



Center for University Learning at Kennesaw State University

The Employee Edge

A newsletter of professional and personal enrichment opportunities for KSU employees March 2005

Center for University Learning (CUL) at KSU has much to offer

Through collaboration with various campus departments, CUL offers an abundance of professional and personal opportunities for employees of KSU. Some of the benefits include:

- courses and certificate programs (free of charge)
- consulting services
- customized team-training services
- various self-assessments
- Learning Center Resource Library

Read on and learn about how CUL can help enhance you professionally and personally.

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KSU's Excel 2005 is just around the corner!

What is KSU Excel?

Since its inception in 2001, the KSU Excel program is a great way for employees of KSU to achieve lifelong learning, develop invaluable skills, and form meaningful relationships with fellow colleagues throughout the campus. Specifically, this program bands together administrators, faculty, and staff in a learning experience that gives each participant a sense of value to their leadership roles on campus. In other words, each employee discovers how their specific role at Kennesaw State University is a major factor to the success of the university.

Who is eligible?

All full-time employees of the university who have been employed a minimum of six months and faculty and/or administrative faculty members in their first to fifth years of service are encouraged to apply for this program.



Excel 2005 Application Deadline

The application deadline is April 27, 2005. For further information, point your browser to www.kennesaw.edu/excel or call the Center for University Learning at ext. 3450.

When is Excel 2005?

The program is scheduled for May 23rd through May 27th - so get your application in early as this well received program fills quickly!

Hear from a past Excel participant

Get a real sense of what the Excel program can offer you by reading a testimonial from a past participant included inside this issue.

Excel program receives raves from past participant



How can spending a week with your fellow co-workers change your perspective? Before being involved in EXCEL 2004, no one would have been able to convince me that spending a week with other KSU faculty and staff would change the way I feel about myself and others. EXCEL is an awesome opportunity to learn more about

yourself and focus on your own decision making and leadership style. In becoming a leader, you must first know yourself. EXCEL opens up this opportunity with the personality assessment, challenges on the ropes course, and other team workshops. Once you understand yourself, you are better equipped to serve others— at work, at home and in the community at large.

“Excel is an awesome opportunity to learn more about yourself. . .”

The program is well designed to encompass all of these areas. It is one week that brings both faculty and staff together to learn about leadership, relationships, the KSU community, and the Atlanta community. I made new friends across campus that I will have long into the future. It is an opportunity that is not to be missed.

By Dana Carter, Excel 2004 participant

Ethical Leadership program is launched

The Center for University Learning in collaboration with the RTM Institute for Leadership, Ethics, and Character initiated a multi-tiered leadership development program. Congratulations to the 12 selected participants who will pave the way for future classes.

For information on this program, or if you would like to register for fall 2005, please contact Brenda Lora at ext. 3450.

Meet the new CUL director!

Linda Lyons is the new director at the Center for University Learning. She joined the learning center staff on January 4, 2005 from Georgia State University where she



served as an instructional services coordinator in the management & staff development services unit. Linda has been in the training and organizational development field for over 10 years. She holds an undergraduate degree in business administration with an emphasis on management development and completed her MS in Human Resource Development from Georgia State University in the spring of 2003. Welcome Linda!

CUL Library great for self-paced learners

The Center for University Learning has a resource center that offers self paced studies, computers, training videos, and much more!

Come visit our resource library and see for yourself! The CUL Resource Library is located in KSU Center, Room 173. Hours of operation are 8am-5pm Monday through Friday.

Upcoming Training Courses

For class information and to register, visit www.kennesaw.edu/learning_ctr or call Brenda at ext. 3450

Career Development

| | | | |
|-------------|-------------------------------|-----------|----------|
| 3/15 | Getting Feedback You Need | CD | 1PM-3PM |
| 3/29 | Essential Interviewing Skills | CD | 9AM-12PM |
| 4/12 & 4/19 | Career Assessment | CD HW OPC | 2PM-5PM |

Computer Skills

| | | | |
|-------------|-------------------|------|---------|
| 3/14 & 3/16 | *Beg. Access XP | CCP | 1PM-4PM |
| 4/4 & 4/6 | *Inter. Access XP | CCP2 | 1PM-4PM |
| 4/18 & 4/20 | *Adv. Access XP | | 1PM-4PM |

Desktop Publishing

| | | | |
|------|------------------------------|--|-----------|
| 3/15 | Creating PDF Documents | | 10AM-12PM |
| 3/15 | Creating PDF Documents | | 10AM-12PM |
| 3/21 | Intro. to Desktop Publishing | | 2PM-4PM |
| 3/23 | Graphics for Print | | 10AM-12PM |
| 3/23 | Creating PDF Documents | | 4PM-6PM |
| 4/13 | MS Publisher XP | | 9AM-12PM |

Digital Video Editing

| | | | |
|------|--------------------------------|--|-----------|
| 3/14 | Digital Video Editing Concepts | | 2PM-4PM |
| 3/16 | Digital Video Editing Concepts | | 4PM-6PM |
| 3/16 | Lighting & Indoor Shooting | | 2PM-4PM |
| 3/21 | Digital Video Editing Concepts | | 4PM-6PM |
| 3/21 | FieldShooting & Camera Tech. | | 10AM-12PM |
| 3/22 | FieldShooting & Camera Tech. | | 10AM-12PM |
| 3/22 | Lighting & Indoor Shooting | | 2PM-4PM |
| 3/23 | FieldShooting & Camera Tech. | | 2PM-4PM |
| 3/28 | Digital Video Editing Concepts | | 10AM-12PM |
| 3/28 | Digital Video Editing Concepts | | 4PM-6PM |
| 3/29 | Digital Video Editing Concepts | | 2PM-4PM |
| 3/30 | Digital Video Editing Concepts | | 10AM-12PM |

