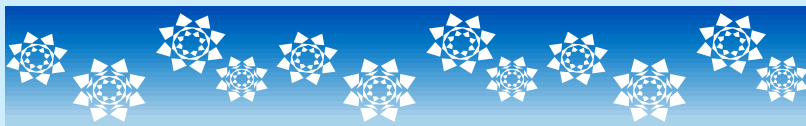


Technology Training Schedule - Winter Intercession 2012



Classes for the Winter Intercession - Francine Vasilomanolakis, Trainer



Start the New Year off right by learning something

Beginning this January, only training in MS Office 2010 will be offered. If you don't have Office 2010 on your computer, once you have attended training, contact ITS at networkservices@elcamino.edu to request an upgrade. All MS Office 2010 training is still beneficial for 2007 users.

Microsoft Office 2010 Trainings for Faculty, Staff, and Managers

[Register online](#) *Please see table below for dates, times, and skill level required.*

- **Office 2010 – Overview – One Hour Workshop**
The Office 2010 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 2010 programs share. This workshop will help you to transfer your knowledge to all Office 2010 programs!
- **Word 2010 - Basic**
HOW SIMILAR ARE WORD 2007 AND WORD 2010? Your questions will be answered in this overview of Word 2010 workshop. This training will familiarize participants with the new look and feel of Word 2010, 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 2010. At the end of this workshop, participants will be able to create, edit and save documents with ease and know how to find helpful resources!
- **Word 2010 – Styles – One Hour Workshop**
Learn how to use “Styles” in Word 2010 (same in Word 2007). To create accessible documents, “Styles” should be used in the document to provide headings and a good reading order for students who use screen readers. Learn how to use the “Styles” section of the Word ribbon.
- **Excel 2010 – Basic**
See what's new in Excel 2010! 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.

- **Outlook 2010 – Basic**

Outlook is an integrated email, calendaring, tasks and contacts program used by all El Camino faculty and staff. This hands-on class covers how to use all the Microsoft Outlook 2010 features such as: email, attachments, calendar, contacts and tasks.

- **PowerPoint 2010 – Basic**

See what's new in PowerPoint 2010! Learn how to use this powerful program to transform your "chalk and talk" lectures into a dynamic digital multimedia presentation. Learn to insert graphics, text and screenshots into a slide show that can be played back to your students via a laptop computer and an overhead LCD projector.



ETUDES TRAININGS for Full-Time & Part-Time Faculty

Please see table below for dates, times, and skill level required.

- **Introduction to ETUDES**

There is only **ONE** mandatory Orientation **ON-CAMPUS** meeting required on: **Tuesday, January 10, 2012 1:00-3:00PM**. The remainder of the class is online. The class ends on **January 30, 2012**.

[Click here for course descriptions](#)

[Register online](#)



NEW ETUDES Classes - for ETUDES Certified

- **ETUDES – Discussions – Set-Up and Grading**

Learn how to effectively utilize the Discussions section. This workshop will cover how to set up topics and forums, send scores to the Gradebook. Learn how to easily grade topics and forums. Set-up discussions that are part of the participation or attendance grade for your course. See how other faculty use the Discussions area

- **ETUDES – Embedding Video**

Use video to enhance your course curriculum! This workshop will take you through the basic steps of embedding short videos in your ETUDES course site – on the Home Page, Modules, AT&S, discussions and Announcements. Learn how to embed videos from YouTube, INTELECOM, PBS and other video resources.

- **ETUDES – Getting Started for Face-to-Face Classes**

You are ETUDES certified, now what? This workshop will take you through the basic steps of getting information posted on your ETUDES class shell for the spring semester. This workshop will cover how to post the basic information for your course such as the syllabus, announcements, including assignments, quizzes and tests in the AT&S section, how to utilize the Modules section for class lectures or utilizing for engaging Discussions. The Gradebook function, which allows students to view their grades, will also be covered.

