

# Professional Development Day

The Professional Development Day for Midland College Faculty, Staff and Administrators will be February 23. Courses will be offered various times throughout the day. Transportation will be provided to/from the Advanced Technology Center. Complete course descriptions, target audience and learning outcomes are provided on the website.

Please note courses are held at the ATC and LRC.

[www.midland.edu/workforce/pd/courses](http://www.midland.edu/workforce/pd/courses)

## Morning & Afternoon Sessions - Limited Seating. Register Online Now!

**Accessing Education Journals at Your Desktop (ATC 136)**

1:30—2:30 PM  
Instructor: John Deats

**Institution Advancement & MC Foundation (ATC 135)**

8:30—9:30 AM, 1:30—2:30 PM  
Instructor: Erin C. Tresner

**Smarthinking: Online Tutoring Services (ATC 139)**

8:30—9:30 AM  
Instructor: Sylvia Gray

**Making Meetings Work (ATC Conference Room)**

8:30—10:30 AM, 2:45—4:45 PM  
Instructor: Katherine Allen

**Excel 2010—The Basics Continued (ATC 137)**

8:30—11:30 AM, 1:30—4:30 PM  
Instructor: Gary J. Hires

**HR, Is That a Policy or a Law? - 2nd Edition (ATC BTC)**

10:45—11:45AM, 3:45—4:45 PM  
Instructors: Zaira Valeriano, Augustin Velasquez,  
Natasha Morgan

**eHelp Desk (ATC 136)**

9:45—10:45 AM, 2:45—3:45 PM  
Instructor: Ann Mays

**iPad Basics (ATC 139)**

3:45—4:45 PM  
Instructor: Sylvia Gray

