**State Library Courses**

**Fall/Winter 2018**

**Accessibility Options at Your Fingertips: Using Windows 10, iOS, and Android (Online)**

*Description*: Did you know you already have online tools at your fingertips to assist users with visual or physical disabilities? In this webinar, learn the accessibility features in the Windows, iOS, and Android operating systems.

*Trainer*: Annie Robinson, IT Department

*Maximum Class Size*: 20

*Cost*: $15.00 per participant

*Date/Time*: *Wednesday, November 28, 2018, 9 to 10:30am*

\**Special Note*: Instructions to join the webinar will be sent prior to the session.

**Business Reference 101 (Online)**

*Description*: This 1½ hour webinar is taken from the full-day Reference Basics workshop. Participants will learn about several print and online reference sources covering topics like business plans, vocational guidance, business statistics, and corporate directories.

*Trainer*: Errin Levingston, Reference Department

*Maximum Class Size*: 20

*Cost*: $15.00 per participant

*Date/Time*: *Wednesday, August 8, 2018, 9 to 10:30am*

\**Special Note*: Instructions to join the webinar will be sent prior to the session.

**Communication and Teamwork (10 Week Series Online)**

*Description*: This course introduces the basics of interpersonal relations, communication and teamwork.  Emphasis is on providing excellence in customer service and effective communication in real life library situations.  The course will consist of 10 weekly webinars with homework assignments, readings, a team project, and a final exam.  All activity will be online.  This meets the requirements for LSSCP certification and is a core course.

*Trainer*: Charlotte Bourg, Library Development and Meg Placke, Library Development

*Maximum Class Size*: 20

*Cost*: $200.00 per participant for Louisiana public library staff/ $300.00 for others

*Dates/Times*:

*Thursday, October 4, 2018, 9 to 10:30am*

*Thursday, October 11, 2018, 9 to 10:30am*

*Thursday, October 18, 2018, 9 to 10:30am*

*Thursday, November 1, 2018, 9 to 10:30am*

*Thursday, November 8, 2018, 9 to 10:30am*

*Thursday, November 15, 2018, 9 to 10:30am*

*Thursday, November 29, 2018, 9 to 10:30am*

*Thursday, December 6, 2018, 9 to 10:30am*

*Thursday, December 13, 2018, 9 to 10:30am*

*Final Exam will be Thursday, December 20, 2018.*

\**Special Note*: Instructions to join the webinar will be sent prior to the session.

**Customer Service (Online)**

*Description*:In this webinar, you will learn how to understand the direct impact of customer service on the success of the library. After this course, you will be able to recognize customer needs and be able to adapt to various communication styles. You will also learn how to apply effective and appropriate communication skills, establishing a balance between policy adherence and customer service.

*Trainer*: Charlotte Bourg, Library Development

*Maximum Class Size*: 20

*Cost*: $15.00 per participant

*Date/Time*: *Wednesday, August 7, 2018, 9 to 10:30am*

\**Special Note*: Instructions to join the webinar will be sent prior to the session.

**Dealing with Angry Patrons (Online)**

*Description*: This webinar will guide you in dealing with your angry patrons. Learn to understand the importance of dealing with angry patrons effectively and positively as well as identify techniques for handling angry patrons individually.

*Trainer*: Charlotte Bourg, Library Development

*Maximum Class Size*: 20

*Cost*: $15.00 per participant

*Date/Time*: *Wednesday, August 29, 2018, 9 to 10:30am*

\**Special Note*: Instructions to join the webinar will be sent prior to the session.

**E-government: Family Resources (Online)**

*Description*: This webinar will help you to assist your patrons in identifying online resources that are beneficial to the growth, development and well-being of children and young families. Topics covered in this session are the following:

* Applying for food stamps & WIC assistance
* Information on housing
* Applying for child support
* Obtaining medical assistance
* Academic testing (LEAP/ACT/GED/SAT)
* Locating FAFSA & applying for TOPS
* Filing and paying state taxes online

*Trainer*: Charlene Bonnette, Louisiana Section

*Maximum Class Size*: 20

*Cost*: $15.00 per participant

*Date/Time*: *Tuesday, October 2, 2018, 9 to 10:30am*

\**Special Note*: Instructions to join the webinar will be sent prior to the session.

