MICHIGAN STATE
UNIVERSITY
Spring
2016
PROFESSIONAL
DEVELOPMENT
& TECHNOLOGY
TRAINING
OPPORTUNITIES
spartanslearn.msu.edu
Human Resources, MSU IT and Libraries

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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!

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.

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

PERFORMANCE EXCELLENCE LEARNING OPPORTUNITIES

MSU is revamping its performance management process for support staff employees in 2016. A required training will be available late January. In addition to the required training, there are a number of courses, books and videos that can be accessed through elevateU online learning, as well as instructor-led classes through Professional Development Services.

ELEVATEU ONLINE LEARNING

You can find these titles in elevateU by going to Browse the Library, then Performance Excellence. You can also place the titles in the search bar. Here are a few to consider:

Courses: (1 hr)

- Management Essentials: Caring about your Direct Reports
- Management Essentials: Confronting Difficult Employee Behavior
- Delivering a Difficult Message with Diplomacy and Tact
- Business Coaching: Getting Ready to Coach
- Receiving Feedback and Criticism
- And more!

Challenge Series: Interactive, scenario based learning (12-15 min)

- Setting Goals
- Managing Goals
- Coaching
- Giving Appropriate Feedback
- Developing Your Career
- And more!

Videos: (2-24 min)

- Light the Fire: Leveraging Appraisals for Maximum Performance
- Managing Performance: Three areas of focus
- Six Question Approach to Coaching
- Keys to Performance Management
- Don't Overlook Good People
- Connect Vision to Action
- And more!

INSTRUCTOR LED CLASSES

- Crucial Accountability
- Crucial Conversations
- Boosting Team Performance
- Creating a Culture of Commitment
- Coaching with Impact
- Boost Your Career
- New Supervisor Essentials
- Core Competencies for Supervisors
- Sustainable High Performance
- And more!

PERFORMANCE EXCELLENCE

CREATING THE 21ST CENTURY WORKFORCE

BUSINESS ANALYSIS

PROCESS MAPPING AND ANALYSIS

Wednesday, April 20, and Thursday, April 21, 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

Wednesday, April 20, 1:30 p.m. – 4:30 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

COMMUNICATION

ADVANCED COMMUNICATION SKILLS FOR BILINGUAL PROFESSIONALS

Thursdays, February 4, February 11, February 18 and February 25, 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.)

CRUCIAL CONVERSATIONS®

Wednesday, March 23 and Thursday, March 24, 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)

TEN TACTICS FOR POWERFUL BUSINESS WRITING

Thursday, March 24, 8:30 a.m. – 12:00 p.m.

Writing skills can make a big difference to your efficiency, productivity and career success. Learn to apply proven guidelines to get the attention of your readers, and say more with fewer words for high impact.

Presenter: Jackie McCarroll, McCarroll Associates

Investment: $100.00

CUSTOMER SERVICE

THE SPARTAN EXPERIENCE

Tuesday, January 26, 8:30 a.m. – 4:30 p.m., or Tuesday, March 22, 8:30 a.m. – 4:30 p.m., or Tuesday, May 3, 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

ACCOUNTING IN EBS

Tuesday, January 12, 8:30 a.m. – 4:00 p.m., or Tuesday, March 8, 8:30 a.m. – 4:00 p.m., or Thursday, April 28, 8:30 a.m. – 4:00 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 Mason, 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.

PAYMENTS TO NON-RESIDENT ALIENS & FOREIGN VENDORS

Tuesday, January 19, 8:30 a.m. – 12:00 p.m., or Thursday, March 17, 1:00 p.m. – 4:30 p.m., or Wednesday, May 11, 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.

Presenters: Ethel Mason, MSU Accounting Office

Investment: Free

EBS FINANCIAL SYSTEM - ROLES/ONBOARDING

Wednesday, January 20, 8:30 a.m. – 11:00 a.m., or Monday, February 22, 1:30 p.m. – 4:00 p.m., or
Thursday, March 17, 8:30 a.m. – 11:00 a.m., or Wednesday, April 20, 1:30 p.m. – 4:00 p.m., or Friday, May 20, 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

FINANCE PLANNING & REPORTING STRATEGIES
Thursday, March 3, 8:30 a.m. – 12:00 p.m.

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.
Presenter: Ken Desloover, College of Arts and Letters and Kris Stroud, College of Human Medicine
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.

