

BLOODBORNE PATHOGENS

Online/WebCT

Section: ENHS 1000 W001

Date: Available on-line at any time

Contact Person: Sherry Hulett, Director of Staff Development and Risk Management

Do you work in a department where there is a risk of exposure to human blood or other potentially infectious materials? Your schedule doesn't allow you to go to an in-class session? Then this WebCT session is for you. All at-risk employees at Oklahoma City Community College who have a reasonable chance for occupational exposure to human blood or other potentially infectious materials (OPIM) are required to obtain annual training in this area. Participants will learn about types of pathogens, hepatitis A, B and C virus, Human Immunodeficiency Virus (HIV), ways to prevent an exposure incident, and the post-exposure process. This session will satisfy the required annual training in Bloodborne Pathogens.

SEXUAL HARASSMENT

Online/WebCT

Section: LGIS 1003 W001

Date: Available on-line at any time

Contact Person: Sherry Hulett, Director of Staff Development and Risk Management

Are you sure you know what sexual harassment really is? You don't have time to attend an in-class session? This Online/WebCT session will provide basic information on the rules and procedures related to sexual harassment at Oklahoma City Community College. This session will explain the definition of sexual harassment as well as discuss examples of prohibited behavior, the initiation and investigation of complaints, appropriate supervisory action, the College's disciplinary procedures, and EEOC guidelines. This session is required for all new full time faculty as part of their orientation program.

GET ON THE RIGHT TRACK IN WORD WITH MERGES AND TRACKING

Tuesday, October 4, 2005, 9:00-10:00

Section: TEC 1024 001

Location: 101 LB

Presenter: Rhonda Simpson, Administrative Assistant to the Vice President of Human Resources and Support Services and Adjunct Professor, Department of Computer Science

Having problems coordinating all those document changes from several sources? This session is designed to help you merge and compare documents, track changes, and create comments.

ANALYZING DATA WITH EXCEL

Tuesday, October 4, 2005, 2:00-3:00

Section: TEC 1028 001

Location: 101 LB

Presenter: Becky Graves, Financial Aid System Specialist and Adjunct Professor, Department of Computer Science

Have you wanted to use Excel to provide more detailed information? Participants will explore cell references, formulas, and functions as well as techniques for auditing, analyzing, and summarizing worksheets. Session includes a real world case study to apply knowledge.

WRITING JOB DESCRIPTIONS

Thursday, October 6, 2005, 10:00-11:00

Section: LGIS 1014 001

Location: College Union 3

Presenter: Carolyn Rouillard, Senior Human Resources Specialist

Do you realize how important a job description is? The lack of well-thought-out job descriptions can lead to numerous management problems. In this session you will learn the techniques on how to write a job description to meet hiring needs and legal requirements.

MICROSOFT ACCESS (QUERIES)

Friday, October 7, 2005, 9:00-10:00

Section: TEC 1035 001

Location: 101 LB

Presenter: Joyce Morgan, Research Coordinator

This session assumes that the Creating Databases and Tables course was taken, or that the user is sufficiently familiar with the features covered in that session. It discusses table relationships and demonstrates how to create them. The set up of queries manually, and the use of wizards is covered. Queries will be used to sort, and select records in the database tables. This session or prior knowledge is required for the Access Forms session.

TURN UP THE HEAT! TAKE A COOL PRESENTATION AND MAKE IT BETTER WITH POWERPOINT!

Friday, October 7, 2005, 1:30-2:30

Section: TEC 2004 001

Location: 101 LB

Presenter: Larry Robertson, Senior Human Resources Specialist

Take that basic presentation and turn up the heat! In this session, you will work with and modify slide masters, learn techniques on how to reorganize your presentation, combine presentations and options on printing presentations.

BUILDING A WEBSITE WITH DREAMWEAVER

Monday, October 10, 2005, 10:00-12:00

Section: TEC 1000 001

Location: 101 LB

Presenter: Kathy Wullstein, Director of Distributed Learning and Instructional Services

Would you like to develop a faculty website? This two-hour hands-on workshop will give participants the opportunity to develop a basic website using Dreamweaver and to discuss good web design strategies. Enrollment is limited.