**E-government: Louisiana Job Resources (Online)**

*Description:* This webinar covers resources that will help your teen and adult patrons further their careers and/or obtain employment in Louisiana.  Topics include:

* Resume Building, Cover Letters, Job Applications, and Interviews
* Applying to State Civil Service positions
* Utilizing Louisiana Workforce Commission resources
* Employment Aid for Persons with Disabilities
* Career Resources for Veterans
* Unemployment Information
* Career Development tools

*Trainer:* Charlene Bonnette, Louisiana Section

*Maximum Class Size*: 20

*Cost*: $15.00 per participant

*Date/Time: Thursday, October 4, 2018, 9 to 10:30am*

*\*Special Note*:Instructions to join the webinar will be sent prior to the session.

**E-government: Special Services (Online)**

*Description:* This session is designed to aid patrons in utilizing online resources that are most relevant to adulthood and beyond. Topics covered in this session include the following:

* Applying for Selective Service
* Government grants
* Obtaining assistance with utilities
* Applying for disability assistance
* Applying for VA benefits
* Applying for Medicare and Medicaid
* Social Security benefits & acquiring Social Security cards
* Locating services for the hearing impaired

*Trainer:* Charlene Bonnette, Louisiana Section

*Maximum Class Size*: 20

*Cost*: $15.00 per participant

*Date/Time: Wednesday, October 10, 2018, 9 to 10:30am*

*\*Special Note*:Instructions to join the webinar will be sent prior to the session.

**Fall Administrative Librarians’ Conference**

*Description:* This is a 1 day conference for administrators to explore solutions to problems in Louisiana public library management.

*Cost*: $75.00 per participant

*Date/Time/Location*: *Friday, November 2, 2018, 9am to 4pm, East Baton Rouge Parish Library, Main Library, Baton Rouge*

**Genealogy (Online)**

*Description*: The Internet has become an indispensable resource for researching family history with millions of records being added each year. In this session participants will tour and learn how to search Internet sites that will help your patrons with their research.

*Trainer*: Charlene Bonnette, Louisiana Section

*Maximum Class Size*: 20

*Cost*: $15.00 per participant

*Date/Time: Monday, September 10, 2018, 9 to 10:30am*

*\*Special Note*: Instructions to join the webinar will be sent prior to the session.

**Genealogy Part 2 (Online)**

*Description*: So much more information is available for family history research. This course takes a more in-depth look at print and online resources you can use to assist your patrons with their genealogical research. This webinar is for those who have taken the Genealogy webinar or already have a basic knowledge of genealogical research.

*Trainer*: Charlene Bonnette, Louisiana Section

*Maximum Class Size*: 20

*Cost*: $15.00 per participant

*Date/Time*: *Monday, September 17, 2018, 9 to 10:30am*

\**Special Note*: Instructions to join the webinar will be sent prior to the session.

**Guide to LaLibCon Databases (Online)**

*Description*: The State Library provides access to subscription databases statewide by way of the Louisiana Library Connection Database page (lalibcon.state.lib.la.us).  This session will be a brief overview of each of the databases.

*Trainer*: Errin Levingston, Reference Department

*Maximum Class Size*: 20

*Cost*: $15.00 per participant

*Date/Time: Wednesday, September 5, 2018, 9 to 10:30am*

\**Special Note*: Instructions to join the webinar will be sent prior to the session.

**HomeworkLA (Online)**

*Description*: Prepare yourself to go out into your community and promote this free one-on-one tutoring service. This 1 hour webinar will provide participants with PowerPoints, handouts, strategies, and materials to equip library staff to confidently go out in the community and promote this free resource. We want to have as many Louisiana students using it as possible.

*Trainer*: Angela Germany, Library Development

*Maximum Class Size*: 30

*Cost*: Free of Charge

*Date/Time: Wednesday, October 3, 2018, 9 to 10 am*

\**Special Note*: Instructions to join the webinar will be sent prior to the session

**\*HomeworkLA taught by Tutor.com (Online)**

*Description:* This session, presented by our Tutor.com representative Susan Del Rosario, will be beneficial for both Tutor.com novices and experts. We’ll cover the ins and outs of the Tutor.com Learning Suite from a user’s perspective, paying special attention to the latest enhancements.

Please follow this link to register:

<https://register.gotowebinar.com/rt/5035117133177554689>

After registering, you will receive a confirmation email containing information about joining the webinar.

