



## FALL 2009 PROFESSIONAL DEVELOPMENT ACADEMY COURSES OFFERED

Several Professional Development Academy (PDA) courses have been scheduled for the fall 2009 semester. Administration, staff and faculty are encouraged to register for these exciting, informative sessions! (Please note the registration deadlines listed at the end of this document.)

### **“Personal Safety and Crime Prevention”**

This presentation will offer tips on personal safety, workplace violence safety issues, and employee responsibilities of safeguarding state owned property.

Wednesday, September 23, 2009  
Dolphin Den, Student Life Center  
8:30 a.m. & 2:30 p.m.

### **“PowerPoint: the Good, the Bad & the Ugly”**

We have all sat through one -- the bad, boring or frustratingly unreadable presentation. Are you confident that your slides are riveting for your audience? Are you sure your presentation articulates what you intended your audience to understand? Bring an electronic version of a PowerPoint presentation that you've created (or use one provided in the session), and we'll apply 10 basic criteria known to impact the effectiveness of using this medium for communicating information.

Wednesday, October 21, 2009  
Student Instructional Lab, Building 10, 2nd Floor, Room 224  
8:30 a.m. & 2:30 p.m.

### **"Xythos"**

Learn about this document management and collaboration tool that gives you access to your data files from any location 24 hours a day, 7 days a week as long as you have Internet connection.

Tuesday, November 10, 2009  
Student Instructional Lab, Building 10, 2nd Floor, Room 224  
8:30 a.m. & 2:30 p.m.

### **Registration deadlines:**

Personal Safety and Crime Prevention – Friday, September 18th  
PowerPoint – Friday, October 16th  
Xythos – Thursday, November 5th

**Register for classes by emailing [dccpda@dcc.edu](mailto:dccpda@dcc.edu) .**