

Exploring Office 2007

Course # 734519

Credit: 1.5 Hours, Salary Class A-H (for Off-Track Teachers)

1.5 Hours credit for Classified employees who attend during non-contracted time

Date: December 1, 2009

Time: 10:00 – 11:30 a.m.

Location: Technology Services Annex Training Room

Presenter: Heather Shannon

Fee: None

No. of Participants: Maximum 16, Minimum 8

This workshop will introduce participants to Microsoft Office 2007. Participants will learn the changes in the major Office Suite programs: Word, PowerPoint, Excel, and Outlook as well as how to efficiently locate the features that were familiar in previous versions of Microsoft Office.

Mail Merge

Course # 734611

Credit: 2 Hours, Salary Class A-H (for Off-Track Teachers)

2 Hours credit for Classified employees who attend during non-contracted time

Date: December 1, 2009

Time: 1:00 – 3:00 p.m.

Location: Technology Services Annex Training Room

Presenter: Heather Shannon

Fee: None

No. of Participants: Maximum 16, Minimum 8

This workshop will cover the mail merge wizard and how it is used to send similar documents to multiple recipients. Participants will also learn how to make sheets of labels and how to print single envelopes. Learning Objectives: Participants will be able to create data files using SISWEB, identify the data files and match fields, and print individual envelopes and labels.

SISWEB as a Tool for Instruction

[A workshop for classroom teachers only, grades 2-11]

Course # 737004

Salary Credit: 1.5 Hours/Salary Class A-H

Date: December 2, 2009

Time: 4:00 – 5:30 p.m.

Location: Cosumnes Oaks High School, Library Computer Lab

Fee: No Fee

Presenter: Jerrilyn Ewing, Director of Instructional Support

No. of Participants: Maximum 36

Do you know all the features in SISWEB that can be used for instruction? If not, please plan to attend this special training! This after-school training is designed for teachers in Grades 2-11 to support the use and understanding of SISWEB as an *instructional tool*. It has been developed to assist teachers in accessing a variety of reports for instructional purposes. This training will go beyond such reports as MYPAS, CSRE, and CST, although those will be included. In addition to covering these reports, teachers will learn how to access other SISWEB components containing instructional information

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such as CAST, Secondary Placement Utility, *Language!* information, CELDT reports, etc. Site teams of teachers from grade levels or departments are encouraged to attend for collaboration purposes. This will be an interactive training.

Excel 2007 Workshop

Course # 736405

Credit: 5 Hours, Salary Class A-H (for Off-Track Teachers)

5 Hours credit for Classified employees who attend during non-contracted time

Date: December 3, 2009

Time: 9:00 a.m. – 3:00 p.m.

Location: Technology Services Annex Training Room

Presenter: Heather Shannon

Fee: None

No. of Participants: Maximum 16, Minimum 8

This workshop will highlight many of the Excel skills that can be used when working with student data. Participants will learn to access, analyze, and report K-12 performance data from various data sources. These skills can be used to assist teachers in data driven instruction, collaboration, and communication with parents. Teachers will also learn to manipulate Excel in order to use the program as a tool for instruction in data analysis.

PowerPoint 2007 Workshop

Course # 736507

Credit: 5 Hours, Salary Class A-H (for Off-Track Teachers)

5 Hours credit for Classified employees who attend during non-contracted time

Date: December 4, 2009

Time: 9:00 a.m. – 3:00 p.m.

Location: Technology Services Annex Training Room

Presenter: Heather Shannon

Fee: None

No. of Participants: Maximum 16, Minimum 8

This will be a complete overview of Microsoft PowerPoint 2007 and its features. The focus of the course will be on individual proficiency with the program. Learning Objectives: Learn to create presentations using the Auto Content Wizard and Design Templates, and become familiar with viewing and formatting options as well as using charts, art, video, and adding links to the Internet to presentations. This is a hands-on course, and all participants will have ample time to practice the skills presented.

Microsoft Word 2007 Workshop

Course # 736306

Credit: 5 Hours, Salary Class A-H (for Off-Track Teachers)

5 Hours credit for Classified employees who attend during non-contracted time

Date: December 9, 2009

Time: 9:00 a.m. – 3:00 p.m.

Location: Technology Services Annex Training Room

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Presenter: Heather Shannon

Fee: None

No. of Participants: Maximum 16, Minimum 12

This will be a complete overview of Microsoft Word 2007 and its features. The focus of the course will be on individual proficiency with the program. Learning Objectives: Create and format documents, become familiar with creating lists and columns, inserting and formatting tables, drawing and importing images, use tools such as Auto Text, Auto Complete, and Auto Correct, adjust document layout, how to print, fax, and e-mail documents. This is a hands-on course, and all participants will have ample time to practice the skills presented.

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