

Fall Technology Training Schedule

TC101 Class Team Site Basics

Description:

Learn how to set up, edit and use your "Class Team Site" on the MyECC portal for every class. Faculty can post course syllabi, course materials including Word documents, Power Points, podcasts, etc. for students to access through the MyECC portal. This is a secure site for your students only. Faculty will also learn to post announcements, events and add website resources for classroom use. Shared documents can be saved from semester to semester!

Target Group: Full-Time & Part-Time Faculty

Presenter(s): Francine Vasilomanolakis

Date: Wednesday, September 08, 2010

Time: 1:00 PM - 2:30 PM

Location: W. 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.

TC102 MyECC Gradebook

Description:

New! Learn how to set-up your ECC online Gradebook for each course section. Supports calculation methods such as points, assignment weighting, category weighting. Allow students to view their individual grades (including instructor comments) via MyECC portal. Create grade book settings once and then copy the setup to other class sections from semester to semester. Learn how to submit your final grades through the Gradebook.

Target Group: Full-Time & Part-Time Faculty

Presenter(s): Francine Vasilomanolakis

Date: Wednesday, September 08, 2010

Time: 2:30 PM - 4:30 PM

Location: W. 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.

TC103 OU Educate for Faculty Web Pages

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: Thursday, September 09, 2010

Time: 1:00 PM - 4:00 PM

Location: W. Library Basement, Room 19

Flex Credit: 3.00 hour(s)

To Register: Call Ext. 3872 or

[Register Online](#)

Confirmations will be made by phone message or email.

TC100 Open Lab

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-Office 2007, Word, Excel, PowerPoint, Outlook. Please note: These are "help" sessions and not training classes.

Target Group: Faculty, Staff & Managers

Presenter(s): Francine Vasilomanolakis

Date: Mondays, Sept 13, 20, 27; Oct 4, 11, 18, 25; Nov 1, 8, 15, 22; Dec 6, 2010

Time: 1:30 PM - 3:30 PM

Location: W. 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.

TC104 Windows 7 - Overview - One Hour Workshop

Description:

New! What's new in Windows 7? Learn the new features in Windows 07 such as: working with gadgets, using jump lists, how to organize files and folders, personalizing your desktop, using the start menu and taskbar.

Target Group: Faculty, Staff & Managers

Presenter(s): Francine Vasilomanolakis

Date: Wednesday, September 15, 2010

Time: 1:00 PM - 2:00 PM

Location: W. 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.

TC105 Office 2007 - Overview - One Hour Workshop

Description:

The Office 2007 suite has a new look and feel to the layout menu and toolbars. WHERE DID EVERYTHING GO? This class will orient you to the new items, terminology used and where to locate necessary items. Learn the common features that all Office 2007 programs share. This workshop will help you to transfer your knowledge to all Office 2007 programs!

Target Group: Faculty, Staff & Managers

Presenter(s): Francine Vasilomanolakis

Date: Wednesday, September 15, 2010

Time: 2:00 PM - 3:00 PM

Location: W. 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.

TC106 **OU Campus for Division/Department Web Pages**

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 & Managers

Presenter(s): Brian Hayden

Date: Thursday, September 16, 2010

Time: 1:00 PM - 3:30 PM

Location: W. Library Basement, Room 19

Flex Credit: 2.50 hour(s)

To Register: Call Ext. 3872 or

[Register Online](#)

Confirmations will be made by phone message or email.

TC107 **Class Team Site Basics**

Description:

Learn how to set up, edit and use your "Class Team Site" on the MyECC portal for every class. Faculty can post course syllabi, course materials including Word documents, Power Points, podcasts, etc. for students to access through the MyECC portal. This is a secure site for your students only. Faculty will also learn to post announcements, events and add website resources for classroom use. Shared documents can be saved from semester to semester!

Target Group: Full-Time & Part-Time Faculty

Presenter(s): Francine Vasilomanolakis

Date: Friday, September 17, 2010

Time: 10:00 AM - 11:30 AM

Location: W. 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.

TC108 **MyECC Gradebook**

Description:

New! Learn how to set-up your ECC online Gradebook for each course section. Supports calculation methods such as points, assignment weighting, category weighting. Allow students to view their individual grades (including instructor comments) via MyECC portal. Create grade book settings once and then copy the setup to other class sections from semester to semester. Learn how to submit your final grades through the Gradebook.

