

Montgomery College
Professional Development Opportunities
January - June 2012



To register please visit the Professional Development System (PDS)
<http://pds.montgomerycollege.edu>



Sponsors

CPOD – Center for Professional & Organizational Development
240-567-4274 www.montgomerycollege.edu/departments/cpod

CTL – Center for Teaching & Learning
240-567-2000 <http://cms.montgomerycollege.edu/ctl>

DELT – Distance Education & Learning Technologies
240-567-6000 <http://cms.montgomerycollege.edu/distance/>

EELR – Employee Engagement & Labor Relations
240-567-5396 <http://cms.montgomerycollege.edu/edu/department.aspx?id=16504>

HR – Office of Human Resources
240-567-5353

IT – Office of Information Technology

LIBRARIES – <http://cms.montgomerycollege.edu/libraries>

Campus Key

40 WG: 40 West Gude Drive

G: Germantown Campus

OITB: Office of Information Technology Building

OL: Online

R: Rockville Campus

T: Takoma Park/Silver Spring Campus

CLASS OFFERINGS BY CATEGORY

CATEGORY/TITLE	DATE
CAREER DEVELOPMENT	
Working with You Is Killing Me: Freeing Yourself from Emotional Traps at Work	4/02
You've Got a Job Interview! Now What?	4/10
COMMUNICATION & INTERPERSONAL RELATIONS	
Managing Difficult Conversations	2/27
Conflict = Opportunity	3/21
The Art of Criticism	3/28
Authentic Communication, Inside and Out	4/24
Positive Assertiveness: Implementing Respectful, Direct, and Honest Communication with Others	5/09
INSTRUCTIONAL DEVELOPMENT/PEDAGOGY	
Online Teaching	1/09 - 2/14
Library Database - Anatomy.tv Webinar	1/17, 1/19
Bb: Open Lab for Blackboard 9.1 *	1/17 – 5/21
Bb: Blackboard Essentials*	1/19 – 5/15
Active-Learning in Introductory Biology Courses	1/19
Applying the Quality Matters Rubric*	1/19 – 5/04
Developing Effective Research Assignments	1/19, 2/07
Effective Instruction Incorporating Small Group Work	1/19
Experiences in Active Learning from Chemistry 101: Techniques for "Flipping the Classroom"	1/19
How To Integrate Active Learning With PowerPoint Lectures to Engage Students	1/19
MC Library - Ready to Lend...	1/19
Pair and Group Conferencing Using ReLANpro	1/19
Responding to Student Writing (and Writers)	1/19
SafeAssign by BlackBoard*	1/19 - 2/28
Students with Disabilities in College: Legal Requirements	1/19
Teaching Strategies to Enhance Learning for Diverse and International Students	1/19
The Syllabus: Answering the Right Questions	1/19
MyMC Course Tools*	1/24 – 1/31
Bb: Blackboard Assessments*	1/27 – 5/16
Bb: Blackboard Communication Tools*	1/26 – 5/17
Bb: Blackboard Grade Center*	1/27 – 5/22

**Multiple dates offered*

CLASS OFFERINGS BY CATEGORY

CATEGORY/TITLE	DATE
Illuminate - Training for Faculty and Staff	1/30, 2/10, 3/01
Connecting Assignments to the Library: Course Pages and Subject Guides	2/01
Designing Effective English Assignments	1/26, 2/01
What the Germantown Campus Library can do for You!!!	2/02
Helping Underprepared Students Develop Critical Thinking Skills - Session I	2/06 – 4/09
Using the MC Gen Ed Competency Rubrics for Learning	2/06 – 4/09
Films on Demand Online	2/06, 3/05, 4/02
Jing- Easy Screen Capture and Narration	2/06, 3/05, 4/02
Create Effective Research Assignments: Lunch with a Librarian - Brown Bag Workshop	2/08
Recording Oral Examinations with ReLANpro	2/09
Active and Collaborative Teaching Techniques in the STEM Disciplines	2/10 – 4/13
Culturally Responsive Teaching in the College Classroom	2/10 – 4/13
Unlocking the Power of Google	2/16, 4/10
Blackboard Tips and Tricks Open Forum*	2/16 – 4/26
Want to Know How to Make a Podcast?	2/17 – 4/20
Realistic Rubrics: Using Rubrics to Facilitate the Evaluation of Student Assignments, Projects and Reports, etc.	2/24 – 4/13
Andragogy Implementing Strategies in the Classroom	2/20, 2/22, 2/28
Applying the Quality Matters Rubric	2/23
What the Rockville Campus Library can do for You!	2/23
Take Control of Your Classroom with LanSchool*	3/05 – 3/27
Have Fun with Research!	3/07
Twitter in the Classroom and for Professional Development*	3/07 – 3/29
Mixing it up with Course Pages & Research Subject Guides	3/08
Feel like CRAAP? Discussing Wikipedia and Google: Lunch with a Librarian - Brown Bag Workshop	3/14
Flip'em On! with YouTube	3/20
Online Course Redesign - Quality Matters	3/21
Beyond Wikipedia -- Library Resources Exposed!	3/22
Streaming Videos & Music - What's the Deal?	3/22
Demos and Desserts: Lunch with a Librarian - Brown Bag Workshop	4/04
Technology in the Classroom	4/04, 4/12
Explore with Prezi: Your Alternative to PowerPoint*	4/10 – 4/26
Plug-IN-Patterns for Written and Oral Presentations	4/12

*Multiple dates offered

CLASS OFFERINGS BY CATEGORY

CATEGORY/TITLE	DATE
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RSS Feeds: Go Beyond Searching for Articles	4/12
Above the Clouds...Technology in the Classroom	4/19

