Track A: Technology Training for New Employees

Welcome to MCC! Being productive and efficient in your new job is no doubt your number one priority! The ETS Technical Training Team has selected a variety of sessions to get you on the fast track using the technology available to you. These sessions will help you gauge your current technology skill level, get you "connected" through voice and e-mail, and make your personal computer your best friend!

A1   Technology Skills Assessment

What is your current level of computer competency? Do you feel proficient using technology to help you perform your every day tasks? Do you feel confused and frustrated when using the technology that surrounds you? Whether you are an experienced computer user or just starting out, our training sessions can help you build your computer competency. Set up this 1 hour appointment and receive a personalized road-map of the training sessions that will best meet your technology needs.

Please contact Marie Gibson, ETS Instructional Technologies, extension 3436 to schedule a time for this session.

C1   Cisco VoIP Telephone Training

Learn to make your telephone an "information center" in this training session! 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.

Please contact Christine Montagliano, ETS Communications and Network Services, extension 2073 to schedule a time for this session.

C2   AVST CallXpress Voice Messaging

The voice messaging system gives you the ability to communicate effectively from any touchtone phone 24 hours a day, with one person or many. This session will advance your telecommunications skills through voice messaging.

Please contact Christine Montagliano, ETS Communications and Network Services, extension 2073 to schedule a time for this session.

E1   Introduction to Microsoft Outlook

This session will introduce you to the fundamental electronic mail and calendaring features of Microsoft Outlook.

Please contact Jane Cummings, ETS Instructional Technologies, extension 2617 to schedule a time for this session.

E5   Outlook Web Access

You can easily stay in touch with your electronic mail and calendar when you are off-campus, at a business conference, from home, or when on vacation! Learn how to check your e-mail messages and access your Outlook calendar using Internet Explorer. This session is recommended for all Adjunct Faculty.

Please contact Jane Cummings, ETS Instructional Technologies, extension 2617 to schedule a time for this session.

F1   Introduction to Microsoft Word

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.

Please contact Jane Cummings, ETS Instructional Technologies, extension 2617 to schedule a time for this session.

G1   Introduction to Microsoft Excel

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

Please contact Jane Cummings, ETS Instructional Technologies, extension 2617 to schedule a time for this session.

I1   Creating PowerPoint Presentations

Plan and create an effective presentation using Microsoft PowerPoint. You will learn the steps from start to finish including creating and formatting slides, applying a design template, printing handouts, and running a slide show presentation.

Please contact Mary Hallett, ETS Instructional Technologies, extension 3429 to schedule a time for this session.

P1   Microsoft Access: Annual Faculty Development Report

How do you feel about creating your Annual Faculty Activity Report? Are you always scrambling to capture all those wonderful activities you performed throughout the year making sure you don't forget something? No -- this is not a gripe session! Come and see how we can make this report push-button simple by using Microsoft Access! All attendees will receive a complete database template you can use to log your activities and generate the report. It will be as simple as filling out an online form – come check it out!

Please contact Marie Gibson, ETS Instructional Technologies, extension 3436 to schedule a time for this session.

D1   Windows File Management

Using My Computer and Windows Explorer, we will take a look inside the computer system and put you in control with file management. Gain a basic understanding of how computers store files and develop a scheme to help you efficiently store the files you create.

Please contact Martha Kendall, ETS Instructional Technologies, extension 2214 to schedule a time for this session.

P20   M Drive Review

The M Drive is an MCC network storage location for your important computer files. We will review the structure of the M drive and how it can be used to share information with students or your colleagues and how you can take advantage of the extra storage space for your important computer files.

Please contact Martha Kendall, ETS Instructional Technologies, extension 2214 to schedule a time for this session.

Q1   Travel Rules and Report Completion

Planning a trip to Orlando? Before you hit the highway, you should cruise by the Controller's Office for some Travel Rules training. This session will teach you the do's and don'ts of MCC travel before you get stuck in a rut. We will also show you how to complete your travel forms in record time.

Please contact Jodee Biller, Controllers Office, extension 2151

Q2   Purchasing Rules

Do you find yourself puzzled after you've requisitioned flowers for your office and you've now received a "DENIED" notice from Purchasing? Find out the latest on allowable vs. non-allowable purchases from our friendly Purchasing staff. This training session focuses upon the basic rules that you need prior to processing a requisition or blanket order. We will also cover topics such as ordering regular office supplies from Stapleslink.com, how to complete the Asset Relocation Form and how to arrange an office furniture move.

Please contact Jodee Biller, Controllers Office, extension 2151

Q3   Payroll Guidelines and Timesheet Completion

Do you have questions about how to complete your time sheet in Banner Self-Service? Come and meet with our friendly Payroll staff for Payroll Guidelines training and Timesheet Completion tips. This training session is sure to make time sheet day less stressful for you and us!

Please note that training is also available via Banner Self-Service training videos. All you need to do is go to the "Employee" section of Self-Service and click on "Web Time Entry Training".

Please contact Jodee Biller, Controllers Office, extension 2151

Track B: Banner

Banner is MCC's centralized database information system for Human Resources, Finance, Financial Aid, Student and Alumni! These sessions are offered to provide you with information on how to access training for Internet Native Banner (INB) and Banner Self Service.

Before scheduling ANY sessions in this track, be sure your Banner account has been approved, is activated and you know your Password to access the account! Please contact your department chair or department secretary to begin the process of account approval.

B1 Banner HR Self Service

For training on HR Self Service, please contact the Human Resources Department at 292-2048.

B2 Banner Financial Aid

For training on Financial Aid, please contact the Financial Aid Department at 292-2050.

B3 Banner -- Accessing Student Information

Learn how to access student information in Banner. Training is available for both the Self Service for Student product and the Internet Native Banner for Student product.

Please contact Ervina Malin, Registration and Records, extension 2245 to schedule a time for this session.

B4 Banner Self Service for Student -- Registration

This session is for all MCC Faculty and Advisors. Hands-on training designed to teach faculty and advisors how to register students for classes in the Banner Self Service Student module.

Please contact Ervina Malin, Registration and Records, extension 2245 to schedule a time for this session.

B5 Banner Self Service for Student -- Class Management

This session is for all MCC Faculty.   Hands-on training to teach faculty how to manage class lists, and submit attendance and grades in the Banner Self Service Student module.

Please contact Ervina Malin, Registration and Records, extension 2245 to schedule a time for this session.

B6 Banner Self Service for Student -- CAPP (Curriculum Advising and Program Planning)

This session is for all MCC Faculty and Advisors.   CAPP (Curriculum Advising and Program Planning) is Banner's computerized degree audit/degree evaluation system.   Learn how to view and interpret Banner CAPP to aid students in the advisement process.

To schedule this session, please contact Marlene Fine, extension 2126 or John Witherspoon, extension 3226.

B7   Internet Native Banner: Navigation and Searching

This session is a pre-requisite to all other Internet Native Banner Training This session will introduce to you the system and common features located in all Forms. You will learn what a form is and how to navigate to information located in the forms. We will also discuss searching techniques to help you locate student information quickly and easily.

Please contact Marie Gibson, ETS Instructional Technologies, extension 3436 to schedule this session.

B8   Internet Native Banner: Registration

This session is designed to teach faculty and advisors how to register students for classes in Internet Native Banner. We will review the registration process, drop/add a student from classes, registration overrides and the waitlist function.

Please contact Ervina Malin, Records and Registration, extension 2245 to schedule this session.

Track C: Telecommunications Skills

Effective communication is the key to being productive and keeping on top of current issues and challenges! The sessions in this track will give you the skills you will need to fully take advantage of the many features within your telephone and the voice messaging system.

C1   Cisco VoIP Telephone Training

Learn to make your telephone an "information center" in this training session! 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.

Please contact Christine Montagliano, ETS Communications and Network Services, extension 2073 to schedule a time for this session.

C2   AVST CallXpress Voice Messaging

The voice messaging system gives you the ability to communicate effectively from any touchtone phone 24 hours a day, with one person or many. This session will advance your telecommunications skills through voice messaging.

Please contact Christine Montagliano, ETS Communications and Network Services, extension 2073 to schedule a time for this session.

Track D: Understanding Personal Computer File Management

Once you have mastered the use of software within the Microsoft Office suite (Word, Excel, PowerPoint, Access), you will begin to generate many files. The files you create represent many hours of your hard work! Do you really have a full understanding of where these files are and how you can protect them from loss and/or damage? It is important that you not only know how to create files, but that you develop an efficient way to store your files for easy access. The sessions in this track will give you a full understanding of file management concepts and help you create an efficient folder structure for storing and accessing your files.

