**Binghamton University Office 2016 Word & Excel Certification Workshop Sessions**

Binghamton University will offer an 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 2016:**
  - Word – Levels 1, 2 & 3
  - Excel – Levels 1 & 2

Training consists of:
- 4 half-day in-class workshops (required)
- 2 half-day in-class review sessions
- Practice time outside class
- Participants must pass a test to receive certification
- Participants must pass previous level course before enrolling in next level

**Summer Certification Sessions:**

Classes are held from 9 – 11:30 am in Room LNG-311:
- **Word – Level 3:** May 16, 17, 18, 19, 22, 23 & 24
- **Excel – Level 2:** July 24, 25, 26, 27, 31, August 1, & 2

Registration is on a first come, first served basis. Contact Carol Bell at cbell@binghamton.edu to register or for additional information. This is a Binghamton University Certification.

**NEW Protect Your Future: Your Legal Action Plan**

Presenter: Fabrizio Law Offices
- Monday, May 22 12 – 1:30 pm
- Location: UUW-324

Do I need a Will? What happens if I don’t have one? How can I protect all I have worked for? If these or questions like these have crossed your mind, then you will want to attend this workshop. A legal team from Fabrizio Law Offices will answer these and many similar questions. Jo Fabrizio, Esq., Andrew Bailey, Esq. and Morgan Berry, Paralegal will discuss documents you need to consider while planning your future. In addition, you will learn how to build your estate planning team as well as how to prepare for meeting with your Estate planning professionals. Fabrizio Law will be joined by Brian Teta who will discuss the role of financial planning in the Estate Process. This workshop is sponsored by the Employee Assistance Program.

**Camtasia Studio 9**

Presenter: Aaron Phelps
- Wednesday, May 24 1 – 2:30 pm
- Monday, August 7 9 – 11 am
- Location: LNG-307

Camtasia Studio is a robust screen-recording/editing solution that can be used in a variety of ways. This session teaches faculty and staff how to create Camtasia screen-recording projects, edit and publish them to the proper file type for distribution on the web.

**Panopto for Staff**

Presenter: Aaron Phelps
- Tuesday, May 30 9 – 10:30 am
- Tuesday, August 1 1 – 2:30 pm
- Location: LNG-307

Panopto is the new way to add video to your Blackboard course. In this class, participants will learn how to record, upload and manage videos on a hosted environment. This course is intended for staff that do not have Blackboard/myCourses access. Please contact Aaron Phelps (phelpsa@binghamton.edu) to set up a Panopto account.

**NEW Container Gardening for Vegetables and Herbs**

Presenter: Linda Sboboda
- Wednesday, May 31 12 – 1 pm
- Location: UUW-324

Have you ever wanted to grow your own herbs and vegetables but were unsure how to go about it? Linda Sboboda from Cornell Cooperative Extension will discuss how to create your own Container Gardening for Vegetables and Herbs. Learn ways to grow some of your own food even if you don’t have a conventional garden space. This workshop is sponsored by the Employee Assistance Program.
Microsoft Office 2016

**Word:**

**Mail Merge in Word**
Presenter: Carol Bell  
Friday, June 30  
Room: LNG-307  
Learn how to easily create mail merges using a form letter and labels in Word 2016.

**Excel:**

**Excel Basics**
Presenter: Carol Bell  
Wednesday, May 31  
Location: LNG-307  
Learn the basics of Excel: entering data, basic formulas, basic functions and formatting.

**Working with Charts in Excel**
Presenter: Carol Bell  
Tuesday, June 6  
Location: LNG-307  
This workshop covers the skills needed to create and modify a chart using Excel 2016, including choosing a chart type, inserting and modifying a chart, using the Chart Tools functions to change colors and styles, and saving a chart.

**NEW Creating an Excel Dashboard**
Presenter: Carol Bell  
Friday, June 9  
Location: LNG-307  
This workshop covers the fundamentals of displaying your data in Excel 2016 using a dashboard worksheet. Dashboards are comprised of tables, charts, and numbers. Dashboards provide an at-a-glance view of status and/or performance. Participants should be familiar with managing worksheets and creating formulas to summarize data.

