







PROFESSIONAL DEVELOPMENT OPPORTUNITIES

Synergetics DCS, Inc. offers the following Professional Services. Training includes:

- Sessions conducted on-site or at our Starkville or Jackson Training Center
- CEU and SEMI credits for full-day and multiple-day courses
- Instruction for one to twenty participants
- Flexible scheduling and customized content to meet your specific needs
- Certified instructors
- Training materials and supplies
- Travel and lodging for instructor
- Refreshments and door prizes

TECHNOLOGY IN EDUCATION		
Course	Description	Days
The One (or Two!) Computer Classroom	Maximize limited resources in the classroom. Learn to use the computer as a tool for presentations, learning, research and communication. Participants will leave with activities that can be immediately implemented in the classroom.	1
Integrating Technology into the Curriculum	Learn how to use technology as a tool in daily instruction. Participants learn to present technology-rich lessons that address state curriculum frameworks as well as technology skills for students and teachers.	1
Beginning Computer Skills	Technology skills for the beginning user. Participants will engage in instructional activities focusing on the Windows environment, file management, Microsoft Word and Excel, basic Internet, and classroom integration activities.	4
Intermediate Computer Skills	Technology skills for the intermediate user. Participants will be challenged with activities focusing on advanced Internet techniques, advanced Microsoft Word and PowerPoint, file management, e-mail, and classroom integration activities.	4
Advanced Computer Skills	Technology skills for the advanced user. Participants will engage in activities focusing on advanced Microsoft Excel, advanced Internet, Netscape Navigator and Composer, web page development, and classroom integration activities.	4
 Ethical Issues of Technology	This seminar includes copyright and fair use guidelines, software licensing, equitable use for all students, and computer ethics for educators.	1/2
 Cyber Safety	This course focuses on strategies to help our children have a safe, positive experience with technology, while unraveling fear and hype surrounding the online lives of our cyber kids.	1/2

IMPROVING ACADEMIC ACHIEVEMENT THROUGH TECHNOLOGY		
Course	Description	Days
The Mississippi Department of Education has charged its teachers with being able to effectively integrate technology in the instructional program for the benefit of all students. By infusing technology into the State's curriculum frameworks and benchmarks, teachers afford their students a broader opportunity to gain the knowledge, understanding, skills, and positive attitudes that students are expected to acquire for proficiency on the State mandated curriculum tests. Issues such as curriculum standards, Depth of Knowledge, classroom organization of technology resources, alternative delivery models, pedagogical strategies, performance tasks, learning activities, real-life roles and assessment of student work will be modeled in these courses.		
 Differentiating Instruction with Technology	Discover technology tools for addressing individual needs of all students. A variety of instructional strategies will accommodate a broad range of learning styles, abilities, and curriculum content. Methodologies will engage students and address individual learning needs.	1
 Improving Language Arts Skills Through Technology	Provides high quality instruction focusing on Reading and Writing curriculum. Explores the resources and projects available on the Internet for the Language Arts classroom. Participants will research literature-based, creative writing, and problem-solving Internet projects aligned with new curriculum frameworks.	1
Improving Science Skills Through Technology	Examines instructional methods for teaching science with the aid of technology. Topics include: examining standards and correlating them with resources; exploring online and interactive science Web sites; and developing engaging lessons for introduction of scientific concepts.	1
 Improving Math Skills Through Technology	Designed for teachers to help students increase their understanding of mathematical thinking and improve their classroom practice. Participants will explore current instructional programs, interactive math Web sites, and other resources that can be used to enhance the presentation and application of mathematical concepts aligned with new curriculum frameworks.	1
Improving Social Studies Skills Through Technology	Targets K – 12 Social Studies teachers and focuses on using technology applications in the Social Studies classroom. Includes activities for teachers and students using the Internet and Office applications. Teachers will participate in Civics, History, Geography and Economics activities.	1

Customized Training Services	
No Teacher Left Behind®	Technology Assessments to Achieve Results. Pre and post assessment of teacher skills and development of customized training plans.
Technology Facilitator Support	A Technology Facilitator brings both instructional and technological expertise into your classrooms. With the focus on Utilizing Technology to Improve Teacher Effectiveness, participants get one-on-one training, modeling, and coaching earning up to 10 CEU credits while learning in their own classrooms!
 IC3 Certification	As an authorized Certipoint testing and training center, we can provide training to prepare you to take your IC3 certification exams.

