
Fall 2013 Technology Days

The training team has reserved Tuesdays and Wednesdays throughout the Fall 2013 semester just for you! Between September 24, 2013 and December 18, 2013 the training team has selected a variety of informational and skill building sessions to present to you. We will be offering multiple sessions each day with a variety of topics to choose from during each session. The session descriptions and dates and times of each session are noted below. REGISTRATION IS REQUIRED for these sessions.

Register for ETS Technology Days sessions by logging into myMCC > Tech Tab > Technology Training Channel > "Register for a Session" Link. In the Description Box be sure to note the session(s) you are interested in and the date you wish to attend.

Contact Marie Gibson, ETS Instructional Technologies with any questions you may have regarding ETS Technology Days.

A1: New Employee Overview of Educational Technology Resource

The resources highlighted in this session are listed below. Come find out what they can mean to you in your new job at MCC. Each provides a specific function at MCC and will play an integral part in your success on the job. Whether you are in your office, in the classroom or at your home these resources will keep you productive:

** Network Accounts **myMCC **Banner/Banner Self Service
**M Drive **ANGEL Course Management System **Outlook
**Microsoft Office **Classroom Technology **292-TECH for Help and Support

	Session Date	Start Time	End Time	Location	
	Tuesday	November 05, 2013	9:00 AM	10:30 AM	2-315
	Wednesday	November 06, 2013	9:00 AM	10:30 AM	2-315

B8: Software Essentials Overview

Every personal computer at MCC is loaded with Microsoft Windows and Microsoft Office software, and becoming proficient with this software is essential! We will review a fundamental checklist of software skills necessary to get you started using Windows, the Internet, Outlook, Word, Excel and PowerPoint.

	Session Date	Start Time	End Time	Location	
	Tuesday	November 12, 2013	1:45 PM	3:00 PM	2-315
	Wednesday	November 13, 2013	1:45 PM	3:00 PM	2-315
	Tuesday	November 19, 2013	9:00 AM	10:30 AM	2-315

C1: Telecommunications Essentials

This session will give you the skills you will need to fully take advantage of the many features within your Cisco VoIP Telephone and the voice messaging system. Learn to make your telephone an "information center"! Many features of your telephone system will be covered to help you to optimize business communications, including quick tips on how to save time, money and process calls in an efficient and timely manner.

	Session Date	Start Time	End Time	Location	
	Tuesday	December 03, 2013	3:30 PM	4:30 PM	9-239
	Wednesday	December 04, 2013	3:30 PM	4:45 PM	9-239

D1: File Management Essentials and M: Drive Review

Of course I saved it.. You mean I have to know where?! Use Microsoft Windows and take control of your work. Save it where you want it. Share it if you like! Use the M drive to save your work. Save yourself, time, energy, frustration and computer space. Even better share information with your students. Stop printing and carrying all those handouts. Share them with students. Let them print them and lug them around campus. The session will cover the following topics using Windows Explorer and Windows Computer:

- ~ Create folders for easy organization
- ~ Work with portable media
- ~ Effectively navigate computer drives and folders
- ~ Move, copy, delete and rename files and folders
- ~ Create shortcuts for easy access to files, folders and software
- ~ Set up software options for easy access to files, folders and software
- ~ Work with the Recycle Bin

	Session Date	Start Time	End Time	Location	
	Tuesday	November 12, 2013	12:00 PM	1:30 PM	2-315
	Tuesday	November 26, 2013	2:00 PM	3:30 PM	2-315
	Wednesday	November 27, 2013	2:00 PM	3:30 PM	2-315

M3: COS & the Library

Learn about the resources librarians have created to teach COS students about the MCC libraries. This guide is available 24/7, making it a great resource for all COS classes, including on-line. We have virtual tours, pre and post tests, videos and much more.

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	Tuesday	December 03, 2013	9:00 AM	10:00 AM	2-315
	Wednesday	December 04, 2013	9:00 AM	10:00 AM	2-315

P104: Open Educational Resources (OER)

Open Education Resources (OER) are teaching and learning materials (e.g. lesson plans, online tutorials, quizzes, videos, etc.) that are freely available for everyone to use, reuse, adapt, and share. As proponents of the Open Education movement, their creators have chosen to retain few, if any, ownership rights in an effort for others to benefit from shared teacher expertise. Come to this session to learn more about how you can incorporate OER into your teaching practice.

