Professional Development/Flex Programs

TC240  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, June 23, 2009
Time:  9:00 AM - 10:30 AM
Location:  W. Library Basement 19
Flex Credit:  1.50 hour(s)
To Register:  Call Ext 3872 or Register Online
Confirmations will be made by phone message or email.

TC241  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, June 23, 2009
Time:  1:00 PM - 2:30 PM
Location:  W. Library Basement 19
Flex Credit:  1.50 hour(s)
To Register:  Call Ext 3872 or Register Online
Confirmations will be made by phone message or email.

TC242  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, June 25, 2009
Time:  9:00 AM - 10:30 AM
Location:  W. Library Basement 19
Flex Credit:  1.50 hour(s)
To Register:  Call Ext 3872 or Register Online
Confirmations will be made by phone message or email.

TC243  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, June 25, 2009
Time: 3:00 PM - 4:30 PM
Location: W. Library Basement 19
Flex Credit: 1.50 hour(s)
To Register: Call Ext 3872 or
Register Online
Confirmations will be made by phone message or email.

TC101 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, July 07, 2009
Time: 10:00 AM - 11:30 AM
Location: W. Library Basement 19
Flex Credit: 1.50 hour(s)
To Register: Call Ext 3872 or
Register Online
Confirmations will be made by phone message or email.

TC102 Word 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, July 07, 2009
Time: 1:00 PM - 3:00 PM
Location: W. Library Basement 19
Flex Credit: 2.00 hour(s)
To Register: Call Ext 3872 or
Register Online
Confirmations will be made by phone message or email.

TC103 Omni OU Campus
Description:
The OU Campus workshop is a 2.5-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
TC104  Office 2007: Graphics for Word, Excel and PowerPoint
Description:
Microsoft Office 2007: Graphics for Word, Excel and PowerPoint details the new graphics features available in Word, Excel and PowerPoint. Course topics include working with Pictures, SmartArt, Charts, Shapes, and WordArt. By understanding how to use these features, you will be able to easily incorporate and customize graphics inside of documents created in these programs. This is a 2-hour training session that will demonstrate examples of each of the newly improved graphic features available in Microsoft Office 2007.

Target Group: Faculty, Staff, & Managers
Presenter(s): David Treat
Date: Thursday, July 09, 2009
Time: 1:00 PM - 3:00 PM
Location: W. Library Basement 19
Flex Credit: 2.00 hour(s)
To Register: Call Ext 3872 or Register Online
Confirmations will be made by phone message or email.

TC105  Word 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, July 14, 2009
Time: 1:00 PM - 3:00 PM
Location: W. Library Basement 19
Flex Credit: 2.00 hour(s)
To Register: Call Ext 3872 or Register Online
Confirmations will be made by phone message or email.

TC106  Omni OU Educate (Compton Center)
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: Wednesday, July 15, 2009
Time: 1:00 PM - 4:00 PM
Location: C-29 (Computer Training Room) - Compton Center
Flex Credit: 3.00 hour(s)
To Register: Call Ext 3872 or Register Online
Confirmations will be made by phone message or email.
TC107  Using Mail Merge in Word 2007

Description:
Microsoft Office Word 2007: Mail Merge training covers the process of sending documents to many individuals through the use of the Mail Merge function within Word 2007. Some changes have been made to the Mail Merge process from Word 2003, and these changes will be addressed in this training. Topics that will be covered include envelopes, labels, letters, and email messages. Use of the Mail Merge Recipient List feature will be extensively detailed.
Note: Experience with Word 2007 or the Mail Merge function in previous versions of Word is recommended for this training course.

Target Group: Faculty, Staff, & Managers
Presenter(s): David Treat
Date: Thursday, July 16, 2009
Time: 9:00 AM - 10:00 AM
Location: W. Library Basement 19
Flex Credit: 1.00 hour(s)
To Register: Call Ext 3872 or Register Online
Confirmations will be made by phone message or email.

TC108  Excel 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, July 16, 2009
Time: 1:00 PM - 3:00 PM
Location: W. Library Basement 19
Flex Credit: 2.00 hour(s)
To Register: Call Ext 3872 or Register Online
Confirmations will be made by phone message or email.

