshop, participants will learn how to identify and understand an organization's core processes, and walk away with valuable process mapping techniques that can be applied practically to streamline and reduce time required in completing a process or transaction.

Presenter: Bob Boehringer, Orion Development Group

Investment: \$250.00

ANALYSIS STUDIO

Tuesday, November 10, 9:00 a.m. – 12:00 p.m.

Use this advanced business intelligence tool to analyze large amounts of data in summary form. It is not meant for printed reports or for casual, infrequent use. Comprehensive knowledge of the data being analyzed is required.

Specific criteria must be met and will be verified prior to access being granted:

- 1) Query Studio training and be a consistent and regular user of Query Studio.
- 2) Hold the role of fiscal officer and/or HR Unit Administrator.
- 3) Have ARM form completed <https://aissecuritycontact.ais.msu.edu/ARMs/EBSCognosBIAnalysisStudio.pdf> and sent to data services (dombross@msu.edu) prior to class.

Presenters: MSU Data Services Team

Investment: Free

Location: B110H Wells Hall

CONDUCTING SUCCESSFUL FOCUS GROUPS

Tuesday, November 17, 1:30 p.m. – 4:00 p.m.

A focus group is a great way to get in-depth information about a particular topic or issue, gauge perceptions, or follow up on survey results, but done incorrectly results may be questionable at best. We will use role plays and case studies to share tips and tricks on how to conduct successful focus groups.

Presenter: Paul Goldblatt, MSU Residential and Hospitality Services Assessment Office

Investment: Free

COMMUNICATION

COMMUNICATING UP

Thursday, September 17, 8:30 a.m. – noon.

Looking for ways to enhance communication with your manager and others up your reporting line? Position your communication so that your ideas are heard and more likely to be acted upon. Learn strategies to highlight important issues, deliver bad news or influence decision making, all while improving the relationship. This class is for anyone interested in boosting their leadership/communication skills.

Presenter: Pam Wyess, Workplace Results, LLC

Investment: \$150.00 (Includes workbook)

ADVANCED COMMUNICATION SKILLS FOR BILINGUAL PROFESSIONALS

Thursdays, October 1, October 8, October 15 and October 22, 2:30 p.m. – 4:30 p.m.

Speaking more than one language is an amazing asset, yet sometimes in this fast-paced world it's difficult to find the words or expressions to say exactly what we want to say. This four-part series will cover written and oral communication strategies, grammar, and guidance for effective personal interaction.

Presenter: Carol Arnold, MSU English Language Center

Investment: \$250.00

Location: Wells Hall B243

Target Audience: MSU professionals who are advanced speakers of English as a second language.

Note: This class is held four days; you must attend all days (all sessions required, no make-ups.)

BEST PRACTICES FOR WRITING POLICIES AND PROCEDURES

Thursday, November 5, 8:30 a.m. – 3:00 p.m.

It can be challenging to write policies and procedures in clear terms that can be understood by all. This course will address proven strategies to make this task easier and share methods for creating easy to understand resources.

Presenter: Jackie McCarroll, McCarroll Associates

Investment: \$175.00

CRUCIAL CONVERSATIONS

Wednesday, November 11 and Thursday, November 12, 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.

Presenter: Christy Turner, MSU Human Resources

Investment: \$225.00 (includes extensive participant materials)

NEW! WRITING CENTER WORKSHOP SERIES

Join us for this interactive, five-part series designed to boost participants' knowledge of, and confidence in, writing for a range of audiences and purposes, through a wide range of genres and formats.

Sessions:

PLANNING FOR EFFECTIVE WRITING

Tuesday, September 15, 3:00 p.m. – 4:30 p.m.

In this interactive workshop, participants will be exposed to a writing skill set designed for learning to write in new genres and formats, as well as techniques for more effective writing in everyday forms. The session will include the key used in the center, MAPS (mode, audience, purpose, and situation), as well as the basics of rhetorical analysis.

Presenters: Staff from The Writing Center

Location: 300 Ernst Bessey Hall

Investment: \$25.00

WRITING EXECUTIVE SUMMARIES AND ABSTRACTS

Tuesday, September 29, 3:00 p.m. – 4:30 p.m.

Participants will gain information on how to develop methods for writing effective executive summaries and abstracts for memos, reports, grants and other document needs.

Presenters: Staff from The Writing Center

Location: 300 Ernst Bessey Hall

Investment: \$25.00

WRITING EMAILS AND MEMOS

Tuesday, October 13, 3:00 p.m. – 4:30 p.m.

Basics for creating professional and effective emails and memos, for both internal and external audiences, will be shared in this interactive session.

Presenters: Staff from The Writing Center

Location: 300 Ernst Bessey Hall

Investment: \$25.00

WRITING WITH VISUALS

Tuesday, October 27, 3:00 p.m. – 4:30 p.m.

This session covers basic principles of visual design and how to apply them in documents. Includes inserting visuals such as tables and charts in memos and letters, to designing presentation slides, to creating flyers.