D1   Windows File Management

Using My Computer and Windows Explorer, we will take a look inside the computer system and put you in control with file management. Gain a basic understanding of how computers store files and develop a scheme to help you efficiently store the files you create.

Please contact Martha Kendall, ETS Instructional Technologies, extension 2214 to schedule a time for this session.

D2   Portable Media: CDs, DVDs, Flash Drives, and Portable Hard Drives

In this session you will learn how to burn file data to CD-Rs or DVDs, or copy the information to a portable jump drive.   We'll introduce you to the basics of using these media types for file storage, and we will help you figure out which one is right for your needs. Using these types of media for file storage will help you keep your M drive quota space free and clear!

Please contact Jeremy Case, ETS Instructional Technologies, extension 2588 to schedule a time for this session.

P20   M Drive Review

The M Drive is an MCC network storage location for your important computer files. We will review the structure of the M drive and how it can be used to share information with students or your colleagues and how you can take advantage of the extra storage space for your important computer files.

Please contact Martha Kendall, ETS Instructional Technologies, extension 2214 to schedule a time for this session.

Track E: Microsoft Outlook

Microsoft Outlook is part of the Microsoft Office software suite -- The part that will help you get and stay organized! Outlook is a desktop information management program that helps you manage your e-mail messages, appointments, contacts, tasks and files.

E1   Introduction to Microsoft Outlook

This session will introduce you to the fundamental electronic mail and calendaring features of Microsoft Outlook.

Please contact Jane Cummings, ETS Instructional Technologies, extension 2617 to schedule a time for this session.

E2   Outlook: Advanced E-mail Concepts

This session will provide you with a more in-depth review of creating folders and distribution lists within Outlook.

Please contact Jane Cummings, ETS Instructional Technologies, extension 2617 to schedule a time for this session.

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.

Please contact Marie Gibson, ETS Instructional Technologies, extension 3436 to schedule a time for this session.

E4   Outlook: To Do Lists, Tasks, Notes and Journal Review

This session will show you how to eliminate paper "to do" lists, create and assign tasks, get rid of all the "sticky" notes around your office, and record things of importance to you. We will also review some quick navigation tips to help you reference your Outlook items easily and effectively.

Please contact Marie Gibson, ETS Instructional Technologies, extension 3436 to schedule a time for this session.

E5   Outlook Web Access

You can easily stay in touch with your electronic mail and calendar when you are off-campus, at a business conference, from home, or when on vacation! Learn how to check your e-mail messages and access your Outlook calendar using Internet Explorer. This session is recommended for all Adjunct Faculty.

Please contact Jane Cummings, ETS Instructional Technologies, extension 2617 to schedule a time for this session.

P24   Outlook: Folders & Distribution Lists

Learn to organize your Outlook mail into folders. Just like you would do with paper documents in a filing cabinet. Folders hold related e-mail messages in one place, for easier access when needed at a later time.
Also learn about Distribution lists, ones you create and ones that are available already built into the system. If you are faculty and you communicate with your students via e-mail, you must know about the class list distribution lists available for your use.

Please contact Jane Cummings, ETS Instructional Technologies, extension 2617 to schedule a time for this session.

P27   Outlook: Scheduling Meetings

Are you tired of playing phone tag when you are trying to set a meeting date and time with a group of your colleagues? Do you then find it difficult to distribute information to be discussed at the meeting to all the people in the group?   Are you sick of carrying tons of paper copies to each meeting? Getting that group together and prepared for your meeting can be "push button simple"! Come and see how Outlook can save you time and perhaps a forest or two!

Please contact Marie Gibson, ETS Instructional Technologies, extension 3436 to schedule a time for this session.

P25   Outlook: E-mail Voting Buttons

You are organizing a lunch or soliciting an opinion on a topic? How do you effectively summarize the results? What is the most efficient way to accomplish this? With Microsoft Outlook of course! Use of this e-mail option can do the trick! Come and find out how.

Please contact Marie Gibson, ETS Instructional Technologies, extension 3436 to schedule a time for this session.

P28   Outlook: Working with To Do Lists and Tasks

You have control of your scheduled appointments but keeping control of your "To Do" List is a major problem. You would like some one to do something for you, but you can't find two seconds to locate the person and convey what you need done. Sound familiar? While you could quit your job, might we suggest coming to this session instead! See how Outlook Task features can help you gain control of the many things you have "To Do"!

Please contact Marie Gibson, ETS Instructional Technologies, extension 3436 to schedule a time for this session.

P29   Outlook: Archiving and Mailbox Cleanup

This session will show you how to reduce your Mailbox size in one step with the Outlook Archive feature. In this session we will explain the theory behind the Outlook Archive feature. This session can also be followed up by an appointment with the instructor in your office (at a mutually convenient time) to implement the feature within your Outlook Mailbox. It is recommended that you also take Microsoft Outlook: Organizing Outlook Clutter.

Please contact Marie Gibson, ETS Instructional Technologies, extension 3436 to schedule a time for this session.

P26   Outlook: Working with Color Categories

A category is a keyword or phrase associated with a color that helps you keep track of items (e-mail messages, appointments, contacts, tasks, journal entries, notes) so you can easily find, sort, filter, or group them.   You may never need to create a folder again!   You are one step away from never losing an Outlook item again! Come and find out how.

Please contact Marie Gibson, ETS Instructional Technologies, extension 3436 to schedule a time for this session.

R3   Microsoft Office 2007 Overview - Outlook

Come and see the new features of Microsoft Office 2007. There is a new look and feel, to make your work more efficient.

Please contact Marie Gibson, ETS Instructional Technologies, extension 3436 to schedule a time for this session.

Track F: Microsoft Word

Microsoft Word is word processing software and a fundamental component of the Microsoft Office suite. The sessions in this track will review key features of this dynamic software package. You will gain the proficiency you need for today's working environment! Learn how to format information to create reports, complete with table of contents, in a flash. Create eye catching fliers and learn how to communicate efficiently to a large group with Mail Merges.

F1   Introduction to Microsoft Word

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.

Please contact Jane Cummings, ETS Instructional Technologies, extension 2617 to schedule a time for this session.

F2   Word: Formatting, Tables and Columns

Now having the basic word processing skills, continue to advance your skill level with this course. We will discuss a variety of the functions built into today's word processing system.

Please contact Jane Cummings, ETS Instructional Technologies, extension 2617 to schedule a time for this session.

F3   Word: Templates, Tracking and Comments

Learn to utilize Microsoft Word's templates and create your own personalized templates. You will become more efficient and organized. Use other advanced features to track document changes with multiple editors. Make comments for feedback to the paper's editor.

Please contact Jane Cummings, ETS Instructional Technologies, extension 2617 to schedule a time for this session.

F4   Word: Graphics

Learn how to transform your text document into a document with pizzazz through the many graphic capabilities of today's word processing system.

Please contact Jane Cummings, ETS Instructional Technologies, extension 2617 to schedule a time for this session.

F5   Word: Merges, Envelopes and Labels

Learn how to create personalized form letters, labels and envelopes with the mail merge features of Microsoft Word.

Please contact Jane Cummings, ETS Instructional Technologies, extension 2617 to schedule a time for this session.

F6   Word: Multiple Page Documents

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.

Please contact Jane Cummings, ETS Instructional Technologies, extension 2617 to schedule a time for this session.

F7   Word: Creating Forms

Many offices on campus have a form or two that students or employees need to fill out when requesting a service. The person will provide information about themselves and the service they are requesting. The form provides areas to be filled in with the requested information. Microsoft Word has a feature that can assist in the creation of Forms. A form can be created to provide areas to be filled in by another person electronically. Once the form is created it is locked so changes to the form can not be made other then in the fields for the requested information. The prerequisite for taking this class is to have a good understanding of Word tables offered in the Level 2 session of the Word track.

Please contact Jane Cummings, ETS Instructional Technologies, extension 2617 to schedule a time for this session.

P13   Word: Tables

Everyone knows how to use Microsoft Word to type a plain document, but do you know how to create a table? A table allows you to create a document with columns and rows of information displayed with or without the lines to separate the information. Come and learn how to use the Microsoft Word software with efficiency.

