### Key to Classroom Locations

<table>
<thead>
<tr>
<th>Code</th>
<th>Location Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>BB</td>
<td>Business Bldg (Main)</td>
</tr>
<tr>
<td>FS</td>
<td>Frio Street Bldg (Downtown)</td>
</tr>
<tr>
<td>MH</td>
<td>McKinney Humanities Bldg (Main)</td>
</tr>
<tr>
<td>BSA</td>
<td>Business Service Annex (West Campus)</td>
</tr>
<tr>
<td>GSR</td>
<td>Graduate School &amp; Research (Main)</td>
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<tr>
<td>MNT</td>
<td>Monterey Bldg (Downtown)</td>
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<tr>
<td>BSB</td>
<td>Biosciences Bldg (Main)</td>
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<tr>
<td>HSU</td>
<td>H-E-B Student Union South</td>
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<tr>
<td>NPB</td>
<td>North Paseo Bldg (Main)</td>
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<tr>
<td>BSE</td>
<td>Biotechnology Sciences &amp; Engineering Bldg (Main)</td>
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<tr>
<td>ITC</td>
<td>Institute of Texan Cultures (Hemisfair)</td>
</tr>
<tr>
<td>RWC</td>
<td>Recreation Wellness Center (Main)</td>
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<tr>
<td>BVB</td>
<td>Buena Vista Bldg (Downtown)</td>
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<tr>
<td>JPL</td>
<td>John Peace Library (Main)</td>
</tr>
<tr>
<td>SFB</td>
<td>Support Services Facility (West Campus by BSA)</td>
</tr>
<tr>
<td>DBB</td>
<td>Durango Blvd Bldg (Downtown)</td>
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<tr>
<td>MB</td>
<td>Main Bldg (Main)</td>
</tr>
<tr>
<td>SU</td>
<td>Student Union North (Main)</td>
</tr>
</tbody>
</table>

Persons needing a reasonable accommodation, please contact Training and Development at (210) 458-4658 one week prior to your scheduled training.

Information is subject to change.
Please refer to www.training.utsa.edu for the most up-to-date information.

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No Matter What You Do
There Is Always More to Learn

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LEARN, IMPROVE...PASS IT ON!
Annual Enrollment (AE) is the period when you may change your benefit elections and add, update, or remove dependents from coverage. The period is July 15 to July 31, 2018. Please note that HR Benefits Office will host its AE Benefits Fair on Wednesday, July 11, 2018.

Stay informed by checking your email frequently and viewing our dedicated AE website: http://www.utsa.edu/hr/Benefits/AE.html

See pg. 11 for more information
STUDENT TRAVEL (SD 320)
Wed., June 20 9:00 - 11:00 MH 2.02.02
Wed., June 27 2:30 - 4:30 BVB 4.301B - Downtown

SUBJECT MATTER EXPERT (SME) CLASSROOM MANAGEMENT - THE BASICS (SD 377)
Thurs., August 9 9:00 - 11:30 NPB 1.408

TELEPHONE ETIQUETTE (SD 205)
Wed., August 8 8:30 - 12:00 NPB 1.408

TIME MANAGEMENT AND ORGANIZATIONAL TOOLS (SD 216)
Fri., July 27 8:30 - 12:00 NPB 1.408

WHO MOVED MY CHEESE? (SD 250) You must attend BOTH sessions.
*Enroll in Part 1, T&D staff will enroll you in Part 2.*
Part 1 Tues., July 31 8:30 - 11:00 NPB 1.408
Part 2 T Tues., August 7 8:30 - 11:00 NPB 1.408

DISCRIMINATION & SEXUAL HARASSMENT - YOUR ROLE AS A UTSA SUPERVISOR (SU 317)
Tues., June 26 8:30 - 12:00 NPB 1.408

DISCRIMINATION PREVENTION: APPLIED LEARNING SCENARIOS (SU 330)
(Prerequisite: SU 317)
Wed., July 25 8:30 - 11:30 NPB 1.408

RISK MANAGEMENT - LOSS PREVENTION & LOSS CONTROL (SU 377)
AD HOC sessions available by contacting: john.delahunt@utsa.edu at Ext. 4420

WHO MOVED MY CHEESE? (SD 250) You must attend BOTH sessions.
*Enroll in Part 1, T&D staff will enroll you in Part 2.*
Part 1 Tues., July 31 8:30 - 11:00 NPB 1.408
Part 2 T Tues., August 7 8:30 - 11:00 NPB 1.408