Presenters: Staff from The Writing Center

Location: 300 Ernst Bessey Hall

Investment: \$25.00

HIGHLIGHTING WRITING SKILLS ON RESUMES

Tuesday, November 10, 3:00 p.m. – 4:30 p.m.

Class participants will gain tips on how to apply effective skills for writing and visual design to their resume.

Presenters: Staff from The Writing Center

Location: 300 Ernst Bessey Hall

Investment: \$25.00

CUSTOMER SERVICE**MANAGING CONFRONTATIONAL CUSTOMERS**

Wednesday, September 23, 8:30 a.m. – noon

Managing expectations and gaining cooperation when things aren't going as hoped can test even the most seasoned service providers. In this workshop, we will discuss techniques to manage stressful interactions so customers walk away feeling positive about their Spartan experience.

Presenter: Pam Wyess, Workplace Results, LLC

Investment: \$100.00

THE SPARTAN EXPERIENCE

Thursday, October 1, 8:30 a.m. – 4:30 p.m., or Thursday, November 12, 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*

FINANCE AND ACCOUNTING

PAYMENTS TO NON-RESIDENT ALIENS & FOREIGN VENDORS

Tuesday, September 22, 8:30 a.m. – noon, or Friday, November 6, 8:30 a.m. – noon

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*

NEW! EBS FINANCIAL SYSTEM - ROLES/ONBOARDING

**Tuesday, September 22, 1:30 p.m. – 4:00 p.m., or Thursday, October 22, 8:30 a.m. – 11:00 a.m.,
or Tuesday, November 24, 1:30 p.m. – 4:00 p.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

Wednesday, October 7, 8:30 a.m. – 4:30 p.m., or Tuesday, December 8, 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: *\$25.00*

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.*

PROCESSING PURCHASING REQUISITIONS

Tuesday, October 13, 1:00 p.m. – 4:00 p.m.

Do you want to know how to handle requisitions and what happens when they get to Purchasing? We'll cover key processes to ensure your unit's needs are met. Additional topics: bid requirements, contract review/approval process, international purchasing, subcontracting plan execution and reporting, and more.

Presenter: *Wendy Anderson, University Services – Purchasing*

Investment: *Free*

NEW! FINANCE PLANNING & REPORTING STRATEGIES

Thursday, November 5, 8:30 a.m. – noon

This session will provide an overview of strategies that can be used for financial planning and reporting. Topics include: identifying business questions and incorporating into financial planning and reporting; setting up new budgets for anticipated recurring or non-recurring expenditures from an all funds perspective; structuring data so that you can get future needed reports; setting up a budget and reporting actuals against that budget.

Presenters: *Ken Desloover, Lyman Briggs and Kris Stroud, University Advancement*

Investment: *Free*

Target Audience: *Individuals responsible for generating budgets and reports to assist with decision making and monitoring of projects or initiatives with a financial impact.*

TARGETED TOPICS IN ACCOUNTING

The Office of the Controller is pleased to offer a series of brief courses intended to be of practical use for fiscal officers, administrators and other financial system users in the areas of decision making, accounting and reporting. Topics may change each semester to address current and relevant topics.

Please visit the Employee Self Service (ESS) - Training Opportunities section in EBS for additional details.

Sessions:

FISCAL OFFICER AND DELEGATE EXPECTATIONS

Thursday, September 10, 8:30 a.m. – 11:00 a.m.

This session will inform participants about the expectations the Controller's Office has of individuals who are fiscal officers and fiscal officer delegates.

Presenters: *Greg Deppong and Lee Hunter, Controller's Office*

Investment: *Free*

ETHICS: WILL IT PASS THE "GUT CHECK"?

Thursday, October 1, 2:00 p.m. – 4:30 p.m.

Navigating MSU business requires a fiscal conscience. The ethical decision isn't always the most popular. This session will help by applying examples of ethical questions to daily financial transactions and decisions. This program is part of the Targeted Topics in Accounting Series.

Presenters: *Sarah Blanck, Provost's Office, and Mike Stokes, College of Osteopathic Medicine*

Investment: *Free*

SERVICE CENTER BILLING RATES

Thursday, October 15, 8:30 a.m. – 10:30 a.m.

This session will provide information to participants from units which provide goods and services for a fee. Participants will learn about the administrative responsibilities of operating a Service Center. The primary focus of the seminar will be on calculating the full cost of providing goods and services.

Presenters: *Becca Fedewa and Roger Gray, Controller's Office*

Investment: *Free*

GIFT ACCOUNTING

Tuesday, November 3, 2:00 p.m. – 4:30 p.m.

Documenting a gift to MSU is only the start of the journey for those funds. As the fiscal officer for your unit, you are responsible for the tracking, reporting, and appropriately using gifts to MSU. In this session, you will learn about the flow of gifts from receipt through deposit and recording. The instruction provided on the university's donor system, Advance, and the Scholarship & Endowment System, and their relationship with each other and KFS, will prepare you to assist your administration in the use and reporting of gift funds.

