

# **MIDDLESEX ETTC**

*2004  
Winter/Spring*

**Educational Technology Training Center**

**760 Route 18 • East Brunswick, NJ 08816**

**[www.techtrain.org](http://www.techtrain.org)**





# What is the ETTC?

On July 1, 1997, the New Jersey Department of Education created Educational Technology Training Centers in all the counties in the state. The grant for the ETTC in Middlesex County was awarded to the East Brunswick school district.

## Goal

The goal of ETTC-Middlesex is to provide continuous K-12 educational improvement through the effective use of technology to achieve the New Jersey Core Curriculum Content Standards.

## Facilities

The "new" ETTC includes two training labs, a resource center, and offices. One training lab has a network of 25 computers. The second is a wireless lab with Windows and Macintosh computers. Both labs have high speed (T-3) access to the Internet. The resource center allows educators to evaluate the latest technology. Resources available include computer hardware and software, distance learning systems, assistive technology, and magazines and books.

## Contact us

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## Spread the word

The ETTC wants all educators who could benefit from our workshops to have the opportunity to attend. Once you have registered for the workshops that interest you, please pass this catalog along to a colleague. Our catalog is also available online at [www.techtrain.org](http://www.techtrain.org).

## Staff development

The Center provides staff development for employees of Middlesex County school districts. In addition to the workshops listed in this brochure, we provide customized training to meet specific district needs. All ETTC offerings are valid for NJ's 100 hours and for the 'Tech 2000' twenty hours professional development requirement.

## Information exchange

The Center has information on using technology in the classroom, which is available in the Center and on the World Wide Web at [www.techtrain.org](http://www.techtrain.org).

## Technology demonstrations

The Center has a variety of hardware and software products for evaluation purposes, as well as a lending library of assistive technology devices. In addition, we will arrange school visits to see "live", successful uses of technology in the classroom.

## Direct support to districts

The Center responds directly to district needs for consultation in technology planning and implementation.



## Category Descriptions

**Assistive Technology** - courses focus on teaching and learning strategies, hardware, and software for special needs and struggling students.

**Curriculum-Based Content** - courses address New Jersey's and national standards for curricula. Focus is put on specific subjects - such as math, science, history or language arts, and offer guidance on lesson plan creation and curricula to effectively incorporate technology in the classroom.

**Desktop Applications** - courses provide skills training in word-processing, spreadsheets, presentations, databases, etc. These workshops are tailored by level, so **please** use the course descriptions to determine which level best suits your needs.

**Internet** - courses provide the tools necessary to integrate the use of the Internet for teachers, administrators and the general public. Topics covered will include searching the Web, email accounts, harvesting Web pages, safety issues, and other basic and advanced topics. The course description lists the course level.

**Leadership** - courses teach the skills needed to manage and analyze data, present information in multimedia format, and plan for new technology tools in light of emerging trends.

**Multimedia** - courses focus on the use of multimedia devices such as scanners, cameras, optical character recognition software, and the effective incorporation of distance learning technologies as well as the use of software for image and video editing.

**Operating Systems** - courses provide tools for the beginner, the teacher, and the advanced technology user.

**Web Design** - courses for the novice, the expert, and everyone in between on how to place your content on the Internet. Begin with how to storyboard a site and continue straight through to multimedia effects.



**Need "Points" towards  
Highly Qualified Teacher status?  
Check out ETTC sessions.**

**Middlesex ETTC is an approved NJ Staff Development Provider, #8.**



# Winter/Spring Calendar

## January

<u>Date</u>	<u>Workshop Title</u>	<u>Page</u>	<u>Price</u>	<u>Time</u>
Jan. 2, 2004	Beginner Internet	18	\$115	9:00 a.m. - 3:00 p.m.
Jan. 2, 2004	Digital Portfolios	15	\$115	9:00 a.m. - 3:00 p.m.
Jan. 5, 2004	Administrator's Only (Windows & MS Word)	12	\$90	9:00 a.m. - 12:00 p.m.
Jan. 5, 2004	Design a Social Studies Treasure Hunt on the Internet	18	\$115	9:00 a.m. - 3:00 p.m.
Jan. 6, 2004	Introduction to Microsoft FrontPage 2000	17	\$115	9:00 a.m. - 3:00 p.m.
Jan. 6, 2004	Introduction to Microsoft PowerPoint	15	\$115	9:00 a.m. - 3:00 p.m.
Jan. 7, 2004	Administrator's Only (MS PowerPoint)	12	\$90	9:00 a.m. - 12:00 p.m.
Jan. 7, 2004	Introduction to Database Design using Microsoft Access	13	\$115	9:00 a.m. - 3:00 p.m.
Jan. 8, 2004	Introduction to Macromedia's Flash 5.0	17	\$115	9:00 a.m. - 3:00 p.m.
Jan. 8, 2004	Smart Ways to Use an AlphaSmart	8	\$115	9:00 a.m. - 3:00 p.m.
Jan. 8, 2004	Technology Tools to Improve Study and Organization	8	\$80	4:00 - 6:30 p.m.
Jan. 9, 2004	Advanced Microsoft Word	13	\$115	9:00 a.m. - 3:00 p.m.
Jan. 9, 2004	Microsoft PowerPoint Narrated Presentations	15	\$80	4:00 - 6:30 p.m.
Jan. 12, 2004	Administrator's Only (MS Excel)	12	\$90	9:00 a.m. - 12:00 p.m.
Jan. 12, 2004	Create a Web Page 1, 2, 3...	17	\$80	4:00 - 6:30 p.m.
Jan. 13, 2004	Digital Day	8	\$115	9:00 a.m. - 3:00 p.m.
Jan. 13, 2004	Voice Recognition- What It Can Do for You and Your Students Today	8	\$80	4:00 - 6:30 p.m.
Jan. 13, 2004	When Only Word Can Help	13	\$115	9:00 a.m. - 3:00 p.m.
Jan. 14, 2004	Free Teacher Tools on the Internet	19	\$80	4:00 - 6:30 p.m.
Jan. 14, 2004	Project-Based Activities for Math/Science Using Excel Grades 6-8	10	\$115	9:00 a.m. - 3:00 p.m.
Jan. 15, 2004	Inspiration and Kidspiration as Web Tools	17	\$80	4:00 - 6:30 p.m.
Jan. 15, 2004	T <sup>3</sup> : Teaching, Testing and Technology in Mathematics (Gr. 7-8)	10	\$115	9:00 a.m. - 3:00 p.m.
Jan. 16, 2004	Preparation for College	8	\$80	12:30 - 3:00 p.m.
Jan. 20, 2004	T <sup>3</sup> : Teaching, Testing and Technology in Mathematics (Gr. 9-12)	10	\$115	9:00 a.m. - 3:00 p.m.
Jan. 20, 2004	Introduction to Microsoft Word	13	\$115	9:00 a.m. - 3:00 p.m.
Jan. 21, 2004	Administrator's Only (Handheld with Palm OS)	12	\$90	9:00 a.m. - 12:00 p.m.
Jan. 21, 2004	Calendars, Calendars and more Calendars	14	\$80	4:00 - 6:30 p.m.
Jan. 21, 2004	T <sup>3</sup> : Teaching, Testing and Technology in Mathematics (Gr. 5-6)	10	\$115	9:00 a.m. - 3:00 p.m.
Jan. 22, 2004	Administrator's Only (Handheld with Windows OS)	12	\$90	9:00 a.m. - 12:00 p.m.
Jan. 22, 2004	Working with Paint Programs	15	\$80	4:00 - 6:30 p.m.
Jan. 22, 2004	Intermediate Microsoft FrontPage 2000	17	\$115	9:00 a.m. - 3:00 p.m.
Jan. 23, 2004	T <sup>3</sup> : Teaching, Testing and Technology in Language Arts (Gr. 5-6)	10	\$115	9:00 a.m. - 3:00 p.m.
Jan. 23, 2004	Introduction to Macromedia's Dreamweaver 4.0	17	\$115	9:00 a.m. - 3:00 p.m.
Jan. 26, 2004	Introduction to Microsoft Access Database Use	14	\$115	9:00 a.m. - 3:00 p.m.
Jan. 26, 2004	Technology Projects using Microsoft Publisher	15	\$80	4:00 - 6:30 p.m.
Jan. 26, 2004	Using Technology to Make Testing Accommodations	8	\$115	9:00 a.m. - 3:00 p.m.
Jan. 27, 2004	Introduction to Microsoft Excel	14	\$115	9:00 a.m. - 3:00 p.m.
Jan. 28, 2004	From Excel to Access and Back	13	\$80	9:00 a.m. - 12:00 p.m.
Jan. 28, 2004	Intermediate Microsoft PowerPoint	15	\$115	9:00 a.m. - 3:00 p.m.
Jan. 29, 2004	Intermediate Microsoft Word	13	\$115	9:00 a.m. - 3:00 p.m.
Jan. 29, 2004	T <sup>3</sup> : Teaching, Testing and Technology in Mathematics (Gr. 3-4)	10	\$115	9:00 a.m. - 3:00 p.m.
Jan. 30, 2004	Differentiated Instruction: Using Tech. to Enhance Student Perf.	8	\$115	9:00 a.m. - 3:00 p.m.
Jan. 30, 2004	From Excel to Access and Back	13	\$80	4:00 - 6:30 p.m.



