

Professional Development/Flex Programs

TC229 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.

Target Group: Faculty, Staff, & Managers

Presenter(s): LaTonya Motley

Date: Monday, June 18, 2007

Time: 1:30 PM - 3:30 PM

Location: W. Library Basement Room 19

Flex Credit: 1.00 hour(s)

TC230 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 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 department websites

Presenter(s): LaTonya Motley

Date: Wednesday, June 20, 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.

TC231 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, June 21, 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.

TC250 Beyond Boring Bullet Points

Description:

The Workplace Learning Resource Center invites you to attend a professional development workshop designed to improve your Power Point classroom presentations. Have you grown weary of endless boring bullet points in your presentations? Are you using your PowerPoint slides for talking points for you? If the answer is yes, we encourage you to attend this presentation to learn how to use PowerPoint slides to tell a story and engage your students with the content. Using the material from the book by Cliff Atkinson, 'Beyond

Bullet Points,' participants will learn the Three-Step Process for designing interesting and engaging slides that bring your teaching story to life.
Presenter: Judith Norton.

Space is limited so please RSVP to 310-973-3176 if you plan to attend.

Target Group: Faculty, Staff, & Managers

Presenter(s): Judith Norton

Date: Thursday, June 21, 2007

Time: 1:00 PM - 3:00 PM

Location: **Technical Arts Room 104**

Flex Credit: 2.00 hour(s)

To Register: **Call 310-973-3176**

TC232 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.

Target Group: Faculty, Staff, & Managers

Presenter(s): LaTonya Motley

Date: Monday, June 25, 2007

Time: 1:30 PM - 3:30 PM

Location: W. Library Basement Room 19

Flex Credit: 1.00 hour(s)

TC233abc How to Teach Online: Building Content (3-Week Hybrid Workshop)

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. Attendees should have basic computer skills such as sending emails, attaching files, inserting images, and adding color to text in a word processing program.

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:

June 26, 2007 1-4pm

July 10, 2007 1-4pm

Target Group: Full-Time & Part-Time Faculty

Presenter(s): LaTonya Motley

Date: Tuesday, June 26, July 03 (ONLINE), July 10, 2007

Time: 1:00 PM - 4:00 PM

Location: W. Library Basement Room 19

Flex Credit: 3.00 hour(s) each class

To Register: [Call Ext. 3872](#) or

[Register Online](#)

Confirmations will be made by phone message or email.

TC234 Scanning Text & Images

Description:

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: Wednesday, June 27, 2007

Time: 10:00 - 11:00 AM
Location: Innovation Center, W. Library Basement
Flex Credit: 1.00 hour(s)
To Register: Call Ext. 3872 or
[Register Online](#)
Confirmations will be made by phone message or email.

TC235abc Introduction to ETUDES-NG at ECC (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 July 2-20, 2007.

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, July 02 – July 20, 2007
Time: TBA
Location: Online
Flex Credit: 6.00 hour(s) on completion
To Register: Call Ext. 3872 or
[Register Online](#)
Confirmations will be made by phone message or email.

TC236 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.

Target Group: Faculty, Staff, & Managers

Presenter(s): LaTonya Motley
Date: Monday, July 02, 2007
Time: 1:30 PM - 3:30 PM
Location: W. Library Basement Room 19
Flex Credit: 1.00 hour(s)

TC237 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.

Target Group: Faculty, Staff, & Managers

Presenter(s): LaTonya Motley
Date: Monday, July 09, 2007
Time: 1:30 PM - 3:30 PM
Location: W. Library Basement Room 19
Flex Credit: 1.00 hour(s)

TC238 How to Burn a CD

Description:

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, July 11, 2007

Time: 10:00 AM - 11:00 AM

Location: Innovation Center, W. Library Basement

Flex Credit: 1.00 hour(s)

To Register: Call Ext. 3872 or

[Register Online](#)

Confirmations will be made by phone message or email.

TC239ab Omni OU Educate (Parts 1 & 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, July 11 & Thursday, July 12, 2007

Time: 1:00 PM - 4:00 PM

Location: W. Library Basement Room 19

Flex Credit: 3.00 hour(s) each class

To Register: Call Ext. 3872 or

[Register Online](#)

Confirmations will be made by phone message or email.

TC240 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.

Target Group: Faculty, Staff, & Managers

Presenter(s): LaTonya Motley

Date: Monday, July 16, 2007

Time: 1:30 PM - 3:30 PM

Location: W. Library Basement Room 19

Flex Credit: 1.00 hour(s)

TC241 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: Wednesday, July 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.

TC242abc How to Teach Online: Building Content (3-Week Hybrid Workshop)

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. Attendees should have basic computer skills such as sending emails, attaching files, inserting images, and adding color to text in a word processing program.

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:

July 19, 2007 1-4pm

August 2, 2007 1-4pm

Target Group: Full-Time & Part-Time Faculty

Presenter(s): LaTonya Motley
Date: Thursday, July 19, July 26 (ONLINE), August 2, 2007
Time: 1:00 PM - 4:00 PM
Location: W. Library Basement Room 19
Flex Credit: 3.00 hour(s) for each class
To Register: ~~Call Ext. 3872~~ or
[Register Online](#)
Confirmations will be made by phone message or email.

TC243 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.

Target Group: Faculty, Staff, & Managers

Presenter(s): LaTonya Motley
Date: Monday, July 23, 2007
Time: 1:30 PM - 3:30 PM
Location: W. Library Basement Room 19
Flex Credit: 1.00 hour(s)

TC244abc Introduction to ETUDES-NG (Parts 1, 2, & 3)

Description:

A comprehensive hands-on training on the new course management system ECC will be adopted 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: Tuesdays, July 24 & 31, August 07, 2007
Time: 1:00 PM - 3:00 PM
Location: W. Library Basement Room 19
Flex Credit: 6.00 hour(s) on completion
To Register: Call Ext. 3872 or
[Register Online](#)
Confirmations will be made by phone message or email.

TC245 Adobe 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: Wednesday, July 25, 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.

TC246 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.

Target Group: Faculty, Staff, & Managers

Presenter(s): LaTonya Motley

Date: Monday, July 30, 2007

Time: 1:30 PM - 3:30 PM

Location: W. Library Basement Room 19

Flex Credit: 1.00 hour(s)

TC247 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, August 01, 2007

Time: 10:00 - 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.

TC248 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.

Target Group: Faculty, Staff, & Managers

Presenter(s): LaTonya Motley

Date: Monday, August 06, 2007

Time: 1:30 PM - 3:30 PM

Location: W. Library Basement Room 19

Flex Credit: 1.00 hour(s)

TC249 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

Target Group: Faculty, Staff, & Managers

Presenter(s): LaTonya Motley

Date: Wednesday, August 08, 2007

Time: 10:00 - 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.