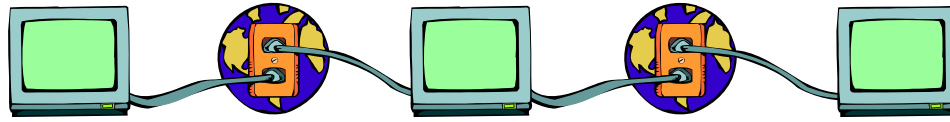


# Technology Training Schedule Fall 2009



## Welcome to the Fall Session

### Highlights for September-October 2009

#### MyECC Faculty Course Pages

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, faculty will understand the basic components of the course section page and their functions for the benefit of the students and themselves. [Register online](#)

See table below for dates, times, and locations

#### Office 2007: Graphics for Word, Excel and PowerPoint

Have you ever wanted to improve the look and feel of your documents without having to purchase expensive and hard-to-use programs like Photoshop or Illustrator? The solution to this is the easy-to-use Microsoft Office 2007. With substantial improvements to graphics (including Pictures, SmartArt, Charts, Shapes and WordArt), Word, Excel and PowerPoint have heightened their level of graphics-based options. These improvements provide basic photo and graphic editing features to make your documents stand out from others. As a bonus, these add-ons are easy to use and highly customizable. If you're looking to enhance your documents' overall presentation by improving your graphic abilities within Word, Excel and PowerPoint, register now for *Office 2007: Graphics for Word, Excel and PowerPoint*. [Register online](#)

Wednesday, Sept 9	9:00 - 11:00 am
Wednesday, Sept 23	9:00 - 11:00 am
Tuesday, Oct 6	1:00 - 3:00 pm

#### Using Mail Merge in Word 2007

Have you ever wanted to improve your efficiency in producing envelopes, labels, letters and email messages? The *Microsoft Office Word 2007: Mail Merge* training course can help. By understanding the various features of the mailing options available in Word 2007, creating envelopes, labels, letters, and email messages will be much easier and faster.

**Prerequisite:** Experience with Word 2007 or Office 2007 is recommended. Experience with a previous version of the Mail Merge function is recommended for this training course.

[Register online](#)

Tuesday, Sept 15	9:00 - 10:30 am
Thursday, Oct 1	2:00 - 3:30 pm

**Also:**

- Word Levels 1 & 2; Excel Levels 1 & 2
- Omni OU Educate; Omni OU Campus; MyECC Administrator/Areas Pages

**Check the Staff Development Website for descriptions**

<http://www.elcamino.edu/administration/staffdev/programs.asp>

## June – August, 2009 Technology Classes

### September 2009

TC100a	Open Lab - Drop-In Assistance	W. Library Basement 19	Tue 9/8/09	9:00 - 11:00 am
TC125	Excel 2007 Level 1	W. Library Basement 19	Tue 9/8/09	1:00 - 3:00 pm
TC126	Office 2007: Graphics for Word, Excel and PowerPoint	W. Library Basement 19	Wed 9/9/09	9:00 - 11:00 am
TC127	MyECC Faculty Course Pages	W. Library Basement 19	Wed 9/9/09	2:30 - 4:00 pm
TC128	Word 2007 Level 1	W. Library Basement 19	Thu 9/10/09	9:00 - 11:00 am
TC129	MyECC Faculty Course Pages	W. Library Basement 19	Thu 9/10/09	2:00 - 3:30 pm
TC100b	Open Lab - Drop-In Assistance	W. Library Basement 19	Mon 9/14/09	9:00 - 11:00 am
TC130	MyECC Faculty Course Pages	W. Library Basement 19	Mon 9/14/09	1:30 - 3:00 pm
TC131	Using Mail Merge in Word 2007	W. Library Basement 19	Tue 9/15/09	9:00 - 10:30 am
TC132	Excel 2007 Level 2	W. Library Basement 19	Tue 9/15/09	1:00 - 3:00 pm
TC133	MyECC Administrator / Areas Pages	W. Library Basement 19	Wed 9/16/09	9:00 - 10:30 am
TC134	Word 2007 Level 1	W. Library Basement 19	Wed 9/16/09	2:00 - 4:00 pm
TC135	Word 2007 Level 2	W. Library Basement 19	Thu 9/17/09	9:00 - 11:00 am
TC136	MyECC Faculty Course Pages	W. Library Basement 19	Thu 9/17/09	2:00 - 3:30 pm
TC138	MyECC Faculty Course Pages	W. Library Basement 19	Mon 9/21/09	2:30 - 4:00 pm
TC137	Word 2007 Level 1	W. Library Basement 19	Tue 9/22/09	9:00 - 11:00 am
TC155	Omni OU Campus	W. Library Basement 19	Tue 9/22/09	1:00 - 3:30 pm
TC139	Office 2007: Graphics for Word, Excel and PowerPoint	W. Library Basement 19	Wed 9/23/09	9:00 - 11:00 am
TC140	Word 2007 Level 2	W. Library Basement 19	Wed 9/23/09	2:00 - 4:00 pm
TC100c	Open Lab - Drop-In Assistance	W. Library Basement 19	Thu 9/24/09	9:00 - 11:00 am
TC141	MyECC Faculty Course Pages (Compton Center)	C-29 (Computer Training Room) - Compton Center	Thu 9/24/09	1:00 - 2:30 pm
TC142	MyECC Faculty Course Pages (Compton Center)	C-29 (Computer Training Room) - Compton Center	Thu 9/24/09	2:30 - 4:00 pm
TC100d	Open Lab - Drop-In Assistance	W. Library Basement 19	Mon 9/28/09	1:30 - 3:30 pm
TC143	Word 2007 Level 2	W. Library Basement 19	Tue 9/29/09	9:00 - 11:00 am
TC144	MyECC Administrator / Areas Pages	W. Library Basement 19	Tue 9/29/09	1:00 - 2:30 pm
TC145	Word 2007 Level 1	W. Library Basement 19	Wed 9/30/09	9:00 - 11:00 am
TC146	Omni OU Educate	W. Library Basement 19	Wed 9/30/09	1:00 - 4:00 pm

### October 2009

TC147	Excel 2007 Level 1	W. Library Basement 19	Thu 10/1/09	9:00 - 11:00 am
TC148	Using Mail Merge in Word 2007	W. Library Basement 19	Thu 10/1/09	2:00 - 3:30 pm
TC100e	Open Lab - Drop-In Assistance	W. Library Basement 19	Mon 10/5/09	9:00 - 11:00 am
TC149	MyECC Faculty Course Pages	W. Library Basement 19	Mon 10/5/09	2:00 - 3:30 pm
TC150	Office 2007: Graphics for Word, Excel and PowerPoint	W. Library Basement 19	Tue 10/6/09	1:00 - 3:00 pm
TC151	Word 2007 Level 2	W. Library Basement 19	Wed 10/7/09	9:00 - 11:00 am
TC152	MyECC Faculty Course Pages	W. Library Basement 19	Wed 10/7/09	2:30 - 4:00 pm
TC153	Excel 2007 Level 2	W. Library Basement 19	Thu 10/8/09	9:00 - 11:00 am
TC154	MyECC Administrator / Areas Pages	W. Library Basement 19	Thu 10/8/09	2:00 - 3:30 pm

You may register for classes [Online](http://www.elcamino.edu/administration/staffdev/registration.asp) at <http://www.elcamino.edu/administration/staffdev/registration.asp> or by phone at Ext 3872. **Remember to identify the program title, date and time.**