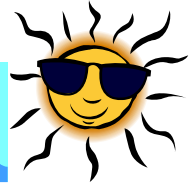
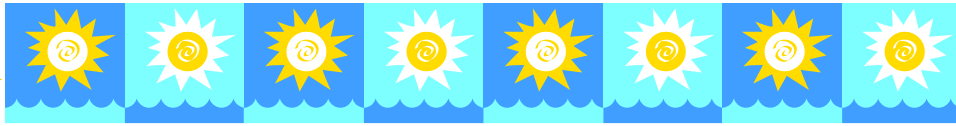


Technology Training Schedule Summer 2010



Welcome to the Summer Session!

Highlights for Summer 2010

- Please note that in the table below, we now list the *skill level required* to successfully participate in each class.
- For open lab time, please schedule with our trainer, Francine Vasilomanolakis, at Ext. 6452 or fvasilomanolakis@elcamino.edu .
- Location: Unless otherwise noted, all classes will be held in *Library, West Basement, Room 19*.



One-hour Workshops

[Complete Workshop Description](#)

[Register online](#)

- **Office 2007 – All About Graphics**
Learn about new Office 2007 pictures, Clip Art, shapes, WordArt, NEW SmartArt graphics, obtaining graphics from the internet. Enhance documents, PowerPoints, spreadsheets!
- **PowerPoint 2007 – Presenter Tools & Tips**
Tips for effective, dynamic presentations. Present with a remote and walk among the audience, make all multimedia work, learn new delivery techniques.

For skill level required, see table below.



Two-hour Intermediate Workshops

[Complete Workshop Description](#)

[Register online](#)

- **Word 2007 - Intermediate**
Learn about page layouts, styles, quick parts, themes, hyperlinks & bookmarks, customizing bullets, building block organizer, tables, find & replace, tips & tricks.
- **Word 2007 – Proofing, Tracking & References**
Learn to use the Review and References tab – track and protect documents, add comments, accept or reject changes. Guide your students to write better papers.
- **Excel 2007 - Intermediate**
Review Excel basics. Create templates for often-used spreadsheets, simple charts, workbook protection, comments, moving & copying, Pivot Tables, macros.
- **PowerPoint 2007 - Intermediate**
Customize your presentation using Themes, Layouts, and Masters. Customize themes, modify slide layouts. Add logos & backgrounds, transitions, animations; prepare for internet or speaking engagements.

For skill level required, see table below.



New Summer Courses for Faculty

The Summer Technology Schedule is designed with “Faculty Training Days”. This includes trainings for Class Team Sites in MyECC Portal, PowerPoint 2007 at various skill levels, “ETUDES Refresher Workshops” for certified ETUDES users, courses for faculty who would like to teach hybrid or online courses, as well as a variety of Microsoft Office 2007 program trainings. See table below for dates, times, and skill levels required.

For all faculty:

Creating Class Discussions in Class Team Sites

For faculty with ETUDES certification:

ETUDES Refresher – What’s New?
 Inserting Multimedia into ETUDES
 Setting Up Groups in ETUDES
 Effective Use of Discussion and Private Messages in ETUDES
 Preparing your ETUDES Course for the New Semester
 Setting Up Assignments in ETUDES

[Complete Workshop Description](#)

[Register online](#)

June – August, 2010 Technology Classes

June Programs				
Program#	Title	Skill Level Required	Date	Time
TC253	Class Team Site Basics	None	Tue 6/22/10	1:00 - 2:30 pm
TC254	Creating Class Discussions in Class Team Sites - One Hour Workshop!	Class Team Site experience or attended Class Team Site Basics	Tue 6/22/10	2:45 - 3:45 pm

