Professional Development/Flex Programs

TC253   ETUDES-NG: Tasks, Tests, Surveys (& Assignments)
Description:

This workshop will demonstrate the new features of the ETUDES-NG Tests, Tasks, Surveys tool (previously named Test Center). In addition, participants will be provided with instructions to setup and manage Assignments in the new Tests, Tasks, Surveys area in ETUDES-NG.

The Tests, Tasks, Survey Tool (aka Test Center) is a comprehensive assessment engine for Sakai that consists of an authoring module for creating questions and managing pools; a module for publishing assignments, tasks, tests and surveys; a grading module for evaluating assessments, optionally integrated with the Gradebook; and a delivery module for administering assessments to students. Additionally, a test-drive component allows instructors to take assessments as students.

Topics covered in the Tests, Tasks, Survey workshop will include:

1.   Workflow of the Tests, Tasks, Survey Area
2.   Creating and Managing Questions Pools
3.   Creating Tests, Tasks, and Surveys
4.   Creating and Managing Assignments
5.   Publishing and Management Settings

Target Group: Full-Time & Part-Time Faculty

Presenter(s):   LaTonya Motley
Date: Wednesday, June 18, 2008
Time: 1:00 PM   - 3:00 PM
Location: W. Library Basement 19
Flex Credit: 2.00   hour(s)
To Register: Call Extension 3872 or
                            Register Online
                            Confirmations will be made by phone message or email.

TC254   Introduction to ETUDES-NG (2 Weeks)
Description:

This intensive ETUDES-NG training will be instructor-led with hands-on assistance with the completion of each module. The course will cover the basic tools and features of the ETUDES-NG course management system. Topics include the Lesson Builder, Communication Tools, Assessment Tools, and Extras. Please note: Participants will be expected to complete readings, assignments and tasks outside of class. Participants will receive a Certificate of Completion after successfully completing all modules.

WEEK 1 - June 23, 24, 25, & 26, 2008 (W. Library Basement Room 19)
Day 1: 1-3pm - Introductions, Login Information, Overview
Day 2: 9-3pm - Module 1-5 (45 minute lunch break)
Day 3: 9-3pm - Module 6-10 (45 minute lunch break
Day 4: 9-3pm - Module 11-15 (45 minute lunch break)

WEEK 2 - June 30, July 1, July 2, 2008 (Online)
Complete all Assignments & Tasks
Practice Course Review
Issue Certificate of Completions

Target Group: Full-Time & Part-Time Faculty

Presenter(s):   LaTonya Motley
Date: Monday, June 23, 2008 – July 2, 2008
Time: See above
Location: W. Library Basement 19
Flex Credit: 20.00 hour(s) total
To Register: Call Extension 3872 or
                            Register Online
                            Confirmations will be made by phone message or email.

TC101   What's New: Word 2007

Description:

WHAT'S NEW IN MICROSOFT OFFICE 2007
Word, Access, Excel and PowerPoint

In this series of one-hour workshops, participants will be introduced to the new
MS Office 2007 interface and discover some of the features in each of the
Office applications (Word, Excel, PowerPoint, Access). Please Note: These
are not training sessions. Each workshop is intended for experienced
Microsoft Office users who are interested in learning more about the new
features in the Microsoft Office 2007 programs.

Topics covered in the workshop include:

1.   What's New in Office 2007 (Word, Access, Excel, PowerPoint)
2.   Introducing the Office 2007 User Interface (Ribbon and Quick Access
         Toolbar)
3.   Office 2007 File Compatibility Issues
4.   Help and Additional Training for Office 2007

Target Group: Faculty, Staff & Managers

Presenter(s):   LaTonya Motley
Date: Monday, July 07, 2008
Time: 2:00 PM   - 3:00 PM
Location: Library 202
Flex Credit: 1.00   hour(s)
To Register: Call Extension 3872 or
                     Register Online
                     Confirmations will be made by phone message or email.

**TC102   How to Teach Online: Building Content (3-Week
                 Hybrid Course)**

Description:

This three-week hybrid course will be delivered using both mandatory face-to-
face meetings and online instruction (2 face-to-face and 1 online). The
course is designed for faculty who are interested in preparing course material
for teaching online. The focus is on building content that can be used in any
course management system. Participants will receive a Certificate of
completion after successfully completing all modules.
WEEK 3: July 9, 2008: 1-4pm Module One & Two: Steps to Designing an
Online Course and Concept Mapping
WEEK 4: ONLINE - Module Three & Four: Designing a Module & Adding
Learning Objects and Enhancements
WEEK 5: July 23, 2008: 1-4pm Module Five & six: Facilitation Techniques
and course Management System Options
Issue Certificate of Completions

Target Group: Full-Time & Part-Time Faculty

Presenter(s):   LaTonya Motley
Date: Wednesday, July 09 & 23, 2008 Face-to-face sessions
Time: 1:00 PM   - 4:00 PM
Location: W. Library Basement 19
Flex Credit: 9.00   hour(s)
To Register: Call Extension 3872 or
                     Register Online
                     Confirmations will be made by phone message or email.