HOW TO INTERVIEW AND FIND GREAT EMPLOYEES

Tuesday, October 11, 2005, 9:00-12:00

Section: LEAD 1014 001

Location: 401 LB

Presenter: Tom Massey, Pacesetter Consulting Group

Are you interested in learning the best techniques for hiring great employees? Selecting the right person for the job is more than a "gut feeling". An effective interview begins with understanding the job you are filling so you know what kind of knowledge, skills and qualities the right candidate must have. Then, craft questions designed to identify the right match for the job.

STUDENT DISCIPLINARY PROBLEM?

WHEN AND WHO DO I CALL?

Wednesday, October 12, 2005, 12:00-12:50

Section: LGIS 1011 001

Location: 2N3 MB

Presenter: Mary Candler, Director of Student Relations

Have you had students misbehave, but you did not know which behaviors to deal with, which to ignore and who to call for help? This session will explore the campus resources available to deal with student behavior issues. Faculty and staff are welcome to attend this session.

EFFECTIVE USE OF MINEONLINE IN FACULTY

ADVISEMENT/DEGREE CHECK

Thursday, October 13, 2005, 3:00-4:00

Section: TEC 1017 001

Location: 101 LB

Presenters: Barbara Gowdy, Director of Admissions & Graduation and Bertha Wise, Professor of English

Would you like to learn how to do the program evaluation through MineOnline? This will be a basic hands-on experience in understanding the program evaluation of your advisees. Learn how to read the evaluation as well as use it to help advisees plan their coursework to graduate and transfer more easily. Various tips will be provided.

OPEN FINANCE LAB

Friday, October 14, 2005, 9:00-10:00

Section: TEC 1019 001

Location: 101 LB

Presenter: Charlotte Baird, Accounting/Budget Systems Coordinator and Kerri Thomas, Purchasing Supervisor

Do you need one-on-one assistance with requisitions, purchase orders or reading budget reports? Participants will receive individual assistance in creating, approving and tracking requisitions and individual assistance in creating and reading budget reports.

GROUPWISE SCHEDULING AND CALENDAR

Tuesday, October 18, 2005, 3:00-4:00

Section: TEC 1031 001

Location: 101 LB

Presenter: Joey Ware, Network Specialist

Have you ever wanted to know more about how to schedule appointments and use the Calendar in GroupWise? In this session you will learn how to schedule appointments, tasks, and reminder notes for yourself and other users, whether the event happens once or on a recurring basis. You will also learn how to view your schedule in a variety of views or formats, including day, week, month, year, task list, project planner, and multi-user.

CREATING DYNAMIC ONLINE PRESENTATIONS WITH CAMTASIA

Wednesday, October 19, 2005, 10:00-12:00

Section: TEC 1013 001

Location: 101 LB

Presenter: Kathy Wullstein, Director of Distributed Learning and Instructional Services

Are you interested in adding narrated presentations to your online course? Camtasia is an easy to use software that records and creates full motion presentations of your desktop activity in real time with audio. It is an excellent way to develop lectures and presentations for your online course. In this hands-on workshop participants will use Camtasia to record a Power Point presentation that includes animations, transitions and narration. Enrollment is limited.

SEX AFTER SIXTY

Wednesday, October 19, 2005, 2:30-3:30

Section: ENHS 1018 001

Location: 2N3 MB

Presenter: Jane Carney, Professor of Sociology

This presentation will cover the normal changes in sexual response with age for men and women, and the incidence and experience of sexual activity for older people. It also will cover the primary causes of sexual dysfunction with age and the variety of treatments that address these problems. Other issues will be covered as time allows...question and answer period as well.

WORKING WITH THE PRESS

Thursday, October 20, 2005, 12:30-1:20

Section: WKPL 1009 001

Location: Instructional Conference Room (1B3) MB

Presenter: Sue Hinton, Professor of Journalism/English

What should you do when you get a call from a journalist who wants to write a story about you or your area? How can you help them - and help yourself at the same time? How can you get information you want in the Pioneer? Learn tips on how to work with the media and how to participate in a successful interview. Ask questions about media issues you've always wondered about.

ABC'S OF TRAVEL

Friday, October 21, 2005, 1:30-2:30

Section: TEC 1020 001

Location: 101 LB

Presenter: Anna Webb, Accounts Payable Supervisor and Donna Angus, Travel Records Assistant.

Does your job require you to travel? Or are you responsible for making travel arrangements? In this session there will be discussion on the rules regarding travel, what object to use for each part of travel, what information needs to go on a requisition and how to complete reimbursement requests. There will also be open discussion at the end of the session for questions.

