Bergen County ETTC
Spring & Summer 2010 Workshop Schedule

CLASSIC'S

101   PowerPoint I
Learn how to create presentations with PowerPoint. This workshop includes beginning a presentation; using templates; placing, editing and formatting text, graphics and backgrounds. Participants will also learn how to print presentation handouts. Leave this workshop with a good overall understanding of the program and the ability to create and edit PowerPoint presentations.
Used with Microsoft Office 2007.

03/09/10	9am – 1pm	$75	Presenter:	Mark DeBenedictis

102   Perk-up your PowerPoint
The goal of this hands-on workshop is to familiarize users with some of the advanced features of PowerPoint. This includes audio and video files, establishing links, graphing and charting tools, slide transitions, action settings and master slide settings. Participants will also learn how to set slide timings, create automatically repeating slide shows, and even record narration.
Used with Microsoft Office 2007.
Recommended for those with basic PowerPoint proficiency.

05/11/10	9am – 1pm	$75	Presenter:	Mark DeBenedictis

103   Beginner Excel 2007
This workshop is for the basic user with little or no experience in Excel. The workshop will include general navigation and knowledge of Excel 2007, entering and editing data, formatting text, basic formulas and modifying the appearance of the worksheet and how to enter and format information and data. Information will also be provided for those using Excel 2003 and Mac.

03/22/10	9am – 1pm	$75	Presenter:	Mark DeBenedictis

104   Intermediate Excel 2007
This workshop is for the user with basic knowledge, looking to utilize Excel 2007 in a more productive way. The workshop will include viewing data, using multiple worksheets, advanced formatting, data sorting/filtering and charting/graphing. The focus is on formatting and presenting information using both databases and charts to analyze data. Information will also be provided for those using Excel 2003 and Mac.

04/13/10	9am – 12pm	$60	Presenter:	Mark DeBenedictis

105   Microsoft Word *"PLUS"*
This workshop focuses on the additional features in Word 2007. Areas covered are Forms, Tables, Mail Merge, Footnotes and Captions, Shortcuts, Inserting Media, Labels and Envelopes. This workshop is intended for users of Word that want to enhance their knowledge and skills.

02/18/10	9am- 1pm	$75	Presenter:	Mark DeBenedictis

106   Make and Take Activities in Word
Do you want to create fun certificates, bookmarks, or greeting cards for your classroom? Do you want to create dynamic newsletters and fliers but have no access to graphic design programs? All you need is Word! Have some ideas ready and take home a handful of completed projects.
Prerequisite: **MUST** be proficient in Word.

03/18/10	9am – 12pm	$60	Presenter:	Farrah Rosenthal

107   The *New* Microsoft Office 2007
This course is an overview of the changes from Microsoft Office 2003 to Microsoft Office 2007.

03/29/10	9am – 1pm	$75	Presenter:	Mark De Benedictis

SMARTBOARD

201   SmartBoard for Beginners I

This workshop is an introduction to the SmartBoard interactive whiteboard. It will provide the basics about setup procedures and hardware components. Participants will also explore and learn how to utilize the basic tools available in Smart Notebook version 10.0 software and pre-made resources available in the gallery and lesson activity toolkit. The instructor will demonstrate activities and resources that can maximize the potential of the SmartBoard for different learning styles, support inclusion, increase the quality of classroom discussions and enhance student's creativity and exploration.

02/02/10	9am – 1pm	$100	Presenters:	Wendy Gill
04/19/10	9am – 1pm	$100		Pam Havecker

202   SmartBoard for Beginners II

This workshop will focus on the lesson activity toolkit as well as integrating smart friendly websites and resources into your Smart notebooks to enhance your lessons and differentiate instruction. Advanced features will include mastering the tools in the lesson activity toolkit, integrating audio/video components into your lesson, organizing notebook pages into groups and creating your own theme pages. Participants will create SmartBoard lessons and activities to take with them.

Recommended for those with basic SmartBoard skills.