PROCESSING PURCHASING REQUISITIONS
Wednesday, March 30, 9 a.m. – 12:00 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

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:

SERVICE CENTER BILLING RATES
Wednesday, February 3, 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

FISCAL OFFICER AND DELEGATE EXPECTATIONS
Friday, February 5, 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, February 11, 2:00 p.m. – 4:30 p.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: Sarah Blanck, Provost's Office, and Mike Stokes, College of Osteopathic Medicine

Investment: Free

CONTROLLER'S OFFICE ACCOUNTING & PAYROLL FORUM
Friday, March 4, 8:30 a.m. – 11:30 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

GIFT ACCOUNTING
Thursday, March 31, 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
Investment: Free

HUMAN RESOURCES

CERTIFIED HUMAN RESOURCES SPECIALIST FOLLOW-UP
Tuesday, March 15, and Wednesday, March 16, 8:30 a.m. – 4:30 p.m

As a Certified Human Resources Specialist (CHRS), you need to stay abreast of changes in employment and labor laws as well as be able to follow pending legislation and court cases while performing the responsibilities of your job.
Presenter: Tina Riley, Ph.D., MSU School of Human Resources and Labor Relations
Investment: $420.00

CERTIFIED HUMAN RESOURCES SPECIALIST
Thursdays, March 31, April 14, April 21, 8:30 a.m. – 4:30 p.m.; and Tuesday, April 26, 8:30 a.m. – 4:30 p.m.; and Tuesday, May 3, 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

BOOSTING TEAM PERFORMANCE
Thursday, February 25, 8:30 a.m. – 12:00 p.m.

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

(NEW) CREATING A CULTURE OF COMMITMENT
Thursday, February 25, 8:30 a.m. – 11:00 a.m., or Thursday, April 28, 8:30 a.m. – 11:00 a.m.

Gallup studies show that only a third of a company's employees are truly "engaged"—enthusiastic, go getters who are dedicated to the success of the business. So how do you get the rest of your staff to take ownership and initiative? This session is geared to leaders who are trying to create a culture of commitment in their organizations. Success stories, specific examples, and practical techniques will provide leaders with some immediate ideas to implement.

Presenter: Mitzi Taylor, Not So Basic Training
Investment: $105.00

INFLUENCER®

Wednesday, March 2, 8:30 a.m. – 4:30 p.m., and Friday, March 4, 8:30 a.m. – 12:00 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)

CRUCIAL ACCOUNTABILITY ®

Tuesday, March 29, and Wednesday, March 30, 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)

MANAGEMENT

NEW SUPERVISOR ESSENTIALS

Tuesday, January 26, 8:30 a.m. – 1:00 p.m., or Tuesday, March 1, 8:30 a.m. – 1:00 p.m., or Tuesday, April 12, 8:30 a.m. – 1:00 p.m., or Tuesday, May 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

PROHIBITED HARASSMENT: FOR SUPERVISORS

Thursday, February 4, 1:00 p.m. – 4:30 p.m.

As a supervisor or manager, you are responsible for upholding the university's policy on prohibited harassment. Learn how to recognize and respond to prohibited harassment issues at work.

Presenter: Kristine Moore, Office of the General Counsel, and Tracy Leahy, Office of Institutional Equity
Investment: Free

(NEW) COACHING WITH IMPACT

Wednesday, February 10, 8:30 a.m. – 12:00 p.m.

Coaching skills have become a key competency for today's managers and leaders. Coaching skills are used in high performance work teams, in performance management processes, and in career development conversations. Come learn 3 key coaching skills from a professional

credentialed coach. This session will be highly interactive and is best geared for aspiring leaders, current managers, and seasoned leaders looking to expand their skill sets.
Presenter: Susan Combs, MBA, PCC
Investment: $65.00

ESSENTIALS OF EMPLOYEE RELATIONS
Thursday, February 18, 8:30 a.m. – 12:00 p.m.

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

(NEW) CORE COMPETENCIES FOR SUPERVISORS
Thursday, February 25, 1:00 p.m. – 4:30 p.m., or Thursday, April 28, 1:00 p.m. – 4:30 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

SEXUAL HARASSMENT: FOR SUPERVISORS
Wednesday, March 23, 1:00 p.m. – 4:30 p.m.

As a supervisor or manager, you are responsible for upholding the University's policy on sexual harassment. Learn how to recognize and respond to sexual harassment issues at work.
Presenter: Jayne Schuiteman, Office of Institutional Equity
Investment: Free

MARKETING

In the increasingly competitive world of higher education, the need to present a cohesive brand experience across all channels and touch points is more important than ever to an institution's ability to differentiate and achieve its objectives, including student and faculty recruitment and attracting funding.

Participants in this five-part series will gain a thorough understanding of the elements and workings of the MSU brand platform, as well as specific insights for aligning college and unit communications for maximum impact.

Intended audience: Certificate series for university communicators, others holding primary communications responsibilities in their unit, and those interested in learning more about the essential elements of the MSU brand.

Note: Individuals wishing to attain MSU brand certification must attend all five sessions. Other participants are welcome to sign up for individual sessions of interest, though registration priority will be given to those seeking certification.