# Winter/Spring Calendar

## February

<u>Date</u>	<u>Workshop Title</u>	<u>Page</u>	<u>Price</u>	<u>Time</u>
Feb. 2, 2004	Intermediate Macromedia's Dreamweaver 4.0	17	\$115	9:00 a.m. - 3:00 p.m.
Feb. 2, 2004	T <sup>3</sup> : Teaching, Testing and Technology in Language Arts (Gr. 3-4)	10	\$115	9:00 a.m. - 3:00 p.m.
Feb. 2, 2004	Learn to Use a Handheld Computer (Windows)	13	\$80	4:00 - 6:30 p.m.
Feb. 3, 2004	Introduction to Adobe Pagemaker - Day 1	15	\$115	4:00 - 6:30 p.m.
Feb. 3, 2004	T <sup>3</sup> : Teaching, Testing and Technology in Language Arts (Gr.7-8)	10	\$115	9:00 a.m. - 3:00 p.m.
Feb. 3, 2004	Learn to Use a Handheld Computer (Palms)	13	\$80	4:00 - 6:30 p.m.
Feb. 4, 2004	T <sup>3</sup> : Teaching, Testing and Technology in Language Arts (Gr. 9-12)	10	\$115	9:00 a.m. - 3:00 p.m.
Feb. 5, 2004	Introduction to Adobe Pagemaker - Day 2	15		4:00 - 6:30 p.m.
Feb. 5, 2004	Multimedia Book Reports	10,16	\$115	9:00 a.m. - 3:00 p.m.
Feb. 5, 2004	Windows XP	19	\$80	4:00 - 6:30 p.m.
Feb. 6, 2004	Let's Make Movies: XP Movie Maker	16	\$115	9:00 a.m. - 3:00 p.m.
Feb. 9, 2004	Introduction to Microsoft FrontPage 2000	17	\$115	9:00 a.m. - 3:00 p.m.
Feb. 10, 2004	Cyber Cheating/Cyber Truth	18	\$80	4:00 - 6:30 p.m.
Feb. 10, 2004	Introduction to Adobe Photoshop for the Visual Arts	16	\$115	9:00 a.m. - 3:00 p.m.
Feb. 11, 2004	PowerPoint: The Power of Templates	16	\$80	4:00 - 6:30 p.m.
Feb. 11, 2004	Senior Citizens Workshop	7		9:30-11:30 a.m. & 1-3 p.m.
Feb. 12, 2004	Introduction to Microsoft Word 2002	13	\$115	9:00 a.m. - 3:00 p.m.
Feb. 13, 2004	Beginner Internet	18	\$115	9:00 a.m. - 3:00 p.m.
Feb. 13, 2004	Intermediate Macromedia's Flash 5.0	17	\$115	9:00 a.m. - 3:00 p.m.
Feb. 17, 2004	Digital Portfolios	15	\$115	9:00 a.m. - 3:00 p.m.
Feb. 17, 2004	Music in the World Language Class	10	\$80	4:00 - 6:30 p.m.
Feb. 18, 2004	Microsoft Word for Math Teachers	10	\$115	9:00 a.m. - 3:00 p.m.
Feb. 18, 2004	Outrageous eBay	10	\$80	4:00 - 6:30 p.m.
Feb. 18, 2004	Visual Arts using Macromedia's Fireworks 4.0	18	\$115	9:00 a.m. - 3:00 p.m.
Feb. 19, 2004	Advanced Microsoft PowerPoint	15	\$115	9:00 a.m. - 3:00 p.m.
Feb. 19, 2004	Mining the Internet	19	\$115	9:00 a.m. - 3:00 p.m.
Feb. 20, 2004	Intermediate Microsoft PowerPoint	15	\$115	9:00 a.m. - 3:00 p.m.
Feb. 23, 2004	Intermediate Microsoft Excel	14	\$115	9:00 a.m. - 3:00 p.m.
Feb. 24, 2004	Inspiration in the 5-12 Classroom	10	\$80	4:00 - 6:30 p.m.
Feb. 24, 2004	Scanner Solutions	16	\$80	4:00 - 6:30 p.m.
Feb. 25, 2004	Talking Books and Language Arts	11	\$115	9:00 a.m. - 3:00 p.m.
Feb. 25, 2004	Using E-mail as a Message Center	19	\$80	4:00 - 6:30 p.m.
Feb. 26, 2004	Kidspiration in the K-4 Classroom	11	\$80	4:00 - 6:30 p.m.
Feb. 27, 2004	Authentic Assessment: Designing Performance-Based Tasks	9	\$115	9:00 a.m. - 3:00 p.m.
Feb. 27, 2004	Creating a Teacher Web Page	18	\$115	9:00 a.m. - 3:00 p.m.



# Winter/Spring Calendar

## March

<u>Date</u>	<u>Workshop Title</u>	<u>Page</u>	<u>Price</u>	<u>Time</u>
Mar. 2, 2004	Supports that Work for Students with Learning Disabilities	9	\$115	9:00 a.m. - 3:00 p.m.
Mar. 2, 2004	Portable, Wireless and Not a Laptop	11	\$80	4:00 - 6:30 p.m.
Mar. 3, 2004	Enhancing the Elementary Curriculum using the Internet (Gr. K-2)	11	\$115	9:00 a.m. - 3:00 p.m.
Mar. 3, 2004	Introduction to Microsoft Word	13	\$115	9:00 a.m. - 3:00 p.m.
Mar. 3, 2004	Creating Online Literature Circles	11	\$80	4:00 - 6:30 p.m.
Mar. 4, 2004	Inspiration in the 5-12 Classroom	10	\$80	4:00 - 6:30 p.m.
Mar. 4, 2004	Intermediate Microsoft FrontPage 2000	17	\$115	9:00 a.m. - 3:00 p.m.
Mar. 5, 2004	Co-Teaching in the Classroom: A Model for Today's Educators	9	\$115	9:00 a.m. - 3:00 p.m.
Mar. 8, 2004	From Excel to Access and Back	13	\$80	4:00 - 6:30 p.m.
Mar. 9, 2004	Introduction to Microsoft PowerPoint	15	\$115	9:00 a.m. - 3:00 p.m.
Mar. 9, 2004	Reading and Math Tools for Struggling Students	9	\$115	9:00 a.m. - 3:00 p.m.
Mar. 10, 2004	For Beginners: Special Features of MS Word - Day 1	11	\$220	4:00 - 6:30 p.m.
Mar. 10, 2004	Using Interactive Whiteboards in the Classroom	9	\$80	9-11:30 a.m. & 12:30-3 p.m.
Mar. 10, 2004	Introduction to Microsoft Access Database Use	14	\$115	9:00 a.m. - 3:00 p.m.
Mar. 10, 2004	K-8 Web Watch	19	\$80	4:00 - 6:30 p.m.
Mar. 11, 2004	Introduction to Microsoft Excel 2002	14	\$115	9:00 a.m. - 3:00 p.m.
Mar. 12, 2004	Advanced Microsoft Excel	14	\$115	9:00 a.m. - 3:00 p.m.
Mar. 15, 2004	Advanced Microsoft PowerPoint	15	\$115	9:00 a.m. - 3:00 p.m.
Mar. 15, 2004	Introduction to Macromedia's Dreamweaver 4.0	17	\$115	9:00 a.m. - 3:00 p.m.
Mar. 16, 2004	Differentiated Learning and Inspiration: A Perfect Fit	9	\$115	9:00 a.m. - 3:00 p.m.
Mar. 16, 2004	Windows XP	19	\$80	4:00 - 6:30 p.m.
Mar. 17, 2004	For Beginners: Special Features of MS Word - Day 2	11		4:00 - 6:30 p.m.
Mar. 18, 2004	Design a Social Studies Treasure Hunt on the Internet	18	\$80	4:00 - 6:30 p.m.
Mar. 18, 2004	Introduction to Adobe PageMaker	15	\$115	9:00 a.m. - 3:00 p.m.
Mar. 18, 2004	Music in the World Language Class	10	\$80	4:00 - 6:30 p.m.
Mar. 19, 2004	When Only Word Can Help	13	\$115	9:00 a.m. - 3:00 p.m.
Mar. 22, 2004	Intermediate Microsoft Access Design	14	\$115	9:00 a.m. - 3:00 p.m.
Mar. 23, 2004	Get the Red Out using Adobe Photoshop	16	\$80	4:00 - 6:30 p.m.
Mar. 23, 2004	Introduction to Database Design using Microsoft Access	13	\$115	9:00 a.m. - 3:00 p.m.
Mar. 23, 2004	Using Technology to Make Testing Accommodations	8	\$115	9:00 a.m. - 3:00 p.m.
Mar. 24, 2004	For Beginners: Special Features of MS Word - Day 3	11		4:00 - 6:30 p.m.
Mar. 24, 2004	Elementary Projects using Inspiration & PowerPoint	12	\$80	4:00 - 6:30 p.m.
Mar. 25, 2004	Kidspiration in the K-4 Classroom	11	\$80	4:00 - 6:30 p.m.
Mar. 25, 2004	Create a WebPage 1, 2, 3 . . .	17	\$80	4:00 - 6:30 p.m.
Mar. 26, 2004	Intermediate Microsoft Word	13	\$115	9:00 a.m. - 3:00 p.m.
Mar. 29, 2004	Differentiated Instruction: Using Tech. to Enhance Student Perf.	8	\$115	9:00 a.m. - 3:00 p.m.
Mar. 30, 2004	Hands-on-Math for Active Learning (Grades 3-5)	12	\$115	9:00 a.m. - 3:00 p.m.
Mar. 31, 2004	Let's Make Movies: XP Movie Maker	16	\$115	9:00 a.m. - 3:00 p.m.



# Winter/Spring Calendar

## April

<u>Date</u>	<u>Workshop Title</u>	<u>Page</u>	<u>Price</u>	<u>Time</u>
Apr. 13, 2004	Introduction to Microsoft PowerPoint 2002	15	\$115	9:00 a.m. - 3:00 p.m.
Apr. 13, 2004	Project-Based Activities for Math/Science Using Excel Grades 6-8	10	\$115	9:00 a.m. - 3:00 p.m.
Apr. 14, 2004	Intermediate Microsoft Excel	14	\$115	9:00 a.m. - 3:00 p.m.
Apr. 14, 2004	KidPix & the K-4 Core Curriculum Content Standards	11	\$80	4:00 - 6:30 p.m.
Apr. 15, 2004	Intermediate Macromedia's Dreamweaver 4.0	17	\$115	9:00 a.m. - 3:00 p.m.
Apr. 15, 2004	Multimedia Book Reports	16	\$115	9:00 a.m. - 3:00 p.m.
Apr. 16, 2004	Visual Arts using Macromedia's Fireworks 4.0	18	\$115	9:00 a.m. - 3:00 p.m.
Apr. 19, 2004	Introduction to Microsoft FrontPage 2000	17	\$115	9:00 a.m. - 3:00 p.m.
Apr. 20, 2004	Enhancing the Elementary Curriculum using the Internet (Gr. 3-6)	11	\$115	9:00 a.m. - 3:00 p.m.
Apr. 20, 2004	Using Interactive Whiteboards in the Classroom	9	\$80	4:00 - 6:30 p.m.
Apr. 20, 2004	Introduction to Microsoft Word - Day 1	13	\$115	4:00 - 6:30 p.m.
Apr. 21, 2004	Collaborative Internet Projects	19	\$115	9:00 a.m. - 3:00 p.m.
Apr. 21, 2004	Outrageous eBay	10	\$80	4:00 - 6:30 p.m.
Apr. 22, 2004	Hands-on-Math for Active Learning	12	\$115	9:00 a.m. - 3:00 p.m.
Apr. 22, 2004	Introduction to Microsoft Word - Day 2	13		4:00 - 6:30 p.m.
Apr. 23, 2004	Intermediate Microsoft FrontPage 2000	17	\$115	9:00 a.m. - 3:00 p.m.
Apr. 23, 2004	Talking Books and Language Arts	11	\$115	9:00 a.m. - 3:00 p.m.
Apr. 26, 2004	Authentic Assessment: Designing Performance-Based Tasks	9	\$115	9:00 a.m. - 3:00 p.m.
Apr. 27, 2004	Digital Day	8	\$115	9:00 a.m. - 3:00 p.m.
Apr. 27, 2004	Get the Red Out using Adobe Photoshop	16	\$80	4:00 - 6:30 p.m.
Apr. 27, 2004	Free Teacher Tools on the Internet	19	\$80	4:00 - 6:30 p.m.
Apr. 28, 2004	Preschool, Kindergarten and Technology - Day 1	12	\$115	4:00 - 6:30 p.m.
Apr. 29, 2004	Poetry Power	12	\$115	9:00 a.m. - 3:00 p.m.
Apr. 29, 2004	Windows XP	19	\$80	4:00 - 6:30 p.m.
Apr. 30, 2004	Computers and the Writing Process	12	\$115	9:00 a.m. - 3:00 p.m.