Presenters: *Sean Harwood, University Advancement and Valarie Montgomery, Investment and Financial Management*

Investment: *Free*

CONTROLLER'S OFFICE ACCOUNTING & PAYROLL FORUM

Thursday, November 19, 8:30 a.m. – 10:30 a.m.

This session is designed as an open forum for participants to engage with the Controller, Chief Accountant and Payroll Manager. The intent is to provide an opportunity for the campus community to "ask anything" regarding policies, procedures, transactions, what the Controller's Office can do better and more. Each participant will be asked to submit at least one item for discussion.

Presenters: *Greg Deppong, Lee Hunter and Sheila Wamhoff, Controller's Office*

Investment: *Free*

HUMAN RESOURCES

CERTIFIED HUMAN RESOURCES SPECIALIST

*Wednesdays, September 30, October 14, October 21, October 28, 8:30 a.m. – 4:30 p.m.;
and Wednesday, November 4, 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

LEADERSHIP

CRUCIAL ACCOUNTABILITY

Wednesday, September 16, and Thursday, September 17, 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: \$250.00 (includes extensive participant materials)

INFLUENCER

Wednesday, October 21, 8:30 a.m. – 4:30 p.m., and Friday, October 23, 8:30 a.m. – 12:30 p.m.

What can you do to create lasting change in your organization? This class is based on research of the world's best change agents to help participants identify high-leverage behaviors, diagnose the real causes behind behavior problems, effectively motivate and enable others and create behavior change strategies that yield rapid, lasting results.

Presenter: Jeff Magnuson, Henry Center for Executive Development

Investment: \$240.00 (includes extensive participant materials)

BOOSTING TEAM PERFORMANCE

Thursday, December 3, 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

MANAGEMENT

NEW SUPERVISOR ESSENTIALS

*Friday, September 25, 8:30 a.m. – 1:00 p.m., or Thursday, October 29, 8:30 a.m. – 1:00 p.m.,
or Thursday, December 10, 8:30 a.m. – 1:00 p.m.*

This session is designed to provide new supervisors at MSU with support and information to create a strong foundation as a leader. Content includes an overview of leadership skills, administering Employee Relations and a panel discussion with current MSU supervisors. Lunch is provided.

Presenters: Jennie Yelvington and Kathie Elliott, MSU Human Resources

Target Audience: Recently appointed or newly hired supervisors and managers

Investment: Free

ESSENTIALS OF EMPLOYEE RELATIONS

Wednesday, November 18, 8:30 a.m. – noon

This course offers new and experienced supervisors a refresher from Employee Relations on topics such as setting expectations, performance management, what to do when you think you need to discipline an employee and your role as a contract administrator.

Presenter: Kathie Elliott, MSU Human Resources

Investment: Free

OPERATIONS**PROFESSIONAL AND SUPERVISORY STAFF RAISE PROCESS**

Tuesday, August 25, 1:00 p.m. – 3:00 p.m., or Wednesday, August 26, 9:00 a.m. – 11:00 a.m., or Thursday, September 3, 1:00 p.m. – 3:00 p.m.

This class will give you the tools for accessing and entering data for merit increases for the professional staff in your units. Union and non-union professional (including nurses) and supervisory staff are covered. This system will be used for the October 2015 raise data.

Presenters: Human Resources and Office of Planning and Budgets staff

Investment: Free

MSU TRAVEL 101

Tuesday, September 15, 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: \$25.00

RECORDS MANAGEMENT AND RETENTION AT MSU

Tuesday, September 15, 1:00 p.m. – 3:00 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

Friday, October 9, 8:30 a.m. – 4:30 p.m.

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, Fly America Act. Additionally, review and discussion of pre-trip authorizations and travelers database will be included.

Presenter: Debbie Gulliver, MSU Travel Office

Investment: \$25.00

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

NAVIGATING BUSINESS INTELLIGENCE

Tuesday, October 20, 8:30 a.m. – 10:30 a.m., or Tuesday, December 8, 9:00 a.m. – 11:00 a.m.

Would you like to set up your own Business Intelligence reports, or send them to other people automatically according to a schedule? Attend this course for an overview of Business Intelligence basics, plus tips on making Business Intelligence work for you.

Presenter: *Stephanie Dombroski, MSU Data Services Team*

Investment: *Free*

Location: *B 110H Wells Hall*

QUERY STUDIO

Tuesday, October 27, 1:30 p.m. – 4:30 p.m., or Tuesday, November 17, 9:00 a.m. – 12:00 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.

Presenter: *Stephanie Dombrowski, MSU Data Services Team*

Investment: *Free*

Location: *Tuesday, October 27 - B110f Wells Hall or Tuesday, November 17 - 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.*

PROCESSING STUDENT AWARDS & FINANCIAL AID

Thursday, November 19, 1:00 p.m. – 5:00 p.m.

Join staff from the Office of Financial Aid and the Controller's Office as they explore the ins and outs of student financial aid, geared to the non-financial aid professional. Topics will include how awarding a fellowship or scholarship can impact a student's financial aid, options to assist students with financial aid challenges, Satisfactory Academic Progress (SAP) impacts, taxation of student awards, and other financial aid related topics.