Sessions:

BRAND COMMUNICATIONS AT MSU
Wednesday, February 10, 8:30 a.m. – 12:00 p.m.

Topics include: What is a brand? "Stronger Together" and the MSU brand platform.
Presenters: Communications and Brand Strategy Staff
Investment: Free

MSU BRAND ELEMENTS
Wednesday, February 17, 8:30 a.m. – 12:00 p.m.

Topics include: Logos and marks, visual identity at MSU (typography, color, etc.), and licensing and the brand.
Presenters: Communications and Brand Strategy Staff
Investment: Free

MESSAGING
Wednesday, February 24, 8:30 a.m. – 12:00 p.m.

Topics include: Identifying key messages, tone, the art of the headline, and aligning with the brand.
Presenters: Communications and Brand Strategy Staff
Investment: Free

DIGITAL IMPACT
Wednesday, March 2, 8:30 a.m. – 12:00 p.m.

Topics include: Web standards, video and photo basics and social media (channels, guidelines, and tips).
Presenters: Communications and Brand Strategy Staff
Investment: Free

LIVING THE BRAND
Wednesday, March 9, 8:30 a.m. – 12:00 p.m.

Topics include: Your Spartan Experience and working with CABS.
Presenters: Communications and Brand Strategy Staff
Investment: Free

OPERATIONS

NAVIGATING BUSINESS INTELLIGENCE
Wednesday, March 2, 2:30 p.m. – 4:30 p.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.
Presenters: MSU Data Services Team
Investment: Free
Location: B 110H Wells Hall

QUERY STUDIO
Wednesday, March 23, 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.
Presenter: 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.

PROCESSING STUDENT AWARDS & FINANCIAL AID
Wednesday, March 30, 1 p.m. – 4:30 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

RECORDS MANAGEMENT AND RETENTION AT MSU
Wednesday, May 4, 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

PERSONAL DEVELOPMENT

RNT: 1-2 YEARS TO YOUR RETIREMENT
Thursday, January 21, 8:30 a.m. – 4:30 p.m., or Wednesday, April 6, 8:30 a.m. – 4:30 p.m.

Preparing for your Road Next Traveled (RNT) in 1-2 years? Will you elect to take your social security benefits at the right time? Learn about this and many other issues critical to your retirement planning.
Presenters: MSU Human Resources Benefits staff and outside experts
Investment: Free for MSU faculty and staff (Guest: $25) (Guest Enrollment: Call (517) 355-0183)

RNT: 3-7 YEARS TO YOUR RETIREMENT
Thursday, January 28, 8:30 a.m. – 4:30 p.m., or Wednesday, April 13, 8:30 a.m. – 4:30 p.m.

If you are considering retirment in the next 3-7 years, this class with provide helpful insights and information regarding a range of pre-retirement issues to help you plan your Road New Traveled (RNT).
Presenters: MSU Human Resources Benefits staff and outside experts
Investment: Free for MSU faculty and staff (Guest: $25) (Guest Enrollment: Call (517) 355-0183)

(NEW) FROM DISTRACTED TO PRODUCTIVE
Wednesday, February 10, 1:00 p.m. – 4:00 p.m.

Email. Interruptions. Project transitions. Office clutter. Social and other media. Text messages. Even family and friends. These seven "distractors" sometimes make it almost impossible to get anything done. It sometimes seems like there is always SOMETHING getting in the way of what you really need to do. But with some forethought and effective strategies, as well as some personal discipline, it is more than possible to find your focus once again, even in a hyper-distracted world. Learn "game plan" ideas for getting and keeping your distractors under control, and finding critical "focused productivity" time each and every day, leading to both performance but also clarity of mind and purpose.
Presenter: Randy Dean, Randall Dean Consulting
Investment: $110.00

BOOST YOUR CAREER
Wednesday, February 17, 1:30 p.m. – 4:30 p.m., or Tuesday, April 26, 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

(NEW) SUSTAINABLE HIGH PERFORMANCE

Thursday, February 18, 8:30 a.m. – 4:30 p.m., and Friday, February 19, 8:30 a.m. – 4:30 p.m.
OR Mondays, March 7, 14, 21, 28, 1:00 p.m. – 4:30 p.m.

Performance excellence requires you to have significant emotional resiliency as you navigate the challenges inherent in your day to day work life. Taking the time to develop strong emotional wellness-work effectiveness skills will increase your capacity for calm, creative response to a wide variety of problems. Increasing your psychological flexibility and learning to operate from a high quality state of mind will allow you to be a consistently high performing employee over time.

Presenter: Lisa Laughman, MSW, LMSW, Office of the University Physician
Investment: Free

(NEW) EVERYTHING DISC: BEHAVIOR STYLES AT WORK

Tuesday, April 19, 1:00 p.m. – 4:30 p.m.

