



New courses and updates from our professional development schedule
[View a complete listing of courses and register](#)

The Heat is On!
It's the Summer of Safety @ T&D

T&D's 2007 summer session offers a rich course selection including classes that focus on crime prevention and education. We should not become complacent about safety at UGA. Crime can and does occur on our campus & in our community.

July

Emergency Preparedness
Monday, July 23

Identity Theft: Protecting Your Good Name
Tuesday, July 31

August

Workplace Safety/ Security Tips for Office Personnel (New)
Wednesday, August 1
The UGA Workplace Safety program offers information that will help you make your workplace more secure.

Travel Safety and Security (New)
Monday, August 6
This class, developed for UGA, is for any traveler who desires to be more safety conscious.

Campus Survival (New)
Wednesday, August 8
Learn safety tips for students, faculty, and staff in the college environment.

Workplace Violence (New)
Wednesday, August 22
Make your office and workplace a safer environment.

Personal Safety for Women (New)
Wednesday, August 29
Learn ways to avoid dangerous situations, how to prepare for violent situations, and how to react to violent situations.

September Shorts
All new sessions!

Join **INFOSEC** (Office of Information Security), Enterprise Information Technology Services, for these workshops.

Computer Security Incident Handling: The Basics
Learn how to use SANS as a guide for handling computer security incidents. Critical for the whole UGA community.

DMCA: Digital Millennium Copyrights Act @ UGA
DMCA deals with the special challenges of regulating digital material (records/CDs/movies/software).

Risk Management:
How to Safeguard Sensitive Electronic Data
Take steps to improve security of UGA's electronic information. Learn the defense-in-depth concept.

(See course schedule for dates & times)



New courses @ T&D

Punctuation Matters
Without doubt, PUNCTUATION MATTERS! This class will present an overview of the major marks of punctuation and note the best uses of each for clear communication. Expect lots of laughs as well as a healthy study of the subject.

Global Certificate: Culture and Social Economics in Mexico: From Prehispanic to Modern Times
Gain a realistic appreciation of actual Mexico and overcome popular myths about the Mexican culture.

Introduction to Computers: The Basics
This computer introductory course is designed for those who are new to personal computing. Come improve your PC skills!

Windows Vista Workshops
Enterprise IT Services will spotlight the significant changes between XP and Vista, a new operating system that will affect UGA.

(See course schedule for dates & times)

Leadership Series Update!

We are reviewing the leadership programs currently offered. Our two programs, Front Line and Managerial Leadership are being revised and updated to reflect current leadership development program models and institutional goals. Our plan for current participants is to assist them in completing their leadership program in a timely manner. Please see our website for detailed information.