- **ETUDES – Making Your Online Class Engaging**

Learn how to keep your students engaged in your class! This workshop will focus on techniques that help makes online courses interactive and enticing. Grab student's attention when they "come to class." Motivate students to participate in discussions. Integrate personable, short teaching videos to engage students....learn this and more.

- **ETUDES Open Lab**

These OPEN LAB hours are designed to provide individualized and focused assistance with specific ETUDES questions! . Come on in and work on your ETUDES course shell for the new semester! Our trainer will assist you with questions, problems and any related ETUDES technical or pedagogical concerns. Please note: These are "help" sessions and not training classes.

- **ETUDES using New Tools**

Learn how to use ETUDES' new tools, Course Map and Activity Meter! Learn different ways to organize and run your course using Course Map. Guide your students through your course content from one easy location. Learn how to keep students on target using mastery levels and blockers in Course Map. Monitor your students' progress. Learn how to set your base date to an imported course. Discover how to reach out to students with Early Alerts and learn tips for increasing retention with these new tools.

[Click here for course descriptions](#)

[Register online](#)

- **MyECC Gradebook**

[Register online](#)

Learn how to set-up your ECC online Gradebook for each course section. See table below for dates and times.

All classes will be held in West Library Basement, Room 19.

Check the [Staff Development Website](#) for descriptions.

Winter Intersession 2012 Technology Classes

Week of January 9

Prog. #	Title	Skill Level Required	Date	Time
TC201	Introduction to ETUDES – ONLINE (Beginning Face-to-Face Session)	Must be knowledgeable and proficient in: the Internet, campus email system, submitting grades online, and standard word processing applications.	Tue 1/10/2012	1:00 - 3:00 pm
TC202	ETUDES - Using New Tools	ETUDES Certified	Thu 1/12/2012	10:00 am - noon
TC203	ETUDES - Getting Started for Face-to-Face Classes		Thu 1/12/2012	1:00 - 3:00 pm

Week of January 16

TC204	Office 2010 - Overview	Familiarity with basic computer concepts	Tue 1/17/2012	11:00 am - noon
TC205	Word 2010 - Basic	Familiarity with basic computer concepts	Wed 1/18/2012	9:00 - 11:00 am
TC206	ECC Gradebook	Familiarity with basic computer concepts	Thu 1/19/2012	1:00 - 2:30 pm
TC207	Outlook 2010 - Basic	Familiarity with basic computer concepts	Fri 1/20/2012	10:00 am - noon

Week of January 23

TC200a	ETUDES Lab	ETUDES Certified	Mon 1/23/2012	2:00 - 4:00 pm
TC208	Excel 2010 - Basic	Familiarity with basic computer concepts	Wed 1/25/2012	9:00 - 11:00 am
TC209	PowerPoint 2010 - Basic	Familiarity with basic computer concepts	Fri 1/27/2012	10:00 - 11:30 am
TC210	ETUDES - Embedding Video	ETUDES Certified	Fri 1/27/2012	1:00 - 3:00 pm

Week of January 30 – February 3

TC200b	ETUDES Lab	ETUDES Certified	Mon 1/30/2012	2:00 - 4:00 pm
TC211	ETUDES - Discussions - Set-up & Grading	ETUDES Certified	Tue 1/31/2012	12:30 - 2:30 pm
TC212	ETUDES - Making Your Online Class Engaging	ETUDES Certified	Tue 1/31/2012	2:45- 4:45 pm
TC213	ECC Gradebook	Familiarity with basic computer concepts	Wed 2/01/2012	10:00 -11:30 am
TC214	Office 2010 - Overview	Familiarity with basic computer concepts	Thu 2/02/2012	9:00 - 10:00 am
TC215	Word 2010 - Styles	Prerequisite Word 2010 - Basic or familiarity with basic Word 2007/2010	Thu 2/02/2012	10:15 - 11:15 am

Week of February 6

TC200c	ETUDES Lab	ETUDES Certified	Mon 2/06/2012	2:00 - 4:00 pm

You may register for classes [Online](#) or if unable to use online registration, by phone at Ext 3872.
Remember to identify the program title, date and time. Confirmations will be emailed.