Please contact Jane Cummings, ETS Instructional Technologies, extension 2617 to schedule a time for this session.

P14   Word: Bullets & Numbering

Learn to use the software efficiently to create bullet or numbered lists or paragraphs. This feature is also beneficial in the creation of multiple choice tests with ease.

Please contact Jane Cummings, ETS Instructional Technologies, extension 2617 to schedule a time for this session.

P16   Word: Inserting Clip Art

When using Microsoft Office Word have you found it hard to work with graphics to move them around? Do you like the Drawing Canvas when you try to draw a rectangle or oval in your document? Come and learn some tips to eliminate these problems and more.

Please contact Jane Cummings, ETS Instructional Technologies, extension 2617 to schedule a time for this session.

P17 Word: Mail Merge

Learn how to create personalized form letters, labels, and envelopes with the mail merge feature of Microsoft Word.

Please contact Jane Cummings, ETS Instructional Technologies, extension 2617 to schedule a time for this session.

R1 Microsoft Office 2007 Overview - Word

Come and see the new features of Microsoft Office 2007. There is a new look and feel, to make your work more efficient.

Please contact Jane Cummings, ETS Instructional Technologies, extension 2617 to schedule a time for this session.

Track G: Microsoft Excel

Microsoft Excel is spreadsheet software and a fundamental component of the Microsoft Office suite. If you use a calculator on a regular basis or have ledger type tables, you will definitely benefit from the training offered in this track. We will cover commands which will help you maintain departmental budgets, produce charts and graphs, and manage student and grading information.

G1   Introduction to Microsoft Excel

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

Please contact Jane Cummings, ETS Instructional Technologies, extension 2617 to schedule a time for this session.

G2   Excel: Charts, Sorting and Filtering Data

Now having the basic Excel skills, continue to advance your spreadsheet skill level. This session will discuss a variety of additional features available in the software.

Please contact Jane Cummings, ETS Instructional Technologies, extension 2617 to schedule a time for this session.

G3   Excel: Advanced Spreadsheet 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. We will also review other advanced features. This course is intended for students 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.**

Please contact Martha Kendall, ETS Instructional Technologies, extension 2214 to schedule a time for this session.

P2   Microsoft Excel: Formulas & Functions

You may know how to enter numbers and text into an Excel spreadsheet, but do you know how to create a formula or use built in functions. Come to this hands-on session to learn more about creating formulas and the basic rules to know.

Please contact Jane Cummings, ETS Instructional Technologies, extension 2617 to schedule a time for this session.

P3   Excel: Charts

Would you like a visual comparison of the numbers in your Excel spreadsheet? Examples might be a pie chart, column or bar chart to show the differences. A column chart can be created with the press of ONE button on the key board. Yes, that's true, ask anyone who has attended the regular Excel - level 2 session. You can learn this tip in our one hour session.

Please contact Jane Cummings, ETS Instructional Technologies, extension 2617 to schedule a time for this session.

P4   Microsoft Excel: Database

Learn how to use Microsoft Excel as a database software package. A database is a collection of information with similar fields of information for each student, client or customer. Examples of this information would be Names, Addresses, Phone numbers, ID numbers, Grades, Test scores, etc...
Learn how to sort, filter and link the spreadsheet data. Also learn to hide columns and freeze panes within the spreadsheet.

Please contact Jane Cummings, ETS Instructional Technologies, extension 2617 to schedule a time for this session.

P5   Microsoft Excel Grade Book Templates

Do you want/need an easier way to track and report student grades? If so, look no further. During this session we will review a standard Microsoft Excel grade book template and highlight advantages of converting your current procedures for grading into an efficient technology-enhanced grading solution!

Please contact Martha Kendall, ETS Instructional Technologies, extension 2214 to schedule a time for this session.

P6   Microsoft Excel Grade Book Enhancements

With this session, we will take the Microsoft Excel template and enhance it to meet your specific needs. This will be a hands-on workshop. Your electronic grade book can be designed to calculate by points, by percentage or a combination of both.   Bring your Course Information Sheet, the paper or electronic version of your grade book; PLUS your wish list. Brainstorm and develop a rough draft of your ideal grading system.

Please contact Martha Kendall, ETS Instructional Technologies, extension 2214 to schedule a time for this session.

R2   Microsoft Office 2007 Overview - Excel

Come and see the new features of Microsoft Office 2007. There is a new look and feel, to make your work more efficient.

Please contact Jane Cummings, ETS Instructional Technologies, extension 2617 to schedule a time for this session.

Track H: Microsoft Access

Microsoft Access is a relational database information management system and an important component of the Microsoft Office suite. Any paper filing cabinet you maintain is a database waiting to happen! By converting paper-based information into electronic format within a database, you can gain control of the information you are responsible for. Once your database is created and your data is entered, you can easily retrieve and analyze your information with the click of a button.   With Access you can efficiently manage and gain control of your important information such as address lists, registrations and RSVPs, home and business inventories, and student and grading information.

H1   Microsoft Access: Table Design

Access Tables are used to electronically store information. This session will review the concepts behind creating a solid table structure that will properly support the information you need to keep track of.

Please contact Marie Gibson, ETS Instructional Technologies, extension 3436 to schedule a time for this session.

H2   Microsoft Access: Working with Table Data

Queries are the Access component primarily used to analyze and ask questions of your Access Table data. The query also acts as the foundation to creating reports in Access. We will review the tools you need within a Table to look up and maintain table information. We will introduce the concept of creating simple Select queries as a stepping stone to generating effective reports from your data.

Please contact Marie Gibson, ETS Instructional Technologies, extension 3436 to schedule a time for this session.

H3   Microsoft Access: Query Concepts

Continue to explore the power behind the Access Query with this session. We will build upon query concepts and review the functionality of Parameter queries, Cross Tab queries, Action queries, and calculated fields within a query structure.

Please contact Marie Gibson, ETS Instructional Technologies, extension 3436 to schedule a time for this session.

H4   Microsoft Access: Creating Reports

Learn how to take your query result and transform it into a polished, word-processed report! We will review the concepts behind report design and work with Report Wizards to get the look you need.

Please contact Marie Gibson, ETS Instructional Technologies, extension 3436 to schedule a time for this session.

H5   Microsoft Access: Creating Forms

Access Forms can simplify data entry to your tables and make it easy to view existing information within your database.   You will learn how to create Access forms for easy data entry and viewing. We will talk about using different types of form controls to eliminate typing information into your tables. We will review the use of subforms as a way to view related information located within two different tables within one easy-to use form. We will also discuss how to use forms as a method for creating an easy-to-use interface for your database. Attendance the last half-hour of the class is optional. During this time we will review the Access Switchboard as a way to unify all the independent Access objects into one easy-to-use database system.

Please contact Marie Gibson, ETS Instructional Technologies, extension 3436 to schedule a time for this session.

H6   Microsoft Access: Advanced Concepts

This class will give you the detail you need to finalize your database system design. We will discuss the concepts behind table relationships to ensure the integrity of your data. We will review ongoing database maintenance issues, and we will also work with importing and exporting information to and from your database.

Please contact Marie Gibson, ETS Instructional Technologies, extension 3436 to schedule a time for this session.

P33 Access 2007 Overview

Microsoft Access is a relational database information management system and an important component of Microsoft Office. Any paper filing cabinet you maintain is a database waiting to happen! Come to this session and learn about the advantages and efficiency of a database, the thought process that goes into creating a database and the working components of an Access database system.

Please contact Marie Gibson, ETS Instructional Technologies, extension 3436 to schedule a time for this session.

P1   Microsoft Access: Annual Faculty Development Report

How do you feel about creating your Annual Faculty Activity Report? Are you always scrambling to capture all those wonderful activities you performed throughout the year making sure you don't forget something? No -- this is not a gripe session! Come and see how we can make this report push-button simple by using Microsoft Access! All attendees will receive a complete database template you can use to log your activities and generate the report. It will be as simple as filling out an online form – come check it out!

Please contact Marie Gibson, ETS Instructional Technologies, extension 3436 to schedule a time for this session.

Track I: Microsoft PowerPoint

Microsoft PowerPoint is presentation software and is a fundamental component of the Microsoft Office suite. The sessions in this track cover the software features you will need to make effective, engaging presentations for classrooms, meetings and conferences.

I1   Creating PowerPoint Presentations

Plan and create an effective presentation using Microsoft PowerPoint. You will learn the steps from start to finish including creating and formatting slides, applying a design template, printing handouts, and running a slide show presentation.