*Trainer:* Susan Del Rosario, Tutor.com

*Maximum Class Size:* None

*Cost:* Free of Charge

*Date/Time:*

 *Thursday, September 6, 2018, 10 to 11:30am*

 *Tuesday, September 11, 2018, 1 to 2:30pm*

**ILL 101: Just the Basics (Online)**

*Description*: Do you have new ILL staff members who could benefit from a session on the basic borrowing and lending functions in LoanSHARK? If so, this 90 minute session is what you are seeking. The LoanSHARK administrator from the State Library will present a crash course that will help staffers create requests in LoanSHARK, as well as process incoming requests in the system.

*Trainer*: Kytara Christophe, Access Services

*Maximum Class Size*: 20

*Cost*: $15.00 per participant

*Date/Time: Thursday, December 13, 2018, 9 to 10:30 am*

\**Special Note*: Instructions to join the webinar will be sent prior to the session

**ILL Update (Online)**

*Description:* Join us for this brief update on ILL services including Q & A about recent updates to LoanSHARK.

*Trainer:* Kytara Christophe, Access Services

*Maximum Class Size*: 20

*Cost*: Free of Charge

*Date/Time: Thursday, August 9, 2018, 9 to 10:30am*

*\*Special Note*: Instructions to join the webinar will be sent prior to the session.

**Intro to Teen Services, Part 1: Why We Serve Teen Patrons, Teen Behavior, and Making a Welcoming Teen Environment** **(Online)**

*Description:* In this 2 hour webinar, we will discuss the importance of serving teen patrons, why teens are unique, and why we should offer equally unique library services that meet their needs. We will also discuss teen characteristics, behavior, and how to go about creating a welcoming library space to draw local teens.

*Trainer*: Angela Germany, Library Development

*Maximum Class Size*: 30

*Cost*: $15.00 per participant

*Date/Time: Tuesday, October 9, 2018, 9 to 11 am*

\**Special Note*: Instructions to join the webinar will be sent prior to the session.

**Intro to Teen Services, Part 2: Teen Programming, Teen Advisory Boards, and Info for New Teen Librarians (Online)**

*Description:* In this 2 hour webinar, we will discuss the multifaceted aspects of teen programming and segue into a discussion on teen advisory boards. There will be examples of different types of programs. We will share solid advice for any newbie to teen services and share professional resources that teen librarians need to be aware of.

*Trainer*: Angela Germany, Library Development

*Maximum Class Size*: 30

*Cost*: $15.00 per participant

*Date/Time: Thursday, October 11, 2018, 9 to 11am*

\**Special Note*: Instructions to join the webinar will be sent prior to the session.

**Intro to Teen Services, Part 3: Tips for Teen Collection Development, Teen Services Outreach, and Book Talks (Online)**

*Description:* In this 2 hour webinar, we will discuss tips for teen collection development, along with special considerations and resources for teen collections. We will also talk about what teen outreach services are and ways to get started. Lastly, we will break down and explain how to give book talks which are an effective tool to get teens interested in items in your collection.

*Trainer*: Angela Germany, Library Development

*Maximum Class Size*: 30

*Cost*: $15.00 per participant

*Date/Time: Wednesday, October 17, 2018, 9 to 11am*

\**Special Note*: Instructions to join the webinar will be sent prior to the session.

**Introduction to Library Technology (10 Week Series Online)**

*Description*: This course introduces the basics of library technology. General technology concepts will be explained in relation to their use and applicability to the library field. The course will consist of 10 weekly 90-minute webinars with homework assignments, readings, a project and a final exam. This fulfills a required competency for the LSSCP program, although anyone can take the course.  All activity will be online.  It is required that the student have basic computer skills including the ability to use email, search the Web, save a file, open a file, attach a file, use MS Word, and search a library catalog.

 *Trainer*: Michael Golrick, Reference and Riley Bordelon, IT

*Maximum Class Size*: 20

*Cost*: $200.00 per participant for Louisiana public library staff/ $300.00 for others

*Dates/Times*:

*Wednesday, October 3, 2018, 9 to 10:30am*

*Wednesday, October 10, 2018, 9 to 10:30am*

*Wednesday, October 17, 2018, 9 to 10:30am*

*Wednesday, October 24, 2018, 9 to 10:30am*

*Wednesday, October 31, 2018, 9 to 10:30am*

*Wednesday, November 7, 2018, 9 to 10:30am*

*Wednesday, November 14, 2018, 9 to 10:30am*

*Wednesday, November 21, 2018, 9 to 10:30am*

*Wednesday, November 28, 2018, 9 to 10:30am*

*Wednesday, December 5, 2018, 9 to 10:30am*

*Final Exam will be on Wednesday, December 12, 2018.*

\**Special Note*: Instructions to join the webinar will be sent prior to the session.

