Spring 2016 Workshops

Microsoft Office 2010 Word & Excel Certification Workshop Sessions

Binghamton University is offering a new initiative for Binghamton University staff, the Binghamton University Certificate Program.

The objective of the program is to provide staff members with valuable skillsets and certify their mastery of the topic based upon a predefined rubric.

Certification workshops will be held for:
  Microsoft Office 2010:
    Word – Level 1 & Level 2
    Excel – Level 1 & Level 2

Program Details
Training consists of:
  4 half day in-class workshops (which are required)
  2 half day in-class review sessions
  Practice time outside class
  Participants must pass a test to receive certification
  Participants must pass the Level 1 course before enrolling in Level 2

Please watch the UCTD calendar (http://www.binghamton.edu/uctd/workshops/calendar.php) for dates and times.

Contact Carol Bell at cbell@binghamton.edu for additional information.

Word Level 2 is being offered starting January 11. Registration is on a first come, first served basis. Contact Carol Bell to register.
Professional Development Workshops:

Core Health for Every Body
Presenter: Sarah Thompson
Wednesday, January 6  12 – 1 pm (one hour educational presentation)
Tuesday, January 12  12 – 12:30 pm (activity sessions)
Thursday, January 14  12 – 12:30 pm (activity sessions)
Tuesday, January 19  12 – 12:30 pm (activity sessions)
Thursday, January 21  12 – 12:30 pm (activity sessions)
Location: UUW 324
Core fitness is critical for overall physical strength and well-being. The National Institutes of Health estimate that 80% of people experience back pain during their lives. Proper strengthening and flexibility movements can help prevent and alleviate back problems. Sarah Thompson, Certified Exercise Physiologist and Lecturer in Health and Wellness Studies will lead a mini series of interactive workshops designed to help participants to learn techniques for improved posture and back health.

January 6 from 12:00-1:00pm will be the educational session and the half hour activity sessions will take place on January 12, 14, 19 and 21 from 12:00-12:30 in UUW 324. This workshop is sponsored by the Employee Assistance Program.

HR Boot Camp Series
The office of Human Resources is pleased to announce a series of focused HR Boot Camp training sessions designed for HR departmental liaisons. If you process employment transactions, HR Boot Camp will give you the knowledge to more confidently navigate this important work. Session will dig deeper into topics and answer many of your individual questions. You will also have an opportunity to network with other HR Coordinators and HR Masters across campus, exchanging ideas and experiences. Light refreshments will be provided at each session.

Professional Employment
Thursday, January 7  9 – 10:30 am
Location: UU 324
Professional staff includes UUP and Management/Confidential, with a wide variety of titles and responsibilities. HR staff will help you understand temporary, term, permanent, and administrative status, along with policies and options for staffing. We’ll walk you through the process of recruitment, hire, renewals, performance programs and evaluations, promotions/reclassifications, time and attendance, and other aspects of handling professional employment needs in your department.

Classified Employment
Thursday, January 14  9 – 10:30 am
Location: UU 324
HR staff will talk about bringing on your brand new hire, transfers, promotions, ARTL lists, the canvass process, postings, clearances, probation, Perf Programs and Evals. We’ll also cover bargaining unit specific items such as CSEA OSU vs ASU.

Student Assistant and Federal College Work Study
Tuesday, January 19  9 – 10:30 am
Location: UU 324
What is the difference between these two student payrolls? Join us and we’ll tell you at this session! Our information will include important employment process and payroll information, time record policies and best practices, and tips for supervisors of student employees.
Faculty Employment  
Thursday, January 21 9 – 10:30 am  
Location: UU 324  
Let’s talk Faculty employment! Topics covered will include appointments, benefit eligibility, titles and pay basis, hiring a 10 month faculty off-cycle and additional payments such as Chair Stipends, Also Receives and Extra Service.

Immigration  
Thursday, February 4 9 – 10:30 am  
Location: UU 324  
Let us help you understand the process involved when a department is looking to hire a foreign national, from advertising up through the hiring process, including all requirements and expenses involved.