Please contact Mary Hallett, ETS Instructional Technologies, extension 3429 to schedule a time for this session.

I2   Enhancing PowerPoint Presentations

You will learn how to personalize your presentations by applying basic design tips. Using features such as ClipArt, WordArt, shapes and hyperlinks, you will engage your audience by visually illustrating concepts. You will also learn how to create a design template and digital photo album.

Please contact Mary Hallett, ETS Instructional Technologies, extension 3429 to schedule a time for this session.

I3   Animating PowerPoint Presentations

You will learn how to make your presentation "come to life" by animating your slides, applying transitions and settings, and creating advanced hyperlinks and action buttons.

Please contact Mary Hallett, ETS Instructional Technologies, extension 3429 to schedule a time for this session.

P7   PowerPoint: Animating Objects

Are you trying to figure out how to make your PowerPoint presentations more effective? You can animate elements on a PowerPoint slide so that you can focus on important points, control the flow of information, and add interest to your presentations. Learn how to add special visual effects to your PowerPoint presentations.

Please contact Ellen Gozik, ETS Instructional Technologies, extension 2553 to schedule a time for this session.

P8   PowerPoint: Action Button/Hyperlink Jeopardy Game

Learn how to use action buttons and hyperlinks to create a PowerPoint Jeopardy game! The Jeopardy PowerPoint can be an excellent tool to use in the classroom to review and/or learn new content. Come prepared with questions and answers in your discipline to begin creating a game.

Please contact Ellen Gozik, ETS Instructional Technologies, extension 2553 to schedule a time for this session.

P9   PowerPoint: Creating Charts

Have you ever seen a presentation that contained so much data it made your eyes cross? Have columns and columns of numbers on the screen made you want to escape through the back door? The solution to this problem is to use the right chart to visual information in your PowerPoint presentation. You will learn how to use Microsoft Graph, the default charting application in PowerPoint.

Please contact Ellen Gozik, ETS Instructional Technologies, extension 2553 to schedule a time for this session.

P10   PowerPoint: Creating Templates

Are you tired of seeing the same old PowerPoint backgrounds over and over again? Have you had it with "Dad's Tie?" Would you like to be able to use a background design that specifically represents you, your lesson, your department or the College in general? Come see how easy it is to custom design your very own PowerPoint template.

Please contact Ellen Gozik, ETS Instructional Technologies, extension 2553 to schedule a time for this session.

P11   PowerPoint: Design Element Fun Stuff

Would you like to learn how to use WordArt and manipulate the results? How about playing with PowerPoint's newest fun feature "Convert to SmartArt Graphic?" How about manipulating Clip Art to fit your needs? How to find and use images from the Web? How to use the PPT Clip Art Gallery to find sophisticated photo images for use in PowerPoint and other programs? Come see how much fun PowerPoint can be!

Please contact Ellen Gozik, ETS Instructional Technologies, extension 2553 to schedule a time for this session.

R4   Microsoft Office 2007 Overview - PowerPoint

Come and see the new features of Microsoft Office 2007. There is a new look and feel, to make your work more efficient.

Please contact Ellen Gozik, ETS Instructional Technologies, extension 2553 to schedule a time for this session.

P36   Microsoft PowerPoint: Creating PowerPoint Presentations From Scratch

Learn how to use action buttons and hyperlinks to create a PowerPoint Jeopardy game! The Jeopardy PowerPoint can be an excellent tool to use in the classroom to review and/or learn new content. Come prepared with questions and answers in your discipline to begin creating a game.

To schedule, contact Ellen Gozik, ETS Instructional Technologies, extension 2553.

Track J: Digital Imaging

Learn to use a digital camera to capture, download and save images to your computer for use in classroom presentations, special events, print and the World Wide Web. Take advantage of the convenience of digital photography. View your pictures instantly and use simple image enhancing software to improve and customize them. This Track is a wonderful complement to the Word, PowerPoint and World Wide Web Page Development Tracks.

J1   Digital Photography: Camera Operations

Learn to use digital cameras to produce quality digital images. Gain hands-on experience using a digital camera to capture images for screen presentations and print. This session will cover digital photography basics, camera operation and image capture.

Please contact Jeremy Case, ETS Instructional Technologies, extension 2588 to schedule a time for this session.

J2   Digital Photography: Image Processing

Continue learning about digital photography in this session, which is devoted to working with images produced from the Level 1 session. Participants will learn to transfer digital images from a digital camera to a computer and use imaging editing software to make adjustments and enhancements to images.

Please contact Jeremy Case, ETS Instructional Technologies, extension 2588 to schedule a time for this session.

J3   Digital Photography: Advanced Digital Imaging

Expand the knowledge you have gained from these previous levels.   Learn advanced image editing techniques that will enable you to make the highest quality images from your digital photos.

Please contact Jeremy Case, ETS Instructional Technologies, extension 2588 to schedule a time for this session.

P45 Adobe Photoshop Basics

"This would be such a great photo, but…" So what can you do with your photos when they don't come out quite the way you'd hoped? Adobe Photoshop is a powerful tool for editing your photos, and this hands-on workshop will teach you commonly needed Photoshop techniques such as fixing red-eye and skin blemishes, color correction, and cropping.

Please contact Jeremy Case, ETS Instructional Technologies, extension 2588 to schedule this session.

P48 Adobe Photoshop Basics 2: Getting Creative

Do you want to get creative with your photos? This hands-on workshop will introduce you to techniques like adding text, Photoshop filters, and basic compositing. To take this couse, you should have attended the first Photoshop Basics TechnoNugget, or have a working familiarity with Adobe Photoshop.

Please contact Jeremy Case, ETS Instructional Technologies, extension 2588 to schedule this session.

Track K: Faculty Innovation!

Come and discover the technology resources available to you in the new and improved Faculty Innovation Center (FIC) located in ETS Instructional Technologies (3-150).   The center provides access to some of the best equipment on campus for producing and duplicating media, CD's, DVD's and for digital image processing. You will also be able to schedule time with a technology consultant who can help you see your special projects through to completion. What are you waiting for --- schedule a time to take a tour of this innovative facility!!

K1   FIC: What is it? Where is it? Why should you care?

The "FIC" Faculty Innovation Center (Brighton Campus) is a not a secret society for tech-savvy faculty. It is available to ALL faculty and staff! Come and see what is available in this resource room. The FIC provides access to some of the best equipment (software and hardware) on campus. A quiet place that provides faculty and staff with technology, resources and support to meet their instructional development needs. Come down, meet the "Lab Rat" and discover one of the many resources available for you to use here at Monroe Community College.

Please contact Martha Kendall, ETS Instructional Technologies, extension 2214 to schedule a time for this session.

K2   Scanning

Do you have teaching materials you would like to use but don't have the time to re-type them? Do you have hard copies of documents but don't have them saved on your computer? Do you have graphics and diagrams you want to make accessible to your students on-line or electronically? If so, this scanning class is for you. Learn how scanning can save you time and turn paper-based resources into computer-based resources instantaneously!

Please contact Martha Kendall, ETS Instructional Technologies, extension 2214 to schedule a time for this session.

D2   Portable Media: CDs, DVDs, Flash Drives, and Portable Hard Drives

In this session you will learn how to burn file data to CD-Rs or DVDs, or copy the information to a portable jump drive.   We'll introduce you to the basics of using these media types for file storage, and we will help you figure out which one is right for your needs. Using these types of media for file storage will help you keep your M drive quota space free and clear!

Please contact Jeremy Case, ETS Instructional Technologies, extension 2588 to schedule a time for this session.

J2   Digital Photography: Image Processing

Continue learning about digital photography in this session, which is devoted to working with images produced from the Level 1 session. Participants will learn to transfer digital images from a digital camera to a computer and use imaging editing software to make adjustments and enhancements to images.

Please contact Jeremy Case, ETS Instructional Technologies, extension 2588 to schedule a time for this session.

Track L: World Wide Web Page Development with Manila

Manila web sites are intended for faculty who want to create resource web sites for their classes. Here at MCC Manila is also used as the primary development tool by anyone creating web sites for clubs and organizations, special projects and working groups. Academic and administrative department sites are not created using Manila.

Learn the skills necessary to create World Wide Web pages using this browser based development tool. Manila is an Internet server application that allows you to manage full-featured, high performance web sites that include options such as memberships and discussion groups, through an easy-to-use browser interface.