# Winter/Spring Calendar

## May

<u>Date</u>	<u>Workshop Title</u>	<u>Page</u>	<u>Price</u>	<u>Time</u>
May 3, 2004	Inspiration in the 5-12 Classroom	10	\$80	4:00 - 6:30 p.m.
May 4, 2004	Kidspiration in the K-4 Classroom	11	\$80	4:00 - 6:30 p.m.
May 5, 2004	Introduction to Microsoft PowerPoint	15	\$115	9:00 a.m. - 3:00 p.m.
May 6, 2004	Creating a Classroom Newspaper using Microsoft Publisher	14	\$80	4:00 - 6:30 p.m.
May 6, 2004	Intermediate Macromedia's Dreamweaver 4.0	17	\$115	9:00 a.m. - 3:00 p.m.
May 7, 2004	Introduction to Microsoft Word	13	\$115	9:00 a.m. - 3:00 p.m.
May 7, 2004	Reading and Math Tools for Struggling Students	9	\$115	9:00 a.m. - 3:00 p.m.
May 10, 2004	Supports that Work for Students with Learning Disabilities	9	\$115	9:00 a.m. - 3:00 p.m.
May 11, 2004	Differentiated Learning and Inspiration: A Perfect Fit	9	\$115	9:00 a.m. - 3:00 p.m.
May 11, 2004	Introduction to Microsoft Excel	14	\$115	9:00 a.m. - 3:00 p.m.
May 12, 2004	Classroom Webpage Development with Netscape Composer	18	\$115	9:00 a.m. - 3:00 p.m.
May 12, 2004	Intermediate Microsoft Word	13	\$115	9:00 a.m. - 3:00 p.m.
May 13, 2004	Introduction to Microsoft FrontPage 2000	17	\$115	9:00 a.m. - 3:00 p.m.
May 14, 2004	Introduction to Adobe Photoshop for the Visual Arts	16	\$115	9:00 a.m. - 3:00 p.m.
May 17, 2004	Mining the Internet	19	\$115	9:00 a.m. - 3:00 p.m.
May 17, 2004	Learn to Use a Handheld Computer (Palms)	13	\$80	4:00 - 6:30 p.m.
May 18, 2004	Learn to Use a Handheld Computer (Windows)	13	\$80	4:00 - 6:30 p.m.
May 18, 2004	Digital Portfolios	15	\$115	9:00 a.m. - 3:00 p.m.
May 18, 2004	Preschool, Kindergarten and Technology - Day 2	12		4:00 - 6:30 p.m.
May 19, 2004	Advanced Microsoft Excel	14	\$115	9:00 a.m. - 3:00 p.m.
May 19, 2004	Creating Online Literature Circles	11	\$80	4:00 - 6:30 p.m.
May 20, 2004	Digital Day	8	\$115	9:00 a.m. - 3:00 p.m.
May 20, 2004	Introduction to Macromedia's Flash 5.0	17	\$115	9:00 a.m. - 3:00 p.m.
May 21, 2004	Beginner Internet	18	\$115	9:00 a.m. - 3:00 p.m.
May 24, 2004	PowerPoint on the Internet	16	\$115	9:00 a.m. - 3:00 p.m.
May 25, 2004	Intermediate Microsoft Excel	14	\$115	9:00 a.m. - 3:00 p.m.
May 25, 2004	Windows XP	19	\$80	4:00 - 6:30 p.m.
May 27, 2004	Get the Red Out using Adobe Photoshop	16	\$80	4:00 - 6:30 p.m.
May 27, 2004	Let's Make Movies: XP Movie Maker	16	\$115	9:00 a.m. - 3:00 p.m.
May 28, 2004	Co-Teaching in the Classroom: A Model for Today's Educators	9	\$115	9:00 a.m. - 3:00 p.m.



# Winter/Spring Calendar

## June

<u>Date</u>	<u>Workshop Title</u>	<u>Page</u>	<u>Price</u>	<u>Time</u>
Jun. 1, 2004	PowerPoint: The Power of Templates	16	\$80	4:00 - 6:30 p.m.
Jun. 2, 2004	Introduction to Microsoft Word	13	\$115	9:00 a.m. - 3:00 p.m.
Jun. 2, 2004	Portable, Wireless, and Not a Laptop	11	\$80	4:00 - 6:30 p.m.
Jun. 3, 2004	Using Cooperative Learning in the Technology-Infused Classroom	9,12	\$115	9:00 a.m. - 3:00 p.m.
Jun. 4, 2004	Introduction to Microsoft Excel	14	\$115	9:00 a.m. - 3:00 p.m.
Jun. 7, 2004	Advanced Microsoft Word	13	\$115	9:00 a.m. - 3:00 p.m.
Jun. 7, 2004	Inspiration in the 5-12 Classroom	10	\$80	4:00 - 6:30 p.m.
Jun. 8, 2004	Collaborative Internet Projects	19	\$115	9:00 a.m. - 3:00 p.m.
Jun. 8, 2004	Introduction to Microsoft Word 2002	13	\$115	9:00 a.m. - 3:00 p.m.
Jun. 8, 2004	Multimedia Book Reports	10,16	\$115	9:00 a.m. - 3:00 p.m.
Jun. 9, 2004	Kidspiration in the K-4 Classroom	11	\$80	4:00 - 6:30 p.m.
Jun. 10, 2004	Creating a Classroom Newspaper using Microsoft Publisher	14	\$80	4:00 - 6:30 p.m.
Jun. 10, 2004	Intermediate Microsoft PowerPoint	15	\$115	9:00 a.m. - 3:00 p.m.
Jun. 10, 2004	Scanner Solutions	16	\$80	4:00 - 6:30 p.m.
Jun. 11, 2004	Intermediate Adobe Photoshop	16	\$115	9:00 a.m. - 3:00 p.m.
Jun. 14, 2004	Advanced Microsoft PowerPoint	15	\$115	9:00 a.m. - 3:00 p.m.
Jun. 15, 2004	Introduction to Adobe PageMaker	15	\$115	9:00 a.m. - 3:00 p.m.
Jun. 16, 2004	Introduction to Microsoft Excel 2002	14	\$115	9:00 a.m. - 3:00 p.m.
Jun. 17, 2004	Introduction to Microsoft PowerPoint 2002	15	\$115	9:00 a.m. - 3:00 p.m.
Jun. 29, 2004	Preschool, Kindergarten and Technology	12	\$115	9:00 a.m. - 3:00 p.m.

*New!*

### Senior Citizen's Workshop

February 11, 2004

9:30 - 11:30 a.m. & 1:00 - 3:00 p.m.

Watch our Website for details  
or call for further information



# Workshop Descriptions

## Assistive Technology

### Smart Ways to Use an AlphaSmart

AlphaSmart is an inexpensive, lightweight, battery-powered word processor that provides text entry and editing and easy transfer to a Macintosh or PC for formatting and printing. It is a “mid-tech” device that allows a person to take notes or compose text in a variety of different situations. It has tremendous potential for the special education setting. Join us to learn how such a simple device can motivate your students as well as support your language arts literacy objectives. Participants in this workshop are eligible for a 30-day free trial of an AlphaSmart from the Middlesex ETTC’s Assistive Technology Lending Library.

**Recommended for:** Special education and basic skills teachers.

<u>Date (s)</u>	<u>Time</u>
Jan. 8	9:00 a.m. - 3:00 p.m.
Fee:	\$115

### Technology Tools to Improve Study and Organization

Come and learn specific strategies that empower students to study and organize their work more effectively. If you have students who struggle with note taking, synthesizing information or organizing information to write a report, this introductory workshop is for you. Use *Inspiration* and explore websites with specific strategies that address real classroom assignments. Receive a fully functional demo CD of *Inspiration/Kidspiration*.

**Recommended for:** Teachers, resource room teachers and parents.

<u>Date (s)</u>	<u>Time</u>
Jan. 8	4:00 - 6:30 p.m.
Fee:	\$80

### Digital Day

Learn how to use a digital camera throughout your day to build your students’ reading and writing skills. See how you can use these digital pictures to create personalized books for each student or activity in your room. You will learn to crop your photos, add text and print. Each participant will complete a short book (2-3 pages) to bring back to the classroom.

**Recommended for:** Teachers, therapists, parents.

<u>Date (s)</u>	<u>Time</u>
Jan. 13	9:00 a.m. - 3:00 p.m.
Apr. 27	9:00 a.m. - 3:00 p.m.
May 20	9:00 a.m. - 3:00 p.m.
Fee:	\$115

### Voice Recognition— What It Can Do for You and Your Students Today

Your students have so much trouble with writing, but they can tell you what they want to say. Is voice recognition software a viable solution for your students right now? Can voice recognition address the needs of students with learning disabilities? What about using it for yourself? Test drive *Dragon Naturally Speaking*, understand what it takes to use voice recognition successfully, and decide for yourself.

<u>Date (s)</u>	<u>Time</u>
Jan. 13	4:00 - 6:30 p.m.
Fee:	\$80

### Preparation for College: Technology Tools to Support Students with Reading and/or Writing Difficulties

Computer technology offers powerful solutions to the obstacles faced by high school and college students with disabilities. Consider the typical tasks students must complete regularly - reading, writing, organizing their thoughts, expressing themselves clearly. Now consider the characteristics of many students with learning disabilities (difficulties with reading, writing, spelling, and organizing their thoughts). This hands-on workshop will use software which can help students successfully complete academic tasks by decreasing the anxiety and frustration associated with reading, writing, and organization. Becoming proficient in these software programs should be a high priority in the transition plans of any high school student with a learning disability who plans to attend college. Join presenters Drs. Amy Dell and Anne Disdier of the Adaptive Technology Center for NJ Colleges, The College of New Jersey, and bring back technology tools to help your students succeed.

**Recommended for:** Middle and high school teachers, guidance counselors, child study team members, transition coordinators, and technology coordinators.

<u>Date (s)</u>	<u>Time</u>
Jan. 16	12:30 - 3:00 p.m.
Fee:	\$80



### Using Technology to Make Testing Accommodations

In this environment of testing and accountability find out how you can use the computer to modify and accommodate for a wide range of students in your classroom. Find out how you can use programs like *Microsoft Word*, *Kurzweil 3000*, *WYNN*, and *TestTalker* to make testing accommodations. This workshop is intended for regular and special education teachers as well as child study team members. This workshop is designed for upper elementary, middle, and high school teachers.

<u>Date (s)</u>	<u>Time</u>
Jan. 26	9:00 a.m. - 3:00 p.m.
Mar. 23	9:00 a.m. - 3:00 p.m.
Fee:	\$115

### Differentiated Instruction: Using Technology to Enhance Student Performance

Today’s classroom challenges educators to develop engaging tasks based on essential topics and concepts while providing flexible approaches to content, instruction and products. Identify student readiness and learning styles. Explore high-tech and low-tech strategies that can enhance learning for each student in your class. Develop a plan for differentiating instruction that you can use in your own classroom.

**Recommended for:** Teachers of first through eighth grade, curriculum coordinators and administrators.

<u>Date (s)</u>	<u>Time</u>
Jan. 30	9:00 a.m. - 3:00 p.m.
Mar. 29	9:00 a.m. - 3:00 p.m.
Fee:	\$115





### Authentic Assessment: Designing Performance-Based Tasks



Authentic assessment will build on project-based assessments including building and using rubrics, choosing appropriate projects for a given unit, developing the unit and the assessment across the curriculum or in conjunction with another teacher while infusing technology into the process. The goal is to have you leave with a lesson plan/unit and rubric so that you can get started right away. Design lesson plans that will guide your students toward important learning outcomes. Discover ways to plan and evaluate activities that will improve instructional practice. Learn to use technology to create assessment tasks that resemble “real world” activities.

