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

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.