Professional Development/Flex Programs

PD268 The Faculty Book Club

Description:
The Faculty Book Club has chosen to read and discuss the book Brain Matters by Patricia Wolfe for our Spring 2009 semester. Wolfe’s book Brain Matters explains how recent research on the brain will help you apply effective brain-compatible teaching skills. Patricia Wolfe is the winner of a 2002 Ed Press Distinguished Achievement Award. Her knowledge of the ways that the brain learns should help us create and apply teaching methods that work. She recently gave a seminar at Santa Monica College that many teachers said was amazing. Please join us for what should be four lively discussions about Brain Matters. The Faculty Book Club meetings will be on Fridays from noon to 2 pm in the Library West Basement (outside the Staff Development Office). The four Fridays we will be meeting are: April 3rd; April 24th; May 8th; and, May 29th. If you plan to be a participant in the book club discussions, the sign up is through the Staff Development Office. Use the link below or call to register. The first 20 participants who register will receive a copy of the book at no cost to them (other than participating in the book club).

Target Group: Full-Time & Part-Time Faculty
Presenter(s): Robin Bouse, Natural Sciences
Date: Four Fridays: April 03, April 24, May 8, May 9
Time: 12:00 PM - 2:00 PM
Location: West Basement of the Library
Flex Credit: 2.00 hour(s)
To Register: Call Ext. 3872 or Register Online
Confirmations will be made by phone message or email.

TC209 MyECC Administrator/Areas Pages

Description:
The Area page training will introduce Managers to the New MyECC Portal interface. The training session is 90 minutes in duration and focuses on the features utilized to set up and maintain your area’s Portal page. The Area page itself serves as an alternative utility separate from the college website. The training will instruct individuals on the Create, Edit Page and Site Settings features of the new portal. At the end of the session participants will have a chance to work on their division site.

Target Group: Managers
Presenter(s): David Treat
Date: Tuesday, April 07, 2009
Time: 9:00 AM - 10:30 AM
Location: West Library Basement Room 19
Flex Credit: 1.50 hour(s)
To Register: Call Ext. 3872 or Register Online
Confirmations will be made by phone message or email.

TC210 MyECC Faculty Course Pages

Description:
The Predefined Course Section Template training will introduce faculty to the New MyECC Portal course/section page. The training session is 90 minutes in duration and will focus on the maintaining of a course section page inside the portal. Topics that will be covered are announcements, shared documents, class discussion, site links, surveys (quizzes), assignment drop box, and class information. With this training the faculty member will understand the basic components of the course section page, and there functions for the benefit of the students and themselves.

Target Group: Full-Time & Part-Time Faculty
Presenter(s): David Treat
Date: Tuesday, April 07, 2009
Time: 2:00 PM - 3:30 PM
Location: West Library Basement Room 19
Flex Credit: 1.50 hour(s)
To Register: Call Ext. 3872 or Register Online
TC211  MyECC Administrator/Areas Pages
Description:
The Area page training will introduce Managers to the New MyECC Portal interface. The training session is 90 minutes in duration and focuses on the features utilized to set up and maintain your area’s Portal page. The Area page itself serves as an alternative utility separate from the college website. The training will instruct individuals on the Create, Edit Page and Site Settings features of the new portal. At the end of the session participants will have a chance to work on their division site.

Target Group: Managers
Presenter(s): David Treat
Date: Wednesday, April 08, 2009
Time: 9:00 AM - 10:30 AM
Location: West Library Basement Room 19
Flex Credit: 1.50 hour(s)
To Register: Call Ext. 3872 or Register Online
Confirmations will be made by phone message or email.

TC212  MyECC Faculty Course Pages
Description:
The Predefined Course Section Template training will introduce faculty to the New MyECC Portal course/section page. The training session is 90 minutes in duration and will focus on the maintaining of a course section page inside the portal. Topics that will be covered are announcements, shared documents, class discussion, site links, surveys (quizzes), assignment drop box, and class information. With this training the faculty member will understand the basic components of the course section page, and there functions for the benefit of the students and themselves.

