Professional Development/Flex Programs

TC101       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
Presenter: LaTonya Motley
Date: Wednesday, September 12, 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.

TC100a      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: LaTonya Motley
Date: Monday, September 17, 2007
Time: 1:30 PM - 3:30 PM
Location: W. 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.

TC102       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, & Managers
Presenter: LaTonya Motley
Date: Wednesday, September 19, 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.

TC103       Excel Level 1
Description:
Topics covered include:
- 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, & Managers
Presenter: LaTonya Motley
Date: Friday, September 21, 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.

TC100b 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: LaTonya Motley
Date: Monday, September 24, 2007
Time: 1:30 PM - 3:30 PM
Location: W. 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.

TC104 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, & Managers
Presenter: LaTonya Motley
Date: Wednesday, September 26, 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.

TC105a Introduction to ETUDES-NG (Part 1 of 3)
Description:
A comprehensive hands-on training on the new course management system ECC will be adopting 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: LaTonya Motley  
Date: Thursday, September 27, 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.

TC106 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, & Managers  
Presenter: LaTonya Motley  
Date: Friday, September 28, 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.

TC100c 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: LaTonya Motley  
Date: Monday, October 01, 2007  
Time: 1:30 PM - 3:30 PM  
Location: W. 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.

TC107 Excel for Grade & Record Keeping  
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
TC108  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: LaTonya Motley
Date: Wednesday, October 03, 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.

TC121a  ECC ETUDES-NG User Group Meeting (EUGM) Face to Face

Description:
You are invited to attend the monthly El Camino College ETUDES-NG User Group Meetings (EUGM). There will be one face-to-face meeting and one virtual user group meeting scheduled each month for the Fall semester. Please see the schedule below for the dates of the upcoming EUGM. Additional details regarding the online conferences will be sent via email.

Fall dates for the EUGM:
- In Person Meetings
  - Thursday, October 4 10-11am
  - Thursday, November 8 10-11am
  - Thursday, December 6 10-11am
- Virtual Meetings
  - Online using CCC Confer Conference system
    - Friday, October 19 2-3pm
    - Friday, November 30 2-3pm
    - Friday, December 14 2-3pm

Target Group: Full-time & Part-Time Faculty
Presenter(s): LaTonya Motley
Date: Thursday, October 04, 2007
Time: 10:00 - 11:00 AM
Location: W. 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.

TC105b  Introduction to ETUDES-NG (Part 2 of 3)

Description:
A comprehensive hands-on training on the new course management system ECC will be adopting 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:** LaTonya Motley

**Date:** Thursday, October 04, 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.

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**TC100d**  **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:** LaTonya Motley

**Date:** Monday, October 08, 2007

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

**Location:** W. 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.

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**TC109**  **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
- Creating Queries
- Creating Forms
- Creating Reports

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

**Presenter:** LaTonya Motley

**Date:** Wednesday, October 10, 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.

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**TC105c**  **Introduction to ETUDES-NG (Part 3 of 3)**

**Description:** A comprehensive hands-on training on the new course management system ECC will be adopting 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.
TC100e  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.

TC110a  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:
October 16, 2007 1-4pm
October 30, 2007 1-4pm
TC112a    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 black page heir 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: LaTonya Motley
Date: Thursday, October 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.

TC121b    ECC ETUDES-NG User Group Meeting (EUGM) Virtual
Description:
You are invited to attend the monthly El Camino College ETUDES-NG User Group Meetings (EUGM). There will be one face-to-face meeting and one virtual user group meeting scheduled each month for the Fall semester. Please see the schedule below for the dates of the upcoming EUGM. Additional details regarding the online conferences will be sent via email.