LEADERSHIP, MANAGEMENT & SUPERVISION

Tapestry Institute for Cultural Competence Cohort Program (9 classes)	9/20 – 4/17
19 th Leadership Development Institute (LDI) Cohort Program (11 classes)	10/20 – 3/29
MC Management (MCM) Cohort Program / AY 2011 – 2012 (10 classes)	10/12 – 5/02
MC Management (MCM) Cohort Program/Spring 2012 (10 classes)	1/26 – 6/14
Reading about Leading: You Don't Need a Title to Be a Leader (LDI Alumni), 2 day class	1/18 & 2/01
The Courageous Follower	1/19
Recognizing and Appreciating Employees (Essential Training for Supervisors Series)	2/23, 5/15, 6/19
Facilitative Leadership: Tapping the Power of Participation, 3 day class	6/05, 6/06 & 6/07

MULTICULTURALISM & DIVERSITY

Media Literacy (Tapestry Alumni)	2/28
Body Size Acceptance (In Their Own Voices)	3/30
Globalization and Interconnectedness (Tapestry Alumni)	5/01
Saying 'Ouch!' and Becoming an Ally	5/30
The Yearly Rhythm in Diverse Faith Traditions (In Their Own Voices)	6/01
Witnessing Whiteness (Community Conversation), 3 day class	4/09, 5/14 & 6/11

PERFORMANCE MANAGEMENT

Preparing for Your Six-Month Performance Evaluation (Orient Express)	1/17, 5/07
Writing a Self-Review for Your Performance Evaluation	3/26

POLICIES, OPERATIONS & LEGAL RESPONSIBILITIES

The Collective Bargaining Agreement and Policies and Procedures for Managing Staff (Essential Training for Supervisors Series)	1/09, 5/30, 6/28
Search Committee Protocol Review Session*	1/20 – 6/28
Preventing Sexual Harassment and Workplace Discrimination (Essential Training for Supervisors Series)	1/26, 5/11, 6/12
The Family Educational Rights and Privacy Act [FERPA] (60- Minute Matters)	2/15
Understanding the Part-Time Faculty Collective Bargaining Agreement	2/17

*Multiple dates offered

CLASS OFFERINGS BY CATEGORY

CATEGORY/TITLE	DATE
TECHNOLOGY RESOURCES	
Technology Fellows Program (8 classes)	9/13 – 3/27
Web Site Management with the CMS	1/05, 2/08
Open Lab: Web Site Management (CMS)	1/20, 2/10, 2/23
Where Did My Document Go?! Managing Your Files, Folders and Drives	1/30
Extreme Googling	1/31
MS Office: Fundamentals (PowerPoint and Word)	2/01, 4/10
MS Access: Fundamentals, 2 day class	2/07 & 2/09
MS Office: Working with Themes, Styles and Mail Merge	2/14
MS Outlook: Email and Calendar, 2 day class	2/20 & 2/22
MS Word: Working with Outlines, Document Collaboration Tools and References	2/18
MS Excel: Fundamentals, 2 day class	3/05 & 3/07
MS PowerPoint: Working with Multimedia, Finalizing, Viewing and Delivering a Presentation	3/20
MS Access: Working with Queries	3/26
MS Excel: Working with Tables, Pivot Tables and Charts	3/28
MS Publisher, 2 day class	4/03 & 4/05
MS Office: Working with WordArt, Smart Art, Charts, Forms and Templates	4/10
iWorld: iPad, iPhone, iWhat's next? (60- Minute Matters)	4/16
MS Access: Working with Tables, Fields and Relational Databases	4/26
MS Office: Working with Shapes, Pictures, Tables and Workbooks	5/02
Using Social Media to Promote Your Department (60- Minute Matters)	5/08
MS Excel: Functions, Formulas and Data Analysis	5/10
MS Access: Working with Forms and Reports	5/15
MS PowerPoint: Formatting, Transitions and Animation Effects	5/23
MS Outlook: Organizing/Managing Data, Tasks and Collaborating with Others	5/29
Using Social Media to Promote Your Department (60- Minute Matters)	5/08