Target Group: Full-Time & Part-Time Faculty
Presenter(s): David Treat
Date: Wednesday, April 08, 2009
Time: 2:00 PM - 3:30 PM
Location: West Library Basement Room 19
Flex Credit: 1.50 hour(s)
To Register: Call Ext. 3872 or Register Online
Confirmations will be made by phone message or email.

TC213  MyECC Administrator/Areas Pages
Description:
The Area page training will introduce Managers to the New MyECC Portal interface. The training session is 90 minutes in duration and focuses on the features utilized to set up and maintain your area’s Portal page. The Area page itself serves as an alternative utility separate from the college website. The training will instruct individuals on the Create, Edit Page and Site Settings features of the new portal. At the end of the session participants will have a chance to work on their division site.

Target Group: Managers
Presenter(s): David Treat
Date: Monday, April 13, 2009
Time: 1:30 PM - 3:00 PM
Location: West Library Basement Room 19
Flex Credit: 1.50 hour(s)
To Register: Call Ext. 3872 or Register Online
Confirmations will be made by phone message or email.

TC208  Omni OU Campus
Description:
The Omni OU Campus training will introduce participants to the new user interface in OmniUpdate 8.0. The OU Campus workshop is a two-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 using the OU Campus program.

**Target Group:** Faculty & Staff Maintaining Dept/Div Website  
**Presenter(s):** Brian Hayden / Donna Manno  
**Date:** Tuesday, April 14, 2009  
**Time:** 9:30 AM - 11:30 AM  
**Location:** West Library Basement Room 19  
**Flex Credit:** 2.00 hour(s)  
**To Register:** Call Ext. 3872 or Register Online

**TC214 MyECC Administrator/Areas Pages**  
**Description:** The Area page training will introduce Managers to the New MyECC Portal interface. The training session is 90 minutes in duration and focuses on the features utilized to set up and maintain your area’s Portal page. The Area page itself serves as an alternative utility separate from the college website. The training will instruct individuals on the Create, Edit Page and Site Settings features of the new portal. At the end of the session participants will have a chance to work on their division site.

**Target Group:** Managers  
**Presenter(s):** David Treat  
**Date:** Tuesday, April 14, 2009  
**Time:** 1:30 PM - 3:00 PM  
**Location:** West Library Basement Room 19  
**Flex Credit:** 1.50 hour(s)  
**To Register:** Call Ext. 3872 or Register Online

**PD232 CPR/AED (Automatic External Defibrillator) Training**  
**Description:** TAKE HEART! AEDs are here! Sudden cardiac arrest (SCA) claims the lives of close to 450,000 Americans each year. 95% of these victims die of ventricular fibrillation. Defibrillation can reverse SCA if it is delivered within a 10-minute window. The American Heart Association (AHA) adopted the four link chain of survival: (1) early access – 911, (2) early CPR, (3) early defibrillation (within the first 10 minutes), and (4) advanced cardiac life support. According to the AHA, for every minute that an SCA patient goes without defibrillation, the chance of survival drops by 10%. For anyone who has dialed 911 to request help in a medical emergency, it may have seemed like an eternity until help arrived. Yet, at ECC, average length of time – from receipt of call until paramedics in an advanced support (ALS) ambulance arrive – is only 5 minutes.

By placing AEDs out in our campus community, it is hoped that this “downtime” from call to electrical shock can be reduced, thus improving the chances of survival for the patient. We are asking that you join the ECC Police Department and Heath Science and Athletic Division in our efforts to continue offering the “gift of life” by attending this valuable life-saving training and becoming familiar with our AED Program and help us “electrify” El Camino College!

These classes are for first-time attendees and also for anyone who attended training last year and would like to be recertified. Recertification training is approximately 2 hours.

