

Professional Development/Flex Programs 2005-2006 Academic Year

TC258abc How to Teach Online: Building Content

Description:

This three-module 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. Module One – Steps to Designing an Online Course and Concept Mapping.
2. Module Two - Designing a Module and Adding Learning Objects and Enhancements
3. Module Three - Facilitation Techniques and Course Management System Options

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

June 13, 2006 1-4pm
June 27, 2006 1-4pm

Target Group: Full-Time & Part-Time Faculty

Presenter(s): LaTonya Motley

Date: Tuesday, June 13 & 27, 2006

Time: 1:00 PM - 4:00 PM

Location: W. Library Basement Room 19

Professional Development/Flex Credit: 3.00 hour(s)

To Register: Call Ext. 3872 or email

<mailto:staffdev@elcamino.edu>

Computer training classes will be confirmed by phone or email.

TC259a Omni OU Educate (Part 1 of 2)

Description:

Designed for faculty who wish to establish a web presence on the El Camino College website, this series of two 3-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: Tuesday, June 20, 2006

Time: 1:00 PM - 4:00 PM

Location: W. Library Basement Room 19

Professional Development/Flex Credit: 3.00 hour(s)

To Register: Call Ext. 3872 or email

<mailto:staffdev@elcamino.edu>

Computer training classes will be confirmed by phone or email.

TC259b Omni OU Educate (Part 2 of 2)

Description:

Designed for faculty who wish to establish a web presence on the El Camino College website, this series of two 3-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: Thursday, June 22, 2006

Time: 1:00 PM - 4:00 PM

Location: W. Library Basement Room 19

Professional Development/Flex Credit: 3.00 hour(s)

To Register: Call Ext. 3872 or email

<mailto:staffdev@elcamino.edu>

Computer training classes will be confirmed by phone or email.

Professional Development/Flex Programs 2006-2007 Academic Year

TC101abc How to Teach Online: Building Content

Description:

This three-module 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. Module One – Steps to Designing an Online Course and Concept Mapping
2. Module Two - Designing a Module and Adding Learning Objects and Enhancements
3. Module Three - Facilitation Techniques and Course Management System Options

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

July 11, 2006 9am-12pm

July 25, 2006 9am-12pm

Target Group: Full-Time & Part-Time Faculty

Presenter(s): LaTonya Motley

Date: Tuesday, July 11 & 25, 2006

Time: 9:00 AM - 12:00 PM

Location: W. Library Basement Room 19

Professional Development/Flex Credit: 3.00 hour(s)

To Register: Call Ext. 3872 or email

<mailto:staffdev@elcamino.edu>

Computer training classes will be confirmed by phone or email.

TC102 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

Presenter(s): LaTonya Motley

Date: Tuesday, July 18, 2006

Time: 9:00 AM - 11:00 AM

Location: W. Library Basement Room 19

Professional Development/Flex Credit: 2.00 hour(s)

To Register: Call Ext. 3872 or email
<mailto:staffdev@elcamino.edu>
Computer training classes will be confirmed by phone or email.

TC103 Introduction to Adobe Photoshop CS

Description:

Need to add professional effects to photographic images for flyers, web pages, or presentations? Then you need to take the Introduction to Photoshop CS workshop! In this class you will learn to edit and crop out unwanted portions of digital images, resize, 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

Presenter(s): LaTonya Motley

Date: Wednesday, July 19, 2006

Time: 1:00 PM - 3:00 PM

Location: W. Library Basement Room 19

Professional Development/Flex Credit: 2.00 hour(s)

To Register: Call Ext. 3872 or email
<mailto:staffdev@elcamino.edu>
Computer training classes will be confirmed by phone or email.

TC104 Outlook for Faculty Laptop Computers (NEW)

Description:

This workshop is for faculty with laptops who want to use the email management features of MS Outlook to become more organized. Topics will include flag-for-follow-up; using search folders; using email favorites; automatic email filing; distributing lists; saving/storing/ removing multiple email attachments; archiving your email, and personal folders.

Target Group: Faculty with laptop computers

Presenter(s): LaTonya Motley

Date: Thursday, July 27, 2006

Time: 1:00 PM - 3:00 PM

Location: W. Library Basement Room 19

Professional Development/Flex Credit: 2.00 hour(s)

To Register: Call Ext. 3872 or email
<mailto:staffdev@elcamino.edu>
Computer training classes will be confirmed by phone or email.

TC105a Omni OU Educate (Part 1 of 2)

Description:

Designed for faculty who wish to establish a web presence on the El Camino College website, this series of two 3-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: Monday, July 31, 2006

Time: 9:00 AM - 12:00 PM

Location: W. Library Basement Room 19

Professional Development/Flex Credit: 3.00 hour(s)

To Register: Call Ext. 3872 or email
<mailto:staffdev@elcamino.edu>
Computer training classes will be confirmed by phone or email.

TC106 PowerPoint Level 2 (NEW)

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

Presenter(s): LaTonya Motley

Date: Tuesday, August 01, 2006

Time: 9:00 AM - 11:00 AM

Location: W. Library Basement Room 19

Professional Development/Flex Credit: 2.00 hour(s)

To Register: Call Ext. 3872 or email

<mailto:staffdev@elcamino.edu>

Computer training classes will be confirmed by phone or email.

TC105b Omni OU Educate (Part 2 of 2)

Description:

Designed for faculty who wish to establish a web presence on the El Camino College website, this series of two 3-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, August 02, 2006

Time: 9:00 AM - 12:00 PM

Location: W. Library Basement Room 19

Professional Development/Flex Credit: 3.00 hour(s)

To Register: Call Ext. 3872 or email

<mailto:staffdev@elcamino.edu>

Computer training classes will be confirmed by phone or email.

TC107 Convert Files to PDF Using Adobe Acrobat (NEW)

Description:

How can you convert your documents to portable document format? This workshop will show you how you can easily convert your files into Adobe Acrobat Portable Document Format (PDF).

Ways to use PDF Documents:

- Create and publish reports, spreadsheets, and resumes for distribution to colleagues or clients
- Distribute schedules, maps, and calendars as PDF files
- Archive Web sites for easy reference and research
- Turn scanned paper documents into searchable Adobe PDF files
- Add Create Adobe PDF Online to your list of printers. Convert documents to Adobe PDF right from your desktop.

Adobe PDF solves many common file-sharing problems, from preserving the look-and-feel of the original document to allowing anyone, on any platform,

to view and print documents using the free Adobe Reader®.

Target Group: Faculty & Staff

Presenter(s): LaTonya Motley

Date: Tuesday, August 08, 2006

Time: 9:00 AM - 11:00 AM

Location: W. Library Basement Room 19

Professional Development/Flex Credit: 2.00 hour(s)

To Register: Call Ext. 3872 or email

<mailto:staffdev@elcamino.edu>

Computer training classes will be confirmed by phone or email.

TC108 Introduction to Digital Cameras

Description:

This workshop will provide an overview of how digital cameras work. By the end of the session, you will have used a digital camera to take a photograph, downloaded it onto a PC, optimized the image to a suitable file format, and printed it in color.

Target Group: Faculty & Staff

Presenter(s): LaTonya Motley

Date: Thursday, August 10, 2006

Time: 1:00 PM - 3:00 PM

Location: W. Library Basement Room 19

Professional Development/Flex Credit: 2.00 hour(s)

To Register: Call Ext. 3872 or email

<mailto:staffdev@elcamino.edu>

Computer training classes will be confirmed by phone or email.