Professional Development/Flex Programs

TC200d   Open Lab - Drop-In Assistance

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, February 4, 2008
Time: 1:30 PM - 3:30 PM
Location: W. Library Basement Room 19
Flex Credit: 2.00 Hour(s)
To Register: Call Extension 3872 or
Register Online
Confirmations will be made by phone message or email.

TC207   ECC Plan Builder

Target Group: Managers & Supervisors

Presenter(s):   Donna Manno
Date: Thursday, February 07, 2008
Time: 10:00 AM - 12:00 PM
Location: W. Library Basement Room 19
Flex Credit: 2.00 hour(s)
To Register: Call Ext. 3872 or
Register Online
Confirmations will be made by phone message or email.

TC212   Microsoft Vista/Office 2007 Overview
Description:

Get up to speed quickly on Microsoft Office 2007 with this hands-on workshop
offered by the Business Division. Dynamic and engaging author/trainer Corinne
Hoisington will present highlights of the new features of Word, Excel, Access,
and PowerPoint plus Microsoft's new operating system, Windows Vista, and other
new technologies for 2008.

Microsoft Office 2007 has some very exciting new features, including a completely
redesigned User Interface which makes access to tasks easier while maintaining an
uncluttered workspace. Get acquainted with the new Ribbon with tabs and groups,
the Mini-Toolbar, the Quick Access Toolbar, Office Button, contextual tabs, dialog box
launchers, live preview and more.

Class size limited to 44.

Target Group: Full-Time & Part-Time Faculty

Presenter(s):   Corinne Hoisington; Contact: Virginia Rapp, Pat Vacca

Date: Thursday, February 07, 2008
Time: 12:30 PM - 3:30 PM
Location: Business 8
Flex Credit: 3.00 hour(s)
To Register: Call Ext. 3872 or
Register Online
Confirmations will be made by phone message or email.

TC208   ECC Plan Builder

Target Group: Managers & Supervisors

Presenter(s):   Donna Manno
Date: Monday, February 11, 2008

Time:	12:30 PM - 2:30 PM
Location:	W. Library Basement Room 19
Flex Credit:	2.00 hour(s)
To Register:	Call Ext. 3872 or
	Register Online
	Confirmations will be made by phone message or email.

TC203c   How to Teach Online: Building Content (3-Week Hybrid Course) - Part 3 of 3

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:
  January 24, 2008 1-4pm
  February 7, 2008 1-4pm

Target Group:	Full-Time & Part-Time Faculty
Presenter(s):	LaTonya Motley
Date:	Thursday, February 07, 2008
Time:	1:00 PM - 4:00 PM
Location:	W. Library Basement Room 19
Flex Credit:	3.00 Hour(s)
To Register:	Call Extension 3872 or
	Register Online
	Confirmations will be made by phone message or email.

TC200e   Open Lab - Drop-In Assistance

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, February 11, 2008
Time:	1:30 PM - 3:30 PM
Location:	W. Library Basement Room 19
Flex Credit:	2.00 Hour(s)
To Register:	Call Extension 3872 or
	Register Online
	Confirmations will be made by phone message or email.

TC209   ECC Plan Builder

Target Group:	Managers & Supervisors
Presenter(s):	Donna Manno
Date:	Friday, February 15, 2008
Time:	9:30 AM - 11:30 AM
Location:	W. Library Basement Room 19
Flex Credit:	2.00 hour(s)

TC213   How to Burn a CD

This course will introduce the participants to the Sonic
RecordNow! Plus software, and the features and benefits
that are available when recording CDs using this program.
RecordNow! Plus is a CD burning software that allows you
to create your own music or data CDs from files on your
computer or from other removal storage devices. This
class will cover burning data to CD-R (CD-Read-Only) and
CD-RW (CD-Read/Write) and will also include information
on backing up data to CD or DVD.

Target Group:	Faculty, Staff, & Managers
Presenter(s):	LaTonya Motley
Date:	Wednesday, February 20, 2008
Time:	10:00 - 11:00 AM
Location:	Innovation Center, W. Library Basement
Flex Credit:	1.00 Hour(s)
To Register:	Call Extension 3872 or

Register Online
Confirmations will be made by phone message or email.

TC214   Excel Level 1

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:	Thursday, February 21, 2008
Time:	1:00 PM - 3:00 PM
Location:	W. Library Basement Room 19
Flex Credit:	2.00 Hour(s)
To Register:	Call Extension 3872 or

Register Online
Confirmations will be made by phone message or email.