**Target Group:** Faculty, Staff & Managers  
**Presenter(s):** Kari Brody; Contact: Valerie Wagner  
**Date:** Wednesday, April 15, 2009  
**Time:** 8:00 AM - 12:00 PM  
**Location:** Physical Education – South, Room 204 (2nd Floor)  
**Flex Credit:** 4.00 hour(s)  
**To Register:** Call Ext. 3872 or Register Online
TC215  MyECC Administrator/Areas Pages

Description:
The Area page training will introduce Managers to the New MyECC Portal interface. The training session is 90 minutes in duration and focuses on the features utilized to set up and maintain your area’s Portal page. The Area page itself serves as an alternative utility separate from the college website. The training will instruct individuals on the Create, Edit Page and Site Settings features of the new portal. At the end of the session participants will have a chance to work on their division site.

Target Group: Managers
Presenter(s): David Treat
Date: Wednesday, April 15, 2009
Time: 9:00 AM - 10:30 AM
Location: West Library Basement Room 19
Flex Credit: 1.50 hour(s)
To Register: Call Ext. 3872 or Register Online
Confirmations will be made by phone message or email.

TC216  MyECC Faculty Course Pages

Description:
The Predefined Course Section Template training will introduce faculty to the New MyECC Portal course/section page. The training session is 90 minutes in duration and will focus on the maintaining of a course section page inside the portal. Topics that will be covered are announcements, shared documents, class discussion, site links, surveys (quizzes), assignment drop box, and class information. With this training the faculty member will understand the basic components of the course section page, and there functions for the benefit of the students and themselves.

Target Group: Managers
Presenter(s): David Treat
Date: Wednesday, April 15, 2009
Time: 1:00 PM - 2:30 PM
Location: West Library Basement Room 19
Flex Credit: 1.50 hour(s)
To Register: Call Ext. 3872 or Register Online
Confirmations will be made by phone message or email.

TC200a  Open Lab - Drop-In Assistance

Description:
These open lab hours are designed to provide individualized and focused assistance with computer applications. Our trainer will assist you with questions or problems on many programs for which training classes have already been offered—Word, Excel, Outlook, Photoshop, Omni, and scanning.

Please note: These are "help" sessions and not training classes.

Target Group: Faculty, Staff & Managers
Presenter(s): David Treat
Date: Monday, April 20, 2009
Time: 1:30 PM - 3:30 PM
Location: West Library Basement Room 19
Flex Credit: 1.00 hour(s)
To Register: Call Ext. 3872 or Register Online
Confirmations will be made by phone message or email.

TC217  MyECC Faculty Course Pages

Description:
The Predefined Course Section Template training will introduce faculty to the New MyECC Portal course/section page. The training session is 90 minutes in duration and will focus on the maintaining of a course section page inside the portal. Topics that will be covered are announcements, shared documents, class discussion, site links, surveys (quizzes), assignment drop box, and class information.
information. With this training the faculty member will understand the basic components of the course section page, and there functions for the benefit of the students and themselves.

Target Group: Managers
Presenter(s): David Treat
Date: Tuesday, April 21, 2009
Time: 3:00 PM - 4:30 PM
Location: West Library Basement Room 19
Flex Credit: 1.50 hour(s)
To Register: Call Ext. 3872 or Register Online
Confirmations will be made by phone message or email.

TC218 MyECC Administrator/Areas Pages (Compton Center)

Description:
The Area page training will introduce Managers to the New MyECC Portal interface. The training session is 90 minutes in duration and focuses on the features utilized to set up and maintain your area’s Portal page. The Area page itself serves as an alternative utility separate from the college website. The training will instruct individuals on the Create, Edit Page and Site Settings features of the new portal. At the end of the session participants will have a chance to work on their division site.

Target Group: Managers
Presenter(s): David Treat
Date: Wednesday, April 22, 2009
Time: 9:00 AM - 10:30 AM
Location: C-29 (Computer Training Room) - Compton Center
Flex Credit: 1.50 hour(s)
To Register: Call Ext. 3872 or Register Online
Confirmations will be made by phone message or email.

TC219 MyECC Administrator/Areas Pages (Compton Center)

Description:
The Area page training will introduce Managers to the New MyECC Portal interface. The training session is 90 minutes in duration and focuses on the features utilized to set up and maintain your area’s Portal page. The Area page itself serves as an alternative utility separate from the college website. The training will instruct individuals on the Create, Edit Page and Site Settings features of the new portal. At the end of the session participants will have a chance to work on their division site.