**Recommended for:** Teachers and special education teachers of grades K-12.

<u>Date (s)</u>	<u>Time</u>
Feb. 27	9:00 a.m. - 3:00 p.m.
Apr. 26	9:00 a.m. - 3:00 p.m.
Fee:	\$115

### From Low-Tech to High-Tech: Supports that Work for Students with Learning Disabilities

Accommodating specific learning disabilities requires the creative use of everyday materials. We'll review the low-tech accommodations used successfully for test-taking, note-taking, spelling and reading, and we'll compare them to commonly used mid-tech (i.e., hand-held spellers, word processors) and high-tech (talking software, word prediction) tools to help you identify when it's necessary to use one over the other. You'll receive a grab bag of low-tech adaptations to modify your materials.

**Recommended for:** Interested special education personnel and classroom teachers.

<u>Date(s)</u>	<u>Time</u>
Mar. 2	9:00 a.m. - 3:00 p.m.
May 10	9:00 a.m. - 3:00 p.m.
Fee:	\$115

### Co-teaching in the Classroom: A Model for Today's Educators



Explore three models for teaching in an inclusion classroom. Discover how technology can best support the varied needs of all your students. Develop a toolbox of strategies for enhancing student learning in a classroom with two teachers. Create an action plan for implementing a co-teaching model in your school. Bring a co-worker and learn together.

**Recommended for:** Ideally teams of one special education and one general education teacher should attend (Grades K-12).

<u>Date (s)</u>	<u>Time</u>
Mar. 5	9:00 a.m. - 3:00 p.m.
May 28	9:00 a.m. - 3:00 p.m.
Fee:	\$115

### Reading and Math Tools for Struggling Students

Students with learning disabilities may have difficulty with reading, tracking, organizing, evaluating, comprehending, or working with abstract concepts. Technology can help. Learn to use software that supports students struggling with reading and math skills. These programs offer auditory feedback, systematic methods, organizational strategies, and concrete on-screen manipulatives. Learn to use these educational programs to inspire reading and math and take some great solutions back to your students!

**Recommended for:** Special education teachers, child study team members, classroom teachers.

<u>Date (s)</u>	<u>Time</u>
Mar. 9	9:00 a.m. - 3:00 p.m.
May 7	9:00 a.m. - 3:00 p.m.
Fee:	\$115

### Using Interactive Whiteboards in the Classroom

Learn how to make your lessons and classroom come alive with interactive whiteboards. If you are looking for ways to engage your students in the lesson and use Internet resources then you will find this workshop invaluable. Learn the basics of how to use Smartboards and Mimio Xi's in the classroom. See why interactive whiteboards are an ideal tool to support students with special needs in your classroom. Participants will work with a variety of software applications that are ideal for use with interactive whiteboards.

**Recommended for:** Any teacher interested in using interactive whiteboards and special education teachers.

<u>Date (s)</u>	<u>Time</u>
Mar. 10	9:00 a.m. - 11:30 a.m. or 12:30 - 3:00 p.m.
Apr. 20	4:00 - 6:30 p.m.
Fee:	\$80



### Differentiated Learning and Inspiration: A Perfect Fit

Today's teachers are challenged by the need to teach to all learning styles. This workshop will address the use of *Inspiration* software as a teaching tool for all learners. Visual and auditory supports are provided with this software program and the newest version lends itself to presentation purposes in the classroom. Core curriculum standards will be discussed. Teachers are encouraged to bring classroom lesson plans to see how they can be enhanced using *Inspiration*.

**Recommended for:** Teachers of first through eighth grade, curriculum coordinators and administrators.

<u>Date (s)</u>	<u>Time</u>
Mar. 16	9:00 a.m. - 3:00 p.m.
May 11	9:00 a.m. - 3:00 p.m.
Fee:	\$115

### Using Cooperative Learning in the Technology-Infused Classroom (K-12)

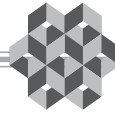


Learn to differentiate instruction using a variety of cooperative learning activities. In the technology-infused classroom, students need to learn to work collaboratively as a team, while at the same time be individually accountable. Strategies for balancing these key features of cooperative learning as a method of integrating technology will be highlighted.

<u>Date (s)</u>	<u>Time</u>
Jun. 3	9:00 a.m. - 3:00 p.m.
Fee:	\$115

See also . . . "Portable, Wireless, and not a Laptop" on page 11.

*New This Spring!*  
**Windows XP Training**  
See page 19 for details.



## Curriculum-based Content

### Project-Based Activities for Math/Science Using Excel (Grades 6-8)

Spreadsheets are an excellent tool for helping students learn to organize, enter, and analyze data. Come and use your knowledge of *Excel* (entering data, building formulas, making graphs, etc.) while doing problem solving activities that relate to the math/science curriculum. You will leave with a list of online resources to help you find other projects to use with your students.

**Recommended for:** Teachers of grades 6-8 with a basic knowledge of *Excel*.

Date (s)	Time
Jan. 14	9:00 a.m. - 3:00 p.m.
Apr. 13	9:00 a.m. - 3:00 p.m.
Fee:	\$115

### T<sup>3</sup>: Teaching, Testing and Technology in Mathematics and Language Arts

In 2004 students in grades 3, 4, 8 and 11 will be tested. Learn techniques specifically designed to improve your students' Mathematics and Language Arts Literacy scores on the NJASK, GEPA, and HSPA. We will analyze the structure of the tests and provide strategies to improve student performance on each section. Then we will explore excellent (and free) interactive Internet activities and find appropriate grade level practice test materials, correlated to the standards and strands. You'll be amazed at all the resources available to help you understand the testing program. You will leave with all the tools needed to establish a successful test-prep program for your class.

**Recommended for:** Teachers preparing students for the state testing in mathematics and language arts.

Date (s)	Grade Level	Time
Jan. 15	Math (Grades 7-8)	9:00 a.m. - 3:00 p.m.
Jan. 20	Math (Grades 9-12)	9:00 a.m. - 3:00 p.m.
Jan. 21	Math (Grades 5-6)	9:00 a.m. - 3:00 p.m.
Jan. 23	LA (Grades 5-6)	9:00 a.m. - 3:00 p.m.
Jan. 29	Math (Grades 3-4)	9:00 a.m. - 3:00 p.m.
Feb. 2	LA (Grades 3-4)	9:00 a.m. - 3:00 p.m.
Feb. 3	LA (Grades 7-8)	9:00 a.m. - 3:00 p.m.
Feb. 4	LA (Grades 9-12)	9:00 a.m. - 3:00 p.m.
Fee:		\$115

### Outrageous eBay

Have you ever thought of using eBay in the classroom? Do you know what eBay can offer students? What possible resources could eBay provide? Believe it or not, eBay is an educator's heaven! Why not take one of the most popular, if not the most popular auction site and utilize it in your classroom? What's stopping you? Time? Familiarity? Let us show you how eBay can be used in language arts and teaching consumer responsibility. Don't let such an awesome resource slip by.

**Recommended for:** Teachers of Grades 5 - 12 with some computer knowledge.

Date (s)	Time
Feb. 18	4:00 - 6:30 p.m.
Apr. 21	4:00 - 6:30 p.m.
Fee:	\$80



### Multimedia Book Reports

Learn how you can use the Internet and *PowerPoint* to make electronic book reports. This workshop will teach you how to extend your students' writing experience by providing them with the tools to use non-textual visual and audio information to better communicate their ideas.

**Recommended for:** Language arts teachers from elementary to high school.

Date (s)	Time
Feb. 5	9:00 a.m. - 3:00 p.m.
Jun. 8	9:00 a.m. - 3:00 p.m.
Fee:	\$115

### Music in the World Language Class

Make your world language classes sing! You will locate and use search engines in any world language and identify names of singers who are representative of a culture. Then you'll explore options for purchasing complete tracks or locating audio clips of authentic music. Learn how to insert audio clips into *PowerPoint* for classroom presentation.

**Recommended for:** World language teachers.

Date (s)	Time
Feb. 17	4:00 - 6:30 p.m.
Mar. 18	4:00 - 6:30 p.m.
Fee:	\$80

### Microsoft Word for Math Teachers (Grades 7 - 12)

Do you wish you could set up *Microsoft Word* to give you easy access to superscripts and subscripts and the special math symbols needed to create professional looking work sheets and tests for your students? This workshop is for you. Learn how to customize tool bars, set up shortcut keys for math symbols, make up alternate forms of the same test, and create even the most complicated equations and functions using Microsoft Equation Editor. Bring a disk, copies of those old handwritten or cut and pasted activities, and leave with a set of professional materials ready to use with your students.

Date (s)	Time
Feb. 18	9:00 a.m. - 3:00 p.m.
Fee:	\$115

### Inspiration in the 5-12 Classroom

*Inspiration* is a powerful visual learning tool that inspires students to develop ideas and organize their thinking. In this session you will learn how to create visual outlines and dynamic graphic organizers. You will also learn practical methods for integrating *Inspiration* into your grade appropriate language arts, science, and social studies classes. All participants will receive a free demonstration copy of *Inspiration*.

**Recommended for:** All teachers and parents of grade 5-12 students.

Date (s)	Time
Feb. 24	4:00 - 6:30 p.m.
Mar. 4	4:00 - 6:30 p.m.
May 3	4:00 - 6:30 p.m.
Jun. 7	4:00 - 6:30 p.m.
Fee:	\$80



### Kidspiration in the K-4 Classroom

*Kidspiration* is a visual learning tool especially for K-4 students. Designed for emerging readers and writers, *Kidspiration* helps students develop confidence as they learn to organize information, understand concepts and connections, create stories, and express and share their thoughts. In this session you will learn how to create visual outlines and dynamic graphic organizers. You will also learn practical methods for integrating *Kidspiration* into your language arts, science, and social studies lessons. All participants will receive a free demonstration copy of *Kidspiration*.

**Recommended for:** All teachers and parents of grade K-4 students.

Date (s)	Time
Feb. 26	4:00 - 6:30 p.m.
Mar. 25	4:00 - 6:30 p.m.
May 4	4:00 - 6:30 p.m.
Jun. 9	4:00 - 6:30 p.m.
Fee:	\$80

### Talking Books and Language Arts

Here's a simple technology project that can be used in an elementary classroom. Using *Microsoft PowerPoint* students can make interactive talking books that can be used in the classroom or uploaded to the Internet to be shared by all. In this workshop, you will learn how to make a *PowerPoint* book with sounds, animated graphics and hyperlinks.

**Recommended for:** Teachers of grades K-5.

Date(s)	Time
Feb. 25	9:00 a.m. - 3:00 p.m.
Apr. 23	9:00 a.m. - 3:00 p.m.
Fee:	\$115

### Portable, Wireless and not a Laptop

Many school districts around the country are using the AlphaSmart 3000 and the Dana by AlphaSmart because they are durable, affordable, and provide exceptional word processing capabilities. The newest version of Dana offers students access to the technology that is essential for their success beyond the classroom and provides text-based Internet connectivity. The Dana gives you all this and over 20 hours before the device needs to be recharged. Come and learn how to use these devices and see which one should have a place in your classroom. Participants can borrow an AlphaSmart from our assistive technology lending library for three weeks.