TC103   What's New: PowerPoint 2007

Description:

WHAT'S NEW IN MICROSOFT OFFICE 2007
Word, Access, Excel and PowerPoint

In this series of one-hour workshops, participants will be introduced to the new
MS Office 2007 interface and discover some of the features in each of the
Office applications (Word, Excel, PowerPoint, Access). Please Note: These

are not training sessions. Each workshop is intended for experienced
Microsoft Office users who are interested in learning more about the new
features in the Microsoft Office 2007 programs.

Topics covered in the workshop include:

1.   What's New in Office 2007 (Word, Access, Excel, PowerPoint)
2.   Introducing the Office 2007 User Interface (Ribbon and Quick Access
        Toolbar)
3.   Office 2007 File Compatibility Issues
4.   Help and Additional Training for Office 2007

Target Group: Faculty, Staff & Managers

Presenter(s):   LaTonya Motley

Date: Monday, July 14, 2008
Time: 2:00 PM   - 3:00 PM
Location: Library 202
Flex Credit: 1.00   hour(s)
To Register: Call Extension 3872 or
                    Register Online
                    Confirmations will be made by phone message or email.

TC110   Omni OU Campus

Description:

In May 2008, OmniUpdate (OU Campus and OU Educate) will migrate to version 8.0
with major changes to the User Interface. The OU Campus training will introduce
participants to the new user interface in OmniUpdate 8.0. The OU Campus
workshop is a three-hour course designed for El Camino College employees who
maintain their department/division website. OU Campus enables the user to quickly
and easily create, update, and maintain designated areas of the campus Web site.
The objectives of this class are to learn how to use the features of the OU Campus
program such as the WYSIWYG editor, creating and editing new template pages
and copying text from old pages into the new template. Attendees will also become
familiar with the procedure to insert links, add graphics and other documents (PDF),
and create tables using the OU Campus program.

Target Group: Faculty & Staff Maintaining Dept/Div Website

Presenter(s):   LaTonya Motley

Date: Wednesday, July 16, 2008
Time: 9:00 AM   - 12:00 PM
Location: W. Library Basement 19
Flex Credit: 3.00   hour(s)
To Register: Call Extension 3872 or
                    Register Online
                    Confirmations will be made by phone message or email.

TC105   ETUDES-NG: Tasks, Tests, Surveys (& Assignments)

Description:

This workshop will demonstrate the new features of the ETUDES-NG Tests,
Tasks, Surveys tool (previously named Test Center). In addition, participants
will be provided with instructions to setup and manage Assignments in the
new Tests, Tasks, Surveys area in ETUDES-NG.

The Tests, Tasks, Survey Tool (aka Test Center) is a comprehensive
assessment engine for Sakai that consists of an authoring module for creating
 questions and managing pools; a module for publishing assignments, tasks,
tests and surveys; a grading module for evaluating assessments, optionally
integrated with the Gradebook; and a delivery module for administering
assessments to students. Additionally, a test-drive component allows
instructors to take assessments as students.

Topics covered in the Tests, Tasks, Survey workshop will include:

1.   Workflow of the Tests, Tasks, Survey Area
2.   Creating and Managing Questions Pools
3.   Creating Tests, Tasks, and Surveys

4. Creating and Managing Assignments
5. Publishing and Management Settings

Target Group: Full-Time & Part-Time Faculty

Presenter(s): LaTonya Motley
Date: Tuesday, July 22, 2008
Time: 1:00 PM - 3:00 PM
Location: W. Library Basement 19
Flex Credit: 2.00 hour(s)
To Register: Call Extension 3872 or
Register Online
Confirmations will be made by phone message or email.

TC104 What's New: Access 2007

Description:
WHAT'S NEW IN MICROSOFT OFFICE 2007
Word, Access, Excel and PowerPoint

In this series of one-hour workshops, participants will be introduced to the new MS Office 2007 interface and discover some of the features in each of the Office applications (Word, Excel, PowerPoint, Access). Please Note: These are not training sessions. Each workshop is intended for experienced Microsoft Office users who are interested in learning more about the new features in the Microsoft Office 2007 programs.

Topics covered in the workshop include:

1. What's New in Office 2007 (Word, Access, Excel, PowerPoint)
2. Introducing the Office 2007 User Interface (Ribbon and Quick Access Toolbar)
3. Office 2007 File Compatibility Issues
4. Help and Additional Training for Office 2007

Target Group: Faculty, Staff & Managers

Presenter(s): LaTonya Motley
Date: Monday, July 21, 2008
Time: 2:00 PM - 3:00 PM
Location: Library 202
Flex Credit: 1.00 hour(s)
To Register: Call Extension 3872 or
Register Online
Confirmations will be made by phone message or email.

