

**SOFTWARE TRAINING SCHEDULE**  
**Spring 2012**

Date	Day	Start Time	End Time	Title	Location	Room	Course	Course #	Section #
<b>eCampus Training</b>									
4-May	Fri	2:00 PM	4:30 PM	BT 101a - eCampus Basics I - Fundamentals	LCET	R-170D	XTEC	1000	94573
9-May	Wed	2:00 PM	4:30 PM	BT 101b - eCampus Basics I - Fundamentals	LCET	R-170D	XTEC	1000	94574
11-May	Fri	2:00 PM	4:30 PM	BT 102 - eCampus Basics II - Assessments	LCET	R-170D	XTEC	1000	94575
14-May	Mon	2:00 PM	4:30 PM	BT 103 - eCampus Basics III - Grade Center	LCET	R-170D	XTEC	1000	94576
8-May	Tues	1:30 PM	4:00 PM	AT 302 - Wimba (Wimba Classroom)	LCET	R-170D	XTEC	1000	94572
1-May	Tues	1:00 PM	3:00 PM	AT 303 - Echo360 Personal Capture (Participants required to bring USB headphones w/ microphone)	NLC	K-316	XTEC	1000	94564
16-May	Wed	2:00 PM	4:00 PM	AT 303 - Echo360 Personal Capture	LCET	R-170	XTEC	1000	94577
2-May	Wed	2:00 PM	4:00 PM	AT 314 - eCampus Advanced - Create & Use Rubrics	ECC	R-200	XTEC	1000	94578
<b>Colleague Training</b>									
2-May	Wed	9:00 AM	12:00 PM	Colleague: Basic System	ECC	R-200	XTCO	1000	94530
11-May	Fri	9:00 AM	12:00 PM	Colleague: Basic System	LCET	R-170D	XTCO	1000	94531
24-May	Thur	9:00 AM	12:00 PM	Colleague: Academic Advising	ECC	R-200	XTCO	2000	94550
24-May	Thur	1:30 PM	4:30 PM	Colleague: Academic Records	ECC	R-200	XTCO	2000	94551
4-May	Fri	9:00 AM	12:00 PM	Colleague: Admissions	LCET	R-170D	XTCO	2000	94553
10-May	Thur	9:00 AM	12:00 PM	Colleague: Curriculum Management	ECC	R-200	XTCO	2000	94543
10-May	Thur	1:30 PM	4:30 PM	Colleague: Faculty Contracts	ECC	R-200	XTCO	2000	94544
16-May	Wed	1:30 PM	4:30 PM	Colleague: Managing Your Budget	ECC	R-200	XTCO	2000	94546
3-May	Thur	1:30 PM	4:30 PM	Colleague: Registration	MVC	E-118	XTCO	2000	94547
15-May	Tues	9:00 AM	12:00 PM	Colleague: Registration	LCET	R-170D	XTCO	2000	94548
16-May	Wed	9:00 AM	12:00 PM	Colleague: Requisitions	ECC	R-200	XTCO	2000	94545
17-May	Thur	1:30 PM	4:30 PM	Colleague: Requisitions	LCET	R-170D	XTCO	2000	94549
<b>Microsoft Training</b>									
8-May	Tues	9:00 AM	12:00 PM	Transitioning to Microsoft Office 2010	ECC	R-200	XTMS	1000	94545
8-May	Tues	1:30 PM	4:30 PM	Transitioning to Microsoft Office 2010	ECC	R-200	XTMS	1000	94546
17-May	Thur	1:30 PM	4:30 PM	Transitioning to Microsoft Office 2010 <b>CANCELED</b>	MVC	W-142	XTMS	1000	94548
22-May	Tues	9:00 AM	12:00 PM	Transitioning to Microsoft Office 2010	LCET	R-170D	XTMS	1000	94549
30-May	Wed	9:00 AM	12:00 PM	Excel Basics 2007	NLC	K-316	XTMS	1000	94543
30-May	Wed	1:30 PM	4:30 PM	Excel: Charts 2007	NLC	K-316	XTMS	1000	94544

Other Supported Training									
16-May	Wed	9:00 AM	12:00 PM	eStudios Enterprise (restricted to qualified personnel)	LCET	R-170D	XTOT	1000	94544
31-May	Thur	1:30 PM	4:30 PM	R25 Room Scheduling	LCET	R-170D	XTOT	1000	94543

<p>BHC = Brookhaven  BPI = Bill Priest Institute  CVC = Cedar Valley College  DSC = District Service Center  ECC = El Centro College  EFC = Eastfield College  LCET = LeCroy Center  MVC = Mountain View College  NLC = North Lake College  RLC = Richland College</p>	<p><b><u>To Register for a Staff Enrichment Class:</u></b></p> <ul style="list-style-type: none"> <li>• Log on to eConnect as an employee</li> <li>• Choose "Register for Staff Enrichment"</li> <li>• In the term drop-down box, select the term</li> <li>• Leave location field blank</li> <li>• Enter course name in the Course field</li> <li>• Enter course number in the Course # field</li> <li>• Enter section number in the Section # field</li> <li>• Click Submit</li> <li>• Select course by checking the Select Section Box to the left and click "submit"</li> <li>• You will receive a confirmation showing that your registration was received successfully</li> </ul> <p><b><u>To Drop Staff Enrichment Class:</u></b></p> <ul style="list-style-type: none"> <li>• Log on to eConnect as an employee</li> <li>• Choose "Drop Staff Enrichment Class"</li> <li>• Select course you want to drop by checking the drop box to the left and click "submit"</li> <li>• You will receive a confirmation that your course was successfully dropped</li> </ul>
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