CREATING SYNERGY BETWEEN PEOPLE & TECHNOLOGY

Ph: 877.825.6602

Jackson
601.420.3477

WWW.SYNERGETICSDCS.COM

Starkville
662.323.9484

Fx: 662.324.1876

Cleveland
662.846.7900

APPLICATION TRAINING		
Workshops designed to meet training needs for specific application packages for business, personal, and educational use. Contact an Educational Technologist for additional courses not listed here.		
Course	Description	Days
Computer Basics for Windows	Basic instruction on the Windows Operating System including setting up your computer, using a mouse, setting preferences, using Paint, WordPad, Notepad, Calculator, Control Panel, organizing files and folders, etc.	1
Microsoft Word	Basic to advanced instruction in word processing to include entering and formatting text and graphics, setting margins, using tables, page formatting, using templates and creating forms, letters, certificates, newsletters, etc.	1 – 2
Microsoft Excel	Basic to advanced spreadsheet instruction to include entering data, using functions, creating charts and graphs, creating multiple worksheets, creating forms, formatting worksheets, using data validation, using filters, etc.	1 – 2
Microsoft PowerPoint	Basic to advanced instruction in PowerPoint to include creating presentations, formatting text and graphics, working with themes, custom animation, transitions, audio and video enhancements, delivery options, etc.	1 – 2
Microsoft Outlook	Basic to advanced instruction in Outlook to include sending and receiving email, using attachments, setting email preferences, contacts, calendar, setting and assigning tasks, using notes, organizing folders, etc.	1 – 2

EDUCATIONAL SOFTWARE TRAINING		
Workshops designed to meet training needs for specific educational software packages used in the classroom and school. Contact an Educational Technologist for additional courses not listed here.		
Course	Description	Days
Accelerated Reader or Accelerated Math	Managing Students, Classes, Quizzes, Tests, Reports, Preferences, Student Program, and Data Doctor. Tips for effective classroom use.	1
Acceleration Station	Manage student learning with placement tests, diagnostic tests, practice exercises, editing content, developing tests and tutorials, and utilizing data.	1
Orchard Software for Success	Manage student learning through pretests, targeted instruction, practice activities and exercises, posttests, and accountability reporting.	1
Academy of Reading or Academy of Math	Manage student learning with tools that include navigating, customizing, assessing, making assignments, daily tasks, grading, and reporting.	1

INTERNET TRAINING		
Course	Description	Days
Internet Resources	Instruction on using the Internet to include navigation, terminology, locating websites, finding resources, using search engines, setting preferences, etc.	1
Web Page Development	Instruction for the development, design and maintenance of websites to include using text, graphics, links, backgrounds, buttons, multimedia, etc.	1 – 2
Email	Instruction on the use of web-based email to include sending and receiving email, terminology, attachments, preferences, etiquette, address book, calendar, etc.	1

Digital Imaging		
Course	Description	Days
Getting Started with Digital Cameras	Participants will learn how to correctly use their digital cameras and learn how to download, manage, and manipulate digital images for successful usage.	1
Using Digital Cameras – Advanced	Participants will learn advanced features on their digital cameras. Participants will also learn how to manipulate digital images with a digital image editing program.	1

MOBILE COMPUTING		
Course	Description	Days
Presentation Equipment and Applications (Interactive Whiteboards)	Learn to use available presentation equipment and software to enhance instruction and learning. Participants will learn to connect and operate equipment as well as engage in activities designed to utilize the equipment effectively. Equipment may include Smart Board, laptop, projector, Airliners, Senteo Student Response Systems, etc.	1
Mobile Laptop Cart	Utilize a mobile laptop cart to engage an entire classroom of students in motivating learning experiences using mobile technology. Participants will go through a variety of instructional activities designed to simulate the classroom experience. Activities also include instruction for proper use and care of equipment.	1

TECHNICAL TRAINING
Workshops developed to address specific administrative skills for the following: Cisco, 3Com, Citrix, Microsoft, Linux, Novell and more. Technical preparation workshops for A+, Net+, etc. Contact the Training Manager for additional information.

For additional information, please contact your Sales Account Manager: **Matt Furnari** (North) ext. 122 or **Millie Rollins** (South) ext. 109.

CREATING SYNERGY BETWEEN PEOPLE & TECHNOLOGY

Ph: 877.825.6602

Jackson
601.420.3477

WWW.SYNERGETICSDCS.COM

Starkville
662.323.9484

Fx: 662.324.1876

Cleveland
662.846.7900