ADMINISTRATIVE

BUSINESS RELATED HOSPITALITY & ENTERTAINMENT (AM 553)
Fri., June 1 2:00 - 4:00 NPB 1.412
Thurs., July 12 9:00 - 11:00 BVB 4.301B - Downtown

BUSINESS SERVICE CONTRACTS: PROCESSES & PROCEDURES (AM 541)
Tues., July 10 10:00 –11:30 MH 2.02.06

CASH HANDLING 101 (AM 560)
Tues., June 5 10:00 - 11:00 NPB 1.408
Wed., August 8 10:00 - 11:00 BVB 2.306 - Downtown

CORPORATE TRAVEL PLANNERS: CONCUR ONLINE RESERVATION TOOL AND TRAVEL ARRANGERS/GUEST TRAVEL WEBINAR (AM 686)
Thurs., June 7 9:00 - 11:30 WEBINAR - Online
Wed., July 18 2:00 - 4:30 WEBINAR - Online

INVENTORY: PALM/SCANNER USAGE CLASS (AM 675)
This is a mandatory initial (classroom) training course for the designated Inventory Contact Persons (ICPs) required to complete their departmental Annual Physical Inventory. Training will be coordinated by Inventory. If you have questions please contact: Olinda Ongay at Ext. 6395 or James Sumner

Your Employee Assistance Program (EAP)
A summary of your EAP Program
- 24/7/365 Access at Toll Free: 1-866-327-2400
- Work Life Resources and Referrals
- Legal, Financial and Daily Living Assistance
- Counseling 1-8 sessions

Website www.deeroakseap.com
Login and password: utsa

Who is eligible for services?
- All dependents at home or away
- Anyone in your household
- Retirees, post-employment coverage for six months
- For more information, call Employee Relations at Ext. 7891

Who is Eligible?

For Personal Development classes offered by EAP see pg. 7
INVENTORY: PALM/SCANNER USAGE REFRESHER CLASS (AM 676)
This online course is for ICPs who have already attended AM 675. Available online at https://mytraining.utsa.edu/online.
Training will be coordinated by Inventory Staff in conjunction with scanner pick-up appointments. If you have questions please contact: Olinda Ongay at Ext. 6395 or James Sumner at Ext. 4835.

PROCARD COMPLIANCE REFRESHER (AM 537)
Available online at https://mytraining.utsa.edu/online

PURCHASING RULES & REGULATIONS (AM 580)
Fri., June 15 2:00 - 4:00 NPB 1.412
Fri., July 20 2:00 - 4:00 NPB 1.412
Fri., August 10 2:00 - 4:00 NPB 1.412

STARS 7.0 BENEFITS ELIGIBLE HIRING PROCESS (AM 677)
Available online at https://mytraining.utsa.edu/online

STARS 7.0 NON-BENEFITS ELIGIBLE HIRING PROCESS (AM 678)
Available online at https://mytraining.utsa.edu/online

STARS 7.0 NON-TENURE TRACK HIRING PROCESS (AM 679)
Available online at https://mytraining.utsa.edu/online

AN INTRODUCTION TO CUDA PROGRAMMING (CT 958)
Fri., June 29 2:00 - 4:00 NPB 1.412
Fri., July 27 10:00 -12:00 NPB 1.412

AN INTRODUCTION TO HIGH PERFORMANCE COMPUTING SYSTEM AT UTSA (CT 993)
Mon., June 11 10:00 - 12:00 NPB 1.412
Fri., July 6 10:00 -12:00 NPB 1.412

EFFECTIVE EMAIL COMMUNICATION (SD 406)
Thurs., June 14 8:30 -10:30 NPB 1.408

EMAIL PHISHING SCAMS - HOW TO AVOID THEM (SD 621)
Tues., June 19 2:00 - 3:00 NPB 1.408
Tues., July 17 2:00 - 3:00 NPB 1.408
Tues., August 14 2:00 - 3:00 NPB 1.408

LIBRARY FOR STAFF: MAKE IT WORK FOR YOU (SD 420)
Fri., July 13 9:30 -11:30 JPL 3.02.32-Side A

LISTENING FOR RESULTS (SD 304)
Tues., July 17 8:30 -12:00 NPB 1.408

NEW EMPLOYEE DEVELOPMENT (SD 211)
Wed., June 6 8:30 -12:00 NPB 1.408
Wed., June 20 8:30 -12:00 NPB 1.408
Wed., July 18 8:30 -12:00 NPB 1.408
Wed., August 1 8:30 -12:00 NPB 1.408
Wed., August 15 8:30 -12:00 NPB 1.408