Have you ever wondered why some people just don't get you? Or ever thought "I cannot even begin to know what my boss needs—even when I ask, I am still not sure." Most of us have felt that way at one time or another! The good news is there's a simple tool designed to help you understand yourself AND other people too. Everything DiSC® helps you build more effective working relationships based on an understanding of different behavioral styles.

Note: As part of this class, participants will be invited to take the online Everything DiSC ®assessment approximately ten days prior to the class date. Participants who take the online assessment but do not attend the class will still be charged the course fee.

Presenter: Carrie Galdes, Human Resources

Investment:$50.00

PROJECT MANAGEMENT

ESSENTIALS OF PROJECT MANAGEMENT

Tuesday, February 23, and Wednesday, February 24, 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)

Basics for Beginners

If you are new to computers or just want a refresher on your knowledge of computers and software programs, MSU IT 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.

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

TECHNOLOGY TRAINING

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
- Linus 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 (517) 355-2345.

DESIRE2LEARN ADVANCED FEATURES

January 26, 10:00 a.m. – 12:00 p.m.

February 9, 1:00 p.m. – 3:00 p.m.

March 23, 10:00 a.m. – 12:00 p.m.

April 19, 1:00 p.m. – 3:00 p.m.

Location: Main Libr Basement Instr Room
Investment: $51.00

DESIRE2LEARN ASSESSMENTS

January 20, 10:00 a.m. – 12:00 p.m.

February 4, 1:00 p.m. – 3:00 p.m.

March 3, 1:00 p.m. – 3:00 p.m.

April 12, 10:00 a.m. – 12:00 p.m.

Location: Main Libr Basement Instr Room

Investment: $51.00

DESIRE2LEARN INTRODUCTION

January 19, 1:00 p.m. – 4:00 p.m.

February 3, 9:00 a.m. – 12:00 p.m.

February 11, 1:00 – 4:00 p.m.

February 16, 9:00 a.m. – 12:00 p.m.

March 1, 1:00 p.m. – 4:00 p.m.

March 15, 9:00 a.m. – 12:00 p.m.

March 30, 9:00 a.m. – 12:00 p.m.

April 7, 1:00 p.m. – 4:00 p.m.

April 14, 9:00 a.m. – 12:00 p.m.

April 26, 1:00 – 4:00 p.m.

Location: Main Libr Basement Instr Room

Investment: $74.00

DESIRE2LEARN GRADEBOOK

January 21, 1:00 p.m. – 3:00 p.m.

February 17, 10:00 a.m. – 12:00 p.m.

March 17, 10:00 a.m. – 12:00 p.m.

April 5, 1:00 p.m. – 3:00 p.m.

Location: Main Libr Basement Instr Room

Investment: $51.00

DESIRE2LEARN STAFF INTRODUCTION

January 27, 10:00 a.m. – 12:00 p.m.

February 23, 1:00 p.m. – 3:00 p.m.

March 24, 10:00 a.m. – 12:00 p.m.

April 21, 1:00 p.m. – 3:00 p.m.

Location: Main Libr Basement Instr Room

Investment: $51.00

ZOOM / ADOBE PRESENTER / MEDIASPACE

January 28, 1:00 p.m. – 4:00 p.m.

February 24, 9:00 a.m. – 12:00 p.m.

March 29, 1:00 p.m. – 4:00 p.m.

April 28, 9:00 a.m. – 12:00 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

January 5 & 6, 9:00 a.m. – 5:00 p.m.

February 9 & 10, 9:00 a.m. – 5:00 p.m.

March 16 & 17, 9:00 a.m. – 5:00 p.m.

April 12 & 13, 9:00 a.m. – 5:00 p.m.

May 11 & 12, 9:00 a.m. – 5:00 p.m.

Location: Online Live, New Horizons, Lansing

Investment: $380.00

ACCESS 2010 - PART 2

January 25 & 26, 9:00 a.m. – 5:00 p.m.

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

March 28 & 29, 9:00 a.m. – 5:00 p.m.

April 28 & 29, 9:00 a.m. – 5:00 p.m.

May 23 & 24, 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

January 13 & 14, 9:00 a.m. – 5:00 p.m.

February 10 & 11, 9:00 a.m. – 5:00 p.m.

March 8 & 9, 9:00 a.m. – 5:00 p.m.

April 14 & 15, 9:00 a.m. – 5:00 p.m.

May 11 & 12, 9:00 a.m. – 5:00 p.m.

Location: Online Live, New Horizons, Lansing

Investment: $380.00

ACCESS 2013 - PART 2

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

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

March 10 & 11, 9:00 a.m. – 5:00 p.m.

