

Training Programs Offered

Banner Navigation Training

Provides the required fundamentals of our Banner system for all employees accessing Banner.

SARS-Grid and SARS-Trak

Provides training for day-to-day office use and office administrators for Grid and Trak usage and reporting.

Campus WordPress Training

Provides fundamental training for accessing, updating, and maintaining the users portion of the campus website.

Microsoft Word, Excel, and PowerPoint

Provides department level assistance with MS Office product usage. Includes projects such as linked reports, Mail Merge, presentation videos, etc.

MailChimp

Provides support to the many student services organizations on campus using MailChimp email marketing online software. Training includes account setup, campaign setup & monitoring, and email best-practices.

Google Drive

Provides support to campus users collaborating with Google Docs and collecting data with Google Forms.

CCC Confer

Provides training with the setup of CCC Confer resources - meetings, webinars, etc. including computer testing, presentation upload, and best practices for presenting online.

3C Media Solutions

Provides training for uploading, managing, and sharing resources using 3C Media Solutions. Includes audio, video, and file management.

WordPress.com

Provides training for faculty to setup their own website for personal and professional use.

Password Management

Provides faculty and staff training with LastPass for secure password, form, and notes management.

Domain Name / Hosting

Provides faculty and staff training in the purchase of domain names and hosting. Includes DNS management, email configuration, etc.

Personal File Backup

Provides faculty and staff training on strategies and techniques to backup their personal and non-sensitive work-related files: lesson plans, worksheets, tests, etc.

Audio and Video Recording

Provides training to faculty and staff on recording audio and video with available tools such as mobile phones, iPads, laptops, etc. Includes exporting, file-format basics, and sharing of the recording.

Laserfiche

Provide training in the use of Laserfiche, one of Rio Hondo's document imaging systems.

Blackboard Connect

Blackboard Connect is one of Rio Hondo's emergency notification systems. Provide training to those responsible for creating and sending emergency notifications.

VISIX

The VISIX system is used to manage flat screen monitors throughout the campus.

InformaCast

Informacast, formerly Berbee, is one of the College's emergency notification systems. Provide training to those responsible for creating and sending emergency notifications.