

Professional Development/Flex Programs

TC100a Open Lab - Drop-In Assistance

Description:

These open lab hours are designed to provide individualized and focused assistance with computer applications. Our trainer will assist you with questions or problems on many programs for which training classes have already been offered-Word, Excel, Outlook, Photoshop, Omni, and scanning.

Please note: These are "help" sessions and not training classes.

Target Group: Faculty, Staff & Managers

Presenter(s): LaTonya Motley

Date: Monday, September 08, 2008

Time: 1:30 PM - 3:30 PM

Location: W. Library Basement 19

Flex Credit: 1.00 hour(s)

To Register: Call Extension 3872 or

[Register Online](#)

Confirmations will be made by phone message or email.

TC112 Omni OU Campus

Description:

The Omni OU Campus training will introduce participants to the new user interface in OmniUpdate 8.0. The OU Campus workshop is a three-hour course designed for El Camino College employees 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

Presenter(s): LaTonya Motley

Date: Wednesday, September 10, 2008

Time: 9:00 AM - 12:00 PM

Location: W. Library Basement 19

Flex Credit: 3.00 hour(s)

To Register: Call Extension 3872 or

[Register Online](#)

Confirmations will be made by phone message or email.

TC113 Introduction to ETUDES-NG (Compton Center) - (3-Part Course)

Description:

A comprehensive hands-on training on the new course management system ECC adopted in Fall 2007. Topics will include: Lesson Builder - Learn how to create rich modules, upload resources and media using Melete, the lesson builder of ETUDES-NG. Communication Tools - Learn how to use ETUDES-NG for collaboration and communication. Topics include the discussion tool, chat, email, and private messaging. Assessment Tools - Learn how to use ETUDES-NG for testing, assessment, and evaluation. Topics include the assignments tool, tests and quizzes, and the gradebook. Important Extras - Learn how to use MyWorkspace, view your rosters, add guests to your site, disable/enable your site, deactivate student accounts, and much more.

Target Group: Full-Time & Part-Time Faculty

Presenter(s): LaTonya Motley

Date: Friday, September 12, 19, & 26, 2008

Time: 2:00 PM - 4:00 PM

Location: C-29 - Computer Training Room - Compton Center

Flex Credit: 2.00 hour(s)

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

TC100b Open Lab - Drop-In Assistance

Description:

These open lab hours are designed to provide individualized and focused assistance with computer applications. Our trainer will assist you with questions or problems on many programs for which training classes have already been offered-Word, Excel, Outlook, Photoshop, Omni, and scanning.

Please note: These are "help" sessions and not training classes.

Target Group: Faculty, Staff & Managers

Presenter(s): LaTonya Motley

Date: Monday, September 15, 2008

Time: 1:30 PM - 3:30 PM

Location: W. Library Basement 19

Flex Credit: 1.00 hour(s)

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

TC114 Upgrading to Word 2007

Description:

This workshop will help faculty and staff transition from Microsoft Word 2003 to the Word 2007 software program. Participants will be presented with an overview of the basic changes between the two Microsoft Office programs and the differences between each specific application and its predecessor. Participants will gain hands on experience by completing in-class activities using the Word 2007 program.

Please Note: This workshop is intended for current Microsoft Word 2003 users.

OBJECTIVES:

- Understand the Office 2007 Suite
- Start and exit an Office program
- View the Office 2007 user interface
- Create and save a file
- Open a file and save it with a new name
- View and print your work
- Get Help and close a file
- What's new in Word 2007
- New ways to perform tasks
- New editing and formatting techniques
- New page formatting techniques
- New ways to review documents
- Microsoft Word 2007 Resources and References

Target Group: Faculty, Staff & Managers

Presenter(s): LaTonya Motley

Date: Tuesday, September 16, 2008

Time: 9:00 AM - 11:00 AM

Location: W. Library Basement 19

Flex Credit: 2.00 hour(s)

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

TC126 Excel for Grade & Record Keeping

Description:

Microsoft Excel is a useful tool for recording and managing your electronic gradebook. The Excel spreadsheet gives you the ability to create your customized class roster with formulas that automatically calculate a student's grades and final

scores. You will learn how to download your course roster from WebAdvisor in Excel format and then use the roster to create a simple gradebook. Microsoft Excel 2003 will be used in this class.

