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.

**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 AM - 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
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 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®.

**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.

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**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.

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**TC135**  **Scanning Text & Images**

**Description:**
Need to import graphics and text into flyers, 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.

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**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
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.

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**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.

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**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®.

**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.

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