

Using Google Tools in the Classroom

Audience:	K-12 Teachers	Location:	TEC Professional Development Center
Instructor:	Rita Partridge	Cost:	\$220 TEC Members / \$260 Non-TEC
Dates & Times:	Wednesdays, February 29, March 7, 14 & 21, 2012 4:00 – 7:00 PM	Earn:	12 PDPs 22.5 PDPs for graduate credit
		Grad. Credit:	1 credit from Framingham State University for an additional \$75, payable at the first class

Course Description: Anyone with a Gmail account also has access to a suite of free software programs. Educators can take advantage of these free tools and also utilize a sharing feature to use with colleagues. Free Google products include: iGoogle, Gmail, Google Reader, Picasa, Calendar, and documents such as text documents, spreadsheets, presentations, and drawing. In this class participants will learn how to use these programs and explore the uses and features that enhance their productivity at school and simplify their lives.

About the Instructor: Rita Partridge is an Instructional Technology Specialist who has worked with students and teachers for more than 20 years. She has worked for educational publishers as a researcher and trainer for nationally published textbook programs. Rita has also taught graduate level courses as an adjunct faculty member for Lesley University in their Instructional Technology Master's Degree Program. Currently, Rita is an Instructional Technology Specialist in the Wayland Public Schools.

Cancellations: No credits or refunds will be given on withdrawals less than 10 business days before the first class. Checks will be processed approximately two weeks prior to the start date of the course; other payments are processed immediately.

Note: After January 27, a \$25 late fee is required with each course registration.

Online registration available! - see TEC website for more information

To register: Visit our Online Registration Form at http://www.tec-coop.org/PDL_RegForm.html or complete this form and send, along with your check or purchase order, to:
TEC Professional Development, P.O. Box 186, Dedham, MA 02027

Please specify Mac or PC use on the form below.

Please register me for "Using Google Tools in the Classroom" beginning on 2/29/12!

Enclosed is a check or purchase order for: ___\$220 TEC / ___\$260 Non-TEC

Name: _____ School: _____
Home address: _____ Role: _____
City, state, zip code: _____ Address: _____
Email: _____ City, state, zip code: _____
Home phone: _____ Work phone: _____

I work on a Mac / PC platform (circle one)

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