Fall dates for the EUGM:
In Person Meetings -
In the Faculty & Staff Training Room, Thursday, October 4 10-11am
W. Library Basement Room 19 Thursday, November 8 10-11am
Thursday, December 6 10-11am
Virtual Meetings -
Online using CCC Confer Conference system Friday, October 19 2-3pm
Friday, November 30 2-3pm
Friday, December 14 2-3pm

Target Group: Full-time & Part-Time Faculty
Presenter(s): LaTonya Motley
Date: Friday, October 19, 2007
Time: 2:00 PM - 3:00 PM
Location: Online using CCC Confer Conference system
Flex Credit: 1.00 hour(s)
To Register: Call Ext. 3872 or Register Online
Confirmations will be made by phone message or email.

TC113    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 October 22 - November 9, 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:** LaTonya Motley

**Date:** Monday, October 22, 2007

**Time:** N/A

**Location:** Online

**Flex Credit:** 6.00 hour(s)

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

Confirmations will be made by phone message or email.

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**TC100f** 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:** LaTonya Motley

**Date:** Monday, October 22, 2007

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

**Location:** W. 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.

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**TC110b** 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:

- October 16, 2007 1-4pm
- October 30, 2007 1-4pm

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

**Presenter:** LaTonya Motley

**Date:** Tuesday, October 23, 2007

**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.

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**TC112b** 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 black 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:** LaTonya Motley  
**Date:** Thursday, October 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.

**TC100g 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:** LaTonya Motley  
**Date:** Monday, October 29, 2007  
**Time:** 1:30 PM - 3:30 PM  
**Location:** W. 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.

**TC110c 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:  
October 16, 2007 1-4pm  
October 30, 2007 1-4pm

**Target Group:** Full-Time & Part-Time Faculty  
**Presenter:** LaTonya Motley  
**Date:** Tuesday, October 30, 2007  
**Time:** 1:00 PM - 4:00 PM  
**Location:** W. 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.

**TC112c 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 black 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:** LaTonya Motley

**Date:** Thursday, November 01, 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.

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**TC100h** 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:** LaTonya Motley

**Date:** Monday, November 05, 2007

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

**Location:** W. 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.

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**TC114** 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, & Managers

**Presenter:** LaTonya Motley

**Date:** Wednesday, November 07, 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.

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**TC122a** ECC ETUDES-NG User Group Meeting (EUGM) Face to Face

**Description:** You are invited to attend the monthly El Camino College ETUDES-NG User Group Meetings (EUGM). There will be one face-to-face meeting and one virtual user group
meeting scheduled each month for the Fall semester. Please see the schedule below for the dates of the upcoming EUGM. Additional details regarding the online conferences will be sent via email.

Fall dates for the EUGM:
In Person Meetings -
In the Faculty & Staff Training Room, Thursday, November 8 10-11am
W. Library Basement Room 19 Thursday, December 6 10-11am

Virtual Meetings -
Online using CCC Confer Conference system Friday, November 30 2-3pm
Friday, December 14 2-3pm

Target Group: Full-time & Part-Time Faculty
Presenter(s): LaTonya Motley
Date: Thursday, November 08, 2007
Time: 10:00 - 11:00 AM
Location: W. 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.

TC115a Introduction to ETUDES-NG (Part 1 of 3)
Description:
A comprehensive hands-on training on the new course management system ECC will be adopting 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: LaTonya Motley
Date: Tuesday, November 13, 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.

TC116 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: LaTonya Motley
**TC100i**  **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:* LaTonya Motley

*Date:* Monday, November 19, 2007

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

*Location:* W. 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.

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**TC115b**  **Introduction to ETUDES-NG (Part 2 of 3)**

*Description:*
A comprehensive hands-on training on the new course management system ECC will be adopting 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:* LaTonya Motley

*Date:* Tuesday, November 20, 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.

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**TC100j**  **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:* LaTonya Motley

*Date:* Monday, November 26, 2007

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

*Location:* W. 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.
TC115c  Introduction to ETUDES-NG (Part 3 of 3)

Description:
A comprehensive hands-on training on the new course management system ECC will be adopting 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:  LaTonya Motley
Date:  Tuesday, November 27, 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.

TC117  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:  LaTonya Motley
Date:  Wednesday, November 28, 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.