**Library Security (Online)**

*Description*: Learn to recognize security threats within the library and methods to increase safety in your work environment.

*Trainer*: Charlotte Bourg, Library Development

*Maximum Class Size*: 20

*Cost*: $15.00 per participant

*Date/Time*: Monday, August 6, *2018, 9 to 10:30am*

\**Special Note*: Instructions to join the webinar will be sent by the instructor prior to the session.

**Louisiana Reference Resources: Louisiana Legal (Online)**

*Description:* This session will help you assist your patrons with routine legal inquiries. Some of the topics covered in this session are the following:

* Researching LA Revised Statutes
* Locating a notary
* Applying for a marriage license,
* Obtaining birth and death certificates

*Trainer:* Charlene Bonnette, Louisiana Section

*Maximum Class Size*: 15

*Cost*: $15.00 per participant

*Date/Time: Monday, October 8, 2018, 9 to 10:30am*

*\*Special Note*: Instructions to join the webinar will be sent prior to the session.

**Medical Reference 101** **(Online)**

*Description*: This 1½ hour webinar is taken from the full-day Reference Basics workshop. The webinar will examine several standard print reference guides and directories. In addition, a number of trustworthy medical websites will be profiled. Both print and online sources will be reviewed covering topics such as drug information, disease diagnosis and treatment, medical tests, and alternative medicine.

*Trainer*: Errin Levingston, Reference Department

*Maximum Class Size*: 20

*Cost*: $15.00 per participant

*Date/Time*: *Thursday, September 20, 2018, 9 to 10:30am*

\**Special Note*: Instructions to join the webinar will be sent prior to the session.

**Policy or Procedure (Online)**

*Description*: When do I need one or the other, and how do I write them? What questions should I ask to decide? How do I write it up? What do I do after that? There will be a brief introduction to policies and procedures, with some resources on where to find samples from other libraries which you can adapt to your own situation. It will be 90 minutes of fun with Michael Golrick.

*Trainer*: Michael Golrick, Reference Department

*Maximum Class Size*: 20

*Cost*: $15.00 per participant

*Date/Time*: *Tuesday, November 27, 2018, 9 to 10:30am*

\**Special Note*: Instructions to join the webinar will be sent prior to the session.

**Preserving the Past: Preservation of Your Library Materials** **(Online)**

*Description:* Do you have historical items in your collection that need preservation? Join Charlene Bonnette, State Library of Louisiana, and learn methods and best practices that will help ensure your collections will be available to patrons for years to come. This webinar is designed for all library staff that deal with archives-related materials or assist patrons in the use of these materials. Class participation is via chat and polls.

*Trainer*: Charlene Bonnette, Louisiana Section

*Maximum Class Size*: 20

*Cost*: $15.00 per participant

*Date/Time: Thursday, September 27, 2018, 9 to 10:30am*

*\*Special Note*: Instructions to join the webinar will be sent prior to the session.

**Reader’s Advisory 101** **(Online)**

*Description*: This question can easily strike fear in the heart of the most intrepid reference staff member: “Can you recommend a good book?” Readers’ advisory is the service where a library staff member suggests titles to a reader through direct or indirect means. By the end of this session, you should be able to identify sources for different genres of literature and be able to find “read-a-likes.”

*Trainer*: Errin Levingston, Reference Department

*Maximum Class Size*: 20

*Cost*: $15.00 per participant

*Date/Time*: *Tuesday, December 4, 2018, 9 to 10:30am*

\**Special Note*: Instructions to join the webinar will be sent prior to the session.

**Supervision and Management (10 Week Series Online)**

*Description*: This course will focus on supervision and management themes including personnel employment laws, staff development planning, policies and procedures, short and long-range planning, managing interpersonal relationships, staff evaluation, basic marketing concepts, budgeting and team building. There will be assignments and opportunities for interaction. This is part of the ALA-APA Library Support Staff Certification Program, but participants need not be enrolled in the LSSC program to attend.

