

Professional Development/Flex Programs

TC110 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

Presenter(s): LaTonya Motley

Date: Monday, September 11, 2006

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 email

staffdev@elcamino.edu

Confirmations will be made by phone message or email.

TC111 Introduction to Windows XP

Description:

This workshop is intended for Faculty and Staff that have upgraded to Windows XP and want information about the new features. The following information is included in the class: working with the Windows XP interface, examining the new Start menu, working with online help, working with My Computer, using the Control Panel, examining the Search Companion, working with multimedia, configuring user and system settings, and using the new system tools.

Target Group: Faculty & Staff

Presenter(s): LaTonya Motley

Date: Tuesday, September 12, 2006

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 email

staffdev@elcamino.edu

Confirmations will be made by phone message or email.

TC112 Outlook Level 1

Description:

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: Faculty & Staff

Presenter(s): LaTonya Motley

Date: Thursday, September 14, 2006

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 email

staffdev@elcamino.edu

Confirmations will be made by phone message or email.

TC113 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

Presenter(s): LaTonya Motley

Date: Monday, September 18, 2006

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 email

staffdev@elcamino.edu

Confirmations will be made by phone message or email.

TC114 Word Level 1

Description:

Participants will learn the basics of Word.

Creating and navigating documents

Entering and editing text

Saving and printing files

Working with menus and dialog boxes

Formatting text

Checking spelling

Target Group: Faculty & Staff

Presenter(s): LaTonya Motley

Date: Tuesday, September 19, 2006

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 email

staffdev@elcamino.edu

Confirmations will be made by phone message or email.

TC115 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

Presenter(s): LaTonya Motley

Date: Wednesday, September 20, 2006

Time: 10:00 - 11:00 AM

Location: Innovation Center, W. Library Basement

Flex Credit: 1.00 hour(s)

To Register: Call Extension 3872 or email

staffdev@elcamino.edu

Confirmations will be made by phone message or email.

TC116 Outlook Level 2

Description:

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: Faculty & Staff
Presenter(s): LaTonya Motley
Date: Thursday, September 21, 2006
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 email
staffdev@elcamino.edu
Confirmations will be made by phone message or email.

TC117 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
Presenter(s): LaTonya Motley
Date: Monday, September 25, 2006
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 email
staffdev@elcamino.edu
Confirmations will be made by phone message or email.

TC118 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
Presenter(s): LaTonya Motley
Date: Wednesday, September 27, 2006
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 email
staffdev@elcamino.edu
Confirmations will be made by phone message or email.

TC119 Grade & Record Keeping Using Excel

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.

Target Group: Faculty & Staff
Presenter(s): LaTonya Motley
Date: Friday, September 29, 2006
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 email
staffdev@elcamino.edu

Confirmations will be made by phone message or email.

TC120 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

Presenter(s): LaTonya Motley

Date: Monday, October 02, 2006

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 email

staffdev@elcamino.edu

Confirmations will be made by phone message or email.

TC121 Word Level 2

Description:

Review of Word Level 1 training
Using tabs, columns, and drop caps
Formatting pages and paragraphs
Using styles
Using layout and outline views
Using AutoText and AutoCorrect
Creating and modifying tables
Creating graphs & inserting Excel spreadsheets
Creating Mail Merge documents
Using, creating, and modifying templates
Using Word Art and Drawing tools

Target Group: Faculty & Staff

Presenter(s): LaTonya Motley

Date: Tuesday, October 03, 2006

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 email

staffdev@elcamino.edu

Confirmations will be made by phone message or email.

TC122 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

Presenter(s): LaTonya Motley

Date: Wednesday, October 04, 2006

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 email
staffdev@elcamino.edu
Confirmations will be made by phone message or email.

TC123 Outlook Level 3

Description:

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

Presenter(s): LaTonya Motley

Date: Thursday, October 05, 2006

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 email

staffdev@elcamino.edu

Confirmations will be made by phone message or email.

TC124 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

Presenter(s): LaTonya Motley

Date: Monday, October 09, 2006

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 email

staffdev@elcamino.edu

Confirmations will be made by phone message or email.

