

## Professional Development/Flex Programs

### TC200a 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, January 07, 2008

**Time:** 1:30 PM - 3:30 PM

**Location:** West Library Basement Room 19

**Flex Credit:** 1.00 hour(s)

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

[Register Online](#)

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

### TC201a Introduction to ETUDES-NG (Part 1 of 3)

**Description:**

A comprehensive hands-on training on the new course management system ECC adopted in 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:** Tuesday, January 08, 2008

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

**Location:** West 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.**

### TC202 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:** Staff, Faculty & Managers

**Presenter(s):** LaTonya Motley

**Date:** Wednesday, January 09, 2008

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

**Location:** West 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.**

### PD232a Time/Project Management

**Description:**

Working on several different projects and having to jump from task to task can become overwhelming. As a staff member, you are required to shift your focus daily and to accomplish a variety of jobs. Gain control over your workload by learning the seven strategies: prioritize responsibilities; overcome procrastination; direct projects; set limits; enlist support; maximize your time; organize your life.

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

**Presenter(s):** Rose Ann Cerofeci

**Date:** Thursday, January 10, 2008

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

**Location:** Alondra Room, Cafeteria

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

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

[Register Online](#)

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

**PD232b Time/Project Management (Repeat)****Description:**

Working on several different projects and having to jump from task to task can become overwhelming. As a staff member, you are required to shift your focus daily and to accomplish a variety of jobs. Gain control over your workload by learning the seven strategies: prioritize responsibilities; overcome procrastination; direct projects; set limits; enlist support; maximize your time; organize your life.

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

**Presenter(s):** Rose Ann Cerofeci

**Date:** Thursday, January 10, 2008

**Time:** 2:00 PM - 4:00 PM

**Location:** Alondra Room, Cafeteria

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

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

[Register Online](#)

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

**TC200b 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, January 14, 2008

**Time:** 1:30 PM - 3:30 PM

**Location:** West Library Basement Room 19

**Flex Credit:** 1.00 hour(s)

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

[Register Online](#)

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

**TC201b Introduction to ETUDES-NG (Part 2 of 3)****Description:**

A comprehensive hands-on training on the new course management system ECC adopted in 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:** Tuesday, January 15, 2008  
**Time:** 9:00 AM - 11:00 AM  
**Location:** West 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.**

### **PD233a Sexual Assault Awareness/ Prevention**

**Description:**

Did you know that statistically, teens and college students are among the highest risk groups for sexual assault? The Sexual Assault Crisis Agency's Prevention Education Program includes the facts about sexual violence; practical prevention strategies; and how to get help if affected by sexual assault, sexual harassment or stalking. The program addresses myths surrounding sexual assault vs. facts, and what can be done to increase personal safety, with practical tips for both women and men in taking responsibility for their actions.

**Target Group:** Staff, Faculty & Managers  
**Presenter(s):** Sexual Assault Crisis Agency  
**Date:** Tuesday, January 15, 2008  
**Time:** 10:00 - 11:00 AM  
**Location:** Haag Recital Hall  
**Flex Credit:** 1.00 hour(s)  
**To Register:** Call Ext. 3872 or  
[Register Online](#)  
**Confirmations will be made by phone message or email.**

### **TC206a ECC Plan Builder Training**

**Target Group:** Managers & Supervisors  
**Presenter(s):** Donna Manno  
**Date:** Wednesday, January 16, 2008  
**Time:** 9:30 AM - 11:30 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.**

### **PD233b Sexual Assault Awareness/ Prevention (Repeat)**

**Description:**

Did you know that statistically, teens and college students are among the highest risk groups for sexual assault? The Sexual Assault Crisis Agency's Prevention Education Program includes the facts about sexual violence; practical prevention strategies; and how to get help if affected by sexual assault, sexual harassment or stalking. The program addresses myths surrounding sexual assault vs. facts, and what can be done to increase personal safety, with practical tips for both women and men in taking responsibility for their actions.