*Trainer*: Jeffrey Courouleau, Library Development and Michael Golrick, Reference Department

*Maximum Class Size*: 20

*Cost*: $200.00 per participant for Louisiana public library staff/ $300.00 for others

*Dates/Times*:

 *Tuesday, August 14, 2018, 9 to 10:30am*

 *Tuesday, August 21, 2018, 9 to 10:30am*

 *Tuesday, August 28, 2018, 9 to 10:30am*

 *Tuesday, September 4, 2018, 9 to 10:30am*

 *Tuesday, September 11, 2018, 9 to 10:30am*

 *Tuesday, September 18, 2018, 9 to 10:30am*

 *Tuesday, September 25, 2018, 9 to 10:30am*

 *Tuesday, October 2, 2018, 9 to 10:30am*

 *Tuesday, October 9, 2018, 9 to 10:30am*

 *Tuesday, October 16, 2018, 9 to 10:30am*

*Final Exam will be Tuesday, October 23, 2018.*

\**Special Note*: Instructions to join the webinar will be sent prior to the session.

**Talking Books and Braille Library Update** **(Online)**

*Description*: This free webinar will explain the services that the State Library provides to blind and physically-handicapped users. Maybe you have patrons that could benefit from this service? All TBBL materials are mailed at no cost directly to the homes of qualified users. Come to the webinar to find out the services provided and how to tell people to sign up.

*Trainer*: David Rainey, TBBL

*Maximum Class Size*: 20

*Cost*: Free of Charge

*Date/Time: Thursday, September 13, 2018, 9 to 10:30am*

\**Special Note*: Instructions to join the webinar will be sent prior to the session.

**Time Management: Tips for Getting Organized (Online)**

*Description*: In this webinar, you will learn to better organize yourself, understand the importance of setting goals, and take control of your workplace productivity. Get tips for managing your time more effectively.

*Trainer*: Charlotte Bourg, Library Development

*Maximum Class Size*: 20

*Cost*: $15.00 per participant

*Date/Time*: *Thursday, September 6, 2018, 9 to 10:30am*

\**Special Note*: Instructions to join the webinar will be sent prior to the session.

**Weeding (Online)**

*Description*:  In addition to discussing common objections to weeding (de-selection) and the benefits of weeding, this workshop will also describe weeding criteria, explain the weeding process, and offer practice weeding exercises.  This workshop utilizes the "CREW" method of weeding.
*Trainer:* Michael Golrick, Reference Department

*Maximum Class Size:* 20

*Cost:* $15.00 per participant

*Date/Time: Tuesday, December 11, 2018, 9 to 10:30am*

\**Special Note*: Instructions to join the webinar will be sent prior to the session.

**Weeding Youth Collections** **(Online)**

*Description*: Learn the basics of weeding for children’s and teen collections.

*Trainer*: Angela Germany, Library Development

*Maximum Class Size*: 30

*Cost*: $15.00 per participant

*Dates/Times:*

*Thursday, August 23, 2018, 9 to 10:30am*

*Tuesday, August 28, 2018, 9 to 10:30am*

*\* Note:* This is the same webinar. It is being offered twice due to high demand.

\**Special Note*: Instructions to join the webinar will be sent prior to the session.

**Youth Collection Development (2 Part Series Online**)

*Description*: Learn the basics of collection development for your children’s collection in this online session. This is a 2 part webinar series.

*Trainer*: Angela Germany, Library Development

*Maximum Class Size*: 30

*Cost*: $15.00 per participant

*Dates/Times:*

*Part 1 – Tuesday, August 14, 2018, 9 to 10:30am*

*Part 2 – Thursday, August 16, 2018, 9 to 10:30am*

\**Special Note*: Instructions to join the webinar will be sent prior to the session.

**SAVE THE DATE!**

**Staff Day 2019**

*Description:* This event combines various training and user group sessions with the opportunity for staffs across Louisiana to network, share, and learn. The purpose is to bring together front-line staff in reference, ILL, technical services, youth services, and computer services.

*Cost*: $45.00 per participant (includes breakfast and lunch)

*Dates/Times/Locations*:

*Tuesday, February 19, 2019, 8:30am to 3:30pm, East Baton Rouge Parish Library, Main Library, Baton Rouge*

*Thursday, February 21, 2019, 8:30am to 3:30pm, Lincoln Parish Library, Events Center, Ruston*

**Cataloging and Classification (10 week series online)**

*Description*:  This 10-week online course covers the basic activities in a technical services department, all the way from the item being ordered to getting it onto the shelf.  Specific topics include the purposes of cataloging and classification, Dewey Decimal and LC classification, building subject headings, RDA/AACR2, the MARC format, metadata concepts, and more.  All sessions are 90-minute webinars, with homework assignments, readings, and a final exam.  This course is being submitted to ALA/APA for national certification for the Library Support Staff Certification Program.  It would be an elective.  However, you need not be in the LSSC Program to participate.