**Multiple dates offered*

TITLE	DATE	TIME	CAMPUS	SPONSOR(s)
JANUARY				
CMS Web Site Management	R, 01/05	2:00 PM - 4:00 PM	OITB, 308	IT
The Collective Bargaining Agreement and Policies and Procedures for Managing Staff (Essential Training for Supervisors Series)	M, 01/09	10:00 AM - 12:00 PM	40 WG, 115 A	CPOD; EELR
Open Lab: Web Site Management (CMS)	T, 01/10	2:00 PM - 3:30 PM	OITB, 308	IT
Bb: Open Lab for Blackboard 9.1	T, 01/17	2:00 PM - 3:30 PM	R, HU 008	DELT
Library Database - Anatomy.tv Webinar	T, 01/17	2:15 PM - 3:15 PM	T, RC 211	LIBRARIES
Preparing for Your Six-Month Performance Evaluation (Orient Express)	T, 01/17	1:00 PM - 2:30 PM	40 WG, 115 A	CPOD
Reading about Leading: You Don't Need a Title to Be a Leader (LDI Alumni), Day 1	W, 01/18	1:00 PM - 3:00 PM	40 WG, 115 A	CPOD
Bb: Open Lab for Blackboard 9.1	W, 01/18	3:00 PM - 4:30 PM	T, RC 211	DELT
Bb: Open Lab for Blackboard 9.1	W, 01/18	3:30 PM - 5:00 PM	G, GB 170	DELT
Active-Learning in Introductory Biology Courses	R, 01/19	1:00 PM - 3:00 PM	G, GB 105	CTL
Applying the Quality Matters Rubric	R, 01/19	9:00 AM - 04:00 PM	G, GB170	DELT
Bb: Blackboard Essentials	R, 01/19	1:00 PM - 4:00 PM	R, HU 008	DELT
Bb: Blackboard Essentials	R, 01/19	00:00 AM - 00:00 AM	OL, via Bb	DELT
Bb: Blackboard Essentials	R, 01/19	1:30 PM - 4:30 PM	T, RC 211	DELT
Developing Effective Research Assignments	R, 01/19	2:00 PM - 3:00 PM	R, MT 205	LIBRARIES
Effective Instruction Incorporating Small Group Work	R, 01/19	10:00 AM - 12:00 PM	T, CM 214	CTL
Experiences in Active Learning from Chemistry 101: Techniques for "Flipping the Classroom"	R, 01/19	1:00 PM - 3:00 PM	R, HU 116	CTL
How To Integrate Active Learning With PowerPoint Lectures to Engage Students	R, 01/19	10:00 AM - 12:00 PM	R, HU 113	CTL
Library Database - Anatomy.tv Webinar	R, 01/19	10:00 AM - 11:00 AM	G, HS 203	LIBRARIES
Library Database - Anatomy.tv Webinar	R, 01/19	10:00 AM - 11:00 AM	R, MT 205	LIBRARIES
Library Database - Anatomy.tv Webinar	R, 01/19	10:00 AM - 11:00 AM	T, RC 211	LIBRARIES
MC Library - Ready to Lend	R, 01/19	1:00 PM - 2:00 PM	R, MT 205	LIBRARIES
Pair and Group Conferencing Using ReLANpro	R, 01/19	10:00 AM - 11:30 AM	G, HS 236	DELT
Responding to Student Writing (and Writers)	R, 01/19	3:00 PM - 5:00 PM	G, GB 178	CTL
SafeAssign by BlackBoard	R, 01/19	10:30 AM - 12:00 PM	R, HU 008	DELT
Students with Disabilities in College: Legal Requirements	R, 01/19	10:00 AM - 12:00 PM	G, GB 105	CTL
Teaching Strategies to Enhance Learning for Diverse and International Students	R, 01/19	12:00 PM - 2:00 PM	T, CM 216	CTL

TITLE	DATE	TIME	CAMPUS	SPONSOR(s)
The Syllabus: Answering the Right Questions	R, 01/19	3:00 PM - 5:00 PM	R, HU 111	CTL
Bb: Blackboard Essentials	F, 01/20	1:00 PM - 4:00 PM	G, GB 170	DELT
Bb: Open Lab for Blackboard 9.1	F, 01/20	10:00 AM - 11:30 AM	G, GB 170	DELT
Bb: Open Lab for Blackboard 9.1	F, 01/20	11:00 AM - 12:30 PM	T, RC 211	DELT
Bb: Open Lab for Blackboard 9.1	F, 01/20	1:00 PM - 2:30 PM	R, HU 008	DELT
Open Lab: Web Site Management (CMS)	F, 01/20	1:00 PM - 2:30 PM	T, RC 211	IT
Search Committee Protocol Review	F, 01/20	2:00 PM - 4:00 PM	40 WG, 115 A	OHR; OED
Bb: Open Lab for Blackboard 9.1	M, 01/23	10:00 AM - 11:30 AM	R, HU 008	DELT
Bb: Blackboard Essentials	T, 01/24	5:30 PM - 8:30 PM	G, GB 170	DELT
Bb: Blackboard Essentials	T, 01/24	9:30 AM - 12:30 PM	T, RC 211	DELT
MyMC Course Tools	T, 01/24	1:00 PM - 3:00 PM	R, HU 008	DELT
Bb: Open Lab for Blackboard 9.1	W, 01/25	2:00 PM - 3:30 PM	R, HU 008	DELT
Bb: Blackboard Communication Tools	R, 01/26	1:00 PM - 3:30 PM	G, GB 170	DELT
Bb: Blackboard Essentials	R, 01/26	2:00 PM - 5:00 PM	T, RC 211	DELT
Bb: Blackboard Essentials	R, 01/26	00:00 AM - 00:00 AM	OL, via Bb	DELT
Designing Effective English Assignments	R, 01/26	5:30 PM - 7:00 PM	G, TBA	CTL
MyMC Course Tools	R, 01/26	1:00 PM - 3:00 PM	R, HU 008	DELT
Preventing Sexual Harassment and Workplace Discrimination (Essential Training for Supervisors Series)	R, 01/26	8:45 AM - 12:00 PM	MK, BOT	CPOD; EELR
Bb: Blackboard Assessments	F, 01/27	1:00 PM - 3:30 PM	G, GB 170	DELT
Bb: Blackboard Essentials	F, 01/27	1:00 PM - 4:00 PM	R, HU 008	DELT
Bb: Blackboard Grade Center	F, 01/27	1:00 PM - 3:30 PM	T, RC 211	DELT
MyMC Course Tools	F, 01/27	9:30 AM - 11:30 AM	R, HU 008	DELT
Elluminate - Training for Faculty and Staff	M, 01/30	2:00 PM - 4:30 PM	OL, via Elluminate	DELT
MyMC Course Tools	M, 01/30	1:00 PM - 3:00 PM	G, GB 170	DELT
Where Did My Document Go?!: Managing Your Files, Folders and Drives	M, 01/30	1:00 PM - 4:00 PM	40 WG, 115 C	CPOD
Search Committee Protocol Review	T, 01/31	9:00 AM - 11:00 AM	40 WG, 115 A	OHR; OED
Bb: Blackboard Communication Tools	T, 01/31	10:00 AM - 12:30 PM	T, RC 211	DELT
Extreme Googling	T, 01/31	1:00 PM - 2:00 PM	40 WG, 115 A	CPOD
MyMC Course Tools	T, 01/31	9:30 AM - 11:30 AM	G, GB 170	DELT
FEBRUARY				
Bb: Open Lab for Blackboard 9.1	W, 02/01	10:00 AM - 11:30 PM	T, RC 211	DELT