Target Group: Faculty, Staff & Managers
Presenter(s): LaTonya Motley
Date: Thursday, September 18, 2008
Time: 1:00 PM - 3:00 PM
Location: W. Library Basement 19
Flex Credit: 2.00 hour(s)
To Register: Call Extension 3872 or
[Register Online](#)
Confirmations will be made by phone message or email.

TC100c Open Lab - Drop-In Assistance

Description:

These open lab hours are designed to provide individualized and focused assistance with computer applications. Our trainer will assist you with questions or problems on many programs for which training classes have already been offered-Word, Excel, Outlook, Photoshop, Omni, and scanning.

Please note: These are "help" sessions and not training classes.

Target Group: Faculty, Staff & Managers
Presenter(s): LaTonya Motley
Date: Monday, September 22, 2008
Time: 1:30 PM - 3:30 PM
Location: W. Library Basement 19
Flex Credit: 1.00 hour(s)
To Register: Call Extension 3872 or
[Register Online](#)
Confirmations will be made by phone message or email.

TC100d Open Lab - Drop-In Assistance

Description:

These open lab hours are designed to provide individualized and focused assistance with computer applications. Our trainer will assist you with questions or problems on many programs for which training classes have already been offered-Word, Excel, Outlook, Photoshop, Omni, and scanning.

Please note: These are "help" sessions and not training classes.

Target Group: Faculty, Staff & Managers
Presenter(s): LaTonya Motley
Date: Monday, September 29, 2008
Time: 1:30 PM - 3:30 PM
Location: W. Library Basement 19
Flex Credit: 1.00 hour(s)
To Register: Call Extension 3872 or
[Register Online](#)
Confirmations will be made by phone message or email.

TC115 Photoshop CS Level 1

Description:

Need to add professional effects to photographic images for flyers, web pages, or presentations? Then you need Photoshop! Learn to edit and crop out unwanted portions of digital images, resize, adjust their colors, and add special effects with this industry-standard program. Much of the material in this class is also applicable to the light version, called Photoshop Elements®. Need to add professional effects to photographic images for flyers, web pages, or presentations? Then you need Photoshop! Learn to edit and crop out unwanted portions of digital images, resize, adjust their colors, and add special effects with this industry-standard program. Much of the material in this class is also applicable to the light version, called Photoshop Elements®.

Target Group: Faculty, Staff & Managers

Presenter(s): LaTonya Motley
Date: Thursday, October 02, 2008
Time: 1:00 PM - 3:00 PM
Location: W. Library Basement 19
Flex Credit: 2.00 hour(s)
To Register: Call Extension 3872 or
[Register Online](#)
Confirmations will be made by phone message or email.

TC130 Omni OU Campus

Description:

The Omni OU Campus training will introduce participants to the new user interface in OmniUpdate 8.0. The OU Campus workshop is a three-hour course designed for El Camino College employees 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

Presenter(s): LaTonya Motley
Date: Friday, October 3, 2008
Time: 9:00 AM - 12:00 PM
Location: W. Library Basement 19
Flex Credit: 3.00 hour(s)
To Register: Call Extension 3872 or
[Register Online](#)
Confirmations will be made by phone message or email.

TC116 How to Teach Online: Building Content (3-Week Hybrid Course) - Compton Center

Description:

This three-week hybrid course will be delivered using both face-to-face meetings and online instruction (2 face-to-face and 1 online). 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.

1. Week 1 - Module One and Two: Steps to Designing an Online Course and Concept Mapping.
2. Week 2 - Module Three and Four: Designing a Module and Adding Learning Objects and Enhancements
3. Week 3 - Module Five and Six: Facilitation Techniques and Course Management System Options

The mandatory face-to-face classes will be held on:

October 6, 2008 1-4pm
October 20, 2008 1-4pm

Target Group: Full-Time & Part-Time Faculty

Presenter(s): LaTonya Motley
Date: Mondays, October 6, 13 (Online), & 20, 2008
Time: 1:00 PM - 4:00 PM
Location: C-29 - Computer Training Room - Compton Center
Flex Credit: 3.00 hour(s)
To Register: Call Extension 3872 or
[Register Online](#)
Confirmations will be made by phone message or email.

TC117 Upgrading to Word 2007

Description:

This workshop will help faculty and staff transition from Microsoft Word 2003 to the Word 2007 software program. Participants will be presented with an overview of the basic changes between the two Microsoft Office programs and

the differences between each specific application and its predecessor.
Participants will gain hands on experience by completing in-class activities using the Word 2007 program.