Target Group: Managers
Presenter(s): David Treat
Date: Wednesday, April 22, 2009
Time: 11:00 AM - 12:30 PM
Location: C-29 (Computer Training Room) - Compton Center
Flex Credit: 1.50 hour(s)
To Register: Call Ext. 3872 or Register Online
Confirmations will be made by phone message or email.

TC220 MyECC Faculty Course Pages (Compton Center)

Description:
The Predefined Course Section Template training will introduce faculty to the New MyECC Portal course/section page. The training session is 90 minutes in duration and will focus on the maintaining of a course section page inside the portal. Topics that will be covered are announcements, shared documents, class discussion, site links, surveys (quizzes), assignment drop box, and class information. With this training the faculty member will understand the basic components of the course section page, and there functions for the benefit of the students and themselves.

Target Group: Full-Time & Part-Time Faculty
Presenter(s): David Treat
Date: Wednesday, April 22, 2009
Time: 1:30 PM - 3:00 PM
TC221  MyECC Faculty Course Pages

Description:
The Predefined Course Section Template training will introduce faculty to the New MyECC Portal course/section page. The training session is 90 minutes in duration and will focus on the maintaining of a course section page inside the portal. Topics that will be covered are announcements, shared documents, class discussion, site links, surveys (quizzes), assignment drop box, and class information. With this training the faculty member will understand the basic components of the course section page, and there functions for the benefit of the students and themselves.

Target Group:  Full-Time & Part-Time Faculty
Presenter(s):  David Treat
Date:  Thursday, April 23, 2009
Time:  1:00 PM - 2:30 PM
Location:  West Library Basement Room 19
Flex Credit:  1.50 hour(s)
To Register:  Call Ext. 3872 or Register Online

Confirmations will be made by phone message or email.

TC200b  Open Lab - Drop-In Assistance

Description:
These open lab hours are designed to provide individualized and focused assistance with computer applications. Our trainer will assist you with questions or problems on many programs for which training classes have already been offered—Word, Excel, Outlook, Photoshop, Omni, and scanning.

Please note: These are "help" sessions and not training classes.

Target Group:  Faculty, Staff & Managers
Presenter(s):  David Treat
Date:  Monday, April 27, 2009
Time:  1:30 PM - 3:30 PM
Location:  West Library Basement Room 19
Flex Credit:  1.00 hour(s)
To Register:  Call Ext. 3872 or Register Online

Confirmations will be made by phone message or email.

PD282a  Assessment of Student Learning Week: Forms Workshop

Description:
Are you confused about the forms, deadlines, and processes in use for SLOs? If so, come to this workshop, zen out, and get your questions answered! Bring your colleagues and the SLOs you’re working on now for expert help and advice.

Target Group:  Full-Time & Part-Time Faculty
Presenter(s):  Jenny Simon, Lars Kjeseth, Linda Gallucci
Date:  Monday, April 27, 2009
Time:  1:30 PM - 3:00 PM
Location:  Library 102
Flex Credit:  1.50 hour(s)
To Register:  Call Ext. 3872 or Register Online

Confirmations will be made by phone message or email.

PD282b  Assessment of Student Learning Week: Forms Workshop (Repeat)

Description:
Are you confused about the forms, deadlines, and processes in use for SLOs? If so, come to this workshop, zen out, and get your questions answered! Bring
your colleagues and the SLOs you’re working on now for expert help and advice.

**TC224 **Omni OU Educate (Two Parts)

**Description:**
This Omni OU Educate workshop is designed for faculty who wish to establish a web presence on the ECC 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):** Brian Hayden

**Date:** Tuesday, April 28 (Part 1 of 2) and Tuesday, May 5, 2009

**Time:** 1:00 PM - 3:00 PM

**Location:** West Library Basement Room 19

**Flex Credit:** 2.00 hour(s)

**To Register:** Call Ext. 3872 or [Register Online](#)

Confirmations will be made by phone message or email.

