

# **Course Catalog**

## **August 2025 - May 2026**



## ***Hello from your UHCL Training & Development Team!***

*We are excited to offer the **Hawk Power Hour** collection of workshops to help all Hawks reach new heights. Learning never ends and we are fully committed to a culture of lifelong learning.*

*Whether you have been at UHCL for one week or many years, we are confident that there is a workshop for you. Join us at an upcoming workshop to learn and grow with us. We hope to see you there!*



### **What is Hawk Power Hour?**

Hawk Power Hour sessions are designed to be quick learning/refresher sessions that focus on functional skills across campus.

We have partnered with campus Subject-Matter-Experts (SMEs) to help you build your skills and knowledge of key tasks and systems. Using a targeted approach, each session will focus on one main task or system only.

Whether you are new to the task or need a refresher, you are welcome at any of our sessions.

**Flip page to view session information**



# ePAR Refresher

## Description

**This session is for team members who process eForms as part of their regular job duties.**

UHCL uses Electronic Forms to support Human Resources transactions for university personnel. This course will cover the Electronic Personnel Action Request (ePAR) form and review effective dates, necessary documentation, reasons for recycling, & common challenges for employees.

## Presented By:

Abby Varela – Director, HR Services

**Duration:** 1 hour

**[Register in PASS](#) using Course & Session Number shown below**

**All sessions will be held in the Training Room – Bayou 2132 unless otherwise noted**

September 30, 2025	2:00pm – 3:30pm	HPH04, Session 08
December 10, 2025	1:00pm – 2:30pm	HPH04, Session 09
April 01, 2026	10:00am – 11:30am	HPH04, Session 10

# UHCL Branding

## Description

In this session we will go over how to utilize our updated UHCL Branding for events, publications, and more. This session will give participants great insight to our brand and proper ways to utilize the Branding for different event, publications, and more.

## Presented By:

Xaymara Prothro – Director, MKTG/Brand Strategy & Katie Hart – Asst. Director, Creative SRVS

**Duration:** 1 hour

**[Register in PASS](#) using Course & Session Number shown below**

**All sessions will be held in the Training Room – Bayou 2132 unless otherwise noted**

November 05, 2025	2:00pm – 3:30pm	HPH06, Session 07
February 11, 2026	10:00am – 11:30am	HPH06, Session 08
April 08, 2026	2:00pm – 3:30pm	HPH06, Session 09

*Have questions? Contact your Training & Development Team at [training@uhcl.edu](mailto:training@uhcl.edu)*

*Any employee who needs an accommodation to attend should contact Johnathan Davis at 281-283-2301 prior to the event.*

**For Internal Use Only | UHCL Training and Development**

# Presentation Skills

## Description

This workshop will provide a basic understanding of presentation fundamentals. During the course we learn how to present confidently, with clarity and enthusiasm while building confidence in our own voices.

## Presented By:

Johnathan Davis – Coordinator, Training and Development

**Duration:** 1 hour

**[Register in PASS](#) using Course & Session Number shown below**

**All sessions will be held in the Training Room – Bayou 2132 unless otherwise noted**

December 03, 2025	2:00pm – 3:30pm	HPH16, Session 06
April 08, 2026	10:00am – 11:30am	HPH16, Session 07

# Qualtrics Basics

## Description

This session is meant to give a basic intro into creating surveys using Qualtrics. We will also review how to review reports and download the information needed to make quality, informed decisions.

## Presented By:

Mark Stout – Data Analyst/Bus. Intelligence, Institutional Research

**Duration:** 1 hour

**[Register in PASS](#) using Course & Session Number shown below**

**All sessions will be held in the Training Room – Bayou 2132 unless otherwise noted**

December 10, 2025	10:00am – 11:30am	HPH14, Session 06
March 11, 2026	10:00am – 11:30am	HPH14, Session 07

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# Microsoft Teams: Tools, Tips, and Tricks



## Description

This workshop will cover additional features Microsoft Teams has to offer that can be used to help all team members with daily tasks or projects.

