

## November 2017

Monday, 11/13

1:00 p.m. – 4:00 p.m.

[CPR/AED Training](#)

SAFTY-0519-004

HEC 2018

Tim Capua

Tuesday, 11/14

9:00 a.m. – 11:00 a.m.

Service Excellence Module 3:

Creating Service Excellence

SVCEX-0502-001

SRC 2032

Steve Beck

Tuesday, 11/14

2:30 p.m. – 3:30 p.m.

[Range Change](#)

TANDL-0554-005

SRC2131

Shamili Ajgaonkar, Mark Pearson

Wednesday, 11/15

12:00 p.m. – 1:00 p.m.

[Introduction to VR](#)

SRC 3114

Colin Koteles

*\*[Library registration](#)*

Thursday, 11/16 **\*CANCELLED**

10:00 a.m. – 11:00 a.m.

[Ask an Expert: Concur](#)

SRC 2030

Cassandra Prayer, Jill Mosher

*\*walk-in session*

Thursday, 11/16

1:00 p.m. – 1:45 p.m.

[Sleep – When You Don't Snooze,](#)

[You Lose!](#)

SRC 3104

Debra Smith

*\*[Library registration](#)*

Thursday, 11/16

2:00 p.m. – 4:00 p.m.

[Safe Zone Training \(Part II\)](#)

DVRST-0501-001

BIC 1455

Mike Duggan, Dennis Emano,  
Dana Thompson, Leah Cameron,  
Sarah Pender-Bey

Friday, 11/17 **\*CANCELLED**

8:30 a.m. – 11:30 a.m.

[Onboarding](#)

TANDL-0619-005

TLC Computer Lab (SRC 1105)

Gina Wheatley

Friday, 11/17

12:30 p.m. – 1:30 p.m.

[Put Your PEP in Place](#)

TANDL-0554-006

SRC2032

Jenn Kelley

Tuesday, 11/28

8:30 a.m. – 3:30 p.m.

[New Employee Orientation](#)

SRC 2032

Gina Wheatley

*\*by invitation*

Tuesday, 11/28

9:30 a.m. – 11:30 a.m.

Ask an Expert: Hire Touch

SRC 3104

Dan Jacobson, Michelle Olson-  
Rzeminski

*\*walk-in session*

Tuesday, 11/28

2:30 p.m. – 3:15 p.m.

[Future of Research Part 3.](#)

[No Paper Necessary:](#)

[Incorporating Streaming Videos &  
Technology](#) SRC 3114

Debra Smith, Laura Burt-Nicholas

*\*[Library registration](#)*

Wednesday, 11/29 **\*CANCELLED**

11:00 a.m. – 12:00 p.m.

[Discover & Develop: Organizing  
Your Work Day \(Project Plans\)](#)

BIC 2525

Gina Wheatley, Judy Coates

*\*walk-in session*

## December 2017

Monday, 12/4

2:00 p.m. – 3:00 p.m.

[Adobe Acrobat Essentials & Ask an Expert](#)

COMPTR-0545-001

SRC 2030

Ken Wong, Mike Mohring

Tuesday, 12/5

12:00 p.m. – 12:45 p.m.

[SuperTracker: Maximize Your Nutrition and Physical Activity](#)

SRC 3104

Debra Smith

*\*Library registration*

Tuesday, 12/6 **\*FULL\***

2:00 p.m. – 3:30 p.m.

[Exploring Leadership](#)

BIC 2430A

Gina Wheatley

*\*by invitation*

Thursday, 12/7 **\*CANCELLED**

2:00 p.m. – 3:00 p.m.

[Ask an Expert:](#)

[Adobe Acrobat](#)

SRC 2030

Ken Wong, Mike Mohring

*\*walk-in session*

Friday, 12/8

8:30 a.m. – 11:30 a.m.

[Onboarding](#)

TANDL-0619-006

TLC Computer Lab (SRC 1105)

Gina Wheatley

Friday, 12/8

1:00 p.m. – 3:00 p.m.

[Safe Zone Training Part II](#)

DVRST-0501-002

BIC 1A03

Mike Duggan, Dennis Emano,  
Dana Thompson, Leah Cameron,  
Sarah Pender-Bey

### myACCESS Registration Key

DVRST	TLC – Diversity
GENL	TLC – General
* LEADR	TLC – Leadership
SAFTY	TLC – Safety Training
SVCEX	TLC – Service Excellence
SUPRV	TLC – Supervisory Training
TANDL	TLC – Teaching & Learning
COMPTR	TLC – Technology Courses
WELLN	TLC – Wellness

*\*LEADR courses are for Administrators, Managers, and Supervisors*

### CONTACT INFORMATION

Teaching and Learning Center  
Student Resource Center (SRC)  
Room 1105 and 1107  
(630) 942-3805  
[tlc@cod.edu](mailto:tlc@cod.edu)

### **\*\*Register Today – Term TLC 2018\*\***

All TLC courses are available for self-registration in [myACCESS](#). To register for a session you wish to participate in, follow the steps in this [job aid](#). If you are having difficulty registering, please contact the TLC by email at [tlc@cod.edu](mailto:tlc@cod.edu), by phone at x3805, or stop by the TLC Lab (SRC 1105) Monday - Friday from 7:00 a.m. – 5:00 p.m.