

Technology Training Schedule - Spring 2013



Classes for Spring 2013

Be the Change...Learn in One Hour!

Prezi – a New Presentation Tool - An innovative change from PowerPoint! “Prezi, is a cloud-based presentation software and storytelling tool for exploring and sharing ideas on a virtual canvas.”

Whiteboard Screencasting – Get familiar with whiteboard screencasting apps that are inexpensive and easy-to-use.

Microsoft Office 2010 One Hour Workshops

[Register at Flex Reporter](#) *Please see table below for dates and times*

Office 2010 – Overview

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 – Tables

Organize your content in a table!

Word/Outlook 2010 – Quick Parts

Stop looking, copying and pasting parts of your Word documents!

Excel 2010 – Basic

Excel 2010 – Sparklines

Use sparklines to show data trends. Utilize sparklines to create great visual impact with your data.

PowerPoint 2010 – Basic

PowerPoint 2010 – Embedding Video



Etudes Workshops for Full-Time & Part-Time Faculty

Etudes is the El Camino College and Compton Center supported course management system (CMS).



- **Orientation to Etudes for Traditional Instruction**

Designed for faculty who are interested in using a course management system in their traditional class. A place for all your digital course materials, announcements, discussions, emails, and grades. This workshop will introduce faculty to core functionality and benefits of Etudes for supporting traditional classroom instruction. This CMS is both student and faculty friendly!

NOTE: This is a 2 part workshop: Part 1 – February 25, 1-3pm - Part 2 – March 1, 1-3pm.

Faculty who attend both 2-hour workshops, will be eligible to receive Etudes sites to support their traditional classes for the spring semester.

Faculty must attend both workshops to receive Etudes course shells for their classes.

NOTE: This workshop cannot be substituted for the *Introduction to Etudes for Online Instruction* class that is needed to teach online.



- **Introduction to Etudes for Online Instruction**

There is only ONE mandatory ON-CAMPUS, two-hour meeting required for this course:

Thursday, April 4, 2013 1:00-3:00pm

The remainder of the class is online. The class ends on April 25, 2013 at 11:45 pm.

Completion of this course will certify faculty to use the Etudes CMS in traditional instruction courses, as well as hybrid/online courses.

Faculty who are preparing for teaching online must complete the following two courses: Introduction to Etudes AND How to Teach Online: Building Your Course Content. At the completion of BOTH courses, faculty will be certified to teach hybrid/online courses with the permission of their Dean.

- **Etudes – Embedding Video – Thursday, March 14, 1-2pm**
- **Etudes – Discussions & Private Messages – Friday, April 19, 1-3pm**
- **Etudes – Assessments, Tests & Surveys – Thursday, April 25, 1-3pm**
- **Etudes Open Lab – March 11, 1-3pm and April 30, 1-3pm**
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.**

Spring 2013 Technology Classes

Location for Technology Classes: Library, West Basement, Room 19 (ECC Torrance)

February 2013

Title	Date	Time
Orientation to Etudes for Traditional Instruction - PART 1	Mon 2/25	1:00 - 3:00 pm
ECC Gradebook	Tue 2/26	1:00 - 2:00 pm
Class Team Site Basics	Tue 2/26	2:15 - 3:15 pm

March 2013

Orientation to Etudes for Traditional Instruction - PART 2	Fri 3/01	1:00 - 3:00 pm
Office 2010 Overview	Thu 3/07	11:00 am - 12:00 pm
ECC Gradebook	Fri 3/08	10:00 - 11:00 am
Class Team Site Basics	Fri 3/08	11:15 am - 12:15 pm
Etudes - OPEN LAB	Mon 3/11	1:00 - 3:00 pm
Word 2010 Tables	Tue 3/12	10:00 -11:00 am
OU Educate Basic for Creating Faculty Web Pages	Wed 3/13	1:00 - 3:00 pm
ETUDES - Embedding Video	Thu 3/14	1:00 - 2:00 pm
OU Educate for Faculty - OPEN LAB	Fri 3/15	1:00 - 3:00 pm
Outlook 2010 Basic	Tue 3/19	10:00 - 11:00
OU Campus Basic for Division/Department Web Pages	Wed 3/20	10:00 am - 12:00 pm
OU Campus - OPEN LAB	Tue 3/26	10:00 - 12:00 pm
Excel 2010 - Basic	Fri 3/29	9:00 - 10:00 am

April 2013

OU Campus Creating Tables	Tue 4/02	10:00 - 11:00 am
Introduction to Etudes for Online Instruction	Thu 4/04	1:00 - 3:00 pm
Excel 2010 - Creating a Chart	Tue 4/09	10:00 - 11:00 am
OU Campus - Uploading/Managing Files	Wed 4/10	10:00 - 11:00 am
Prezi – A New Presentation Method	Tue 4/16	3:00 - 4:00 pm
Excel 2010 - Sparklines	Wed 4/17	10:00 - 11:00 am
Whiteboard Screencasting	Wed 4/17	2:00 -3:00 pm
Etudes - Discussions & Private Messages	Fri 4/19	1:00 -3:00 pm
PowerPoint 2010 Basic	Tue 4/23	2:00 3:00 pm
Etudes - Assessments, Tests & Surveys	Thu 4/25	1:00 - 3:00 pm
Word/Outlook 2010 - Quick Parts	Fri 4/26	10:00 - 11:00 am
ETUDES Open Lab	Tue 4/30	1:00 - 3:00 pm

May 2013

PowerPoint- Embedding Video	Fri 5/03	10:00 -11:00 am
Outlook 2010 Creating Meetings and Calendars	Wed 5/08	11:00 am - 12:00 pm
PowerPoint 2010 - Spice Up Your Presentation	Thu 5/09	1:00 - 2:00 pm
ECC Gradebook - Final Grades	Tue 5/14	2:00 - 3:00 pm
ECC Gradebook - Final Grades	Wed 5/22	2:00 - 3:00 pm

Classes may be cancelled due to low enrollment. [REGISTER NOW!](#)

Register for Spring 2013 Technology Classes in Flex Reporter

The Spring workshop dates/times and descriptions are located in Flex Reporter

at: <http://elcamino.flexreporter.com>

StaffDev@elcamino.edu