## Presented By:

Johnathan Davis – Coordinator, Training and Development

**Duration:** 1 hour

**[Register in PASS](#) using Course & Session Number shown below**

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December 03, 2025	10:00am – 11:30am	HPH07, Session 08
March 11, 2025	2:00pm – 3:30pm	HPH07, Session 09
May 06, 2026	10:00am – 11:30am	HPH07, Session 10

# Microsoft Forms

## Description

This workshop will cover the uses for Microsoft Forms. How to build different types of Forms, their uses, and how it can be implemented in our offices. Bring your laptops as we will be providing a chance to build a form during this course.

## Presented By:

Johnathan Davis – Coordinator, Training and Development

**Duration:** 1 hour

**[Register in PASS](#) using Course & Session Number shown below**

**All sessions will be held in the Training Room – Bayou 2132 unless otherwise noted**

May 06, 2026	2:00pm – 3:30pm	HPH25, Session 02
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# Campus Solutions I

## Description

**\*This session is intended for those who use Campus Solutions as a part of their regular duties.\*** This workshop provides a basic overview of PeopleSoft Campus Solutions and covers various “tips and tricks” to help new and experienced users successfully navigate and utilize Campus Solutions (CS).

## Presented By:

Sandy Ng – Functional Lead, Student Administration Systems

**Duration:** 1 hour

**[Register in PASS](#) using Course & Session Number shown below**

**All sessions will be held in the Training Room – Bayou 2132 unless otherwise noted**

October 22, 2025	1:00pm – 2:30pm	HPH15, Session 05
March 04, 2026	2:00pm – 3:30pm	HPH15, Session 06

# Campus Solutions II

## Description

**\*This course is a continuation of HPH15: Campus Solutions I. If you have not taken HPH15, please sign-up for that course prior to participating\*** Why can't students enroll in the class? Requisites? Time conflict? Holds, or maybe something else? This workshop provides an overview of the common causes preventing class enrollment in Campus Solutions and troubleshooting tips for you to effectively assist the students.

## Presented By:

Sandy Ng – Functional Lead, Student Administration Systems

**Duration:** 1 hour

**[Register in PASS](#) using Course & Session Number shown below**

**All sessions will be held in the Training Room – Bayou 2132 unless otherwise noted**

November 12, 2025	10:00am – 11:30am	HPH28, Session 01
April 1, 2025	2:00pm – 3:30pm	HPH28, Session 02

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# UHCL Budget Report 1063



## Description

In this session we will be covering Actuals, which includes the department budget structure basics. This report is the standard report for oversight and analyzation of Budget to Actuals.

## Presented By:

Georgeann Smith – Interim Director – Planning & Budget

**Duration:** 1 hour

**[Register in PASS](#) using Course & Session Number shown below**

**All sessions will be held in the Training Room – Bayou 2132 unless otherwise noted**

November 05, 2025	12:00pm – 1:30pm	HPH17, Session 03
November 07, 2025	10:00am – 11:30am	HPH17, Session 04
February 06, 2026	10:00am – 11:30am	HPH17, Session 05

# UHCL Budget Fundamentals I

## Description

**\*For: New financial staff members or those who want a refresher on our UHCL budget fundamentals.\*** For this session, participants should have previous working knowledge of their department budget utilizing Budget Report 1063. We will be covering fundamental information as well as information pertinent to the current budget guidelines.

## Presented By:

Georgeann Smith – Interim Director – Planning & Budget

**Duration:** 1 hour

**[Register in PASS](#) using Course & Session Number shown below**

**All sessions will be held in the Training Room – Bayou 2132 unless otherwise noted**

January 07, 2026	10:00am – 11:30am	HPH18, Session 02
March 06, 2026	10:00am – 11:30am	HPH18, Session 03

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# UHCL Budget Fundamentals II



## Description

**\*For: Experienced financial staff members and those looking for the continuation of UHCL Budget Fundamentals I\*** For this session, participants should have previous working knowledge of their department budget or have been a part of the budget development process. We will be continuing fundamental information as well as information pertinent to the current budget guidelines.

## Presented By:

Georgeann Smith - Interim Director - Planning & Budget

**Duration:** 1 hour

[Register in PASS](#) using Course & Session Number shown below

**All sessions will be held in the Training Room - Bayou 2132 unless otherwise noted**

February 04, 2026

10:00am - 11:30am

HPH19, Session 01

# UHCL Budget Sources & Uses

## Description

In this course we will cover a detailed explanation of Fund Codes, Program Codes, Cost Centers and the rules that define them. We will also provide an overview of a previous year's annual financial report for an understanding of sources of income and uses as represented by expense codes, categories and NACUBO designations.