Target Group: Full-Time & Part-Time Faculty

Presenter(s): Francine Vasilomanolakis

Date: Friday, September 17, 2010

Time: 12:30 PM - 2:30 PM

Location: W. 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.

TC109 Outlook 2007 for Faculty

Description:

Outlook is an integrated email, calendaring, tasks and contacts program used by all El Camino faculty and staff employees. This hands-on class covers how to use all the Microsoft Outlook 2007 features such as; Email, attachments, calendar, contacts and tasks. Workshop will also focus on using Microsoft Outlook Web Access through the MyECC Portal.

Target Group: Full-Time & Part-Time Faculty

Presenter(s): Francine Vasilomanolakis

Date: Tuesday, September 21, 2010

Time: 9:00 AM - 11:00 AM

Location: W. 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.

TC110 Word 2007 - Basic

Description:

WHERE IS EVERYTHING IN WORD 2007? Your questions will be answered in this overview of Word 2007 workshop. This training will familiarize participants with the new look and feel of Word 2007, with an in-depth overview of the Ribbon, its navigation and use. Topics will include: Creating and editing documents, saving in various formats, converting older documents, using fonts, formatting text, reviewing, printing and how to get help in Word 2007. At the end of this workshop, participants will be able to create, edit and save documents with ease as well as know how to find helpful resources at their fingertips!

Target Group: Faculty, Staff & Managers

Presenter(s): Francine Vasilomanolakis

Date: Tuesday, September 21, 2010

Time: 1:00 PM - 3:00 PM

Location: W. 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.

TC111 Word 2007 - Intermediate

Description:

IT'S THE NEXT STEP! This training will go beyond basic Word 2007. Topics will include: Creating a page layout, how to use styles, using quick parts, applying themes, inserting hyperlinks and bookmarks, customizing bullets, using the building block organizer, create tables, use the find & replace feature and tips and tricks when using Word 07!

Target Group: Faculty, Staff & Managers

Presenter(s): Francine Vasilomanolakis

Date: Wednesday, September 22, 2010

Time: 1:00 PM - 3:00 PM

Location: W. 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.

TC112 MyECC Gradebook

Description:

New! Learn how to set-up your ECC online Gradebook for each course section. Supports calculation methods such as points, assignment weighting, category weighting. Allow students to view their individual grades (including instructor comments) via MyECC portal. Create grade book settings once and then copy the setup to other class sections from semester to semester. Learn how to submit your final grades through the Gradebook.

Target Group: Full-Time & Part-Time Faculty

Presenter(s): Francine Vasilomanolakis

Date: Thursday, September 23, 2010

Time: 1:00 PM - 3:00 PM

Location: W. 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.

TC113 Class Team Sites Basics

Description:

Learn how to set up, edit and use your "Class Team Site" on the MyECC portal for every class. Faculty can post course syllabi, course materials including Word documents, Power Points, podcasts, etc. for students to access through the MyECC portal. This is a secure site for your students only. Faculty will also learn to post announcements, events and add website resources for classroom use. Shared documents can be saved from semester to semester!

Target Group: Full-Time & Part-Time Faculty

Presenter(s): Francine Vasilomanolakis

Date: Thursday, September 23, 2010

Time: 3:00 PM - 4:30 PM

Location: W. 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.

TC114 Word 2007 - Basic (Compton Center)

Description:

WHERE IS EVERYTHING IN WORD 2007? Your questions will be answered in this overview of Word 2007 workshop. This training will familiarize participants with the new look and feel of Word 2007, with an in-depth overview of the Ribbon, its navigation and use. Topics will include: Creating and editing documents, saving in various formats, converting older documents, using fonts, formatting text, reviewing, printing and how to get help in Word 2007. At the end of this workshop, participants will be able to create, edit and save documents with ease as well as know how to find helpful resources at their fingertips!

Target Group: Faculty, Staff & Managers

Presenter(s): Francine Vasilomanolakis

Date: Wednesday, September 29, 2010

Time: 12:30 PM - 2:30 PM

Location: C-29 (Computer Training Room) - Compton Center

Flex Credit: 2.00 hour(s)

To Register: Call Ext. 3872 or

[Register Online](#)

Confirmations will be made by phone message or email.

