

# UNIVERSITY OF SIOUX FALLS

## LEARNING INSTITUTE

### FALL 2009 SEMINAR SERIES

#### Time

Seminars meet Fridays from 6:00 p.m. – 10:00 p.m. and Saturdays from 8:00 a.m. – 6:00 p.m. unless otherwise indicated.

#### Undergraduate Credit

One Semester Hour – Graded Pass/No Credit – No Transcript Fee

#### Register

- Register for seminars for CREDIT (\$120.00) with the USF REGISTRAR'S OFFICE at 605-331-6650.
- Register for seminars for NON-CREDIT (\$40.00) with Kari Godwin at 331-6781.
- *Non-USF students or students that are not currently enrolled at USF must submit a \$25.00 deposit at the time of registration.*

#### Drops & Refunds

To drop a workshop, participants must notify the Office of the Registrar at least *24 hours prior* to the beginning of the workshop. If the participant fails to drop before the 24-hour deadline, or fails to attend without drop notification, he/she will be charged a \$25.00 fee (in the case of a non-USF student, the \$25.00 deposit will not be refundable). In the event the workshop is cancelled, participants will be notified one week in advance and receive a full refund.

#### CLOSED

If there is a "CLOSED" stamp following the seminar title, it is no longer open for registration.

### SEPTEMBER SEMINARS

#### SDV 199A BECOMING A MASTER STUDENT

**Instructor:** Amanda Anderson

Students desire to do well in the classroom, but often need help learning how to be a successful student. Focus areas for this workshop will include time management skills, general study habits, learning styles, note taking, textbook reading, test taking strategies, and memorization techniques. It is recommended for freshman or sophomore students to take an additional credit bearing course while taking this workshop.

*Recommended for freshman or sophomore students.*

**Dates:** Every Thursday; Sept. 10, 17, 24, Oct. 1, 8, 15, 22, 29, 2009 from 1:30-3:30 p.m.

**Location:** Cleveland Center, Room 221

#### GEN 199A INTRODUCTION TO LaTeX

**Instructor:** Chad Birger

This seminar will offer some of the tools and techniques for using LaTeX for computer typesetting. An introduction to LaTeX and the installation procedure will be provided. Students will be introduced to document types and text displaying features. Boxes, tables, and mathematical formulas and typesetting will also be covered. A basic introduction to the referencing feature is also planned.

**Dates:** Every Thursday; Sept 10-Dec 3, 2009 from 10:00 – 10:50 a.m.

**Location:** Salsbury Science Center, Room 207

### **GEN 199B INTRODUCTION TO EXCEL**

**Instructor: Greg Geiszler**

This workshop will provide students with an introduction to spreadsheets in Microsoft Excel. Students will learn how to enter data, enter labels, and edit various aspects of a spreadsheet. In addition, students will learn how to design formulas and use functions to perform mathematical calculations within Excel. Students will also learn the process for creating charts and graphs to display the data within a spreadsheet.

**Dates: September 18-19, 2009**

**Location: Cleveland Center Lab, Room 121**

### **EXS 147A WELLNESS WORKSHOP**

**Instructor: Cherie Abma**

Health is not a destination, but a journey. Wellness is a continual balancing of dimensions of human needs-spiritual, emotional, social, physical, and intellectual. This course is intended to help students gain knowledge and understanding about the components of health (i.e. nutrition, fitness, stress managements, spiritual growth), enabling them to make behavioral choices that will improve the quality of their lives. ***Bring workout clothes and shoes.*** *This workshop is designated for DCP students.*

**Dates: September 25-26, 2009**

**Location: Cleveland Center, Room 122**

### **OCTOBER SEMINARS**

#### **SDV 199B JOB SEARCH & INTERVIEW PREPARATION**

**Instructor: Jody Nour**

This workshop is designed to provide you with the tools and information necessary to conduct an effective job search and prepare you for a successful interview. It will cover the job search process from beginning to end, including job search techniques, identifying and marketing your strengths, and writing an effective cover letter and resume. By learning common interview questions and techniques, you will also learn how to successfully participate in an employment interview.

**Dates: Every Monday; Oct. 5, 12, 19, 26 from 6:00-9:00 p.m.**

**Location: Jordan Hall, Room 314**

### **GEN 199C NEVER ENOUGH TIME! - CLOSED**

**Instructor: Suzanne Knudson**

Over extended, short of time, life as an out of control treadmill? It is a typical day in the life of many American women. Tying your self esteem primarily to your productivity is a dangerous trap that threatens your relationships, and your physical, emotional, and spiritual health. Join us to examine ways to make healthier choices regarding your life, your values and your time. *Topics covered will be geared toward women.*

**Dates: October 16-17, 2009**

**Location: Cleveland Center, Room 221**

### **NOVEMBER SEMINARS**

#### **GEN 199D INTRODUCTION TO MICROSOFT ACCESS -CANCELLED**

**Instructor: Greg Geiszler**

This seminar will provide students with an introduction to relational databases in Microsoft Access. Emphasis will be placed on designing relational databases. Additionally, students will learn how to create and edit tables, adjust field properties, and create correct relationships. Different methods of data entry, as well as an introduction to queries and reports will also be covered.

**Dates: November 6-7, 2009**

**Location: Cleveland Center Lab, Room 121**

#### **GEN 199E PICTURE BOOKS: WALKING ART**

**Instructor: Nicholle Schuelke**

Children's literature picture books offer children and adults alike the opportunity to experience an aesthetic response to reading. This workshop is an exploration of the artistry of picture book art. The picture book is a celebration of both text and art. The words that tell a story enhanced by artful illustrations blend into a magical reading and response experience. This workshop begins a celebration of children's literature by focusing on the popular picture book format.

**Dates: November 6-7, 2009**

**Location: Cleveland Center, Room 122**

**GEN 199F PERSONAL AND PROFESSIONAL  
ASSERTIVENESS**

**Instructor: Suzanne Knudson**

Assertive, passive, aggressive or passive aggressive – what are they and which am I? Which is most appropriate and what are the consequences of each choice? Join us to learn how to be honest without offending, alienating or under-stating your message.

**Dates: November 6-7, 2009**

**Location: Cleveland Center, Room 221**

**GEN 199G MICROSOFT WORD 2007**

**Instructor: Chad Birger**

This seminar will familiarize students with new environment and features of Microsoft Word 2007. This course will start with an exploration section of the new layout of Word 2007. A quick review using Word features will then be implemented. Next, a section on utilizing the researching features of MS Word 2007, including footnotes, citations, and bibliography. Other topics that will be covered include document publishing and mail merge utilizing Excel as the primary source file.

**Dates: November 20-21, 2009**

**Location: Location Change  
Salsbury Science Center, Room 207**