**Recommended for:** Teachers, aides, administrators and parents.

Date (s)	Time
Mar. 2	4:00 - 6:30 p.m.
Jun. 2	4:00 - 6:30 p.m.
Fee:	\$80

### KidPix & the K-4 Core Curriculum Content Standards

If you're looking for a neat way to tackle the new Core Curriculum Content standards in your classroom, look no more. *KidPix* can assist you in creating original and useful curriculum-based materials that you won't find anywhere else! This two-and-one-half-hour workshop will cover the basics of *KidPix* and how you can integrate *KidPix* with the new standards.

**Recommended for:** Elementary teachers with access to a computer.

Date (s)	Time
Apr. 14	4:00 - 6:30 p.m.
Fee:	\$80

### Creating Online Literature Circles

During literature circles, students meet in small groups to discuss, respond, and reflect on their reading. Using *FrontPage*, you can create online literature circles that can be shared within the classroom, the district, or with another classroom in a different state. The purpose of this workshop is not to teach about literature circles but to give you the mechanics to create an interactive webpage for your literature discussions. A familiarity with basic *FrontPage* would be helpful but is not a requirement. It is a requirement that you are comfortable with using *Word*.

**Recommended for:** Participants must have knowledge of *Microsoft Word*.

Date (s)	Time
Mar. 3	4:00 - 6:30 p.m.
May 19	4:00 - 6:30 p.m.
Fee:	\$80

### Enhancing the Elementary Curriculum using the Internet

Are you looking for great sources of free quality materials to use in your classroom? Do you want to know about web sites that correlate with your social studies and science units; virtual manipulatives to help your students understand mathematics; practice materials for state tests; graphic organizers, rubric, worksheet and puzzle makers, and lots more? Participants in this workshop will learn where to find all of these super sites to use with one or a few classroom computers or with access to a computer lab. Suggestions for making more effective use of lab time by maximizing student time on task will be shared. Teachers will leave with resources that they will use for the entire school year.

**Recommended for:** Teachers of grades K-6.

Date (s)	Time
Mar. 3	9:00 a.m. - 3:00 p.m. (Grades K-2)
Apr. 20	9:00 a.m. - 3:00 p.m. (Grades 3-6)
Fee:	\$115

### For Beginners: Special Features of Microsoft Word

This three-part, slow paced class will give you plenty of time to learn how to use *Microsoft Word* in ways you didn't even know existed. In session one you'll create attractive labels and signs, complete with pictures. During week two you'll design book reports and worksheets as well as learn to use tables as graphic organizers and how to create Venn diagrams. Then, in the concluding class, you will combine *Word* with the power of the Internet as you produce online lessons containing hyperlinks to enhance any content area. You will be using what you learn in your classroom immediately.

**Recommended for:** Elementary and special education teachers with little or no experience using *Microsoft Word*.

Date (s)	Time
Mar. 10, 17 & 24	4:00 - 6:30 p.m.
Fee:	\$220



## Elementary Projects using Inspiration & PowerPoint

Want to put some extra zip into your daily classroom routine? Come and learn how three great software tools; *Inspiration*, *Kidspiration* and *PowerPoint* can jump start every day activities. First collect and organize your ideas with *Inspiration* and have your students do the same with *Kidspiration*. You'll see how these two programs help convert your thinking into dynamic *PowerPoint* presentations to be used as a lesson organizer, a book review, or a dynamic student report. You will receive a demo disk of *Inspiration* and *Kidspiration* so you can start applying what you've learned right away.

<u>Date (s)</u>	<u>Time</u>
Mar. 24	4:00 - 6:30 p.m.
Fee:	\$80

## Hands-on Math for Active Learning

Learn to use games, puzzles and practical, hands-on activities designed to help your students develop an understanding of important mathematical concepts and strengthen mathematical reasoning. Strategies and lessons will include the use of color tiles, pattern blocks, and snap cubes. Next, use your mouse to find a host of excellent online resources including virtual manipulatives and pattern blocks, interactive puzzles and games, and much more! All activities will be correlated to the NJ CCCS. You will leave with a set of ready-made lessons to use in your classroom.

<u>Date (s)</u>	<u>Time</u>
Mar. 30	9:00 a.m. - 3:00 p.m. (Grades 3-5)
Apr. 22	9:00 a.m. - 3:00 p.m. (Grades 6-8)
Fee:	\$115

## Preschool, Kindergarten and Technology

A computer should not replace books, paints, crayons, and blocks in your preschooler's busy day. However, technology can be a highly motivating, educational part of your child's total activities. Learn how to create a two-slide *PowerPoint* Presentation to enhance your creative curriculum even if you only have a single computer. You'll also have time to explore free interactive Internet sites. Come see how the computer can add another dimension to reading and writing readiness.

**Recommended for:** Teachers, aides, and parents of preschool first-grade students.

<u>Date (s)</u>	<u>Time</u>
Apr. 28 & May 18	4:00 - 6:30 p.m.
Jun. 29	9:00 a.m. - 3:00 p.m.
Fee:	\$115

## Poetry Power

The computer can give your students the confidence they need to feel their own "poetry power." The ability to brainstorm, to revise and to arrange is all made easier by the fact that their poem in process is right there on their screen to be played with. Computers and creative writing go hand in hand. Learn how to have poetry be part of your curriculum.

**Recommended for:** Teachers in grades 7-12 who have knowledge of word processing.

<u>Date (s)</u>	<u>Time</u>
Apr. 29	9:00 a.m. - 3:00 p.m.
Fee:	\$115

## Computers and the Writing Process

This workshop will give you the confidence to incorporate all stages of the writing process into your computer-enhanced classroom. Gather suggestions and tips for managing an electronic writing environment while having fun with hands-on writing exercises in our lab. Websites and hand-outs will be explored that will help your language arts lesson plans. All grade levels can benefit.

**Recommended for:** Teachers with some computer knowledge and an interest in the writing process.

<u>Date (s)</u>	<u>Time</u>
Apr. 30	9:00 a.m. - 3:00 p.m.
Fee:	\$115

## Using Cooperative Learning in the Technology-Infused Classroom (K-12)

Learn to differentiate instruction using a variety of cooperative learning activities. In the technology-infused classroom, students need to learn to work collaboratively as a team, while at the same time be individually accountable. Strategies for balancing these key features of cooperative learning as a method of integrating technology will be highlighted.

<u>Date (s)</u>	<u>Time</u>
Jun. 3	9:00 a.m. - 3:00 p.m.
Fee:	\$115

## Leadership

### Administrators Only!

Sure you have a great secretary who does all of your computer work for you. But now you want to be able to change and print a word processing document, create a presentation using *PowerPoint*, add some new numbers to a spreadsheet, and use a handheld computer. This is the series for you. Learn with your peers in a comfortable learning environment. Each of the five three-hour sessions will provide you with the survival skills to take control of another computer application. Join us for one, two, three or more classes. Beginners welcome.

**Recommended for:** Supervisors and administrators with little or no computer experience.

<u>Date(s)</u>	<u>Time</u>
Jan. 5	9:00 a.m. - 12:00 p.m. (Windows & MS Word)
Jan. 7	9:00 a.m. - 12:00 p.m. (MS PowerPoint)
Jan. 12	9:00 a.m. - 12:00 p.m. (MS Excel)
Jan. 21	9:00 a.m. - 12:00 p.m. (Handheld with Palm OS)
Jan. 22	9:00 a.m. - 12:00 p.m. (Handheld with Windows)
Fee:	\$90 per session



## Introduction to Database Design using Microsoft Access

This workshop is for the database designer. If you are responsible for the accurate and consistent compilation of district data for specific reports and need to learn how to design a database for yourself and others, then this workshop is for you. Learn the fine art of analyzing your raw data and modeling the outcome for successful computer design. Bring your current data with you and leave with a new database for your school or district.

**Recommended for:** Participants familiar with basic database terminology.

<u>Date (s)</u>	<u>Time</u>
Jan. 7	9:00 a.m. - 3:00 p.m.
Mar. 23	9:00 a.m. - 3:00 p.m.
Fee:	\$115

## From Excel to Access and Back

Do you have lists of information in an *Excel* spreadsheet? Do you have to download NJDOE reports using *Excel*? Are you limited in how you can extract specifics within *Excel*? Then this half-day workshop is for you. We will show how to import *Excel* worksheets into *Access*, design simple select queries and reports, and then export back to *Excel* for analysis. Bring your spreadsheets with you and leave with the reports you need.

**Recommended for:** Participants familiar with *Excel* and basic database design.

<u>Date(s)</u>	<u>Time</u>
Jan. 28	9:00 a.m. - 12:00 p.m.
Jan. 30	4:00 - 6:30 p.m.
Mar. 8	4:00 - 6:30 p.m.
Fee:	\$80

## Desktop Applications

### Learn to Use a Handheld Computer

Handheld computers are here. Don't be left behind. This session will teach you how to use a handheld computer/PDA and how to synchronize it with your computer. See how convenient it is to use your PDA's calendar, Address Book, To Do List and Memo Pad. Get rid of all those little scraps of paper. We have handheld computers for you to use during this hands-on workshop, or bring your own.

<u>Date (s)</u>	<u>Time</u>
Feb. 2	4:00 - 6:30 p.m. (Windows)
Feb. 3	4:00 - 6:30 p.m. (Palm OS)
May 17	4:00 - 6:30 p.m. (Palm OS)
May 18	4:00 - 6:30 p.m. (Windows)
Fee:	\$80

## Word Processing

### Introduction to Microsoft Word

After this full-day workshop, you won't be able to imagine how you existed without *Microsoft Word*. You will learn to create, save and open documents; change the style and color of text; add borders and shading; and use the spell checker and thesaurus. This course fulfills the "Word Processing" requirement for NJDOE's Beginner Technology Proficiency Level Certificate.

**Recommended for:** Anyone who wants to learn word processing. Some experience using a mouse and Windows is suggested, but not necessary. No experience with *Word* is expected.

<u>Date (s)</u>	<u>Time</u>
Jan. 20	9:00 a.m. - 3:00 p.m.
Feb. 12	9:00 a.m. - 3:00 p.m. (2002 Version)
Mar. 3	9:00 a.m. - 3:00 p.m.
Apr. 20 & 22	4:00 p.m. - 6:30 p.m.
May 7	9:00 a.m. - 3:00 p.m.
Jun. 2	9:00 a.m. - 3:00 p.m.
Jun. 8	9:00 a.m. - 3:00 p.m. (2002 Version)
Fee:	\$115

### Intermediate Microsoft Word

Move beyond the basics of *Microsoft Word*. In this workshop you will learn how to import pictures and other objects, create and customize tables, generate personalized letters to replace form letters, and create and use templates.

**Recommended for:** Users comfortable working in *MS Word*.

<u>Date (s)</u>	<u>Time</u>
Jan. 29	9:00 a.m. - 3:00 p.m.
Mar. 26	9:00 a.m. - 3:00 p.m.
May 12	9:00 a.m. - 3:00 p.m.
Fee:	\$115

### Advanced Microsoft Word

You're comfortable with *Word*, you know templates and tables, but you're sure there's something more. This workshop is for you. First, customize your work space to suit your style. Then learn to use indexes, tables of contents, macros and drawing tools.

**Recommended for:** Users with a good understanding of *Word*.

Participants should be able to use tables and mail merge.