TITLE	DATE	TIME	CAMPUS	SPONSOR(s)
Connecting Assignments to the Library: Course Pages and Subject Guides	W, 02/01	1:00 PM - 3:00 PM	T, RC 211	LIBRARIES
Designing Effective English Assignments	W, 02/01	12:30 PM - 2:00 PM	G, TBA	CTL
MS PowerPoint and Word: Fundamentals	W, 02/01	9:00 AM - 12:00 PM	40 WG, 115 C	CPOD
Reading about Leading: You Don't Need a Title to Be a Leader (LDI Alumni), Day 2	W, 02/01	1:00 PM - 3:00 PM	40 WG, 115 A	CPOD
Bb: Blackboard Grade Center	R, 02/02	1:00 PM - 3:00 PM	G, GB 170	DELTA
Bb: Open Lab for Blackboard 9.1	R, 02/02	2:00 PM - 3:30 PM	R, HU 008	DELTA
What the Germantown Campus Library can do for You!!!	R, 02/02	1:00 PM - 3:00 PM	G, HS 203	LIBRARIES
Bb: Blackboard Essentials	M, 02/06	00:00 AM - 00:00 AM	OL, via Bb	DELTA
Films on Demand Online	M, 02/06	00:00 AM - 00:00 AM	OL, via Bb	DELTA
Jing- Easy Screen Capture and Narration	M, 02/06	00:00 PM - 00:00 PM	OL, via Bb	DELTA
SafeAssign by BlackBoard	M, 02/06	1:30 PM - 3:00 PM	R, HU 008	DELTA
MS Access: Fundamentals, Day 1	T, 02/07	9:00 PM - 12:00 PM	40 WG, 115 C	CPOD
Developing Effective Research Assignments	T, 02/07	1:00 PM - 2:00 PM	R, MT 205	LIBRARIES
Bb: Blackboard Assessments	W, 02/08	9:30 AM - 12:00 PM	T, RC 211	DELTA
Create Effective Research Assignments: Lunch with a Librarian - Brown Bag Workshop	W, 02/08	12:00 PM - 1:00 PM	G, HS 203	LIBRARIES
CMS Web Site Management	W, 02/08	2:00 PM - 4:00 PM	G, GB 170	IT
Applying the Quality Matters Rubric	R, 02/09	09:00 AM - 04:00 PM	G, GB170	DELTA
MS Access: Fundamentals, Day 2	R, 02/09	9:00 PM - 12:00 PM	40 WG, 115 C	CPOD
Recording Oral Examinations with ReLANpro	R, 02/09	4:00 PM - 5:00 PM	G, HS 236	DELTA
SafeAssign by BlackBoard	R, 02/09	10:00 AM - 11:30 AM	R, HU 008	DELTA
The Courageous Follower	R, 02/09	8:45 AM - 4:15 PM	40 WG, 115 A	CPOD
Bb: Blackboard Essentials	F, 02/10	1:00 PM - 4:00 PM	R, HU 008	DELTA
Bb: Open Lab for Blackboard 9.1	F, 02/10	10:30 AM - 12:00 PM	G, GB 170	DELTA
Illuminate - Training for Faculty and Staff	F, 02/10	10:00 AM - 12:30 PM	OL, via Illuminate	DELTA
Open Lab: Web Site Management (CMS)	F, 02/10	2:00 PM - 3:30 PM	G, GB 170	IT
Bb: Blackboard Assessments	T, 02/14	2:00 PM - 4:30 PM	R, HU 008	DELTA
Bb: Blackboard Grade Center	T, 02/14	10:00 AM - 12:30 PM	T, RC 211	DELTA
MS Office: Working with Themes, Styles and Mail Merge	T, 02/14	9:00 AM - 12:00 PM	40 WG, 115 C	CPOD
Bb: Blackboard Essentials	W, 02/15	5:00 PM - 8:00 PM	T, RC 211	DELTA
Bb: Blackboard Essentials	W, 02/15	1:00 PM - 4:00 PM	G, GB 170	DELTA