ERGONOMICS/OFFICE SAFETY

Tuesday, October 25, 2005, 3:00-4:00

Section: WKPL 1001 001

Location: College Union Room 1

Presenter: Peggy Newman, Professor of Physical Therapist Assistant/Program Director

Do you have back or neck pain that you think may be related to how you sit at your desk or teach in your lab or classroom? Would you like to gain a better understanding of ergonomics? This session will include a presentation of basic ergonomics related to computer/office workstations and sustained postures that result in pain that ensues without proper modifications and self-help strategies. Simple exercises will be described and demonstrated that should be done as a part of every work day. Participants will have the opportunity to perform these movements to insure they are doing each one correctly.

INNER AND OUTER PEACE:

FINDING IT IN A CROWDED ROOM

Wednesday, October 26, 2005, 12:00-12:50

Section: PRDV 1011 001

Location: 2N3 MB

Presenters: Bertha Wise, Professor of English & Steve Morrow, Professor of Learning Skills

Did you ever have one of those days when everything seemed worse than it really was? Did you ever have one of those days when every little thing seemed an irritation? Have you ever wondered about how to bridge what we do as educators to the sometimes violent world we live in? This session will explore the relationship between peace as a concept and peace as a way to achieve harmony in our work and in the classroom. The first part of the session explores ideas and provides activities that can bring more relaxation and inspiration to the workplace. The second part of the session looks at ways to bridge our inner sense of peace with the outer reality of our world, more specifically, the classroom. Participants will be encouraged to share their own ideas and insights about bringing peace into our daily lives at the college.

ON-CAMERA PRESENTATIONS

Thursday, October 27, 2005, 12:30-1:20

Section: WKPL 1015 001

Location: 3K8 MB (Studio)

Presenter: Gwin Foulconer-Lippert, Professor of Mass Media Communications

Are you camera ready? In this day of online teleconferencing and tele-chatting, there are secrets to appearing knowledgeable, confident, and professional. The value of what you say may depend on how you "look" when you say it. This session includes tips and on-camera coaching. It's easier than you think and more fun!

WHY IS EVERYONE CRAZY EXCEPT FOR ME?

Friday, October 28, 2005, 1:30-2:30

Section: LEAD 1013 001

Location: 2N3 MB

Presenter: Liz Largent, Director of Student Life

Do you ever find yourself wondering why a co-worker seems to say everything that comes into their mind? Or, why it is so difficult for some students to completely read instructions? This session will review the Myers-Briggs Type Indicator and implications for understanding others' behavior and explore strategies to be a more effective communicator. Participants will take the Myers-Briggs test before the session so that results can be discussed during the session.

INSTRUCTIONS FOR REGISTERING AND DROPPING ACTIVITIES

You can now register and drop **WOW!** activities on your own; just follow the instructions below.

1. Go to the Employee Home Page <http://employee.okccc.edu/> and click on **MineOnline** located on the left toolbar or type: <http://mineonline.okccc.edu>

2. MineOnline Login Information:

a. If you are new to MineOnline: Your User ID consists of your first and middle initials plus your 7 digit Datatel ID number. For more information on your User ID and Password, click on **I'm new to MineOnline** located under the **Submit** button on the login page.

b. If you have forgotten your MineOnline ID or Password: Click on **What's my User ID** or **What's my Password** link listed under the **Submit** button of the login page.

3. Once you have logged in, Select the **Faculty/Staff** Menu located at the bottom right of your screen.

4. Look for the **WOW! Activity Menu** and select your option. Be sure to follow the instructions at the top of each screen. Option information:

a. To register in an activity, select **Register for Activity**.

b. To drop an activity, select **Cancel Registration**

c. To view your **WOW!** schedule, select **My Activity Schedule**, then select the term which is **05FFS**.

d. To view all activities, select **All Activities**.

4. You will receive a confirmation e-mail (if you included your e-mail address in your transaction) of the activities you have registered or dropped.

5. A reminder will be sent to you a few days before the activity.

If you have any problems or concerns with these instructions, please contact Rhonda Simpson at 682-7810 or Sherry Hulett at 682-7827.

NOTE: Drop-ins are welcome as long as there are seats available; you can register after the activity is over. Please note that some activities, especially the ones that involve hands-on technology, have limited seating.

For more information or session suggestions contact:
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WOW!

Faculty & Staff Development

OCTOBER SESSIONS SPRING 2005

<http://employee.okccc.edu/wow>