Professional Development/Flex Programs

TC211   Introduction to MyECC Faculty Portal

Description:
The MyECC Portal is an interface to the college's student information allowing students, faculty, staff and administrators access to a wide range of functions. During this two-hour workshop, faculty will learn how to use the MyECC Faculty Portal to access up to the minute Class Rosters, with the ability to download them in an Excel ready format, Class Schedules, Student email addresses and telephone numbers, and instructions on how to access

Target Group: Full-Time & Part-Time Faculty
Presenter(s): LaTonya Motley
Date: Thursday, February 22, 2007
Time: 1:00 PM - 3:00 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.

TC212abc Omni OU Educate (Three 2-Hour Classes)

Description:
This series of classes are designed for faculty who wish to establish a web presence on the El Camino College website by creating a faculty website. This series of three 2-hour classes will teach faculty how to use the browser-based OU Educate program to choose from a pre-designed template page and easily create a new course, department or instructor web page. Faculty will also have the opportunity to add graphics and upload additional documents onto their website within the OU Educate web management system.

Target Group: Full-Time & Part-Time Faculty
Presenter(s): LaTonya Motley
Date: Tuesdays, February 27, March 6, and March 13, 2007
Time: 1:00 PM - 3:00 PM
Location: W. Library Basement Room 19
Flex Credit: 6.00 hour(s) each class
To Register: Call Ext. 3872 or Register Online
Confirmations will be made by phone message or email.

TC213 Omni OU Campus

Description:
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 is 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 who maintain their department websites
Presenter(s): LaTonya Motley
Date: Thursday, March 01, 2007
Time: 1:00 PM - 3:00 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.

TC214abc Introduction to ETUDES-NG (Hybrid, 3 Two-Hour Classes)
Description: A comprehensive hands-on training on the new course management system ECC will be adopting by 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: Mondays, March 05, 12, and 19, 2007
Time: 1:00 PM - 3:00 PM
Location: W. Library Basement Room 19
Flex Credit: 6.00 hour(s)
To Register: Call Ext. 3872 or Register Online
Confirmations will be made by phone message or email.

TC215 Blackboard to ETUDES-NG Conversion

Description: El Camino College is currently in the process of switching from Blackboard to the ETUDES-NG course management system. The objective of this workshop is to assist current online instructors with the migration of their online course from Blackboard to ETUDES-NG.

Target Group: Full-Time & Part-Time Faculty

Presenter(s): LaTonya Motley

Date: Thursday, March 08, 2007
Time: 1:00 PM - 3:00 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.

TC216 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: Friday, March 16, 2007
Time: 9:00 AM - 11:00 AM
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.

TC217 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: Friday, March 23, 2007
Time: 9:00 AM - 11:00 AM
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.

TC218abc How to Teach Online: Building Content (3-Week Hybrid Workshop)

Description:
This six-module course will be delivered as a hybrid using both face-to-face meetings and online instruction (2 face-to-face). The course is designed for faculty and staff 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.

- Module One - From face-to-face teaching to the online class: What are the steps?
- Module Two - Concept Mapping
- Module Three - Designing a Module
- Module Four - Learning Objects and adding Enhancements
- Module Five - Facilitation Techniques and Learning Activities
- Module Six - Course Management System Options

Additional instruction will be online.

The mandatory face-to-face classes will be held on:
April 2, 2007 1-4 pm
April 23, 2007 1-4 pm

Target Group: Full-Time & Part-Time Faculty
Presenter(s): LaTonya Motley
Date: Monday, April 2, 16 (ONLINE), and 23, 2007
Time: 1:00 PM - 4:00 PM
Location: W. Library Basement Room 19
Flex Credit: 9.00 hour(s)
To Register: Call Ext. 3872 or Register Online
Confirmations will be made by phone message or email.

TC220 PowerPoint Level 1

Description:
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:** Wednesday, April 04, 2007

**Time:** 1:00 PM - 3:00 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.**

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**TC221**  
**PowerPoint Level 2**

**Description:**
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, and
- Add audio and video to a presentation

Please note that you must have taken the PowerPoint Level I workshop or have experience working with PowerPoint before taking this workshop.

**Target Group:** Faculty, Staff, & Managers

**Presenter(s):** LaTonya Motley

**Date:** Wednesday, April 18, 2007

**Time:** 1:00 PM - 3:00 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.**

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**TC222abc**  
**Introduction to ETUDES-NG (Hybrid, 3 Two-Hour Classes)**

**Description:**
A comprehensive hands-on training on the new course management system ECC will be adopting by 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:** Thursday, April 19, 26, and May 3, 2007

**Time:** 1:00 PM - 3:00 PM

**Location:** W. Library Basement Room 19

**Flex Credit:** 6.00 hour(s)

**To Register:** Call Ext. 3872 or Register Online

**Confirmations will be made by phone message or email.**

A comprehensive hands-on training on the new course management system

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**TC223**  
**Blackboard to ETUDES-NG Conversion**

**Description:**
El Camino College is currently in the process of switching from Blackboard to the ETUDES-NG course management system. The objective of this workshop is to assist current online instructors with the migration of their online course from Blackboard to ETUDES-NG.

**Target Group:** Full-Time & Part-Time Faculty

**Presenter(s):** LaTonya Motley

**Date:** Friday, April 27, 2007

**Time:** 9:00 AM - 11:00 AM

**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.

**TC224abc**  
**How to Teach Online: Building Content (3-Week Hybrid Workshop)**

**Description:**
This six-module course will be delivered as a hybrid using both face-to-face meetings and online instruction (2 face-to-face). The course is designed for faculty and staff 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.

- Module One - From face-to-face teaching to the online class: What are the steps?
- Module Two - Concept Mapping
- Module Three - Designing a Module
- Module Four - Learning Objects and adding Enhancements
- Module Five - Facilitation Techniques and Learning Activities
- Module Six - Course Management System Options

Additional instruction will be online.

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

May 3, 2007 1-4 pm

May 17, 2007 1-4 pm

**Target Group:** Full-Time & Part-Time Faculty, Staff

**Presenter(s):** LaTonya Motley

**Date:** Thursday, May 10, 17 (ONLINE) and 31, 2007

**Time:** 1:00 PM - 4:00 PM

**Location:** W. Library Basement Room 19

**Flex Credit:** 9.00 hour(s)

**To Register:** Call Ext. 3872 or Register Online

Confirmations will be made by phone message or email.

**TC225**  
**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:** Full-Time & Part-Time Faculty

**Presenter(s):** LaTonya Motley

**Date:** Tuesday, May 15, 2007

**Time:** 1:00 PM - 3:00 PM

**Location:** W. Library Basement Room 19

**Flex Credit:** 2.00 hour(s)

**To Register:** Call Ext. 3872 or
TC226 Creating Email Newsletters in Word

Description:
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: Monday, May 21, 2007
Time: 9:00 AM - 11:00 AM
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.

TC227 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: Tuesday, May 22, 2007
Time: 1:00 PM - 3:00 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.