Presenters: *Staff from the Office of Financial Aid and the Controller's Office*

Investment: *Free*

PERSONAL DEVELOPMENT

BOOSTING YOUR CAREER WITH ELEVATEU (LUNCH & LEARN)

Thursday, September 24, 11:00a.m. – 2:00 p.m., or Wednesday, December 2, 11:00 a.m. – 2:00 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. Lunch will be provided.

Presenters: *Christy Turner, MSU Human Resources*

Investment: *Free*

PROJECT MANAGEMENT

ESSENTIALS OF PROJECT MANAGEMENT

Tuesday, October 13, and Wednesday, October 14, 8:30 a.m. – 5:00 p.m.

Learn techniques to become skilled at managing projects. This two-day workshop is designed to arm you with the tools you need to manage projects and bodies of work that deliver results on time and on budget, regardless of size or nature.

Presenters: *Alice Wilken, Orion Development Group*

Investment: *\$250.00 (includes the book, Fast Forward MBA in Project Management)*

ANNOUNCEMENTS

Basics for Beginners

If you are new to computers or just want a refresher on your knowledge of computers and software programs, IT Services trainers can assist you! Just call the MSU IT Service Desk at 517-432-6200 or 844-678-6200 toll free and request a special session with one of our trainers. The session would be free of charge and scheduling would be limited to what you need covered. The goal of this session is to provide you with a solid foundation in basic computing skills as well as prepare you for other classes in our program.

IT Services Electronic List Service

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

To subscribe, send an e-mail 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 (IT Services - 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 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.

COMPUTING FUNDAMENTALS

The fundamentals courses provide a foundation in basic skills involving general computing for the average user.

AFS - FILE SPACE

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

Investment: \$46.20

BASICS FOR BEGINNERS

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

Investment: Free

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 355-2345.

DESIRE2LEARN ADVANCED FEATURES

September 17, 1:00 p.m. – 3:00 p.m.

October 20, 1:00 p.m. – 3:00 p.m.

November 18, 10:00 a.m. – noon

December 8, 10:00 a.m. – noon

Location: Main Libr Basement Instr Room

Investment: \$51.00

DESIRE2LEARN ASSESSMENTS

September 24, 10:00 a.m. – noon

October 14, 1:00 p.m. – 3:00 p.m.

November 3, 1:00 p.m. – 3:00 p.m.

December 10, 10:00 a.m. – noon

Location: Main Libr Basement Instr Room

Investment: \$51.00

DESIRE2LEARN INTRODUCTION

September 23, 9:00 a.m. – noon

September 29, 1:00 p.m. – 4:00 p.m.

October 6, 9:00 a.m. – noon

October 15, 1:00 p.m. – 4:00 p.m.

October 28, 1:00 p.m. – 4:00 p.m.

November 4, 9:00 a.m. – noon

November 19, 1:00 p.m. – 4:00 p.m.

December 9, 9:00 a.m. – noon

Location: Main Libr Basement Instr Room

Investment: \$74.00

DESIRE2LEARN GRADEBOOK

September 22, 1:00 p.m. – 3:00 p.m.

October 7, 10:00 a.m. – noon

November 5, 10:00 a.m. – noon

December 3, 1:00 p.m. – 3:00 p.m.

Location: Main Libr Basement Instr Room

Investment: \$51.00

DESIRE2LEARN STAFF INTRODUCTION

September 15, 10:00 a.m. – noon

October 22, 1:00 p.m. – 3:00 p.m.

November 10, 1:00 p.m. – 3:00 p.m.

December 2, 10:00 a.m. – noon

Location: Main Libr Basement Instr Room

Investment: \$51.00

ZOOM / ADOBE PRESENTER / MEDIASPACE

September 30, 1:00 p.m. – 4:00 p.m.

October 29, 9:00 a.m. – noon

November 17, 1:00 p.m. – 4:00 p.m.

December 1, 9:00 a.m. – noon

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).

ACCESS DATABASE FUNDAMENTALS

September 17, 8:30 a.m. – 4:30 p.m.

Location: 210 Computer Center

Investment: \$154.20

ACCESS 2010 - PART 1

August 24 & 25, 9:00 a.m. – 5:00 p.m.

September 21 & 22, 9:00 a.m. – 5:00 p.m.

October 20 & 21, 9:00 a.m. – 5:00 p.m.

Location: Online Live, New Horizons, Lansing

Investment: \$380.00

ACCESS 2010 - PART 2

September 17 & 18, 9:00 a.m. – 5:00 p.m.

October 19 & 20, 9:00 a.m. – 5:00 p.m.

Location: Online Live, New Horizons, Lansing

Investment: \$380.00

ACCESS 2010 - PART 3

Please check nhgreatlakes.com/msu for current class

Investment: \$190.00

ACCESS 2013 - PART 1

September 8 & 9, 9:00 a.m. – 5:00 p.m.