Please Note: This workshop is intended for current Microsoft Word 2003 users.

OBJECTIVES:

- Understand the Office 2007 Suite
- Start and exit an Office program
- View the Office 2007 user interface
- Create and save a file
- Open a file and save it with a new name
- View and print your work
- Get Help and close a file
- What's new in Word 2007
- New ways to perform tasks
- New editing and formatting techniques
- New page formatting techniques
- New ways to review documents
- Microsoft Word 2007 Resources and References

Target Group: Faculty, Staff & Managers

Presenter(s): LaTonya Motley

Date: Tuesday, October 07, 2008

Time: 9:00 AM - 11:00 AM

Location: W. Library Basement 19

Flex Credit: 2.00 hour(s)

To Register: Call Extension 3872 or

[Register Online](#)

Confirmations will be made by phone message or email.

TC117 Upgrading to Word 2007

Description:

This workshop will help faculty and staff transition from Microsoft Word 2003 to the Word 2007 software program. Participants will be presented with an overview of the basic changes between the two Microsoft Office programs and the differences between each specific application and its predecessor.
Participants will gain hands on experience by completing in-class activities using the Word 2007 program.

Please Note: This workshop is intended for current Microsoft Word 2003 users.

OBJECTIVES:

- Understand the Office 2007 Suite
- Start and exit an Office program
- View the Office 2007 user interface
- Create and save a file
- Open a file and save it with a new name
- View and print your work
- Get Help and close a file
- What's new in Word 2007
- New ways to perform tasks
- New editing and formatting techniques
- New page formatting techniques
- New ways to review documents
- Microsoft Word 2007 Resources and References

Target Group: Faculty, Staff & Managers

Presenter(s): LaTonya Motley

Date: Wednesday, October 08, 2008

Time: 2:00 PM - 4:00 PM

Location: W. Library Basement 19

Flex Credit: 2.00 hour(s)

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

TC127 Upgrading to Word 2007

Description:

This workshop will help faculty and staff transition from Microsoft Word 2003 to the Word 2007 software program. Participants will be presented with an overview of the basic changes between the two Microsoft Office programs and the differences between each specific application and its predecessor. Participants will gain hands on experience by completing in-class activities using the Word 2007 program.

Please Note: This workshop is intended for current Microsoft Word 2003 users.

OBJECTIVES:

Understand the Office 2007 Suite
Start and exit an Office program
View the Office 2007 user interface
Create and save a file
Open a file and save it with a new name
View and print your work
Get Help and close a file
What's new in Word 2007
New ways to perform tasks
New editing and formatting techniques
New page formatting techniques
New ways to review documents
Microsoft Word 2007 Resources and References

Target Group: Faculty, Staff, & Managers

Presenter(s): LaTonya Motley

Date: Wednesday, October 08, 2008

Time: 2:00 PM - 4:00 PM

Location: W. Library Basement 19

Flex Credit: 2.00 hour(s)

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

TC118 How to Teach Online: Building Content (3-Week Hybrid Course)

Description:

This three-week hybrid course will be delivered using both face-to-face meetings and online instruction (2 face-to-face and 1 online). 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.

1. Week 1 - Module One and Two: Steps to Designing an Online Course and Concept Mapping.
 2. Week 2 - Module Three and Four: Designing a Module and Adding Learning Objects and Enhancements
 3. Week 3 - Module Five and Six: Facilitation Techniques and Course Management System Options
- The mandatory face-to-face classes will be held on:
October 6, 2008 1-4pm
October 20, 2008 1-4pm

Target Group: Full-Time & Part-Time Faculty

Presenter(s): LaTonya Motley

Date: Fridays, October 10, 17 (Online), & 24, 2008

Time: 9:00 AM - 12:00 PM

Location: W. Library Basement 19

Flex Credit: 3.00 hour(s)

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

TC100e Open Lab - Drop-In Assistance

Description:

These open lab hours are designed to provide individualized and focused assistance with computer applications. Our trainer will assist you with questions or problems on many programs for which training classes have already been offered-Word, Excel, Outlook, Photoshop, Omni, and scanning.

Please note: These are "help" sessions and not training classes.