TC115 MyECC Gradebook (Compton Center)

Description:

New! Learn how to set-up your ECC online Gradebook for each course section. Supports calculation methods such as points, assignment weighting, category weighting. Allow students to view their individual grades (including instructor comments) via MyECC portal. Create grade book settings once and then copy the setup to other class sections from semester to semester. Learn how to submit your final grades through the Gradebook.

Target Group: Full-Time & Part-Time Faculty

Presenter(s): Francine Vasilomanolakis

Date: Wednesday, September 29, 2010

Time: 2:30 PM - 4:30 PM

Location: C-29 (Computer Training Room) - Compton Center

Flex Credit: 2.00 hour(s)

To Register: Call Ext. 3872 or

[Register Online](#)

Confirmations will be made by phone message or email.

TC116 Word 2007 - Intermediate (Compton Center)

Description:

IT'S THE NEXT STEP! This training will go beyond basic Word 2007. Topics will include: Creating a page layout, how to use styles, using quick parts, applying themes, inserting hyperlinks and bookmarks, customizing bullets, using the building block organizer, create tables, use the find & replace feature and tips and tricks when using Word 07!

Target Group: Faculty, Staff & Managers

Presenter(s): Francine Vasilomanolakis

Date: Thursday, September 30, 2010

Time: 12:30 PM - 2:30 PM

Location: C-29 (Computer Training Room) - Compton Center

Flex Credit: 2.00 hour(s)

To Register: Call Ext. 3872 or

[Register Online](#)

Confirmations will be made by phone message or email.

TC117 Class Team Sites Basic (Compton Center)

Description:

Learn how to set up, edit and use your "Class Team Site" on the MyECC portal for every class. Faculty can post course syllabi, course materials including Word documents, Power Points, podcasts, etc. for students to access through the MyECC portal. This is a secure site for your students only. Faculty will also learn to post announcements, events and add website resources for classroom use. Shared documents can be saved from semester to semester!

Target Group: Full-Time & Part-Time Faculty

Presenter(s): Francine Vasilomanolakis

Date: Thursday, September 30, 2010

Time: 2:30 PM - 4:30 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.

TC118 Introduction to ETUDES (Four Parts)

Description:

Skill level required: Must be knowledgeable and proficient in: the Internet, campus email system, submits grades online and standard word processing application.

NOTE: Faculty who are considering using ETUDES, the campus supported course management system, to teach online, must complete the Introduction to ETUDES course in order to become certified, prior to taking How to Teach Online course.

This is the third in a series of three comprehensive hands-on trainings with ETUDES, the Course Management System used by ECC for distance education courses. This three-part course is designed for faculty who are interested in teaching online. Topics will include: Orientation to ETUDES; How to create rich modules; Upload resources and media; How to use communication tools for collaboration and communication; How to use the discussion tool, chat, email, and private messaging; How to use the Assignments, Tests and Surveys tool; How to create assignments, tests, quizzes and surveys that automatically uploads to the grade book; How to use the grade book; Learn how to view your class rosters, post your syllabus, create a course with "personality," add guests to your course and much more.

All three parts of this course must be completed satisfactorily in order to be certified to use the ETUDES Course Management System.

During this 3 part course, online work will also be required.

The three classes will be held on ECC campus on:

Friday, October 1, 2010 1:00 PM-4:00 PM

Friday, October 8, 2010 1:00 PM-4:00 PM

Friday, October 15, 2010 1:00 PM-4:00 PM

Friday, October 22, 2010 9:00 PM-4:00 PM

Target Group: Full-Time & Part-Time Faculty

Presenter(s): Francine Vasilomanolakis

Date: Fridays, October 01, 8, 15, and 22, 2010

Time: 1:00 PM - 4:00 PM

Location: W. Library Basement, Room 19

Flex Credit: 3.00 hour(s)

To Register: Call Ext. 3872 or

[Register Online](#)

Confirmations will be made by phone message or email.

TC119 Excel 2007 - Basic

Description:

Come and examine spreadsheet basics, such as entering and editing data, creating formulas, using AutoFill and other automatic functions, moving and copying data, formatting worksheet appearance, creating exciting charts from your statistical data, and printing worksheets and charts.

Target Group: Faculty, Staff & Managers

Presenter(s): Francine Vasilomanolakis

Date: Tuesday, October 05, 2010

Time: 9:00 AM - 11:00 AM

Location: W. 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.