April 19 & 20, 9:00 a.m. – 5:00 p.m.

May 17 & 18, 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

January 26, 9:00 a.m. – 5:00 p.m.

February 2, 9:00 a.m. – 5:00 p.m.

March 1, 9:00 a.m. – 5:00 p.m.

April 19, 9:00 a.m. – 5:00 p.m.

Location: Online Live, New Horizons, Lansing

Investment: $250.00

SQL QUERYING - LEVEL 2

January 28, 9:00 a.m. – 5:00 p.m.

March 16, 9:00 a.m. – 5:00 p.m.

April 20, 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

January 4, 9:00 a.m. – 5:00 p.m.

February 3, 9:00 a.m. – 5:00 p.m.

March 9, 9:00 a.m. – 5:00 p.m.

April 26, 9:00 a.m. – 5:00 p.m.

Location: Online Live, New Horizons, Lansing

Investment: $250.00

ADOBE ACROBAT XI – PART 2

January 6, 9:00 a.m. – 5:00 p.m.

February 5, 9:00 a.m. – 5:00 p.m.

March 11, 9:00 a.m. – 5:00 p.m.

April 28, 9:00 a.m. – 5:00 p.m.

Location: Online Live, New Horizons, Lansing

Investment: $250.00

ADOBE INDESIGN CS6 – PART 1

January 6 & 7, 9:00 a.m. – 5:00 p.m.

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

March 8 & 9, 9:00 a.m. – 5:00 p.m.

April 18 & 19, 9:00 a.m. – 5:00 p.m.

Location: Online Live, New Horizons, Lansing

Investment: $500.00

ADOBE INDESIGN CS6 – PART 2

January 11 & 12, 9:00 a.m. – 5:00 p.m.

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

March 10 & 11, 9:00 a.m. – 5:00 p.m.

April 21 & 22, 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

January 20, 8:00 a.m. – 12:00 p.m.

February 17, 1:00 – 5:00 p.m.

March 16, 8:00 a.m. – 12:00 p.m.

April 14, 1:00 – 5:00 p.m.

Location: 210 Computer Center

Investment: $94.90

ADOBE FLASH CS6 – PART 1

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

April 7 & 8, 9:00 a.m. – 5:00 p.m.

Location: Online Live, New Horizons, Lansing

Investment: $500.00

ADOBE FLASH CS6 – PART 2

February 1 & 2, 9:00 a.m. – 5:00 p.m.

April 11 & 12, 9:00 a.m. – 5:00 p.m.

Location: Online Live, New Horizons, Lansing

Investment: $500.00

CASCADE SERVER CONTENT MANAGER

February 3, 8:00 a.m. – 12:00 p.m.

April 28, 1:00 – 5:00 p.m.

Location: 210 Computer Center

Investment: $92.40

CASCADE SERVER CONTENT MANAGER ADVANCED

February 12, 1:00 p.m. – 5:00 p.m.

May 3, 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 MSU IT Public Web Server. To register, call the MSU IT Service Desk at (517) 432-6200.

Investment: Free

CREATING ACCESSIBLE DOCUMENTS AND CONTENT

January 14, 1:00 p.m. – 5:00 p.m.

February 16, 8:00 a.m. – 12:00 p.m.

March 15, 8:00 a.m. – 12:00 p.m.

April 12, 1:00 p.m. – 5:00 p.m.

Location: 210 Computer Center

Investment: $94.90

CREATING ACCESSIBLE PDF DOCUMENTS

January 27, 1:00 p.m. – 5:00 p.m.

February 24, 1:00 p.m. – 5:00 p.m.

March 31, 8:00 a.m. – 12:00 p.m.

April 27, 8:00 a.m. – 12:00 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

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

March 14 & 15, 9:00 a.m. – 5:00 p.m.

May 5 & 6, 9:00 a.m. – 5:00 p.m.

Location: Online Live, New Horizons, Lansing

Investment: $500.00

DREAMWEAVER CS6 - PART 2

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

March 16 & 17, 9:00 a.m. – 5:00 p.m.

May 10 & 11, 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

February 25, 8:00 a.m. – 12:00 p.m.

April 19, 1:00 p.m. – 5:00 p.m.

Location: 210 Computer Center

Investment: $234.90

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

January 11 thru 15, 9:00 a.m. – 5:00 p.m.

February 22 thru 26, 9:00 a.m. – 5:00 p.m.

March 14 thru 18, 9:00 a.m. – 5:00 p.m.

April 18 thru 22, 9:00 a.m. – 5:00 p.m.

Location: Online Live, New Horizons, Lansing

Investment: $1,862.50

SNAGIT® IMAGE AND VIDEO SCREEN CAPTURE

SNAGIT® IMAGE AND VIDEO SCREEN CAPTURE

February 9, 1:30 p.m. – 4:30 p.m.