Target Group: Faculty, Staff & Managers

Presenter(s): LaTonya Motley

Date: Monday, October 13, 2008

Time: 1:30 PM - 3:30 PM

Location: W. Library Basement 19

Flex Credit: 1.00 hour(s)

To Register: Call Extension 3872 or

[Register Online](#)

Confirmations will be made by phone message or email.

TC119 Photoshop CS Level 2

Description:

In this workshop, you will learn how to manipulate images using Adobe Photoshop CS2 and add them to your instructional material. You will also learn how to use the Photoshop CS2 tools to easily eliminate flaws in your photos and images. Participants must have completed the Introduction to Photoshop CS class or have a basic understanding of Adobe Photoshop CS to attend this training.

Objectives:

By the end of the session, participants will be able to:

- Import images
- Edit and retouch images
- Create new shapes, text and images
- Crop and resize images
- Work with layers and add style effects
- Save images to incorporate into instructional materials

Target Group: Faculty, Staff & Managers

Presenter(s): LaTonya Motley

Date: Thursday, October 16, 2008

Time: 1:00 PM - 3:00 PM

Location: W. Library Basement 19

Flex Credit: 2.00 hour(s)

To Register: Call Extension 3872 or

[Register Online](#)

Confirmations will be made by phone message or email.

PD185 Creating a Classroom Climate to Support Student Success

Description:

Are you having trouble reaching and teaching the "point and click generation" due to: poor reading and writing skills, nanosecond attention spans, inappropriate classroom behaviors, lack of motivation and/or attendance, failure to complete required readings? If so, you are invited to join us in the first of two application-based workshops with Professor Susan Johnston, Professor of Teacher Education in the College of Education at California State University, Dominguez Hills.

Because the learning environment is critical to our students' success & retention, faculty need prevention & intervention management strategies to ensure productive student behavior. For more information, contact Dovard Ross.

Morning Refreshments will be available at 9:30

Lunch will be provided.

Registration is required. You may register Online or by phone at Ext 3872.

Remember to identify the program title, date and time.

Target Group: Full-Time & Part-Time Faculty
Presenter(s): Susan Johnston
Date: Friday, October 17, 2008
Time: 10:00 AM – 2:00 PM
Location: Staff Lounge – Compton Center
Flex Credit: 4.00 hour(s)
To Register: Call Extension 3872 or
[Register Online](#)
Confirmations will be made by phone message or email.

PD173 Tooling Up Brown Bag: Mid-Semester Check

Description:

Mid Semester Check: Strategies to Assess Student Learning and Interest
Are your students on course? Do you have 10 minutes to find out? Please join us at our Tooling Up Brown Bag series to discuss strategies to assess student learning and interest before midterm exams! These strategies will provide invaluable insight and assist with future planning and student retention. Participants will: Create a quick and usable assessment which can be given the next day!; learn about some user-friendly technologies that can assist in your mid-semester check; discuss other strategies proven to uncover student learning and interest.

Target Group: Full-Time & Part-Time Faculty
Presenter(s): Rose Ann Cerofeci, Kristie Daniel-DeGregorio; Matt Kline
Date: Wednesday, October 22, 2008
Time: 12:15 PM - 1:15 PM
Location: Alondra Room, Cafeteria
Flex Credit: 1.5 hour(s)
To Register: Call Extension 3872 or
[Register Online](#)
Confirmations will be made by phone message or email.

TC120 Upgrading to Word 2007

Description:

This workshop will help faculty and staff transition from Microsoft Word 2003 to the Word 2007 software program. Participants will be presented with an overview of the basic changes between the two Microsoft Office programs and the differences between each specific application and its predecessor. Participants will gain hands on experience by completing in-class activities using the Word 2007 program.

Please Note: This workshop is intended for current Microsoft Word 2003 users.

OBJECTIVES:

- Understand the Office 2007 Suite
- Start and exit an Office program
- View the Office 2007 user interface
- Create and save a file
- Open a file and save it with a new name
- View and print your work
- Get Help and close a file
- What's new in Word 2007
- New ways to perform tasks
- New editing and formatting techniques
- New page formatting techniques
- New ways to review documents
- Microsoft Word 2007 Resources and Reference

Target Group: Faculty, Staff & Managers
Presenter(s): LaTonya Motley
Date: Thursday, October 23, 2008
Time: 9:00 AM - 11:00 AM

Location: W. Library Basement 19
Flex Credit: 2.00 hour(s)
To Register: Call Extension 3872 or
[Register Online](#)
Confirmations will be made by phone message or email.