TC120 Windows 7 - Overview – One Hour Workshop

Description:

New! What's new in Windows 7? Learn the new features in Windows 7 such as: working with gadgets, using jump lists, how to organize files and folders, personalizing your desktop, using the start menu and taskbar.

Target Group: Faculty, Staff & Managers

Presenter(s): Francine Vasilomanolakis

Date: Wednesday, October 06, 2010

Time: 9:00 AM - 10:00 AM

Location: W. 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.

TC121 Office 2007 – Overview – One Hour Workshop

Description:

The Office 2007 suite has a new look and feel to the layout menu and toolbars. WHERE DID EVERYTHING GO? This class will orient you to the new items, terminology used and where to locate necessary items. Learn the common features that all Office 2007 programs share. This workshop will help you to transfer your knowledge to all Office 2007 programs!

Target Group: Faculty, Staff & Managers

Presenter(s): Francine Vasilomanolakis

Date: Wednesday, October 06, 2010

Time: 10:00 AM - 11:00 AM

Location: W. 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.

TC122 PowerPoint 2007 – Basic

Description:

Learn how to use this powerful program to transform your "chalk and talk" lectures into a dynamic digital multimedia presentation. Learn to import graphics and text into a slide show that can be played back to your students via a laptop computer and an overhead LCD projector.

Target Group: Faculty, Staff & Managers

Presenter(s): Francine Vasilomanolakis

Date: Thursday, October 07, 2010

Time: 1:00 PM - 3:00 PM

Location: W. 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.

TC123 Class Team Site Basics

Description:

Learn how to set up, edit and use your "Class Team Site" on the MyECC portal for every class. Faculty can post course syllabi, course materials including Word documents, Power Points, podcasts, etc. for students to access through the MyECC portal. This is a secure site for your students only. Faculty will also learn to post announcements, events and add website resources for classroom use. Shared documents can be saved from semester to semester!

Target Group: Full-Time & Part-Time Faculty

Presenter(s): Francine Vasilomanolakis

Date: Thursday, October 07, 2010

Time: 3:00 PM - 4:30 PM

Location: W. 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.

TC124 Excel 2007 - Intermediate

Description:

IT'S THE NEXT STEP! This training will go beyond basic Excel 2007. This class will review Excel basics and further explore spreadsheet formatting and navigation. Create Excel templates for often-used spreadsheets and simple charts using Chart Wizard. Learn to use the workbook protection feature to keep your formulas safe by opening only specific cells for data entry. Use Comments as reminders or to communicate with others using the spreadsheet, moving and copying worksheets, creating Pivot Tables, and creating and using macros.

Target Group: Faculty, Staff & Managers

Presenter(s): Francine Vasilomanolakis

Date: Tuesday, October 12, 2010

Time: 9:00 AM - 11:00 AM

Location: W. 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.

TC125 Word 2007 - Mail Merge - One Hour Workshop

Description:

New! Understand how mail merge works so that you can get the results you want! Set up a document for mass mailing. Use the Mail Merge Wizard to perform a basic mail merge. Create envelopes and labels. Learn how to use the "Mailings" tab in Word 2007.

Target Group: Faculty, Staff & Managers

Presenter(s): Francine Vasilomanolakis

Date: Thursday, October 14, 2010

Time: 9:00 AM - 10:00 AM

Location: W. 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.

TC126 PowerPoint 2007 - Intermediate

Description:

This class will teach you how to customize your presentation by using Themes, Layouts and Masters. Learn how to apply a theme, customize themes, modify slide layouts, add a logo or background to a master slide. Create interesting slide transitions, animate text and graphics, and prepare presentations for internet or speaking engagements.

Target Group: Faculty, Staff & Managers

Presenter(s): Francine Vasilomanolakis

Date: Thursday, October 14, 2010

Time: 1:00 PM - 3:00 PM

Location: W. 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.

TC127 MyECC Gradebook

Description:

New! Learn how to set-up your ECC online Gradebook for each course section. Supports calculation methods such as points, assignment weighting, category weighting. Allow students to view their individual grades (including instructor comments) via MyECC portal. Create grade book settings once and then copy the setup to other class sections from semester to semester. Learn how to submit your final grades through the Gradebook.

