

# Amador County Office of Education

## Spring 2010 Technology Classes



Amador County Office of Education in cooperation with California Technology Assistance Program is offering professional development classes in technology skills. This year you can receive district credit toward column advancement on the pay scale. You will receive one unit of district credit for every fifteen hours of technology skills classes that you take. The following are the spring classes that we are offering.



### An Introduction to Digital Photography: Out of the Box

Learn how to use a digital camera. The Nikon Coolpix Digital camera will be used. Explore all the camera has to offer.

Level: Beginner

Date: Wed., March 3, 2010 Time: 4-7 PM

Location: Amador Learning Center

### Digital Photography: Editing Your Photos

This class will help the participant learn to use this entry-level Photoshop Application. We will cover downloading photos from a digital camera, correcting imperfections, adding text, and using filters to give your photos an artistic touch.

Level: Intermediate

Date: Wed., March 31, 2010 Time: 4-7 PM

Location: Amador Learning Center

### Publisher

This course introduces the basic features of Publisher. Understanding Publisher Tools: Create new files using templates and blanks, headlines, edit and format text boxes, pictures, and navigating projects will be some of the topics covered.

Level: Beginner

Date: Wed., April 21, 2010 Time: 4-7 PM

Location: Amador Learning Center

### Microsoft Word: Level 2 - Formatting Tips and Tricks

This course will focus on effectively formatting documents.

The course will cover:

- Formatting toolbar and Format Painter
- Text alignment, fonts, styles, and spacing
- Creating bullets and numbers
- Tabs and indents, headers and footers.

Level: Intermediate

Date: Wed., March 24, 2010 Time: 4-7 PM

Location: Amador Learning Center

### PowerPoint

Use PowerPoint to create colorful, professional presentations. Choose from pre-designed templates or be creative and make your own designs. Add digital photos, animations and transitions to jazz up your slide show. , add multimedia effects to a presentation. Topics to be covered are:

- Adding sound and video
- Animation effects and timing
- Custom show features
- Automatic timings
- Adding hyperlinks and action buttons
- Inserting charts and diagrams

Level: Beginner/Intermediate

Date: Wed. April 7, 2010 Time: 4-7 PM

Location: Amador Learning Center.

### An Introduction to Excel

This course introduces the basic features of Excel.

- Entering labels and values in cells
- Formatting cells
- Using the SUM function
- Using the fill tool
- Cut, copy and paste
- Format painter
- Creating simple formulas
- Working with worksheets

Level: Beginner

Date: Wed., April 14, 2010 Time: 4-7 PM

Location: Amador Learning Center

### Inspiration

Inspiration is a tool students can rely on to plan, research and complete projects. With the integrated Diagram and Outline Views, they create graphic organizers and expand topics into writing. Participants in this course will learn to use Inspiration in the classroom and explore different lesson plans that meet California standards.

- Creating mind maps
- Creating organizational charts

Level: Beginner

Date: Wed., May 5, 2010 Time: 4-7 PM

Location: Amador Learning Center

### Using Digital Images to Tell Stories: Photo Story 3

Learn how to create movies using still images, audio and music that will excite and engage your students.

Topics will include:

- Creating "kits" of images for student use
- Student project ideas
- Readers Theater ideas

Uses in all curricular areas

Level: Beginning

Date: Mon., April 12, 2010 Time: 4-7 PM

Location: Amador Learning Center

### Internet Searches

Searching Tips (speech marks, plus / minus signs). Children's Search Engines, Bookmarks, Search engines and directories, Boolean logic, and Source validation

Level: Beginning

Date: Mon., April 19, 2010 Time: 4-7 PM

Location: Amador Learning Center

### The Complete Google

Learn all that Google has to offer. Google web search features, Google Earth, Google labs and Google for educators will be some of the topics explored.

Level: Beginner

Date: Mon. April 5, 2010 Time: 4-7 PM

Location: Amador Learning Center

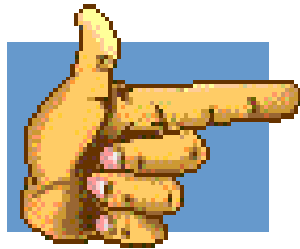
### 21<sup>st</sup> Century Skills

This Intermediate class will explore various software and internet resources to help teachers learn how to integrate technology into their classrooms. Examples of classroom projects will be shared.

Level: Beginner/Intermediate

Date: Mon., March 1, 2010 Time: 4-6 PM

Location: Amador Learning Center



### Personal Learning Network

Participants will learn how to utilize a variety of new web-based applications to construct and cultivate personal learning networks. Learn to attract information from other professional educators, experts in the fields of study, current news and news searches, student perspective, relevant resources from a growing library of web-based digital content, and other content sources to assist you in adapting to this age of change.

Level: Beginner/Intermediate

Date: Mon., March 8, 2010 Time: 4-7 PM

Location: Amador Learning Center

### Technology in the Classroom

This Intermediate class will explore various software and internet resources to help teachers learn how to integrate technology into their classrooms. Examples of classroom projects will be shared. )

Level: Beginner/Intermediate

Date: Mon., March 22, 2010 Time: 4-7 PM

Location: Amador Learning Center

### Microsoft Word: Level 2 - Text Boxes

This course will focus on using text boxes to create professional handouts for your students

Level: Intermediate

Date: Wed. March 10 Time: 4-7 PM

Location: Amador Learning Center

### Customized Classes

Level: Beginning - Advanced

If the times or dates do not work for you on the above classes please give me a call and I can arrange a training schedule for groups of 3 or more. If there is a class that is not listed we can try to arrange custom class training, too.

If you are interested in taking any classes please register online at:

[www.amadorcoe.org/technologyclasses.htm](http://www.amadorcoe.org/technologyclasses.htm)

or fax a list to 209.257.5385

or email [dcustodio@amadorcoe.k12.ca.us](mailto:dcustodio@amadorcoe.k12.ca.us)

Attn: Donna Custodio

Please include your name and school