EAP Supervisory Training: Navigating the Tough Issues  
Presenter: EAP Staff  
Monday, January 11 10 am – 1 pm  
Location: UU 124  
Wednesday, March 9 10 am – 12:30 pm  
Location: UUW B08  
Tuesday, April 5 10 am – 1 pm  
Location: UU 124  
If you are a new (or seasoned) supervisor and want to know how the Employee Assistance program can assist you in your supervisory duties, this session will provide an overview of the Binghamton University EAP program and how best to make an appropriate referral. Did you know that on average, 25%-40% of a manager's time is spent on workplace conflicts? EAP is an effective resource to help in these situations. Topics of discussion will include identifying your responsibilities as they relate to performance management, work-place documentation and the positive use of EAP as a supervisory tool. All faculty and staff are welcome to attend. Feel free to bring a bagged lunch. The extended time will give you the chance to answer questions you may have related to your specific needs. This workshop is sponsored by the Employee Assistance Program.

Suicide Gatekeeper Training Program  
Presenter: LeAnna Rice  
Tuesday, January 12 9 – 11:30 am  
Location: UU 209  
The University Counseling Center will host a Suicide Gatekeeper Training Program for all interested faculty and staff. In this workshop, faculty and staff will learn basic facts, statistics, and warning signs about suicide in the college population and skills for responding to suicidal ideation or gestures, and referring students to the appropriate on campus resources. Faculty and staff will practice these skills and be able to ask questions about suicide and college students. Come learn some valuable information and skills in helping our students. Participants can expect an interactive and engaging training experience. Light, continental breakfast items will be served. For further questions or information, please contact LeAnna Rice at lrice@binghamton.edu.

Surviving an Active Shooter  
Presenter: Mady Bay  
Tuesday, January 12 2 – 3 pm  
Location: Room UUW 325  
This program involves a video presentation and discussion designed to provide attendees realistic strategies for dealing with an active shooter situation on campus. Topics that will be covered include prevention strategies, warning signs, pre-incident indicators, emergency communications, survival strategies and what to expect from the police responding to such a situation.
Microsoft Word - Equal Access for Persons with Disabilities
Presenter: Nazely Kurkjian
Tuesday, January 12  2 – 3 pm
Location: LN G112
Did you know Microsoft Word has accessibility features built into the program? This workshop teaches faculty and staff how to design Word documents that are usable with adaptive technologies (e.g., screen-reader software). The skills you learn will not only help you make your documents accessible to people with disabilities, but also make more effective and efficient use of many Word features. Basic knowledge of Microsoft Word is required. This workshop is sponsored by the Services for Students with Disabilities (SSD).

Microsoft-Equal - Persons with Disabilities
Presenter: Nazely Kurkjian
Tuesday, January 19  2 – 3 pm
Location: LN G112
Come learn how to make your PowerPoint presentations fully accessible to users with disabilities! This session teaches faculty and staff how to create accessible PowerPoint presentations that work with adaptive technologies (e.g., screen-reader software). Basic knowledge of Microsoft PowerPoint is required. This workshop is sponsored by the Services for Students with Disabilities (SSD).

Creating Closed Captions in YouTube
Presenter: Nazely Kurkjian
Tuesday, January 26  2:30 – 3:30 pm
Location: LN G112
In this newly designed class, participants will learn the basics of providing accessible media within YouTube. Discover how to locate already closed-captioned videos and learn how to caption videos using YouTube’s built-in captioning editor. This workshop is sponsored by the Services for Students with Disabilities (SSD).

Speaking for Success
Presenter: Peter Sicilian
Wednesday, February 3  9 – 10:30 am
Wednesday, April 13  9 – 10:30 am
Wednesday, June 8  9 – 10:30 am
Location: UU-122
"Is Your Message Being Heard?" The well-produced voice is dynamic, smooth, clear and efficient. It commands, persuades, instructs and conveys -- successfully! This course, based on the work of Dr. Morton Cooper and my 25 years of private voice instruction, is for all people who need to use their voice in business, teaching and public speaking. Topics covered include maintaining good vocal health, the tools of voice production, healthy vocal projection, midsection breath support and methods for dealing with nerves. For more personalized attention class size will be limited, so sign up early! For more information, contact Peter Sicilian at sicilian@binghamton.edu.