Location: 210 Computer Center

Investment: $74.30

SQL QUERYING - LEVEL 1

January 26, 9:00 a.m. – 5:00 p.m.

February 2, 9:00 a.m. – 5:00 p.m.

March 1, 9:00 a.m. – 5:00 p.m.

April 19, 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

January 28, 9:00 a.m. – 5:00 p.m.

February 17, 9:00 a.m. – 5:00 p.m.

March 16, 9:00 a.m. – 5:00 p.m.

April 20, 9:00 a.m. – 5:00 p.m.

Location: Online Live, New Horizons, Lansing

Investment: $250.00

WEB DESIGN W/ HTML5 & CSS3 – LEVEL 1

January 8, 9:00 a.m. – 5:00 p.m.

February 25, 9:00 a.m. – 5:00 p.m.

March 14, 9:00 a.m. – 5:00 p.m.

Location: Online Live, New Horizons, Lansing

Investment: $250

WEB DESIGN W/ HTML5 & CSS3 – LEVEL 2

January 11, 9:00 a.m. – 5:00 p.m.

February 26, 9:00 a.m. – 5:00 p.m.

March 16, 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.

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

February 10, 9:00 a.m. – 5:00 p.m.

March 15, 9:00 a.m. – 5:00 p.m.

April 14, 9:00 a.m. – 5:00 p.m.

May 9, 9:00 a.m. – 5:00 p.m.

Location: Online Live, New Horizons, Lansing

Investment: $190.00

OUTLOOK 2010 - PART 2

February 11, 9:00 a.m. – 5:00 p.m.

March 17, 9:00 a.m. – 5:00 p.m.

April 15, 9:00 a.m. – 5:00 p.m.

May 12, 9:00 a.m. – 5:00 p.m.

Location: Online Live, New Horizons, Lansing

Investment: $190.00

OUTLOOK 2013 - PART 1

January 25, 9:00 a.m. – 5:00 p.m.

February 16, 9:00 a.m. – 5:00 p.m.

March 22, 9:00 a.m. – 5:00 p.m.

April 26, 9:00 a.m. – 5:00 p.m.

May 9, 9:00 a.m. – 5:00 p.m.

Location: Online Live, New Horizons, Lansing

Investment: $190.00

OUTLOOK 2013 - PART 2

January 27, 9:00 a.m. – 5:00 p.m.

February 18, 9:00 a.m. – 5:00 p.m.

March 24, 9:00 a.m. – 5:00 p.m.

April 28, 9:00 a.m. – 5:00 p.m.

May 11, 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

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

March 10 & 11, 9:00 a.m. – 5:00 p.m.

May 11 & 12, 9:00 a.m. – 5:00 p.m.

Location: Online Live, New Horizons, Lansing

Investment: $500.00

ADOBE ILLUSTRATOR CS6 – PART 2

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

March 14 & 15, 9:00 a.m. – 5:00 p.m.

May 16 & 17, 9:00 a.m. – 5:00 p.m.

Location: Online Live, New Horizons, Lansing.

Investment: $500.00

ADOBE PHOTOSHOP CS6 – PART 1

January 5 & 6, 9:00 a.m. – 5:00 p.m.

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

April 5 & 6, 9:00 a.m. – 5:00 p.m.

Location: Online Live, New Horizons, Lansing

Investment: $500.00

ADOBE PHOTOSHOP CS6 – PART 2

January 7 & 8, 9:00 a.m. – 5:00 p.m.

February 23 & 24, 9:00 a.m. – 5:00 p.m.

April 7 & 8, 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

February 19, 9:00 a.m. – 5:00 p.m.

April 21, 9:00 a.m. – 5:00 p.m.

Location: Online Live, New Horizons, Lansing

Investment: $250.00

VISIO PROFESSIONAL 2013 – PART 1

January 22, 9:00 a.m. – 5:00 p.m.

February 22, 9:00 a.m. – 5:00 p.m.

Location: Online Live, New Horizons, Lansing

Investment: $250.00

VISIO PROFESSIONAL 2013 – PART 2

January 27, 9:00 a.m. – 5:00 p.m.

April 1, 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

February 9, 1:00 p.m. – 3:00 p.m.

Location: Gast Business Library, Room 22

February 23, 2:00 p.m. – 4:00 p.m.

March 4, 10:00 a.m. – 12:00 p.m.

Location: Main Libr Beaumont Instr Room (E119)

Investment: Free

FUNDING YOUR GRADUATE EXPERIENCE: HUMANITIES AND SOCIAL SCIENCES

January 22, 3:00 p.m. – 4:30 p.m.