**Target Group:** Staff, Faculty & Managers  
**Presenter(s):** Sexual Assault Crisis Agency  
**Date:** Wednesday, January 16, 2008  
**Time:** 2:00 PM - 3:00 PM  
**Location:** Haag Recital Hall  
**Flex Credit:** 1.00 hour(s)  
**To Register:** Call Ext. 3872 or  
[Register Online](#)  
**Confirmations will be made by phone message or email.**

### **TC201c Introduction to ETUDES-NG (Part 3 of 3)**

**Description:**

A comprehensive hands-on training on the new course management system ECC adopted in 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:** Tuesday, January 22, 2008

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

**Location:** West 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.**

**TC206b ECC Plan Builder Training**

**Target Group:** Managers & Supervisors

**Presenter(s):** Donna Manno

**Date:** Thursday, January 17, 2008

**Time:** 9:30 AM - 11:30 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.**

**TC203a How to Teach Online: Building Content (3-Week Hybrid Course) - Part 1 of 3****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.

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:

January 24, 2008 1-4pm

February 7, 2008 1-4pm

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

**Presenter(s):** LaTonya Motley

**Date:** Thursday, January 24, 2008

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

**Location:** West Library Basement Room 19

**Flex Credit:** 3.00 hour(s)

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

[Register Online](#)

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

**PD234a Is ECC Prepared - Are You Prepared? Emergency Preparedness at Our College!****Description:**

The session will answer many questions about El Camino College's Emergency Operations Plans now and in the future. Hear details of the Big Picture and plans for training, roles and responsibilities of faculty and staff, management's direction, and what you should do if an emergency situation

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

**Presenter(s):** Rocky Bonura

**Date:** Thursday, January 24, 2008

**Time:** 9:00 AM - 10:00 AM

**Location:** East Dining Room, Cafeteria

**Flex Credit:** 1.00 hour(s)

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

[Register Online](#)

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

### **PD234b Is ECC Prepared - Are You Prepared? Emergency Preparedness at Our College! (Repeat)**

#### **Description:**

The session will answer many questions about El Camino College's Emergency Operations Plans now and in the future. Hear details of the Big Picture and plans for training, roles and responsibilities of faculty and staff, management's direction, and what you should do if an emergency situation

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

**Presenter(s):** Rocky Bonura

**Date:** Thursday, January 24, 2008

**Time:** 2:00 PM - 3:00 PM

**Location:** East Dining Room, Cafeteria

**Flex Credit:** 1.00 hour(s)

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

[Register Online](#)

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

### **TC204 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, & Managers

**Presenter(s):** LaTonya Motley

**Date:** Friday, January 25, 2008

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

**Location:** West 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.**

### **TC200c 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, January 28, 2008

**Time:** 1:30 PM - 3:30 PM

**Location:** West Library Basement Room 19

**Flex Credit:** 1.00 hour(s)

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

[Register Online](#)

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

## **TC205a 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, January 29, 2008

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

**Location:** West Library Basement Room 19

**Flex Credit:** 3.00 hour(s)

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

[Register Online](#)

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

## **PD235a Introduction to CalPERS Retirement System**

### **Description:**

Two workshops primarily designed to assist those employees new to CalPERS and those employees anticipating retiring within the next 3-5 years. However, anyone interested in learning more about CalPERS is invited to attend.

### **Introduction to CalPERS Retirement System**

Morning Session: 9:30-11:30 am

In this class you will learn about CalPERS, benefits, programs and financial planning. This class is designed for relatively new employees. However, anyone who wants to learn more about CalPERS is invited to attend.

### **CalPERS Retirement Planning**

Afternoon Session: 1:30-3:30 pm

In this class you will learn how to plan for your CalPERS retirement.

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

**Presenter(s):** Denise Hilson (CalPERS Rep)

**Date:** Wednesday, January 30, 2008

**Time:** 9:30 AM - 11:30 AM

**Location:** East Dining Room, Cafeteria

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

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

[Register Online](#)

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

## **TC205b 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, January 30, 2008  
**Time:** 1:00 PM - 4:00 PM  
**Location:** West Library Basement Room 19  
**Flex Credit:** 3.00 hour(s)  
**To Register:** Call Ext. 3872 or  
[Register Online](#)  
**Confirmations will be made by phone message or email.**

### **PD235b CalPERS Retirement Planning**

**Description:**

Two workshops primarily designed to assist those employees new to CalPERS and those employees anticipating retiring within the next 3-5 years. However, anyone interested in learning more about CalPERS is invited to attend.