TC200f   Open Lab - Drop-In Assistance

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, February 25, 2008
Time:	1:30 PM - 3:30 PM
Location:	W. Library Basement Room 19
Flex Credit:	2.00 Hour(s)
To Register:	Call Extension 3872 or

Register Online
Confirmations will be made by phone message or email.

TC215a   Introduction to ETUDES-NG (Part 1 of 3)

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:	Faculty, Staff, & Managers
Presenter(s):	LaTonya Motley
Date:	Tuesday, February 26, 2008
Time:	1:00 PM - 3:00 PM
Location:	W. Library Basement Room 19
Flex Credit:	2.00 Hour(s)
To Register:	Call Extension 3872 or
	Register Online
	Confirmations will be made by phone message or email.

TC216   Excel Level 2

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:	Thursday, February 28, 2008
Time:	1:00 PM - 3:00 PM
Location:	W. Library Basement Room 19
Flex Credit:	2.00 Hour(s)
To Register:	Call Extension 3872 or
	Register Online
	Confirmations will be made by phone message or email.

PD241   Celebrating Teaching & Learning Conference
Description:

Keynote address by David Gottshall, founder and facilitator of the Great Teachers' Seminars, and presentations by ECC's past Distinguished Faculty. They will share their successful teaching strategies.

Target Group:	Faculty, Staff, & Managers
Presenter(s):	David Gottshall; Contact: Donna Manno
Date:	Friday, February 29, 2008
Time:	9:00 AM - 2:00 PM
Location:	East Dining Room, Cafeteria
Flex Credit:	5.00 hour(s)
To Register:	Call Ext. 3872 or
	Register Online
	Confirmations will be made by phone message or email.

TC200g   Open Lab - Drop-In Assistance

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, March 03, 2008
Time: 1:30 PM - 3:30 PM
Location: W. Library Basement Room 19
Flex Credit: 2.00 Hour(s)
To Register: Call Extension 3872 or
Register Online
Confirmations will be made by phone message or email.

TC215b   Introduction to ETUDES-NG (Part 2 of 3)

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: Faculty, Staff, & Managers

Presenter(s): LaTonya Motley

Date: Tuesday, March 04, 2008
Time: 1:00 PM - 3:00 PM
Location: W. Library Basement Room 19
Flex Credit: 2.00 Hour(s)
To Register: Call Extension 3872 or
Register Online
Confirmations will be made by phone message or email.

TC217   OMNI OU Campus

The OU Campus workshop is a two-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 (PDF), and create tables using the OU Campus program.

Target Group: Faculty, Staff, & Managers maintaining ECC websites

Presenter(s): LaTonya Motley

Date: Wednesday, March 05, 2008
Time: 9:00 AM - 11:00 AM
Location: W. Library Basement Room 19
Flex Credit: 2.00 Hour(s)
To Register: Call Extension 3872 or
Register Online
Confirmations will be made by phone message or email.

TC223a OMNI OU Educate (Part 1 of 3)

Designed for faculty who wish to establish a web presence on the El Camino College website, this series of three 2-hour classes will teach you how to use the browser-based OMNI Educate program to choose from a pre-designed template page and easily create a new course, department or instructor home page.

Faculty will also have the opportunity to choose to create from a blank page their Instructor and course home page. They will also have the opportunity to add graphics and upload additional documents to their website within the OU Education web management system.

Target Group: Full-Time & Part-Time Faculty

Presenter(s): LaTonya Motley
Date: Wednesday, March 5, 2008
Time: 1:00 PM - 3:00 PM
Location: W. Library Basement Room 19
Flex Credit: 2.00 Hour(s)
To Register: Call Extension 3872 or
Register Online
Confirmations will be made by phone message or email.

TC200h Open Lab - Drop-In Assistance

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, March 10, 2008
Time: 1:30 PM - 3:30 PM
Location: W. Library Basement Room 19
Flex Credit: 2.00 Hour(s)
To Register: Call Extension 3872 or
Register Online
Confirmations will be made by phone message or email.