Location: Main Libr Reference Instr Room (W101D)

Investment: Free

FUNDING YOUR GRADUATE EXPERIENCE: SCIENCES

February 19, 3:00 p.m. – 4:30 p.m.

Location: Main Libr Reference Instr Room (W101D)

Investment: Free

MENDELEY

February 19, 10:00 a.m. – 12:00 p.m.

April 5, 1:00 p.m. – 3:00 p.m.

Location: Main Libr Reference Instr Room (W101D)

Investment: Free

ZOTERO: CITATION MANAGEMENT 2.0

February 5, 10:00 a.m. – 12:00 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

ACTIVE DIRECTORY MANAGER WITH QUEST

March 18, 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

February 3, 8:00 a.m. – 12:00 p.m.

April 28, 1:00 – 5:00 p.m.

Location: 210 Computer Center

Investment: $92.40

CASCADE SERVER CONTENT MANAGER ADVANCED

February 12, 1:00 p.m. – 5:00 p.m.

May 3, 1:00 p.m. – 5:00 p.m.

Location: 210 Computer Center

Investment: $92.40

CASHNET PROCESSOR TRAINING

February 8, 10:00 a.m. – 12:00 p.m.

March 29, 10:00 a.m. – 12:00 p.m.

May 19, 10:00 a.m. – 12:00 p.m.

Location: 210 Computer Center

Investment: Free

CASHNET STORE SETUP

January 29, 9:00 a.m. – 12:00 p.m.

March 8, 9:00 a.m. – 12:00 p.m.

April 12, 9:00 a.m. – 12:00 p.m.

May 24, 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

EVALUATING DATA WITH PIVOT TABLES

March 23, 8:30 a.m. – 12:00 p.m.

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 cantwelb@msu.edu *to request training.*

Investment: Free

ORGANIZATION OF INTEREST (OOI): THE ORGANIZATIONAL CHANGE POLICY AND PROCESS

March 22, 9:00 a.m. – 12:00 p.m.

Location: 210 Computer Center

Investment: Free

ORGANIZATION OF INTEREST (OOI): USING ORG DATA FOR REPORTING

April 13, 9:00 a.m. – 12:00 p.m.

Location: 210 Computer Center

Investment: Free

MICROSOFT ONENOTE 2010

January 18, 9:00 a.m. – 5:00 p.m.

February 16, 9:00 a.m. – 5:00 p.m.

March 18, 9:00 a.m. – 5:00 p.m.

April 15, 9:00 a.m. – 5:00 p.m.

Location: Online Live, New Horizons, Lansing

Investment: $190.00

MICROSOFT ONENOTE 2013

January 29, 9:00 a.m. – 5:00 p.m.

February 29, 9:00 a.m. – 5:00 p.m.

March 29, 9:00 a.m. – 5:00 p.m.

April 18, 9:00 a.m. – 5:00 p.m.

Location: Online Live, New Horizons, Lansing

Investment: $190.00

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

January 14, 1:00 p.m. – 5:00 p.m.

February 16, 8:00 a.m. – 12:00 p.m.

March 15, 8:00 a.m. – 12:00 p.m.

April 12, 1:00 p.m. – 5:00 p.m.

Location: 210 Computer Center

Investment: $94.90

CREATING ACCESSIBLE PDF DOCUMENTS

January 27, 1:00 p.m. – 5:00 p.m.

February 24, 1:00 p.m. – 5:00 p.m.

March 31, 8:00 a.m. – 12:00 p.m.

April 27, 8:00 a.m. – 12:00 p.m.

Location: 210 Computer Center

Investment: $94.90

EVALUATING DATA WITH PIVOT TABLES

March 23, 8:30 a.m. – 12:00 p.m.

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

March 10, 1:30 p.m. – 4:30 p.m.

Location: 210 Computer Center

Investment: $71.80

WORD 2010 – PART 1

January 21, 9:00 a.m. – 5:00 p.m.

March 11, 9:00 a.m. – 5:00 p.m.

Location: Online Live, New Horizons, Lansing

Investment: $190.00

WORD 2010 – PART 2

February 17, 9:00 a.m. – 5:00 p.m.

April 15, 9:00 a.m. – 5:00 p.m.

Location: Online Live, New Horizons, Lansing

Investment: $190.00

WORD 2010 – PART 3

February 29, 9:00 a.m. – 5:00 p.m.

April 19, 9:00 a.m. – 5:00 p.m.

Location: Online Live, New Horizons, Lansing

Investment: $190.00

WORD 2013 – PART 1

February 4, 9:00 a.m. – 5:00 p.m.

March 8, 9:00 a.m. – 5:00 p.m.

April 11, 9:00 a.m. – 5:00 p.m.