TC100f Open Lab - Drop-In Assistance

Description:

These open lab hours are designed to provide individualized and focused assistance with computer applications. Our trainer will assist you with questions or problems on many programs for which training classes have already been offered-Word, Excel, Outlook, Photoshop, Omni, and scanning.

Please note: These are "help" sessions and not training classes.

Target Group: Faculty, Staff & Managers
Presenter(s): LaTonya Motley
Date: Monday, October 27, 2008
Time: 1:30 PM - 3:30 PM
Location: W. Library Basement 19
Flex Credit: 1.00 hour(s)
To Register: Call Extension 3872 or
[Register Online](#)
Confirmations will be made by phone message or email.

TC132 Omni OU Campus

Description:

The Omni OU Campus training will introduce participants to the new user interface in OmniUpdate 8.0. The OU Campus workshop is a three-hour course designed for El Camino College employees 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
Presenter(s): LaTonya Motley
Date: Tuesday, October 28, 2008
Time: 1:00 PM - 4:00 PM
Location: W. Library Basement 19
Flex Credit: 3.00 hour(s)
To Register: Call Extension 3872 or
[Register Online](#)
Confirmations will be made by phone message or email.

TC121 Omni OU Educate (3-Part Course)

Description:

This Omni OU Educate workshop is designed for faculty who wish to establish a web presence on the El Camino College 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.

Target Group: Full-Time & Part-Time Faculty
Presenter(s): LaTonya Motley
Date: Wednesdays, October 29, November 5 & 12, 2008
Time: 1:00 PM - 3:00 PM
Location: W. Library Basement 19
Flex Credit: 2.00 hour(s)
To Register: Call Extension 3872 or
[Register Online](#)

Confirmations will be made by phone message or email.

PD186 Planning Instruction to Ensure Active Learning & Student Success

Description:

Are you having trouble reaching and teaching the "point and click generation" due to: poor reading and writing skills, nanosecond attention spans, inappropriate classroom behaviors, lack of motivation and/or attendance, failure to complete required readings? If so, you are invited to join us in the first of two application-based workshops with Professor Susan Johnston, Professor of Teacher Education in the College of Education at California State University, Dominguez Hills.

Because teaching is an extremely complex endeavor, faculty will appreciate a planning tool that integrates research-based principles of effective instruction and best practice. For more information, contact [Dovard Ross](#).

Morning Refreshments will be available at 9:30
Lunch will be provided.

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

Target Group: Full-Time & Part-Time Faculty
Presenter(s): Susan Johnston
Date: Friday, October 31, 2008
Time: 10:00 AM – 2:00 PM
Location: Staff Lounge – Compton Center
Flex Credit: 4.00 hour(s)
To Register: Call Extension 3872 or
[Register Online](#)
Confirmations will be made by phone message or email.

TC100g Open Lab - Drop-In Assistance

Description:

These open lab hours are designed to provide individualized and focused assistance with computer applications. Our trainer will assist you with questions or problems on many programs for which training classes have already been offered-Word, Excel, Outlook, Photoshop, Omni, and scanning.

Please note: These are "help" sessions and not training classes.

Target Group: Faculty, Staff & Managers
Presenter(s): LaTonya Motley
Date: Monday, November 03, 2008
Time: 1:30 PM - 3:30 PM
Location: W. Library Basement 19
Flex Credit: 1.00 hour(s)
To Register: Call Extension 3872 or
[Register Online](#)
Confirmations will be made by phone message or email.

TC122 Upgrading to Excel 2007

Description:

This workshop will help faculty and staff transition from Microsoft Excel 2003 to the Excel 2007 software program. Participants will be presented with an overview of the basic changes between the two Microsoft Office programs and the differences between each specific application and its predecessor. Participants will gain hands on experience by completing in-class activities using the Excel 2007 program.

Please Note: This workshop is intended for current Microsoft Excel 2003 users.

OBJECTIVES:

- Understand the Office 2007 Suite
- Start and exit an Office program

- View the Office 2007 user interface
- Create and save a file
- Open a file and save it with a new name
- View and print your work
- Get Help and close a file
- Learn what's new in Excel 2007
- Learn new ways to perform program tasks
- Learn new themes and styles
- Learn new Excel charting features
- Learn new conditional formatting features
- Learn easier ways to type formulas
- Learn new table features
- Microsoft Excel 2007 References and Resources

Target Group: Faculty, Staff & Managers

Presenter(s): LaTonya Motley

Date: Tuesday, November 04, 2008

Time: 9:00 AM - 11:00 AM

Location: W. Library Basement 19

Flex Credit: 2.00 hour(s)

To Register: Call Extension 3872 or

[Register Online](#)

Confirmations will be made by phone message or email.