**PD283a** Assessment of Student Learning Week: Evaluating Your Assessments

**Description:**
Are you wondering how to tell if the SLO and/or assessment you have written is “good enough”? Come to this workshop to learn about the “Guidelines for Evaluating Assessment Proposals,” under development by the Assessment of Learning Committee. Bring your colleagues and the SLOs you’re currently working on.

**Target Group:** Full-Time & Part-Time Faculty

**Presenter(s):** Jenny Simon, Lars Kjeseth, Linda Gallucci

**Date:** Wednesday, April 29, 2009

**Time:** 2:30 PM - 4:00 PM

**Location:** Library 102

**Flex Credit:** 1.50 hour(s)

**To Register:** Call Ext. 3872 or [Register Online](#)

Confirmations will be made by phone message or email.

**PD283b** Assessment of Student Learning Week: Evaluating Your Assessments (Repeat)

**Description:**
Are you wondering how to tell if the SLO and/or assessment you have written is “good enough”? Come to this workshop to learn about the “Guidelines for Evaluating Assessment Proposals,” under development by the Assessment of Learning Committee. Bring your colleagues and the SLOs you’re currently working on.

**Target Group:** Full-Time & Part-Time Faculty

**Presenter(s):** Jenny Simon, Lars Kjeseth, Linda Gallucci

**Date:** Thursday, April 30, 2009

**Time:** 12:30 PM - 2:00 PM

**Location:** Library 102

**Flex Credit:** 1.50 hour(s)

**To Register:** Call Ext. 3872 or [Register Online](#)

Confirmations will be made by phone message or email.
Assessment of Student Learning Week: Training Workshop for Division SLO Committees

Description:
Are you a continuing member, or have you just been asked to become a member of your division’s or area’s SLO committee? Are you curious about plans and processes in store for the college regarding SLOs and assessments? Come to this half-day workshop to learn about what’s been accomplished, what’s currently in process, and what’s on the horizon for the college’s assessment program. All are welcome, even if you are not currently serving on your area’s SLO committee.

Target Group: Full-Time & Part-Time Faculty
Presenter(s): Jenny Simon, Lars Kjeseth, Linda Gallucci
Date: Friday, May 01, 2009
Time: 8:30 AM - 1:00 PM
Location: Distance Education Classroom
Flex Credit: 4.50 hour(s)
To Register: Call Ext. 3872 or Register Online
Confirmtions will be made by phone message or email.

TC222 Omni OU Campus (Compton Center)

Description:
The OU Campus workshop is a two-hour course designed for staff 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 using the OU Campus program.

Target Group: Call Ext. 3872 or
Presenter(s): Brian Hayden
Date: Friday, May 01, 2009
Time: 9:30 AM - 11:30 AM
Location: C-29 (Computer Training Room) - Compton Center
Flex Credit: 1.50 hour(s)
To Register: Call Ext. 3872 or Register Online
Confirmtions will be made by phone message or email.

TC223 Omni OU Educate (Compton Center) – (Two Parts)

Description:
This Omni OU Educate workshop is designed for faculty who wish to establish a web presence on the Compton 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): Brian Hayden
Date: Friday, May 01 and Friday, May 15, 2009
Time: 1:00 PM - 3:00 PM
Location: C-29 (Computer Training Room) - Compton Center
Flex Credit: 2.00 hour(s)
To Register: Call Ext. 3872 or Register Online
Confirmtions will be made by phone message or email.

TC200c Open Lab - Drop-In Assistance

Description:
These open lab hours are designed to provide individualized and focused assistance with computer applications. Our trainer will assist you with questions or problems on many programs for which training classes have already been offered—Word, Excel, Outlook, Photoshop, Omni, and scanning.

