

The courses in this section are offered by the Department of Professional Learning and Accountability. There is no tuition cost for contracted support employees. Registration remains open throughout the semester.

Questions?

Call 703-503-7710 or e-mail
TrainingDIT@fcps.edu

To Register

Register online at My PLT:
<http://fcps.edu/plt/MyPLT/index.html> An automatic e-mail confirmation will be sent after you have successfully registered.

See page 23 for step-by-step directions.

Registration **cannot** be accepted by telephone.

Communications

Formatting School Board Directives in Word

AC-9034

1 day, 3 hours

Participants review and practice features of Microsoft Word needed to correctly format School Board directives. Practice customizing outline levels, indents, heading styles, tabs, tracking changes, headers and footers, page and section breaks, and versions to produce documents that comply with Regulation 1104.10, Format for Directives. This workshop is appropriate for administrative and executive administrative assistants whose responsibilities include working with School Board directives.

Course Location: Pimmit Hills, Rm 115
Wed, Oct 14.....8:30-11:30 am
Henderson

Grammar Review

AC-917

2 days, 10 hours

Get a quick, focused review of English grammar. The basics of pronouns, plurals, possessives, punctuation, and other grammar trouble spots are covered. Class uses workbook exercises, small group exercises, and provides the opportunity for discussions and questions and answers. The Gregg Reference Manual will be provided for those who do not have a copy at their office.

Course Location: Plum Center, Rm 114
Fri, Oct 16.....8:30 am-2:00 pm
Fri, Oct 23.....8:30 am-2:00 pm
Henderson

The Writing Process

AC-912

3 days, 15 hours

Learn and follow the logical steps to produce a good business document. Review grammar principles and parts of the sentence. Practice good punctuation and correct sentence structure. Learn pre-writing skills, topic sentence, and paragraphing. Draft a letter or a memorandum. Proofread and edit the draft document. Some homework may be assigned. The Gregg Reference Manual is provided.

Course Location: Plum Center, Rm 122
Thur, Oct 19:00 am-2:30 pm
Thur, Oct 89:00 am-2:30 pm
Thur, Oct 15.....9:00 am-2:30 pm
Meighan

Technology

Computer Basics

AC-9002

4 days, 12 hours

For new users with no computer experience or beginners with limited experience. Become familiar with the mouse and Windows. Try word processing, spreadsheets, presentations, graphics, and the Internet. Learn to access and use your FCPS employee e-mail from home or another work location, explore FCPS employee web sites to take advantage of CareerQuest, eLearnIT, Keep in Touch, My PLT, and UConnect.

Course Location: ACE Learning Lab

Tue, Dec 8.....12:30-3:30 pm
Wed, Dec 1012:30-3:30 pm
Tue, Dec 15.....12:30-3:30 pm
Wed, Dec 1712:30-3:30 pm
Smith

Publisher

AC-9010

1 day, 5 hours

You will learn to create a newsletter, insert clip art and photos, format columns, create a graphic logo, manipulate text boxes, and insert headers and footers. Use of master page, indents and tabs, import text, and change line spacing, cropping images and formatting tables are also covered. Other features are reviewed as time permits.

Prerequisite: Proficiency in Windows and keyboarding. Experience in Word and familiarity with Word editing features required.

Course Location: Plum Center, Rm 114
Wed, Oct 218:30 am-2:30 pm
Henderson