TC215c Introduction to ETUDES-NG (Part 3 of 3)

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:	Faculty, Staff, & Managers
Presenter(s):	LaTonya Motley
Date:	Tuesday, March 11, 2008
Time:	1:00 PM - 3:00 PM
Location:	W. Library Basement Room 19
Flex Credit:	2.00 Hour(s)
To Register:	Call Extension 3872 or
	Register Online

PD245 Tooling Up Workshop: Roundtable Discussion: Strategies for Developing Active, Responsible Learners

Attendees are invited to share a strategy that's On Course related (doesn't matter if it's not officially On Course). We arrange for 3-4 faculty from a variety of disciplines to share their ideas to get the discussion started. Light lunch served, attendees are invited to join us for whatever time your schedule permits.

Target Group:	Full-Time & Part-Time Faculty
Presenter(s):	TBA
Date:	Wednesday, March 12, 2008
Time:	12:00 - 1:30 PM
Location:	Alondra Room, Cafeteria
Flex Credit:	1.50 Hour(s)
To Register:	Call Extension 3872 or
	Register Online

TC223b OMNI OU Educate (Part 2 of 3)

Designed for faculty who wish to establish a web presence on the El Camino College website, this series of three 2-hour classes will teach you how to use the browser-based OMNI Educate program to choose from a pre-designed template page and easily create a new course, department or instructor home page.

Faculty will also have the opportunity to choose to create from a blank page their Instructor and course home page. They will also have the opportunity to add graphics and upload additional documents to their website within the OU Education web management system.

Target Group:	Full-Time & Part-Time Faculty
Presenter(s):	LaTonya Motley
Date:	Wednesday, March 12, 2008
Time:	1:00 PM - 3:00 PM
Location:	W. Library Basement Room 19
Flex Credit:	2.00 Hour(s)
To Register:	Call Extension 3872 or
	Register Online
	Confirmations will be made by phone message or email.

TC218 Scanning Text & Images

Need to import graphics and text into fliers, presentations, and web pages? Learn basic techniques to make create crisp, clean scans from photographs, printed material, text and slides. If you like, you can scan and save your own images to a 100 MB zip disk. (Please bring your own

zipdisk.)

Target Group: Faculty, Staff, & Managers

Presenter(s): LaTonya Motley
Date: Friday, March 14, 2008
Time: 10:00 - 11:00 AM
Location: Innovation Center, W. Library Basement
Flex Credit: 1.00 Hour(s)
To Register: Call Extension 3872 or
Register Online
Confirmations will be made by phone message or email.

TC200i   Open Lab - Drop-In Assistance

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, March 17, 2008
Time: 1:30 PM - 3:30 PM
Location: W. Library Basement Room 19
Flex Credit: 2.00 Hour(s)
To Register: Call Extension 3872 or
Register Online
Confirmations will be made by phone message or email.

TC223c   OMNI OU Educate (Part 3 of 3)

Designed for faculty who wish to establish a web presence on the El Camino College website, this series of three 2-hour classes will teach you how to use the browser-based OMNI Educate program to choose from a pre-designed template page and easily create a new course, department or instructor home page.

Faculty will also have the opportunity to choose to create from a blank page their Instructor and course home page. They will also have the opportunity to add graphics and upload additional documents to their website within the OU Education web management system.

Target Group: Full-Time & Part-Time Faculty

Presenter(s): LaTonya Motley
Date: Wednesday, March 19, 2008
Time: 1:00 PM - 3:00 PM
Location: W. Library Basement Room 19
Flex Credit: 2.00 Hour(s)
To Register: Call Extension 3872 or
Register Online
Confirmations will be made by phone message or email.

TC219a   How to Teach Online: Building
Content (3-Week Hybrid Course)
- Part 1 of 3

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:
 March 20, 2008 1-4pm
 April 3, 2008 1-4pm
Target Group: Full-Time & Part-Time Faculty

Presenter(s):   LaTonya Motley
Date: Thursday, March 20, 2008
Time: 1:00 PM   -   4:00 PM
Location: W. Library Basement Room 19
Flex Credit: 3.00   Hour(s)
To Register: Call Extension 3872 or
                     Register Online
                     Confirmations will be made by phone message or email.

TC220   PowerPoint Level 1

Use this powerful program to transform your "chalk and
talk" lectures into a 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(s):   LaTonya Motley
Date: Friday, March 21, 2008
Time: 9:00 AM   -   11:00 AM
Location: W. Library Basement Room 19
Flex Credit: 2.00   Hour(s)
To Register: Call Extension 3872 or
                     Register Online
                     Confirmations will be made by phone message or email.