October 8 & 9, 9:00 a.m. – 5:00 p.m.

Location: Online Live, New Horizons, Lansing

Investment: \$380.00

ACCESS 2013 - PART 2

August 31 & September 1, 9:00 a.m. – 5:00 p.m.

October 1 & 2, 9:00 a.m. – 5:00 p.m.

October 29 & 30, 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

SQL QUERYING - LEVEL 1

September 1, 9:00 a.m. – 5:00 p.m.

September 25, 9:00 a.m. – 5:00 p.m.

Location: Online Live, New Horizons, Lansing

investment: \$250.00

SQL QUERYING - LEVEL 2

August 26, 9:00 a.m. – 5:00 p.m.

September 28, 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.

ADOBE ACROBAT XI – PART 1

Please check nhgreatlakes.com/msu for current class dates

Investment: *\$250.00*

ADOBE ACROBAT XI – PART 2

Please check nhgreatlakes.com/msu for current class dates

Investment: *\$250.00*

ADOBE INDESIGN CS6 – PART 1

October 14 & 15, 9:00 a.m. – 5:00 p.m.

November 12 & 13, 9:00 a.m. – 5:00 p.m.

Location: *Online Live, New Horizons, Lansing*

Investment: *\$500.00*

ADOBE INDESIGN CS6 – PART 2

September 14 & 15, 9:00 a.m. – 5:00 p.m.

November 16 & 17, 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.

ACCESSIBLE WEB DESIGN

September 24, 1:00 p.m. – 5:00 p.m.

October 21, 8:00 a.m. – noon

November 19, 1:00 – 5:00 p.m.

December 2, 8:00 a.m. – noon

Location: 210 Computer Center

Investment: \$94.90

ADOBE FLASH CS6 – PART 1

September 15 & 16, 9:00 a.m. – 5:00 p.m.

Location: Online Live, New Horizons, Lansing

Investment: \$500.00

ADOBE FLASH CS6 – PART 2

September 17 & 18, 9:00 a.m. – 5:00 p.m.

Location: Online Live, New Horizons, Lansing

Investment: \$500.00

CASCADE SERVER CONTENT MANAGER

October 8, 8:00 a.m. – noon

December 9, 1:00 p.m. – 5:00 p.m.

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 IT Services Public Web Server. To register, call the MSU IT Service Desk at 517-432-6200.

Investment: Free

CREATING ACCESSIBLE DOCUMENTS AND CONTENT

September 18, 1:00 p.m. – 5:00 p.m.

October 19, 1:00 p.m. – 5:00 p.m.

November 10, 1:00 p.m. – 5:00 p.m.

December 3, 1:00 p.m. – 5:00 p.m.

Location: 210 Computer Center

Investment: \$94.90

CREATING ACCESSIBLE PDF DOCUMENTS

September 30, 1:00 p.m. – 5:00 p.m.

October 27, 1:00 p.m. – 5:00 p.m.

November 23, 1:00 p.m. – 5:00 p.m.

December 15, 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 IT Services Public Web Server.
To register, call the MSU IT Service Desk at 517-432-6200.*

Investment: Free

DREAMWEAVER CS6 - PART 1

September 28 & 29, 9:00 a.m. – 5:00 p.m.

Location: Online Live, New Horizons, Lansing

Investment: \$500.00

DREAMWEAVER CS6 - PART 2

October 5 & 6, 9:00 a.m. – 5:00 p.m.

Location: Online Live, New Horizons, Lansing

Investment: \$500.00

FUNDAMENTALS OF WEB DEVELOPMENT

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

Investment: \$92.40

HTML5 & ARIA

September 22, 1:00 p.m. – 5:00 p.m.

October 29, 8:00 a.m. – noon

Location: 210 Computer Center

Investment: \$234.90

INTRODUCTION TO WEB ACCESSIBILITY

This is an online Desire2Learn tutorial course.

To access go to <https://d2l.msu.edu>

Login with MSU NetID and Password

Click the Self Registration tab; click Self Enroll.

Investment: Free

QUERYING MICROSOFT SQL SERVER 2012

September 21 through 25, 9:00 a.m. – 5:00 p.m.

October 12 through 16, 9:00 a.m. – 5:00 p.m.

Location: *Online Live, New Horizons, Lansing*

Investment: *\$1,862.50*

SNAGIT® IMAGE AND VIDEO SCREEN CAPTURE

October 13, 1:30 p.m. – 4:30 p.m.

Location: *210 Computer Center*

Investment: *\$74.30*

SQL QUERYING - LEVEL 1

September 1, 9:00 a.m. – 5:00 p.m.

September 25, 9:00 a.m. – 5:00 p.m.

Location: *Online Live, New Horizons, Lansing*

Investment: *\$250.00*

SQL QUERYING - LEVEL 2

August 26, 9:00 a.m. – 5:00 p.m.

September 28, 9:00 a.m. – 5:00 p.m.