Laughing Yoga
Presenter: Patti Dowd
Wednesday, February 3  4:30 pm
Location: East Gym – Room #18
As seen on the Oprah Winfrey show and CNN, Laughing Yoga is an exercise routine developed in 1995 by Dr. Madan Kataria in India and has spread across 100 countries. The concept of Laughing Yoga is based on scientifically proven evidence that the body cannot differentiate between voluntary laughter and spontaneous laughter-you get the same physiological and psychological benefits. Clinical research
has proven the Laughing Yoga lowers the level of stress hormones (epinephrine, cortisol, etc.) in the blood. Laughter yoga is done in groups, with eye contact and playfulness between participants. Deliberate laughter soon turns into real and contagious laughter. Although yoga can take many forms, it is most often associated with asanas, sun salutations and down dogs. Laughing Yoga doesn’t include any asanas. It is just a light hearted way to blow off some steam, lighten your emotional load and have some fun. Bring your University ID card to enter the East Gym.

**Travel 101**

Presenter: Rose Hassett  
Tuesday, February 9 9 – 10:30 am  
Location: UUW 324

Have you taken the travel class but are still in need of guidance? Do you have travel questions but no answers? Has it been eons since you did a voucher and need a refresher? Do you feel like a travel guru and would like to share your knowledge and wisdom with the less fortunate? Come to our informal discussion regarding all state-funded travel. Feel free to write down any issues you would like to have discussed. We will try to cover many topics including travel tips and guidelines, airfare with Plaza Travel, per diems...the topics are too exciting to list!! Don’t be left out of the best discussion on campus!

**Seed Financial Group-Smart Consumer Academy Series**

Presenter: The Seed Financial Group

**Workshop 1: Managing Personal Finances**  
Thursday, February 11 12 – 1 pm

**Workshop 2: Consumer Debt**  
Friday, February 26 12 – 1 pm  
Location: UUW 324

This two workshop series will help provide insight to help you feel more in control of your finances and help you identify areas of improvement. In the first workshop (Managing Personal Finances) we will explore techniques to improve personal finances including working with a budget, setting savings goals, curbing bad spending habits and maximizing the resources you have to work with. The second workshop (Consumer Debt) will include identifying and understanding finance charges, paying off credit card debt more efficiently and improving your credit score. In both workshops, we will discuss action items that anyone can take to improve their financial situation. This workshop is sponsored by the Employee Assistance Program.

**HR 101**

Presenter: Vicki Metritikas  
Thursday, February 11 9 – 10:30 am  
Thursday, March 10 9 – 10:30 am  
Thursday, April 14 9 – 10:30 am  
Thursday, May 12 9 – 10:30 am  
Thursday, June 9 9 – 10:30 am  
Location: LN G112

Are you an HR Coordinator or an HR Master in your department? If you help to process any type of employment transaction, this session is for you! Whether you are new to these responsibilities, or have been processing these transactions for a long time, you will come away from this class with more knowledge that you can immediately use for the benefit of your department. First, HR staff will give you a high-level overview of the various types of employment (faculty, professional, student, and more). Then, policies and guidelines that drive employment processes will be explained, from preparing for a search, through onboarding your new employee. You'll also get answers to those frequently asked questions, and share perspectives with other HR masters and coordinators. This training is highly recommended for those new to HR transactions, and is also a great review for others. Please register early, as additional sessions may need to be offered.
HR Forms
Presenter: Jonathan Roma
Thursday, February 11 10:45 am – 12 pm
Thursday, March 10 10:45 am – 12 pm
Thursday, April 14 10:45 am – 12 pm
Thursday, May 12 10:45 am – 12 pm
Thursday, June 9 10:45 am – 12 pm
Location: LN G112
Human Resources will hold a workshop on HR forms transaction application for department end-users.