03/31/10	9am – 1pm	$100	Presenters:	Wendy Gill
05/12/10	9am – 1pm	$100		Louise Ortiz

NEW   203   SmartBoard for Beginners

This will be a full day, slow paced workshop for the true beginner. Participants will spend more time searching, practicing and creating as well as utilizing tools, toolbars, the gallery and lesson activity toolkit.

06/14/10	9am – 3pm	$125	Presenter:	Wendy Gill

NEW   204   SmartBoard Activities for Elementary Math

Teachers will participate in a hands-on training creating elementary math lessons and embedding interactive websites. For grades K-5, find exciting resources for your classroom to use with the SmartBoard in your class. Incorporate basic skills and 21st century tools to engage your students. *Prerequisite:* **SmartBoard for Beginners I.**

02/19/10	9am – 1pm	$100		
06/04/10	9am – 1pm	$100	Presenter:	Pam Havecker

NEW   205   Language Arts Literacy Activities for SmartBoard Interactive Whiteboard

Explore and create engaging Language Arts Literacy activities and lessons for grades K-6 using SmartBoard interactive whiteboard technology. Participants should have experience and basic knowledge of the SmartBoard. Participants are encouraged to bring a flash drive to save activities made during the workshop!

02/25/10	9am – 1pm	$100		
03/19/10	9am – 1pm	$100	Presenter:	Louise Ortiz
04/30/10	9am – 1pm	$100		

NEW   206   Introduction to SmartBoard SE, Student Edition

This workshop will focus on SMART Notebook SE. The Student Edition offers many of the same creative tools and features as SMART Notebook software. However, this interactive learning software can be personalized to help students complete schoolwork, take notes, manage due dates and organize digital material. The Notebook SE USB bracelet is ideal for students who don't have access to their own computer. They can complete homework or assignments on any computer and take the software and their files with them wherever they go. **Workshop includes 2 drawings for SmartBoard SE USB Bracelets!**
Prerequisite: **SmartBoard for Beginners or equivalent experience.**

02/22/10	9am – 1pm	$100	Presenter:	Wendy Gill

NEW   207   Differentiate Instruction with SmartBoard Notebook

This workshop will focus on utilizing SmartBoard Notebook software to differentiate instruction. Lessons focus on content that supports visual, auditory and tactile/kinesthetic learners. Participants will create charts, graphs, manipulatives and audio clips to integrate into short Notebook activities.

Free 1 GB Flash Drive to take activities with you.   *Prerequisite:* **SmartBoard for Beginners or equivalent experience.**

03/15/10	9am – 1pm	$100		
05/19/10	9am – 1pm	$100	Presenter:	Wendy Gill

301   Kidspiration, Inspiration, and InspireData

During this workshop, participants will explore Kidspiration, Inspiration, and InspireData, which help students visualize, organize and develop their great ideas. Learn how your students can use Kidspiration and Inspiration to brainstorm ideas with pictures and words, organize and categorize information visually. InspireData lets students plot, animate, and analyze data using a variety of graphing tools, including Venn diagrams, stack charts, pie charts, and axis plots... In addition to learning the basics of how to use the various tools, you will explore and create your own activities you can use to meet the specific needs of students in your classroom, including those with learning challenges.

04/23/10   9am – 12pm $60   Presenter: Farrah Rosenthal

302   Boardmaker…and Beyond!

Boardmaker is not all communication boards and daily schedules. Come and discover fresh new ideas for using Boardmaker to create game boards, notes home from students, worksheets, and more.

04/28/10   9am – 12pm $60   Presenter: Farrah Rosenthal

303   Classroom Suite 4

This beginner level workshop designed for educators, SLPs, OTs, AT specialists, paraprofessionals and parents who are new to *Classroom Suite 4*. The workshop will enable Educators to understand how to use Classroom Suite to teach early concepts, reading, writing, and math to students struggling with learning disabilities and/or access issues. Participants will have hands on opportunity to create loads of activities to take back to their students. Mac and PC computers are available.
Bring your USB drive!