L1   Manila: Introduction to Web Page Development

This class is an introduction to the principles of good Web design, and how to apply those principles using the Manila development environment. We look at what your basic browser reads and interprets, learn about graphic files for the Web, take an introductory tour of the Manila development environment and learn how to set up your basic Manila Web site.

You will work with your own Manila web site, and leave with the basic skills necessary to grow and maintain your site.

Please email Carol Burritt, ETS Computing, cburritt@monroecc.edu, to schedule this session.

Track M: Library

This track provides an introduction to MCC Libraries' many resources and services.

M1   Library: Introduction to the Resources and Services of ETS: Libraries

This is a great session to take if you are new to MCC or just need a refresher on what the libraries have to offer. You will get a tour of the library along with an overview of resources and services as they relate to your job and/or interests. Approximately 1 hour.

Please contact Alice Harrington, ETS Libraries, extension 2304, to schedule this session.

M2   Library: Overview of Subscription Databases

This hands-on session will introduce you to the various types of proprietary research databases available to you and your students exclusively through the MCC Libraries website. Keep in mind that this session can be tailored to fit your subject area and your classroom or research needs. Approximately 1 hour.

Please contact Alice Harrington, ETS Libraries, extension 2304, to schedule this session.

M3   Library: Training on a Specific Database(s)

This is the session you should take if you would like in-depth instruction on a specific database. You will learn advanced search strategies as well as features unique to that resource. Approximately 1 hour.

Please contact Alice Harrington, ETS Libraries, extension 2304, to schedule this session.

M5   Spotlight on ARTStor

Interested in incorporating more visuals into your teaching or research? ARTstor, a subscription database available through the library website, contains nearly one million images in the areas of art, the humanities, and social sciences with software to view, present, and manage images for research and pedagogical purposes. This session will introduce you to this valuable resource.

Please contact Alice Wilson, ETS Library, extension 2304, to schedule this session

M6   ILLIAD – Your Interlibrary Loan Account

ILLiad is the electronic system that you use to request Interlibrary Loan (ILL) requests. It also allows you to check the status of current orders and to keep an archive of material you have received electronically. During this session, you will create an account and learn how to submit requests directly through ILLIAD as well as from our databases and catalogs such as WorldCat and the SUNY Union Catalog.

Please contact Bess Watts, ETS Libraries, extension 2318, to schedule this session.

M7   Citation Generators

Come to this session to learn more about free or inexpensive web-based tools that can help ease the often cumbersome process of citing sources and formatting bibliographies. Advantages and disadvantages of these resources will be discussed. We will also introduce you to formatting and style guides that address recent changes made to the APA and MLA formats.

Please contact Alice Wilson, ETS Libraries, extension 2304 or Pam Czaja, ETS Libraries, extension 2308 to schedule this session.

M8   Googlize Yourself

Have you ever wondered what the hype around Google is all about? Just don't have the time or the patience to explore Google's offering of more than 50 different applications? Come and learn what Google has to offer! We will cover the main "discovery" page; take a look at Picassa (photo), News, Calendar, Google Docs, Google Scholar, igoogle and give you time to explore.

Please contact Mary Timmons, ETS Libraries, 262-1412 or Michael McCullough, 262-1411 to schedule this session.

M9   In the Know:-Durable Links and Copyright

This session will teach participants how to create persistent links from the ANGEL Course Management System (CMS) to full-text articles available in MCC Libraries' magazine, journal and newspaper subscription databases, as well as to online reference sources and e-books. The terms "durable link" or "persistent link" describe a web link that remains stable over time, and ensures that articles from library databases can be accessed by students from both on and off-campus locations. Your ANGEL course folder is the successor to our E-Reserves system that we are phasing out by Fall 2010. Also, participants will learn about copyright and how to obtain copyright permissions in order for copyrighted material to be placed in ANGEL repository and placed in your course folder in ANGEL if you already have a course presence in ANGEL.

Please contact Pam Czaja, ETS Libraries, extension 2308 to schedule this session.

M11 Spotlight on Films on Demand

Come to this session to learn more about Films on Demand, a library database that serves as a state-of-the art streaming video platform that makes it easier than ever to incorporate educational programs into your courses. Subjects covered include: Humanities & Social Science, Business & Economics, Science & Mathematics, Health & Medicine, Technical Education, Family & Consumer Sciences, Careers & Job Search, Guidance & Counseling.

Please contact Alice Harrington, ETS Libraries, extension 2304, to schedule this session.

M12 Spotlight on JSTOR

JSTOR is a digital archive, to which the library subscribes, of over 1,000 scholarly, peer-reviewed journals covering a variety of academic disciplines. This session will introduce you to this valuable scholarly resource.

Please contact Alice Harrington, ETS Libraries, extension 2304, to schedule this session.

Track N: Consultation and Support

The ETS Technical Training team can be your personal consultant and help you apply technology efficiently to the projects you are currently working on. You just need to schedule the first appointment!

N1   Project Consultation

Have you ever been faced with a tough project that left you wondering what the best technology solution would be to help you see that project to completion? Give us a call and let our technology team work through the details with you to create a project implementation plan that will help you get your work done on time, every time!

Please contact Marie Gibson, ETS Instructional Technologies, extension 3436 to schedule a time for this session.

N2   Office Consultation

If you feel there are certain office procedures that are carried out in an antiquated way, we can review these procedures and make recommendations to take full advantage of the technology available to you at MCC. If you choose to move forward with our recommendations, our consultants will work side by side with you to map out a plan and implement the new stream-lined office procedure!   It will be worth your time to explore new ideas - we promise!

Please contact Marie Gibson, ETS Instructional Technologies, extension 3436 to schedule a time for this session.

Track O: Classroom Technology

As technological applications for instruction increase, so does the need for learning environments to include more advanced technology equipment. This track is designed to enable instructors to gain confidence in the operation of equipment that is installed in MCC's classrooms and lecture halls.

O1   Using Technology-Equipped Mini-Lecture Halls

MCC's Mini Lecture Halls have gone through a radical upgrade during summer 2006. We have added surround sound capability along with new speakers, a control system via PixiePro and a multi-configurable orientation. If you are teaching in these upgraded rooms you will want to learn how to use the fancy equipment.   The mini Lecture Halls are 11-306, 11-310, 12-225, 12-229, 12-125, and 12-129.

Please contact Philip Oettinger, ETS Instructional Technologies, extension 3439 to schedule a time for this session.

O2   The Smart Classroom - Presentations with Data Projection Technology

As technological applications for instruction increase, so does the need for learning environments to include more advanced technology equipment. This session is designed to enable instructors to gain confidence in the operation of equipment that is installed in MCC's general smart classrooms.

Please contact Philip Oettinger, ETS Instructional Technologies, extension 3439 to schedule a time for this session.

O3   Using Technology-Equipped Large Lecture Halls

So, you've been placed in a Large Lecture Hall and want to learn how to use the fancy equipment? The Large Lecture Halls are 5-100, 8-100, and 8-200.

Please contact Philip Oettinger, ETS Instructional Technologies, extension 3439 to schedule a time for this session.

O4   Audio Visual Smorgasbord

This session focuses on all the "other" audiovisual equipment available at the college for your use. The session is somewhat customizable to the specific equipment requested during registration, so be sure to mention which pieces of equipment YOU would like to learn about.

Please contact Philip Oettinger, ETS Instructional Technologies, extension 3439 to schedule a time for this session.

O5   Using Technology Enhanced Conference Spaces

MCC's R. Thomas Flynn Campus Center allows much flexibility in public presentations by utilizing various technologies. In this session you will learn about all the equipment and its uses in rooms such as Monroe A, Monroe B, the Brighton Room, the Forum, and the Empire Room. If you are using any of these conference spaces for an event you have planned, sign up for this training session.

Please contact Philip Oettinger, ETS Instructional Technologies, extension 3439 to schedule a time for this session.

O6   Smart Console Setup and Usage

Many of the classrooms at MCC have been converted to Smart Classrooms, however, some have not and a Smart Console is placed in select rooms. This placement of Smart Consoles may change from semester to semester based on surveyed needs of the technology. If you know you will have a Smart Console in your classroom for the semester and want to learn how to operate it, please sign up for this session

Please contact Philip Oettinger, ETS Instructional Technologies, extension 3439 to schedule a time for this session.

P41   AV Basics: What does that do?

