Riverside Community College District
Faculty Computer Training and Production Lab
City Campus – Martin Luther King Library 106

OPEN HOUSE

You are invited to attend the Teaching/Learning Center Open House in Martin Luther King Library 106 on Xxxxx March yy between 2:00 p.m. and 4:00 p.m.. Dr. Rotella will officially open the lab at 3:00 p.m.

The Teaching/Learning Center (TLC) was established to assist faculty and staff to use computers for instruction. It provides state-of-the-art equipment and software with personal assistance in the form of group training, individual tutoring, consultation and production support. It houses a library of exemplary courseware that faculty can evaluate, try with their classes, or use as models for designing their own lessons.

The lab has 12 Pentium 200 computers with large 17-inch screens. These are connected to black & white and color printers. Additional computer stations have scanners to convert art and photographs into computer graphics, convert printed pages into text files, convert slides and negatives, and convert videocassettes into computer video. Computers are connected via a local area network to each other, to a file server, to the campus net, and to the Internet.

The lab is equipped to prepare lesson materials – handouts, grant proposals, graphics, color overhead projectuals, PowerPoint presentations, interactive multimedia, and World Wide Web pages. Software is pre-installed for word processing and desktop publishing, creating spreadsheets and databases, scanning pictures and text, generating graphics and PowerPoint presentations; producing color overhead transparencies, and for building interactive multimedia and world-wide-web pages. All computers are equipped with 100 Megabyte ZIP drives to enable faculty to store and transport lessons to use on RCC computers in labs and classrooms.

Training programs are hands-on. Persons with little or no computer experience are encouraged to attend one of the sessions on *My First Computer*. Alternatively, schedule an appointment for personal tutoring. Faculty and staff can attend workshops and work in the lab any time it is open. The only condition is that you must be faculty, adjunct faculty, staff or administrator at RCC. *Students should be referred the designated lab for their class or to the general-purpose computer laboratory in Business Education 108.*

Beginning March 1998, the lab on City Campus will be open Monday thru Thursday from 10:00 a.m. to 4:00 p.m. and other times by appointment. Walk-in assistance is available, but appointments are recommended for individual tutoring and assistance in using complex hardware and software.

Workshops Proposed for 1998

Workshops are recommended to learn basics. Guided assistance is recommended for the next steps in developing your own projects. The next pages list workshops proposed for Spring, Summer and Fall of 1998. This will be set up as tracks so that beginning and experienced users can be served. Actual times will be determined as a result of a short telephone questionnaire.

Most sessions will be repeated throughout the week to accommodate a variety of faculty and staff schedules. Friday and weekend classes will be scheduled if there is sufficient demand. Your specific needs and feedback would be greatly appreciated, whether by telephone/ voice mail at 222-8835 (for Don Perrin) or by email – dperrin@rccd.cc.ca.us

Labs are at 2:00 - 3:30 pm	Teaching/Learning Center Spring 1998	Instructor
Mon –Thur	**My First Computer.** This session is designed for persons with little or no computer experience. You will learn how to turn on the computer and use the mouse to select programs, do simple keyboarding and word processing, print your text, save the file, and close down the computer. At the end of this session you will have enough familiarity with a computer that you can come back and work out how to do these things *on your own!*	
	Simple Word Processing using Word (in Office 97). This is strictly for beginners. You will learn how to: enter text in paragraphs; center and justify text; bold, italicize, and change the size of fonts; spell check; cut, copy and paste text to rearrange a document, paste in a graphic; print-preview; page setup for portrait and landscape pages, and use the Print Options menu. At the end of this session you should be able to do a professional looking handout, letter, or proposal.	
	Simple Presentations using PowerPoint (in Office 97). This program is simple to use and very powerful. You can generate professional looking slides presentations using templates to create titles, bullets, tables, and graphics. You will display your products using equipment now available in RCC classrooms. At the end of this session you should be able to do an effective slide presentation presenting *your* ideas through text and graphics.	
	Simple Spreadsheets using Excel (in Office 97). This program offers timesaving features for all levels of users. Spreadsheets make it easy to display and manipulate numerical data. Learn how to set up headings, enter data, add rows and columns, create and copy formulas, sort data, display data as graphs, and use the automatic recalculating functions of the spreadsheet to play *What If?* At the end of this session you should be able to use spreadsheets to communicate alternative options/ strategies using numbers and graphs.	
	Simple Graphics. This program is an introduction to the Draw functions in Microsoft Office. Create simple shapes with shading and color to enhance your layout or highlight areas of special interest. Create simple graphics with Draw and Paint tools. Use Frames to layout text and graphics on a page. Add color to text. Use text as art (WordArt). Insert Clip Art and Photographs in a page of text. At the end of this session you should have the skills to make an attractive poster and to use graphics as embellishments to printed materials.	
	Scanning Text and Images. This program uses the flat bed scanner to copy materials from books or sheets of paper. Scan text using Optical Character Recognition software (OmniPage) to create a text file. Scan graphics using Acquire Scanner from your favorite Paint program. At the end of this session you will be able to convert printed text into editable files, and images into forms suitable for printed and on-screen presentations.	
	Microsoft Office for the Classroom. This session shows how to combine elements from Word, Excel, and PowerPoint learned in previous sessions for handouts and instructional presentations. You will copy and paste graphic and spreadsheet materials into a written report or PowerPoint presentation. At the end of this session you will be able to combine print and graphics from a variety of sources to achieve your communication objective.	

POSITION DESCRIPTION

Faculty Lab Manager and Trainer

Design and prepare instructional materials and workshops to teach academic units, faculty and staff how to use computers in instruction and how to design and produce computer based instructional materials. Topics include learning and using computer applications, design and production of print publications (graphics and desktop publishing), interactive multimedia (hypermedia, animation, digital audio and video, interface design, authoring programs), and web pages (interactivity, interface design, html template design, linking; integration of text, databases, graphics, animation, audio, video, and custom features; debugging, publishing, managing, and maintaining web sites).

Assist faculty in the production of instructional materials using computers. Manage operations of Teaching/Learning Center computer laboratory. Keep records and prepare reports. Perform other duties as assigned.

MINIMUM QUALIFICATIONS AND EXPERIENCE:

Bachelor Degree and at least two years of experience in design of computer based materials for instruction.

Experience in instructing, tutoring and assisting adults in a university environment. Experience in designing, authoring, programming, editing, production, and teaching design and production courses using desktop publishing, interactive multimedia, and World Wide Web sites. Extensive skills in using IBM personal computers; audio, videoand CD-ROMrecorders; scanners, printers, servers, networks, computer applications, authoring programs, and operating systems.

Excellent communication and coordination skills to facilitate working with faculty, students, administration, vendors, and community / industry partners. Ability to establish and maintain cooperative working relationships within a diverse multicultural environment.