TC219b   How to Teach Online: Building
                   Content (3-Week Hybrid Course)
                   - Part 2 of 3 (Online)

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:
 March 20, 2008 1-4pm
 April 3, 2008 1-4pm
Target Group: Full-Time & Part-Time Faculty

Presenter(s):   LaTonya Motley
Date: Thursday, March 27, 2008
Time: 1:00 PM   -   4:00 PM
Location: W. Library Basement Room 19
Flex Credit: 3.00   Hour(s)
To Register: Call Extension 3872 or
                     Register Online

TC221   PowerPoint Level 2

Microsoft PowerPoint 2003 enables you to create presentation slides that combine text, clip art, audio, video, tables, charts and graphs. In this intermediate course, you will learn how to: Create quick PowerPoint presentations using templates; Import and link Excel charts; Create an organization chart, Add audio and video

Target Group: Faculty, Staff, & Managers

Presenter(s):   LaTonya Motley
Date: Friday, March 28, 2008
Time: 9:00 AM   - 11:00 AM
Location: W. Library Basement Room 19
Flex Credit: 2.00 Hour(s)
To Register: Call Extension 3872 or
                   Register Online
                   Confirmations will be made by phone message or email.

TC232   Introduction to ETUDES-NG at ECC (Self-Paced)

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 March 31 - April 18, 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: Monday, March 31, 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.

TC200j   Open Lab - Drop-In Assistance

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, March 31, 2008
Time: 1:30 PM   - 3:30 PM
Location: W. Library Basement Room 19

Flex Credit: 2.00 Hour(s)
To Register: Call Extension 3872 or
    Confirmations will be made by phone message or email.

TC222   Emailing Flyers and Announcements in Word

Are you sending fliers to groups of people as an attachment? Learn to send the same fliers as part of an HTML-based email message that is instantly viewable as soon as the message is opened! Graphics and backgrounds appear in the body of the message, and it is all created in MSWord!
Must have basic MSWord proficiency. Knowledge of MSWord tables is also helpful.

Target Group: Faculty, Staff, & Managers

Presenter(s):   LaTonya Motley
Date: Tuesday, April 01, 2008
Time: 9:00 AM - 11:00 AM
Location: W. Library Basement Room 19
Flex Credit: 2.00 Hour(s)
To Register: Call Extension 3872 or
    Confirmations will be made by phone message or email.

TC219c   How to Teach Online: Building Content (3-Week Hybrid Course) - Part 3 of 3

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:
  March 20, 2008 1-4pm
  April 3, 2008 1-4pm
Target Group: Full-Time & Part-Time Faculty

Presenter(s):   LaTonya Motley
Date: Thursday, April 03, 2008
Time: 1:00 PM - 4:00 PM
Location: W. Library Basement Room 19
Flex Credit: 3.00 Hour(s)
To Register: Call Extension 3872 or
    Confirmations will be made by phone message or email.

PD252   Adapting, Succeeding and Thriving in the Workplace (Classified Professional Development Day Keynote Address)

The ability to stay positive and productive in the face of change, challenges and uncertainty is essential for career success. In this interactive presentation you will learn how to stay motivated, respond to workplace challenges and rekindle passion for your career.

Target Group:	Classified Staff

Presenter(s):	Sarita Maybin; Contact: Donna Manno
Date:	Friday, April 04, 2008
Time:	9:00 AM - 10:30 AM
Location:	TBA
Flex Credit:	1.50 Hour(s)
To Register:	Call Extension 3872 or
	Register Online

PD253   Adapting, Succeeding and Thriving in the Workplace (Classified Professional Development Day Keynote Address - Repeat)

The ability to stay positive and productive in the face of change, challenges and uncertainty is essential for career success. In this interactive presentation you will learn how to stay motivated, respond to workplace challenges and rekindle passion for your career.

Target Group:	Classified Staff

Presenter(s):	Sarita Maybin; Contact: Donna Manno
Date:	Friday, April 04, 2008
Time:	1:30 PM - 3:00 PM
Location:	TBA
Flex Credit:	1.50 Hour(s)
To Register:	Call Extension 3872 or
	Register Online

TC200k   Open Lab - Drop-In Assistance

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, April 14, 2008
Time:	1:30 PM - 3:30 PM
Location:	W. Library Basement Room 19
Flex Credit:	2.00 Hour(s)
To Register:	Call Extension 3872 or
	Register Online
	Confirmations will be made by phone message or email.

