

# Professional Development Center

<http://pd.clcillinois.edu>

College of Lake County

Fall 2009

## New Classes:

- **Workplace Safety**
- **Present like a Professional**
- **Applied Access**  
“**Gandhi in Film, Text, and Society**,” a new semester-long hybrid course worth 3 PDC \*credit\* hours. Adjunct faculty may take the course for the maximum PDC stipend. The course provides an introduction to Gandhi through film and text, and seeks to use these mediums as a tool to analyze the way in which Gandhi is experienced in the modern United States and India.



The PDC is located in the lower level of the Library

**Room L034**

**(847) 543-2683**

## New PDC Student Worker

We are pleased to announce the arrival of Fatima, the Professional Development Center's student worker. Fatima moved to the United States from India 13 months ago. At 18 years of age, she is full of life and has an excellent work ethic. We are very pleased to have Fatima as an addition to our team.

Since June, Fatima has been helping the Professional Development Center move towards a greener future. We are consistently working to reduce paper

and keep more documents electronically. Fatima has been instrumental in our new process.

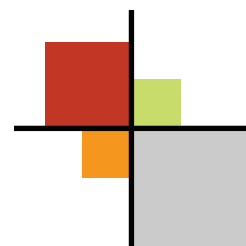


She is majoring in Elementary Education following in the footsteps of her father, mother and grandparents. When asked about CLC,

Fatima says “I love everything about CLC. It feels like home, even in a new country.”

In her free time, Fatima enjoys spending time with her cousins, talking with her mom, going to the park and reading. Her favorite book is *Journey* and favorite subject is math.

She also says that she feels like she is part of the PDC family, and she is!



## Teaching Professor — Online!

We are pleased to announce that the *Teaching Professor* publication that had been on reserve behind the circulation desk is now available ONLINE on the PDC website!

Go to <http://pd.clcillinois.edu> and select Resources, and then Helpful Links. Anyone can access the site from on-campus (GLC, LSC, and

SLC) **without the need for a password**. If you would like to access the publication from off-campus (or if you would like to register to receive an email message each time a new issue is posted), a password is required. Directions for this one-time registration can be found on the CLC Intranet under “Professional Development.”

### PDC Hours:

Monday - Thursday

**8:00 AM - 4:15 PM**

Friday

**8:00 AM - 4:00 PM**



## Coming soon!

### Voice Mail Upgrade

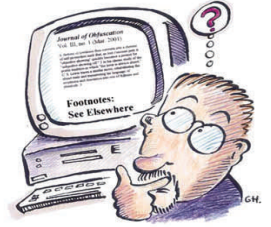
On July 17<sup>th</sup> ITS completed a major telephone system upgrade for all campuses. The last major step in the upgrade will be the new voice-mail (vmail) system, which is coming in October. That new system will allow employees to access vmails through the email Inbox and to manage vmails just like they would manage their emails. Vmails will still be accessible and manageable the way it is now, via telephones, too. Training will be conducted by demos and online. New employees will receive the updated vmail in their IP phone training.

*"The only real mistake is the one from which we learn nothing." - John Powell*

# Technical Assistance

Every Wednesday afternoon from 1:00-3:30pm a technical trainer will be available to assist with Microsoft Office questions. For example, you may be working on an Excel Spreadsheet and are having difficulty with developing charts. Bring an electronic version of your document down to the Profes-

sional Development Center for assistance. This service begins September 2. Call ext 2683 or email Jen [jblankenship@clcollinois.edu](mailto:jblankenship@clcollinois.edu) for an appointment or feel free to walk in. Those with appointments will be assisted first.



## Wordles

Can you determine the word or phrase from the wordless below?

Answers can be found on the PDC website

<http://pd.clcollinois.edu>

1. SIDE SIDE	10. 2UM +2UM
2. YOU/JUSTME	11. HO
3. BAN ANA	12. HUKLMNO
4. <u>ONCE</u> A TIME	13. TIME ABDEI
5. NOON LAZY	14. A MAT
6. DEAL	15. ED +ED
7. F R I STANDING I E MISS E N D S	16. TIMING TIM ING
8. NME NME NME SURROUNDED NME NME NME NME NME	17. MCE MCE MCE
9. ECNALG	18. WHEATHER

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