<u>Date (s)</u>	<u>Time</u>
Jan. 9	9:00 a.m. - 3:00 p.m.
Jun. 7	9:00 a.m. - 3:00 p.m.
Fee:	\$115

### When Only Word Can Help

Do you rely solely on *Microsoft Word* for all your tasks? If so, you may find there are times when you need to produce a more professional or formal document, i.e., commencement pamphlets, newsletters, and flyers. This workshop will focus on how to use *Microsoft Word* as a publication and design software producing state of the art materials.

**Recommended for:** Participants familiar with *Word* and *Windows* software.

<u>Date (s)</u>	<u>Time</u>
Jan. 13	9:00 a.m. - 3:00 p.m.
Mar. 19	9:00 a.m. - 3:00 p.m.
Fee:	\$115



## Calendars, Calendars and more Calendars

Do you have to produce a calendar for your class, school, and/or district? Is it a simple calendar to be posted on a bulletin board or a more complex one to be posted to your district Web site? This half-day workshop will focus on calendar design from the simple to complex using Microsoft templates. We will look at *Word*, *Excel* and *PowerPoint* as the software tool for your calendar.

**Recommended for:** Participants familiar with the above listed software.

<u>Date (s)</u>	<u>Time</u>
Jan. 21	4:00 -6:30 p.m.
Fee:	\$80

## Creating a Classroom Newspaper Using Microsoft Publisher

Learn how to create a one-page, double-sided newsletter for your class using *Microsoft Publisher*. This workshop will explore the resources available in the application as well as produce a newsletter or newsletter template to take back to class.

**Recommended for:** Participants who are comfortable using word processing software.

<u>Date (s)</u>	<u>Time</u>
May 6	4:00 - 6:30 p.m.
Jun. 10	4:00 - 6:30 p.m.
Fee:	\$80

See also . . . "Microsoft Word for Math Teachers Grades 7-12" on page 10 and "For Beginners: Special Features of Microsoft Word" on page 11.

## Databases

### Introduction to Microsoft Access Database Use

This workshop is for the person who has inherited a *Microsoft Access* database. Learn how to move within the program to identify the existing objects and how they are to be used. If you find yourself challenged by day-to-day input problems this workshop is for you. Bring your database with you to this workshop and learn to love *Access*.

**Recommended for:** Participants new to databases.

<u>Date (s)</u>	<u>Time</u>
Jan. 26	9:00 a.m. - 3:00 p.m.
Mar. 10	9:00 a.m. - 3:00 p.m.
Fee:	\$115

### Intermediate Microsoft Access Design

Develop a deeper understanding of *MS Access*. Learn how to design and create more complex databases and build sophisticated queries. This workshop will cover data import/export, advanced table properties, advanced queries, designing forms and reports from scratch, macros to automate database tasks, and creating a menu-driven application.

**Recommended for:** Participants who have completed *Introduction to MS Access Design* or possess basic skills in database and table design.

<u>Date (s)</u>	<u>Time</u>
Mar. 22	9:00 a.m. - 3:00 p.m.
Fee:	\$115

See also . . . "From Excel to Access and Back" on page 13.

## Spreadsheets

### Introduction to Microsoft Excel

Ready for the next step beyond calculators? This full-day workshop will cover the skills needed to create basic spreadsheets using *Microsoft Excel*. Learn to create, save and open spreadsheets; enter and edit data in a spreadsheet; build formulas and create charts. This course fulfills the "Introduction to Spreadsheet and Graphing" requirement for NJDOE's Beginner Technology Proficiency Level Certificate.

**Recommended for:** Anyone interested in creating spreadsheets. Experience using a mouse is needed.

<u>Date (s)</u>	<u>Time</u>
Jan. 27	9:00 a.m. - 3:00 p.m.
Mar. 11	9:00 a.m. - 3:00 p.m. (2002 Version)
May 11	9:00 a.m. - 3:00 p.m.
Jun. 4	9:00 a.m. - 3:00 p.m.
Jun. 16	9:00 a.m. - 3:00 p.m. (2002 Version)
Fee:	\$115

### Intermediate Microsoft Excel

Take *Excel* to the next level. First, get some tips to increase your efficiency: keyboard shortcuts, handy functions, and pitfalls to avoid. Then, learn to use the database analysis functions of *Excel*: sorting, filtering and pivot tables. Finally, learn to create and use macros to automate those repetitive tasks.

**Recommended for:** Experienced users of *Microsoft Excel*.

<u>Date (s)</u>	<u>Time</u>
Feb. 23	9:00 a.m. - 3:00 p.m.
Apr. 14	9:00 a.m. - 3:00 p.m.
May 25	9:00 a.m. - 3:00 p.m.
Fee:	\$115

### Advanced Microsoft Excel

Are you an experienced *Excel* user who is looking for ideas on how to maximize *Excel's* features? If yes, this workshop is for you. You will work with sample workbooks to perform a variety of tasks like outlining and consolidating data; working with lists and databases; importing and exporting data and using workgroup features to share data with colleagues. Discover better ways to analyze data and find solutions using *Excel's* spreadsheet creation tools and powerful Web integration.

**Recommended for:** Participants who have completed *Intermediate Excel* and/or have mastered filtering and pivot tables.

<u>Date (s)</u>	<u>Time</u>
Mar. 12	9:00 a.m. - 3:00 p.m.
May 19	9:00 a.m. - 3:00 p.m.
Fee:	\$115

See also . . . "Project-Based Activities for Math/Science Using Excel (Grades 6-8)" on page 10.



## Multimedia

### Digital Portfolios

See the possibilities offered by digital portfolios in capturing what your students have learned. Use a microphone to capture a singer's talent or a new reader's abilities, use a digital camera to record a sculpture or science project, use a scanner to bring in a finger-painting or watercolor piece. Then pull it all together with software and produce a CD-ROM that brings that student's accomplishments to life in a way that a letter grade never can.

**Recommended for:** Those with some computer knowledge.

<u>Date (s)</u>	<u>Time</u>
Jan. 2	9:00 a.m. - 3:00 p.m.
Feb. 17	9:00 a.m. - 3:00 p.m.
May 18	9:00 a.m. - 3:00 p.m.
Fee:	\$115

### Introduction to Microsoft PowerPoint

This full-day workshop will enable participants to create multimedia presentations to support all aspects of teaching and learning. Participants will explore features in *PowerPoint*, which bring slides to life. You will learn how to animate your slides and how to add interesting transitions between slides. This course fulfills the "Introduction to Multimedia" requirement for NJDOE's Beginner Technology Proficiency Level Certificate. Please bring curriculum materials with you.

**Recommended for:** Anyone who wants to create dynamic presentations. Some computer experience is required.

<u>Date (s)</u>	<u>Time</u>
Jan. 6	9:00 a.m. - 3:00 p.m.
Mar. 9	9:00 a.m. - 3:00 p.m.
Apr. 13	9:00 a.m. - 3:00 p.m. (2002 Version)
May 5	9:00 a.m. - 3:00 p.m.
Jun. 17	9:00 a.m. - 3:00 p.m. (2002 Version)
Fee:	\$115

### Microsoft PowerPoint Narrated Presentations

Would you like to have all your students drawn into your class presentation? If your students are limited in their ability to view your presentation, why not learn to add narration and grab everyone's attention. This half-day workshop will show you how to record and play back your words to enhance your lesson.

**Recommended for:** Teachers familiar with *PowerPoint* and looking for classroom presentation solutions.

<u>Date (s)</u>	<u>Time</u>
Jan. 9	4:00 - 6:30 p.m.
Fee:	\$80

### Working with Paint Programs

This workshop is for teachers who need to learn the basics of a paint program so they can crop, resize, darken, lighten, add text, etc. to enhance their graphics for use in multimedia projects. In addition to manipulating graphics, you will also learn to create text with "special effects."

**Recommended for:** All grade levels.

<u>Date (s)</u>	<u>Time</u>
Jan. 22	4:00 - 6:30 p.m.
Fee:	\$80

### Technology Projects using Microsoft Publisher

This workshop will review and model some of the multimedia projects that are possible using *Microsoft Publisher*, for example, subject-based calendars, historic postcards, and talking books. These are simple projects that can be used to enhance your curriculum.

**Recommended for:** Elementary teachers.

<u>Date (s)</u>	<u>Time</u>
Jan. 26	4:00 - 6:30 p.m.
Fee:	\$80

### Intermediate Microsoft PowerPoint

Come and expand your *PowerPoint* skills. You will learn how to add hyperlinks, sound, and action buttons. Bring your own curriculum materials and/or an existing *PowerPoint* presentation along and you'll take back an amazing classroom-ready slide show.

**Recommended for:** Participants who have completed *Introduction to Microsoft PowerPoint*.

<u>Date (s)</u>	<u>Time</u>
Jan. 28	9:00 a.m. - 3:00 p.m.
Feb. 20	9:00 a.m. - 3:00 p.m.
Jun. 10	9:00 a.m. - 3:00 p.m.
Fee:	\$115

### Advanced Microsoft PowerPoint

Come and expand your *PowerPoint* skills. You will learn how to add hyperlinks, sound, and action buttons. Bring your own curriculum materials and/or an existing *PowerPoint* presentation along and you'll take back an amazing classroom-ready slide show.

**Recommended for:** Participants who have completed *Introductory and Intermediate PowerPoint*.

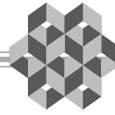
<u>Date(s)</u>	<u>Time</u>
Feb. 19	9:00 a.m. - 3:00 p.m.
Mar. 15	9:00 a.m. - 3:00 p.m.
Jun. 14	9:00 a.m. - 3:00 p.m.
Fee:	\$115

### Introduction to Adobe PageMaker

Learn to use a top professional desktop publishing program. Adobe's *PageMaker* is a powerful tool for creating print publications. The workshop will cover creating a publication with text, columns and graphics. Sizing, alteration, and rotation of text and graphics are some of the skills that will be taught.

**Recommended for:** Participants who are very comfortable with word processing.

<u>Date (s)</u>	<u>Time</u>
Feb. 3 & 5	4:00 - 6:30 p.m.
Mar. 18	9:00 a.m. - 3:00 p.m.
Jun. 15	9:00 a.m. - 3:00 p.m.
Fee:	\$115



### Let's Make Movies: XP Movie Maker



The focus of this workshop is to provide a view of how video production can enhance the teaching and learning environment. Hands-on instruction in the creation of digital content using *Windows XP and Movie Maker* will illustrate how these tools can reshape the learning environment. So join us and make your own movies.

**Recommended for:** Anyone interested in creating digital movies.

<u>Date(s)</u>	<u>Time</u>
Feb. 6	9:00 a.m. - 3:00 p.m.
Mar. 31	9:00 a.m. - 3:00 p.m.
May 27	9:00 a.m. - 3:00 p.m.
Fee:	\$115

### Introduction to Adobe Photoshop for the Visual Arts

Would you like to use *Photoshop* to embellish reports, plans, documents and letters? Want to learn to how to use, manipulate and adapt this powerful software tool for educational purposes? If you do, attend this session, which focuses on artistic statement across the content areas and focuses on student and teacher creativity.