TC122b  ECC ETUDES-NG User Group Meeting (EUGM) Virtual

Description:
You are invited to attend the monthly El Camino College ETUDES-NG User Group Meetings (EUGM). There will be one face-to-face meeting and one virtual user group meeting scheduled each month for the Fall semester. Please see the schedule below for the dates of the upcoming EUGM. Additional details regarding the online conferences will be sent via email.

Fall dates for the EUGM:
In Person Meetings -
In the Faculty & Staff Training Room, W. Library Basement Room 19
Thursday, December 6  10-11am
Virtual Meetings -
Online using CCC Confer Conference system
Friday, November 30  2-3pm
Friday, December 14  2-3pm

Target Group:  Full-time & Part-Time Faculty
Presenter(s):  LaTonya Motley
Date:  Friday, November 30, 2007
Time:  2:00 PM - 3:00 PM
Location:  Online using CCC Confer Conference system
Flex Credit:  1.00 hour(s)
To Register:  Call Ext. 3872 or Register Online
Confirmations will be made by phone message or email.
TC100k  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: LaTonya Motley
Date: Monday, December 03, 2007
Time: 1:30 PM - 3:30 PM
Location: W. 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.

TC118  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: LaTonya Motley
Date: Wednesday, December 05, 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.

TC123a  ECC ETUDES-NG User Group Meeting (EUGM) Face to Face
Description:
You are invited to attend the monthly El Camino College ETUDES-NG User Group Meetings (EUGM). There will be one face-to-face meeting and one virtual user group meeting scheduled each month for the Fall semester. Please see the schedule below for the dates of the upcoming EUGM. Additional details regarding the online conferences will be sent via email.

Fall dates for the EUGM:
In Person Meetings -
In the Faculty & Staff Training Room, Thursday, December 6 10-11am
W. Library Basement Room 19
Virtual Meetings -
Online using CCC Confer Conference system
Friday, November 30 2-3pm
Friday, December 14 2-3pm

Target Group: Full-time & Part-Time Faculty
Presenter(s): LaTonya Motley
Date: Thursday, December 06, 2007
Time: 10:00 - 11:00 AM
Location: W. 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.

TC100l  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:** LaTonya Motley

**Date:** Monday, December 10, 2007

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

**Location:** W. 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.

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**TC124 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
- Creating Queries
- Creating Forms
- Creating Reports

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

**Presenter(s):** LaTonya Motley

**Date:** Tuesday, December 11, 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.

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**TC125 Access Level 2**

**Description:**
This course will cover creating relationships between tables, analyzing tables, action and advanced queries, creating charts and exporting and importing data into MS Access.

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

**Presenter(s):** LaTonya Motley

**Date:** Thursday, December 13, 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.

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**TC123b ECC ETUDES-NG User Group Meeting (EUGM) Virtual**

**Description:**
You are invited to attend the monthly El Camino College ETUDES-NG User Group Meetings (EUGM). There will be one face-to-face meeting and one virtual user group meeting scheduled each month for the Fall semester. Please see the schedule below for the dates of the upcoming EUGM. Additional details regarding the online conferences will be sent via email.

**Fall dates for the EUGM:**

<table>
<thead>
<tr>
<th>In Person Meetings</th>
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</thead>
<tbody>
<tr>
<td>In the Faculty &amp; Staff Training Room, W. Library Basement Room 19</td>
<td>Online using <a href="#">CCC Confer Conference system</a></td>
</tr>
<tr>
<td>Thursday, December 6 10-11am</td>
<td>Friday, November 30 2-3pm</td>
</tr>
</tbody>
</table>
Target Group: Full-time & Part-Time Faculty
Presenter(s): LaTonya Motley
Date: Friday, December 14, 2007
Time: 2:00 PM - 3:00 PM
Location: Online using CCC Confer Conference system
Flex Credit: 1.00 hour(s)
To Register: Call Ext. 3872 or Register Online
Confirmations will be made by phone message or email.