PARTNERS IN CUSTOMER SERVICE (SD 208)
Thurs., July 19 9:00 -12:00 NPB 1.408
Thurs., July 26 9:00 -12:00 NPB 1.408
Thurs., August 2 9:00- 12:00 NPB 1.408

PROJECT PLANNING (SD 165)
Fri., August 3 8:30 -12:00 NPB 1.408

RED FLAG RULES (SD 428)
Available online at https://mytraining.utsa.edu/online
STAFF DEVELOPMENT

ADMINISTRATIVE SUPPORT TOOLBOX SERIES
5-part series plus an Orientation session; 1 class offered each month; May be taken in any order.
Participants receive a certificate upon completion of all 5 courses at the Annual Administrative Support Toolbox Celebration each year in April.
Please note there is no class in August

ADMINISTRATIVE SUPPORT TOOLBOX SERIES-SUPERVISION (SD 241)
Thurs., June 21 8:30—12:00 NPB 1.408

ADMINISTRATIVE SUPPORT TOOLBOX SERIES: HUMAN RESOURCES PROCESSING (SD 240)
Tues., July 24 8:30—12:00 NPB 1.408

ADVANCED ALLY TRAINING (SD 425)
*Must have completed SD 310*
Thurs., July 26 2:00 - 4:00 NPB 1.408

BECOMING AN ALLY (SD 310)
Thurs., June 14 1:00 - 4:00 NPB 1.408
Wed., July 11 9:00 - 12:00 NPB 1.408

COURSE DEVELOPMENT FOR SUBJECT MATTER EXPERTS (SMEs) (SD 375)
Wed., July 25 1:00 - 4:00 NPB 1.408

CREATING YOUR OFFICE PROCEDURES MANUAL (SD 583)
Fri., June 8 9:00 - 11:30 NPB 1.408

DIFFICULT PARTICIPANTS - CLASSROOM MANAGEMENT SKILLS FOR SUBJECT MATTER EXPERTS (SD 376)
Thurs., August 23 9:00 - 10:30 NPB 1.408

DISCRIMINATION & SEXUAL HARASSMENT - YOUR ROLE AS A UTSA EMPLOYEE (SD 309)
Wed., June 13 1:30 - 4:30 NPB 1.408
Thurs., July 12 9:00 - 12:00 NPB 1.408

AN INTRODUCTION TO MATLAB PARALLELIZATION (CT 956)
Mon., June 25 2:00 - 4:00 NPB 1.412
Fri., July 20 10:00 -12:00 NPB 1.412

AN INTRODUCTION TO PARALLEL PROGRAMMING ON HIGH PERFORMANCE COMPUTING SYSTEM (CT 998)
Wed., June 13 10:00 -12:00 NPB 1.412
Mon., July 16 10:00 -12:00 NPB 1.412

BANNER GENERAL NAVIGATION TRAINING (CT 923)
Available online at https://mytraining.utsa.edu/online

BANNER REGISTRATION QUERY (CT 926)
Available online at https://mytraining.utsa.edu/online

BANNER USERS AND FERPA COMPLIANCE (CT 927)
Available online at https://mytraining.utsa.edu/online

ROWDY EXCHANGE PROCUREMENT REQUESTER TRAINING (CT 990)
Tues., June 26 9:00 -12:00 NPB 1.412
Thurs., July 26 9:00 -12:00 NPB 1.412
Thurs., August 16 9:00 -12:00 NPB 1.412

CAMPUS CARRY: WHAT YOU NEED TO KNOW (EP 499)
Available online at https://mytraining.utsa.edu/online/

CAMPUS CARRY: WHAT YOU NEED TO KNOW (EP 500)
To request a department and/or group training session, contact Crime Prevention Unit, Ext. 6250 or email shawn.smith@utsa.edu (Minimum of 8 attendees)

CAMPUS SECURITY AUTHORITY (CSA) TRAINING (EP 502)
Available online at https://mytraining.utsa.edu/online/

COMMUNITY RESPONSE TO ACTIVE SHOOTER EVENTS (EP 354)
To request a department and/or group training session, contact Crime Prevention Unit, Ext. 6250 or email shawn.smith@utsa.edu (Minimum of 8 attendees)
EMERGENCY PREPAREDNESS (EP 457)
Available online at https://mytraining.utsa.edu/online

EMERGENCY PREPAREDNESS (cont.)