## Presented By:

Georgeann Smith - Interim Director - Planning & Budget

**Duration:** 1 hour

[Register in PASS](#) using Course & Session Number shown below

**All sessions will be held in the Training Room - Bayou 2132 unless otherwise noted**

October 22, 2025

3:00pm - 4:30pm

HPH20, Session 03

October 24, 2025

10:00am - 11:30am

HPH20, Session 04

October 29, 2025

2:00pm - 3:30pm

HPH20, Session 05

October 31, 2025

10:00am - 11:30am

HPH20, Session 06

January 30, 2026

10:00am - 11:30am

HPH20, Session 07

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# UHCL Budget Report 1074

## Description

In this session we will provide a detailed explanation of all data in report 1074 for staff that need to understand the base details of their expenditures, pending encumbrances, and more.

## Presented By:

Georgeann Smith – Interim Director – Planning & Budget

**Duration:** 1 hour

**[Register in PASS](#) using Course & Session Number shown below**

**All sessions will be held in the Training Room – Bayou 2132 unless otherwise noted**

November 12, 2025	2:00pm – 3:30pm	HPH21, Session 03
November 14, 2025	10:00am – 11:30am	HPH21, Session 04
February 27, 2026	10:00am – 11:30am	HPH21, Session 05

# UHCL Budget Reporting 1016

## Description

In this session we will provide a detailed explanation of all data in report 1016 for staff that need to understand beginning cash balances, activity, and current cash on hand.

## Presented By:

Georgeann Smith – Interim Director – Planning & Budget

**Duration:** 1 hour

**[Register in PASS](#) using Course & Session Number shown below**

**All sessions will be held in the Training Room – Bayou 2132 unless otherwise noted**

November 21, 2025	10:00am – 11:30am	HPH22, Session 03
November 21, 2025	2:00pm – 3:30pm	HPH22, Session 04
February 20, 2026	10:00am – 11:30am	HPH22, Session 05

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# UHCL Concur Travel I

## Description

This session is mandatory in order to gain access to Concur Travel in PASS. In this course we will review the process of expensing travel, invoice management, and identifying common errors using the Concur system.

## Presented By:

Randy Baggett – Director, Accounts Payable

**Duration:** 1 hour

[Register in PASS](#) using Course & Session Number shown below

**All sessions will be held in the Training Room – Bayou 2132 unless otherwise noted**

September 24, 2025	2:00pm – 3:30pm	HPH23, Session 01
January 07, 2026	2:00pm – 3:30pm	HPH23, Session 02

# UHCL Concur Travel II

## Description

This session is a continuation of HPH23:UHCL Concur Travel. In order to gain access to Concur Travel in PASS, both courses must be completed. In this course we will finalize the review of processing expensing travel, invoice management, and identifying common errors using the Concur system.

## Presented By:

Randy Baggett – Director, Accounts Payable

**Duration:** 1 hour

[Register in PASS](#) using Course & Session Number shown below

**All sessions will be held in the Training Room – Bayou 2132 unless otherwise noted**

October 01, 2025	10:00am – 11:30am	HPH24, Session 01
January 14, 2026	2:00pm – 3:30pm	HPH24, Session 02

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# TRAM for Admin I

## Description

**\*This Training is primarily for department TRAM Administrators.\*** In this session we will review the fundamentals of TRAM, roles & responsibilities, Manager functions, and recourses.

## Presented By:

Carmen Canales – Manager, Payroll & Yuridia Martinez – HR Generalist

**Duration:** 1 hour

**[Register in PASS](#) using Course & Session Number shown below**

**All sessions will be held in the Training Room – Bayou 2132 unless otherwise noted**

November 04, 2025	10:00am – 11:30am	HPH26, Session 01
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February 04, 2026	2:00pm – 3:30pm	HPH26, Session 02
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# PO Voucher

## Description

**\*This Training is primarily for those who process PO Vouchers is a part of their regular duties such as Department Assistants, Administrative Assistants, etc.\*** In this training we will go review the process of submitting PO Vouchers, common errors found when submitting, and ways we, as a university, can utilize the system properly.