TITLE	DATE	TIME	CAMPUS	SPONSOR(s)
The Family Educational Rights and Privacy Act [FERPA] 60--Minute Matters	W, 02/15	1:00 PM - 2:00 PM	40 WG, 115 A	CPOD
Bb: Blackboard Grade Center	R, 02/16	2:00 PM - 4:00 PM	R, HU 008	DELT
Bb: Open Lab for Blackboard 9.1	R, 02/16	1:00 PM - 2:30 PM	T, RC 211	DELT
Blackboard Tips and Tricks Open Forum	R, 02/16	12:00 PM - 1:00 PM	T, RC 111	DELT
Unlocking the Power of Google	R, 02/16	1:00 PM - 2:00 PM	T, RC 211	LIBRARIES
Blackboard Tips and Tricks Open Forum	F, 02/17	11:00 AM - 12:00 PM	G, GB 170	DELT
Understanding the Part-Time Faculty Collective Bargaining Agreement	F, 02/17	2:00 PM - 4:00 PM	40 WG, 115 A	CPOD
Andragogy Implementing Strategies in the Classroom	M, 02/20	1:00 PM - 2:30 PM	T, RC 211	DELT
Bb: Blackboard Essentials	M, 02/20	00:00 AM - 00:00 AM	OL, via Bb	DELT
Bb: Open Lab for Blackboard 9.1	M, 02/20	10:00 AM - 11:30 AM	T, RC 211	DELT
Dropbox: An Easy and Free Solution for you and your Students	M, 02/20	1:00 PM - 2:00 PM	R, HU 008	DELT
MS Outlook: Email & Calendar, Day 1	M, 02/20	1:00 PM - 4:00 PM	40 WG, 115 C	CPOD
Bb: Blackboard Essentials	T, 02/21	1:00 PM - 4:00 PM	R, HU 008	DELT
SafeAssign by BlackBoard	T, 02/21	1:00 PM - 2:30 PM	G, GB 170	DELT
Andragogy Implementing Strategies in the Classroom	W, 02/22	10:00 AM - 11:30 AM	R, TC 136	DELT
MS Outlook: Email & Calendar, Day 2	W, 02/22	1:00 PM - 4:00 PM	40 WG, 115 C	CPOD
Applying the Quality Matters Rubric	R, 02/23	09:00 AM - 04:15 PM	T, RC211	DELT
Bb: Open Lab for Blackboard 9.1	R, 02/23	10:00 AM - 11:30 AM	R, HU 008	DELT
Open Lab: Web Site Management (CMS)	R, 02/23	9:30 AM - 11:00 AM	OITB, 308	IT
Recognizing and Appreciating Employees (Essential Training for Supervisors Series)	R, 02/23	8:45 AM - 12:00 PM	40 WG, 115 A	CPOD: EELR
SafeAssign by BlackBoard	R, 02/23	10:00 AM - 11:30 AM	G, GB 170	DELT
What the Rockville Campus Library can do for You!	R, 02/23	1:00 PM - 3:00 PM	R, MT 205	LIBRARIES
Bb: Blackboard Essentials	F, 02/24	1:30 PM - 4:30 PM	T, RC 211	DELT
Bb: Blackboard Communication Tools	M, 02/27	1:00 PM - 3:30 PM	R, HU 008	DELT
Bb: Blackboard Essentials	M, 02/27	9:30 AM - 12:30 PM	T, RC 211	DELT
Managing Difficult Conversations	M, 02/27	8:45 AM - 4:15 PM	40 WG, 115 A	CPOD
SafeAssign by BlackBoard	M, 02/27	10:00 AM - 11:30 AM	T, HC 225	DELT
Andragogy Implementing Strategies in the Classroom	T, 02/28	10:00 AM - 11:30 AM	G, GB 105	DELT
Media Literacy (Tapestry Alumni)	T, 02/28	8:45 AM - 4:15 PM	40 WG, 115 A	CPOD
MS Word: Working with Outlines, Document Collaboration Tools and References	T, 02/28	9:00 AM - 12:00 PM	40 WG, 115 C	CPOD

TITLE	DATE	TIME	CAMPUS	SPONSOR(s)
SafeAssign by BlackBoard	T, 02/28	1:30 PM - 3:00 PM	T, HC 225	DELT
Blackboard Tips and Tricks Open Forum	W, 02/29	12:00 PM - 1:00 PM	R, HU 008	DELT
MARCH				
Elluminate - Training for Faculty and Staff	R, 03/01	2:00 PM - 4:30 PM	OL, via Elluminate	DELT
Bb: Blackboard Communication Tools	F, 03/02	1:00 PM - 3:30 PM	T, RC 211	DELT
Bb: Blackboard Essentials	F, 03/02	1:00 PM - 4:00 PM	R, HU 008	DELT
Bb: Blackboard Essentials	M, 03/05	00:00 AM - 00:00 AM	OL, via Bb	DELT
Films on Demand Online	M, 03/05	00:00 AM - 00:00 AM	OL, via Bb	DELT
Jing- Easy Screen Capture and Narration	M, 03/05	00:00 PM - 00:00 PM	OL, via Bb	DELT
Take Control of Your Classroom with LanSchool	M, 03/05	1:00 PM - 2:30 PM	R, HU 008	DELT
MS Excel: Fundamentals, Day 1	M, 03/05	1:00 PM - 4:00 PM	40 WG, 115 C	CPOD
Bb: Open Lab for Blackboard 9.1	T, 03/06	9:00 AM - 10:30 AM	T, RC 211	DELT
Take Control of Your Classroom with LanSchool	T, 03/06	10:00 AM - 11:30 AM	R, HU 008	DELT
Bb: Blackboard Assessments	W, 03/07	1:00 PM - 3:30 PM	R, HU 008	DELT
Bb: Open Lab for Blackboard 9.1	W, 03/07	3:00 PM - 4:30 PM	T, RC 211	DELT
Have Fun with Research!	W, 03/07	1:00 PM - 3:00 PM	T, RC 211	LIBRARIES
MS Excel: Fundamentals, Day 2	W, 03/07	1:00 PM - 4:00 PM	40 WG, 115 C	CPOD
Twitter in the Classroom and for Professional Development	W, 03/07	09:00 AM - 10:30 AM	T, TBD	DELT
Bb: Blackboard Grade Center	R, 03/08	12:00 PM - 2:30 PM	T, RC 211	DELT
Mixing it up with Course Pages & Research Subject Guides	R, 03/08	1:00 PM - 3:00 PM	G, HS 203	LIBRARIES
Take Control of Your Classroom with LanSchool	R, 03/08	10:00 AM - 11:30 AM	G, GB 170	DELT
Bb: Open Lab for Blackboard 9.1	F, 03/09	10:00 AM - 11:30 AM	R, HU 008	DELT
Twitter in the Classroom and for Professional Development	F, 03/09	11:00 AM - 12:30 PM	G, GB170	DELT
Feel like CRAAP? Discussing Wikipedia and Google: Lunch with a Librarian - Brown Bag Workshop	W, 03/14	12:00 PM - 1:00 PM	G, HS 203	LIBRARIES
Applying the Quality Matters Rubric	M, 03/19	09:00 AM - 04:15 PM	R, HU008	DELT
Bb: Blackboard Essentials	M, 03/19	00:00 AM - 00:00 AM	OL, via Bb	DELT
Search Committee Protocol Review	M, 03/19	2:00 PM - 4:00 PM	40 WG, 115 A	OHR: OED
Bb: Blackboard Essentials	T, 03/20	2:30 PM - 5:30 PM	T, RC 211	DELT
Bb: Open Lab for Blackboard 9.1	T, 03/20	1:00 PM - 2:30 PM	R, HU 008	DELT

