

Credit-Bearing Courses

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September 28	Elementary Math Workshop	K-5*	1 inservice	2
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February 1	Reading in the Content Areas	6-12*	1 inservice	4

*See description of Primary Audience in individual course listings

Non-Credit Workshops

October 5	Completing the Video Requirement for Certification	Provisionally Certified Staff		5
October 23	CPR	All		5
October 1	Introduction to MS Word I	All		5
October 2	Introduction to the Internet	All		6
October 16	Introduction to Email	All		6
October 22	Introduction to MS Word II	All		6
October 30	Graphics	All		6
December 3	Introduction to MS Power Point	All		7
December 4	MS Office Shortcuts	All		7
December 11	File Management	All		7
January 14	Introduction to MS Excel	All		7
March 1	Differentiating Instruction	2-5	2 inservice	
TBA	Desktop Archaeology	3-12	1 inservice	
TBA	Improving Reading Instruction	K-5	1 inservice	
TBA	Examining Student Work	K-12	1 inservice	

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Credit-Bearing Courses

Elementary Math Workshop

This annual set of workshops offered by Bank Street College will provide an opportunity for you to reflect on and refine their mathematics teaching practices. The program is funded by Annenberg Math & Science Foundation. A follow-up session will take place in Nyack so you can continue to work collaboratively to improve your math instruction.

Presenter:	Bank Street College, Manhattan
Primary Audience:	Grades K-5 Classroom Teachers
Credit:	1 Inservice Credit
Dates:	Saturdays: September 28, November 9, 2002, February 1, March 1, 2003, Follow-up TBA
Time:	9:30 a.m. - 1:00 p.m.
Place:	Bank Street College/Follow-Up - Teacher Center Library
Fees:	\$10 Registration Fee \$75 Inservice Course Fee

Learning Styles

Understanding how students process and understand new material is essential to helping them learn. To be most effective, instructional methods must match students' learning styles. This course will provide you with an understanding of what elements make up a person's learning style, how to match instructional methods and materials with learners, and how to integrate learning style theory and practice into whatever content standards are required.

Presenter:	Delores Febres
Primary Audience:	Grades K-12 Instructional Staff
Credit:	2 Inservice Credits
Dates:	Thursdays: October 3, 10, 17, 24, November 14, December 12, 2002 January 9, 16, 23, 30, February 27 & March 6, 2003
Time:	4:00 p.m. - 6:00 p.m.
Place:	Nyack High School - Room 105
Fees:	\$10 Registration Fee \$150 Inservice Course Fee

Making the Internet Work for You and Your Students

It is mind-boggling to consider the abundance of resources and tools the Internet has to offer teachers of any subject. Curricular materials, online teaching, tools, teacher web-site services--where does one begin? This hands-on workshop will break down the Internet into manageable bites over the course of four meetings. Each session will include some demonstration by the instructor but will leave substantial time for individual exploring, collecting, organizing, thinking, and sharing. The focus will be on methods for incorporating online resources into teaching.

Presenter:	John Raymond, Computer Consultant
Primary Audience:	Grades K-5 Classroom, Art, Music, Reading, and Special Education Teachers
Credit:	1 Inservice Credit
Dates:	Wednesdays: October 9, 16, 23 & 30, 2002
Time:	4:00 p.m. - 7:00 p.m.
Place:	Nyack High School, Room 301
Prerequisite:	General Computer Skills
Fees:	\$10 Registration Fee \$75 Inservice Course Fee

Reading & Writing 2002

Teachers look forward to these annual workshops so they can continue to work on their reading and writing programs. Donald Graves, Professor Emeritus of Education from the University of New Hampshire will be one of the keynote speakers. You will be able to choose from a variety of workshops on each of the two days. The final session will be held in Nyack. During this session, you will continue to build on what you have learned in order to refine your reading and writing instruction.