Visit OER Commons to learn more about OER: <http://www.oercommons.org/>

	Session Date	Start Time	End Time	Location	
	Tuesday	November 05, 2013	3:00 PM	4:30 PM	2-315

P105: Internet of Things

Many of the items we own such as dishwashers, refrigerators, automobiles and even newly built houses, are equipped with sensors that are gaining the ability to communicate with us and our devices. These advances in technology allow for data to be transferred over networks and do not require human computer interaction. There are chips being developed to monitor human heart activity or monitor blood sugar levels in diabetics. We will show examples of the Internet of Things and open the floor up for conversation so we can discuss how this will be affecting society moving forward.

For more reading on this topic visit ReadWrite Web (<http://goo.gl/vklIG6>) or these great pieces found

Session Date	Start Time	End Time	Location
Wednesday	December 04, 2013	10:00 AM	11:30 AM 2-315

O1: Introduction to Classroom Technology

This Course will introduce users to the basic equipment found in each of the campus' technology-enhanced classrooms. Upon successful completion of this training, users will be familiar with and able to successfully operate the Extron Room Control Device (where available), the PC, the Document Camera, the DVD/VHS unit, and Data Projector.

Session Date	Start Time	End Time	Location
Tuesday	November 12, 2013	3:30 PM	4:30 PM 9-239
Wednesday	November 13, 2013	3:30 PM	4:30 PM 9-239
Tuesday	November 19, 2013	3:30 PM	4:30 PM 9-239
Wednesday	November 20, 2013	3:30 PM	4:30 PM 9-239

O2: Intermediate Classroom Technology

This Course will build upon the skills already developed from the Basic Classroom Technology Training Course. Upon successful completion of the intermediate course, users will be familiar with and able to successfully complete basic SMARTboard (SMARTPodium) operations and understand the requirements for mobile device connection(s) in the classroom.

Prerequisite Course: Basic Classroom Technology Course

Session Date	Start Time	End Time	Location
Tuesday	November 05, 2013	2:00 PM	3:00 PM TBD
Wednesday	November 06, 2013	12:00 PM	1:00 PM TBD
Tuesday	November 26, 2013	3:30 PM	4:30 PM 9-239
Wednesday	November 27, 2013	3:30 PM	4:30 PM 9-239
Wednesday	November 27, 2013	3:30 PM	4:30 PM 9-239
Wednesday	November 27, 2013	3:30 PM	4:30 PM 9-239

O4: Conference Room Technology

This course will help introduce users to the technologies found in the campus' small, mid-sized and large conference rooms. Upon completion users will understand and successfully demonstrate an ability to manipulate the technologies found in the room. This course is designed to lead to a successful meeting for the user and attendees.

	Session Date	Start Time	End Time	Location	
	Tuesday	December 10, 2013	10:30 AM	11:30 AM	FORUM
	Tuesday	December 17, 2013	9:00 AM	10:00 AM	FORUM
	Wednesday	December 18, 2013	12:00 PM	1:00 PM	FORUM

P53: myMCC: Essentials and Customization

The MCC portal, myMCC, provides all MCC employees and students easy access to internet-based information and MCC systems. myMCC can be accessed 24/7 from any computer with an internet connection. Learn how to Navigate myMCC for access to the resources below, and customize this software to meet your needs.

** Email ** Banner ** Student Services ** Campus Life
** Employee Resources ** Educational Technology Resources
** Faculty Grading/Attendance/Faculty Tools and Resources

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	Tuesday	November 05, 2013	12:30 PM	2:00 PM	2-315
	Tuesday	November 19, 2013	1:30 PM	3:00 PM	2-315
	Wednesday	November 20, 2013	1:45 PM	3:00 PM	2-315
	Tuesday	November 26, 2013	12:00 PM	1:30 PM	2-315
	Wednesday	November 27, 2013	12:00 PM	1:30 PM	2-315
	Tuesday	December 03, 2013	10:30 AM	12:00 PM	2-315

P49: myVPN: Remote Desktop and Mapping the M: Drive

This session will review two important features of myVPN. Windows Remote Desktop makes it possible to take control of your MCC PC on campus from an off-campus location. If you only wish to connect to the M: Drive from a PC at an off-campus location this session will review either simply viewing the files stored on the M: Drive using myVPN, or map the M:Drive on your home computer for full functionality. Stay "connected" with myVPN! Come see what it is all about!