**Excel Formulas**
Presenter: Carol Bell  
Wednesday, June 28  
Location: LNG-311  
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.

**PowerPoint:**

**NEW Using SmartArt, Charts & Transitions**
Presenter: Susan Dingman  
Tuesday, July 18  
Location: LNG-307  
In this class, we will use SmartArt to create an organizational chart and timeline, create a column chart, copy an existing chart from Excel and use slide transition effects.

**Grant Writing**
Presenter: Dan McCormack  
Thursday, June 1  
Wednesday, July 19  
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.
Digital Dirt  
Presenters: Carol Bell & Brad Gordon  
Monday, June 5 1:30 – 3 pm  
Location: LNG-311  
What kind of information about you can be found online? Posts, blogs, and social networking matter today. What information can help or hinder a career?

NEW Composting at Home  
Presenter: Kevin Mathers  
Wednesday, June 7 12 – 1 pm  
Location: UUW-324  
Keep your yard, garden and kitchen waste out of the landfill and turn it into a valuable soil amendment for yards and gardens. Kevin Mathers from Cornell Cooperative Extension will discuss how to prepare and manage compost, strategies for accelerating the composting process, and alternatives to traditional composting. This workshop is sponsored by the Employee Assistance Program.

AP 101  
Presenter: Rose Hassett  
Thursday, June 8 10 – 11:30 am  
Location: UUW-324  
Do you know how to find a vendor in the Binghamton University Business System (BUBS)? Where are the invoices supposed to go, anyway? Do you know how to find out if a PO you’ve created has been processed and/or paid against? 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? Sign up for this workshop to have any and all of your NYS funded payable-related questions answered!

Google

Introduction to Bmail  
Presenter: Kitty Cummings  
Monday, June 12 1 – 2:30 pm  
Location: LNG-307  
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 Calendars  
Presenter: Kitty Cummings  
Monday, June 19 1:30 – 3 pm  
Location: LNG-307  
Learn how to create, manage and share multiple Google calendars as well as adding and sharing events, and sending event invitations.

NEW Introduction to Google Forms  
Presenter: Kitty Cummings  
Monday, June 26 9 – 11 am  
Location: LNG-307  
Google Forms lets you create online surveys, quizzes and more. You can add, edit, and format text, images, or videos in a Form. Responses to your surveys are automatically collected in Forms and Sheets, with real time response information and charts. In this workshop, we will learn how to create, edit, share and collect data using a basic Form.

Advising International Students: What Faculty & Staff Need to Know When Working with the ISSS  
Presenters: ISSS Staff  
Monday, June 12 2 – 4 pm  
Location: UUW-324  
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.

**ODS Tables: Where Do I Find That?**
Presenter: Brad Gordon
Thursday, June 14 9 – 11 am
Thursday, June 29 9 – 11 am
Wednesday, August 2 1 – 3 pm
Location: LNG-311

In this 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 ODS. Users of Hyperion will find this class useful for the new querying software. If you are unsure whether or not this course is for you, please contact Brad Gordon at the UCTD.

**Phone Apps- Love 'em or Leave 'em**
Presenters: Susan Dingman & Brad Gordon
Monday, June 19 9 – 11 am
Location: LNG-311

Learn how to clean up those unwanted apps on your phone. Some apps can be helpful but others can be harmful. Which ones will you want to add and which ones will you want to delete?

**Inviting International Scholars to Campus: What Faculty & Staff Need to Know about the J-1 Process**
Presenters: ISSS Staff
Tuesday, June 20 2 – 4 pm
Location: UUW-324

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

**Mobile Phone Photography**
Presenters: Kitty Cummings & Aaron Phelps
Wednesday, June 21 1 – 2:30 pm
Location: LNG-311

Learn how to take better pictures with your phone. Participants will learn about photographic techniques and applications. Come down and learn how to capture that perfect moment, with the device in your pocket. Also, learn about options for storing your photos.

