



Brentwood Teacher Center ¹

P.I.T.A. Program

The PITA (Participating in Technology Advancement) Program was negotiated on your behalf by the Brentwood Teachers Association with the Brentwood School District. The program has been developed in an effort to make teachers feel competent and comfortable with the computers and computer programs which will be available for use by them and their students. To encourage **all** teachers to become computer literate and to progress from the “Entry Level” to the “Innovative Level,” the District has approved an incentive plan which will, hopefully, involve all teachers with the new technology.

Basically, the incentive plan is as follows: satisfactory completion of all eight courses will result in each teacher’s choice of **either 12 in-service credits** (rather than the 8 which would normally be earned) **or** money to purchase a **laptop computer**. Participants must decide on which incentive they want prior to the completion of the first course they take. If the decision is to receive credit, participants will receive 1 credit after satisfactory completion of each course, with the additional 4 credits granted upon completion of all eight courses. The laptop would be purchased after completion of all 8 courses.

The PITA Program

4 Required Courses (these may be taken in any order):

- Introduction to **WORD**
- Introduction to **EXCEL**
- Introduction to **POWERPOINT**
- The **INTERNET** and Online Educational Resources



Additional Courses (Electives)

Each participant will choose 4 additional courses from the following list:

1. **Advanced Word** (prerequisite: completion of Introduction to Word)
2. **Advanced Excel** (prerequisite: completion of Introduction to Excel)
3. **Advanced PowerPoint** (prerequisite: completion of PowerPoint)
4. **Publisher** (Desktop publishing and Webquests)
5. **Photoshop Elements 3.0** (Manipulating digital images)
6. **Kidspiration & Kidpix** *Created for K-5 learners, this program provides an easy way to apply the proven principles of visual learning. Learners develop early literacy skills, and more advanced students improve comprehension skills and better organize ideas for writing.*
7. **Inspiration** *It belongs to a category of software known as mind or concept mapping, which is one way of saying ‘brainstorming.’ It is primarily designed for students in grades 6 through 12; it is useful to anyone who needs to plan and organize a project, whether it’s a thesis, a novel, etc.*
8. **School Center** (Creation of classroom webpages)
9. **Virtual Reference Collection (VRC)** *Explore websites aimed at different curriculum areas and developed specifically for teachers of different academic levels; use class time to develop lessons and share them with colleagues in class.*
10. **SmartBoard and Smart Notebook Software**
11. **Developing Lessons with SmartBoards** (prerequisite: SmartBoard) *Work with colleagues and instructors to create lessons for your own classroom using the different elements of SmartBoard and its software; learn and utilize more advanced elements of SmartBoard.*
12. **Microsoft Outlook** *Learn the advanced functions of Outlook: create distribution lists, change Outlook’s format on your computer, import, export, attach, organize your folders, etc.*
13. **Windows MovieMaker** *Learn how to create movies / digital storytelling for your class; go further and show your students how to create movies / digital storytelling as project; incorporate united streaming movies and create “Do Nows” as well as innovative lessons.*

(Schedule on p. 2)

Course Schedule



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WINTER 2011-12

Our PITA program consists of 4 required courses and 4 electives. Over the course of the program you will, therefore, be taking 8 courses. There is no final project; you will be doing projects during your class time. **If you have questions about the program feel free to call the Teacher Center.** **Registration will be on Thursday, January 12th**, starting at 8:45am; call x2101. Do **not** leave a message on the machine - you must register with a **person!** **PITA credit is not counted** in your semester credit limit. **You may take only one course per semester.** Please do not wait to register; if there is not sufficient enrollment the class will be cancelled. There is a minimum enrollment of 10 participants and a maximum of 15 participants.

Remember you have a choice of *incentive* for this program: a laptop, or 4 extra in-service credits (making a total of 12 credits for 8 one-credit classes). If you choose a laptop you will receive a check for \$1925. minus taxes. The money is considered salary, and goes toward your FAS.

There is no fee for the courses at this time. If you have completed the PITA Program, you may continue to take a course if space permits. The participants currently working to complete the program will receive preference for class availability. If you repeat a class you will not receive credit for it.

One absence is allowed, but you **must** attend the first session. Lateness of more than 15 minutes constitutes an absence.



Mondays:	January 30; February 6, 13, 27; March 5, 12	(Emergency date: March 19)
Tuesdays:	January 31; February 7, 14, 28; March 6, 13	(Emergency date: March 27)
Wednesdays:	February 1, 8, 15, 29; March 7, 14	(Emergency date: March 21)
Saturdays -		
<i>PowerPoint:</i>	January 21, 28; February 4, 11	(Emergency date: March 3)
Saturdays -		
<i>MovieMaker:</i>	January 21; February 4, 11; March 3	(Emergency date: March 10)

Excel	Dan Harrell	Mon.	NMS, Room 214
Word	Theresa Golinski	Tues.	WMS Library
PowerPoint	Holly Nolan	Sat.	Sonderling, Room 1402
Internet	S. Lynch-Loscalzo	Tues.	Freshman Center Computer Lab
MovieMaker	Joe Roderick	Sat.	Sonderling, Room 2810
SmartBoards	Dan Meo	Wed.	Oak Park Computer Lab
Publisher	Rosanne Kavanagh	Mon.	WMS Room 212

Times:

Weekday courses: 4:00pm – 6:30pm

Saturdays: 8:30am – 12:15pm

(Course descriptions on p. 1)