Announcing...

2001 Comprehensive School Improvement Institute

Teaching & Learning: Practices That Work!

August 5-8, 2001
Hotel Roanoke and Conference Center
Roanoke, Virginia

&

Business Program Technical Update
August 7-9, 2001

Sponsored by Virginia Department of Education
Office of Career and Technical Education Services

Available on the Web:
http://www.pen.k12.va.us/VDOE/Instruction/CTE/

Institute Highlights

Sunday, August 5

12:30 p.m. - 6:30 p.m.	Institute Registration Resource Exhibits Open Team Builders
3:00 p.m. - 6:00 p.m.	JMU Graduate Course Class Meeting
4:30 p.m. - 5:30 p.m.	Orientation for All Workshop Facilitators
5:00 p.m. - 6:15 p.m.	Local School Team/Tech Prep Consortia Meetings (optional)
6:30 p.m. - 8:30 p.m.	Dinner and Opening General Session

Monday, August 6

7:00 a.m. - 8:30 a.m.	Continental Breakfast
7:15 a.m. - 8:00 a.m.	Orientation for All Workshop Facilitators (Makeup Session)
7:30 a.m. - 5:30 p.m.	Resource Exhibits Open
8:30 a.m. - 12:00 Noon	Workshop Sessions (30, 45, & 90 minutes & 3 hours)
11:30 a.m. - 1:00 p.m.	Book Signing
12:00 Noon - 1:30 p.m.	Luncheon and General Session
1:45 p.m. - 5:00 p.m.	Workshop Sessions (45 & 90 minutes & 3 hours)
3:30 p.m. - 5:30 p.m.	Resource Exhibits/Light Refreshments
5:30 p.m. - 11:30 p.m.	Back-to-School Caricatures
7:30 p.m. - 11:30 p.m.	Social and Refreshments

Tuesday, August 7

7:00 a.m. - 8:30 a.m.	Continental Breakfast
7:30 a.m. - 5:30 p.m.	Resource Exhibits Open
8:30 a.m. - 12:00 Noon	Workshop Sessions (30, 45, & 90 minutes & 3 hours)
11:30 a.m. - 1:00 p.m.	Book Signing
12:00 Noon - 1:30 p.m.	Luncheon and General Session
1:45 p.m. - 5:00 p.m.	Workshop Sessions (45 & 90 minutes & 3 hours)
3:30 p.m. - 5:30 p.m.	Resource Exhibits/Light Refreshments
5:30 p.m. - 11:30 p.m.	Back-to-School Caricatures
7:30 p.m. - 11:30 p.m.	Social and Refreshments

Wednesday, August 8

7:00 a.m. - 8:30 a.m.	Continental Breakfast
8:30 a.m. - 9:30 a.m.	Workshop Sessions (60 minutes)
9:45 a.m. - 11:00 a.m.	Closing General Session
12:30 p.m. - 3:30 p.m.	JMU Graduate Course Class Meeting

Keynote Presenters

Sunday
Derius D. Swinton, M.S.W., Swinton & Associates, Richmond, VA
Leaders Who Make a Difference

Monday
Charlotte Danielson, Development Leader, Teaching and Learning, Educational Testing Service, Princeton, NJ
Teacher Evaluation as Professional Development

Tuesday
Mike Rutherford, President
Educators' Learning Network, Charlotte, NC
Designing and Leading Change: Principles for School Improvement From Within

Wednesday
Dr. John Piper, Associate Professor
Bowling Green State University, Bowling Green, OH
Creating a Climate for Success: Invitational Teaching, Leading, and Learning

Featured Speakers

Dr. Brenda Stallion Barkley, Education Consultant
New Hope, PA
Designing Lessons for Real-Life Learning

Dr. Joy Colbert, Director, Institute for Connecting Science
Research to the Classroom, VA Tech, Blacksburg, VA
Linking Students to Problem-Based Learning

Sondra S. Cooney, Director, Middle Grades Education Initiative
Southern Regional Education Board, Atlanta, GA
Teaching and Learning: A View from the Middle

Wayne Free, Professional Development Specialist
Agency for Instructional Technology, Bloomington, IN
Integrating Technology Across the Curriculum
Effective Instructional Practice and Technology in the English Classroom

Miriam George, Creative Director
Performance Learning Systems, Arlington, TX
Conducting Effective Conferences Among Parents, Students, and Teachers

Janis Jordan, Curriculum Development Coordinator
Victoria Independent School District, Victoria, TX
Curriculum Integration: A New Level of Learning

Dr. Richard Lewis, Educational Consultant, Bagdad, FL
Let's Get Active: Getting Kids Responsible for Learning

Dr. Roger Mackey, Teacher Educator
Grove City College, Grove City, PA
Effective Teaching Strategies: History and Social Studies

Louis Mangione, Foreign Language Teacher
Mountlake Terrace High School, Seattle, WA
Powerful Instructional Strategies: The Art of Teaching