Presenter:	Various
Primary Audience:	Grades K-5 Classroom Teachers and Grades 6-8 English Teachers
Credit:	1 Inservice Credit
Dates:	Saturdays: October 19, 2002, April 5, 2003 and Follow-Up (TBA)
Time:	8:30 a.m.- 3:30 p.m.
Place:	Teachers College at Columbia University/Follow Up - Teacher Center Library
Fees:	\$10 Registration Fee \$75 Inservice Course Fee

How to Make Cooperative Learning Work for You

This course has been designed for the veteran as well as the new teacher. Participants will learn, experientially, what cooperative learning is and what it isn't; the teacher's role; how to get started; why and how to develop social skills; how to process social skills; techniques for dealing with dysfunctional behavior; grading techniques; and how to construct a lesson plan using the concepts of cooperative learning.

Presenter:	Joseph Buttacavoli, Consultant
Primary Audience:	Grades K-12 Teachers
Credit:	1 Inservice Credit or 1 Graduate Credit - College of New Rochelle (pending approval)
Dates:	Saturdays: October 5 & October 26, 2002
Time:	9:00 a.m. - 4:00 p.m.
Place:	Nyack High School, Room 201
Fees:	\$10 Registration Fee \$75 Inservice Course Fee \$255 Graduate Credit Fee

Building a WebQuest from Start to Finish

In 1995 some university professors sat around a table asking each other how to make students' time on the Internet more educationally valuable. The result was the WebQuest, a research project template that directs students through in-depth investigation, reflection, and sharing. By now there are tens of thousands of WebQuests available online and those who attend this workshop will be adding theirs to the collection.

Participants will discuss the basic elements and structure of the WebQuest and look at a few examples that illustrate varying quality. The rest of the time will be spent conceiving a WebQuest idea, locating resources, and constructing the project itself. At the end of the workshop, you will have a peer-reviewed WebQuest that is ready to use with their students.

Presenter:	John Raymond, Computer Consultant
Primary Audience:	Grades 3-12 Teachers
Credit:	1 Inservice Credit
Dates:	Saturdays: October 26 & November 2, 2002
Time:	9:00 a.m. - 4:00 p.m.
Place:	Nyack High School, Room 301
Fees:	\$10 Registration Fee \$75 Inservice Course Fee

Bringing Visuals into Your Teaching: A Workshop in Multimedia Skills

As the saying goes, “a picture speaks a thousand words”. Images of all sorts can enrich your students’ learning in any subject. Images also enhance any project from a lab report to a term paper to a poem. Digital technologies have made it much easier to create, acquire, store, display, share and reproduce images. This workshop will give you the hardware and software skills necessary to more thoroughly incorporate the image as an instructional tool. Topics include digital photography, image manipulation, scanning, acquiring images from the Internet, copyright considerations and producing virtual field trips. Once these skills are acquired, you will be able to instruct your students so they can incorporate images into their work.

Presenter:	John Raymond, Computer Consultant
Primary Audience:	Grades K-12 Teachers
Prerequisite:	General Computer Skills
Credit:	1 Inservice Credit
Dates:	Tuesdays: January 7, 14, 21, 28, 2003
Time:	4:00 p.m. - 7:00 p.m.
Place:	Nyack High School, Room 301
Fees:	\$10 Registration Fee \$75 Inservice Course Fee

Reading in the Content Areas

Content-area teachers have to help students understand more sophisticated text than ever before. Help your students comprehend difficult vocabulary and concepts using simple, powerful strategies. This course will focus on techniques such as questioning, using context, text structure, prediction, using reference sources, and synthesizing.

Presenter:	Jodi Skidd Tauken
Primary Audience:	Grades 6-12 Teachers
Credit:	1 Inservice Credit
Dates:	Saturdays: February 1 & 8, 2003
Time:	9:00 a.m. - 4:00 p.m.
Place:	Nyack High School, Room 105
Fees:	\$10 Registration Fee \$75 Inservice Course Fee

Noncredit Workshops

Completing the Video Requirement for Certification

The application for permanent NYS certification requires that you submit a videotape of a teaching situation before the end of your probationary period. This two-session workshop will guide you through the registration process and help you prepare a video that meets the NYS Assessment of Teaching Skills-Performance requirement.

