

## December Professional Development Opportunities



### Program Highlights

#### GETT Connected! – The International Classroom

**1.5 Hours Flex    Monday, Dec 10    12:30 – 2:00 pm    ArtB 307**

Have you heard about the ECC classes that are connecting "live" with university classes overseas through video-conferencing? If this idea sounds like something you'd like to incorporate into your own classes - or just something you'd like to know more about - plan to attend the workshop conducted by the professors who created this model of international education. Drs. Rosina Chia and Elmer Poe (East Carolina University, North Carolina) will discuss and demonstrate various aspects and benefits of this innovative approach to instruction. For more information, email Elizabeth Shadish at [eshadish@elcamino.edu](mailto:eshadish@elcamino.edu) or call Ext. 3763.

#### MS PowerPoint Level 2

**2.0 Hours Flex    Wednesday, Dec 5    1:00 – 3:00 pm    W. Library Basement 19**

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.

Prerequisite: MS PowerPoint Level 1 or equivalent experience with basic PowerPoint.

Instructor: LaTonya Motley

#### MS Access Levels 1 & 2

**2.0 Hours Flex    Tuesday, Dec 11    9:00 – 11:00 am    W. Library Basement 19**

**2.0 Hours Flex    Thursday, Dec 13    9:00 – 11:00 am    W. Library Basement 19**

Would you like to learn how to setup a database application for the collection of information? Do you need to create basic queries, data entry forms or advanced reports from an existing Microsoft Excel database? Would you like to learn how to create database applications without advanced programming skills?

If you answer YES to any of the above questions, then you should attend the Access 1 and 2 workshops in the ECC Faculty and Staff training room. Microsoft Access 2003 can be used to gather, organize and report information (data) in a variety of formats. The Access 1 workshop will be held from 9-11am on Tuesday, December 11 and Access 2 from 9-11am on Thursday, December 13, 2007.

**Access Level 1:** 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.

**Access Level 2:** This course will cover creating relationships between tables, analyzing tables, action and advanced queries, creating charts, exporting and importing data into MS Access.

Instructor: LaTonya Motley

### DECEMBER CALENDAR

#### Week of December 3

TC100k	Open Lab - Drop-In Assistance	W. Library Basement 19	Mon 12/3/07	1:30 - 3:30 pm
TC126d	Training in ECC Plan Software	W. Library Basement 19	Wed 12/5/07	9:00 - 11:00 am
TC118	PowerPoint Level 2	W. Library Basement 19	Wed 12/5/07	1:00 - 3:00 pm
TC123a	ECC ETUDES-NG User Group Meeting (EUGM) Face to Face	W. Library Basement 19	Thu 12/6/07	10:00 - 11:00 am
PD136g	Humanities Brown Bag	MBBM 138	Thu 12/6/07	1:00 - 2:30 pm

#### Week of December 10

PD164	GETT Connected! – The International Classroom	ArtB 307	Mon 12/10/07	12:30 – 2:00 pm
TC100l	Open Lab - Drop-In Assistance	W. Library Basement 19	Mon 12/10/07	1:30 - 3:30 pm
TC124	Access Level 1	W. Library Basement 19	Tue 12/11/07	9:00 - 11:00 am
PD137k	Chemistry Brown Bag	Chem 134	Wed 12/12/07	12:45 - 1:45 pm
TC125	Access Level 2	W. Library Basement 19	Thu 12/13/07	9:00 - 11:00 am
TC123b	ECC ETUDES-NG User Group Meeting (EUGM) Virtual	Online	Fri 12/14/07	2:00- 3:00 pm

Listed above is the December calendar of programs. You may register by email at [staffdev@elcamino.edu](mailto:staffdev@elcamino.edu) or by phone at Ext 3872; or [register online](#) for technology classes only.

Remember to identify the program title, date and time.