Cultivating Healthy Intimate Relationships
Presenter: Richard Mattson
Friday, February 12 12 – 1 pm
Location: UUW 324
This workshop will provide a brief overview of the patterns and processes that can lead to distress versus satisfaction in one’s intimate relationship. Richard Mattson, PhD will discuss the efficacy of current treatments for relationship distress and practical strategies for fostering more productive communication with one’s spouse and enhancing positive aspects of one’s relationship. The workshop will mix lecture, discussion and question and answer formats. A list of referrals will be provided in conclusion of the presentation. This workshop is sponsored by the Employee Assistance Program.

Workplace Violence Prevention
Presenter: Mady Bay
Tuesday, February 16 10 – 11 am
Location: Room UUW 325
This workshop will consist of a discussion about dealing with disruptive or threatening people Binghamton University faculty and staff may encounter in classrooms or offices. Courses of action for preventive and protective measures and using campus resources will be the focus.

Solar and Energy Efficiency
Presenter: Adam Flint
Wednesday, February 17 12 – 1 pm
Location: UUW 324
Learn how you can fix your electric rates for decades by going solar. Save energy dollars and increase comfort in your home through the financial incentives available through the Green Jobs Green New York Program. You can sign up for a free Solar site assessment or reduced cost comprehensive home energy assessment right at this workshop, organized by Southern Tier Solar Works, a program of the Binghamton Regional Sustainability Coalition.

Grant Writing
Presenter: Dan McCormack
Wednesday, February 24 1 – 4 pm
Tuesday, April 5 9 am – 12 pm
Location: UU 122
The basics of Grant Writing (requires no previous experience) will look at: the major components of common grant proposals, the general questions you will have to think about/address when developing a grant proposal, the types of ideas/projects that you are working on or thinking about and the location of potential funding sources.
Advising International Students: What Faculty & Staff Need to Know When Working with the ISSS

Presenters: ISSS Staff
Tuesday, March 8  2 – 4 pm
Location: UU 209
This presentation is designed to introduce you to the Office of International Student and Scholar Services and to provide an overview of the services that the ISSS provides. Participants will learn more about:
Binghamton’s international student population
Understanding immigration-related academic and employment regulations
Ways to support international students for successful academic and personal pursuits
Cultural components associated with students’ transition to studying in the U.S.

Aqua Jogging
Instructor: Jacob Rasmussen
Wednesday, March 9  4:30pm
Location: East Gym Pool
Have you been looking for that high cardio workout without the high impact? Aqua jogging is a great way to enjoy the benefits of a cardio workout without the strain. With this 50-minute introductory class we will go over basic technique as well as complete an interval based aqua jogging workout. This program is for anyone who is interested in gaining knowledge about alternative aquatic exercises. Swim suit is required. Bring your University ID card to enter the East Gym.

AP 101
Presenter: Rose Hassett
Thursday, March 10  9 – 10:30 am
Location: UUW 324
Do you know how to find a vendor in the BU Business System? What if the vendor has one address in the BUBS but another on the invoice? Where are the invoices supposed to go, anyway? Do you know how to find out if a PO you’ve created has been paid? Do you have a method to track all of the POs/Expense vouchers that you create to track reimbursement? When exactly should a short form receipt be created...if ever? Can you tell if/when a person received their personal/travel reimbursement? What can/can’t be reimbursed with your NYS funds??What do we need from you to make sure that a person/vendor gets reimbursed? So many questions and WE have the answers! Sign up for this workshop to have any and all of your payable-related questions answered!

Self Defense/Personal Safety
Presenter: Mady Bay
Tuesday, March 15  10 – 11 am
Location: UUW 325
Mady Bay, Deputy Chief of Police at the University Police will discuss ways for participants to reduce their risk of becoming a crime victim and recognize potentially dangerous situations. She will also teach participants some basic physical self-defense skills. Both men and women are encouraged to attend.
Fueling your Body on a Budget
Instructor: Melanie Peranich
Wednesday, April 6 Noon
Location: East Gym – Room #18
When you’ve got a tight budget, meal planning and grocery shopping has its challenges. And, when you’re dedicated to eating healthy, it’s even trickier. But eating healthy doesn’t always have to be expensive. Join Sodexo dietician Melanie Pernaich who will discuss tips and tricks to making healthy choices while staying within your budget. Bring your University ID card to enter the East Gym.

