

El Camino College / Compton Center
Professional Development

Summer Technology Training



**All training classes held in Faculty & Staff Training Room –
Library West Basement, Room 19 (ECC Campus)**

Intro to Computers for Novices

Tuesday, July 15, 2014 10:30–11:30 am

Got computer questions? In this class, we'll introduce you to computers in a relaxed, supportive environment. This training is perfect for anyone who may be a bit intimidated or overwhelmed by computers. The class will be conducted at an **easy, gentle pace**, and no question is too small. Topics covered will include your desktop, mouse basics (right- and left-click, scroll wheel, double-click, select/deselect, etc.), resizing and moving windows, and more.

Novice users are encouraged to also attend *Intro to Computer Basics*.

Presenter: Elana Azose - Trainer/Instructional Technology Specialist

[Register Now](#)

Intro to Computer Basics

Thursday, July 17, 2014 10:00–11:30 am

Do taskbars and start menus have you scratching your head? Do you think 'drag & drop' is the latest dance craze? Then this is the class for you! We'll go over topics such as files, folders, and directories, Windows Explorer, finding files when you cannot for the life of you remember what you saved them as, deleting and un-deleting, and 5 things that work in all applications.

Presenter: Elana Azose - Trainer/Instructional Technology Specialist

[Register Now](#)

OU Campus for New Users



Tuesday, July 22, 2014 10:00–11:30 am

This workshop is for NEW OU Campus users to maintain division/department web pages on the ECC website. Users will be given OU Campus accounts and learn how to use the basic features of OU Campus to edit text, insert links, add images, and upload documents.

Presenters: Brian Hayden & Elana Azose

[Register Now](#)

Windows 7



Tuesday, July 29, 2014 10:00–11:30 am

Want the lowdown on your new operating system? Using a new OS might seem a bit tricky at first, but it can make doing your work a whole lot easier! Come to this training to learn some cool tips & tricks in Windows 7.

Presenter: Elana Azose - Trainer/Instructional Technology Specialist

[Register Now](#)

OU Campus – Open Lab



Wednesday, July 30, 2014 10:00–11:00 am

This workshop is for EXISTING OU Campus users who would like assistance updating their El Camino College division/department web pages. Please bring in any current materials and our trainer will assist you with your specific OU Campus tasks, questions, or problems.

Note: This is a help session, not a training class.

Presenters: Brian Hayden & Elana Azose

[Register Now](#)