TC123 Introduction to ETUDES-NG (Self-Paced)

Description:

This workshop is a 3-week online, self-paced course, which covers the basic tools and features of the ETUDES-NG course management system. This course is self-paced but enrollees are expected to login several times a week in order to complete the work before the end date. This workshop will be facilitated by LaTonya Motley to answer questions and provide assistance. In addition, if needed, attendees will have the opportunity to schedule a face-to-face orientation of the ETUDES-NG system with the facilitator. The Introduction to ETUDES-NG Self Paced course is scheduled for November 6 -28, 2008.

Attendees must complete all assignments in the Introduction to ETUDES-NG course by the end date in order to receive a Certificate of Completion for the training and 6 hours of Flex Credit.

Target Group: Full-Time & Part-Time Faculty

Presenter(s): LaTonya Motley

Date: Thursday, November 06, 2008

Time: TBA with instructor

Location: Online

Flex Credit: 6.00 hour(s)

To Register: Call Extension 3872 or

[Register Online](#)

Confirmations will be made by phone message or email.

TC135 Excel Level 1

Description:

Examining spreadsheet basics; Entering and editing data; Creating formulas; Using AutoFill and other automatic functions; Moving and copying data; Formatting worksheet appearance; Creating charts; Printing worksheets and charts

Target Group: Faculty, Staff, & Managers

Presenter(s): LaTonya Motley

Date: Friday, November 14, 2008

Time: 9:00 AM - 11:00 AM

Location: C-29 - Computer Training Room - Compton Center

Flex Credit: 2.00 hour(s)

To Register: Call Extension 3872 or

[Register Online](#)

Confirmations will be made by phone message or email.

TC100h Open Lab - Drop-In Assistance

Description:

These open lab hours are designed to provide individualized and focused assistance with computer applications. Our trainer will assist you with questions or problems on many programs for which training classes have already been offered-Word, Excel, Outlook, Photoshop, Omni, and scanning.

Please note: These are "help" sessions and not training classes.

Target Group: Faculty, Staff & Managers

Presenter(s): LaTonya Motley

Date: Monday, November 17, 2008

Time: 1:30 PM - 3:30 PM

Location: W. Library Basement 19

Flex Credit: 1.00 hour(s)

To Register: Call Extension 3872 or

[Register Online](#)

Confirmations will be made by phone message or email.

TC124 Upgrading to Excel 2007

Description:

This workshop will help faculty and staff transition from Microsoft Excel 2003 to the Excel 2007 software program. Participants will be presented with an overview of the basic changes between the two Microsoft Office programs and the differences between each specific application and its predecessor. Participants will gain hands on experience by completing in-class activities using the Excel 2007 program.

Please Note: This workshop is intended for current Microsoft Excel 2003 users.

OBJECTIVES:

- Understand the Office 2007 Suite
- Start and exit an Office program
- View the Office 2007 user interface
- Create and save a file
- Open a file and save it with a new name
- View and print your work
- Get Help and close a file
- Learn what's new in Excel 2007
- Learn new ways to perform program tasks
- Learn new themes and styles
- Learn new Excel charting features
- Learn new conditional formatting features
- Learn easier ways to type formulas
- Learn new table features
- Microsoft Excel 2007 References and Resources

Target Group: Faculty, Staff & Managers

Presenter(s): LaTonya Motley

Date: Thursday, November 20, 2008

Time: 1:00 PM - 3:00 PM

Location: W. Library Basement 19

Flex Credit: 2.00 hour(s)

To Register: Call Extension 3872 or

[Register Online](#)

Confirmations will be made by phone message or email.

PD174 Tooling Up Brown Bag: On Course Conference Reports

Description:

In spring 2008, twenty faculty members from ECC and Compton Center representing several disciplines attended the On Course National Conference held in Los Angeles. Participants agreed to implement at least one strategy

from the conference related to developing active, responsible learners, assess the outcomes and write a one-page report.