Topics discussed at these sessions will include:

- what is assessed, the best time to prepare and submit the video, the process of registration and the deadlines for submission;
- the five instructional delivery objectives that need to be addressed in the video;
- how to incorporate all five instructional delivery objectives into a single lesson plan;
- the steps involved in completing the video and the specific required guidelines;
- the technical requirements for videotaping the lesson;
- application procedures and policies for submitting the video

You will also have an opportunity to create a practice video and get feedback.

Presenter:	Ray Lillas
Primary Audience:	Provisionally Certified Teachers
Dates/Times:	Saturdays, October 5 and October 26, 2002
Time:	9 am- 12 noon
Place:	Nyack High School, Room 105
Fee:	\$5

CPR

This workshop will train you in the use of CPR for children (age one and older) and adults.

Presenter:	Dee Leone
Dates:	Wednesdays: October 23 & 30, 2002
Time:	4:00 p.m. - 5:30 p.m.
Place:	Nyack Middle School Library
Fees:	\$10 course fee + \$10 Red Cross fee

Introduction to Microsoft Word, Part I

These introductory sessions will enable you to use Word effectively. Topics will include the Word screen, creating and opening documents, menus and toolbars, essential edit options, formatting, saving, print preview and printing, selecting text, moving, copy and paste features, text alignment, and margins.

Presenter:	Katherine Pierce, Computer Consultant
Prerequisite:	General computer skills (keyboard, mouse) and familiarity with Windows
Dates:	Tuesdays: October 1, 8, & 15, 2002
Time:	4:00 p.m. - 6:00 p.m.
Place:	Nyack Middle School, Room 208
Fees:	\$30 for Nyack staff & retirees, \$40 for others

Introduction to the Internet

These sessions will introduce you to the fascinating world of the Internet. Topics will include Internet terms and concepts, accessing the Internet, Internet Explorer screen, getting to a website, search engines, and saving valuable websites.

Presenter: Katherine Pierce, Computer Consultant
 Prerequisite: General computer skills (keyboard, mouse) and familiarity with Windows
 Dates: Wednesdays: October 2 & 9, 2002
 Time: 4:00 p.m. - 6:00 p.m.
 Place: Nyack Middle School, Room 208
 Fees: \$20 for Nyack staff & retirees, \$25 for others

Introduction to Email

In this workshop you will set up an email account for your own use in the future and learn the basics for enjoying it. Topics will include setting up an email account, sending and receiving messages, replying, establishing and using an address book, filing messages, and using attachments.

Presenter: Katherine Pierce, Computer Consultant
 Prerequisite: General computer skills (keyboard, mouse)
 Dates: Wednesdays: October 16 & 23, 2002
 Time: 4:00 p.m. - 6:00 p.m.
 Place: Nyack Middle School, Room 208
 Fees: \$20 for Nyack staff & retirees, \$25 for others

Introduction to Microsoft Word, Part II

These sessions will enhance and expand your ability to use Word effectively. Topics will include review of Word fundamentals, using the powerful Help menu, tips and shortcuts, AutoText, AutoComplete, AutoCorrect, page numbers and breaks, headers and footers, and mail merge form letters.

Presenter: Katherine Pierce, Computer Consultant
 Prerequisite: General computer skills (keyboard, mouse)
 Dates: Tuesdays: October 22 and 29 & November 12, 2002
 Time: 4:00 p.m. - 6:00 p.m.
 Place: Nyack Middle School, Room 208
 Fees: \$30 for Nyack staff & retirees, \$40 for others

Graphics

These introductory sessions will enable you to use graphics to enhance any MS Office document. Topics will include clip art, text boxes, and using the drawing toolbar.