**Recommended for:** Computer users with some knowledge of *Photoshop* or other image composition software.

<u>Date (s)</u>	<u>Time</u>
Feb. 10	9:00 a.m. - 3:00 p.m.
May 14	9:00 a.m. - 3:00 p.m.
Fee:	\$115

### PowerPoint: The Power of Templates

Why start your presentation from scratch when there are great templates online to help you begin? This session will show you how to locate educational, entertaining templates online and then let you practice pointing and clicking your way to a finished presentation. See how templates can help you create exciting review sessions for your students. Bring a content area textbook or other classroom materials with you and return with a dynamic presentation you and your students will enjoy.

**Recommended for:** Interested educators, grades 2-8, who are just past the beginner stage of using *PowerPoint*.

<u>Date (s)</u>	<u>Time</u>
Feb. 11	4:00 - 6:30 p.m.
Jun. 1	4:00 - 6:30 p.m.
Fee:	\$80

### Scanner Solutions

Do you sometimes wonder if the scanner is a helpful tool or just a dust collector? You scan documents, pictures, images, and other materials only to find the process of working with the scanner software is too complex. This workshop will offer hands-on exercises so participants can duplicate their problem and develop workable solutions. Please bring your most difficult scanning problem to the workshop and leave with a solution and a smile.

**Recommended for:** Participants familiar with Windows file management and basic word processing.

<u>Date (s)</u>	<u>Time</u>
Feb. 24	4:00 - 6:30 p.m.
Jun. 10	4:00 - 6:30 p.m.
Fee:	\$80

### Get the Red Out using Adobe Photoshop



This workshop is for anyone who needs to learn the basics of a correcting a picture with red eye. In addition, participants will learn to crop, resize, darken, lighten, add text, etc. to enhance their pictures for personal or professional use. This 2 1/2 hour workshop will focus on fixing photos.

**Recommended for:** All familiar with digital pictures and related software.

<u>Date (s)</u>	<u>Time</u>
Mar. 23	4:00 - 6:30 p.m.
Apr. 27	4:00 - 6:30 p.m.
May 27	4:00 - 6:30 p.m.
Fee:	\$80

### Multimedia Book Reports

Learn how you can use the Internet and *PowerPoint* to make electronic book reports. This workshop will teach you how to extend your students' writing experience by providing them with the tools to use non-textual visual and audio information to better communicate their ideas.

**Recommended for:** Language arts teachers from elementary to high school.

<u>Date(s)</u>	<u>Time</u>
Apr. 15	9:00 a.m. - 3:00 p.m.
Jun. 8	9:00 a.m. - 3:00 p.m.
Fee:	\$115

### PowerPoint on the Internet

This workshop is a combination of *PowerPoint* lessons. It will cover several of the more sophisticated *PowerPoint* software skills and also demonstrate how you can put your notes and student projects on the web.

**Recommended for:** Anyone who is familiar with *PowerPoint*.

<u>Date (s)</u>	<u>Time</u>
May 24	9:00 a.m. - 3:00 p.m.
Fee:	\$115

### Intermediate Adobe Photoshop



This intermediate level workshop will introduce *Photoshop* users to an expanded range of tools including the vector and shape tools, color correction and image enhancement skills. Students also learn a variety of masking and extraction techniques such as layer masks and clipping groups. You'll become more confident with the fundamentals by doing hands-on exercises. Participants are urged to bring (3) images to scan for a composite that will serve as a workshop project.

**Recommended for:** Graduates of *Introduction to Adobe Photoshop* or those with a working knowledge of *Photoshop*.

<u>Date (s)</u>	<u>Time</u>
Jun. 11	9:00 a.m. - 3:00 p.m.
Fee:	\$115



## Web Design

### Create a Web Page 1, 2, 3...

Want to create your own web site? Not sure where to begin? This workshop will take you step-by-step through the web site creation process. Begin with a simple page. Add links, color, images, a background, sound, animation, and a message banner. Create a professional layout using tables. We will search and evaluate free web design software, free web server space, and a free web-based email address.

**Recommended for:** Participants familiar with word processing and Web terminology.

<u>Date (s)</u>	<u>Time</u>
Jan. 12	4:00 - 6:30 p.m.
Mar. 25	4:00 - 6:30 p.m.
Fee:	\$80

### Introduction to Microsoft FrontPage 2000

If your district software is *FrontPage*, then this will be a valuable workshop for you. Site management is crucial to the effectiveness of your Web site, and *FrontPage* is an excellent tool for managing files, links, etc. This workshop will cover the basics of creating and managing a Web site using *FrontPage 2000 and 2002*.

**Recommended for:** Users comfortable with Windows or Macintosh. Experience with the mouse is required.

<u>Date (s)</u>	<u>Time</u>
Jan. 6	9:00 a.m. - 3:00 p.m.
Feb. 9	9:00 a.m. - 3:00 p.m.
Apr. 19	9:00 a.m. - 3:00 p.m.
May 13	9:00 a.m. - 3:00 p.m.
Fee:	\$115

### Intermediate Microsoft FrontPage 2000

Go beyond the basics with *Microsoft FrontPage 2000*. Participants will learn tips and tricks to enhance a Web site, including how to add background sound to a page; make text change colors when a user's mouse is moved over it; create custom hit counters; perform basic image editing; create a scrolling script; and add meta tags to have pages indexed by search engines.

**Recommended for:** Participants who have completed *Introduction to Microsoft FrontPage*.

<u>Date (s)</u>	<u>Time</u>
Jan. 22	9:00 a.m. - 3:00 p.m.
Mar. 4	9:00 a.m. - 3:00 p.m.
Apr. 23	9:00 a.m. - 3:00 p.m.
Fee:	\$115

### Inspiration and Kidspiration as Web Tools

You have introduced *Inspiration* and/or *Kidspiration* to your class but did you know that you could use this software as a Web tool? Come in and learn to design a navigation graphic for your class Web site. We will design, save, export, and upload graphics and pages inspired by *Inspiration* and *Kidspiration*.

**Recommended for:** Participants wanting more from *Inspiration/Kidspiration*.

<u>Date (s)</u>	<u>Time</u>
Jan. 15	4:00 - 6:30 p.m.
Fee:	\$80

### Introduction to Macromedia's Flash 5.0

This workshop will provide the participant with information to create *Flash* movies. Web designers use *Flash* to create navigation controls, animated logos and long-form animations with synchronized sound. *Flash* movies are compact, vector graphics, so they download rapidly and scale to the viewer's screen size. You'll learn to create a movie by drawing or importing artwork to create a sensory-rich Website. You make the movie interactive by making it respond to events and to change in specified ways. When the movie is complete, you export it as a *Flash* Player movie, embed it within an HTML page, and transfer it and the HTML page to a Web server.

**Recommended for:** Those with a working knowledge of computers and operating systems.

<u>Date (s)</u>	<u>Time</u>
Jan. 8	9:00 a.m. - 3:00 p.m.
May 20	9:00 a.m. - 3:00 p.m.
Fee:	\$115

### Intermediate Macromedia's Flash 5.0

This workshop builds on the *Introduction to Macromedia Flash 5.0*. We'll learn about using the Library window, working with folders, sorting items, renaming items and deleting items in the Library window. We'll update imported files, use library menus, inspectors and context menus. View the stage zoom and view commands. Participants will leave with a *Flash* movie to take back to the classroom.

**Recommended for:** Graduates of *Introduction to Macromedia's Introduction to Flash 5.0*.

<u>Date (s)</u>	<u>Time</u>
Feb. 13	9:00 a.m. - 3:00 p.m.
Fee:	\$115

### Introduction to Macromedia's Dreamweaver 4.0

Come and get started with *Dreamweaver*. We'll set up a Web site by creating and organizing files, building and managing site structure, and checking links. We'll examine *Dreamweaver* properties, horizontal rules, lists, background and text colors. Learn to insert and position your images and setup both internal and external hyperlinks.

**Recommended for:** Users with a working knowledge of the Internet and word processing software.

<u>Date (s)</u>	<u>Time</u>
Jan. 23	9:00 a.m. - 3:00 p.m.
Mar. 15	9:00 a.m. - 3:00 p.m.
Fee:	\$115

### Intermediate Macromedia's Dreamweaver 4.0

This workshop will focus on creating an image map, layers, style sheets and links. We'll create a simple table and arrange images within the tables. The intermediate levels of *Dreamweaver* explore the creating, adding, changing and making library items editable as part of the library feature. Before ending for the day, we'll create, save and use a template.

**Recommended for:** Users who have completed *Introduction to Macromedia's Dreamweaver 4.0*.

<u>Date (s)</u>	<u>Time</u>
Feb. 2	9:00 a.m. - 3:00 p.m.
Apr. 15	9:00 a.m. - 3:00 p.m.
May 6	9:00 a.m. - 3:00 p.m.
Fee:	\$115



### Visual Arts using Macromedia's Fireworks 4.0

This workshop focuses on the basics of design editable Web graphics and animations. Create graphics using some of the best features of both vector and bitmap graphic applications in a single application. You'll learn object flexibility and apply bitmap effects including bevels, glows, drop shadows, and filters. *Fireworks* automatically minimizes file size, resulting in fast-loading Web sites. Get the basic tools to add interactivity to your Web.

**Recommended for:** Those with a working knowledge of computers and operating systems.

<u>Date(s)</u>	<u>Time</u>
Feb. 18	9:00 a.m. - 3:00 p.m.
Apr. 16	9:00 a.m. - 3:00 p.m.
Fee:	\$115

### Creating a Teacher Web Page

Using *FrontPage*, learn how to create a simple but useful teacher web page. See how your page can be used to enhance your classroom activities. Bring ideas and materials with you, and you can leave with a teacher page up and running.

**Required:** Participants must have access to e-mail and the Internet. Basic background in word processing skills is necessary.

<u>Date(s)</u>	<u>Time</u>
Feb. 27	9:00 a.m. - 3:00 p.m.
Fee:	\$115

### Classroom Web Page Development with Netscape Composer (K-12)



Jazz up your web page! Do you need help in making your own home page? Do you need help in updating your existing home page? Or would you like to make additional web pages to link to your home page? Come to this session to do it all! You will learn how to create new web pages, link to other pages, add graphics, upload your webpages, and much more. Be sure to come to the session with your ideas for a productive make-and-take session.

<u>Date(s)</u>	<u>Time</u>
May 12	9:00 a.m. - 3:00 p.m.
Fee:	\$115

## Internet-Based Workshops

### Beginner Internet

Want to "surf" the Net? This workshop will explain the Internet, then focus on giving participants the skills necessary to explore the World Wide Web. Search engines and favorites/bookmarking will be covered. Special attention will be given to Web sites of use to educators. This course fulfills the "Introduction to the Internet" requirement for NJDOE's Beginner Technology Proficiency Level Certificate.

**Recommended for:** Anyone interested in using the Internet. No computer knowledge is required, though experience with a mouse would be useful.

<u>Date(s)</u>	<u>Time</u>
Jan. 2	9:00 a.m. - 3:00 p.m.
Feb. 13	9:00 a.m. - 3:00 p.m.
May 21	9:00 a.m. - 3:00 p.m.
Fee:	\$115

### Design a Social Studies Treasure Hunt on the Internet

Learn to design an Internet treasure hunt loaded with activities that will get your students searching for specific information. Your students can have fun while they are learning some critical thinking skills. In this workshop you will surf the Internet for appropriate sites, download pictures, generate questions/clues and put it all together using *Microsoft Word*.