PD246   Tooling Up Workshop: Guiding Students Back On Course at the Mid-Semester Slump: Finishing Strong

Attendees can share strategies implemented since the last workshop, share ideas for getting students back on track: e.g. Making Course Corrections from On Course, grade trackers, finals study schedules.

Target Group:	Full-Time & Part-Time Faculty

Presenter(s):	TBA
Date:	Wednesday, April 16, 2008
Time:	12:00 - 1:30 PM
Location:	Alondra Room, Cafeteria

Flex Credit: 1.50 Hour(s)
To Register: Call Extension 3872 or
        Register Online

TC224   Photoshop CS Level 1

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, April 17, 2008
Time: 1:00 PM   - 3:00 PM
Location: W. Library Basement Room 19
Flex Credit: 2.00 Hour(s)
To Register: Call Extension 3872 or
        Register Online
        Confirmations will be made by phone message or email.

TC200I   Open Lab - Drop-In Assistance

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, April 21, 2008
Time: 1:30 PM   - 3:30 PM
Location: W. Library Basement Room 19
Flex Credit: 2.00 Hour(s)
To Register: Call Extension 3872 or
        Register Online
        Confirmations will be made by phone message or email.

TC225   Photoshop CS Level 2

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, April 24, 2008
Time: 1:00 PM - 3:00 PM
Location: W. Library Basement Room 19
Flex Credit: 2.00 Hour(s)
To Register: Call Extension 3872 or
Register Online
Confirmations will be made by phone message or email.

TC200   Open Lab - Drop-In Assistance

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, April 28, 2008
Time: 1:30 PM - 3:30 PM
Location: W. Library Basement Room 19
Flex Credit: 2.00 Hour(s)
To Register: Call Extension 3872 or
Register Online
Confirmations will be made by phone message or email.

TC226a   OMNI OU Educate (Part 1 of 3)

Designed for faculty who wish to establish a web presence on the El Camino College website, this series of three 2-hour classes will teach you how to use the browser-based OMNI Educate program to choose from a pre-designed template page and easily create a new course, department or instructor home page.

Faculty will also have the opportunity to choose to create from a blank page their Instructor and course home page. They will also have the opportunity to add graphics and upload additional documents to their website within the OU Education web management system.

Target Group: Full-Time & Part-Time Faculty

Presenter(s): LaTonya Motley

Date: Friday, May 02, 2008
Time: 9:00 AM - 11:00 AM
Location: W. Library Basement Room 19
Flex Credit: 2.00 Hour(s)
To Register: Call Extension 3872 or
Register Online
Confirmations will be made by phone message or email.

TC200n   Open Lab - Drop-In Assistance

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, May 05, 2008
Time:	1:30 PM - 3:30 PM
Location:	W. Library Basement Room 19
Flex Credit:	2.00 Hour(s)
To Register:	Call Extension 3872 or
	Register Online
	Confirmations will be made by phone message or email.

TC227   Access Level 1

Learn the basics of a relational database program. Topics covered include: Creating Tables; Entering and editing data in tables; Sorting and filtering data; Analyzing and troubleshooting relational databases; Creating and using forms; Creating Queries; Creating Reports

Target Group:	Faculty, Staff, & Managers
Presenter(s):	LaTonya Motley
Date:	Tuesday, May 06, 2008
Time:	9:00 AM - 11:00 AM
Location:	W. Library Basement Room 19
Flex Credit:	2.00 Hour(s)
To Register:	Call Extension 3872 or
	Register Online
	Confirmations will be made by phone message or email.

TC228   Outlook Level 1

Introduces the experienced Windows user to Outlook, with special emphasis on e-mail attachments and appointments. Topics include: Creating and formatting e-mail messages; Sending, receiving, and managing messages; Attaching files to messages; Receiving, opening, and sending attachments; Setting and revising appointments in Calendar; Entering and using contacts

Target Group:	Full-Time & Part-Time Faculty
Presenter(s):	LaTonya Motley
Date:	Wednesday, May 07, 2008
Time:	9:00 AM - 11:00 AM
Location:	W. Library Basement Room 19
Flex Credit:	2.00 Hour(s)
To Register:	Call Extension 3872 or
	Register Online
	Confirmations will be made by phone message or email.

