

ADDITIONAL INFO AVAILABLE AT:

<http://www.ivc.edu/technology/training.aspx>

FREE MICROSOFT ONLINE TRAINING AVAILABLE AT:

<http://office.microsoft.com/en-us/training>



New Ongoing Training Now Available For :



Mediasite




SharePoint-
Intranet
Basics




Blackboard
Online
Orientation




Distance Education/Faculty Online Learning Resources

Workshop	Day, Date	Time	Description
GETTING STARTED	Mon 1/2 Mon 1/26	10:00 - 11:00 1:00 - 2:00	Get started on the basics of Blackboard by learning how to access its website, login, create and/or post course content, and enroll your students into your Blackboard course.
BLACKBOARD—LEARNING UNIT	Thu 1/15	1:30 - 3:00	Blackboard Learning Units enable faculty to set a structured path for progressing through the content within a course. Items and files may be added, arranged, and modified to create a sequential learning path.
BLACKBOARD—ADMINISTRATIVE TASKS	Tue 1/13 Tue 1/20 Wed 1/25	10:00 - 11:00 1:30 - 2:30 10:00 - 11:00	Get a hands-on introduction to a variety of options for backing up, copying, and managing your course for reuse. Also learn how to manage your class enrollment by adding & dropping students.
DEVELOPING YOUR ONLINE COURSE ORIENTATION	Thu 1/22 Tue 2/3	10:00 - 11:00 1:00 - 2:00	Tired of being required to show up on campus for your online orientations? Learn to create complete and comprehensive online orientations using a combination of tools available to faculty such as PowerPoint, Camtasia, Mediasite, & Blackboard. In addition to making your courses fully online, video orientations provide students the opportunity to revisit your initial instructions throughout the course.
SETTING UP YOUR FACULTY WEBSITE	Mon 2/2 Tue 2/10	10:00 - 11:00 1:00 - 2:00	Learn some simple ways to setup and manage your faculty website for storing your course files online for easy, immediate access for your students by simply using Internet Explorer with no required login.
 MEDIASITE	Ongoing	CONDUCTED THROUGHOUT THE DAY AS REQUESTED - CONTACT JOE SAN JUAN AT (949) 451- 5716 FOR AN APPOINTMENT	With assistance from the Instructional Designer & Video Production Specialist, record a lecture or presentation for delivering to your students online. Contact Joe San Juan to schedule a recording session.


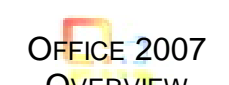
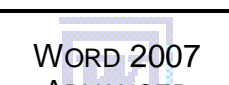
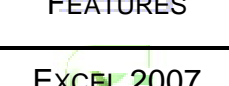
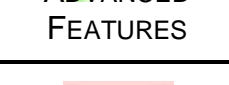
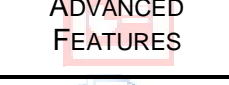


Email/Computer Basics/Technology Orientation

 TECHNOLOGY ORIENTATION	Ongoing	CONDUCTED THROUGHOUT THE DAY AS REQUESTED - CONTACT JOE SAN JUAN AT (949) 451- 5716 FOR AN APPOINTMENT	Especially for new faculty/staff, this workshop provides an overview/orientation of the various technology resources available on campus, including getting a working overview of MySite, Email, Cisco phone system, MS Office, & our wireless network.
---	---------	--	---

Shortcuts/Tech Tips/PC Help, Maintenance, & Security

 WORD: TIPS, TRICKS, & SHORTCUTS	Fri 2/6 Thu 2/12	10:00 - 11:00 1:00 - 2:00	Learn quick and easy time-saving tips, especially keyboard shortcuts to boost your efficiency in working with Word.
 EXCEL: TIPS, TRICKS, & SHORTCUTS	Tue 2/17 Thu 2/19	1:00 - 2:00 10:00 - 11:00	Learn quick and easy time-saving tips, especially keyboard shortcuts to boost your efficiency in working with Excel.
 POWERPOINT: TIPS, TRICKS, & SHORTCUTS	Mon 2/23 Wed 2/25	10:00 - 11:00 1:00 - 2:00	Learn quick and easy time-saving tips, especially keyboard shortcuts to boost your efficiency in working with Powerpoint.