TITLE	DATE	TIME	CAMPUS	SPONSOR(s)
Flip'em On! with YouTube	T, 03/20	4:00 PM - 6:00 PM	R, TBD	DELT
MS PowerPoint: Working with Multimedia, Finalizing, Viewing and Delivering a Presentation	T, 03/20	9:00 AM - 12:00 PM	40 WG, 115 C	CPOD
Bb: Blackboard Assessments	W, 03/21	2:30 PM - 5:00 PM	T, RC 211	DELT
Bb: Blackboard Essentials	W, 03/21	1:00 PM - 4:00 PM	R, HU 008	DELT
Conflict = Opportunity	W, 03/21	1:00 PM - 4:15 PM	40 WG, 115 A	CPOD
Online Course Redesign - Quality Matters	W, 03/21	0:00 AM - 0:00 PM	OL, via Bb	DELT
Twitter in the Classroom and for Professional Development	W, 03/21	09:30 AM - 11:00 AM	R, HU008	DELT
Bb: Blackboard Essentials	R, 03/22	1:00 PM - 4:00 PM	G, GB 170	DELT
Beyond Wikipedia -- Library Resources Exposed!	R, 03/22	1:00 PM - 3:00 PM	R, MT 205	LIBRARIES
Streaming Videos & Music - What's the Deal?	R, 03/22	1:00 PM - 2:00 PM	T, RC 211	LIBRARIES
Twitter in the Classroom and for Professional Development	R, 03/22	05:30 PM - 07:00 PM	R, HU008	DELT
Bb: Blackboard Grade Center	F, 03/23	1:00 PM - 3:00 PM	R, HU 008	DELT
Bb: Open Lab for Blackboard 9.1	F, 03/23	10:30 AM - 12:00 PM	G, GB 170	DELT
Bb: Blackboard Essentials	M, 03/26	5:00 PM - 8:00 PM	T, RC 211	DELT
MS Access: Working with Queries	M, 03/26	1:00 PM - 4:00 PM	40 WG, 115 C	CPOD
Twitter in the Classroom and for Professional Development	M, 03/26	3:00 PM - 04:30 PM	G, GB170	DELT
Writing a Self-Review for Your Performance Evaluation	M, 03/26	1:00 PM - 2:30 PM	40 WG, 115 A	CPOD
Bb: Blackboard Communication Tools	T, 03/27	2:00 PM - 4:30 PM	R, HU 008	DELT
Take Control of Your Classroom with LanSchool	T, 03/27	1:30 PM - 3:00 PM	G, GB 170	DELT
Bb: Blackboard Essentials	W, 03/28	2:00 PM - 5:00 PM	G, GB 170	DELT
Bb: Open Lab for Blackboard 9.1	W, 03/28	1:00 PM - 2:30 PM	T, RC 211	DELT
Blackboard Tips and Tricks Open Forum	W, 03/28	12:00 PM - 1:00 PM	T, RC 111	DELT
MS Excel: Working with Tables, Pivot Tables and Charts	W, 03/28	9:00 AM - 12:00 PM	40 WG, 115 C	CPOD
The Art of Criticism	W, 03/28	1:00 PM - 4:15 PM	40 WG, 115 A	CPOD
Twitter in the Classroom and for Professional Development	W, 03/28	05:30 PM - 07:00 PM	R, HU008	DELT
Bb: Open Lab for Blackboard 9.1	T, 03/29	10:30 AM - 12:00 PM	T, RC 211	DELT
Blackboard Tips and Tricks Open Forum	T, 03/29	12:00 PM - 1:00 PM	R, HU 008	DELT
Twitter in the Classroom and for Professional Development	T, 03/29	3:00 PM - 04:30 PM	T, TBD	DELT
Body Size Acceptance (In Their Own Voices)	F, 03/30	9:00 AM - 11:00 AM	40 WG, 115 A	CPOD

