



# VISALIA TECHNOLOGY WORKSHOPS

## SPRING 2012

Visalia classes are held in the ERS Technology Lab from 4 – 7 p.m.  
7000 Doe Ave., Suite A (Corner of Shirk & Doe)

### TCOE continues its Technology Workshops . . .

- ❖ All workshops are **\$35 per person** unless otherwise listed. Please make payments payable to TCOE and send to: TCOE – ERS, 7000 W. Doe Ave., Ste.A, Visalia, CA 93291. Please write **name** and **workshop title** on payment. Payment must be received prior to the workshop and only paid registrants have a guaranteed spot.
- ❖ TCOE uses the Organization Management System (OMS) for all offerings. To browse the calendar, please follow this link: <http://tulare.k12oms.org>. When you decide you would like to register for a workshop, click it on the calendar. Another window pops open and you will need to click the button on the right side to register.
- ❖ Fresno Pacific University offers one unit of professional credit for 15 hours of classes. In order to earn 15 hours, you must take 5 classes. Cost per Professional Development Unit is \$65. More information will be provided in class.
- ❖ Dinner and beverages will be provided.

Date Instructor	Title & Class Description
January 24, 2012 Steve Woods <b>** Cost \$650 **</b>  <i>Registration link:</i> <a href="http://ctap7.k12oms.org/164-54897">ctap7.k12oms.org/164-54897</a>	<b>iPad in Education</b> The iPad has changed the way many of us access the web, share media, and learn, all while on the go. This workshop will cover the initial setup of an iPad, how to add content, all about iTunes U, and how to find the best educational apps available. We'll include a discussion of mobile learning environments in the classroom and volume app licensing for schools. Participants will each receive a <b>16 GB WiFi iPad 2!</b> <i>NOTE: If this date is full, add yourself to the wait list, and you will be automatically added to and notified of the next iPad workshop.</i>
January 26, 2012 Steve Woods <i>Registration link:</i> <a href="http://ctap7.k12oms.org/164-55259">ctap7.k12oms.org/164-55259</a>	<b>Adobe Acrobat Professional</b> This class will teach attendees the skills they need to create, combine and edit Acrobat documents, create and share Acrobat portfolios, build and use fillable forms, allow for commentary in documents, and take advantage of Acrobat's security features.
January 31, 2012 Laura Malmquist <i>Registration link:</i> <a href="http://ctap7.k12oms.org/164-55261">ctap7.k12oms.org/164-55261</a>	<b>Adobe Illustrator 1</b> Tired of the limitation of basic desktop publishing programs? Discover the flexibility that Illustrator offers in creating dynamic flyers, posters and more.
February 7, 2012 Steve Woods <i>Registration link:</i> <a href="http://ctap7.k12oms.org/164-55519">ctap7.k12oms.org/164-55519</a>	<b>Google Tools Level 1</b> An introduction to the suite of collaborative tools created by Google, including Mail, Calendar, Photos, Maps, Docs and Sites. In part one of this three-part series, we'll become familiar with Mail, Calendar and Photos, while creating and managing a Google class website.
February 9, 2012 Dee Jay Blaylock <i>Registration link:</i> <a href="http://ctap7.k12oms.org/164-55263">ctap7.k12oms.org/164-55263</a>	<b>Microsoft Office Excel 1</b> Learn the basics of the Microsoft Excel environment, including address books and mail features.
February 21, 2012 Steve Woods <i>Registration link:</i> <a href="http://ctap7.k12oms.org/164-55264">ctap7.k12oms.org/164-55264</a>	<b>Adobe Photoshop 1</b> Basic introduction to the Adobe Photoshop CS3 Interface, and how to use Photoshop to manipulate and enhance digital images. Image correction, compression for use on the Internet, filters and batch processing will be covered.
February 23, 2012 Steve Woods <i>Registration link:</i> <a href="http://ctap7.k12oms.org/164-55520">ctap7.k12oms.org/164-55520</a>	<b>Google Tools Level 2</b> In part two of this three-part series, we'll learn how to collaborate with students and other educators online, using Google documents, spreadsheets, and presentations, as well learn how to link and embed them into our Google class website. <i>PRE-REQUISITE: Google Tools 1.</i>
March 1, 2012 Dee Jay Blaylock <i>Registration link:</i> <a href="http://ctap7.k12oms.org/164-55265">ctap7.k12oms.org/164-55265</a>	<b>Microsoft Office Word 1</b> Become familiarized with the Microsoft Word program, including text format and styles, inserting clipart, cutting, pasting and editing text.