04/29/10   9am – 12pm $60   Presenter: Farrah Rosenthal

304   Thinkfinity – FREE!

Verizon's free education portal provides the highest quality educational resources to teachers and students. Developed by world-renowned organizations that are experts in their fields, these standards-based resources include lessons plans, student materials, reviewed Web resources and inter-actives. Learn more about Thinkfinity's free teacher resources and how to effectively integrate online educational resources into your curriculum to increase student achievement**.**

02/26/10   9am – 12pm   FREE!   Presenter: Pam Havecker

305   The New Web 2.0: Practical Classroom Applications

Web 2.0 encompasses Internet technologies such as blogging, wikis, webcasts, RSS feeds, social bookmarking, and podcasting to name a few! Are you interested in getting an introduction to the new Web technologies that are transforming education? This hands-on workshop will not only teach you how to use the tools of Web 2.0, but put you well on your way to implementing them into your classroom curriculum. Become a member of the new learning environment for teachers and students that are powered by the connections of Web 2.0!

02/09/10   9am – 12pm $60   Presenter: Kim Parra
05/04/10   9am – 12pm $60

306   Technology Tools to Support Struggling Readers

This workshop will focus on technology-based approaches to improve outcomes for struggling readers. Assistive technologies that support reading will be featured, related resources will be shared and practical solutions to common instructional and implementation challenges will be demonstrated. Multiple "no cost" online tools to support reading will be presented.

03/23/10	9am – 12pm	$60	Presenter: Kim Parra
05/25/10	9am – 12pm	$60	

307   Software to Support the Writing Process

Invisible barriers to written expression prevent some students from maximizing their academic potential. The use of certain software programs can free these students from writing limitations and enable them to more easily express what they have learned. Software to be covered in these workshops includes: graphic organizers, talking word processors, text-to-speech and voice recognition. Practical classroom implementation methods will be demonstrated.

04/08/10	9am – 12pm	$60	Presenter: Kim Parra

308   Dreamweaver for Beginners

Adobe Dreamweaver is a web development application and is available for both Mac and Windows operating systems. Dreamweaver allows the user to set up a website without the boundaries of using a template. Learn to set up a multi-page, multimedia website from start to finish. Learn basic HTML and how to replicate websites you have seen on the World Wide Web. Knowledge of Adobe Photoshop will be an advantage but not a requirement.

03/02/10	9am – 12pm	$60	Presenter: Neil Sabatino

309   Adobe Photoshop and Adobe Illustrator

Photoshop has been described as "an industry standard for graphics professionals" and is the key program to use when trying manipulating or editing photos. Photoshop can be used for everything from fixing an old worn photo to creating exciting yearbook pages. Photoshop allows the user to set up documents in layers and your final product is only limited by your imagination. Illustrator uses vector based art to create superior font and shape designs that can later be used as web graphics or within a Photoshop file.

03/01/10	9am – 1pm	$100	Presenter: Neil Sabatino
04/26/10	9am – 1pm	$100	

310   Podcasting and Garage Band for Beginners K- 12

There are hundreds of educational podcasts on the Internet waiting to be discovered. Come discover podcasting, an exciting new way for students and teachers to create, publish and distribute their own educational content, in the classroom or around the world. You will produce your own podcast during the workshop and leave knowing how to produce and post your own podcasts from your classroom! GarageBand is a Mac-sized practice space - your own recording studio. If you want to learn to play an instrument, write music, or record a song, GarageBand can help — whether you're a rookie or a rock star.

MAC COMPUTERS ONLY

04/05/10	9am – 12pm	$100	Presenter: Neil Sabatino

[NEW] **401   Weebly: Creating Your Classroom Website**

Want to create a web presence for your classroom? Would you like your students and parents to have a forum for open communication? Create a website for collaborative projects and class-to-class blogging. Easy for students and teachers, try Weebly for your classroom this year – it's free!

*Prerequisite***: Participants <u>must</u> be Internet proficient**.

