

Professional Development/Flex Programs

TC100a 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: Tuesday, September 08, 2009

Time: 9:00 AM - 11:00 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.

TC125 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: Tuesday, September 08, 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.

TC126 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: Wednesday, September 09, 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.

TC127 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, September 09, 2009

Time: 2:30 PM - 4:00 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.

TC128 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, September 10, 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.

TC129 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, September 10, 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.

TC100b 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, September 14, 2009
Time: 9:00 AM - 11:00 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.

TC130 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 their functions for the benefit of the students and themselves.

Target Group: Full-Time & Part-Time Faculty
Presenter(s): David Treat
Date: Monday, September 14, 2009
Time: 1:30 PM - 3:00 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.

TC131 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 a previous version of Word is recommended for this training course.

Target Group: Faculty, Staff, & Managers
Presenter(s): David Treat
Date: Tuesday, September 15, 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.

TC132 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: Tuesday, September 15, 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.

TC133 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, September 16, 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.

TC134 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: Wednesday, September 16, 2009

Time: 2:00 PM - 4:00 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.

TC135 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: Thursday, September 17, 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.

TC136 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 their functions for the benefit of

the students and themselves.

Target Group: Faculty, Staff, & Managers

Presenter(s): David Treat

Date: Thursday, September 17, 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.

TC138 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 their functions for the benefit of the students and themselves.

Target Group: Full-Time & Part-Time Faculty

Presenter(s): David Treat

Date: Monday, September 21, 2009

Time: 2:30 PM - 4:00 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.

TC137 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, September 22, 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.

TC154 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: Full-Time & Part-Time Faculty

Presenter(s): Brian Hayden

Date: Tuesday, September 22, 2009

Time: 1:00 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.

TC139 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: Wednesday, September 23, 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.

TC140 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: Wednesday, September 23, 2009

Time: 2:00 PM - 4:00 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.

TC100c 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: Thursday, September 24, 2009

Time: 9:00 AM - 11:00 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.

TC141 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 Compton Center Faculty
Presenter(s): David Treat
Date: Thursday, September 24, 2009
Time: 1:00 PM - 2:30 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.

TC142 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 Compton Center Faculty
Presenter(s): David Treat
Date: Thursday, September 24, 2009
Time: 2:30 PM - 4:00 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.

TC100d 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, September 28, 2009
Time: 1:30 PM - 3:30 PM
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.

TC143 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, September 29, 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.

TC144 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, September 29, 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.

TC145 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: Wednesday, September 30, 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.

TC146 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, September 30, 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
[Register Online](#)
Confirmations will be made by phone message or email.

TC147 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, October 01, 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.

TC148 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 a previous version of Word is recommended for this training course.

Target Group: Faculty, Staff, & Managers

Presenter(s): David Treat

Date: Thursday, October 01, 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.

TC100e 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, October 05, 2009

Time: 9:00 AM - 11:00 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.

TC149 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: Monday, October 05, 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.

TC150 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, October 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.

TC151 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: Wednesday, October 07, 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.

TC152 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: Faculty, Staff, & Managers

Presenter(s): David Treat

Date: Wednesday, October 07, 2009

Time: 2:30 PM - 4:00 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.

TC153 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, October 08, 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.

TC154 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, October 08, 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.