Please note: These are "help" sessions and not training classes.
TC225  Word 2007 Level 1
Description:
The Microsoft Word 2007 training series consists of two levels. The objective of Level 1 is to become familiar with the new look and feel of Word 2007. Training will consist of an in-depth overview of the Ribbon, which includes its navigation and use. Topics that will be covered are creating new documents, saving, converting older documents, using fonts, formatting text, applying styles, inserting pictures, reviewing, and printing. Knowledge of the functions above will allow individuals to create and edit a document with ease. Training activities will allow each participant to create and use each of the features being presented.

Target Group:  Faculty, Staff & Managers
Presenter(s):  David Treat
Date:  Tuesday, May 05, 2009
Time:  9:00 AM - 11:00 AM
Location:  West Library Basement Room 19
Flex Credit:  2.00 hour(s)
To Register:  Call Ext. 3872 or Register Online
Confirmations will be made by phone message or email.

TC226  MyECC Faculty Course Pages
Description:
The Predefined Course Section Template training will introduce faculty to the New MyECC Portal course/section page. The training session is 90 minutes in duration and will focus on the maintaining of a course section page inside the portal. Topics that will be covered are announcements, shared documents, class discussion, site links, surveys (quizzes), assignment drop box, and class information. With this training the faculty member will understand the basic components of the course section page, and there functions for the benefit of the students and themselves.

Target Group:  Full-Time & Part-Time Faculty
Presenter(s):  David Treat
Date:  Wednesday, May 06, 2009
Time:  9:00 AM - 10:30 AM
Location:  West Library Basement Room 19
Flex Credit:  1.50 hour(s)
To Register:  Call Ext. 3872 or Register Online
Confirmations will be made by phone message or email.

TC227  Omni OU Campus
Description:
The OU Campus workshop is a two-hour course designed for staff 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 using the OU Campus program.

Target Group:  Faculty & Staff Maintaining Dept/Div Websites
Presenter(s):  Brian Hayden
Date:  Wednesday, May 06, 2009
Time:  1:00 PM - 3:00 PM
Location:  West Library Basement Room 19
Flex Credit:  2.50 hour(s)
TC228  MyECC Administrator/Areas Pages
Description:
The Area page training will introduce Managers to the New MyECC Portal interface. The training session is 90 minutes in duration and focuses on the features utilized to set up and maintain your area’s Portal page. The Area page itself serves as an alternative utility separate from the college website. The training will instruct individuals on the Create, Edit Page and Site Settings features of the new portal. At the end of the session participants will have a chance to work on their division site.

Target Group: Managers
Presenter(s): David Treat
Date: Thursday, May 07, 2009
Time: 9:00 AM - 10:30 AM
Location: West Library Basement Room 19
Flex Credit: 2.00 hour(s)
To Register: Call Ext. 3872 or Register Online
Confirmations will be made by phone message or email.

TC229  Word 2007 Level 1
Description:
The Microsoft Word 2007 training series consists of two levels. The objective of Level 1 is to become familiar with the new look and feel of Word 2007. Training will consist of an in-depth overview of the Ribbon, which includes its navigation and use. Topics that will be covered are creating new documents, saving, converting older documents, using fonts, formatting text, applying styles, inserting pictures, reviewing, and printing. Knowledge of the functions above will allow individuals to create and edit a document with ease. Training activities will allow each participant to create and use each of the features being presented.

Target Group: Faculty, Staff & Managers
Presenter(s): David Treat
Date: Thursday, May 07, 2009
Time: 1:30 PM - 3:30 PM
Location: West Library Basement Room 19
Flex Credit: 2.00 hour(s)
To Register: Call Ext. 3872 or Register Online
Confirmations will be made by phone message or email.

TC200d  Open Lab - Drop-In Assistance
Description:
These open lab hours are designed to provide individualized and focused assistance with computer applications. Our trainer will assist you with questions or problems on many programs for which training classes have already been offered-Word, Excel, Outlook, Photoshop, Omni, and scanning.

Please note: These are "help" sessions and not training classes.

Target Group: Faculty, Staff & Managers
Presenter(s): David Treat
Date: Monday, May 11, 2009
Time: 1:30 PM - 3:30 PM
Location: West Library Basement Room 19
Flex Credit: 1.00 hour(s)
To Register: Call Ext. 3872 or Register Online
Confirmations will be made by phone message or email.

