El Camino College/Compton Center
Staff Development Office

Technology Training Schedule Fall 2011

Welcome to the Fall Semester!

Highlights for Fall 2011

- Please note that in the table below, we now list the *skill level required* to successfully participate in each class.
- Location: Library, West Basement, Room 19 *or* Compton Center, Room G-32. See table below.

Training on Demand

Request training of various Office 2007 programs! Faculty, Staff, Managers and Supervisors can now request training for 5 or more people in any Office 2007 program. We can tailor your training to fit your needs within the various Basic, Intermediate or Advanced levels of the Microsoft Office 2007 programs. Get customized training for your group in Outlook, Word, Excel, PowerPoint, Access, or Visio!

Complete the Training on Demand Request Form located on the SD Website.

New for Faculty: MyECC Gradebook – Submitting Final Grades

Learn how to submit your final grades through the ECC Gradebook in the ECC Portal. Learn what reports need to be submitted to Admissions and Records for proper submission of your final grades.

Complete Workshop Description   **Register online**

For dates, times, and skill level required, see table below.

Accessibility Workshop – Creating Accessible Content
Friday, October 14, 2011 9:00 am - 3:00 pm

This is a 5 hour workshop that will focus on web accessibility awareness. It is mandated that materials posted on the web offer equal access and opportunity to everyone, with or without disabilities. Learn how to create accessible documents in Word, PowerPoint, PDF as well as how to create an accessible web site and close caption videos. At the end of this workshop, participants will receive a Certificate of Completion for Accessibility. Lunch will be provided.

Complete Workshop Description   **Register online**

September– December 2011 Technology Classes

September 2011				
Program#	**Title**	**Skill Level Required**	**Date**	**Time**
TC101	Class Team Site Basics	Basic computer skills	Thu 9/08/11	4:00 - 5:30 pm
TC102	ECC Gradebook	Basic computer skills	Thu 9/08/11	5:30 - 7:00 pm
TC103	ECC Gradebook (Compton Center, Room G-32)	Basic computer skills	Wed 9/14/11	1:00 - 2:30 pm
TC104	Class Team Site Basics (Compton Center, Room G-32)	Basic computer skills	Wed 9/14/11	2:30 - 4:00 pm
TC122	Omni OU Campus for Division/Department Web Pages	Permission from supervisor to edit Division/Department web pages. Familiarity with internet concepts and basic word processing.	Thu 9/15/11	1:00 - 4:00 pm
TC105	Class Team Site Basics	Basic computer skills	Fri 9/16/11	9:00 - 10:30 am
TC106	ECC Gradebook	Basic computer skills	Fri 9/16/11	10:30 am - Noon
TC107	Introduction to ETUDES - Online with 1 Orientation Meeting	Must be knowledgeable and proficient in: the Internet, campus email system, submitting grades online, and standard word processing applications.	Fri 9/16/11 Ends Fri 10/7/11	1:00 - 3:00 pm
TC123	Omni OU Educate for Faculty Web Pages	Familiarity with internet concepts and basic word processing	Wed 9/21/11	1:00 - 4:00 pm
TC108	ECC Gradebook	Basic computer skills	Tue 9/27/11	1:00 - 2:30 pm
TC109	Class Team Site Basics	Basic computer skills	Tue 9/27/11	2:30 - 4:00 pm

October 2011				
Program#	**Title**	**Skill Level Required**	**Date**	**Time**
TC111	Outlook 2007 Basic	Basic computer skills	Tue 10/04/11	1:00 - 3:00 pm
TC124	Omni OU Campus for Division/Department Web Pages (Compton Center)	Permission from supervisor to edit Division/Department web pages. Familiarity with internet concepts and basic word processing.	Wed 10/05/11	1:00 - 4:00 pm

TC112	PowerPoint 2007 Basic	Basic computer skills	Fri 10/07/11	10:00 am - Noon
TC113	PowerPoint 2007 Intermediate	Working knowledge of PowerPoint 2007	Fri 10/07/11	1:00 - 3:00 pm
TC114	Outlook 2007 Advanced	Working knowledge of Outlook 2007	Wed 10/12/11	1:00 - 3:00 pm
TC116	Accessibility Workshop - Creating Accessible Content	Basic computer skills	Fri 10/14/11	9:00am - 3:00pm
TC115	Excel 2007 Basic	Basic computer skills	Tue 10/18/11	9:00 - 11:00 am
TC119a	How to Teach Online: Building Your Course Content #1 (3 Parts)	Must be knowledgeable and proficient in: the Internet, campus email system, submitting grades online and standard word processing application.	Fri 10/21/11	1:00 - 4:00 pm
TC117	Excel 2007 Intermediate	Working knowledge of Excel 2007	Wed 10/26/11	9:00 - 11:00 am
TC119b	How to Teach Online: Building Your Course Content #2 (3 Parts)	See Part 1	Fri 10/28/11	1:00 - 4:00 pm

		November 2011		
Program#	**Title**	**Skill Level Required**	**Date**	**Time**
TC118	Using YouTube	Proficiency using the internet.	Tue 11/08/11	3:00 - 4:00 pm
TC119c	How to Teach Online: Building Your Course Content #3 (3 Parts)	See Part 1	Fri 12/02/11	1:00 - 4:00 pm
TC120	ECC Gradebook - Submitting Final Grades	Familiar with ECC Gradebook	Tue 11/29/11	3:00 - 4:00 pm

		December 2011		
Program#	**Title**	**Skill Level Required**	**Date**	**Time**
TC121	ECC Gradebook - Submitting Final Grades	Familiar with ECC Gradebook	Wed 12/07/11	3:00 - 4:00 pm

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