TC125 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, October 10, 2006

Time: 1:00 PM - 3:00 PM

Location: Innovation Center, W. Library Basement

Flex Credit: 2.00 hour(s)

To Register: Call Extension 3872 or email

staffdev@elcamino.edu

Confirmations will be made by phone message or email.

TC126a Omni OU Educate (Part 1 of 3)

Description:

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, October 13, 2006

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 email

staffdev@elcamino.edu

Confirmations will be made by phone message or email.

TC127 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

Presenter(s): LaTonya Motley

Date: Monday, October 16, 2006

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 email

staffdev@elcamino.edu

Confirmations will be made by phone message or email.

TC128 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

Presenter(s): LaTonya Motley

Date: Tuesday, October 17, 2006

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 email

staffdev@elcamino.edu

Confirmations will be made by phone message or email.

TC126b Omni OU Educate (Part 2 of 3)

Description:

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, October 20, 2006

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 email

staffdev@elcamino.edu

Confirmations will be made by phone message or email.

TC129 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

Presenter(s): LaTonya Motley

Date: Monday, October 23, 2006

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 email

staffdev@elcamino.edu

Confirmations will be made by phone message or email.

TC130 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

Presenter(s): LaTonya Motley

Date: Wednesday, October 25, 2006

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 email

staffdev@elcamino.edu

Confirmations will be made by phone message or email.

TC126c Omni OU Educate (Part 3 of 3)

Description:

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, October 27, 2006
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 email staffdev@elcamino.edu
Confirmations will be made by phone message or email.

TC131 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
Presenter(s): LaTonya Motley
Date: Monday, October 30, 2006
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 email staffdev@elcamino.edu
Confirmations will be made by phone message or email.

TC132 File Management Using Windows XP

Description:
The participants in this class will learn the basics of computer file management on a personal computer. Participants will learn how to navigate and manage documents in My Computer and Windows Explorer areas including saving, creating, moving and deleting files and folders, organizing files and folders and backing up to a CD, floppy or Zip disk.

Course Topics:

- Finding Files
- Saving Files
- Copying Files
- Moving Files
- Deleting Files
- Creating Folder Directories
- Backing Up Files

Target Group: Faculty & Staff
Presenter(s): LaTonya Motley
Date: Wednesday, November 01, 2006
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 email staffdev@elcamino.edu
Confirmations will be made by phone message or email.

TC133a Teaching Online Training (Part 1 of 3)

Description:
This six-module course will be delivered using both face-to-face meetings and online instruction (3 face-to-face and 3 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.
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
Face-to-face classes are scheduled for:
Friday, Nov 3 9:00 am - 12:00 pm
Friday, Nov 17 9:00 am - 12:00 pm
Friday, Dec 8 9:00 am - 12:00 pm
Attendance at all three face-to-face sessions is required.
Additional instruction will be online.

Target Group: Full-Time & Part-Time Faculty

Presenter(s): LaTonya Motley
Date: Friday, November 03, 2006
Time: 9:00 AM - 12:00 PM
Location: W. Library Basement Room 19
Flex Credit: 3.00 hours per module; 18.0 hours for entire program
To Register: Call Extension 3872 or email
staffdev@elcamino.edu
Confirmations will be made by phone message or email.

TC134 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

Presenter(s): LaTonya Motley
Date: Monday, November 06, 2006
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 email
staffdev@elcamino.edu
Confirmations will be made by phone message or email.

TC135 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

Presenter(s): LaTonya Motley
Date: Tuesday, November 07, 2006
Time: 9:00 AM - 10:00 AM
Location: W. Library Basement Room 19
Flex Credit: 1.00 hour(s)
To Register: Call Extension 3872 or email
staffdev@elcamino.edu
Confirmations will be made by phone message or email.

TC136 Access Level 1

Description:

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

Presenter(s): LaTonya Motley
Date: Thursday, November 09, 2006
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 email
staffdev@elcamino.edu
Confirmations will be made by phone message or email.

TC137 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

Presenter(s): LaTonya Motley
Date: Monday, November 13, 2006
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 email
staffdev@elcamino.edu
Confirmations will be made by phone message or email.

TC138a Omni OU Educate (Part 1 of 3)

Description:

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: Tuesday, November 14, 2006
Time: 3:00 PM - 5:00 PM
Location: W. Library Basement Room 19
Flex Credit: 2.00 hour(s)
To Register: Call Extension 3872 or email
staffdev@elcamino.edu
Confirmations will be made by phone message or email.