Location: Online Live, New Horizons, Lansing

Investment: $190.00

WORD 2013 – PART 2

February 9, 9:00 a.m. – 5:00 p.m.

April 1, 9:00 a.m. – 5:00 p.m.

Location: Online Live, New Horizons, Lansing

Investment: $190.00

WORD 2013 – PART 3

March 14, 9:00 a.m. – 5:00 p.m.

April 5, 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

February 11 & 12, 9:00 a.m. – 5:00 p.m.

April 14 & 15, 9:00 a.m. – 5:00 p.m.

Location: Online Live, New Horizons, Lansing

Investment: $500.00

ADOBE CAPTIVATE 7 – BEYOND THE ESSENTIALS

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

April 19 & 20, 9:00 a.m. – 5:00 p.m.

Location: Online Live, New Horizons, Lansing

Investment: $500.00

CAMTASIA 8

February 4, 8:30 a.m. – 11:30 a.m.

Location: 210 Computer Center

Investment: $74.30

POWERPOINT 2010 - PART 1

January 20, 9:00 a.m. – 5:00 p.m.

March 10, 9:00 a.m. – 5:00 p.m.

Location: Online Live, New Horizons, Lansing

Investment: $190.00

POWERPOINT 2010 - PART 2

February 10, 9:00 a.m. – 5:00 p.m.

April 13, 9:00 a.m. – 5:00 p.m.

Location: Online Live, New Horizons, Lansing

Investment: $190.00

POWERPOINT 2013 - PART 1

January 20, 9:00 a.m. – 5:00 p.m.

March 11, 9:00 a.m. – 5:00 p.m.

Location: Online Live, New Horizons, Lansing

Investment: $190.00

POWERPOINT 2013 - PART 2

February 16, 9:00 a.m. – 5:00 p.m.

April 26, 9:00 a.m. – 5:00 p.m.

Location: Online Live, New Horizons, Lansing

Investment: $190.00

PROJECT MANAGEMENT

PROJECT MANAGEMENT FUNDAMENTALS

January 7, 9:00 a.m. – 5:00 p.m.

February 23, 9:00 a.m. – 5:00 p.m.

March 9, 9:00 a.m. – 5:00 p.m.

Location: Online Live, New Horizons, Lansing

Investment: $250.00

PROJECT 2010 – LEVEL 1

January 25, 9:00 a.m. – 5:00 p.m.

March 18, 9:00 a.m. – 5:00 p.m.

April 11, 9:00 a.m. – 5:00 p.m.

Location: Online Live, New Horizons, Lansing

Investment: $250.00

PROJECT 2010 – LEVEL 2

February 4, 9:00 a.m. – 5:00 p.m.

Location: Online Live, New Horizons, Lansing

Investment: $250.00

PROJECT 2013 – PART 1

January 4, 9:00 a.m. – 5:00 p.m.

March 16, 9:00 a.m. – 5:00 p.m.

April 8, 9:00 a.m. – 5:00 p.m.

Location: Online Live, New Horizons, Lansing

Investment: $250.00

PROJECT 2013 – PART 2

January 5, 9:00 a.m. – 5:00 p.m.

May 2, 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.

EVALUATING DATA WITH PIVOT TABLES

February 5, 9:00 a.m. – 5:00 p.m.

April 13, 9:00 a.m. – 5:00 p.m.

Location: Online Live, New Horizons, Lansing.

Investment: $190.00

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

January 6, 9:00 a.m. – 5:00 p.m.

March 1, 9:00 a.m. – 5:00 p.m.

Location: Online Live, New Horizons, Lansing

Investment: $190.00

EXCEL 2013 - PART 2

January 28, 9:00 a.m. – 5:00 p.m.

March 21, 9:00 a.m. – 5:00 p.m.

Location: Online Live, New Horizons, Lansing

Investment: $190.00

EXCEL 2013 - PART 3

February 9, 9:00 a.m. – 5:00 p.m.

April 12, 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

January 15, 9:00 a.m. – 5:00 p.m.

March 10, 9:00 a.m. – 5:00 p.m.

Location: Online Live, New Horizons, Lansing

Investment: $190.00

EXCEL 2013 - PART 2

February 8, 9:00 a.m. – 5:00 p.m.

March 29, 9:00 a.m. – 5:00 p.m.

Location: Online Live, New Horizons, Lansing

Investment: $190.00

EXCEL 2013 - PART 3

February 25, 9:00 a.m. – 5:00 p.m.

April 19, 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

March 9 thru 11, 9:00 a.m. – 12:00 p.m.

Location: 210 Computer Center

Investment: $185.40

GETTING STARTED WITH SPSS FOR WINDOWS

March 7 & 8, 9:00 a.m. – 12:00 p.m.

Location: 210 Computer Center

Investment: $123.60

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 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.

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.