**NEW Summer Camp: Stirring It Up with Google**
Presenter: Kitty Cummings
Monday, July 10 – Thursday, July 13 9 – 11:30 am
Location: LNG-311

Join us for four fun-filled sessions where we will learn how to use Google Apps such as Forms, Docs and Sheets to solicit recipes and compile and publish them into a cookbook. Please make sure you can attend all four sessions before registering.

**Moving Expenses Reimbursement**
Presenter: Rose Hassett
Tuesday, July 11 10 – 11 am
Location: UUW-324

Have you ever dealt with the topic: Moving Expense Reimbursement?? Preparation is key and it’s not as easy as you might think. There are special rules and regulations, thanks to the NYS Office of the State Comptroller. This workshop will give you the low-down on these rules and regulations so you can give this information to your new hires before they get here or make any arrangements for their respective moves.
NEW Back to the Basics with Windows 10
Presenter: Carol Bell
Monday, July 17 9 – 11:30 am
Location: LNG-311
Join us for this half-day session and explore topics such as:
- Terminology
- File storage and structure
- Creating shortcuts
- Selecting a browser
- Using the start menu
- Organizing your desktop
- Downloading files
- Extensions

Hands Only CPR
Presenters: Kitty Cummings & Andrea Witteman
Wednesday, July 19 9 – 10 am
Location: LNG-307
Hands-Only CPR is CPR without mouth-to-mouth breaths. It is recommended for use by people who see a teen or an adult suddenly collapse in an “out-of-hospital” setting (such as at home, at work or in a park). Join us to learn the easy steps to administering this life saving technique.

Find Your Fit

TRX HIIT IT! May 24 at noon—Meet at FitSpace
TRX suspension training is the original, best-in-class workout system that leverages gravity and your bodyweight to perform hundreds of exercises. You’re in control of how much you want to challenge yourself on each exercise — simply adjust your body position to add or decrease resistance. TRX HIIT IT! will deliver a fast, effective total-body workout utilizing the principles of high intensity interval training. You will get a total-body workout, build a solid core and increase muscular endurance in only 45 minutes. Join us in FitSpace to learn how to properly use the TRX Suspension Trainer, and get a workout unlike any you’ve tried before. Come prepared to exercise (workout clothes and sneakers).

Department Days Challenge Course. May 25 at 5:30 pm—Challenge Course on Dickinson Path
Outdoor Pursuits offers an afternoon of challenge, comradeship and “higher” education! Grab a friend or your colleagues. You’ll have the opportunity to climb the cargo net, traverse the high ropes course then zipline down. Groups of four will be started every half hour. Sign up as an individual or with others. Space is limited. Must register by Tuesday, May 23. Meet at Challenge Course on Dickinson Path. Information on attire available at http://www.binghamton.edu/campus-recreation/outdoor-pursuits/challenge/participant_information.html.

Power Walk with Poles (Nordic Walking). May 31 at 4:30 pm—Meet in front of East Gym
Let us show you how you can burn up to 30% more calories when you power walk with poles. Nordic walking combines normal walking with the use of Nordic poles, similar to cross country ski poles, for a full-body workout. By recruiting the muscles that support the spine (i.e. the back and core muscles), combined with the utilization of the glutes and hamstrings with the lengthened stride, you’ll love the power you feel with every step. Rain or shine, meet in front of the East Gym.

Ring of Fire Disc Golf. June 7 at noon—Meet in front of East Gym
Disc Golf is one of the fastest growing lifetime fitness sports out there. It is played much like traditional golf, except players use a flying disc with properties of a driver, iron or putter. Similar to traditional golf, the object is to complete each hole in the fewest throws. Ring of fire is a common mini game that is played at tournaments, where participants circle the basket and attempt to make it into the basket at the same time. Join us to discuss the basic rules of the game and practice the fundamentals of putting. We will meet in front of the East Gym and walk to the lower East Gym fields for a great, wide-open practice space. No previous experience is required. Equipment will be provided. Please dress for outdoor physical activity and wear sturdy shoes.
Suspension Yoga. June 14 at noon—Meet at FitSpace
Enhance your yoga practice using the TRX Suspension Trainer with this TRX for Yoga Flow Workout. In this 45-minute class, you will walk through several progressions of yoga poses performed with the Suspension Trainer that will assist and challenge traditional yoga poses. Develop control and balance, and complement your practice with this class designed for beginners to intermediate yoga practitioners. This class has limited space, register early to save your spot. Be dressed for physical activity. Meet in FitSpace.