<table>
<thead>
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<th>Date</th>
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<tr>
<td>FLOOR CAPTAIN SAFETY LIAISON TRAINING</td>
<td>Wed., June 13</td>
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HOMEOWNER DISASTER PREPAREDNESS (EP 503)

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<td>Thurs., June 7</td>
<td>9:00 - 10:00</td>
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PERSONAL DEVELOPMENT

DIABETES SELF-MANAGEMENT PROGRAM (PD 900)

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<tr>
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<td>Thurs. June 7</td>
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DIABETES SELF-MANAGEMENT PROGRAM (PD 901)

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<td>11:00 - 1:30</td>
<td>GSR 2.106</td>
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<td>Thurs. June 14</td>
<td>11:00 - 1:30</td>
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DIABETES SELF-MANAGEMENT PROGRAM (PD 902)

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DIABETES SELF-MANAGEMENT PROGRAM (PD 903)

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DIABETES SELF-MANAGEMENT PROGRAM (PD 904)

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</table>

STAFF DEVELOPMENT

MyUTBenefits

Annual Enrollment 2018

Annual Enrollment (AE) is the period when you may change your benefit elections and add, update, or remove dependents from coverage. The period is July 15 to July 31, 2018. Please note that HR Benefits Office will host its AE Benefits Fair on Wednesday, July 11, 2018.

Stay informed by checking your email frequently and viewing our dedicated AE website: http://www.utsa.edu/hr/Benefits/AE.html

ANNUAL ENROLLMENT BENEFITS FAIR

Wednesday, July 11, 2018
10:00am-2:30pm Business Building near University Room (Main Campus)
10:00am-1:00pm Durango Building near River Walk Room (Downtown Campus)

Enroll for a Presentation
https://mytraining.utsa.edu/classroom/

Annual Enrollment Benefits Presentation (SD 177)

Wednesday, July 11, 2018
11:00am-12:15pm or 12:30pm-1:45pm University Room BB 2.06.04
(Main Campus)
11:00am-12:15pm River Walk Room DBB 1.124 (Downtown Campus)

A TASTE OF FISH! EXPLORE THE SYNERGY WHEN PEOPLE ARE COMMITTED TO THEIR JOBS AND TEAM MEMBERS (SD 300)

<table>
<thead>
<tr>
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<tbody>
<tr>
<td></td>
<td>Tues., June 19</td>
<td>8:30 - 12:00</td>
<td>NPB 1.408</td>
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</tbody>
</table>
LASER SAFETY TRAINING (SA 465)
Available online at https://mytraining.utsa.edu/online
AD HOC sessions are available. Email wendy.mccoy@utsa.edu

OCCUPANT SAFETY IN PUBLIC ASSEMBLIES (SA 499)
AD HOC sessions are available. Email john.delahunt@utsa.edu Ext. 4420

RADIATION SAFETY (SA 433)
Available online at https://mytraining.utsa.edu/online

RESEARCHER BIOLOGICAL SAFETY AND BLOODBORNE PATHOGENS (SA 483)
Available online at https://mytraining.utsa.edu/online
AD HOC sessions are available. Email wendy.mccoy@utsa.edu

RESEARCHER BIOLOGICAL SAFETY AND BLOODBORNE PATHOGENS REFRESHER (SA 483r)
Available online at https://mytraining.utsa.edu/online
AD HOC sessions are available. Email wendy.mccoy@utsa.edu

UNIVERSAL WASTE (SA 400)
Available online at https://mytraining.utsa.edu/online
AD HOC sessions are available. Email richard.garza@utsa.edu

WORKERS’ COMPENSATION INSURANCE (SA 542)
Available online at https://mytraining.utsa.edu/online
AD HOC classroom sessions available. Email john.delahunt@utsa.edu at call Ext. 4420

X-RAY SAFETY (SA 494)
Available online at https://mytraining.utsa.edu/online
AD HOC sessions are available please email wendy.mccoy@utsa.edu

PERSONAL DEVELOPMENT (cont.)

DIABETES SELF-MANAGEMENT PROGRAM (PD 905)
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<tr>
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<td>11:00 - 1:30</td>
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The following classes are offered by EAP (See pg. 3)

ESTATE PLANNING: FIVE ESSENTIAL DOCUMENTS (PD 841)
<table>
<thead>
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<th>Time</th>
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MAKE YOUR MONEY WORK FOR YOU: A DEBT MANAGEMENT PLAN (PD 129)
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<td>Tues., July 24</td>
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PLAN YOUR DREAM VACATION ON A BUDGET (PD 527)
<table>
<thead>
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<tr>
<td>Wed., June 13</td>
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RELAXATION TECHNIQUES AT THE WORKPLACE (PD 131)
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<td>Thurs., August 9</td>
<td>1:00 - 2:00</td>
<td>NPB. 1.408</td>
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UTSHARE/PEOPLESOF & INTERIM PROCESSES

APPROVAL WORKFLOW PROCESS: NON-PURCHASE ORDER VOUCHER AND REQUISITIONS (PS 305)
Available online at https://mytraining.utsa.edu/online

EMPLOYEE SELF SERVICE - ESS (PS 100.01)
All employees are strongly encouraged to complete this online course.
Available online at https://mytraining.utsa.edu/online

MONTHLY FINANCIAL REPORT RECONCILIATION USING UTSHARE/PEOPLESOF (PS 207.01)
<table>
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<tr>
<td>Tues., July 17</td>
<td>10:00 - 12:00</td>
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### PEOPLESOFT & INTERIM PROCESSES (cont.)