Presenter: Katherine Pierce, Computer Consultant
 Prerequisite: Experience with Windows or Microsoft Word or other MS Office programs
 Dates: Wednesdays: October 30 & November 6, 2002
 Time: 4:00 p.m. - 6:00 p.m.
 Place: Nyack Middle School, Room 208
 Fees: \$20 for Nyack staff & retirees, \$25 for others

Introduction to Microsoft Power Point

These introductory sessions will enable you to begin to use Power Point effectively. Topics will include the Power Point screen, creating a new presentation, view options, slide layouts, using text placeholders, selecting slides, adding and deleting slides, moving and copying, enhancing slides, and running a presentation.

Presenter: Katherine Pierce, Computer Consultant
 Prerequisite: General computer skills (keyboard, mouse) and experience with Windows
 Dates: Tuesdays: December 3 & 10, 2002
 Time: 4:00 p.m. - 6:00 p.m.
 Place: Nyack Middle School, Room 208
 Fees: \$20 for Nyack staff & retirees, \$25 for others

Microsoft Office Shortcuts

This session will help you create documents faster and more efficiently. We will use Microsoft Word in class, but many shortcuts work in other Office programs as well. Topics will include shortcuts vs. menus and toolbars; Ctrl, Alt, Shift, and Function keys; how to find shortcuts. Specific shortcuts will be explained for getting around in a document; selecting text; moving, copying and pasting; formatting; deleting, undoing, redoing; finding and replacing; and many more.

Presenter: Katherine Pierce, Computer Consultant
 Prerequisite: General computer skills (keyboard, mouse)
 Dates: Wednesday: December 4, 2002
 Time: 4:00 p.m. - 6:00 p.m.
 Place: Nyack Middle School, Room 208
 Fees: \$10 for Nyack staff & retirees, \$15 for others

File Management

This workshop is open to all who are using a computer and are interested in saving and organizing files for easy retrieval. It is helpful for anyone interested in developing a satisfactory file management system. Topics will include drive options, filenames and extensions, folders vs. files, renaming files or folders, moving files or folders, assigning passwords, copying or formatting a disk, and finding files.

Presenter: Katherine Pierce, Computer Consultant
 Prerequisite: General computer skills
 Dates: Wednesday: December 11, 2002
 Time: 4:00 p.m. - 6:00 p.m.
 Place: Nyack Middle School, Room 208
 Fees: \$10 for Nyack staff & retirees, \$15 for others

Introduction to Microsoft Excel

These introductory sessions will enable you to begin to use Excel effectively. Topics will include spreadsheet concepts, the Excel screen, creating a new workbook or worksheet, menus and toolbars, entering and editing data, manipulating worksheet design, and introductions to formulas and functions.

Presenter: Katherine Pierce, Computer Consultant
 Prerequisite: Can use keyboard and mouse; familiarity with Windows
 Dates: Tuesdays: January 14, 21, 28, 2003
 Time: 4:00 p.m. - 6:00 p.m.
 Place: Nyack Middle School, Room 208
 Fees: \$30 for Nyack staff & retirees, \$40 for others

How to Register

- You'll find a course registration form at the end of this booklet. Please fill the form out completely. We need proper information so we can process your credit at the end of the course.
- The registration form must be accompanied by a check for the indicated fees. Registration will not be processed without payment. We suggest that you send an individual check for each registration and tuition fee. Individual checks will not be cashed until the last date they are due; a check that covers more than one registration and/or tuition fee will be cashed when the fee is due for the first course.
- **Enroll early.** Some courses have limited registration.
- **Enroll early.** Courses are filled on a first-come, first-served basis.
- **Enroll early.** Courses are canceled if the minimum enrollment is not met by a specified date or two weeks before the course begins, whichever comes first.
- **It's never too late to try to sign up for a course.** If the course is running, and there is still room, we'll accept registrations right up to the day before the course.
- Send registration materials to the Nyack Teacher Center, 13A Dickinson Avenue, Nyack, NY 10960

