



2009 Catalog of Courses offered on-campus by MUSC HRM

Accounting 101

MUSC financial and administrative support personnel are responsible for a variety of accounting and financial responsibilities. Accounting 101 is designed to introduce administrators to 'need to know' information regarding these duties; as well as, basic accounting information. Representatives from MUSC's Finance Division will offer this training in a 9-hour certificate program that focuses on daily, monthly and year-end job responsibilities of administrative and financial support staff at MUSC.

<i>Date and Time</i>	<i>Location</i>	<i>Instructor</i>
Module 1 01/14/09 9am- 12noon	College of Nursing, Rm 322	
Module 2 02/11/09 9am- 12noon	College of Nursing, Rm 322	
Module 3 03/11/09 9am- 12noon	College of Nursing, Rm 322	
Module 1 04/15/09 9am- 12noon	College of Nursing, Rm 322	
Module 2 05/13/09 9am- 12noon	College of Nursing, Rm 322	
Module 3 06/17/09 9am- 12noon	College of Nursing, Rm 322	
Module 1 07/15/09 9am- 12noon	College of Nursing, Rm 322	
Module 2 08/12/09 9am- 12noon	College of Nursing, Rm 322	
Module 3 09/16/09 9am- 12noon	College of Nursing, Rm 322	
Module 1 10/14/09 9am- 12noon	College of Nursing, Rm 322	
Module 2 11/18/09 9am- 12noon	College of Nursing, Rm 322	
Module 3 12/09/09 9am- 12noon	College of Nursing, Rm 322	

Employee Relations 101

This seminar explores discipline as an effective and positive management tool, using conflict resolution to improve communication and discussing why grievances are good for an organization. This brisk paced session will provide an overview of key policies and procedures as they relate to employee relations in the workplace. *Managers are encouraged to attend.*

<i>Date and Time</i>	<i>Location</i>	<i>Instructor</i>
02/10/09 9am-11am	Harborview Tower, Rm 803	Edra Pinckney, HRM Employee Relations
08/04/09 9am-11am	Harborview Tower, Rm 803	

Anti-Harassment Training

The Medical University of South Carolina is an equal employment opportunity employer and does not tolerate any form of harassment or intimidation based upon sex, race, color, age, religion, national origin, disability or any other factor. This Anti-Harassment training provides employees and supervisors with useful information about harassment and discrimination issues within the workplace.

<i>Date and Time</i>	<i>Location</i>	<i>Instructor</i>
03/10/09 9am- 11am	Harborview Tower, Rm 803	Edra Pinckney, HRM Employee Relations
08/11/09 9am- 11am	Harborview Tower, Rm 803	

Employee Performance Management Systems Workshop (EPMS)

Do you want to know how to properly use the EPMS form? Are you tired of wondering who to call for information on EPMS? Are you uncertain about how to complete an accurate and successful evaluation report/session? In this half-day seminar, you will learn how to use the EPMS to improve work performance and encourage the growth and development of your employees. *Managers are encouraged to attend.*

<i><u>Date and Time</u></i>	<i><u>Location</u></i>	<i><u>Instructor</u></i>
03/24/09 9am- noon	Harborview Tower, Rm 803	Edra Pinckney, HRM Employee Relations
11/03/09 9am –noon		

Family and Medical Leave Act (FMLA)

How do I pay my employees when they are on FMLA Leave? Do you have an employee out of work due to the birth of a baby? Do you have an employee whose mother or father is in the hospital and wants to be there with them? Do you have an employee who has had surgery and is out of work? If you have answered **YES** to any of these questions, you probably should know more about the Family and Medical Leave Act. What are the eligible requirements? What is the duration of FMLA? Are absences paid or unpaid? ****YOU MUST BE A UNIVERSITY EMPLOYEE TO ATTEND AS THIS SEMINAR RELATES TO STATE POLICIES AND PROCEDURES.****

<i><u>Date and Time</u></i>	<i><u>Location</u></i>	<i><u>Instructor</u></i>
6/11/09 9:30 am – 12 noon	Harborview Tower, Rm 803	Jan Brandenburg

Employment 101/Selecting Talent

Selecting the right person for the job is the beginning of a productive employment relationship. This seminar reviews applicable labor and hiring laws, interview techniques and record keeping. At the conclusion of the session, managers will be provided the tools and resources necessary to conduct interviews and make positive employment selection decisions. *University Managers are encouraged to attend.*

<i><u>Date and Time</u></i>	<i><u>Location</u></i>	<i><u>Instructor</u></i>
04/14/09 10am – 12 noon	Harborview Tower, Rm 803	Human Resources Management
10/08/09 9am – 12 noon	Harborview Tower, Rm 803	

2003 Microsoft PowerPoint

Topics include: creating PowerPoint presentation or manipulating an existing presentation, formatting text slides, adding tables, charting data, modifying objects in slides, adding images and preparing to deliver a presentation. **Cost \$50 via IIT**

