

El Camino College / Compton Center
Professional Development

Spring Technology Training Schedule



Training Location: ECC Campus – Library West Basement, Room 19

Featured Spring Workshops!

Word Topics – Mail Merge

Tuesday, March 17 10:00–11:30 am

Need to personalize a mass mailing with individual names and addresses? The Mail Merge feature in Microsoft Word lets you populate different fields in a document with information you have in a spreadsheet. It can help save you tons of time!

[Register Now](#)

Screen Recording with Screencast-o-matic

Friday, March 27 1:00–2:00 pm

Ever wish there was an easy way to record your computer screen while you demonstrated a task for your students? Well, there is – and it's free! Screencast-o-matic is a great way to create video tutorials, or even make a narrated presentation video from a PowerPoint or a Prezi.

[Register Now](#)

Outlook Topics – Meetings & Scheduling

Friday, April 10 10:00–11:00 am

Tired of sending dozens of emails back & forth to schedule a meeting? With a few simple clicks, Microsoft Outlook can send invitations to attendees and tally their responses. It can even look at everyone's schedule and suggest meeting times when everyone is free. Come see what the Outlook scheduling feature can do for you!

[Register Now](#)

Technology Training Schedule

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

Title	Date	Time
January		
OU Campus for New Users	Tue 1/27/2015	10:00 am - 12:00 pm
OU Educate for Faculty Web Pages	Thu 1/29/2015	1:00 - 3:00 pm
ECC Gradebook	Fri 1/30/2015	1:00 - 2:30 pm
February		
ECC Gradebook	Tue 2/03/2015	1:30 - 3:00 pm
OU Campus/OU Educate – Open Lab	Thu 2/05/2015	2:30 - 3:30 pm
ECC Gradebook	Mon 2/09/2015	1:00 - 2:30 pm
Word – Level 1	Wed 2/11/2015	10:00 - 11:30 am
Word – Level 2	Wed 2/18/2015	10:00 - 11:30 am
OU Campus for New Users	Tue 2/24/2015	9:30 - 11:30 am
OU Campus/OU Educate – Open Lab	Thu 2/26/2015	10:00 - 11:00 am
Word Topics – Tables for Design & Data	Fri 2/27/2015	10:30 am - 12:00 pm
March		
Outlook – Level 1	Wed 3/11/2015	9:30 - 11:00 am
Word Topics – Mail Merge	Tue 3/17/2015	10:00 - 11:30 am
PowerPoint – Level 1	Mon 3/23/2015	1:00 - 2:30 pm
OU Campus for New Users	Thu 3/26/2015	10:00 am - 12:00 pm
Screen Recording with Screencast-o-matic	Fri 3/27/2015	1:00 - 2:00 pm
OU Campus/OU Educate – Open Lab	Tue 3/31/2015	1:30 - 2:30 pm
April		
Design Principles for Online Classes	Mon 4/06/2015	1:30 - 3:00 pm
Excel – Level 1	Wed 4/08/2015	10:00 - 11:30 am
Outlook Topics – Meetings & Scheduling	Fri 4/10/2015	10:00 - 11:00 am
Excel – Level 2	Wed 4/15/2015	10:00 - 11:30 am
Making Introduction Videos for Online Classes	Fri 4/17/2015	1:00 - 3:00 pm
Excel Topics – Sparklines	Thu 4/23/2015	1:00 - 2:00 pm
OU Campus for New Users	Tue 4/28/2015	1:00 - 3:00 pm

May

ECC Gradebook – Submitting Final Grades	Fri 5/01/2015	1:30 - 2:30 pm
Excel – Level 1	Tue 5/05/2015	1:30 - 3:00 pm
Excel – Level 2	Thu 5/07/2015	1:30 - 3:00 pm
OU Campus for New Users	Wed 5/13/2015	10:00 - 12:00 pm