TC139 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: Wednesday, November 15, 2006
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 email
staffdev@elcamino.edu
Confirmations will be made by phone message or email.

TC140 Access Level 2**Description:**

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

Target Group: Faculty & Staff

Presenter(s): LaTonya Motley

Date: Thursday, November 16, 2006

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 email

staffdev@elcamino.edu

Confirmations will be made by phone message or email.

TC133b Teaching Online Training (Part 2 of 3)**Description:**

This six-module course will be delivered using both face-to-face meetings and online instruction (3 face-to-face and 3 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.

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

Face-to-face classes are scheduled for:

Friday, Nov 3 9:00 am - 12:00 pm

Friday, Nov 17 9:00 am - 12:00 pm

Friday, Dec 8 9:00 am - 12:00 pm

Attendance at all three face-to-face sessions is required.

Additional instruction will be online.

Target Group: Full-Time & Part-Time Faculty

Presenter(s): LaTonya Motley

Date: Friday, November 17, 2006

Time: 9:00 AM - 12:00 PM

Location: W. Library Basement Room 19

Flex Credit: 3.00 hours per module; 18.0 hours for entire program

To Register: Call Extension 3872 or email

staffdev@elcamino.edu

Confirmations will be made by phone message or email.

TC141 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

Presenter(s): LaTonya Motley

Date: Monday, November 20, 2006

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 email

staffdev@elcamino.edu

Confirmations will be made by phone message or email.

TC138b Omni OU Educate (Part 2 of 3)**Description:**

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: Tuesday, November 21, 2006

Time: 3:00 PM - 5:00 PM

Location: W. Library Basement Room 19

Flex Credit: 2.00 hour(s)

To Register: Call Extension 3872 or email

staffdev@elcamino.edu

Confirmations will be made by phone message or email.

TC142 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

Presenter(s): LaTonya Motley

Date: Monday, November 27, 2006

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 email

staffdev@elcamino.edu

Confirmations will be made by phone message or email.

TC138c Omni OU Educate (Part 3 of 3)

Description:

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: Tuesday, November 28, 2006

Time: 3:00 PM - 5:00 PM

Location: W. Library Basement Room 19

Flex Credit: 2.00 hour(s)

To Register: Call Extension 3872 or email

staffdev@elcamino.edu

Confirmations will be made by phone message or email.

TC143 Automating Word

Description:

You will learn:

Creating custom templates and converting existing documents to templates

Create customized toolbars

Create macros to perform tasks automatically
Add a macro to your toolbar

Target Group: Faculty & Staff

Presenter(s): LaTonya Motley

Date: Wednesday, November 29, 2006

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 email

staffdev@elcamino.edu

Confirmations will be made by phone message or email.

TC144 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

Presenter(s): LaTonya Motley

Date: Monday, December 04, 2006

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 email

staffdev@elcamino.edu

Confirmations will be made by phone message or email.

TC145 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

Presenter(s): LaTonya Motley

Date: Wednesday, December 06, 2006

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 email

staffdev@elcamino.edu

Confirmations will be made by phone message or email.

TC133c Teaching Online Training (Part 3 of 3)

Description:

This six-module course will be delivered using both face-to-face meetings and online instruction (3 face-to-face and 3 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.

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

Face-to-face classes are scheduled for:

Friday, Nov 3 9:00 am - 12:00 pm

Friday, Nov 17 9:00 am - 12:00 pm

Friday, Dec 8 9:00 am - 12:00 pm

Attendance at all three face-to-face sessions is required.

Additional instruction will be online.

Target Group: Full-Time & Part-Time Faculty

Presenter(s): LaTonya Motley

Date: Friday, December 08, 2006

Time: 9:00 AM - 12:00 PM

Location: W. Library Basement Room 19

Flex Credit: 3.00 hours per module; 18.0 hours for entire program

To Register: Call Extension 3872 or email

staffdev@elcamino.edu

Confirmations will be made by phone message or email.

TC146 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

Presenter(s): LaTonya Motley

Date: Monday, December 11, 2006

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 email

staffdev@elcamino.edu

Confirmations will be made by phone message or email.