Forest Therapy. June 21 at 4:30 pm—Meet in front of East Gym
Come enjoy the nourishment of nature on this slow moving meditation in the woods. Soothe the nervous system, quiet the mind, relax and experience how nature can reconnect us with our own healing rhythms as we activate our five senses and deepen our breath awareness. Discover your gentle path to wellness with this introduction to the Japanese science of “forest therapy”. This class is suitable for those who are looking for an introduction to meditation and deep breathing practices.

Pickleball Basics. June 28 at noon—Meet at East Gym
Pickleball is regaining popularity as a fun paddle sport for all ages and skill levels. Pickleball is played on an indoor court and combines elements of badminton, tennis, and table tennis. We will be discussing the basic rules and fundamentals skills of the game. The rules are simple and the game is easy for beginners to learn, but can develop into a quick, fast-paced, competitive game for experienced players. We will be meeting in the East Gym and equipment will be provided. Please dress for physical activity and wear sneakers.

Power Yoga for the Weekend Warrior. July 5 at noon—East Gym, Room #24 (weather permitting)
Unlike regular yoga (which has tremendous benefits), this class is specifically tailored to combat the tremendous stress professional and amateur athletes place on their bodies. This hybrid method of yoga aids in preventing injuries by focusing on greater flexibility, stronger joints, a symmetrical body and increased focus.

Tennis Time. July 12 at 4:30 pm—Meet at Tennis Courts behind East Gym
Looking for a pick-up game of tennis? Come join us. Serve up a few sets, meet other players and have fun. Equipment is available for check out at the East Gym front desk. Meet at the tennis courts behind the East Gym.

Shallow Water Workout. July 19 at 4:30 pm—East Gym Pool
Have you been looking for a high energy, low impact workout? This shallow water workout combines aqua jogging, pool noodle work, and kick boards to deliver just that. In this 50-minute introductory class, we will go over basic techniques and unique exercises to do with different pool equipment. This program is for anyone who is interested in gaining knowledge about alternative aquatic exercises. Swim suit is required.

Epic Battle: Battle Ropes Circuit Workout. July 26 at noon—Meet at FitSpace
Are you ready to make some serious waves? Get ready for battle with this circuit class that will have you and your team competing to win! Battle ropes are the hottest trend in fitness equipment. This class will show participants how to properly utilize and incorporate this equipment into their fitness routine. This Battle Ropes class combines strength and explosiveness to activate and integrate all the major muscle groups for a complete and total body workout with an emphasis on core stability. Meet in FitSpace.

Spin & Yoga. August 2 at 4:30 pm—East Gym, Room #22
An introduction to the best of both worlds! Get your cardio workout with 25 min of spin and end with 25 min of yoga stretch. You will love the fusion of this class. All levels welcome.

Backstrokes. August 9 at noon—East Gym Pool
Have trouble with or dislike your face in the water? Backstroke is the only of the competitive strokes where your face is not consistently in the water. This clinic is designed for novice level swimmers looking to learn basic stroke mechanics, and learn a few new ways to enhance their workouts in the pool. We will be doing some basic drills to help focus on each facet of the stroke. We will meet on the deck of the East Gym Pool. Swim suit is required, goggles are recommended.

SYNRGY Circuit. August 16 at noon—Meet at FitSpace
SYNRGY 360 is a comprehensive functional training zone located in the heart of FitSpace. Come experience all the bells and whistles of this area and learn how to utilize the newest equipment to maximize your workouts. Meet in FitSpace.