#### **Introduction to CalPERS Retirement System**

Morning Session: 9:30-11:30 am

In this class you will learn about CalPERS, benefits, programs and financial planning. This class is designed for relatively new employees. However, anyone who wants to learn more about CalPERS is invited to attend.

#### **CalPERS Retirement Planning**

Afternoon Session: 1:30-3:30 pm

In this class you will learn how to plan for your CalPERS retirement.

**Target Group:** Staff, Faculty & Managers  
**Presenter(s):** Denise Hilson (CalPERS Rep)  
**Date:** Wednesday, January 30, 2008  
**Time:** 1:30 PM - 3:30 PM  
**Location:** East Dining Room, Cafeteria  
**Flex Credit:** 2.00 hour(s)  
**To Register:** Call Ext. 3872 or  
[Register Online](#)  
**Confirmations will be made by phone message or email.**

### **TC203b How to Teach Online: Building Content (3-Week Hybrid Course) - Part 2 of 3 ONLINE**

**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.

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:

January 24, 2008 1-4pm

February 7, 2008 1-4pm

**Target Group:** Full-Time & Part-Time Faculty  
**Presenter(s):** LaTonya Motley  
**Date:** Thursday, January 31, 2008  
**Time:** 1:00 PM - 4:00 PM  
**Location:** Online  
**Flex Credit:** 3.00 hour(s)  
**To Register:** Call Ext. 3872 or  
[Register Online](#)  
**Confirmations will be made by phone message or email.**

**PD236a DeClutter Your Workspace, Files & Records**

**Description:**

This two-part workshop provides many useful, up-to-date tools for organizing your office environment.

**DeClutter Your Workspace: The Packrats' Guide to Recovery**

More paper, more clutter, more time looking for that item you just saw a minute ago. The goal is to put paper where you won't 'lose' it, be able to put your hands on it quickly, and eliminate the stress of too much 'stuff.' This workshop introduces techniques utilizing the latest office tools and supplies to make the whole process more fun and attractive.

**DeClutter Your Files & Records: Where to Put It - And How to Find It**

Creating or re-doing a filing system can be a daunting task...unless you have help. This part of the workshop includes the key questions that will lead to the most appropriate and useful filing system for you. Learn what to keep as hard-copy and what to keep on the computer, and how to use your computer to track paper.

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

**Presenter(s):** Marla Benson

**Date:** Thursday, January 31, 2008

**Time:** 9:00 AM - 12:00 PM

**Location:** East Dining Room, Cafeteria

**Flex Credit:** 3.00 hour(s)

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

[Register Online](#)

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

**PD236b DeClutter Your Workspace, Files & Records (Repeat)**

**Description:**

This two-part workshop provides many useful, up-to-date tools for organizing your office environment.

**DeClutter Your Workspace: The Packrats' Guide to Recovery**

More paper, more clutter, more time looking for that item you just saw a minute ago. The goal is to put paper where you won't 'lose' it, be able to put your hands on it quickly, and eliminate the stress of too much 'stuff.' This workshop introduces techniques utilizing the latest office tools and supplies to make the whole process more fun and attractive.

**DeClutter Your Files & Records: Where to Put It - And How to Find It**

Creating or re-doing a filing system can be a daunting task...unless you have help. This part of the workshop includes the key questions that will lead to the most appropriate and useful filing system for you. Learn what to keep as hard-copy and what to keep on the computer, and how to use your computer to track paper.

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

**Presenter(s):** Marla Benson

**Date:** Thursday, January 31, 2008

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

**Location:** East Dining Room, Cafeteria

**Flex Credit:** 3.00 hour(s)

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

[Register Online](#)

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

**TC200d 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, February 04, 2008  
**Time:** 1:30 PM - 3:30 PM  
**Location:** West Library Basement Room 19  
**Flex Credit:** 1.00 hour(s)  
**To Register:** Call Ext. 3872 or  
[Register Online](#)  
**Confirmations will be made by phone message or email.**

**TC203c      How to Teach Online: Building Content (3-Week Hybrid Course) - Part 3 of 3**

**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.

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:

January 24, 2008 1-4pm

February 7, 2008 1-4pm

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

**Presenter(s):** LaTonya Motley

**Date:** Thursday, February 07, 2008

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

**Location:** West Library Basement Room 19

**Flex Credit:** 3.00 hour(s)

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

[Register Online](#)

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