<p>March 6, 2012 Steve Woods Registration link: <a href="http://ctap7.k12oms.org/164-55266">ctap7.k12oms.org/164-55266</a></p>	<p><b>Adobe Photoshop 2</b> Building on a basic knowledge of the Adobe Photoshop CS3 Interface, students will be introduced to the concept of layers, and will create a poster for use in their classroom or school. Specialized bevel and embossing, drop shadows and filters will be covered.</p>
<p>March 8, 2012 Steve Woods Registration link: <a href="http://ctap7.k12oms.org/164-55521">ctap7.k12oms.org/164-55521</a></p>	<p><b>Google Tools Level 3</b> In part three of this three-part series, we'll learn how to use Google Maps and Google Earth to support our curriculum, how to use Google Reader to learn from the greater educator community, find specialized content "Gadgets," and learn more complex ways of collaborating online with students and other educators through our new class website, using Google Tools. <i>PRE-REQUISITE: Google Tools 1 and 2.</i></p>
<p>March 13 &amp; 15, 2012 Linda Horsting Two-night Session <b>** Cost \$100 **</b></p>	<p><b>Pinnacle Ultimate</b> You will be able to create videos that teach and inspire your students with your very own version of Pinnacle. <b>Software is included.</b> Have your students create video book reports, video logs for science projects and more! Registration link: <a href="http://ctap7.k12oms.org/164-55522">ctap7.k12oms.org/164-55522</a></p>
<p>March 22, 2012 Steve Woods Registration link: <a href="http://ctap7.k12oms.org/164-55523">ctap7.k12oms.org/164-55523</a></p>	<p><b>Adobe Photoshop 3</b> Building on a basic knowledge of Photoshop layers. Projects with more involved layers concepts will be covered, as well as tips and tricks to enhance your classroom or school-based creations.</p>
<p>March 27, 2012 Dee Jay Blaylock Registration link: <a href="http://ctap7.k12oms.org/164-55524">ctap7.k12oms.org/164-55524</a></p>	<p><b>Microsoft Office Excel 2</b> Building on a basic knowledge of Excel, students will utilize formulas, perform an advanced mail merge and create a simple room diagram for an event.</p>
<p>March 29, 2012 Dee Jay Blaylock Registration link: <a href="http://ctap7.k12oms.org/164-55525">ctap7.k12oms.org/164-55525</a></p>	<p><b>Microsoft Office Word 2</b> Take the next step in Word. Topics to be covered include mail merging, using templates, creating a mail merge list, connecting with Excel.</p>
<p>April 3, 2012 Steve Woods Registration link: <a href="http://ctap7.k12oms.org/164-55532">ctap7.k12oms.org/164-55532</a></p>	<p><b>Microsoft Office Access</b> Learn how to manage data using this powerful database tool. Import data from an Excel file, or from State of California Education Department data sources. Create a basic table and a form in which to input student data. Learn customized queries, and mail merge using the data.</p>
<p>April 26, 2012 Laura Malmquist Registration link: <a href="http://ctap7.k12oms.org/164-55533">ctap7.k12oms.org/164-55533</a></p>	<p><b>Microsoft Office PowerPoint 1</b> Create PowerPoint presentations that communicate your message; integrate sound and graphics, animations and transitions.</p>
<p>May 3, 2012 Dr. Glenn Williams Registration link: <a href="http://ctap7.k12oms.org/164-55534">ctap7.k12oms.org/164-55534</a></p>	<p><b>Windows MovieMaker</b> Turn your next class field trip into a movie classic using a product that you may already have. Learn the basics of video camera operation, upload a movie to computer, and convert to a web-ready format.</p>
<p>May 8, 2012 Laura Malmquist Registration link: <a href="http://ctap7.k12oms.org/164-55535">ctap7.k12oms.org/164-55535</a></p>	<p><b>Microsoft Office PowerPoint 2</b> Building on a basic knowledge of PowerPoint, students will learn how to integrate a soundtrack, compress digital video and more into their presentation.</p>

- ❖ For future workshops and Technology Department information, check out our ERS Portal site: <http://bit.ly/erstech>
- ❖ **NEW Cancellation Policy** – Cancellations must be received 24 hours in advance. *All late cancels and no shows will be charged a \$10 fee.* Registrations will be **confirmed** when TCOE receives payment. TCOE/ERS reserves the right to cancel a class due to lack of **PAID** registrations and will make every effort to contact registered participants.
- ❖ For information, suggestions, or questions, contact Laura Malmquist at [lauram@ers.tcoe.org](mailto:lauram@ers.tcoe.org) or 651-3031, ext. 273.

<http://tulare.k12oms.org>

Glenn Williams, Technology Instructional Consultant, Tulare County Office of Education, 559-651-3047 [glennw@ers.tcoe.org](mailto:glennw@ers.tcoe.org)