Target Group: Full-Time & Part-Time Faculty

Presenter(s): Francine Vasilomanolakis

Date: Friday, October 15, 2010

Time: 10:00 AM - 12:00 PM

Location: W. 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.

TC128 Outlook 2007 for Staff

Description:

Outlook is an integrated email, calendaring, tasks and contacts program used by all El Camino faculty and staff employees. This hands-on class covers how to use all the Microsoft Outlook 2007 features such as; Email, attachments, calendar, contacts and tasks. Workshop will also focus on using Microsoft Outlook Web Access through the MyECC Portal.

Target Group: Staff & Managers

Presenter(s): Francine Vasilomanolakis

Date: Tuesday, October 19, 2010

Time: 9:00 AM - 11:00 AM

Location: W. 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.

TC129 Word 2007 - Basic

Description:

WHERE IS EVERYTHING IN WORD 2007? Your questions will be answered in this overview of Word 2007 workshop. This training will familiarize participants with the new look and feel of Word 2007, with an in-depth overview of the Ribbon, its navigation and use. Topics will include: Creating and editing documents, saving in various formats, converting older documents, using fonts, formatting text, reviewing, printing and how to get help in Word 2007. At the end of this workshop, participants will be able to create, edit and save documents with ease as well as know how to find helpful resources at their fingertips!

Target Group: Faculty, Staff & Managers

Presenter(s): Francine Vasilomanolakis

Date: Tuesday, October 19, 2010

Time: 1:00 PM - 3:00 PM

Location: W. 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.

TC130 Word 2007 – Proofing, Tracking & References

Description:

Learn how to use the “Review” and “References” tabs in Word 07. Learn how to track a document from start to finish. How to protect your document, include comments to a reviewer, and accept or reject changes. Learn how to guide your students to write better papers using Word.

Target Group: Faculty, Staff & Managers

Presenter(s): Francine Vasilomanolakis

Date: Wednesday, October 20, 2010

Time: 12:30 PM - 2:30 PM

Location: W. 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.

TC131 Outlook 2007 for Faculty

Description:

Outlook is an integrated email, calendaring, tasks and contacts program used by all El Camino faculty and staff employees. This hands-on class covers how to use all the Microsoft Outlook 2007 features such as; Email, attachments, calendar, contacts and tasks. Workshop will also focus on using Microsoft Outlook Web Access through the MyECC Portal.

Target Group: Full-Time & Part-Time Faculty

Presenter(s): Francine Vasilomanolakis

Date: Wednesday, October 20, 2010

Time: 2:30 PM - 4:30 PM

Location: W. 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.

TC132 Word 2007 - Intermediate

Description:

IT'S THE NEXT STEP! This training will go beyond basic Word 2007. Topics will include: Creating a page layout, how to use styles, using quick parts, applying themes, inserting hyperlinks and bookmarks, customizing bullets, using the building block organizer, create tables, use the find & replace feature and tips and tricks when using Word 07!

Target Group: Faculty, Staff & Managers

Presenter(s): Francine Vasilomanolakis

Date: Thursday, October 28, 2010

Time: 9:00 AM - 11:00 AM

Location: W. 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.

TC133 Word 2007 - Tables - One Hour Workshop

Description:

EVERYTHING YOU WANTED TO KNOW ABOUT TABLES BUT WERE AFRAID TO ASK! Do you shy away from using tables in your document...then this workshop is for you! Tables provide an excellent way to lay out and organize almost any kind of information. There are many ways to create tables and this workshop will explore all options. Learn how to create tables and utilize the "Tables" section in the Word 2007 Ribbon.

Target Group: Faculty, Staff & Managers

Presenter(s): Francine Vasilomanolakis

Date: Thursday, October 28, 2010

Time: 1:00 PM - 2:00 PM

Location: W. 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.

TC134 PowerPoint 2007 - Inserting Sounds

Description:

PowerPoint 07 is an effective presentation tool that encourages your audience to participate in an auditory mode. This hands-on workshop deals with adding YouTube videos into your presentation. Explore websites where free sounds and music are available, how to insert sounds, music or narrate your presentation, in addition to, saving in the correct format and successfully presenting your presentation.

Target Group: Faculty, Staff & Managers

Presenter(s): Francine Vasilomanolakis

Date: Friday, October 29, 2010

Time: 10:00 AM - 12:00 PM

Location: W. 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.