TITLE	DATE	TIME	CAMPUS	SPONSOR(s)
Search Committee Protocol Review	F, 03/30	2 :00 PM - 4:00 PM	40 WG, 115 A	CPOD
APRIL				
Bb: Blackboard Essentials	M, 04/02	5:00 PM - 8:00 PM	R, HU 008	DELT
Bb: Blackboard Essentials	M, 04/02	00:00 AM - 00:00 AM	OL, via Bb	DELT
Bb: Blackboard Grade Center	M, 04/02	1:00 PM - 3:30 PM	T, RC 211	DELT
Blackboard Tips and Tricks Open Forum	M, 04/02	2:00 PM - 3:00 PM	G, GB 170	DELT
Films on Demand Online	M, 04/02	00:00 AM - 00:00 AM	OL, via Bb	DELT
Jing- Easy Screen Capture and Narration	M, 04/02	00:00 PM - 00:00 PM	OL, via Bb	DELT
Working with You Is Killing Me: Freeing Yourself from Emotional Traps at Work	M, 04/02	8:45 AM - 12:00 PM	40 WG, 115 A	CPOD
MS Publisher, Day 1	T, 04/03	1:00 PM - 4:00 PM	40 WG, 115 C	CPOD
Bb: Blackboard Communication Tools	W, 04/04	10:00 AM - 12:30 PM	T, RC 211	DELT
Bb: Blackboard Grade Center	W, 04/04	10:00 PM - 12:00 PM	R, HU 008	DELT
Demos and Desserts: Lunch with a Librarian - Brown Bag Workshop	W, 04/04	12:00 PM - 1:00 PM	G, HS 203	LIBRARIES
Technology in the Classroom	W, 04/04	1:00 PM - 3:00 PM	T, RC 211	LIBRARIES
Search Committee Protocol Review	R, 04/05	9:00 AM - 11:00 AM	40 WG, 115 A	OHR; OED
Bb: Blackboard Assessments	R, 04/05	10:30 AM - 1:00 PM	T, RC 211	DELT
Bb: Blackboard Communication Tools	R, 04/05	1:00 PM - 3:30 PM	G, GB 170	DELT
Bb: Open Lab for Blackboard 9.1	R, 04/05	2:00 PM - 3:30 PM	R, HU 008	DELT
MS Publisher, Day 2	R, 04/05	1:00 PM - 4:00 PM	40 WG, 115 C	CPOD
Protecting Your Computer and the Colleges Data (60-Minute Matters)	R, 04/05	1:00 PM - 2:00 PM	40 WG, 115 A	CPOD
Bb: Blackboard Assessments	F, 04/06	1:00 PM - 3:30 PM	G, GB 170	DELT
Bb: Blackboard Grade Center	M, 04/09	1:00 PM - 3:00 PM	G, GB 170	DELT
Blackboard Tips and Tricks Open Forum	M, 04/09	12:00 PM - 1:00 PM	R, HU 008	DELT
Dropbox: An easy and free solution for you and your students	M, 04/09	1:00 PM - 2:00 PM	R, HU 008	DELT
Witnessing Whiteness (Community Conversations), Day 1	M, 04/09	1:00 PM - 3:00 PM	40 WG, 115 A	CPOD
Explore with Prezi: Your Alternative to PowerPoint	T, 04/10	10:00 AM - 12:00 AM	G, GB 170	DELT
Explore with Prezi: Your Alternative to PowerPoint	T, 04/10	3:00 PM - 5:00 PM	R, HU 008	DELT
MS PowerPoint and Word Fundamentals	T, 04/10	9:00 AM - 12:00 PM	40 WG, 115 C	CPOD
Unlocking the Power of Google	T, 04/10	1:00 PM - 2:00 PM	R, MT 205	LIBRARIES
You've Got a Job Interview! Now What?	T, 04/10	1:00 PM - 2:00 PM	40 WG, 115 A	CPOD

TITLE	DATE	TIME	CAMPUS	SPONSOR(s)
Bb: Blackboard Communication Tools	W, 04/11	10:00 AM - 12:30 PM	R, HU 008	DELT
Cloud Computing in the Classroom	W, 04/11	1:00 PM - 2:00 PM	R, MT 205	LIBRARIES
Explore with Prezi: Your Alternative to PowerPoint	R, 04/12	2:00 PM - 4:00 PM	T, HC 225	DELT
Plug-IN-Patterns for Written and Oral Presentations	R, 04/12	8:45 AM - 12:00 PM	40 WG, 115 A	CPOD
RSS Feeds: Go Beyond Searching for Articles	R, 04/12	1:00 PM - 2:00 PM	T, RC 211	LIBRARIES
Technology in the Classroom	R, 04/12	1:00 PM - 3:00 PM	G, HS 203	LIBRARIES
Applying the Quality Matters Rubric	F, 04/13	09:00 AM - 04:15 PM	G, GB170	DELT
Bb: Blackboard Essentials	F, 04/13	10:00 AM - 1:00 PM	R, HU 008	DELT
Bb: Blackboard Essentials	M, 04/16	00:00 AM - 00:00 AM	OL, via Bb	DELT
Search Committee Protocol Review	M, 04/16	9:00 AM - 11:00 AM	40 WG, 115 A	OHR; OED
iWorld: iPad, iPhone, iWhat's next? (60- Minute Matters)	M, 04/16	1:00 PM - 2:00 PM	40 WG, 115 A	CPOD
MS Office: Working with WordArt, Smart Art, Charts, Forms and Templates	W, 04/18	1:00 PM - 4:00 PM	40 WG, 115 C	CPOD
Above the Clouds...Technology in the Classroom	R, 04/19	1:00 PM - 3:00 PM	R, MT 205	LIBRARIES
Bb: Open Lab for Blackboard 9.1	R, 04/19	2:30 PM - 4:00 PM	T, RC 211	DELT
Explore with Prezi: Your Alternative to PowerPoint	M, 04/23	2:00 PM - 4:00 PM	R, HU 008	DELT
Authentic Communication, Inside and Out	T, 04/24	8:45 AM - 4:15 PM	40 WG, 115 A	CPOD
Explore with Prezi: Your Alternative to PowerPoint	T, 04/24	2:00 PM - 4:00 PM	G, GB 170	DELT
Bb: Open Lab for Blackboard 9.1	W, 04/25	10:00 AM - 11:30 AM	R, HU 008	DELT
Applying the Quality Matters Rubric	R, 04/26	09:00 AM - 04:00 PM	G, GB170	DELT
Bb: Open Lab for Blackboard 9.1	R, 04/26	1:00 PM - 2:30 PM	T, RC 211	DELT
Blackboard Tips and Tricks Open Forum	R, 04/26	12:00 PM - 1:00 PM	T, RC 111	DELT
Explore with Prezi: Your Alternative to PowerPoint	R, 04/26	10:00 AM - 12:00 AM	R, HU 008	DELT
MS Access: Working with Tables, Fields and Relational Databases	R, 04/26	9:00 AM - 12:00 PM	40 WG, 115 C	CPOD
Bb: Blackboard Assessments	F, 04/27	10:00 AM - 12:30 PM	R, HU 008	DELT
Bb: Blackboard Essentials	M, 04/30	1:00 PM - 4:00 PM	G, GB 170	DELT
MAY				
Globalization and Interconnectedness (Tapestry Alumni)	T, 05/01	8:45 AM - 4:15 PM	40 WG, 115 A	CPOD
MS Office: Working with Shapes, Pictures, Tables and Workbooks	W, 05/02	9:00 AM - 12:00 PM	40 WG, 115 C	CPOD
Search Committee Protocol Review	F, 05/04	9:00 AM - 11:00 AM	40 WG, 115 A	OHR; OED
Applying the Quality Matters Rubric	F, 05/04	09:00 AM - 04:00 PM	R, HU008	DELT