Inviting International Scholars to Campus: What Faculty & Staff Need to Know About the J-1 Process
Presenters: ISSS Staff
Tuesday, April 12 2 – 4 pm
Location: UU 209
This presentation is designed to introduce you to the Office of International Student and Scholar Services, and to provide an overview of the services that the ISSS provides related to the J-1 Scholar process. Participants will learn more about:
- Binghamton’s international population
- Understanding the J-1 Scholar Invitation Process
- Health Insurance Requirements for Scholars and Dependents
- Department of State Regulations governing J-1 status

Assisting Children with Grief
Presenter: Sarah Hopkins
Wednesday, April 13 12 – 1 pm
Location: UUW 324
Please join Sarah Hopkins, LMSW Lecturer from the School of Social Work Department to discuss children’s needs when grieving. Sarah will share with you what she has learned about children's grief from working with this population for ten years in a hospice setting. It is not one size fits all and often children are the best teachers on how to manage this difficult stage. This workshop is sponsored by the Employee Assistance Program.

Mining for Gold
Presenter: Susan Dingman
Thursday, April 14 11:30 am – 1 pm
Location: UUW 324
Being employed at Binghamton University has several perks that not many of us know about. There are multiple discounts offered by merchants both on and off campus. Come and join in on the fun to find out what offers are available to faculty and staff!

Your Child’s Learning Environment: How to Maintain Positive Relationships in Challenging Situations
Presenter: Beth Kurkoski
Wednesday, April 27 12 – 1 pm
Location: UUW 325
Advocating for your child is a critical and important component of parenting. It can encompass many settings and take on many different challenges. The qualities of our relationships that serve in our child’s learning environment are determined by how we interact and address our child’s needs. This presentation will include techniques for establishing and maintaining collaboration between families and schools. In addition to understanding and overcoming barriers that interfere with effective communication, Beth Kurkoski who serves as a Training Specialist with the Parent Technical Assistance Center and who has served as a Parent Mentor Advocate, will highlight effective communication
strategies and discuss the services that are available to parents in the community. This workshop is
sponsored by the Employee Assistance Program.

**LGBTQ Youth: Identity Center of Binghamton Presentation**
**Presenter:** Staff from the Identity Youth Center
**Wednesday, May 4**  
**12 – 1 pm**
**Location:** UUW 325
The Identity Youth Center staff will facilitate a discussion on the importance of support systems for Lesbian, Gay, Bisexual, Transgender, Queer and Questioning (LGBTQ) youth. The conversation will include a brief overview of sexual orientation and gender identities, information on the Identity Youth Center's services and suggested resources in the Southern Tier for LGBTQ individuals and their families. This workshop is sponsored by the Employee Assistance Program.

**Healthy Hike**
**Instructor:** Patti Dowd
**Wednesday, May 4**  
**4:30pm**
**Location:** Meet out front of Mohawk
Get healthy, get happy, while hiking! Hiking is good for the body and the mind. Come step into the woods and boost your mood. The fresh air, nice views, the sounds and smells of nature—all have a positive impact on combating the symptoms of stress and anxiety. "Being in nature ingrained in our DNA and we sometimes forget that" states Gregory A. Miller, PhD and president of the American Hiking Society. Research shows that spending time in the outdoors also increases attention spans and gets those creative juices flowing far more than sitting. Hiking works our bodies as well, burning calories, improving balance, lowering risk of heart disease, boosting bone density and improving blood pressure and blood sugar levels. Plus the trails are softer on the joints than asphalt or concrete. Come join us for a healthy, happy hike. All levels welcome.

**Technical Workshops:**

**Banner/BU BRAIN**
Workshops are offered on a monthly/bi-monthly basis and include: Internet Native Banner (INB) Basics, Self-Service Academic History & Records, and Self Service for Faculty.

**Internet Native Banner (INB) Basics:** This workshop is for anyone who will go into the back-office forms (screens) in Banner to make changes to student information. This course will help those users get comfortable moving around within forms and from form to form. It is a pre-requisite to getting a User ID in Internet Native Banner.