TC226b   OMNI OU Educate (Part 2 of 3)

Designed for faculty who wish to establish a web presence on the El Camino College website, this series of three 2-hour classes will teach you how to use the browser-based OMNI Educate program to choose from a pre-designed template page and easily create a new course, department or instructor home page.

Faculty will also have the opportunity to choose to create from a blank page their Instructor and course home page. They will also have the opportunity to add graphics and upload additional documents to their website within the OU Education web management system.

Target Group: Full-Time & Part-Time Faculty

Presenter(s):   LaTonya Motley
Date: Friday, May 09, 2008
Time: 9:00 AM   -   11:00 AM
Location: W. Library Basement Room 19
Flex Credit: 2.00   Hour(s)
To Register: Call Extension 3872 or
Register Online
Confirmations will be made by phone message or email.

TC200o   Open Lab - Drop-In Assistance

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, May 12, 2008
Time: 1:30 PM   -   3:30 PM
Location: W. Library Basement Room 19
Flex Credit: 2.00   Hour(s)
To Register: Call Extension 3872 or
Register Online
Confirmations will be made by phone message or email.

TC229   Access Level 2

This course will cover designing tables, queries, forms,
reports, and building expressions in MS Access.

Target Group: Full-Time & Part-Time Faculty

Presenter(s):   LaTonya Motley
Date: Tuesday, May 13, 2008
Time: 9:00 AM   -   11:00 AM
Location: W. Library Basement Room 19
Flex Credit: 2.00   Hour(s)
To Register: Call Extension 3872 or
Register Online
Confirmations will be made by phone message or email.

TC230   Outlook Level 2

Topics covered include: Sorting and organizing your e-
mail; Customizing views; Using the Folder List'; Managing
Address Books; Setting the Out-of-Office Assistant;
Creating an Auto Signature; Delegating to Other Users;
Viewing Folders as a Delegate; Using Tools/Services to
add or remove features

Target Group: Full-Time & Part-Time Faculty

Presenter(s):   LaTonya Motley
Date: Wednesday, May 14, 2008
Time: 9:00 AM   -   11:00 AM
Location: W. Library Basement Room 19
Flex Credit: 2.00   Hour(s)
To Register: Call Extension 3872 or
Register Online
Confirmations will be made by phone message or email.

TC226c   OMNI OU Educate (Part 3 of 3)

Designed for faculty who wish to establish a web presence on the El Camino College website, this series of three 2-hour classes will teach you how to use the browser-based OMNI Educate program to choose from a pre-designed template page and easily create a new course, department or instructor home page.

Faculty will also have the opportunity to choose to create from a blank page their Instructor and course home page. They will also have the opportunity to add graphics and upload additional documents to their website within the OU Education web management system.

Target Group: Full-Time & Part-Time Faculty

Presenter(s): LaTonya Motley
Date: Friday, May 16, 2008
Time: 9:00 AM - 11:00 AM
Location: W. Library Basement Room 19
Flex Credit: 2.00 Hour(s)
To Register: Call Extension 3872 or
Register Online
Confirmations will be made by phone message or email.

PD247   Tooling Up Workshop: Roundtable Discussion: Ideas from the On Course Conference

Open to the campus, this roundtable will be an ideas exchange of best practices learned at the On Course National Conference. Presenters will share ideas they thought were so great that they're now planning to implement them in their classes.

Target Group: Full-Time & Part-Time Faculty

Presenter(s): TBA
Date: Friday, May 16, 2008
Time: 12:00 - 1:30 PM
Location: Alondra Room, Cafeteria
Flex Credit: 1.50 Hour(s)
To Register: Call Extension 3872 or
Register Online

TC231   Outlook Level 3

This class covers the useful Calendar and Tasks functions. Learn the details of Calendar to set up your appointments (with pop-up reminders if you like), and schedule meetings with other Outlook users. Use Tasks to manage your workload and communicate with other Outlook users on shared tasks. Learn to group and find any type of Outlook items by Categories you create.

Target Group: Faculty, Staff, & Managers

Presenter(s): LaTonya Motley
Date: Wednesday, May 21, 2008
Time: 9:00 AM - 11:00 AM
Location: W. Library Basement Room 19
Flex Credit: 2.00 Hour(s)
To Register: Call Extension 3872 or
Register Online
Confirmations will be made by phone message or email.