

Professional Development/Flex Programs

TC201 Office 2007 - New Look & Feel - 1 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, January 06, 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.

TC202 Outlook 2007 - Using Email, Calendars, Tasks & Contacts

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.

Target Group: Faculty, Staff, & Managers

Presenter(s): Francine Vasilomanolakis

Date: Thursday, January 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.

TC203 PowerPoint 2007 - Adding Sounds, Music and Narration - One Hour Workshop

Description:

PowerPoint 2007 is an effective presentation tool that encourages your audience to participate in an auditory mode. This hands-on workshop deals exclusively with adding sound to 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: Tuesday, January 12, 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.

TC204 Introduction to ETUDES (Three-Part Training)

Description:

This is a series of three comprehensive hands-on trainings with ETUDES, the Course Management System used by ECC for online 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 upload to

the gradebook; How to use the gradebook; Learn how to view your class rosters, post your syllabus, create a course with "personality," add guests to your course and much more.

During this 3 part course, online work will also be required. The **three** classes on ECC campus will be held on:

January 13, 2010 1-3pm

January 14, 2010 1-4pm

January 19, 2010 1-3pm

Target Group: Full-Time & Part-Time Faculty

Presenter(s): Francine Vasilomanolakis

Date: Wednesday, January 13, 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.

TC205 Word 2007 - What's New... An Overview

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: Friday, January 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.

TC206 Word 2007 - All About 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: Wednesday, January 20, 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.

TC207 How to Teach Online: Building Your Course Content - 3 Week Hybrid Course

Description:

This three-week hybrid course will be delivered using both face-to-face meetings and online instruction (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 and Adding Learning Objects and Assessments
Week 3 - Facilitation Techniques and Course Management System Options
During this 3 week course online instruction will also be required. The mandatory **face-to-face** classes will be held on:

January 21, 2010 1-3pm

January 26, 2010 1-4pm

February 3, 2010 1-4pm

Target Group: Full-Time & Part-Time Faculty

Presenter(s): Francine Vasilomanolakis

Date: Thursday, January 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.

TC208 Word 2007 - All About Graphics - One Hour Workshop!

Description:

LOOK AT WHAT YOU CAN CREATE NOW! Word 2007 has a wider variety of pictures, Clip Art, shapes, WordArt and NEW SmartArt graphics, a collection of diagrams that are easy to customize with your own text. Explore where to obtain graphics from the internet. This workshop will empower you to enhance your documents!

Target Group: Faculty, Staff & Managers

Presenter(s): Francine Vasilomanolakis

Date: Wednesday, January 27, 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.

TC209 PowerPoint 2007 - Inserting Graphics and Animations - One Hour Workshop!

Description:

PowerPoint 2007 is an effective presentation tool that encourages your audience to participate visually. This hands-on workshop deals exclusively with adding graphics, images and animations to your presentation. Explore websites where free images are available, how to insert graphics, select animations for text and graphics, saving in the correct format and successfully present your presentation.

Target Group: Faculty, Staff & Managers

Presenter(s): Francine Vasilomanolakis

Date: Thursday, January 28, 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.