Summer 2014 Learning Guide

OPEN FOR SUMMER

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Adobe Products

Get creative. Photoshop & more!

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InDesign - Pt. 1, Basics
Adobe InDesign is the industry leader in design software used for creating a variety of publications including posters, catalogs, flyers, brochures and more. Learn how to navigate the interface and get started with document layout, placing text/images, exporting and printing publications and more.

Course #/Session #	Room	Day/Date/Time
001853/0008	AS175	Monday, June 23, 9:00a.m. - 11:00a.m.

InDesign - Pt. 2, Basics
In this second part to the basic series, learn how to maximize Adobe InDesign by using advanced editing techniques, paragraph/character styles and master pages. Learn to create interactive PDFs that incorporate image slideshows and videos. It is highly recommended that you attend Pt.1before attempting this session.

Course #/Session #	Room	Day/Date/Time
001854/0008	AS175	Tuesday, June 24, 9:00a.m. - 11:00a.m.

Picture Perfect: Basic Photo Editing with Photoshop - Pt. 1, Beginners
Discover the power of photo editing in Photoshop. This session will cover opening photos, cropping and resizing photos, basic filters and layer adjustments to make every image picture perfect! This is a hands-on session so be ready to stretch your photo editing muscles and learn why Photoshop is the go-to photo editor for professionals and amateurs alike.

Course #/Session #	Room	Day/Date/Time
001753/0015	AS175	Tuesday, July 8, 3:00p.m. - 5:00p.m.

Picture Perfect: Basic Photo Editing with Photoshop - Pt. 2, Intermediate
In this second part to the basic series, we will cover how to use selections, layer adjustments and effects in Photoshop to edit images and text. This is a hands-on session. It is highly recommended that you attend Pt.1 before attempting this session.

Course #/Session #	Room	Day/Date/Time
001754/0011	AS175	Tuesday, July 15, 3:00p.m. - 5:00p.m.

Picture Perfect: Basic Photo Editing with Photoshop - Pt. 3, Advanced
In this third part of the basic series, perform magic tricks with photos by making things disappear/reappear with the Content Aware, Patch and Spot Healing tools in Photoshop. Please attend Pt.1 and Pt.2 before this session.

Course #/Session #	Room	Day/Date/Time
001755/0009	AS175	Tuesday, July 22, 3:00p.m. - 5:00p.m.

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Go Pro: Getting Started with Adobe Acrobat Pro for Forms & More
Get an overview of the Pro features of Acrobat Writer such as fillable forms, combined files and eportfolios. Participants will see examples and get a chance to share ideas on how to use Adobe Acrobat Pro for department projects and classroom assignments.

Course #/Session #	Room	Day/Date/Time
001714/0013	AS175	Tuesday, July 29, 3:00p.m. - 4:30p.m.

Get to Inbox Zero! Organizing Gmail with Labels & Filters

Google Apps
Mail, calendar and so much more!
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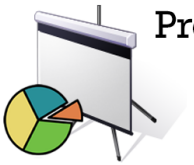
Don't be overwhelmed by your mail! In this session we will explore how to use the Gmail search, filters and labels features to organize your Gmail Inbox while not compromising your access to important messages.

Course #/Session #	Room	Day/Date/Time
001746/0007	AS175	Wednesday, July 9, 9:00a.m. - 10:30a.m.
001746/0008	AS175	Monday, July 28, 3:00p.m. - 4:30p.m.

It's a Date! Using the Google Calendar to Set Meetings
Having trouble finding a time to meet? Learn how to schedule meetings effectively using the Employee Google Calendar system. Participants will learn how to use the "find a time" feature, send invitations, manage invitation lists, attach documents to events, set reminders, create repeating events and more!

Course #/Session #	Room	Day/Date/Time
001715/0005	AS175	Thursday, July 17, 3:00p.m. - 4:30p.m.
001715/0006	AS175	Wednesday, July 30, 9:00a.m. - 10:30a.m.

Interactive Presentations with Nearpod



Professional Presentation
is everything; say it with style!
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Trade-in your presentation program; lose the clickers and polling software! Nearpod, the all-in-one presentation solution is all you need! In this session you will learn how to easily create multimedia presentations and collect student feedback using mobile devices in real-time right inside the presentation itself.

Course #/Session #	Room	Day/Date/Time
002002/0003	AS175	Thursday, July 10, 3:00p.m. - 4:30p.m.

Screencast-O-Matic Magic!
An essential element of the Flipped Model of learning, screencast videos provide both a dynamic and personalized learning experience for students,

Please register, summer sessions will be canceled due to low enrollment.

freeing up classroom time for valuable problem-based collaboration. This hands-on session will introduce session goers to the PRO VERSION recording and editing features of Screencast-O-Matic, a web-based screen capture software that makes it easy to create engaging content lectures, tutorials, etc.

Office Calls, Appointments

The CTL is here for you.

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(480) 461-7331
ctl@mesacc.edu

Course #/Session #	Room	Day/Date/Time
002073/0004	AS175	Monday, July 14, 9:00a.m. - 11:00a.m.

Building & Learning with Awesome Infographics

Infographics are a visual way for people to creatively display complex data simply. Attend this overview session to find out what infographics are, how they can be created, and how to integrate them into your department marketing plan or class assignments using free tools on the internet.

Course #/Session #	Room	Day/Date/Time
001917/0009	AS175	Wednesday, July 16, 9:00a.m. - 10:30a.m.

Alternative Presentation Tools

In this session we will explore alternative tools for making highly engaging and even interactive presentations including Popplet, Haiku, Prezi, Google Presentations and more.

Course #/Session #	Room	Day/Date/Time
001460/0008	AS175	Monday, July 21, 9:00a.m. - 11:00a.m.

Access Series: Creating Accessible Documents

Never fear, the document doctor is here! Creating or converting existing documents into accessible formats doesn't have to be stressful. In this session we will explore the built-in accessibility features in Microsoft Word, PowerPoint, and Adobe Acrobat to create or convert documents quickly and easily into accessible formats that everyone can use.

Course #/Session #	Room	Day/Date/Time
002074/0005	AS175	Wednesday, July 30, 3:00p.m. - 5:00p.m.

Access Series: WAVE Tool Training

WAVE is a free, online tool "to help you determine the accessibility of web content." WAVE is being used to help faculty and department admins at MCC determine if their websites meet ADA compliance standards. Come to this session for a hands-on demonstration of the WAVE Tool. Best practices in creating accessible content will also be touched on.

Course #/Session #	Room	Day/Date/Time
002083/0007	AS175	Thursday, July 31, 9:00a.m. - 10:30a.m.