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	Wednesday	November 13, 2013	9:00 AM	10:30 AM	2-315
	Tuesday	December 10, 2013	12:00 PM	1:30 PM	2-315

P36: PowerPoint Essentials

You may know how to run the PowerPoint presentations that come with your text books, but can you create one from scratch? Learn how to begin at the beginning:

- Add text onto new slides
- Format background designs
- Insert clipart and images
- Finish off your presentation with some simple transitions and animations

Session Date	Start Time	End Time	Location
Tuesday	December 03, 2013	12:00 PM	1:30 PM 2-315

G1: Excel Essentials

Learn the basics of creating spreadsheets in Microsoft Excel. You will learn how to enter text, numbers and formulas to create simple, formatted spreadsheets.

- ~ Enter data into a spreadsheet
- ~ Save, open and maneuver within a spreadsheet
- ~ Select, edit, enhance and align data within a spreadsheet
- ~ Enter formulas to calculate data automatically
- ~ Work with functions and predesigned formulas
- ~ Preview and print a spreadsheet
- ~ Insert headers and footers for page numbering
- ~ Insert and delete columns and rows
- ~ Track RSVPs to conferences, banquets and training sessions

Session Date	Start Time	End Time	Location
Tuesday	November 12, 2013	10:30 AM	12:00 PM 2-315
Wednesday	November 20, 2013	12:00 PM	1:30 PM 2-315
Tuesday	December 17, 2013	1:00 PM	2:30 PM 2-315
Wednesday	December 18, 2013	1:30 PM	3:00 PM 2-315

G3: Excel Advanced Concepts

Learn Excel tips, tricks and advanced features, and let Excel work for you! Topics will include in-depth coverage of formulas, formatting, and working with Tables and much more. This session is intended for those individuals currently using Excel, with a need to expand their horizons. Previous Excel experience is required. **Bring a spreadsheet with you and to work on and make improvements during class.**

- ~ Create advanced formulas and conditional formatting
- ~ Enter text and numbers into formatted cells
- ~ Create borders and backgrounds
- ~ Use tables, table lookups and block names for quick referencing
- ~ Protect cells, worksheets and files
- ~ Locate templates loaded on your computer and on the Web
- ~ Use Excel as a database
- ~ Share or link data between files
- ~ Create data forms, macros and concatenated fields

Session Date	Start Time	End Time	Location
Tuesday	November 19, 2013	10:30 AM	12:00 PM 2-315

E1: Outlook Essentials

Microsoft Outlook is part of the Microsoft Office suite of software applications. This session will introduce you to the fundamental e-mail and calendaring features of Microsoft Outlook:

- ~ Open and close an e-mail message
- ~ Reply, forward, print and delete an e-mail message
- ~ Create a new e-mail message
- ~ Send an e-mail message to one or several users with cc: or bcc: features
- ~ Delete e-mails from the Inbox, Sent Items and Deleted Items folders
- ~ Add, edit, move and delete appointments on your calendar
- Accessing e-mail using myMCC
- Review of Quota Space limitations

	Session Date	Start Time	End Time	Location	
	Wednesday	November 13, 2013	12:00 PM	1:30 PM	2-315
	Tuesday	December 03, 2013	2:00 PM	3:30 PM	2-315
	Wednesday	December 04, 2013	1:30 PM	3:00 PM	2-315

E3: Outlook: Calendars and Meeting Scheduling

There is so much more to Outlook than electronic mail! Come and learn about the other valuable features Outlook has to offer and get yourself organized! Discover Outlook as a professional and educational management tool. You will learn about Outlook's calendar features and keep yourself "on schedule" as you progress through each day. You will also learn how to electronically schedule group meetings and delegate rights to your calendar.

