Faculty and staff associated with the LaGuardia Center for Teaching & Learning, the Designed for Learning seminar on teaching with technology, and the Writing in the Disciplines Program are pleased to offer multi-session workshops for LaGuardia adjunct faculty. Interested faculty can choose from the workshop series described below.

**Writing in the Disciplines Workshops**

**CPE Preparation**
Learn more about the exam and its expectations of students. Develop CPE-type assignments. Discuss strategies for preparing students for the exam. Attendance at all sessions in the series you select is required (counts as 6 of your “Adjunct Professional Development Hours”).

**Series 1**
Tuesdays, October 14, 21 and 28  
2:15 pm – 4:15 pm

**Series 2**
Wed., Dec. 10 and Thurs., Dec.11  
10:00 am – 1:00 pm

**Series 3**
Thursdays 10/16, 10/23 and 10/30  
1:00 pm – 3:00 pm

**Center for Teaching & Learning/ Designed for Learning Workshops**

**Blackboard Course Management**
Blackboard allows faculty to mount courses on the Web and integrate on-line writing into their courses. Learn the basics of course creation and the management of on-line discussions. Attendance at all three sessions is required (counts as 6 of your “Adjunct Professional Development Hours”).

**Series 1**
Wednesdays, October 15, 22 and 29  
1:00 pm – 3:00 pm

**Series 2**
Wednesdays, October 8, 15 and 22  
8:05 pm – 10:00 pm
**PowerPoint**  
This highly accessible multi-media authoring software can be used by faculty and students to enhance presentations. Learn the basics of PowerPoint and its potential as a tool for teaching and learning. Attendance at all three sessions in a series is required (counts as 6 of your “Adjunct Professional Development Hours”).  
**Series 1**  
Thursdays, October 9, 16 and 23  
9:15 am – 11:15 am  
**Series 2**  
Thursdays, October 9, 16 and 23  
5:45 pm – 7:45 pm

**Dreamweaver**  
Learn the basics of webpage design and development using this popular web-authoring program. Attendance at all three sessions is required (counts as 6 of your “Adjunct Professional Development Hours”).  
**Tuesdays, October 7, 14 and 21**  
1:00 pm – 3:00 pm

To sign up, email Ros Orgel ([roslyno@lagcc.cuny.edu](mailto:roslyno@lagcc.cuny.edu)), or call **718/482-5448**. Please include the following information: your name, contact phone number, department, email address and name of the workshop series you want to attend. NB: workshop space is limited to 15 participants. Registrations will be processed on a first come, first served space available basis. You will receive an email confirmation of your registration. If you don’t have email, the written confirmation will be put in your box on campus.