Location: *Online Live, New Horizons, Lansing*

Investment: *\$250.00*

WEB DESIGN W/ HTML5 & CSS3 – LEVEL 1

September 25, 9:00 a.m. – 5:00 p.m.

Location: *Online Live, New Horizons, Lansing*

Investment: *\$250.00*

WEB DESIGN W/ HTML5 & CSS3 – LEVEL 2

October 2, 9:00 a.m. – 5:00 p.m.

Location: *Online Live, New Horizons, Lansing*

Investment: *\$250.00*

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.

MSU WEB MAIL

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

Investment: *\$51.20*

OUTLOOK 2010 - PART 1

September 23, 9:00 a.m. – 5:00 p.m.

October 20, 9:00 a.m. – 5:00 p.m.

November 25, 9:00 a.m. – 5:00 p.m.

Location: *Online Live, New Horizons, Lansing*

Investment: *\$190.00*

OUTLOOK 2010 - PART 2

September 25, 9:00 a.m. – 5:00 p.m.

October 22, 9:00 a.m. – 5:00 p.m.

November 30, 9:00 a.m. – 5:00 p.m.

Location: *Online Live, New Horizons, Lansing*

Investment: *\$190.00*

OUTLOOK 2013 - PART 1

September 15, 9:00 a.m. – 5:00 p.m.

October 20, 9:00 a.m. – 5:00 p.m.

November 16, 9:00 a.m. – 5:00 p.m.

Location: *Online Live, New Horizons, Lansing*

Investment: *\$190.00*

OUTLOOK 2013 - PART 2

August 27, 9:00 a.m. – 5:00 p.m.

October 5, 9:00 a.m. – 5:00 p.m.

October 23, 9:00 a.m. – 5:00 p.m.

Location: *Online Live, New Horizons, Lansing*

Investment: *\$190.00*

GRAPHICS

Courses on graphic packages to help enhance various desktop publishing needs.

ADOBE ILLUSTRATOR CS6 – PART 1

September 21 & 22, 9:00 a.m. – 5:00 p.m.

November 16 & 17, 9:00 a.m. – 5:00 p.m.

Location: *Online Live, New Horizons, Lansing*

Investment: *\$500.00*

ADOBE ILLUSTRATOR CS6 – PART 2

September 24 & 25, 9:00 a.m. – 5:00 p.m.

November 18 & 19, 9:00 a.m. – 5:00 p.m.

Location: Online Live, New Horizons, Lansing

Investment: \$500.00

ADOBE PHOTOSHOP CS6 – PART 1

October 21 & 22, 9:00 a.m. – 5:00 p.m.

November 12 & 13, 9:00 a.m. – 5:00 p.m.

Location: Online Live, New Horizons, Lansing

Investment: \$500.00

ADOBE PHOTOSHOP CS6 – PART 2

October 27 & 28, 9:00 a.m. – 5:00 p.m.

November 18 & 19, 9:00 a.m. – 5:00 p.m.

Location: Online Live, New Horizons, Lansing

Investment: \$500.00

VISIO PROFESSIONAL 2010 – LEVEL 1

September 4, 9:00 a.m. – 5:00 p.m.

Location: Online Live, New Horizons, Lansing

Investment: \$250.00

VISIO PROFESSIONAL 2010 – LEVEL 2

August 25, 9:00 a.m. – 5:00 p.m.

Location: Online Live, New Horizons, Lansing

Investment: \$250.00

VISIO PROFESSIONAL 2013 – PART 1

September 28, 9:00 a.m. – 5:00 p.m.

Location: Online Live, New Horizons, Lansing

investment: \$250.00

VISIO PROFESSIONAL 2013 – PART 2

October 2, 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 classes.lib.msu.edu to reserve a place.

ENDNOTE X6 AND ENDNOTE WEB ONLINE

September 21, 1:00 p.m. – 3:00 p.m.

September 29, 2:00 p.m. – 4:00 p.m.

October 8, 10:00 a.m. – noon

Location: Main Libr Beaumont Instr Room (E119)

Investment: Free

FUNDING YOUR GRADUATE EXPERIENCE: EDUCATION

October 16, 3:00 p.m. – 4:30 p.m.

Location: Main Libr Reference Instr Room (W101D)

Investment: Free

FUNDING YOUR GRADUATE EXPERIENCE: HUMANITIES AND SOCIAL SCIENCES

November 20, 3:00 p.m. – 4:30 p.m.

Location: Main Libr Reference Instr Room (W101D)

Investment: Free

FUNDING YOUR GRADUATE EXPERIENCE: SCIENCES & ENGINEERING

September 25, 3:00 p.m. – 4:30 p.m.

Location: 3540 Engineering Building

Investment: Free

LIBRARY BOOT CAMP

August 21, noon – 1:00 p.m.

August 27 (in Chinese), noon – 1:00 p.m.

August 28, noon – 1:00 p.m.

September 3, noon – 1:00 p.m.

September 4 (in Chinese), noon – 1:00 p.m.

September 11, noon – 1:00 p.m.