<i><u>Date and Time</u></i>	<i><u>Location</u></i>	<i><u>Instructor</u></i>
01/15/09 (part 1) 9am-12 noon	Harborview Tower, Rm 405	Trident Technical College
01/22/09 (part 2) 9am-12 noon	Harborview Tower, Rm 405	Trident Technical College

2003 Microsoft Excel Basics

This course is for those who have little or no experience using Excel. It introduces the essential tools necessary to create basic business worksheets that use simple calculations and print on a single piece of paper. Topics include the mechanics, essential commands and features, basic data entry, formatting basic spreadsheets, range names, split windows, and freeze. **Cost \$50 via IIT.**

<i><u>Date and Time</u></i>	<i><u>Location</u></i>	<i><u>Instructor</u></i>
02/12/09 9am- 12 noon	Harborview Tower, Rm 405	Trident Technical College

2003 Microsoft Excel Simple Formulas

Learn to create basic formulas and use more advanced functions such as date, mathematical, financial, Logical, data list functions and unusual uses for formulas and functions. Students observe demonstrations of look-up functions. Emphasis is placed on designing formulas to be linked and copied, and linking cells to other workbook pages and files. **Prerequisite: Excel Basics or equivalent skills Cost \$50 via IIT**

<i><u>Date and Time</u></i>	<i><u>Location</u></i>	<i><u>Instructor</u></i>
04/16/09 9am – 12:00 noon	Harborview Tower, Rm 405	Trident Technical College

2003 Microsoft Excel Formats and Charts

Learn how to use the charting feature in Excel. Learn how to create, modify, enhance and print charts. Construct a basic spreadsheet and learn how to create numeric, label and date formats; insert and delete rows and columns; change column or row width; sort larger workbooks; and filters. **Prerequisite: Excel Basics or equivalent skills** Cost \$50 via IIT

<u>Date and Time</u>	<u>Location</u>	<u>Instructor</u>
02/19/09 9am – 12:00 noon	Harborview Tower, Rm 405	Trident Technical College

Understanding Compensation and Classification

This workshop is designed to educate Hiring Managers on the classification and compensation policy. The following topics will be covered, but not limited to: Desk Audit, re-classification, salary differences, salary adjustments, promotions, and Updates. The instructor will also discuss the process for creating new positions and descriptions. An overview of relevant MUSC Policies and Procedures in the State HRM system will be covered. **Hiring Managers are encouraged to attend.**

<u>Date and Time</u>	<u>Location</u>	<u>Instructor</u>
04/21/09 10am – 12 noon	Harborview Tower, Rm 803	Gale O'Neal, Classification & Compensation

Time Management

If you're doing more and enjoying it less, it's time to make real choices about how and when to spend your time. This seminar gives you the tools to find a balance, achieve your goals and become more productive. The following topics will be covered, but not limited to: identifying personal time wasters, dealing with self-distractions and interruptions, creating boundaries and balance.

<u>Date and Time</u>	<u>Location</u>	<u>Instructor</u>
05/28/09 9:30am – 12 noon	Harborview Tower, Rm 803	VeLonda Dantzler, Training and Development
06/23/09 9:30am – 12 noon	Harborview Tower, Rm 803	
09/24/09 9:30am – 12 noon	Harborview Tower, Rm 803	

Preparing for Retirement

Have you thought about retirement? Do you have enough money saved to supplement your retirement income? Do you know how much replacement income to expect from the SC Retirement System or the Optional Retirement Program (ORP)? Do you participate in a tax-sheltered annuity now? This seminar will help you think ahead and plan better for your future. Will you be eligible for insurance when you retire? When will you be eligible to receive Social Security benefits? **Here is your chance to ask the experts!** We will have representatives from the SC Retirement System, SC Employee Insurance Program, SC Deferred Compensation Program, Social Security Administration and a financial planning company.

<u>Date and Time</u>	<u>Location</u>	<u>Instructor</u>
05/08/09 8:30am – 4:30 pm	Harborview Office Tower, Rm 803	HRM Benefits Department
09/03/09 (part 1) 8:30am – 12:30pm	Harborview Office Tower, Rm 803	
09/04/09 (part 2) 8:30am – 12:30am	Harborview Office Tower, Rm 803	

University - SuccessFactors Training

A new online performance management system that automates the performance evaluation and goal management process. **All classes are held in Harborview Office Tower, Room 405.**

September 16, 2009	October 7, 2009
9:00 am – 12 noon	9:00 pm – 12 noon
1:00 am – 4:00 pm	1:00 pm – 4:00 pm

October 14, 2009	October 21, 2009
9:00 am – 12 noon	9:00 am – 12 noon
1:00 pm – 4:00 pm	1:00 pm – 4:00 pm

Participants: Managers/Supervisors/designated administrator

To sign up for training, please register via email: **training@musc.edu**

- Please list your name, department, and class date and time selection

Or, use the online registration form:

http://www.musc.edu/hrm2/training/MURegistration_onsite_SE.htm

- **Type in the preferred time by “course selected”.**
- You will receive an email confirmation regarding your selection