MICROSOFT WINDOWS VISTA & OFFICE 2007

 WINDOWS VISTA OVERVIEW	Mon 3/2	10:00 - 11:00	Get a hands-on overview of the newest version of Microsoft Windows – Vista. Participants will be introduced to its new user interface, along with its various enhancements and new features.
 OFFICE 2007 OVERVIEW	Thu 3/12 Thu 3/5	1:00 - 2:00 10:00 - 11:00	Get a hands-on overview of the newest version of Microsoft Office – 2007. Participants will be introduced to its new user interface, along with its various enhancements and new features by touring Word, Excel, PowerPoint, and Outlook.
 WORD 2007 ADVANCED FEATURES	Tue 4/7 Wed 4/8	10:00 - 11:00 2:00 - 3:00	Learn some advanced features of Word 2007, including working with comments, track and review changes to a document, compare drafts of a document, merge multiple copies of an edited document, and protecting a document from undesired changes.
 EXCEL 2007 ADVANCED FEATURES	Mon 4/13 Thu 4/23	10:00 - 11:00 1:00 - 2:00	Learn some advanced features of Excel 2007, including looking at autosum tricks, utilizing fill handle tricks, conditional formatting, combining & splitting cells, and validating data.
 POWERPOINT 2007 ADVANCED FEATURES	Tue 4/21 Tue 5/5	10:00 - 11:00 2:00 - 3:00	Learn some advanced features of PowerPoint 2007, including working with and editing tables, inserting Excel data into a slide, charting, diagrams, Smart Art, reusing slides, and creating handouts in Word.
 WORD 2007 - TABLES & MAIL MERGE	Mon 4/27 Fri 5/1	10:00 - 11:00	This workshop covers the process of setting up your data using a table, setting up your main document, and finally processing the merge to email, form letters, labels, and envelopes.
 EXCEL 2007 - MANAGE & FORMAT DATA	Thu 4/30	10:00 - 11:00	This workshop covers the basics of how to manage lists of data, including sorting and filtering your data to produce customized results.
 WINDOWS VISTA SHELL COMMANDS	Thu 5/7	10:00 - 11:00 1:00 - 2:00	In this advanced-level workshop, learn Vista's "Shell" commands which provide quick access to many folder locations. For example, learn shortcuts on how to quickly access the Control Panel, your Favorites, and Start Menu.
 ADOBE ACROBAT + PDF BASICS	Wed 11/29 Thu 2/5 Mon 3/9 Tue 4/14	10:00 - 11:00 10:00 - 11:00 2:00 - 3:00 1:00 - 2:00	Learn the basics of PDF and Adobe Acrobat Professional as a tool for creating, editing and viewing PDF files.

SharePoint/Intranet

 SHAREPOINT/ INTRANET BASICS	Mon 2/9 Wed 2/18 Tue 3/3 Thu 4/9	10:00 - 11:00 1:00 - 2:00 10:00 - 11:00 10:00 - 11:00	This workshop introduces you to setting up and updating content on your IVC external and Intranet websites using Microsoft SharePoint - a browser-based collaboration and document-management platform.
--	---	--	---

Leveraging Technology To Enhance Instruction

 POWERPOINT: ANIMATION & MULTIMEDIA	Mon 5/11 Thu 5/13	10:00 - 11:00 2:00 - 3:00	This workshop focuses on how to effectively display text and graphics using the custom animation feature. Also learn how to incorporate audio and video clips into your presentation.
 CAMTASIA	Wed 4/1 Thu 4/2	1:00 - 2:00 10:00 - 11:00	Quickly & easily produce a short video clip by recording whatever is displayed on your computer. Ideal for creating short tutorials and demonstrations for your students to watch on Windows Media Player, Quicktime, or on the web with IE.

ENROLLMENT

- Call Joe San Juan at ext. **5716 (949) 451-5716** or
- Email Joe San Juan at jsanjuan@ivc.edu

You will receive a confirmation of your enrollment within 24 hours.