**Recommended for:** Anyone experienced with Internet surfing and word processing software.

<u>Date(s)</u>	<u>Time</u>
Jan. 5	9:00 a.m. - 3:00 p.m.
Fee:	\$115
Mar. 18	4:00 - 6:30 p.m.
Fee:	\$80

### Cyber Cheating/Cyber Truth

(An important workshop for teachers grades 7-12 whose students do research on the Internet)

Are your students turning in papers that don't sound like their own words? Are they doing "copy and paste" essays with information from the Internet? Are they passing off others people's work as their own by not properly citing the sources of their information? Participate in this workshop and learn techniques to limit plagiarism, teach students how to do research on the Internet and properly cite online resources. Get one step ahead of your students by learning about "copy and paste" research, Internet "cheat sites" that provide students with essays and term papers and learn how you can easily detect most plagiarized text. Since anyone can put up a web site about anything we will also cover activities to help students develop essential skills necessary for evaluating online information for validity and accuracy.

<u>Date(s)</u>	<u>Time</u>
Feb. 10	4:00 - 6:30 p.m.
Fee:	\$80



### Free Teacher Tools on the Internet

There is a wealth of FREE instructional resources for teachers on the Internet. Learn how the Internet can work for you. During this hands-on workshop you will learn how to create an on-line quiz, post homework and grades, and create "free and easy" WebPages, hotlists, and treasure hunts. You will also learn how to store Bookmarks/Favorites, Word documents, PowerPoint presentations and other files right online for easy access anywhere, anytime.

**Recommended for:** All teachers, Internet experience helpful but not necessary.

<u>Date (s)</u>	<u>Time</u>
Jan. 14	4:00 - 6:30 p.m.
Apr. 27	4:00 - 6:30 p.m.
Fee:	\$80

### Mining the Internet

Use the Internet for effective technology integration. Learn how to use the Web for research and everyday classroom activities. Using simple but effective sites, you can learn to integrate technology without being a computer whiz. Sites that incorporate weather, writing, vocabulary, reading, math and theme-based lessons will be discussed and explored. Learn how to evaluate sites and to incorporate their content into the curriculum frameworks. Basic knowledge of a computer and some knowledge of the Internet is helpful.

**Recommended for:** All teachers.

<u>Date (s)</u>	<u>Time</u>
Feb. 19	9:00 a.m. - 3:00 p.m.
May 17	9:00 a.m. - 3:00 p.m.
Fee:	\$115

### Using E-Mail as a Message Center

Faster than ordinary mail, cheaper than faxes or phone calls, e-mail is a valuable communication tool. Come set up an e-mail account, then learn how to send e-mail messages. Check your inbox, read and reply to messages. If you know people with an e-mail address, bring the addresses to the workshop and drop them a line.

**Recommended for:** Anyone who needs to send and receive e-mail. No computer knowledge is necessary, but some experience with a mouse would be helpful.

<u>Date(s)</u>	<u>Time</u>
Feb. 25	4:00 - 6:30 p.m.
Fee:	\$80

### K- 8 Web Watch

Experience some of the top rated educational websites on the Internet today. Learn how to put these sites to use for both you and your students. Our "Top 10 List" includes educational sites to enhance the curriculum and utility sites to be used by educators. Learn how to use some of the best search engines available. Internet safety for both home and school will also be discussed.

<u>Date (s)</u>	<u>Time</u>
Mar. 10	4:00 - 6:30 p.m.
Fee:	\$80

### Collaborative Internet Projects

Collaborative Internet projects are opportunities for schools to join in curriculum enhancing activities that are interdisciplinary by nature. Collaborative Internet projects use the Internet to its fullest potential – to communicate with students around the world on commonalities and differences in all subject areas. This powerful communication bridges schools around the world with inquiry-based learning opportunities. This session will introduce the participant to a variety of collaborative Internet projects and tips for successful involvement. The process for developing and promoting the participant's own Collaborative Internet project, using a guiding template, will also be covered.

**Recommended for:** K-12 teachers and supervisors with browser experience.

<u>Date(s)</u>	<u>Time</u>
Apr. 21	9:00 a.m. - 3:00 p.m.
Jun. 8	9:00 a.m. - 3:00 p.m.
Fee:	\$115

## Operating Systems

### Windows XP



Are you having trouble finding the file you saved or downloaded yesterday? Would you like to know how to make Windows XP run like your older version of Windows? Beginning with the basics, this workshop explains the way to navigate the new Start menu and taskbar with ease, personalize XP for each member of your family or department, and set up a secure Internet connection while having a good time with digital photos, music, and videos. Join us for an afternoon of fun.

**Recommended for:** Anyone wishing to learn about the power of Windows XP.

<u>Date (s)</u>	<u>Time</u>
Feb. 5	4:00 - 6:30 p.m.
Mar. 16	4:00 - 6:30 p.m.
Apr. 29	4:00 - 6:30 p.m.
May 25	4:00 - 6:30 p.m.
Fee:	\$80



## Registration Questions

### **Who can register for the workshops?**

The ETTC exists to serve the school districts of Middlesex County. All Middlesex County public and private school employees are eligible.

Employees of school districts outside Middlesex County are welcome to participate in workshops on a space-available basis.

### **How do I register?**

Send in the completed registration form. Registrations must be accompanied by payment in full. Payment can be made by purchase order or check. Registrations initiated by an administrator, including faxed registrations, will be accepted, but payment must be received two weeks before the start of the workshop. You can also register online at [www.techtrain.org](http://www.techtrain.org).

To learn whether space is available in a particular workshop, call Lucy Nota at (732) 613-6607. In the event that a workshop fills up, we will try to add more sections.

### **How do I fill out the form?**

If you have not registered for an ETTC class before, please fill in all the information. If you have registered before, you only need to give us your name, school and district, along with the information on the workshop you wish to attend.

The **Preliminary Approval** space is for the initials of an administrator, provisionally approving your attendance. This approval is necessary only for participants who want us to hold a spot until payment can be sent to us.

### **How will I know if I am registered?**

Confirmation letters are sent out two weeks before the start of the workshop. Please call the ETTC if you do not receive a letter.

### **How much do workshops cost?**

The fee for each workshop is listed at the end of the workshop description in the catalog. Materials costs are included in the fees, unless otherwise noted.

### **How can I pay?**

Payment can be made by purchase order, check, money order or voucher. Payment should be to the order of "East Brunswick Board of Education / ETTC."

### **What if no one else registers for a workshop?**

In the event of insufficient registration for a workshop, that workshop will be cancelled, you will be notified, and all fees will be refunded.

### **What if there is inclement weather?**

If East Brunswick Public Schools are closed, all workshops will be rescheduled on another day. If East Brunswick has a delayed opening, workshops will begin at 10:00 a.m.; after school workshops will start as scheduled. Closings and delayed openings are broadcast on WCTC 1450 AM and WNJ 101.5 FM. There will also be a recording on the ETTC phone at 732-613-6607.

### **What if I register, then can't come?**

If a registered participant chooses to withdraw from a workshop, notification must be sent to the ETTC by mail or fax. If withdrawing more than two weeks prior to the start of the workshop, the participant will receive a refund of the workshop fee.

### **Can I send someone to a workshop in my place?**

Participants who are unable to attend a workshop may send a substitute at no extra cost.

Substitutes should be employees of the same district and should identify themselves as substitutes at registration.

### **When do workshops start?**

Workshops will start promptly at the time listed in the catalog. Please plan to arrive at least ten minutes before the start time to register and enjoy some refreshments. Participants should also be prepared for the likelihood of heavy traffic on Route 18.

### **Where are the workshops?**

Unless otherwise noted, workshops are conducted in the ETTC, located in the East Brunswick Administration Building, 760 Route 18, East Brunswick. A map and directions will be sent to you before the workshop.

### **What if my district wants a workshop not in the catalog?**

The resources of the ETTC are available to meet the needs of districts. Possible services include workshops dedicated to a single district, either at the ETTC or a computer lab in that district; use of the ETTC facilities for workshops conducted by outside contractors; and the development of workshops customized to district needs. Fees will depend on the service requested.

### **Where can I get more information?**

On the Web: [www.techtrain.org](http://www.techtrain.org)

Telephone: (732) 613-6607

Fax: (732) 613-6608

E-mail: [ETTC\\_Middlesex@rocketmail.com](mailto:ETTC_Middlesex@rocketmail.com)



## Directions to ETTC of Middlesex County

### From the New Jersey Turnpike

Take the Turnpike to Exit 9. After the toll booths, bear left to Route 18 south, East Brunswick. Travel approximately five miles to Rues Lane. Take the jughandle across the highway to Route 18 North. Approximately 1/4 mile after the jughandle, turn right at U and proceed past IHOP, bear right and follow signs to 760, which is behind the McIntosh Motor Inn and Work Out World. The ETTC is located at the far end of the building.

### From the Garden State Parkway (North Jersey)

Take Exit 129 to the NJ Turnpike and follow the directions above.

### From the shore (GSP or Route 18 from the South)

Take the GSP to Exit 105 to Route 18 North and follow the directions above.

### From Route 1, North or South

Take Route 1 to Route 18 South and follow directions above.

### From Route 287

Take Route 287 to the the Highland Park/River Road Exit #9. Take River Road Southeast to Route #18 South and follow the directions above.

## Middlesex ETTC Registration Form

Please make photocopies of this sheet. Please complete a form for each workshop you want to attend. Registration will not be accepted without payment. For more information, see the registration instructions in this brochure.

Preliminary approval: \_\_\_\_\_  
(If necessary; see instructions for details.)

Workshop Date: \_\_\_\_\_

Workshop Title: \_\_\_\_\_

Cost: \_\_\_\_\_ Payment method: Check \_\_\_\_\_ Purchase Order \_\_\_\_\_ Membership Voucher \_\_\_\_\_

First name: \_\_\_\_\_ Last name: \_\_\_\_\_

School: \_\_\_\_\_

District: \_\_\_\_\_

County: \_\_\_\_\_

### Complete the section below only the first time you register.

Title /position: \_\_\_\_\_

Grade level taught: \_\_\_\_\_ Number of students scheduled to teach this year: \_\_\_\_\_

**School:** Street: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**Home:** Street: \_\_\_\_\_ City: \_\_\_\_\_

Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

### Make checks payable to East Brunswick Board of Education/ETTC

Send completed registration, with payment, to:  
Middlesex ETTC • 760 Route 18 East Brunswick, NJ 08816

Questions? Call (732) 613-6607

FAX: 732-613-6608

# ETTC - Middlesex

## The answer to your technology staff development needs

The workshops listed in this catalog are only a part of the services available from the ETTC Middlesex.

The ETTC will meet all your district's technology-related staff development needs. As a beginning, we deliver custom workshops for Staff Development Days at your site or ours. However, we also offer a more comprehensive range of services. We can:

- complete a survey of available technology in your district, school or department;
- conduct a needs assessment of teachers' skills; the technology available and level of skills;
- track teacher progress; and
- describe the results to you in regular reports.

Of course, the staff development program will be based on the NJ Core Curriculum Content Standards.

If you have special staff development needs, please contact Karen Warner, ETTC Director.

Telephone: (732) 613-6607

Fax: (732) 613-6608

E-mail: [ETTC\\_Middlesex@rocketmail.com](mailto:ETTC_Middlesex@rocketmail.com)

East Brunswick Public Schools  
760 Route 18  
East Brunswick, NJ 08816

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