#### PROCESSING NON-PO VOUCHERS USING UTSHARE PEOPLESOFT (PS 203.04)
- **Tues., June 12** 2:00 - 5:00 BVB 1.312 - Downtown
- **Mon., July 16** 2:00 - 5:00 NPB 1.412

#### TIME & ABSENCE REPORTING FOR EXEMPT EMPLOYEES - PAPER (INTERIM PROCESS) (IP 305.01)
Available online at https://mytraining.utsa.edu/online

#### TIME & ABSENCE REPORTING FOR NON-EXEMPT EMPLOYEES - PAPER (INTERIM PROCESS) (IP 306.01)
Available online at https://mytraining.utsa.edu/online

#### TIME & ABSENCE REPORTING FOR NON-EXEMPT EMPLOYEES - SHAREPOINT (INTERIM PROCESS) (IP 307.01)
Available online at https://mytraining.utsa.edu/online

#### TIME & ABSENCE REPORTING FOR NON-EXEMPT EMPLOYEES - SHAREPOINT (INTERIM PROCESS) (IP 308.01)
Available online at https://mytraining.utsa.edu/online

#### TRAVEL ADVANCE PROCESS (PS 309)
- **Wed., June 13** 2:00 - 4:30 BVB 1.318 – Downtown
- **Wed., July 18** 9:00 -11:30 NPB 1.412

#### TRAVEL AUTHORIZATION WORKFLOW (PS 307)
Available online at https://mytraining.utsa.edu/online

#### TRAVEL REIMBURSEMENT PROCESS (PS 310)
- **Thurs., June 14** 2:00 - 4:30 NPB 1.412
- **Tues., July 17** 9:00 - 11:30 BVB 4.301B - Downtown

#### UTSHARE/PEOPLESOFT TIMEKEEPER TIME AND ABSENCE REPORTING (PS 300.01)
- **Fri., June 29** 8:15 - 12:00 NPB 1.412
- **Fri., July 13** 8:15 -12:00 BVB 4.301B - Downtown
- **Fri., August 10** 8:15 - 12:00 NPB 1.412

### PEOPLESOFT & INTERIM PROCESSES (cont.)

#### YEAR-END WORKSHOP (PS 209.01)
- **Wed., June 20** 2:00 - 4:00 MH 2.01.06
- **Thurs., June 21** 9:00 -11:00 BVB 1.338 - Downtown
- **Fri., June 22** 9:00 -11:00 SU 2.02.02 Retama

#### YEAR-END WORKSHOP FOR NEW EMPLOYEES (PS 209.02)
- **Fri., June 15** 9:00 - 11:00 SU 2.02.02 Retama

### SAFETY

#### DEFENSIVE DRIVING AWARENESS (SA 505)
Available online at https://mytraining.utsa.edu/online

#### FIRE CODES IN CONSTRUCTION: INTRODUCTION (SA 495)
AD HOC sessions are available. Email john.delahunt@utsa.edu Ext. 4420

#### FIRE CODES IN LABORATORIES: INTRODUCTION (SA 496)
AD HOC sessions are available. Email john.delahunt@utsa.edu Ext. 4420

#### FIRE EXTINGUISHER TRAINING - LIVE FIRE SIMULATOR (SA 411)
AD HOC sessions are available. Email john.delahunt@utsa.edu Ext. 4420

#### HAZARD COMMUNICATIONS & LABORATORY SAFETY (SA 443.01)
AD HOC classroom sessions available. Email wendy.mccoy@utsa.edu

#### HAZARDOUS WASTE GENERATOR TRAINING (SA 401)
AD HOC classroom sessions available. Email wendy.mccoy@utsa.edu

#### HEARTSAVER FIRST AID, CPR AND AED (SA 475)
- **Fri., June 29** 9:00 - 4:00 DBB 2.208 -Downtown
- **Fri., July 20** 9:00 - 4:00 NPB 1.408
- **Fri., August 31** 9:00 - 4:00 DBB 1.204C -Downtown