TC135 Clickers with TurningPoint

Description:

New! TurningPoint is a powerful, fully interactive group response system. By the use of clickers, it enables two-way communication between a speaker and a large group by allowing audience feedback. This workshop provides faculty with the ability to collect, evaluate, and record responses (via clickers), evaluate, and record responses from everyone in the audience, transforming a lecture into a more effective learning environment.

Target Group: Full-Time & Part-Time Faculty

Presenter(s): Francine Vasilomanolakis

Date: Friday, October 29, 2010

Time: 1:00 PM - 3:00 PM

Location: W. 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.

TC136 Access 2007 - Basic

Description:

This workshop will cover the fundamentals of Access 2007. Learn the basics of database functions and capabilities, and the tools necessary to begin your own exploration with Access 2007. Topics covered include: Creating tables, entering and editing data in tables, sorting and filtering data, creating and using forms, creating queries, and creating reports.

Target Group: Faculty, Staff & Managers

Presenter(s): Francine Vasilomanolakis

Date: Wednesday, November 03, 2010

Time: 9:00 AM - 12:00 PM

Location: W. Library Basement, Room 19

Flex Credit: 3.00 hour(s)

To Register: Call Ext. 3872 or

[Register Online](#)

Confirmations will be made by phone message or email.

TC137 How to Teach Online: Building Your Course Content (3 Parts)

Description:

Skill level required: Must be knowledgeable and proficient in: the Internet, campus email system, submitting grades online, and standard word processing applications.

NOTE: Faculty must be certified in ETUDES, the campus supported course management system, or equivalent course management system prior to taking How to Teach Online course. In order to teach in Distance Education at ECC or Compton Center, faculty are required to successfully complete the How to Teach Online course. As part of course delivery, ETUDES will be used.

This is a series of three comprehensive hands-on trainings using ETUDES, the Course Management System. This three-week hybrid course will be delivered using both face-to-face meetings and online instruction (Attendance at all 3 face-to-face meetings are required – see dates below). The course is designed for faculty who are interested in preparing course material for teaching online. The focus is on building content that can be used in any course management system.

Week 1 - Steps to Designing an Online Course and Concept Mapping.

Week 2 - Designing a Module, Adding Learning Objects and Assessments

Week 3 - Facilitating Techniques – Presentations

During this 3 week course online instruction will also be required. The mandatory face-to-face classes will be held on:

Friday, November 5, 2010 1:00-4:00PM

Friday, November 19, 2010 1:00-4:00PM

Friday, December 3, 2010 1:00-4:00PM

Target Group: Full-Time & Part-Time Faculty

Presenter(s): Francine Vasilomanolakis

Date: Friday, November 5 & 19, December 3, 2010

Time: 1:00 PM - 4:00 PM

Location: W. Library Basement, Room 19

Flex Credit: 3.00 hour(s)

To Register: Call Ext. 3872 or

[Register Online](#)

Confirmations will be made by phone message or email.

TC138 Windows 7 - Overview – One Hour Workshop

Description:

What's new in Windows 7? Learn the new features in Windows 07 such as: working with gadgets, using jump lists, how to organize files and folders, personalizing your desktop, using the start menu and taskbar.

Target Group: Full-Time & Part-Time Faculty

Presenter(s): Francine Vasilomanolakis

Date: Tuesday, November 09, 2010

Time: 10:00 AM - 11:00 AM

Location: W. 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.

TC139 Office 2007 – Overview – One Hour Workshop

Description:

The Office 2007 suite has a new look and feel to the layout menu and toolbars. WHERE DID EVERYTHING GO? This class will orient you to the new items, terminology used and where to locate necessary items. Learn the common features that all Office 2007 programs share. This workshop will help you to transfer your knowledge to all Office 2007 programs!

Target Group: Faculty, Staff & Managers

Presenter(s): Francine Vasilomanolakis

Date: Tuesday, November 09, 2010

Time: 11:00 AM - 12:00 PM

Location: W. 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.

TC140 PowerPoint 2007 - Presenter Tools & Tips

Description:

PowerPoint 07 is an effective presentation tool that motivates students! Learn tools and tips for presenting an effective and dynamic presentation. Learn how to present a presentation with a remote that allows you the freedom to walk amongst the audience. Explore the tools available to set up the presentation so that all multimedia works. Learn new techniques for effectively delivering a presentation.