Refunds

The decision to run or cancel a course is made weeks before the course begins. Last minute dropouts mean that we no longer have the income we were counting on to cover the cost of the course. Therefore, tuition fees will be refunded as follows:

- 100% if you notify the NTC more than 21 days before the course starts
- 50% if you notify the NTC less than 21 days before the course starts
- No refund if the NTC is not notified before the first session

In the event a course is canceled due to insufficient enrollment, registrants will be notified and all fees will be refunded.

Course Requirements

Participants must complete all projects and assignments, actively participate in all class activities, and complete a questionnaire asking how skills learned in the course will be implemented in the classroom. Participants will also be asked to complete a course evaluation at the last session.

It is expected that registrants will attend all class sessions. In the event of a serious emergency, participants must notify the course instructor and the Teacher Center that they will be missing a session, and must arrange to make up classwork and homework.

Course Credit

The granting of graduate and inservice credit depends upon local district policy and contractual agreements. It is the participant's responsibility to obtain approval for credit from his/her district.

Auditing a Course

Registration is on a first-come, first served basis, with priority given to those who are taking the course for credit. A limited number of people will be allowed to audit courses, if there is room. People electing to audit a course pay a reduced, **nonrefundable** fee - half of the inservice credit fee for that course - in lieu of the registration and course fees.

Teaching Assistants

Nyack Teaching Assistants only pay the Registration Fee for inservice credit courses.

Acceptance notices are not sent. You will be contacted *ONLY* if a course is filled or canceled.

Registration Form

2002/03

Please enroll me in:

Credit-Bearing Courses		Starting Date	Credit	Registration Fee	Course Fee
_____	Bank Street Math Workshops	Sept. 28	1 ins. cr.	\$10	\$75
_____	Learning Styles	Oct. 3	2 ins. cr.	\$10	\$150
_____	Making the Internet Work for You and Your Students	Oct. 9	1 ins. cr.	\$10	\$75
_____	Teachers College Reading & Writing Institutes	Oct. 19	1 ins. cr.	\$10	\$75
_____	How to Make Cooperative Learning Work for You	Oct. 5	1 ins. cr. or 1 grad. cr. (CNR) pending approval	\$10 \$10	\$75 \$255
_____	Building a WebQuest from Start to Finish	Oct. 26	1 ins. cr.	\$10	\$75
_____	Bringing Visuals into Your Teaching: A Workshop in Multimedia Skills	Jan. 7	1 ins. cr.	\$10	\$75
_____	Reading in the Content Areas	Feb. 1	1 ins. cr.	\$10	\$75

Non-Credit Workshops		Starting Date	Nyack Staff	Non-Staff
_____	Completing the Video Requirement for Certification	Oct. 5	\$5	\$5
_____	CPR	Oct. 23	\$20	\$20
_____	Introduction to Microsoft Word, Part I	Oct. 1	\$30	\$40
_____	Introduction to the Internet	Oct. 2	\$20	\$25
_____	Introduction to Email	Oct. 16	\$20	\$25
_____	Introduction to Microsoft Word, Part II	Oct. 22	\$30	\$40
_____	Graphics	Oct. 30	\$20	\$25
_____	Introduction to Power Point	Dec. 3	\$20	\$25
_____	Microsoft Office Shortcuts	Dec. 4	\$10	\$15
_____	File Management	Dec. 11	\$10	\$15
_____	Introduction to Microsoft Excel	Jan. 14	\$30	\$40

Please make checks payable to the Nyack Teacher Center.

Name: _____ Home Phone: _____

Building: _____ Position: _____ Work Phone: _____

Home Address: _____

City: _____ State: _____ Zip: _____

Home Email: _____ School Email: _____