**BU BRAIN/Self Service Academic History & Records:** In this class, we will look up Records Access information on students including viewing student's academic history, addresses, schedules and viewing class rosters. It is recommended to have Records Access permission before attending this class.

**BU BRAIN/Self Service for Faculty:** Designed for faculty and instructors who are teaching courses. This training session will focus on faculty self-service tools, including grade submission, student record lookup, course syllabus posting, office hours posting, early warning notices, DARS/Degree Works, class rosters and attendance rosters. Faculty will use their own login information to review upcoming courses.
**Blackboard Learn**

Blackboard Learn workshops include Overview, Communication Tools, Gradebook, Tests and Surveys, and using TurnItIn. Specialized workshops for your group can also be arranged. Workshops on i>clickers and Collaborate are also available.

**Blackboard Learn Gradebook:** Learn how to use Blackboard Learn's Grade Center effectively and efficiently. This workshop takes an in-depth look at the Grade Center's features from simply creating a column for entering grades to more advanced options such as building Smart Views and creating weighted grades.

**BU Business Systems**

Workshops are offered every month and include: Business Intelligence Reporting, Purchase Requisitions and Travel.

**Business Intelligence Report Training**
An introduction to the Business Intelligence reporting tool including dashboards for finance, expenditure inquiry, etc. This session will also include general accounting related items such as account numbers and sub-accounts.

**BU Business Systems Purchase Requisitions**
Using the BU Business System for the creation and approvals of requisitions, purchase orders and invoice approval.

**Travel Expense Reporting**
This workshop will cover enhancements in expense reports and an overview of new forms and the basics of travel policies.

**Collaborate**

Collaborate is a virtual meeting software, similar to WebEx and GoTo Meeting, that can be used both in the classroom and in the boardroom. This virtual meeting room has audio, video and whiteboard capabilities that will allow you to hold meetings, presentations or one-on-one discussions even when individuals cannot make it to campus. This training seminar is virtual and is done right from your desk. The link needed to enter into this virtual training room will be emailed to you. **Registration is required for this seminar.**

**Google**

**Introduction to Bmail:** Bmail is Google mail for Binghamton University. In this introduction, learn how to navigate around Bmail, how to organize and filter mail, how to customize mail settings, add contacts and create contact groups and more.

**Introduction to Google Calendars:** Learn how to create, manage and share multiple Google calendars as well as adding and sharing events, and sending event invitations.
**Overview of Google Drive & Docs:** Take a cruise around Google Drive. Learn how to create, share and organize documents, spreadsheets, and presentations and more. With Google Drive, you can share and collaborate on documents in real-time and access your documents from anywhere. Also learn how to upload and download documents to and from Google Drive. Drive lets you open files in over 30 file types and has a powerful search feature. Come take a ride and see what this Drive is all about.

**Integrating Google Apps:** Do you use Bmail, Google Calendar, Google Drive, Google Maps, and more? Did you know these apps can be integrated with each other? Join us for a look at how many Google Apps can be used in conjunction with one another.

**Hyperion**

**Hyperion: An Introduction for New Users:** In this newly designed class, users will be given an introduction to Hyperion. We will cover the basics from logging in, up to processing a query. Current users that have a log in and use Hyperion on a little to almost never basis, may find this class helpful as a refresh. Those that use Hyperion quite often, may want to consider enrolling in the intermediate and/or advanced classes coming soon. If you are unsure whether or not this course is for you, contact Brad Gordon at the UCTD.

**Hyperion Tables: Where Do I Find That?** In this new class, users will be shown the common tables, as well as department specific tables used for pulling information. The class will also cover how to find specific fields within Banner and their correlation to the fields in Hyperion. This class is recommended for users who have taken some type of introduction course, or have been using Hyperion frequently for 6 months. If you are unsure whether or not this course is for you, please contact Brad Gordon at the UCTD.

**Hyperion for the Intermediate Users—Part 1**
In this newly designed class, users will be given a more in-depth explanation to using Hyperion. Users will learn how to modify an existing query, as well as additional tips and tricks for the almost everyday user. Current users that have a log in and use Hyperion often, may find this class helpful as a refresh. If you are unsure whether or not this course is for you, please feel free to contact Brad Gordon in the UCTD, for further reference.