TC230  Word 2007 Level 2
Description:
The Microsoft Word 2007 Level 2 training will briefly review Level 1. The objective of Level 2 is to become comfortable with the use of Word 2007 and
all its basic features. Training will consist of the following topics: editing
pictures, lists, proofing, page layout, themes, page setup, background, header
& footer, using views, references, and a brief bit on tables. Each of these
topics will build upon the Level 1 training. Training activities for Level 2 will
incorporate each of the new features being presented in Level 2 training as well
as incorporating functions taught in Level 1.

Target Group: Faculty, Staff & Managers
Presenter(s): David Treat
Date: Tuesday, May 12, 2009
Time: 9:00 AM - 11:00 AM
Location: West Library Basement Room 19
Flex Credit: 2.00 hour(s)
To Register: Call Ext. 3872 or Register Online
Confirmations will be made by phone message or email.

TC231  MyECC Administrator/Areas Pages
Description:
The Area page training will introduce Managers to the New MyECC Portal
interface. The training session is 90 minutes in duration and focuses on the
features utilized to set up and maintain your area’s Portal page. The Area page
itself serves as an alternative utility separate from the college website. The
training will instruct individuals on the Create, Edit Page and Site Settings
features of the new portal. At the end of the session participants will have a
chance to work on their division site.

Target Group: Managers
Presenter(s): David Treat
Date: Wednesday, May 13, 2009
Time: 9:00 AM - 10:30 AM
Location: West Library Basement Room 19
Flex Credit: 1.50 hour(s)
To Register: Call Ext. 3872 or Register Online
Confirmations will be made by phone message or email.

TC232  MyECC Faculty Course Pages
Description:
The Predefined Course Section Template training will introduce faculty to the
New MyECC Portal course/section page. The training session is 90 minutes in
duration and will focus on the maintaining of a course section page inside the
portal. Topics that will be covered are announcements, shared documents, class
discussion, site links, surveys (quizzes), assignment drop box, and class
information. With this training the faculty member will understand the basic
components of the course section page, and there functions for the benefit of
the students and themselves.

Target Group: Full-Time & Part-Time Faculty
Presenter(s): David Treat
Date: Wednesday, May 13, 2009
Time: 11:00 AM - 12:30 PM
Location: West Library Basement Room 19
Flex Credit: 1.50 hour(s)
To Register: Call Ext. 3872 or Register Online
Confirmations will be made by phone message or email.

TC233  Word 2007 Level 2
Description:
The Microsoft Word 2007 Level 2 training will briefly review Level 1. The
objective of Level 2 is to become comfortable with the use of Word 2007 and
all its basic features. Training will consist of the following topics: editing
pictures, lists, proofing, page layout, themes, page setup, background, header
& footer, using views, references, and a brief bit on tables. Each of these
topics will build upon the Level 1 training. Training activities for Level 2 will
incorporate each of the new features being presented in Level 2 training as well
as incorporating functions taught in Level 1.

Target Group: Faculty, Staff & Managers
TC200e  Open Lab - Drop-In Assistance

Description:
These open lab hours are designed to provide individualized and focused assistance with computer applications. Our trainer will assist you with questions or problems on many programs for which training classes have already been offered: Word, Excel, Outlook, Photoshop, Omni, and scanning.

Please note: These are "help" sessions and not training classes.

Target Group: Faculty, Staff & Managers

TC234  Excel 2007 Level 1

Description:
The Microsoft Excel 2007 training series consists of two levels. The objective of Level 1 is to become familiar with the new features of Excel 2007. Training will focus on the use of the Ribbon and all its components. Topics that will be covered in Level 1 training are creating new workbooks, headers & footers, modifying rows and columns, working with cells, formulas, using the functions library. Knowledge of the process above will allow individuals to create and edit Excel workbooks or other features in the program. Activities will reinforce the topics being presented in Level 1.

Note: Prior experience with Word 2007 and Excel 2003 will greatly increase the participants' ability to understand and grasp the function of Excel 2007.

