

*The Office of Human Resources is pleased to collaborate with
campus departments and organizations to present*

Training Tuesdays

March 2014

March 4

UNIVERSAL DESIGN: CREATING ACCESSIBLE MS WORD DOCUMENTS

TECHNOLOGY

10:00 - 11:00 a.m.

Miller Center, Room 207

Sponsored by Information Technology Services

Microsoft Word is a common word processing program used across our campus. In this session, the facilitator will demonstrate how to create accessible MS Word documents that allow a greater variety of people (for example those using assistive technologies or those with cognitive challenges) to more easily access and navigate information.

PRESENTERS: **Sara Grachek**, Instructional Technologies Coordinator, **Karen Thoms**, Professor, Learning Resources Services, and **Gregory Jorgensen**, Information Technology Specialist.

EXPLORING HAPPINESS

HEALTH & WELLNESS

11:00 - 11:45 a.m.

Glacier South, Atwood Memorial Center

Sponsored by the Health and Wellness Committee

Looking for a few tips to becoming happier? Do you know the link between happiness and overall wellness? Why are some people happier than others? Come and discover the link to happiness between attitude, gratitude, humor, forgiveness and money.

PRESENTER: **Troy Shafer**, M.S., is currently teaching a variety of Health classes in the Kinesiology Department at SCSU.

March 11

PURCHASE ORDERS FROM START TO FINISH

OFFICE PROCEDURES

10:00 - Noon

Miller Center, Room 122

Sponsored by the Administrative Services Training Committee

If you've ever found yourself asking the question, "Should I do a purchase order or can I use my purchasing card?", this training is for you. Join us as the Business Services staff guide us through the ABCs of the purchase order (P.O.) process.

The training will specifically address: what a P.O. is and why it is used vs. a purchasing card; how to search for and/or request a new vendor number; how to know if a Certificate of Insurance is necessary for the purchase; how to navigate the PCS system and enter your P.O.; how to determine the status of your P.O. and when funds are encumbered; what is considered a fully-executed P.O. and is an authorization for payment. Updates to current procedures will be identified. Q & A to follow presentation.

PRESENTERS: **Jeff Wagner**, Director of Business Services, and staff

March 18

UNIVERSAL DESIGN: CREATING ACCESSIBLE PDFs

TECHNOLOGY

10:00 a.m. - 11:00 a.m.

Miller Center, Room 207

Sponsored by Information Technology Services

Adobe Acrobat is a common program used across our campus to convey information. In this session, the facilitator will demonstrate how to create accessible PDF documents that allow a greater variety of people (for example those using assistive technologies or those with cognitive challenges) to more easily access and navigate information.

PRESENTERS: **Sara Grachek**, Instructional Technologies Coordinator, **Karen Thoms**, Professor, Learning Resources Services, and **Gregory Jorgensen**, Information Technology Specialist.

March 25

FACULTY LEAVE REPORTING

OFFICE PROCEDURES

11:15 a.m. - 12:25 p.m.

Miller Center, Room 207

Sponsored by the Office of Human Resources

Effective March 26, Faculty will be able to submit leave electronically and will have the ability to view leave activity at any time. Come to this presentation to learn how to use the leave system. There will also be a question and answer period.

PRESENTERS: **Rose Haugen**, Human Resources Assistant Director, and **Karla Shangrow**, Unclassified Staffing Specialist.