**i>clickers**
This workshop will show you how to set up the hardware and software that is needed to use i>clickers within your lecture.

**Microsoft Office 2010**
Learn MS Office 2010 applications including Excel, PowerPoint, Word and. Workshops are offered on a monthly or bi-monthly basis. Specialized workshops for your group can also be arranged.

**Best Practices for Creating Spreadsheets:** Excel can be a very powerful application, however, spreadsheets with poor design are often difficult to work with. Practices for formatting, layout, use of formulas and basic spreadsheet structure will be covered.
**Getting Started with Excel:** This workshop covers the skills needed to create a basic spreadsheet using Excel 2010, including how to navigate the Excel 2010 environment, how to enter text and numbers, select and move data, format data, use the auto fill feature, create headers, freeze panes, use the auto sum feature, and protect your worksheet. This course is intended for those who have little or no experience using electronic spreadsheets.

**Excel Formulas:** This workshop is designed to give you the basic skills and knowledge necessary to begin writing formulas. You will learn the processing order and precedence for calculations; how to enter formulas in cells and ways to create them; and use of functions to easily carry out commonly used calculations.

**Sorting and Filtering:** In this workshop you will learn to sort data, to organize and view the content of a spreadsheet, as well as how to use filters to narrow down the data in your worksheet, qualify and display certain data, and hide parts from view. We will explore how to organize your data into groups, and then show or hide them from view; as well as learn how to outline your worksheet in order to summarize and control how your data is displayed.

**Working with Charts in Excel:** This workshop covers the skills needed to create and modify a chart using Excel 2010, including choosing a chart type, inserting and modifying a chart, using the Chart Tools functions to change colors and styles, and saving a chart.

**PowerPoint Basics:** Learn how to create a PowerPoint presentation using the basics such as: inserting text and pictures, adding animation, designing themes, viewing slides and more.

**ShoreTel Telephone Training**

Introduction to using the ShoreTel telephone and desktop communicator.

**Services Offered:**

**Consulting**
The staff of the University Center for Training and Development holds consulting hours every Tuesday—Thursday mornings in LN-G112. Stop by with your questions about Banner, Blackboard, BU Business Systems, Google Apps, Hyperion, MS Office (Publisher, Excel, PowerPoint & Word), and other software applications. One of our staff members will be on-site to assist you or refer you for additional assistance. Bring that spreadsheet you have been struggling with or that PowerPoint that needs attention. We can also help you in other areas such as supervisory skills, communication, meeting management or dealing with generational conflicts in the office. Join us for these one-on-one sessions where you set the topic. UCTD staff members will be available from 9:00—11:30 am every Tuesday, Wednesday, and Thursday in LN-G112. No appointment is necessary.

**Specialized Training**
The UCTD offers a wide range of training choices designed to meet your needs. If you don’t see the workshop you need listed, contact the UCTD.

**Departmental Programming**
Workshops and seminars are available for departments or groups. The UCTD offers core sessions at times and locations that meet your needs. Contact the UCTD to arrange these sessions.
Specialized Workshops
The UCTD staff will work with you to develop sessions to meet your specific training needs. These programs can cover a wide range of topics or can be designed for your group based on a needs assessment conducted by our staff.

Individual Training
Make an appointment with a member of the UCTD staff for one-on-one training on computer applications, business systems or various new technologies.

On-Site Training
UCTD staff is available to bring training and professional development offerings to your location. Call us for more information.

Facilitation
A facilitator uses knowledge of group dynamics and group processes to formulate and deliver needed structure for interactions. Meetings, retreats, and workgroups often benefit from facilitation. The UCTD has staff members who can help facilitate your next event. Call or email the UCTD to schedule a meeting to discuss your needs.

For the latest offerings, more information and to register for workshops, visit the UCTD at:
Website: http://uctd.binghamton.edu
Email: uctd@binghamton.edu
Phone: 777-6362
Location: LN-G112