Do you wish you had a better understanding of how classroom technology works? Do you want to know the nuts and bolts behind the equipment? Then this session is for you. In this class you will learn the correct names and functions of the cables, connections, and equipment that make classroom technology work.

Please contact Phil Oettinger, ETS Instructional Technologies, extension 3439 to schedule this session.

P42   Smart Classroom: The Pixie Pro and SmartCart.

In this session you will learn how to use a classroom with the Pixie Pro room control system and a SmartCart portable projection system. You will learn what equipment is available in the classrooms, how to turn on the equipment in the room, control the equipment using the Pixie Pro, basic troubleshooting, and much more.

Please contact Phil Oettinger, ETS Instructional Technologies, extension 3439 to schedule this session.

P44   Introduction to the Center for Active Learning at DCC

This session will introduce you to DCC room 5270 which is now called the Center for Active Learning. During this session you will see some of the new instructional technology that MCC is exploring to start implementing in classrooms at DCC and the Brighton Campus. You will also get time to play with and explore the new technology. Some of the pieces of equipment that we will discuss are smartboards, Sympodiums, Wireless video projection, document cameras, and using mobile devices with the room.

Please contact Phil Oettinger, ETS Instructional Technologies, extension 3439 to schedule this session.

Track P: Techno-Nuggets: One-Hour Sessions

As an alternative to our comprehensive training tracks, the ETS Technology Training Team is proud to announce Techno-Nuggets. Each session is one-hour in length and is designed to teach you a specific skill in a hands-on format. Hopefully it will be easy to fit these one-hour sessions into your busy schedule!

P43   Web 2.0 Communication Tools

You've heard the buzz words: social networking, podcasting, wikis, blogs, RSS, tagging, collaboration, virtual worlds, social news, open source, portable apps... the list goes on and on. You've possibly explored some of the tools: Facebook, Twitter, Second Life, Audacity, YouTube, GoogleDocs, Picasa, del.icio.us, and Digg... to name a few. Now let's join together and understand the big picture of Web 2.0 and how society has moved from being content readers to content creators. Participants will also gain access to an online ANGEL course developed to organize the resources into a centralized location.

Please contact Mary Hallett, ETS Instructional Technologies, extension 3429 to scheudle this session.

P19   File Management Concepts

A review of Windows and File Management Skills you need to manage your User Folder on the M drive and keep to the MCC space limits. Time savers for creating shortcuts, favorites to M and C drive folders will be demonstrated.

Please contact Martha Kendall, ETS Instructional Technologies, extension 2214 to schedule a time for this session.

P20   M Drive Review

The M Drive is an MCC network storage location for your important computer files. We will review the structure of the M drive and how it can be used to share information with students or your colleagues and how you can take advantage of the extra storage space for your important computer files.

Please contact Martha Kendall, ETS Instructional Technologies, extension 2214 to schedule a time for this session.

P21   Using CDs, DVDs, and USB Flash Drives for Extra File Storage

You've all gotten those notices that you have to keep your M: drive user folder under 250MB... but how are you going to do it? Burn the data to CD-Rs or DVDs, or copy the information to a portable jump drive!!! We'll introduce you to the basics of using these three media, we'll help you figure out which one is right for your needs, and we'll help get you started on transferring your excess data over.

Please contact Jeremy Case, ETS Instructional Technologies, extension 2588 to schedule a time for this session.

M5 Spotlight on ARTStor

Interested in incorporating more visuals into your teaching or research? ARTstor, a subscription database available through the library website, contains nearly one million images in the areas of art, the humanities, and social sciences with software to view, present, and manage images for research and pedagogical purposes. This session will introduce you to this valuable resource.

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Have you ever wondered what the hype around Google is all about? Just don't have the time or the patience to explore Google's offering of more than 50 different applications? Come and learn what Google has to offer! We will cover the main "discovery" page; take a look at Picassa (photo), News, Calendar, Google Docs, Google Scholar, igoogle and give you time to explore.

Please contact Mary Timmons, ETS Libraries, 262-1412 or Michael McCullough, 262-1411 to schedule this session.

M9 In the Know:-Durable Links and Copyright

This session will teach participants how to create persistent links from the ANGEL Course Management System (CMS) to full-text articles available in MCC Libraries' magazine, journal and newspaper subscription databases, as well as to online reference sources and e-books. The terms "durable link" or "persistent link" describe a web link that remains stable over time, and ensures that articles from library databases can be accessed by students from both on and off-campus locations. Your ANGEL course folder is the successor to our E-Reserves system that we are phasing out by Fall 2010. Also, participants will learn about copyright and how to obtain copyright permissions in order for copyrighted material to be placed in ANGEL repository and placed in your course folder in ANGEL if you already have a course presence in ANGEL.

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K1   FIC: What is it? Where is it? Why should you care?

The "FIC" Faculty Innovation Center (Brighton Campus) is a not a secret society for tech-savvy faculty. It is available to ALL faculty and staff! Come and see what is available in this resource room. The FIC provides access to some of the best equipment (software and hardware) on campus. A quiet place that provides faculty and staff with technology, resources and support to meet their instructional development needs. Come down, meet the "Lab Rat" and discover one of the many resources available for you to use here at Monroe Community College.

Please contact Martha Kendall, ETS Instructional Technologies, extension 2214 to schedule a time for this session.

P12   Word: Table of Contents

When working with a Word document with multiple pages, sometimes it would be helpful to have a table of content. 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.

Please contact Jane Cummings, ETS Instructional Technologies, extension 2617 to schedule a time for this session.

P13   Word: Tables

Everyone knows how to use Microsoft Word to type a plain document, but do you know how to create a table? A table allows you to create a document with columns and rows of information displayed with or without the lines to separate the information. Come and learn how to use the Microsoft Word software with efficiency.

Please contact Jane Cummings, ETS Instructional Technologies, extension 2617 to schedule a time for this session.

P14   Word: Bullets & Numbering

Learn to use the software efficiently to create bullet or numbered lists or paragraphs. This feature is also beneficial in the creation of multiple choice tests with ease.

Please contact Jane Cummings, ETS Instructional Technologies, extension 2617 to schedule a time for this session.

P15   Word: Columns & Sectioning

Learn how to create documents in newspaper style, with two or more columns. Learn how to use sectioning to change formatting within the same document. Format changes might be different margin sizes, changing to columns, different page numbers, or different headers and footers all in the same document.

Please contact Jane Cummings, ETS Instructional Technologies, extension 2617 to schedule a time for this session.

P16   Word: Inserting Clip Art

When using Microsoft Office Word have you found it hard to work with graphics to move them around? Do you like the Drawing Canvas when you try to draw a rectangle or oval in your document? Come and learn some tips to eliminate these problems and more.

Please contact Jane Cummings, ETS Instructional Technologies, extension 2617 to schedule a time for this session.

P17   Word: Mail Merge

Learn how to create personalized form letters, labels, and envelopes with the mail merge feature of Microsoft Word.

Please contact Jane Cummings, ETS Instructional Technologies, extension 2617 to schedule a time for this session.

P18   Word: Mail Merge - Labels & Envelopes

Learn how to use Word mail merge to produce mass labels, envelopes and a directory.

Please contact Jane Cummings, ETS Instructional Technologies, extension 2617 to schedule a time for this session.

P2   Microsoft Excel: Formulas & Functions

You may know how to enter numbers and text into an Excel spreadsheet, but do you know how to create a formula or use built in functions. Come to this hands-on session to learn more about creating formulas and the basic rules to know.

Please contact Jane Cummings, ETS Instructional Technologies, extension 2617 to schedule a time for this session.

P3 Excel: Charts

Would you like a visual comparison of the numbers in your Excel spreadsheet? Examples might be a pie chart, column or bar chart to show the differences. A column chart can be created with the press of ONE button on the key board. Yes, that's true, ask anyone who has attended the regular Excel - level 2 session. You can learn this tip in our one hour session.

Please contact Jane Cummings, ETS Instructional Technologies, extension 2617 to schedule a time for this session.

P4 Microsoft Excel: Database

Learn how to use Microsoft Excel as a database software package. A database is a collection of information with similar fields of information for each student, client or customer. Examples of this information would be Names, Addresses, Phone numbers, ID numbers, Grades, Test scores, etc...
Learn how to sort, filter and link the spreadsheet data. Also learn to hide columns and freeze panes within the spreadsheet.