TC109  Office 2007: Graphics for Word, Excel and PowerPoint

Description:
Microsoft Office 2007: Graphics for Word, Excel and PowerPoint details the new graphics features available in Word, Excel and PowerPoint. Course topics include working with Pictures, SmartArt, Charts, Shapes, and WordArt. By understanding how to use these features, you will be able to easily incorporate and customize graphics inside of documents created in these programs. This is a 2-hour training session that will demonstrate examples of each of the newly improved graphic features available in Microsoft Office 2007.

Target Group: Faculty, Staff, & Managers
Presenter(s): David Treat
Date: Tuesday, July 21, 2009
Time: 9:00 AM - 11:00 AM
Location: W. Library Basement 19
Flex Credit: 2.00 hour(s)
To Register: Call Ext 3872 or Register Online
Confirmations will be made by phone message or email.

TC110  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, July 21, 2009
Time: 1:00 PM - 2:30 PM
Location: W. Library Basement 19
Flex Credit: 1.50 hour(s)
To Register: Call Ext 3872 or
Open Online
Confirmations will be made by phone message or email.

TC111 Omni OU Educate
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: Wednesday, July 22, 2009
Time: 1:00 PM - 4:00 PM
Location: W. Library Basement 19
Flex Credit: 3.00 hour(s)
To Register: Call Ext 3872 or
Open Online
Confirmations will be made by phone message or email.

TC112 Excel 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, July 23, 2009
Time: 1:00 PM - 3:00 PM
Location: W. Library Basement 19
Flex Credit: 2.00 hour(s)
To Register: Call Ext 3872 or
Open Online
Confirmations will be made by phone message or email.

TC113 Word 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
TC114  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, August 04, 2009
Time:  2:00 PM - 3:30 PM
Location:  W. Library Basement 19
Flex Credit:  1.50 hour(s)
To Register:  Call Ext 3872 or Register Online
Confirmations will be made by phone message or email.

TC115  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, August 06, 2009
Time:  9:00 AM - 10:30 AM
Location:  W. Library Basement 19
Flex Credit:  1.50 hour(s)
To Register:  Call Ext 3872 or Register Online
Confirmations will be made by phone message or email.

TC116  Excel 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, August 06, 2009
Time:  1:00 PM - 3:00 PM
Location:  W. Library Basement 19
Flex Credit:  2.00 hour(s)
To Register:  Call Ext 3872 or Register Online
Confirmations will be made by phone message or email.
TC118  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, August 11, 2009
Time: 1:00 AM - 2:30 PM
Location: W. Library Basement 19
Flex Credit: 1.50 hour(s)
To Register: Call Ext 3872 or Register Online
Confirms will be made by phone message or email.

TC117  Word 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, August 11, 2009
Time: 9:00 AM - 11:00 AM
Location: W. Library Basement 19
Flex Credit: 2.00 hour(s)
To Register: Call Ext 3872 or Register Online
Confirms will be made by phone message or email.

TC119  Using Mail Merge in Word 2007
Description:
Microsoft Office Word 2007: Mail Merge training covers the process of sending documents to many individuals through the use of the Mail Merge function within Word 2007. Some changes have been made to the Mail Merge process from Word 2003, and these changes will be addressed in this training. Topics that will be covered include envelopes, labels, letters, and email messages. Use of the Mail Merge Recipient List feature will be extensively detailed.
Note: Experience with Word 2007 or the Mail Merge function in previous versions of Word is recommended for this training course.

Target Group: Faculty, Staff, & Managers
Presenter(s): David Treat
Date: Thursday, August 13, 2009
Time: 10:00 AM - 11:00 AM
Location: W. Library Basement 19
Flex Credit: 1.00 hour(s)
To Register: Call Ext 3872 or Register Online
Confirms will be made by phone message or email.

TC120  Excel 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, August 13, 2009
Time: 1:00 PM - 3:00 PM
Location: W. Library Basement 19
Flex Credit: 2.00 hour(s)
To Register: Call Ext 3872 or Register Online

Confirmations will be made by phone message or email.