03/25/10	9am – 12pm	$60	Presenter:	Farrah Rosenthal
06/09/10	9am – 12pm	$60		

[NEW] **402   New Tools for Your Math Toolbox**

Trying to find motivating math activities for your tech minded students? Want to use the computer more actively for instruction? Come find out what sites you could be using. From lesson plans to educator links to interactive sites, add to your math toolbox with this workshop.

03/11/10	9am – 12pm	$60	Presenter:	Farrah Rosenthal
05/27/10	9am – 12pm	$60		

[NEW] **403   Treasure Hunting on the Web**

Introduce your students to the Internet as an information source in a new and exciting way. Great for elementary students, a web-based treasure hunt can be a fun and engaging way to research, discover and learn without spending hours scouring for the "right" information.

Prerequisite: **Participants must be Internet and Word proficient.**

02/11/10	9am – 12pm	$60	Presenter:	Farrah Rosenthal
07/12/10	9am – 12pm	$60		

[NEW] **404   Educational Arcade: Creating Your Own Arcade Style Classroom Games**

Tap into the gamer generation. 21st Century learners have grown up on computers and video games. Learn how to combine the two and create your own educational games for your classroom using **<u>free</u>** web-based tools.

Prerequisite: **Participants <u>must</u> be Internet proficient.**

02/17/10	9am – 1pm	$75	Presenter:	Farrah Rosenthal
04/15/10	9am – 1pm	$75		

[NEW] **405   Differentiating Instruction with Technology**

Participants will learn differentiating techniques by exploring technology resources, tools and activities that vary approaches to curriculum, process and product. Such as interactive websites and teacher created resources.

03/05/10	9am – 12pm	$60	Presenter:	Pam Havecker
07/19/10	9am – 12pm	$60		

NEW   **406   Literacy with Scrap Blogging**

Need a creative way to get your students writing? Try Scrap Blogging! Participants will learn to create portfolios and journals using **free** web-based scrapbooking software.

03/17/10	9am – 12pm	$60	Presenter:	Pam Havecker
07/19/10	1pm – 4pm	$60		

NEW   **407   My Computer and Me**

Did you ever wonder how your co-workers know how to send emails, surf the web and download pictures? Is it time you begin to embrace technology? Here is your chance! Come to this nonthreatening and unintimidating workshop and learn computer basics in a friendly, low stress environment. Learn how to organize your desktop, send attachments in emails, search the Internet for useful items, plus a whole lot more. Use a computer mouse to "point" and "click" your way into the digital age!
Recommended for: **Real Beginners**

02/08/10	9am – 12pm	$60	Presenter:	Mark De Benedictis
05/10/10	9am – 12pm	$60		
07/06/10	9am – 12pm	$60		

NEW   **408   Adventures in Powerpoint**

Learn how to download and customize game templates to teach or just have fun with PowerPoint. Great for Interactive SmartBoard users. Create games similar to; Jeopardy, Who wants to be a millionaire, Are you smarter than a 5th Grader and many more! PLEASE BRING LESSON PLAN OR PROJECT IDEAS ALONG WITH YOUR FLASHDRIVE!
Prerequisite: **For Avid PowerPoint Users and Creators**

02/23/10	9am – 12pm	$60	Presenter:	Mark De Benedictis
07/26/10	9am – 12pm	$60		

NEW   **409   Building Web Literacy**

Building Web Literacy provides an opportunity to discover how web-based resources and collaborations support the implementation of the 2009 Core Curriculum Content Standards can enhance student motivation and achievement. In this workshop, educators will be actively engaged in learning how to cultivate successful global online teacher and student collaborations with free and accessible resources for various content areas and grade levels. Apply effective search techniques and build resource engines for posting.

02/03/10	9am – 12pm	$60	Presenters:	Farrah Rosenthal
04/14/10	9am – 12pm	$60		Pam Havecker

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www.bergen.org/ettc

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ETTC workshops and special events. Sign up now for our mailing
list and our email blast list by contacting **Michele Griffin**.

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