TC107 Introduction to ETUDES-NG at ECC (Self-Paced)
[Monday, July 28 – Friday, August 15]

Description:
This workshop is a 3-week online, self-paced course, which covers the basic tools and features of the ETUDES-NG course management system. This course is self-paced but enrollees are expected to login several times a week in order to complete the work before the end date. This workshop will be facilitated by LaTonya Motley to answer questions and provide assistance. In addition, if needed, attendees will have the opportunity to schedule a face-to-face orientation of the ETUDES-NG system with the facilitator. The Introduction to ETUDES-NG Self Paced course is scheduled for July 28 - August 15, 2008.

Attendees must complete all assignments in the Introduction to ETUDES-NG course by the end date in order to receive a Certificate of Completion for the training and 6 hours of Flex Credit.

Target Group: Full-Time & Part-Time Faculty

Presenter(s): LaTonya Motley
Date: Monday, July 28, 2008 through Friday, August 15, 2008
Time: TBA
Location: Online

Flex Credit: 6.00   hour(s)
To Register: Call Extension 3872 or
Register Online
Confirmations will be made by phone message or email.

TC106   What's New: Excel 2007

Description:
WHAT'S NEW IN MICROSOFT OFFICE 2007
Word, Access, Excel and PowerPoint

In this series of one-hour workshops, participants will be introduced to the new
MS Office 2007 interface and discover some of the features in each of the
Office applications (Word, Excel, PowerPoint, Access). Please Note: These
are not training sessions. Each workshop is intended for experienced
Microsoft Office users who are interested in learning more about the new
features in the Microsoft Office 2007 programs.

Topics covered in the workshop include:

1.   What's New in Office 2007 (Word, Access, Excel, PowerPoint)
2.   Introducing the Office 2007 User Interface (Ribbon and Quick Access
         Toolbar)
3.   Office 2007 File Compatibility Issues
4.   Help and Additional Training for Office 2007

Target Group: Faculty, Staff & Managers

Presenter(s):   LaTonya Motley
Date: Monday, July 28, 2008
Time: 2:00 PM   - 3:00 PM
Location: Library 202
Flex Credit: 1.00   hour(s)
To Register: Call Extension 3872 or
                     Register Online
                     Confirmations will be made by phone message or email.

TC108   ETUDES-NG: Tasks, Tests, Surveys (& Assignments)

Description:
This workshop will demonstrate the new features of the ETUDES-NG Tests,
Tasks, Surveys tool (previously named Test Center). In addition, participants
will be provided with instructions to setup and manage Assignments in the
new Tests, Tasks, Surveys area in ETUDES-NG.

The Tests, Tasks, Survey Tool (aka Test Center) is a comprehensive
assessment engine for Sakai that consists of an authoring module for creating
questions and managing pools; a module for publishing assignments, tasks,
tests and surveys; a grading module for evaluating assessments, optionally
integrated with the Gradebook; and a delivery module for administering
assessments to students. Additionally, a test-drive component allows
instructors to take assessments as students.

Topics covered in the Tests, Tasks, Survey workshop will include:

1.   Workflow of the Tests, Tasks, Survey Area
2.   Creating and Managing Questions Pools
3.   Creating Tests, Tasks, and Surveys
4.   Creating and Managing Assignments
5.   Publishing and Management Settings

Target Group: Full-Time & Part-Time Faculty

Presenter(s):   LaTonya Motley
Date: Wednesday, August 06, 2008
Time: 1:00 PM   - 3:00 PM
Location: W. Library Basement 19
Flex Credit: 2.00   hour(s)
To Register: Call Extension 3872 or
                     Register Online

TC109   OMNI OU Educate (All-Day Training)
Description:

In May 2008, OmniUpdate (OU Campus and OU Educate) will migrate to version 8.0
with major changes to the User Interface. The OU Educate training will introduce
participants to the new user interface in OmniUpdate 8.0. This OU Educate
workshop is designed for faculty who wish to establish a web presence on the
El Camino College website. During the training participants will learn how to use
the browser-based OU Educate program to choose from a pre-designed
template page and easily create an instructor website. They will also have the
opportunity to add a course page, graphics and upload additional documents
to their website within the OU Educate web management system..

Target Group: Full-Time & Part-Time Faculty

Presenter(s):   LaTonya Motley

Date: Friday, August 15, 2008
Time: 9:00 PM   - 3:30 PM
Location: W. Library Basement 19
Flex Credit: 6.00   hour(s)
To Register: Call Extension 3872 or
                     Register Online
                     Confirmations will be made by phone message or email.