Location: Main Libr Reference Instr Room (W101D)

Investment: Free

MENDELEY

September 23, 10:00 a.m. – noon

November 6, 10:00 a.m. – noon

Location: *Main Libr Reference Instr Room (W101D)*

Investment: *Free*

ZOTERO: CITATION MANAGEMENT 2.0

September 11, 10:00 a.m. – noon

September 16, 4:30 p.m. – 6:30 p.m.

October 9, 10:00 a.m. – noon

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*

ACTIVE DIRECTORY MANAGER WITH QUEST

October 15, 1:00 p.m. – 5:00 p.m.

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@ipf.msu.edu to request training.

Investment: Free

CASCADE SERVER CONTENT MANAGER

October 8, 8:00 a.m. – noon

December 9, 1:00 p.m. – 5:00 p.m.

Location: 210 Computer Center

Investment: \$92.40

CASHNET PROCESSOR TRAINING

October 16, 10:00 a.m. – noon

December 11, 10:00 a.m. – noon

Location: 210 Computer Center

Investment: Free

CASHNET STORE SETUP

October 7, 9:00 a.m. – noon

November 20, 9:00 a.m. – noon

December 16, 9:00 a.m. – noon

Location: Suite 270, Crystal Conf. Room, Eyde Bldg., 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

EVALUATING DATA WITH PIVOT TABLES

November 18, 8:30 a.m. – noon

Location: 210 Computer Center

Investment: \$82.10

FORMS TRACKING UTILITY

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

Investment: Free

INTRODUCTION TO CLIFMS (COURSE LOAD, INSTRUCTION, FUNDING AND MODELING SYSTEM)

This class is offered on a request basis only. Contact Bethan Cantwell at 517-355-9273 or cantwelb@msu.edu to request training.

Investment: Free

MICROSOFT ONENOTE 2010

August 24, 9:00 a.m. – 5:00 p.m.

September 29, 9:00 a.m. – 5:00 p.m.

October 21, 9:00 a.m. – 5:00 p.m.

November 19, 9:00 a.m. – 5:00 p.m.

Location: Online Live, New Horizons, Lansing

Investment: \$190.00

MICROSOFT ONENOTE 2013

September 14, 9:00 a.m. – 5:00 p.m.

October 13, 9:00 a.m. – 5:00 p.m.

November 18, 9:00 a.m. – 5:00 p.m.

Location: Online Live, New Horizons, Lansing

Investment: \$190.00

OFFICE APPLICATIONS

Enhance your skills and take full advantage of the many features in the various office applications.

CREATING ACCESSIBLE DOCUMENTS AND CONTENT

September 18, 1:00 p.m. – 5:00 p.m.

October 19, 1:00 p.m. – 5:00 p.m.

November 10, 1:00 a.m. – 5:00 p.m.

December 3, 1:00 p.m. – 5:00 p.m.

Location: 210 Computer Center

Investment: \$94.90

CREATING ACCESSIBLE PDF DOCUMENTS

September 30, 1:00 p.m. – 5:00 p.m.

October 27, 1:00 p.m. – 5:00 p.m.

November 23, 1:00 p.m. – 5:00 p.m.

December 15, 1:00 p.m. – 5:00 p.m.

Location: 210 Computer Center

Investment: \$94.90

EVALUATING DATA WITH PIVOT TABLES

November 18, 8:30 a.m. – noon

Location: 210 Computer Center

Investment: \$82.10

GOOGLE: CALENDAR AND SITES

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

Investment: \$71.80

GOOGLE: DRIVE AND DOCS

November 11, 1:30 p.m. – 4:30 p.m.

Location: 210 Computer Center

Investment: \$71.80

WORD 2010 – PART 1

September 17, 9:00 a.m. – 5:00 p.m.

October 1, 9:00 a.m. – 5:00 p.m.

Location: Online Live, New Horizons, Lansing

Investment: \$190.00

WORD 2010 – PART 2

September 24, 9:00 a.m. – 5:00 p.m.

Location: Online Live, New Horizons, Lansing

Investment: \$190.00

WORD 2010 – PART 3

September 15, 9:00 a.m. – 5:00 p.m.

Location: Online Live, New Horizons, Lansing

Investment: \$190.00

WORD 2013 – PART 1

September 9, 9:00 a.m. – 5:00 p.m.

September 30, 9:00 a.m. – 5:00 p.m.

Location: Online Live, New Horizons, Lansing

Investment: \$190.00

WORD 2013 – PART 2

August 21, 9:00 a.m. – 5:00 p.m.

September 22, 9:00 a.m. – 5:00 p.m.

Location: Online Live, New Horizons, Lansing

Investment: \$190.00

WORD 2013 – PART 3

August 25, 9:00 a.m. – 5:00 p.m.

September 25, 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 advance techniques on creating, editing and adding visual elements in presentations.

ADOBE CAPTIVATE 7 – THE ESSENTIALS

September 21 & 22, 9:00 a.m. – 5:00 p.m.

October 20 & 21, 9:00 a.m. – 5:00 p.m.