## Presented By:

Randy Baggett – Director, Accounts Payable

**Duration:** 1 hour

**[Register in PASS](#) using Course & Session Number shown below**

**All sessions will be held in the Training Room – Bayou 2132 unless otherwise noted**

August 21, 2025	10:00am – 11:30am	HPH29, Session 01
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October 08, 2025	2:00pm – 3:30pm	HPH29, Session 02
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March 04, 2026	10:00am – 11:30am	HPH29, Session 03
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# Hyperion Management Reports



## Description

This Training is primarily for D/CBA's but includes anyone that has not had formal training regarding reporting in Hyperion. In this session we will go over Management Reports including; Account Balance Reports, Data Extractors, Equity Reports, Interactive Query Tool Reports, and Quarterly Budget Reports.

## Presented By:

Randy Baggett - Director, Accounts Payable

**Duration:** 1 hour

**[Register in PASS](#) using Course & Session Number shown below**

**All sessions will be held in the Training Room - Bayou 2132 unless otherwise noted**

September 09, 2025	2:00pm - 3:30pm	HPH30, Session 01
January 14, 2026	10:00am - 11:30am	HPH30, Session 02

# Student Reconciliations

## Description

• **This session is for team members who are responsible for reconciliations as part of their regular job duties.** This course will cover understanding how transactions from PeopleSoft Student Financials flow to the PeopleSoft Finance General Ledger/Financial Reports and how to reconcile between the two databases. The course will show the needed reports and navigation for both databases to successfully reconcile.

## Presented By:

Christine Ross - Retiree, Business Operations

**Duration:** 1 hour

**[Register in PASS](#) using Course & Session Number shown below**

**All sessions will be held in the Training Room - Bayou 2132 unless otherwise noted**

February 25, 2026	10:00am - 11:30am	HPH33, Session 01
March 25, 2026	10:00am - 11:30am	HPH33, Session 02
April 29, 2026	10:00am - 11:30am	HPH33, Session 03
May 27, 2026	10:00am - 11:30am	HPH33, Session 04

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## Self-Directed Learning (requires an active UHCL LinkedIn Learning license)

- **Excel Essential Training (Microsoft 365)** (2h, 24m) Learn how to enter and organize data, perform calculations with simple functions, and format the appearance of rows, columns, cells, and data. Other lessons cover how to work with multiple worksheets, build charts and PivotTables, sort and filter data, print in Excel, and more.
- **Outlook Essential Training (Microsoft 365)** (2h, 25m) In this course, learn how to set up and manage email, calendars, and contacts in the Microsoft 365 version of Outlook. This beginner-level course begins with a tour of the interface and shows how to connect a wide variety of email accounts to Outlook. It then shows how to quickly create, send, and read email and reduce your inbox clutter, create and share contacts, and stay on schedule with calendars and tasks. It also goes over how to make the most of Outlook's accessibility features, including features for users with disabilities as well as tools to help ensure accessibility in your emails and calendar invites.
- **PowerPoint Essential Training (Microsoft 365)** (2h, 32m) Learn how to use Microsoft PowerPoint for Microsoft 365 (formerly Office 365) to quickly create, edit, and share professional-looking presentations. This training course shows how to get started with PowerPoint templates and themes or build a new presentation from scratch. It also explains how to change the slide layout; add and edit text, images, charts, video, and animation; format slides for consistency; and add speaker notes and comments to ensure a smooth delivery. You will also explore strategies for creating inclusive and accessible presentations for users with disabilities.
- **Word Essential Training (Microsoft 365)** (2h, 33m) This course covers how to edit and format text to create a stylish document with instant purpose. Find out how to leverage templates and built-in tools, create numbered and bulleted lists, work with columns and tables, add images to your documents, collaborate on documents with your team, and share documents via OneDrive and email.
- **Designing a Presentation (2021)** (56m) Perhaps the most essential skill for all knowledge workers, sales professionals, business owners, and educators is the ability to design compelling presentations. Whether you're reporting performance metrics, delivering a training, or pitching a big idea, you need a presentation to support you and illuminate your speech. In this course, designer Tony Harmer takes you through the essentials of presentation design to give you the tools you'll find most useful in thinking about, designing, and building successful presentations. Tony covers a variety of key topics, including mood boards, outlines, layout, type and text, color considerations, graphics, video, charts, transitions, and animations. He concludes with some useful advice on finishing touches and follow-ups for your presentation.

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