Please contact Jane Cummings, ETS Instructional Technologies, extension 2617 to schedule a time for this session.

P5 Microsoft Excel Grade Book Templates

Do you want/need an easier way to track and report student grades? If so, look no further. During this session we will review a standard Microsoft Excel grade book template and highlight advantages of converting your current procedures for grading into an efficient technology-enhanced grading solution!

Please contact Martha Kendall, ETS Instructional Technologies, extension 2214 to schedule a time for this session.

P6 Microsoft Excel Grade Book Enhancements

With this session, we will take the Microsoft Excel template and enhance it to meet your specific needs. This will be a hands-on workshop. Your electronic grade book can be designed to calculate by points, by percentage or a combination of both.   Bring your Course Information Sheet, the paper or electronic version of your grade book; PLUS your wish list. Brainstorm and develop a rough draft of your ideal grading system.

Please contact Martha Kendall, ETS Instructional Technologies, extension 2214 to schedule a time for this session.

P7 PowerPoint: Animating Objects

Are you trying to figure out how to make your PowerPoint presentations more effective? You can animate elements on a PowerPoint slide so that you can focus on important points, control the flow of information, and add interest to your presentations. Learn how to add special visual effects to your PowerPoint presentations.

Please contact Ellen Gozik, ETS Instructional Technologies, extension 2553 to schedule a time for this session.

P8   PowerPoint: Action Button/Hyperlink Jeopardy Game

Learn how to use action buttons and hyperlinks to create a PowerPoint Jeopardy game! The Jeopardy PowerPoint can be an excellent tool to use in the classroom to review and/or learn new content. Come prepared with questions and answers in your discipline to begin creating a game.

Please contact Ellen Gozik, ETS Instructional Technologies, extension 2553 to schedule a time for this session.

P9   PowerPoint: Creating Charts

Have you ever seen a presentation that contained so much data it made your eyes cross? Have columns and columns of numbers on the screen made you want to escape through the back door? The solution to this problem is to use the right chart to visual information in your PowerPoint presentation. You will learn how to use Microsoft Graph, the default charting application in PowerPoint.

Please contact Ellen Gozik, ETS Instructional Technologies, extension 2553 to schedule a time for this session.

P10   PowerPoint: Creating Templates

Are you tired of seeing the same old PowerPoint backgrounds over and over again? Have you had it with "Dad's Tie?" Would you like to be able to use a background design that specifically represents you, your lesson, your department or the College in general? Come see how easy it is to custom design your very own PowerPoint template.

Please contact Ellen Gozik, ETS Instructional Technologies, extension 2553 to schedule a time for this session.

P11   PowerPoint: Design Element Fun Stuff

Would you like to learn how to use WordArt and manipulate the results? How about playing with PowerPoint's newest fun feature "Convert to SmartArt Graphic?" How about manipulating Clip Art to fit your needs? How to find and use images from the Web? How to use the PPT Clip Art Gallery to find sophisticated photo images for use in PowerPoint and other programs? Come see how much fun PowerPoint can be!

Please contact Ellen Gozik, ETS Instructional Technologies, extension 2553 to schedule a time for this session.

P36   Microsoft PowerPoint: Creating PowerPoint Presentations From Scratch

Learn how to use action buttons and hyperlinks to create a PowerPoint Jeopardy game! The Jeopardy PowerPoint can be an excellent tool to use in the classroom to review and/or learn new content. Come prepared with questions and answers in your discipline to begin creating a game.

To schedule, contact Ellen Gozik, ETS Instructional Technologies, extension 2553.

P22   Outlook: The Basics

Is electronic mail (e-mail) new to you? If you have never used e-mail before or you just want a review of how to use e-mail, this class is for you. We will review how to open, reply to, forward, close, print and delete e-mail messages. We will review how to create an e-mail message. You will learn about your Sent Items and Deleted Items folders. We will also discuss using your Outlook calendar. This class is for full-time employees; adjunct should use Outlook: Web Access, and should contact their department secretary for an account.

Please contact Jane Cummings, ETS Instructional Technologies, extension 2617 to schedule a time for this session.

P23   Outlook: Web Access

This is a quick review of using your e-mail account. You can easily stay in touch with your electronic mail and calendar when you are off-campus, at a business conference, from home or when on vacation! Learn how to check your e-mail messages and access your Outlook calendar using Internet Explorer. This session is available for all Adjunct Faculty.

Please contact Jane Cummings, ETS Instructional Technologies, extension 2617 to schedule a time for this session.

P24   Outlook: Folders & Distribution Lists

Learn to organize your Outlook mail into folders. Just like you would do with paper documents in a filing cabinet. Folders hold related e-mail messages in one place, for easier access when needed at a later time.
Also learn about Distribution lists, ones you create and ones that are available already built into the system. If you are faculty and you communicate with your students via e-mail, you must know about the class list distribution lists available for your use.

Please contact Jane Cummings, ETS Instructional Technologies, extension 2617 to schedule a time for this session.

P25   Outlook: E-mail Voting Buttons

You are organizing a lunch or soliciting an opinion on a topic? How do you effectively summarize the results? What is the most efficient way to accomplish this? With Microsoft Outlook of course! Use of this e-mail option can do the trick! Come and find out how.

Please contact Marie Gibson, ETS Instructional Technologies, extension 3436 to schedule a time for this session.

P26   Outlook: Working with Color Categories

A category is a keyword or phrase associated with a color that helps you keep track of items (e-mail messages, appointments, contacts, tasks, journal entries, notes) so you can easily find, sort, filter, or group them.   You may never need to create a folder again!   You are one step away from never losing an Outlook item again! Come and find out how.

Please contact Marie Gibson, ETS Instructional Technologies, extension 3436 to schedule a time for this session.

P28   Outlook: Working with To Do Lists and Tasks

You have control of your scheduled appointments but keeping control of your "To Do" List is a major problem. You would like some one to do something for you, but you can't find two seconds to locate the person and convey what you need done. Sound familiar? While you could quit your job, might we suggest coming to this session instead! See how Outlook Task features can help you gain control of the many things you have "To Do"!

Please contact Marie Gibson, ETS Instructional Technologies, extension 3436 to schedule a time for this session.

P29   Outlook: Archiving and Mailbox Cleanup

This session will show you how to reduce your Mailbox size in one step with the Outlook Archive feature. In this session we will explain the theory behind the Outlook Archive feature. This session can also be followed up by an appointment with the instructor in your office (at a mutually convenient time) to implement the feature within your Outlook Mailbox. It is recommended that you also take Microsoft Outlook: Organizing Outlook Clutter.

Please contact Marie Gibson, ETS Instructional Technologies, extension 3436 to schedule a time for this session.

P34   Outlook: Calendaring and Scheduling Meetings

If using Outlook means only doing email, this session is for you! Come and find out about the advantages of electronic calendaring over personal paper organization systems. An Outlook Calendar is easy to set up, easy to maintain as changes arise in your daily schedule and an important tool in collaborating with your colleagues on projects. You can easily get your group together at an available time with the schedule meeting feature.

Please contact Marie Gibson, ETS Instructional Technologies, extension 3436 to schedule a time for this session.

P33   Access 2007 Overview

Microsoft Access is a relational database information management system and an important component of Microsoft Office. Any paper filing cabinet you maintain is a database waiting to happen! Come to this session and learn about the advantages and efficiency of a database, the thought process that goes into creating a database and the working components of an Access database system.

Please contact Marie Gibson, ETS Instructional Technologies, extension 3436 to schedule a time for this session.

P1   Microsoft Access: Annual Faculty Development Report

How do you feel about creating your Annual Faculty Activity Report? Are you always scrambling to capture all those wonderful activities you performed throughout the year making sure you don't forget something? No -- this is not a gripe session! Come and see how we can make this report push-button simple by using Microsoft Access! All attendees will receive a complete database template you can use to log your activities and generate the report. It will be as simple as filling out an online form – come check it out!

Please contact Marie Gibson, ETS Instructional Technologies, extension 3436 to schedule a time for this session.

P40   Cisco VoIP telephone and AVST Voice Mail

Would you like to know what to do with all those buttons on your phone? Do you need a little refresher about the features you have at your finger tips? Maybe you never received training or need a little more training. Please join me for this one hour session and I will help you master your skills on the Cisco VoIP telephone system and AVST Voice Mail system.

Please contact Marie Gibson, ETS Instructional Technologies, extension 3436 to schedule this session.

P41   AV Basics: What does that do?

