

Exploring Office 2007

Course # 734518

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: November 3, 2009

Time: 10:30 a.m. – 12:00 p.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 # 734610

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

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

Date: November 3, 2009

Time: 1:30 – 3:30 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.

Cosumnes River Preserve (CRP) Teacher Workshop

Course # 410603

Credit 3 hours, Salary Class A-H

Date: November 4, 2009

Time: 4:00 – 7:00 p.m.

Location: Cosumnes River Preserve

Fee: No Fee

Presenters: Ray Pietersen and John Durand

No. of Participants: 25 maximum, minimum 12

Participants will become familiar with the various habitats at the Preserve and will learn the logistics of planning a class field trip to the site. **This course is required by the Cosumnes River Preserve before teachers are eligible to bring students on a field trip.**

Microsoft Word 2007 Workshop

Course # 736305

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

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

Date: November 5, 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 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.

Expository Writing Workshop

Course # 837003

Credit 10 hours (6 hours seat time, 4 hours homework), Salary Class A-H

Dates: November 5, November 19, 2009, and January 20, 2010 (*Must attend all three dates and complete the homework to receive salary credit.*)

Time: 4:00-6:00 p.m.

Location: Education Center, Conf. Room C (11/5/09), Conf. Room 111 (11/19/09 and 1/20/10)

Fee: No Fee

Presenter: Cheryl Cartin

No. of Participants: 25 maximum

Secondary Family Life for 7th-12th Grade Teachers

Course # 520614

Credit 6 Hours/Salary Class A-H

Date: November 5, 2009

Time: 8:30 a.m. – 3:30 p.m.

Location: Education Center, Room 111

Fee: No Fee

Presenters: Julie Austin and David Danielson

No. of Participants: Maximum 30

PowerPoint 2007 Workshop

Course # 736506

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

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

Date: November 6, 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.

Excel 2007 Workshop

Course # 736404

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

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

Date: November 17, 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.

SISWEB as a Tool for Instruction

[A workshop for classroom teachers only]

Course # 737003

Salary Credit: 1.5 Hours/Salary Class A-H

Date: November 17, 2009

Time: 3:30 – 5:00 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

Call The Electronic Registrar At 686-7561 To Register For Non-Fee Classes.

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 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.

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