TITLE	DATE	TIME	CAMPUS	SPONSOR(s)
Preparing for Your Six-Month Performance Evaluation (Orient Express)	M, 05/07	1:00 PM - 2:30 PM	40 WG, 115 A	CPOD
Using Social Media to Promote Your Department (60-Minute Matters)	T, 05/08	1:00 PM - 2:00 PM	40 WG, 115 A	CPOD
Positive Assertiveness: Implementing Respectful, Direct, and Honest Communication with Others	W, 05/09	10:00 AM - 11:30 AM	40 WG, 115 A	CPOD
MS Excel: Functions, Formulas and Data Analysis	R, 05/10	9:00 AM - 12:00 PM	40 WG, 115 C	CPOD
Preventing Sexual Harassment and Workplace Discrimination (Essential Training for Supervisors Series)	F, 05/11	8:45 AM - 12:00 PM	40 WG, 115 A	CPOD; EELR
Witnessing Whiteness (Community Conversations), Day 2	W, 05/14	1:00 PM - 3:00 PM	40 WG, 115 A	CPOD
Bb: Blackboard Essentials	T, 05/15	1:00 PM - 4:00 PM	G, GB 170	DELTA
Bb: Open Lab for Blackboard 9.1	T, 05/15	10:30 AM - 12:00 PM	T, RC 211	DELTA
MS Access: Working with Forms and Reports	T, 05/15	1:00 PM - 4:00 PM	40 WG, 115 C	CPOD
Recognizing and Appreciating Employees (Essential Training for Supervisors Series)	T, 05/15	1:00 PM - 4:15 PM	40 WG, 115 A	CPOD; EELR
Bb: Blackboard Assessments	W, 05/16	1:00 PM - 3:30 PM	G, GB 170	DELTA
Bb: Blackboard Communication Tools	R, 05/17	1:00 PM - 3:30 PM	G, GB 170	DELTA
Bb: Open Lab for Blackboard 9.1	M, 05/21	1:00 PM - 2:30 PM	G, GB 170	DELTA
Bb: Blackboard Grade Center	T, 05/22	1:00 PM - 3:00 PM	G, GB 170	DELTA
MS PowerPoint: Formatting, Transitions and Animation Effects	W, 05/23	9:00 AM - 12:00 PM	40 WG, 115 C	CPOD
MS Outlook: Organizing/Managing Data, Tasks and Collaborating with Others	T, 05/29	9:00 AM - 12:00 PM	40 WG, 115 C	CPOD
Saying 'Ouch!' and Becoming an Ally	W, 05/30	1:00 PM - 4:15 PM	40 WG, 115 A	CPOD
The Collective Bargaining Agreement and Policies and Procedures for Managing Staff (Essential Training for Supervisors Series)	W, 05/30	10:00 AM - 12:00 PM	40 WG, 115 A	CPOD; EELR
JUNE				
The Yearly Rhythm in Diverse Faith Traditions (In Their Own Voices)	F, 6/01	9:00 AM - 11:30 AM	40 WG, 115 A	CPOD
Facilitative Leadership: Tapping the Power of Participation, Day 1	W, 6/05	8:00 AM - 5:00 PM	40 WG, 115 A	CPOD
Facilitative Leadership: Tapping the Power of Participation, Day 2	R, 6/06	8:00 AM - 5:00 PM	40 WG, 115 A	CPOD

TITLE	DATE	TIME	CAMPUS	SPONSOR(s)
Facilitative Leadership: Tapping the Power of Participation, Day 3	F, 6/07	8:00 AM - 5:00 PM	40 WG, 115 A	CPOD
Witnessing Whiteness (Community Conversations), Day 3	M, 06/11	1:00 PM - 3:00 PM	40 WG, 115 A	CPOD
Search Committee Protocol Review	M, 06/11	9:00 AM - 11:00 AM	40 WG, 115 A	OHR; OED
Preventing Sexual Harassment and Workplace Discrimination (Essential Training for Supervisors Series)	T, 06/12	8:45 AM - 12:00 PM	40 WG, 115 A	CPOD; EELR
Recognizing and Appreciating Employees (Essential Training for Supervisors Series)	T, 06/19	1:00 PM - 4:15 PM	40 WG, 115 A	CPOD; EELR
The Collective Bargaining Agreement and Policies and Procedures for Managing Staff (Essential Training for Supervisors Series)	R, 06/28	10:00 AM - 12:00 PM	40 WG, 115 A	CPOD; EELR
Search Committee Protocol Review	R, 06/28	2:00 PM - 4:00 PM	40 WG, 115 A	OHR; OED

To register please visit the Professional Development System (PDS)

<http://pds.montgomerycollege.edu>

NOTES

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