October 2018 — ASC Training & Events Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 *Unit Inspections* (if needed)	2 *Unit Inspections* (if needed)	3	4	5 **ASC Ways – *Student*** Training Center **4:15 – 7 pm**	6
7	8	9	10 **ASC Ways** (Regular F/T Only) ASC Training Center *Benefits & Payroll Review –* 9:30 – 11:45 am (11:45– Lunch) *"Ways" Training* – 12:30 *POS/Cashier:* 5 – 6 pm	11	12	13
14	15 **Fall Break** 🍂	16 ***Fall Break*** **ASC Ways-Advanced** *(Respect in the Workplace + Customer Service)* *FOR ALL NEW FT STAFF!* Training Center *12:00 – 4 pm*	17	18 **ASC Ways – *Student*** Training Center **9 am – 11:45 am**	19	20
21	22 *Unit Inspection / Re-inspections* (if needed) →	23	24 **ASC Ways – *Student*** Training Center **4:15 – 7 pm**	25	26	27
28	29	30	31			

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November 2018 — ASC Training & Events Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
* See SUNY Cortland "MyRedDragon – TechHelp" site for Fall 2018 software training schedule!				**1**	**2**	**3**
4	**5**	**6** Election Day *Creating Accessible MS Documents* (SUNY Cortland) Sperry room 326, 2 – 4 pm	**7** ASC Ways *(Regular F/T Only)* ASC Training Center *Benefits & Payroll Review –* 9:30 – 11:45 am *(11:45– Lunch)* *"Ways" Training – 12:30* *POS/Cashier: 5 - 6 pm*	**8**	**9** ASC Ways – *Student* Training Center 4:15 – 7 pm *Creating Accessible PDF Documents* (SUNY Cortland) Sperry room 326, 10 – 11 am	**10**
11 Veteran's Day	**12**	**13**	**14** *Intro to Excel* (SUNY Cortland) Sperry room 326, 1 – 3 pm	**15**	**16**	**17**
18	**19** *Intermediate Excel* (SUNY Cortland) Sperry room 326, 10:30 am – 12:30 pm	**20** *Microsoft Word* (SUNY Cortland) Sperry room 326, 1 - 3 pm	**21**	**22** Thanksgiving	**23**	**24**
25	**26** *Creating Accessible MS Documents* (SUNY Cortland) Sperry room 326, 12:30 – 2:30 pm	**27** *Intro to Office 365* (SUNY Cortland) Sperry room 326, 11 am – 1 pm *(plus Dec. 18!, 9 – 11 am)*	**28** *(Final) ASC Ways – Student-employee Class* Training Center 4:15 – 7 pm	**29** *Creating Accessible PDF Documents* (SUNY Cortland) Sperry room 326, 1 – 2 pm	**30**	ASC We Do That.

December 2018 — ASC Training & Events Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
**if needed			* See SUNY Cortland "MyRedDragon – TechHelp" site for Fall 2018 software training schedule!			1
2	3	4 *Intro to Excel* *(SUNY Cortland)* **Sperry room 326,** 2 - 4 pm	5 **ASC Ways** (Regular F/T Only) ASC Training Center *Benefits & Payroll Review –* 9:30 – 11:45 am *(11:45– Lunch)* *"Ways" Training* – 12:30 *POS/Cashier:* 5 - 6 pm	6	7 **Last Day of Classes**	8
9	10 *Intro to Outlook* *(SUNY Cortland)* **Sperry room 326,** 2 - 4 pm	11	12	13 *Intermediate Excel* *(SUNY Cortland)* **Sperry room 326,** 2 - 4 pm	14 **Last Day of Finals**	15
16	17 *New Manager/Supervisor:* *Employee Types, Payroll, Scheduling Anti-Harassment* *Winchell,* **8 am – 5 pm**	18 *New Manager/Supervisor:* *Training Resources, Accident Prevention/Reporting, Marketing/Web Resources* *Winchell,* **8 am – 5 pm**	19	20 **NRFSP 5-yr Food Safety Cert. Course** *Winchell,* *8 am – 12:30 pm*	21 **NRFSP 5-yr Food Safety Cert. Course / Exam** *Winchell, 8 am– TBD** *(*exam times vary)*	22
23	24	25 **Christmas Day**	26	27	28	29
30	31 **New Year's Eve**					

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* Spring 2019 Semester Schedule _Coming Soon!_