	Session Date	Start Time	End Time	Location	
	Wednesday	November 27, 2013	9:00 AM	10:30 AM	2-315

P29: Outlook: Mailbox Cleanup

Is your Outlook account constantly reaching its limit? This session will show you how to efficiently use Outlook Mailbox Cleanup Tools to effectively monitor your free space and reduce your Mailbox size.

	Session Date	Start Time	End Time	Location	
	Wednesday	November 20, 2013	9:30 AM	11:00 AM	2-315
	Wednesday	December 11, 2013	9:00 AM	10:30 AM	2-315

P28: Outlook: Working with To Do Lists and Tasks

Is keeping control of your "To Do" List a major problem? You would like someone to do something for you, but you can't find two seconds to locate the person and convey what you need done. Sound familiar? Outlook Task feature can help! Many individuals work better when they have a list of tasks in front of them. By prioritizing and then checking off each task as it is accomplished, you can better manage your time. Work smarter, not harder. Let us show you how with Outlook Tasks.

	Session Date	Start Time	End Time	Location	
	Tuesday	November 26, 2013	9:00 AM	10:30 AM	2-315
	Tuesday	December 17, 2013	11:00 AM	12:30 PM	2-315

F1: Word Essentials

Basic word processing skills are required for virtually every software package you will use on your computer (navigating the Web, sending e-mail, using the Microsoft Office Suite). This session will get you started by covering the basic skills necessary to generate word processed documents.

- ~ Identify the components of the Microsoft Word screen
- ~ Create, save, preview and print a document
- ~ Open a saved document and make modifications
- ~ Select, edit and enhance text
- ~ Format text with line spacing, page breaks and margin adjustments
- ~ Insert page numbers and headers and footers
- ~ Revise a document with cut, copy and paste
- ~ Use the spell check features

	Session Date	Start Time	End Time	Location
	Tuesday	November 19, 2013	12:00 PM	1:30 PM 2-315
	Tuesday	December 10, 2013	3:00 PM	4:30 PM 2-315
	Wednesday	December 11, 2013	3:00 PM	4:30 PM 2-315

F6: Word: Working with Large Documents and Automated Table o

Microsoft Word has a number of features that can make your word processing life easier! This session will focus on ways to automate document creation and formatting so you can easily give your documents a professional look. This session is recommended for documents of two or more pages, lengthy reports and manual creation. Learn how to enhance your document with a Table of Contents. Styles are used to create what goes into the table of contents. Learn to create an automated table of contents with the page numbers calculated for you.

	Session Date	Start Time	End Time	Location
	Wednesday	December 04, 2013	12:00 PM	1:30 PM 2-315
	Wednesday	December 18, 2013	10:30 AM	12:00 PM 2-315

F5: Word: Mail Merge

Learn how to create personalized letters and labels by merging a standard letter that includes personal record information from a separate data file (excel or Access table)

	Session Date	Start Time	End Time	Location
	Wednesday	November 06, 2013	10:30 AM	12:00 PM 2-315
	Tuesday	December 10, 2013	9:00 AM	10:30 AM 2-315
	Tuesday	December 17, 2013	3:00 PM	4:30 PM 2-315

P106: Google Drive

What is GoogleDrive? Come learn about what it is, and why migrating to the cloud will make your life easier:

- GoogleDrive will allow you to create word processing, spreadsheet, presentations and fillable forms right online
- GoogleDrive will help you keep all your documents (work, personal, other) all in one place, accessible from anywhere)
- GoogleDrive also can be accessed directly from your computer, not through a web browser
- GoogleDrive can be used by almost every mobile device
- GoogleDrive can also make adding content to ANGEL (or Blackboard) much easier.

Bring a laptop if you want; we can add the Google Drive desktop application during this workshop.

Session Date	Start Time	End Time	Location
Tuesday	November 26, 2013	10:30 AM	12:00 PM 2-315

P61: Publisher Essentials

This course is specifically designed to train you in the essentials of Microsoft Publisher. There are six basic building blocks that will unlock the mystery behind Publisher. Even if you have used Publisher before, you will walk away with a new perspective.

Session Date	Start Time	End Time	Location
Tuesday	December 10, 2013	1:30 PM	3:00 PM 2-315