PROVIDE THE FOLLOWING INFO WHEN YOU ENROLL:

1. Name (please spell last name if enrolling by phone)
2. Indicate whether you are staff or faculty
3. Department
4. Workshop date and time

WORKSHOPS LOCATION & SCHEDULE

All Workshops Are Held In Room **LIB 201** (2nd Floor - Library Bldg.)

J A N U A R Y				
Monday	Tuesday	Wednesday	Thursday	Friday
			1	2
5	S t a f f D e v e l o p m e n t W e e k			
12	13	14	15	16
Blackboard Basics 10:00 - 11:00	Blackboard Administrative Tasks 10:00 - 11:00		Blackboard Learning Units 1:30 - 3:00	
19	20	21	22	23
	Blackboard Administrative Tasks 1:30 - 2:30		Developing Your Online Course Orientation 10:00 - 11:00	
26	27	28	29	30
Blackboard Basics 10:00 - 11:00	Blackboard Administrative Tasks 10:00 - 11:00		Adobe Acrobat + PDF Basics 10:00 - 11:00	

F E B R U A R Y				
Monday	Tuesday	Wednesday	Thursday	Friday
2	3	4	5	6
Setting Up Your Faculty Website 10:00 - 11:00	Developing Your Online Course Orientation 1:00 - 2:00		Adobe Acrobat + PDF Basics 10:00 - 11:00	Word 2007: Tips, Tricks, & Shortcuts 10:00 - 11:00
9	10	11	12	13
SharePoint/ Intranet Basics 10:00 - 11:00	Setting Up Your Faculty Website 10:00 - 11:00		Word 2007: Tips, Tricks, & Shortcuts 1:00 - 2:00	
16	17	18	19	20
	Excel 2007: Tips, Tricks, & Shortcuts 1:00 - 2:00	SharePoint/ Intranet Basics 1:00 - 2:00	Excel 2007: Tips, Tricks, & Shortcuts 10:00 - 11:00	
23	24	25	26	27
Powerpoint 2007: Tips, Tricks, & Shortcuts 10:00 - 11:00		Powerpoint 2007: Tips, Tricks, & Shortcuts 1:00 - 2:00		

M A R C H				
Monday	Tuesday	Wednesday	Thursday	Friday
2	3	4	5	6
Windows Vista Overview 10:00 - 11:00	SharePoint/ Intranet Basics 10:00 - 11:00		Office 2007 Overview 10:00 - 11:00	
9	10	11	12	13
Adobe Acrobat + PDF Basics 2:00 - 3:00			Office 2007 Overview 1:00 - 2:00	

A P R I L				
Monday	Tuesday	Wednesday	Thursday	Friday
		1	2	3
		Camtasia 1:00 - 2:00	Camtasia 10:00 - 11:00	
6	7	8	9	10
	Word 2007: Advanced Features 10:00 - 11:00	Word 2007: Advanced Features 2:00 - 3:00	SharePoint/ Intranet Basics 10:00 - 11:00	
13	14	15	16	17
Excel 2007: Advanced Features 10:00 - 11:00	Adobe Acrobat + PDF Basics 1:00 - 2:00			
20	21	22	23	24
	Powerpoint 2007: Advanced Features 10:00 - 11:00		Excel 2007: Advanced Features 1:00 - 2:00	
27	28	29	30	
Word 2007: Tables & Mail Merge 10:00 - 11:00			Excel 2007: Managing & Formatting Your Data 10:00 - 11:00	

Custom Training & Individual Consultations Also Provided By:

IVC IRVINE VALLEY COLLEGE
5500 Irvine Center Drive, Irvine, CA 92618

Joe San Juan
Instructional Designer

FAX (949) 451-5797
jsanjuan@ivc.edu

(949) 451-5716
<http://www.ivc.edu>

South Orange County Community College District

M A Y				
Monday	Tuesday	Wednesday	Thursday	Friday
				1
				Word 2007: Tables & Mail Merge 10:00 - 11:00
4	5	6	7	8
	Powerpoint 2007: Advanced Features 2:00 - 3:00		Windows Vista Shell Commands 10:00 - 11:00 1:00 2:00	
11	12	13	14	15
Powerpoint 2007: Animation & Multimedia Features 10:00 - 11:00		Powerpoint 2007: Animation & Multimedia Features 2:00 - 3:00		