TC255a	Introduction to ETUDES (Four Parts), Part One	Proficient in internet, campus email, submitting grades online, standard word processing	Wed 6/23/10	1:00 - 4:00 pm
TC256	Word 2007 - Basic	None	Mon 6/28/10	10:00 am- 12:00 pm
TC257	Word 2007 - Intermediate	Experience with Word 2007 or Word 2007 Overview training	Tue 6/29/10	1:00 - 3:00 pm
TC255b	Introduction to ETUDES (Four Parts), Part Two	Proficient in internet, campus email, submitting grades online, standard word processing	Wed 6/30/10	1:00 - 4:00 pm
TC258	Office 2007 - All about Graphics - One Hour Workshop!	Knowledge of Office 2007 or attended Office 2007 What's New	Thu 7/01/10	10:00 - 11:00 am
TC255c	Introduction to ETUDES (Four Parts), Part Three	Proficient in internet, campus email, submitting grades online, standard word processing	Wed 7/07/10	1:00 - 4:00 pm
TC259	Class Team Site Basics	None	Thu 7/08/10	1:00 - 2:30 pm
TC260	Creating Class Discussions in Class Team Sites - One Hour Workshop!	Class Team Site experience or attended Class Team Site Basics	Thu 7/08/10	2:45 - 3:45 pm
TC261	Outlook 2007 for Faculty - Using Email, Calendars, Tasks & Contacts	None	Mon 7/12/10	10:00 - 12:00 pm
TC262	Word 2007 Proofing, Tracking & References	Knowledge of Word 07 or attended Word 07 Overview	Mon 7/12/10	1:00 - 3:00 pm
TC263	Excel 2007 - Basic	None	Tue 7/13/10	9:00 - 11:00 am
TC255d	Introduction to ETUDES (Four Parts), Part Four	Proficient in internet, campus email, submitting grades online, standard word processing	Wed 7/14/10	1:00 - 4:00 pm
TC264	Excel 2007- Intermediate	Knowledge of Excel 07 or attended Excel 07 Getting Started	Thu 7/15/10	9:00 - 11:00 am
TC265	Class Team Site Basics	None	Mon 7/19/10	1:00 - 2:30 pm
TC266	PowerPoint 2007 - Basic	None	Mon 7/19/10	2:45 - 4:45 pm
TC267	PowerPoint 2007 - Intermediate	Knowledge of PowerPoint 07 or attended PowerPoint 07 Intro	Wed 7/21/10	10:00 - 12:00 pm
TC268	PowerPoint 2007 - Adding Sounds, Music & Narration	Knowledge of PowerPoint 07 or attended PowerPoint 07 Intro	Wed 7/21/10	1:00 - 3:00 pm
TC269	ETUDES Refresher - What's New? - One Hour Workshop	ETUDES certification	Mon 7/26/10	1:00 - 2:00 pm
TC270	Inserting Multimedia into ETUDES - One Hour Workshop!	ETUDES certification	Mon 7/26/10	2:00 - 3:00 pm
TC271a	How to Teach Online: Building Your Course Content - 3 week Hybrid Course (Three Parts) - Part One	Proficient in internet, campus email, submitting grades online, standard word processing	Wed 7/28/10	1:00 - 4:00 pm
TC272	Setting Up Groups in ETUDES Refresher Workshop	ETUDES certification	Thu 7/29/10	1:00 - 2:00 pm
TC273	Effective Use of Discussion & Private Messages in ETUDES	ETUDES certification	Thu 7/29/10	2:00 - 3:00 pm

	- One Hour Workshop!			
TC274	Class Team Site Basics	None	Tue 8/03/10	10:00 - 11:30 am
TC275	PowerPoint 2007 - Adding Sounds, Music and Narration	Working knowledge of PowerPoint 07 or attended PowerPoint 07 Intro	Tue 8/03/10	12:30 - 2:30 pm
TC271b	How to Teach Online: Building Your Course Content - 3 week Hybrid Course (Three Parts) - Part Two	Proficient in internet, campus email, submitting grades online, standard word processing	Wed 8/04/10	1:00 - 4:00 pm
TC276	Preparing Your ETUDES Course for the New Semester - One Hour Workshop	ETUDES certification	Tue 8/10/10	1:00 - 2:00 pm
TC277	Setting-Up Assignments in ETUDES - One Hour Workshop!	ETUDES certification	Tue 8/10/10	2:00 - 3:00 pm
TC278	PowerPoint 07 - Basic	None	Tue 8/17/10	10:00 am - 12:00 pm
TC279	PowerPoint 2007 - Presenter Tools & Tips - One Hour Workshop!	Working knowledge of PowerPoint 07 or attended PowerPoint 07 Intro	Tue 8/17/10	1:00 - 2:00 pm
TC280	Class Team Site Basics	None	Wed 8/18/10	9:00 - 10:30 am
TC281	Creating Class Discussions in Class Team Sites - One Hour Workshop!	Class Team Site experience or attended Class Team Site Basics	Wed 8/18/10	10:45 - 11:45 am
TC271c	How to Teach Online: Building Your Course Content - 3 week Hybrid Course (Three Parts) - Part Three	Proficient in internet, campus email, submitting grades online, standard word processing	Wed 8/18/10	1:00 - 4:00 pm

You may register for classes [Online](#) or by phone at Ext 3872.
Remember to identify the program title, date and time.