*Trainer:* Lesli Gray, Technical Services and Errin Levingston, Reference Department

*Maximum Class Size*: 20

*Cost*:  $200.00 per participant for public library staff/ $300.00 for others

*Dates/Times*:

*Tuesday, February 5, 2019, 9 to 10:30am*

*Tuesday, February 12, 2019, 9 to 10:30am*

*Tuesday, February 26, 2019, 9 to 10:30am*

*Tuesday, March 12, 2019, 9 to 10:30am*

*Tuesday, March 19, 2019, 9 to 10:30am*

*Tuesday, March 26, 2019, 9 to 10:30am*

*Tuesday, April 2, 2019, 9 to 10:30am*

*Tuesday, April 9, 2019, 9 to 10:30am*

*Tuesday, April 16, 2019, 9 to 10:30am*

*Tuesday, April 23, 2019, 9 to 10:30am*

*Final exam will be on Tuesday, April 30, 2019.*

*\*Special Note*:  Instructions to join the webinar will be sent prior to the session.

**Library Foundations: A Basic Introduction to Libraries (10 week series online)**

*Description*: This 10-week online course provides the basic concepts and skills necessary to work in a library.  Sessions cover roles and missions of libraries, library ethics and philosophy, staff roles, library departments and basic functions, library governance, staff development, customer service, diversity and promoting library services.  All sessions are 90 minute webinars, with homework assignments, readings and a final exam. This course has been certified for the Library Support Staff Certification Program and is a core course. However, you need not be in the LSSC Program to participate.

*Trainer:* Michael Golrick, Reference and Charlotte Bourg, Library Development

*Maximum Class Size*: 20

*Cost*: $200.00 per participant for public library staff/ $300.00 for others

*Dates/Times*:

 *Wednesday, January 9, 2019, 9 to 10:30am*

 *Wednesday, January 16, 2019, 9 to 10:30am*

 *Wednesday, January 23, 2019, 9 to 10:30am*

 *Wednesday, January 30, 2019, 9 to 10:30am*

 *Wednesday, February 6, 2019, 9 to 10:30am*

 *Wednesday, February 13, 2019, 9 to 10:30am*

 *Wednesday, February 20, 2019, 9 to 10:30am*

 *Wednesday, February 27, 2019, 9 to 10:30am*

 *Wednesday, March 6, 2019, 9 to 10:30am*

 *Wednesday, March 20, 2019, 9 to 10:30am*

*Final Exam will be on Wednesday, March 27, 2019.*

*\*Special Note*: Instructions to join the webinar will be sent prior to the session.

**Reference and Information Services (10 week series online)**

*Description:* This course gives an overview of reference. Reference interview techniques, process and strategy are covered. The course also covers knowledge, use, and evaluation of basic reference tools and sources in all formats, basic search strategy, and referral and interlibrary loan procedures. Emphasis is placed on using this knowledge and skill to help library users locate needed information. Bibliographic and citation formats, legal issues, and ethics are also discussed. There are assignments between class sessions and a final exam. This course is certified as one of the optional courses for the Library Support Staff Certification Program. However, you need not be in the LSSC Program to participate.

*Trainer:* Michael Golrick, Reference Department and Errin Levingston, Reference Department

*Maximum Class Size*: 20

*Cost*: $200.00 per participant for public library staff/ $300.00 for others

*Dates/Times*:

 *Thursday, March 7, 2019, 9 to 10:30am*

 *Thursday, March 21, 2019, 9 to 10:30am*

 *Thursday, March 28, 2019, 9 to 10:30am*

 *Thursday, April 4, 2019, 9 to 10:30am*

 *Thursday, April 11, 2019, 9 to 10:30am*

 *Thursday, April 18, 2019, 9 to 10:30am*

 *Thursday, April 25, 2019, 9 to 10:30am*

 *Thursday, May 2, 2019, 9 to 10:30am*

 *Thursday, May 9, 2019, 9 to 10:30am*

*Thursday, May 16, 2019, 9am to 10:30am*

*Final Exam will be Thursday, May 23, 2019.*

*\*Special Note*: Instructions to join the webinar will be sent prior to the session.