Do you wish you had a better understanding of how classroom technology works? Do you want to know the nuts and bolts behind the equipment? Then this session is for you. In this class you will learn the correct names and functions of the cables, connections, and equipment that make classroom technology work.

Please contact Phil Oettinger, ETS Instructional Technologies, extension 3439 to schedule this session.

P42   Smart Classroom: The Pixie Pro and SmartCart.

In this session you will learn how to use a classroom with the Pixie Pro room control system and a SmartCart portable projection system. You will learn what equipment is available in the classrooms, how to turn on the equipment in the room, control the equipment using the Pixie Pro, basic troubleshooting, and much more.

Please contact Phil Oettinger, ETS Instructional Technologies, extension 3439 to schedule this session.

P30   Second Life: Using Virtual Worlds to Enhance Instruction

Second Life is an exciting new "world" that can be used as an extension of the classroom. This session will teach you about Second Life and how other educators are using it in their classrooms. You will get to create an avatar, learn the basics of navigation and visit MCC's Island. This course will prepare you to begin your exploration of this exciting new world and help you connect with groups of your peers.

Please contact Terry Keys, ETS Instructional Technologies, extension 3432 to schedule a time for this session.

P44   Introduction to the Center for Active Learning at DCC

This session will introduce you to DCC room 5270 which is now called the Center for Active Learning. During this session you will see some of the new instructional technology that MCC is exploring to start implementing in classrooms at DCC and the Brighton Campus. You will also get time to play with and explore the new technology. Some of the pieces of equipment that we will discuss are smartboards, Sympodiums, Wireless video projection, document cameras, and using mobile devices with the room.

Please contact Phil Oettinger, ETS Instructional Technologies, extension 3439 to schedule this session.

P45   Adobe Photoshop Basics

"This would be such a great photo, but…" So what can you do with your photos when they don't come out quite the way you'd hoped? Adobe Photoshop is a powerful tool for editing your photos, and this hands-on workshop will teach you commonly needed Photoshop techniques such as fixing red-eye and skin blemishes, color correction, and cropping.

Please contact Jeremy Case, ETS Instructional Technologies, extension 2588 to schedule this session.

P48   Adobe Photoshop Basics 2: Getting Creative

Do you want to get creative with your photos? This hands-on workshop will introduce you to techniques like adding text, Photoshop filters, and basic compositing. To take this couse, you should have attended the first Photoshop Basics TechnoNugget, or have a working familiarity with Adobe Photoshop.

Please contact Jeremy Case, ETS Instructional Technologies, extension 2588 to schedule this session.

Track Q: Controller's Operations: Understanding Travel, Payroll and Purchasing

The Controller's Operations is charged with assuring compliance with rules, regulations, and guidelines of Federal, State and Local regulatory agencies as well as with those of the State University of New York (SUNY). The Controller's Operations is required to maintain a record keeping system that provides evidence of compliance with these agencies, and that facilitates the auditability of financial transactions.

In the interest of sound financial management, and in order to promote and encourage a broad understanding of the College's financial record keeping and reporting system (Banner Finance), the Controller's staff is available to offer training in the following areas: Travel, Payroll and Purchasing.

Q1   Travel Rules and Report Completion

Planning a trip to Orlando? Before you hit the highway, you should cruise by the Controller's Office for some Travel Rules training. This session will teach you the do's and don'ts of MCC travel before you get stuck in a rut. We will also show you how to complete your travel forms in record time.

Please contact Jodee Biller, Controllers Office, extension 2151

Q2   Purchasing Rules

Do you find yourself puzzled after you've requisitioned flowers for your office and you've now received a "DENIED" notice from Purchasing? Find out the latest on allowable vs. non-allowable purchases from our friendly Purchasing staff. This training session focuses upon the basic rules that you need prior to processing a requisition or blanket order. We will also cover topics such as ordering regular office supplies from Stapleslink.com, how to complete the Asset Relocation Form and how to arrange an office furniture move.

Please contact Jodee Biller, Controllers Office, extension 2151

Q3   Payroll Guidelines and Timesheet Completion

Do you have questions about how to complete your time sheet in Banner Self-Service? Come and meet with our friendly Payroll staff for Payroll Guidelines training and Timesheet Completion tips. This training session is sure to make time sheet day less stressful for you and us!

Please note that training is also available via Banner Self-Service training videos. All you need to do is go to the "Employee" section of Self-Service and click on "Web Time Entry Training".

Please contact Jodee Biller, Controllers Office, extension 2151

Track R: Microsoft Office 2007

Did you know the newest version of the Microsoft Office suite of applications (Word, Excel, PowerPoint, Access, Outlook) is coming to MCC? The new name is Microsoft Office 2007, and suffice it to say each software package has undergone a major face lift! It looks significantly different, and the format to save files has changed. There are even a few new features in each application.

Microsoft Office 2007 is easier, faster and more efficient! Come to one of these sessions for an overview of the changes. Don't let the new software take you by surprise. Come take it for a spin -- We think you will like what you see!

R1   Microsoft Office 2007 Overview - Word

Come and see the new features of Microsoft Office 2007. There is a new look and feel, to make your work more efficient.

Please contact Jane Cummings, ETS Instructional Technologies, extension 2617 to schedule a time for this session.

R2   Microsoft Office 2007 Overview - Excel

Come and see the new features of Microsoft Office 2007. There is a new look and feel, to make your work more efficient.

Please contact Jane Cummings, ETS Instructional Technologies, extension 2617 to schedule a time for this session.

R3   Microsoft Office 2007 Overview - Outlook

Come and see the new features of Microsoft Office 2007. There is a new look and feel, to make your work more efficient.

Please contact Marie Gibson, ETS Instructional Technologies, extension 3436 to schedule a time for this session.

R4   Microsoft Office 2007 Overview - PowerPoint

Come and see the new features of Microsoft Office 2007. There is a new look and feel, to make your work more efficient.

Please contact Ellen Gozik, ETS Instructional Technologies, extension 2553 to schedule a time for this session.

P33 Access 2007 Overview

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Please contact Marie Gibson, ETS Instructional Technologies, extension 3436 to schedule a time for this session.

Track S: Technology Tools

There are a number of helpful technology tools available to MCC faculty and staff. The tools highlighted in this track are designed to help faculty, staff and students share information and stay "connected" in a virtual sense. Whether you are in your office, in the classroom or at your home these tools will keep you productive.

S1   "At Home" Technologies

Whether you consider it a blessing or a curse, it seems one of the demands of modern-day living is staying "connected".   This session will highlight technology tools that help you update your home technology, provide you access to MCC's network from home, take control of your MCC computer from home, and even help you come up to speed on Microsoft Office from the comfort of your own home. Perhaps it sounds too good to be true? It is not as difficult as you might think!

Please contact Marie Gibson, ETS Instructional Technologies, extension 3436 to schedule a time for this session.

S2   Sharing Course Information through the M: Drive

The M: drive is a file storage location on MCC's network. All faculty members (adjunct or full time) have access to the M: Drive by logging on to MCC's network either from a networked computer at one of MCC's campus locations, or by accessing the network remotely. The main purpose of the M: Drive is file sharing with other MCC employees and students. Yet another "go green" technology working hand-in-hand with Student Storage. There is no time like the present to "drive" on over and see what it is all about!

Please contact Marie Gibson, ETS Instructional Technologies, extension 3436 to schedule a time for this session.

S3   Student Storage (the S: Drive)

MCC's Student Storage System (the S: Drive) is a great resource for both faculty and all registered students for a given term. The S: Drive is an MCC Network location providing students additional file storage space in a secure location and an access point for faculty and students to share files.   If you are truly ready to "go green" and sick of the mounds of paper transferred between you and your students, you will find the information presented in this session will get you one step closer.

Please contact Marie Gibson, ETS Instructional Technologies, extension 3436 to schedule a time for this session.

S4   Communicating with Students using Automated Course Distribution Lists

All MCC students registered in a term are automatically issued an MCC e-mail account. All MCC courses in a term have a distribution list automatically created for the course. All full-time and part-time MCC employees are issued an e-mail account. At the discretion of the academic department, all adjuncts are issued an email account. Put this all together and you have a very effective communication tool at your fingertips! Come and learn the details behind using Outlook course distribution lists as a tool to "connect" with your students.

Please contact Marie Gibson, ETS Instructional Technologies, extension 3436 to schedule a time for this session.