Dr. Susan M. Quattrociocchi, Director
Call to Parents Washington State Initiatives
Bellevue Community College, Seattle, WA
Families and Schools: Making the Connection

Pam Robbins, Educational Consultant
ASCD, Mt. Crawford, VA
Building Faculty Learning Communities to Foster Student Success
How the Brain Learns: Implications for Teaching, Learning, and Assessment

Steve Shekell, Education Consultant
Performance Learning Systems, Emerson, NJ
Instructional Strategies for the Block Schedule

Pamela Sims, Educational Seminars and Consulting, Marietta, GA
Awakening Students' Potential
Awakening Brilliance: Igniting the Love of Learning

Jan Struebing, District Counseling Coordinator
Springdale High School, Springdale, AR
Career Action Plan: Helping Students Chart a Successful Future

Mark A. Thompson, Director
National Educator Program, Stetson University, Celebration, FL
Five Keys for Successful Career Academies

About the Institute

Date: August 5-8, 2001

Location: The Hotel Roanoke & Conference Center

Theme: *Teaching & Learning: Practices That Work!*

Focus: Practitioners share methods and strategies that raise expectations and increase student achievement at the middle/high school/postsecondary levels.

Goal: The Institute will offer information and resources that focus on improving instruction and student achievement through
- development of challenging programs of study that support the Virginia Standards of Learning, State Assessment Program, and the Standards of Accreditation
- emphasis on integration of academic and career and technical knowledge and skills
- introduction of the guiding practices for comprehensive improvement of middle schools (Making Middle Grades Matter)
- facilitation of a seamless transition of students from secondary education to postsecondary education and to careers.

Audience:
- Teams for High Schools That Work, Making Middle Grades Matter, and Tech Prep

- Middle Schools and Secondary Personnel
  All Teachers (English, mathematics, science, history/social science, fine arts, health and physical education, foreign languages, special education, agricultural education, business, education for employment, marketing, health occupations education, technology education, trade and industrial education, work and family studies)

Department Chairs	*Counselors*	*Principals/Assistant Principals*
Instructional Specialists	*Supervisors/Directors*	*Tech Prep Directors*
Superintendents		

- Community College Personnel

Faculty	*Division Chairs*	*Transfer Coordinators*
Presidents	*Deans and Provosts*	*Tech Prep Directors*
Student Services Personnel		

- Others

Parents	*Teacher Educators*	*Prospective Teachers*
Upper Elementary School Personnel	*Curriculum Specialists*	*Testing Specialists*
CTE Student Organization Specialists	*School Board Members*	*Adult Educators*
Local Business/Industry/Community Representatives		

Institute Registration

Before June 8, 2001   **$85.00 per person**
After June 8, 2001   **$105.00 per person**

Registration includes continental breakfast and refreshment breaks daily, dinner on Sunday, and a luncheon on Monday and Tuesday.

See next page for lodging information.

Where to Stay

Hotels

Headquarters Hotel:
The Hotel Roanoke & Conference Center
110 Shenandoah Avenue
Roanoke, VA 24016
Telephone: (540) 985-5900
Toll-Free: (866) 594-4722

Best Western Inn at Valley View
5050 Valley View Boulevard, NW
Roanoke, VA 24012
Telephone: (540) 362-2400
Toll-Free: (800) 628-2410
Complimentary Parking

Clarion Hotel Roanoke Airport
2727 Ferndale Drive, NW
Roanoke, VA 24017
Telephone: (540) 362-4500
Toll Free: (800) CLARION
Complimentary Parking

Holiday Inn Express
815 Gainsboro Road
Roanoke, VA 24016
Telephone: (540) 982-0100
Toll Free: (800) HOLIDAY
Complimentary Parking

Wyndham Roanoke Airport
2801 Hershberger Road, NW
Roanoke, VA 24017
Telephone: (540) 563-9300
Toll-Free: (800) WYNDHAM
Complimentary Parking

For All Hotels

HOTEL REGISTRATION
The deadline for hotel reservations is June 8, 2001, to receive special rates. Rooms are available on a first-come, first-served basis, so make your reservations early. When making reservations, please indicate that you are participating in the Virginia Comprehensive School Improvement Institute and/or the Virginia Business Program Technical Update. Hotels will begin accepting reservations March 15.

LODGING/ROOM RATES
$59.00 + tax   Single Room
$79.00 + tax   Double/Triple/Quad room
(This rate is subject to change and must match the prevailing state rates for lodging and tax charges in August 2001.)
All hotels will accept purchase orders for payment of lodging rooms (not for guaranteeing the room).

LODGING GUARANTEE
All reservations need to be guaranteed to a credit card or a deposit must be received in advance for payment of one night's lodging plus tax. A maximum of four (4) rooms may be made under one name.

CONFIRMATION
A written confirmation from the hotel will be mailed to registrants upon receipt of registration.

CHECK-IN/CHECK-OUT TIMES
Hotel check-in is after 4:00 p.m. The hotel will accommodate any early arrivals on a space available basis. A $25.00 deposit (cash or credit card) per room will be required at check-in to cover any incidental charges. Check-out time is 11:00 a.m.