Target Group: Faculty, Staff & Managers

Presenter(s): Francine Vasilomanolakis

Date: Thursday, November 11, 2010

Time: 10:00 AM - 11:00 AM

Location: W. 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.

TC141 Excel 2007 - Basic (Compton Center)

Description:

Come and examine spreadsheet basics, such as entering and editing data, creating formulas, using AutoFill and other automatic functions, moving and copying data, formatting worksheet appearance, creating exciting charts from your statistical data, and printing worksheets and charts.

Target Group: Faculty, Staff & Managers

Presenter(s): Francine Vasilomanolakis

Date: Wednesday, November 17, 2010

Time: 10:00 AM - 12:00 PM

Location: C-29 (Computer Training Room) - Compton Center

Flex Credit: 2.00 hour(s)

To Register: Call Ext. 3872 or

[Register Online](#)

Confirmations will be made by phone message or email.

TC142 Excel 2007 – Intermediate (Compton Center)

Description:

IT'S THE NEXT STEP! This training will go beyond basic Excel 2007. This class will review Excel basics and further explore spreadsheet formatting and navigation. Create Excel templates for often-used spreadsheets and simple charts using Chart Wizard. Learn to use the workbook protection feature to keep your formulas safe by opening only specific cells for data entry. Use Comments as reminders or to communicate with others using the spreadsheet, moving and copying worksheets, creating Pivot Tables, and creating and using macros.

Target Group: Faculty, Staff & Managers

Presenter(s): Francine Vasilomanolakis

Date: Wednesday, November 17, 2010

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](#)

Confirmations will be made by phone message or email.

TC143 CCC Confer –Using E-Conferencing Service Tool

Description:

New! Use the phone and the Internet to meet and collaborate with students using CCC Confer. This workshop will show you how to connect to and use this free system-wide e-conferencing service.

Target Group: Full-Time & Part-Time Faculty

Presenter(s): Francine Vasilomanolakis

Date: Tuesday, November 23, 2010

Time: 2:00 PM - 4:00 PM

Location: W. 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.

TC144 Etudes Refresher – Creating/Grading Assessments

Description:

New! Learn how to create and grade assessments, link them to the gradebook, extend due dates, work with question pools, give special access for students and adjust various assessment settings. New features in the Assignments section employed within the last year will also be covered. This workshop is designed to help faculty manage their AT&S section.

Target Group: Full-Time & Part-Time Faculty

Presenter(s): Francine Vasilomanolakis

Date: Tuesday, November 30, 2010

Time: 2:00 PM - 4:00 PM

Location: W. 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.

TC145 Class Team Site Basics

Description:

Learn how to set up, edit and use your "Class Team Site" on the MyECC portal for every class. Faculty can post course syllabi, course materials including Word documents, Power Points, podcasts, etc. for students to access through the MyECC portal. This is a secure site for your students only. Faculty will also learn to post announcements, events and add website resources for classroom use. Shared documents can be saved from semester to semester!

Target Group: Full-Time & Part-Time Faculty

Presenter(s): Francine Vasilomanolakis

Date: Tuesday, December 07, 2010

Time: 8:30 AM - 10:00 AM

Location: W. 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.

TC146 MyECC Gradebook

Description:

New! Learn how to set-up your ECC online Gradebook for each course section. Supports calculation methods such as points, assignment weighting, category weighting. Allow students to view their individual grades (including instructor comments) via MyECC portal. Create grade book settings once and then copy the setup to other class sections from semester to semester. Learn how to submit your final grades through the Gradebook.

Target Group: Full-Time & Part-Time Faculty

Presenter(s): Francine Vasilomanolakis

Date: Tuesday, December 07, 2010

Time: 10:00 AM - 12:00 PM

Location: W. 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.

TC147 Using Jing Screen Capture Software

Description:

New! Jing is free software that adds visuals to your online conversations. Instead of typing at people, show them what you're talking about using Jing. This workshop will show you how to download this program and use all the features.

Target Group: Full-Time & Part-Time Faculty

Presenter(s): Francine Vasilomanolakis

Date: Thursday, December 09, 2010

Time: 2:00 PM - 3:00 PM

Location: W. 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.