Excel

| | | | |
|-------------|------------------|------|----------|
| 4/5 & 4/7 | *Beg. Excel XP | CCP | 9AM-12PM |
| 4/19 & 4/21 | *Inter. Excel XP | CCP2 | 9AM-12PM |
| 5/3 & 5/5 | *Adv. Excel XP | | 9AM-12PM |

Groupwise

| | | | |
|-----|-----------|--|----------|
| 4/6 | GroupWise | | 8AM-12PM |
|-----|-----------|--|----------|

PC Basics

| | | | |
|------|---------------|-----|----------|
| 4/27 | Inside the PC | CCP | 9AM-12PM |
|------|---------------|-----|----------|

PowerPoint

| | | | |
|-------------|-----------------------|------|----------|
| 3/22 & 3/24 | *Beg. PowerPoint XP | CCP | 9AM-12PM |
| 4/12 & 4/14 | *Inter. PowerPoint XP | CCP2 | 9AM-12PM |

Kronos & Introduction to Multimedia

Please see printed catalog for listings or call ext. 3450 for details.

WebCT

| | | | |
|------|------------|--|----------|
| 3/15 | Beg. WebCT | | 9AM-12PM |
|------|------------|--|----------|

Web Design

| | | | |
|-------------|-----------------------|------|----------|
| 3/1 & 3/3 | Web Page/HTML | CCP2 | 9AM-12PM |
| 3/2 & 3/9 | Photoshop | | 9AM-3PM |
| 3/3 | Dreamweaver Inter. | | 9AM-3PM |
| 3/4 | Intro. to JavaScript | CCP2 | 9AM-12PM |
| 3/14 & 3/16 | FLASH | | 9AM-3PM |
| 3/29 | Web Page | CCP | 1PM-4PM |
| 4/13 | Intro. To Web Design | | 9AM-3PM |
| 4/18 & 4/20 | Web Page/HTML | CCP2 | 9AM-12PM |
| 4/21 | Dreamweaver Beg. | | 9AM-3PM |
| 4/26 | FrontPage XP - Beg. | | 9AM-3PM |
| 4/29 | Dreamweaver Inter. | | 9AM-3PM |
| 5/2 & 5/9 | Photoshop | | 9AM-3PM |
| 5/4 | Intro. to JavaScript | CCP2 | 9AM-12PM |
| 5/5 | FrontPage XP - Inter. | | 9AM-3PM |
| 5/9 & 5/11 | Fireworks | | 9AM-3PM |

Windows

| | | | |
|------|-------------------|-----|---------|
| 3/21 | Beg. Windows XP | CCP | 1PM-4PM |
| 4/14 | Inter. Windows XP | CCP | 1PM-4PM |

Word

| | | | |
|-------------|-----------------|--|---------|
| 3/28 & 3/30 | *Beg. Word XP | | 1PM-4PM |
| 4/11 & 4/13 | *Inter. Word XP | | 1PM-4PM |
| 4/25 & 4/27 | *Adv. Word XP | | 1PM-4PM |

Human Relations & Service

| | | | |
|-----|----------------------|------------|---------|
| 3/9 | Negotiation- Win-Win | Style | 9AM-4PM |
| 5/6 | What's Your DQ? | Disc. Div. | 9AM-4PM |

Professional Development

| | | | |
|------|-------------------------------|--|---------|
| 4/22 | Polishing Presentation Skills | | 9AM-4PM |
| 4/29 | *Leadership Beyond Mgmt. | | 9AM-4PM |

Wellness & Life Management

| | | | |
|------|------------------------|--|--------------|
| 3/1 | Spring Training: | | 1230PM-130PM |
| 4/5 | Health Fair | | 8AM-6PM |
| 4/12 | Men's Health | | 1230PM-130PM |
| 4/19 | Poker Walk | | 1230PM-145PM |
| 4/26 | Sleep of Your Dreams | | 1230PM-130PM |
| 4/28 | Mobile Mammography Van | | 920AM-420PM |

Tell us what you think

As we continually strive to make *The Employee Edge* meet the needs of our readers, we encourage your input and ideas. Specifically, we want to ensure that this newsletter is convenient as well as useful. Please call Brenda Lora at ext. 3450 or email her at blora.kennesaw.edu with any new ideas, suggestions, or questions you may have regarding this newsletter. Thanks!

You won't want to miss the RTM Institute for Leadership, Ethics, and Character 2005 Luncheon Series

**Ethics at the Crossroads of Open Source and Copyright
Tuesday, March 22 • Registration number - PDS 612-01**

**Environmental Ethics Lessons from the Grassroots
Tuesday, April 19 • Registration number - PDS 613-01**

Register online at:
<http://acsdevl.kennesaw.edu/learnctr>
or call ext. 2000 for further information

The Employee Edge is produced quarterly by the Center for University Learning at Kennesaw State University. If you have any questions or comments, please contact Catherine Trask, editor, at ctrask@kennesaw.edu

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