You are invited to join us for this exciting Tooling Up workshop where several of the conference attendees will share the results of their projects. Copies of all project reports will also be distributed..

Target Group: Full-Time & Part-Time Faculty
Presenter(s): Rose Ann Cerofeci, Kristie Daniel-DeGregorio; Matt Kline
Date: Friday, November 21, 2008
Time: 11:30 AM - 1:30 PM
Location: Alondra Room, Cafeteria
Flex Credit: 2.0 hour(s)
To Register: Call Extension 3872 or
[Register Online](#)
Confirmations will be made by phone message or email.

TC136 Excel Level 2

Description:

This class will review Excel Level 1 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; using database features (sorting, filtering, using data forms); creating 3-D references (links to other cells); compiling subtotals; creating Pivot Tables; creating and using Macros; customizing Toolbars and Menus; using timesavers (Goal Seek, AutoFormat, Templates, Conditional Formatting)

Target Group: Faculty, Staff, & Managers
Presenter(s): LaTonya Motley
Date: Friday, November 21, 2008
Time: 9:00 AM - 11:00 AM
Location: C-29 - Computer Training Room - Compton Center
Flex Credit: 2.00 hour(s)
To Register: Call Extension 3872 or
[Register Online](#)
Confirmations will be made by phone message or email.

TC100i Open Lab - Drop-In Assistance

Description:

These open lab hours are designed to provide individualized and focused assistance with computer applications. Our trainer will assist you with questions or problems on many programs for which training classes have already been offered-Word, Excel, Outlook, Photoshop, Omni, and scanning.

Please note: These are "help" sessions and not training classes.

Target Group: Faculty, Staff & Managers
Presenter(s): LaTonya Motley
Date: Monday, November 24, 2008
Time: 1:30 PM - 3:30 PM
Location: W. Library Basement 19
Flex Credit: 1.00 hour(s)
To Register: Call Extension 3872 or
[Register Online](#)
Confirmations will be made by phone message or email.

TC100j Open Lab - Drop-In Assistance

Description:

These open lab hours are designed to provide individualized and focused assistance with computer applications. Our trainer will assist you with questions or problems on many programs for which training classes have already been offered-Word, Excel, Outlook, Photoshop, Omni, and scanning.

Please note: These are "help" sessions and not training classes.

Target Group: Faculty, Staff & Managers
Presenter(s): LaTonya Motley
Date: Monday, December 01, 2008
Time: 1:30 PM - 3:30 PM
Location: W. Library Basement 19
Flex Credit: 1.00 hour(s)
To Register: Call Extension 3872 or
[Register Online](#)
Confirmations will be made by phone message or email.

TC125 Introduction to ETUDES-NG (3-Part Course)

Description:

A comprehensive hands-on training on the new course management system ECC adopted in Fall 2007. Topics will include: Lesson Builder - Learn how to create rich modules, upload resources and media using Melete, the lesson builder of ETUDES-NG. Communication Tools - Learn how to use ETUDES-NG for collaboration and communication. Topics include the discussion tool, chat, email, and private messaging. Assessment Tools - Learn how to use ETUDES-NG for testing, assessment, and evaluation. Topics include the assignments tool, tests and quizzes, and the gradebook. Important Extras - Learn how to use MyWorkspace, view your rosters, add guests to your site, disable/enable your site, deactivate student accounts, and much more.

Target Group: Full-Time & Part-Time Faculty
Presenter(s): LaTonya Motley
Date: Tuesdays, December 2, 9, & 16, 2008
Time: 1:00 PM - 3:00 PM
Location: W. Library Basement 19
Flex Credit: 2.00 hour(s)
To Register: Call Extension 3872 or
[Register Online](#)
Confirmations will be made by phone message or email.

TC100k Open Lab - Drop-In Assistance

Description:

These open lab hours are designed to provide individualized and focused assistance with computer applications. Our trainer will assist you with questions or problems on many programs for which training classes have already been offered-Word, Excel, Outlook, Photoshop, Omni, and scanning.

Please note: These are "help" sessions and not training classes.

Target Group: Faculty, Staff & Managers
Presenter(s): LaTonya Motley
Date: Monday, December 08, 2008
Time: 1:30 PM - 3:30 PM
Location: W. Library Basement 19
Flex Credit: 1.00 hour(s)
To Register: Call Extension 3872 or
[Register Online](#)
Confirmations will be made by phone message or email.