Target Group: Faculty, Staff & Managers

TC235  MyECC Administrator/Areas Pages

Description:
The Area page training will introduce Managers to the New MyECC Portal interface. The training session is 90 minutes in duration and focuses on the features utilized to set up and maintain your area’s Portal page. The Area page itself serves as an alternative utility separate from the college website. The training will instruct individuals on the Create, Edit Page and Site Settings features of the new portal. At the end of the session participants will have a chance to work on their division site.

Target Group: Managers
TC236  MyECC Faculty Course Pages

Description:
The Predefined Course Section Template training will introduce faculty to the New MyECC Portal course/section page. The training session is 90 minutes in duration and will focus on the maintaining of a course section page inside the portal. Topics that will be covered are announcements, shared documents, class discussion, site links, surveys (quizzes), assignment drop box, and class information. With this training the faculty member will understand the basic components of the course section page, and there functions for the benefit of the students and themselves.

Target Group: Full-Time & Part-Time Faculty
Presenter(s): David Treat
Date: Tuesday, May 26, 2009
Time: 1:00 PM - 2:30 PM
Location: West Library Basement Room 19
Flex Credit: 1.50 hour(s)
To Register: Call Ext. 3872 or
Confirmations will be made by phone message or email.

TC237  Excel 2007 Level 2

Description:
The Microsoft Excel 2007 Level 2 training will begin with a brief overview of Level 1 topics. The objective of Level 2 is to become familiar with the more advanced features of Excel 2007. Level 2 training will cover the following topics, formatting, understanding formula errors, correcting formula errors, sorting data, inserting charts, table design, and security features. Training activities for Level 2 training will cover both Levels of Excel.
Note: Prior experience with Word 2007 and Excel 2003 will greatly increase the participants’ ability to understand and grasp the function of Excel 2007.

Target Group: Faculty, Staff & Managers
Presenter(s): David Treat
Date: Wednesday, May 27, 2009
Time: 10:00 AM - 12:00 PM
Location: West Library Basement Room 19
Flex Credit: 2.00 hour(s)
To Register: Call Ext. 3872 or
Confirmations will be made by phone message or email.

TC238  Excel 2007 Level 1

Description:
The Microsoft Excel 2007 training series consists of two levels. The objective of Level 1 is to become familiar with the new features of Excel 2007. Training will focus on the use of the Ribbon and all its components. Topics that will be covered in Level 1 training are creating new workbooks, headers & footers, modifying rows and columns, working with cells, formulas, using the functions library. Knowledge of the process above will allow individuals to create and edit Excel workbooks or other features in the program. Activities will reinforce the topics being presented in Level 1.
Note: Prior experience with Word 2007 and Excel 2003 will greatly increase the participants’ ability to understand and grasp the function of Excel 2007.

Target Group: Faculty, Staff & Managers
Presenter(s): David Treat
Date: Thursday, May 28, 2009
Time: 1:30 PM - 3:30 PM
Location: West Library Basement Room 19
Flex Credit: 2.00 hour(s)
To Register: Call Ext. 3872 or
Confirmations will be made by phone message or email.

TC239  Excel 2007 Level 2

Description:
The Microsoft Excel 2007 Level 2 training will begin with a brief overview of Level 1 topics. The objective of Level 2 is to become familiar with the more
advanced features of Excel 2007. Level 2 training will cover the following
topics, formatting, understanding formula errors, correcting formula errors,
sorting data, inserting charts, table design, and security features. Training
activities for Level 2 training will cover both Levels of Excel.
Note: Prior experience with Word 2007 and Excel 2003 will greatly increase the
participants’ ability to understand and grasp the function of Excel 2007.

**Target Group:** Faculty, Staff & Managers

**Presenter(s):** David Treat

**Date:** Thursday, June 04, 2009

**Time:** 1:30 PM - 3:30 PM

**Location:** West Library Basement Room 19

**Flex Credit:** 2.00 hour(s)

**To Register:** Call Ext. 3872 or [Register Online](#)

Confirmations will be made by phone message or email.