



90 Industrial Park Road
 Hingham, MA 02043
 (Rte 3, Exit 15)
 Phone: 781-749-7518
 Fax: 781-740-0784
 www.ssec.org



SSEC K-12 Alliance

Employees of the following districts may attend technology workshops at no cost. To find out how to join the Alliance, contact Henry Perrin (hperrin@ssec.org).

- Braintree
- Cohasset
- Hanover
- Hingham
- Marshfield
- Norwell
- Quincy
- Randolph
- Scituate
- South Shore Charter Public School
- Weymouth
- Whitman-Hanson

South Shore Educational Collaborative Tech Training Winter 2012

Courses run from 8:30 AM - 2:00 PM with 1/2 hour for lunch and earn 5 PDPs.

✓	<i>Check the courses below you wish to register for....</i>
Jan 25 Wed <input type="checkbox"/>	Spreadsheets for Education (Beginner/Intermediates) (Excel) Organize and manage data such as budgets, grading sheets, invoices. Set up formulas within cells, share with Access, create beautiful charts and graphs.
Jan 31 Tues <input type="checkbox"/>	Microsoft Access for Beginners/Intermediates (Databases) Learn how to organize and use data easily -- school lists, employee data, student data tracking -- import data from Excel -- set up for mail merge -- quick queries.
Feb 8 Wed <input type="checkbox"/>	Educational Podcasts, Blogs & Wikis Learn about podcasts, blogs, and wikis and how they can be used both by teachers and students to support curriculum. You'll explore existing examples and find out what software to consider for making your own.
Feb 14 Tues <input type="checkbox"/>	Microsoft Word 2010 for Beginners/Intermediates Put the new version of Word to work for you! Explore new styles, photo enhancement, page design, and all the basics too.
Feb 28 Tues <input type="checkbox"/>	PowerPoint 2010 for Beginners/Intermediates See what's new and make breathtaking and effective PowerPoint presentations for use in classroom and websites -- useful for teachers and admin!
Mar 8 Thu <input type="checkbox"/>	Desktop Publishing (Microsoft Publisher 2010) Beg/Int Develop newsletters, brochures, flyers, calendars -- this is the best program to use. Learn all you need to create any printed publication!
Mar 14 Wed <input type="checkbox"/>	Quick and Simple Websites using Weebly Build your own school website quickly and easily using free online software. Perfect for classroom sites, no server required, no experience necessary!

Check www.ssec.org for weather cancellations (based on Weymouth).

Mail or Fax this form with check or PO to Karen Thomsen, South Shore Educational Collaborative, 90 Industrial Park Road, Hingham, MA 02043 Fax: 781-740-0784

Name: _____

School: _____

Address: _____

Phone: _____ Fax: _____

School Email: _____

Home Email: _____

Course Fees:

- \$100 for school employees
- \$200 for all others
- no charge for K-12 Alliance Member employees

Number Of Courses Requested: _____

Total \$ Enclosed/PO Amount: \$ _____

Method of Payment:

- Check Enclosed (Payable to SSEC)
- PO Attached
- K12 Alliance Member: No Fee

Cancellation Policy: To request a refund, all cancellations must be made via phone (781-749-7518) or email (kthomsen@ssec.org) two weeks before the course. Within two weeks you may elect to send a substitute with same day notification, but are still responsible for course fees.