

Fall Technology Training Schedule

Accessibility Workshop - Creating Accessible Content

Description:

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. This workshop is designed to communicate to faculty about the importance of web accessibility and to provide information on the Federal legal requirements, community college guidelines, and tools to use for conformance to accessibility. 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.

Presenters: Special Resource Center: Dipte Patel and Brian Krause; Web Developer: Omar Brenes; Distance Education: LaTonya Motley; Staff Development: Francine Vasilomanolakis

Target Group: Faculty, Staff & Managers

Program #: TC116

Date: Friday, October 14, 2011

Time: 9:00 AM - 3:00 PM

Location: W. Library Basement Room 19

Flex Credit: 5.00 hours

To Register: Call Ext. 3872 or [Register Online](#). **Confirmations will be made by phone message or email.**

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: Francine Vasilomanolakis

Flex Credit: 1.50 hours

El Camino College

Program#: TC101

Date: Thursday, September 08, 2011

Time: 4:00 PM - 5:30 PM

Location: W. Library Basement Room 19

Program#: TC104

Date: Friday, September 16, 2011

Time: 9:00 AM - 10:30 AM

Location: W. Library Basement Room 19

Program#: TC105

Date: Tuesday, September 27, 2011

Time: 2:30 PM - 4:00 PM

Location: W. Library Basement Room 19

Compton Center

Program#: TC103

Date: Wednesday, September 14, 2011

Time: 2:30 PM - 4:00 PM

Location: Room G-32, Compton Center

To Register: Call Ext. 3872 or [Register Online](#). **Confirmations will be made by phone message or email.**

ECC Gradebook

Description:

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: Francine Vasilomanolakis

Flex Credit: 1.50 hours

El Camino College

Program#: TC102
Date: Thursday, September 08, 2011
Time: 5:30 PM - 7:00 PM
Location: W. Library Basement Room 19

Program#: TC106
Date: Friday, September 16, 2011
Time: 10:30 AM - 12:00 PM
Location: W. Library Basement Room 19

Program#: TC108
Date: Tuesday, September 27, 2011
Time: 1:00 PM - 2:30 PM
Location: W. Library Basement Room 19

Compton Center

Program#: TC103
Date: Wednesday, September 21, 2011
Time: 1:00 PM - 2:30 PM
Location: Room G-32, Compton Center

To Register: Call Ext. 3872 or [Register Online](#). **Confirmations will be made by phone message or email.**

ECC Gradebook - Submitting Final Grades

Description:

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

Target Group: Full-Time & Part-Time Faculty

Presenter: Francine Vasilomanolakis

Flex Credit: 1.00 hour

El Camino College

Program #: TC120
Date: Tuesday, November 29, 2011
Time: 3:00 PM - 4:00 PM
Location: W. Library Basement Room 19

Program #: TC121
Date: Wednesday, December 07, 2011
Time: 3:00 PM - 4:00 PM
Location: W. Library Basement Room 19

To Register: Call Ext. 3872 or [Register Online](#). **Confirmations will be made by phone message or email.**

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: Francine Vasilomanolakis

Program #: TC115

Date: Tuesday, October 18, 2011

Time: 9:00 AM - 11:00 AM

Location: W. Library Basement Room 19

Flex Credit: 2.00 hours

To Register: Call Ext. 3872 or [Register Online](#). **Confirmations will be made by phone message or email.**

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: Francine Vasilomanolakis

Program #: TC117

Date: Wednesday, October 26, 2011

Time: 9:00 AM - 11:00 AM

Location: W. Library Basement Room 19

Flex Credit: 2.00 hours

To Register: Call Ext. 3872 or [Register Online](#). **Confirmations will be made by phone message or email.**

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.

Description:

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, October 21, 2011 1:00-4:00PM

Friday, October 28, 2011 1:00-4:00PM

Friday, December 02, 2011 1:00-4:00PM

Target Group: Full-Time & Part-Time Faculty

Presenter: Francine Vasilomanolakis
Program #: TC119
Date: Three Fridays: October 21, October 28, and December 2, 2011
Time: 1:00 PM - 4:00 PM
Location: W. Library Basement Room 19
Flex Credit: 9.00 hours

To Register: Call Ext. 3872 or [Register Online](#). **Confirmations will be made by phone message or email.**

Introduction to Etudes - Online with 1 Orientation Meeting

Description:

There is only ONE mandatory Orientation ON-CAMPUS meeting required on:
Friday, September 16, 1:00-3:00 PM

The remainder of the class is online. The class ends on October 7, 2011.

