El Camino College / Compton Center
Professional Development

Fall Technology Training Schedule

Training Locations: **ECC Campus – Library West Basement, Room 19**
Compton Center – Student Success Center, Room 108

Featured Fall Workshops!

Making Introduction Videos for Online Classes

Friday, October 10   1:00–3:00 pm

Have you ever taken an online course where the teacher welcomed you to the classroom via an Introduction Video? Videos can help create a warm and welcoming atmosphere for the online student. In this workshop, we'll learn the basics for creating and uploading a video to YouTube, along with adding captions to make it Section 508 compliant. Then we'll roll up our sleeves and start filming! Bring your Smart Phone.

Presenter: Elana Azose, Trainer/Instructional Technology Specialist

Register Now

The Magic of CCC Confer and 3C Media Solutions

Friday, October 17   10:00 am–12:00 noon

Have you ever attended a webinar and wished you could create the same experience for your hybrid or online courses? Ever wanted to screen capture your lectures to reuse in future classes? What about holding office hours with your online students and seeing them face-to-face? As employees of a California Community College, we have access to two amazing (FREE!) resources called CCC Confer and 3C Media Solutions. With this amazing partnership, your recorded lectures will be automatically converted to MP4s and hosted by 3C Media Solutions. You can even upload and store your videos, submit them for free captioning, and create and share playlists. After this training, you'll be ready to set up your personal CCC Confer and 3C Media accounts and get started using them in your classes.

Presenters: Michelle Musacchia, Tiffiny Hickey, and Donna Gustafson

Register Now

Design Principles for Online Classes

Friday, October 24   1:30–3:00 pm

Ever wondered why some online modules are a breeze to read through, and others make your eyes glaze over? This training is about what to do *after* you've copy & pasted your content from Notepad into Etudes – aka, 'How not to make your modules look like those textbooks you hated in high school.' :p We'll take a look at fonts, styles, spacing, bold, color, images, and the use of templates. Let's get those modules spiffed up!

Presenter: Elana Azose, Trainer/Instructional Technology Specialist

[Register Now](#)

Technology Training Schedule

All workshops are enrollable using
[Professional Development Reporter](#)

Title	Date	Time
September		
Entering Spring Assessments: Working Workshop (ECC)	Tue 9/02/2014	1:00 - 2:00 pm
TracDat Training for Facilitators	Tue 9/09/2014	1:00 - 2:00 pm
OU Campus for New Users	Tue 9/09/2014	10:00 am - 12:00 pm
Intro to Computer Basics	Wed 9/10/2014	9:30 - 11:00 am
Entering Spring Assessments: Working Workshop (ECC)	Wed 9/10/2014	3:00 - 4:00 pm
Entering Spring Assessments: Working Workshop (ECC)	Thu 9/11/2014	1:00 - 2:00 pm
Entering/Amending Spring Assessments: Working Workshop (Compton Center)	Thu 9/11/2014	2:00 - 3:00 pm
Intro to Word – Part 1	Tue 9/16/2014	10:00 - 11:30 am
OU Campus/OU Educate – Open Lab	Thu 9/18/2014	1:00 - 2:30 pm
Intro to Word – Part 2	Tue 9/23/2014	10:00 - 11:30 am
TracDat Training 101 (ECC)	Thu 9/25/2014	1:00 - 2:00 pm
Entering/Amending Spring Assessments: Working Workshop (Compton Center)	Thu 9/25/2014	2:00 - 3:00 pm
ECC Online Teaching Certification *Prerequisite: Etudes Certification*	Fri 9/26/2014	10:00 - 12:00 pm
October		
Windows 7	Wed 10/01/2014	10:00 - 11:30 am
TracDat Training 101 (Compton Center)	Thu 10/09/2014	3:00 - 4:00 pm
Making Introduction Videos for Online Classes	Fri 10/10/2014	1:00 - 3:00 pm

Word Topics: Tables for Design & Data	Tue 10/14/2014	10:30 am - 12:00 pm
TracDat Training for Facilitators	Tue 10/14/2014	1:00 - 2:00 pm
The Magic of CCC Confer and 3C Media Solutions	Fri 10/17/2014	10:00 am - 12:00 pm
TracDat Training 101 (ECC)	Wed 10/22/2014	3:00 - 4:00 pm
Design Principles for Online Classes	Fri 10/24/2014	1:30 - 3:00 pm
Intro to PowerPoint	Tue 10/28/2014	1:00 - 2:30 pm

November

Intro to Excel – Part 1	Wed 11/12/2014	10:00 - 11:30 am
TracDat Training 101 (Compton Center)	Fri 11/14/2014	8:30 - 9:30 am
TracDat Training 101 (ECC)	Fri 11/14/2014	1:00 - 2:00 pm
Intro to Excel – Part 2	Wed 11/19/2014	10:00 - 11:30 am
TracDat Training for Facilitators	Tue 11/25/2014	1:00 - 2:00 pm

December

TracDat Training for Facilitators	Tue 12/02/2014	1:00 - 2:00 pm
Entering Fall Assessments: Working Workshop (Compton Center)	Fri 12/05/2014	8:30 - 9:30 am
Intro to Outlook	Fri 12/05/2014	10:00 am - 12:00 pm
Entering Fall Assessments: Working Workshop (ECC)	Fri 12/05/2014	1:00 - 2:00 pm
Intro to Computer Basics	Tue 12/09/2014	1:00 - 2:30 pm
Entering Fall Assessments: Working Workshop (ECC)	Wed 12/10/2014	3:00 - 4:00 pm
Entering Fall Assessments: Working Workshop (ECC)	Thu 12/11/2014	1:00 - 2:00 pm
Entering Fall Assessments: Working Workshop (Compton Center)	Thu 12/11/2014	3:00 - 4:00 pm