Location: Online Live, New Horizons, Lansing

Investment: \$500.00

ADOBE CAPTIVATE 7 – BEYOND THE ESSENTIALS

September 28 & 29, 9:00 a.m. – 5:00 p.m.

October 26 & 27, 9:00 a.m. – 5:00 p.m.

Location: Online Live, New Horizons, Lansing

Investment: \$500.00

CAMTASIA 8

October 14, 8:30 a.m. – 11:30 a.m.

Location: 210 Computer Center

Investment: \$74.30

POWERPOINT 2010 - PART 1

September 14, 9:00 a.m. – 5:00 p.m.

October 12, 9:00 a.m. – 5:00 p.m.

Location: Online Live, New Horizons, Lansing

Investment: \$190.00

POWERPOINT 2010 - PART 2

September 22, 9:00 a.m. – 5:00 p.m.

October 15, 9:00 a.m. – 5:00 p.m.

Location: Online Live, New Horizons, Lansing

Investment: \$190.00

POWERPOINT 2013 - PART 1

September 9, 9:00 a.m. – 5:00 p.m.

October 27, 9:00 a.m. – 5:00 p.m.

Location: Online Live, New Horizons, Lansing

Investment: \$190.00

POWERPOINT 2013 - PART 2

September 11, 9:00 a.m. – 5:00 p.m.

October 29, 9:00 a.m. – 5:00 p.m.

Location: Online Live, New Horizons, Lansing

Investment: \$190.00

PROJECT MANAGEMENT

PROJECT MANAGEMENT FUNDAMENTALS

September 8, 9:00 a.m. – 5:00 p.m.

Location: Online Live, New Horizons, Lansing

Investment: \$250.00

PROJECT 2010 – LEVEL 1

September 24, 9:00 a.m. – 5:00 p.m.

Location: Online Live, New Horizons, Lansing

Investment: \$250.00

PROJECT 2010 – LEVEL 2

September 15, 9:00 a.m. – 5:00 p.m.

Location: Online Live, New Horizons, Lansing

Investment: \$250.00

PROJECT 2013 – PART 1

September 11, 9:00 a.m. – 5:00 p.m.

Location: Online Live, New Horizons, Lansing

Investment: \$250.00

PROJECT 2013 – PART 2

September 16, 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 Secure-IT web site (secureit.msu.edu) under 'Data Care'.

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.

EVALUATING DATA WITH PIVOT TABLES

November 18, 8:30 a.m. – noon

Location: 210 Computer Center

Investment: \$82.10

EXCEL 2010 POWER PIVOT TABLES

September 15, 9:00 a.m. – 5:00 p.m.

October 15, 9:00 a.m. – 5:00 p.m.

Location: Online Live, New Horizons, Lansing

Investment: \$190.00

EXCEL 2010 - PART 1

September 3, 9:00 a.m. – 5:00 p.m.

October 15, 9:00 a.m. – 5:00 p.m.

Location: Online Live, New Horizons, Lansing

Investment: \$190.00

EXCEL 2010 - PART 2

September 8, 9:00 a.m. – 5:00 p.m.

October 6, 9:00 a.m. – 5:00 p.m.

Location: Online Live, New Horizons, Lansing

Investment: \$190.00

EXCEL 2010 - PART 3

September 10, 9:00 a.m. – 5:00 p.m.

October 12, 9:00 a.m. – 5:00 p.m.

Location: Online Live, New Horizons, Lansing

Investment: \$190.00

EXCEL 2010 - PART 4

October 14, 9:00 a.m. – 5:00 p.m.

Location: Online Live, New Horizons, Lansing

Investment: \$190.00

EXCEL 2013 - PART 1

September 10, 9:00 a.m. – 5:00 p.m.

October 5, 9:00 a.m. – 5:00 p.m.

Location: Online Live, New Horizons, Lansing

Investment: \$190.00

EXCEL 2013 - PART 2

September 23, 9:00 a.m. – 5:00 p.m.

October 15, 9:00 a.m. – 5:00 p.m.

Location: Online Live, New Horizons, Lansing

Investment: \$190.00

EXCEL 2013 - PART 3

September 30, 9:00 a.m. – 5:00 p.m.

October 20, 9:00 a.m. – 5:00 p.m.

Location: Online Live, New Horizons, Lansing

Investment: \$190.00

STATISTICS & MATHEMATICS

SPSS and SAS are two powerful statistics programs that can help you in the analysis of your data. Learn how to create files, manage the data and run reports.

GETTING STARTED WITH SAS FOR WINDOWS

November 11 through 13, 9:00 a.m. – noon

Location: 210 Computer Center

Investment: \$185.40

GETTING STARTED WITH SPSS FOR WINDOWS

November 4 & 5, 9:00 a.m. – noon

Location: 210 Computer Center

Investment: \$123.60

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 IT SERVICES TRAINING?

IT Services 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 IT Services 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 IT Services Training classes. Please see enrollment instructions on page 15 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.

IT Services 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. IT Services 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 IT Services 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.

IT Services 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

IT SERVICES 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.