NOTE: Faculty who are preparing or considering teaching online must complete the following two courses: Introduction to Etudes AND How to Teach Online: Building Your Course Content. At the completion of Introduction to Etudes, faculty will receive a certificate that will entitle them to use Etudes, the campus supported course management system. At the completion of the course, How to Teach Online: Building Your Course Content, faculty will receive a certificate that will entitle them to teach online classes at El Camino and Compton Center. Coordination and permission from the Dean is required prior to teaching an online course.

NOTE: Completion of this course will also permit faculty to use the Etudes course management system in your on-campus course.

Description:

This is a hybrid course that involves hands-on trainings with Etudes, the course management system supported by El Camino College and Compton Center. This course is designed for faculty who are preparing or considering teaching online. Topics will include: Orientation to Etudes; How to monitor the progress of students; 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.

Target Group: Full-Time & Part-Time Faculty

Presenter: Francine Vasilomanolakis
Program #: TC107
Date: Friday, September 16, 2011; class ends Friday, October 7, 2011.
Time: 1:00 PM - 3:00 PM
Location: W. Library Basement Room 19
Flex Credit: 12.00 hours

To Register: Call Ext. 3872 or [Register Online](#). **Confirmations will be made by phone message or email.**

Omni OU Campus for Division/Department Web Pages

Skill Level Required: Permission from supervisor to edit Div/Dept web pages. Familiarity with internet concepts and basic word processing.

Description:

The OU Campus workshop is a 3-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 Maintaining Div/Dept Web Sites

Presenter: Brian Hayden
Flex Credit: 3.00 hours

El Camino College

Program#: TC122
Date: Thursday, September 15, 2011
Time: 1:00 PM - 4:00 PM
Location: W. Library Basement Room 19

Compton Center

Program#: TC124
Date: Wednesday, October 05, 2011
Time: 1:00 PM - 4:00 PM
Location: Room G-32, Compton Center

To Register: Call Ext. 3872 or [Register Online](#). **Confirmations will be made by phone message or email.**

Omni OU Educate for Faculty Web Pages

Skill Level Required: Familiarity with internet concepts and basic word processing.

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.

Presenter: Brian Hayden
Program #: TC123
Date: Wednesday, September 21, 2011
Time: 1:00 PM - 4:00 PM
Location: W. Library Basement Room 19
Flex Credit: 3.00 hours

To Register: Call Ext. 3872 or [Register Online](#). **Confirmations will be made by phone message or email.**

Outlook 2007 Basic

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: Francine Vasilomanolakis
Program #: TC111
Date: Tuesday, October 04, 2011
Time: 1:00 PM - 3:00 PM
Location: W. Library Basement Room 19
Flex Credit: 2.00 hours

To Register: Call Ext. 3872 or [Register Online](#). **Confirmations will be made by phone message or email.**

Outlook 2007 Advanced

Description:

Learn how to organize your email one step further! See how to color code your email. Tag in-coming emails to go into certain folders Learn how to search Outlook messages. Organize incoming messages.

Target Group: Faculty, Staff & Managers

Presenter: Francine Vasilomanolakis
Program #: TC114
Date: Wednesday, October 12, 2011
Time: 1:00 PM - 3:00 PM

Location: W. Library Basement Room 19
Flex Credit: 2.00 hours

To Register: Call Ext. 3872 or [Register Online](#). **Confirmations will be made by phone message or email.**

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: Francine Vasilomanolakis

Program #: TC112

Date: Friday, October 07, 2011

Time: 10:00 AM - 12:00 PM

Location: W. Library Basement Room 19

Flex Credit: 2.00 hours

To Register: Call Ext. 3872 or [Register Online](#). **Confirmations will be made by phone message or email.**

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: Francine Vasilomanolakis

Program #: TC113

Date: Friday, October 07, 2011

Time: 1:00 PM - 3:00 PM

Location: W. Library Basement Room 19

Flex Credit: 2.00 hours

To Register: Call Ext. 3872 or [Register Online](#). **Confirmations will be made by phone message or email.**

Using YouTube

Description:

Learn how to use YouTube to enhance your course curriculum. Participants in this workshop will set up their own YouTube account, learn how to save YouTube videos, embed YouTube videos into PowerPoints, and how to search for YouTube.

Target Group: Faculty, Staff & Managers

Presenter: Francine Vasilomanolakis

Program #: TC118

Date: Tuesday, November 08, 2011

Time: 3:00 PM - 4:00 PM

Location: W. Library Basement Room 19

Flex Credit: 1.00 hour

To Register: Call Ext. 3872 or [Register Online](#). **Confirmations will be made by phone message or email.**