



EMPLOYEE & ORGANIZATIONAL  
DEVELOPMENT

# EduEssentials

FOR TEXAS A&M UNIVERSITY EMPLOYEES

## KNOWLEDGE SPOTLIGHT

Howdy!

I am pleased to present the inaugural issue of EduEssentials and to introduce our new "face" to the university. Employee & Organizational Development (EOD) has evolved from the former Center for Employee Education to reflect our mission to advance both employee and organizational success at Texas A&M University. We offer a vast array of workshops, programs and consulting services designed to enhance the professional growth and effectiveness of university employees and workgroups. In addition to our open-enrollment offerings, almost any EOD workshop can be specifically scheduled or tailored for members of a department or work group. Most of our classes and workshops carry continuing education units (CEUs) and Continuing Professional Education (CPE) credits.

When did you last brush up your computer skills? We can provide over 70 technology training classes, including MS Office (Word, Excel, PowerPoint, Access), Project Management (MS Project, Visio), Email (Outlook), Desktop Publishing (Adobe InDesign and

Acrobat), Web Design (HTML, Cascading Style Sheets, Adobe Dreamweaver and Flash), Graphics (Adobe Illustrator and Photoshop) and Faculty Solutions (Endnote, Grading Papers Electronically, Electronic Grade Book, Technology Enhanced Presentations and Personal Web Page Development).

Have you fine-tuned your work skills and personal competencies? Our course catalog includes employee development workshops in the areas of supervision/management, leadership, personal development and employment law. Employees can enroll in our workshops individually or participate in one of our certificate programs.

I invite you to visit our new web site. While there, please give us your name and email so we may place you on our preferred list. This way you'll be sure to get our monthly EduEssentials and Training Calendar.

I hope you enjoy this issue of EduEssentials. EOD is committed to providing high quality, relevant development opportunities to employees and organizations at Texas A&M. I always welcome your feedback on how well we're doing and what we can do better.

*- Anne Mayer - Director*

## FEATURED CLASSES

### Microsoft Office 2007

We have upgraded our training labs to the newest Microsoft Office releases. Brush up on your Office skills and learn new ones. Office classes offered in December include:

- Access Essentials
- Enhancing Access Databases
- Word Essentials
- Excel Advanced Formulas and Functions
- Microsoft Project

Visit [EODinfo.tamu.edu](http://EODinfo.tamu.edu) for class descriptions and dates.

### Create Your Personal Web Page

Start off the new year with your own web page. You will use Adobe Dreamweaver to create a professional and eye-catching site by using images, colors and text styles for Texas A&M. Faculty will especially appreciate how they can post course syllabi on the Web, add an online bio, and create links to web sites and research articles. We will also address publishing your page on the Texas A&M web space ([people.tamu.edu](http://people.tamu.edu)).

Register for Creating Your Personal Web Page, December 11 from 8:30 a.m. to 11:30 a.m., at [EODinfo.tamu.edu](http://EODinfo.tamu.edu).

EOD IS A DEPARTMENT OF  
TEXAS A&M'S DIVISION OF  
FINANCE AND PROVIDES  
SERVICES TO TEXAS A&M  
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## DECEMBER 2008

Monday	Tuesday	Wednesday	Thursday	Friday
1	<p>Microsoft Access 2007 - Essentials (Part 1) 8:30-11:30 am</p> <p>Now, Discover Your Strengths (Part 1) 8:30 - 11:30 am</p> <p>Adobe InDesign CS3 - Graphics and Layers 1:30 - 4:30 pm</p>	<p>Adobe Dreamweaver CS3 - Forms and Assets 8:30 - 11:30 am</p> <p>Microsoft Access 2007 - Essentials (Part 2) 8:30-11:30 am</p> <p>Communication Skills for Supervisors (Part 1) 8:30 - 11:30 am</p> <p>Microsoft Project 2007 (Part 1) 1:30 - 4:30 pm</p>	<p>Adobe Photoshop CS3 - Retouching and Effects 8:30 - 11:30 am</p> <p>Now, Discover Your Strengths (Part 2) 8:30 - 11:30 am</p> <p>HTML Forms 1:30 - 4:30 pm</p> <p>Microsoft Project 2007 (Part 2) 1:30 - 4:30 pm</p>	<p>EndNote - for Faculty and Staff 8:30 - 11:30 am</p>
8	<p>Microsoft Access 2007 - Enhancing Databases (Part 1) 8:30 - 11:30 am</p> <p>Adobe Flash CS3 - Essentials (Part 1) 1:30 - 4:30 pm</p> <p>Microsoft Outlook 2007 - Essentials (Part 1) 1:30 - 4:30 pm</p>	<p>Microsoft Access 2007 - Enhancing Databases (Part 2) 8:30 - 11:30 am</p> <p>Communication Skills for Supervisors (Part 2) 8:30 - 11:30 am</p> <p>Adobe Flash CS3 - Essentials (Part 2) 1:30 - 4:30 pm</p> <p>Microsoft Outlook 2007 - Essentials (Part 2) 1:30 - 4:30 pm</p>	<p>Microsoft Access 2007 - Enhancing Databases (Part 3) 8:30 - 11:30 am</p> <p>Creating Your Personal Web Page 2:00 - 4:00 pm</p>	12
15	<p>Creating PDFs with Adobe Acrobat 8:30 - 11:30 am</p>	<p>Microsoft Word 2007 - Essentials (Part 1) 8:30 - 11:30 am</p> <p>Adobe InDesign CS3 - Advanced Formatting 1:30 - 4:30 pm</p> <p>Microsoft Excel 2007 - Advanced Formulas and Functions 1:30 - 4:30 pm</p>	<p>Microsoft Word 2007 - Essentials (Part 2) 8:30 - 11:30 am</p>	19
22	23	24	25	26

Campus Closed Dec. 24th - Jan. 2nd

These classes are available for Texas A&M University System faculty and staff.  
Visit [EODinfo.tamu.edu](http://EODinfo.tamu.edu) to register and view our current calendar, class descriptions, and cancellation policy.