CANCELLATIONS OR CHANGES
You must notify the hotel holding your reservation of any cancellations, changes in arrival or departure dates, or roommate changes 72 hours prior to scheduled arrival date. Any cancellations received after this deadline may result in a charge equal to one night's lodging rate plus tax.

PARKING AT HEADQUARTERS HOTEL
The Hotel Roanoke and Conference Center parking fees:

Hotel Guests (overnight)	Daily Parking
Self-Parking: $5.00	Self-Parking: $1.00 - $3.00
Valet Parking: $7.00	Valet Parking: $7.00

Getting Around by Bus

The Abbott Trailways Bus Service will provide free, timely transportation each day from all hotels to the Institute Headquarters at the Hotel Roanoke.

How to Get There

See back cover for directions to each hotel.

Institute Registration Form

2001 Comprehensive School Improvement Institute
Hotel Roanoke & Conference Center
August 5-8, 2001

If you are attending the Business Program Technical Update in conjunction with VBEA, please use the registration form on page 7.

1. Please return one registration form for each individual attending by June 8, with a credit card number or check made payable to Treasurer, Virginia Tech CE. Pre-registration is required, there will be no on-site registration.

   Send Institute Registration to

Registrar, Division of Continuing Education	*Telephone:* (540) 231-5182
Virginia Tech, Mail Code 0272	*FAX:* (540) 231-3306
810 University City Boulevard, Suite D	*(credit cards only)*
Blacksburg, VA 24061	

2. Registration before June 8, 2001: **$85.00 per person**   After June 8, 2001: **$105.00 per person**
   Registration includes continental breakfast and refreshment breaks daily, dinner on Sunday, and a luncheon on Monday and Tuesday. Institute registration/Business Program Technical Update registration may be paid by check or credit card (VISA, Mastercard, American Express). Purchase orders will not be accepted.

3. Please notify the Institute Registrar at E-mail: VDOE.CSII@vt.edu; FAX: 540-231-3306; Phone: 540-231-5182 to arrange cancellations/refunds and substitutions. Deadline for cancellations and substitutions is July 27, 2001. After July 27, there will be a $30.00 processing fee for cancellations.

4. Please check your title:

❑ Superintendent	❑ Elementary School Teacher	❑ Marketing Teacher
❑ Assistant Superintendent	❑ Middle School Teacher	❑ Mathematics Teacher
❑ Supervisor/Director	❑ Agricultural Ed. Teacher	❑ Physical Education Teacher
❑ Instructional Specialist	❑ Business Teacher	❑ Science Teacher
❑ CTE Director	❑ English Teacher	❑ Technology Education Teacher
❑ Principal	❑ Fine Arts Teacher	❑ Technology Specialist
❑ Assistant Principal	❑ Foreign Language Teacher	❑ Tech Prep Director/Coordinator
❑ Guidance Counselor	❑ Health Occupations Education Teacher	❑ Trade & Industrial Ed. Teacher
❑ Other	❑ History/Social Sciences Teacher	❑ Work & Family Studies Teacher

5. Registration Information   (Print or Type — Please copy form for additional participants)

   Name_____

   Summer Mailing Address_____
   (To receive Institute and Business Program Technical Update confirmation and information in July)

   City_____State_____Zip_____

   Daytime Phone (___)_____ Fax: (___)_____ E-mail Address_____

   School Division _____
   (Example: Roanoke County Public Schools)

   Name of School _____
   (Example: William Byrd High School)

   OR

   _____
   Community College or University or Workplace

6. I am willing to serve as a workshop facilitator during the Institute.   ❑ Yes   ❑ No
   If yes, information will be mailed to you at the address above.

7. If you are interested in graduate college credit, please contact James Madison University.
   E-mail: **faheyja@jmu.edu**   Phone: **(540) 568-6702**   FAX: **(540) 568-2829**

8. Accessibility information for registrants with disabilities is needed in advance. Please contact Wanda McAlexander at **(540) 231-5242** or E-mail: **wandamc@vt.edu**.

9. Method of Payment
   ❑ Check _____Amount   ❑ Credit Card (VISA, Master Card, American Express Only)

   Cardholder's Name   Credit Card Type and Complete Number   Expiration Date

   _____   _____   _____

2001 Business Program
Post-Institute Technical Update
August 7-9
Hotel Roanoke and Conference Center
and Roanoke Higher Education Center

Tuesday, August 7

8:00 a.m. – 5:30 p.m.	MOUS Certification Testing Arnold R. Burton Technology Center, Salem, VA (See Separate Registration, pp 10 & 11)
1:00 p.m. – 2:30 p.m.	Technology Sessions
2:45 p.m. – 4:15 p.m.	Technology Sessions
4:30 p.m. – 6:00 p.m.	Technology Sessions (See Pre-registration, pp 8 & 9.)
6:15 p.m.	Executive Board Meeting

Wednesday, August 8

7:30 a.m. – 8:00 a.m.	Registration
8:00 a.m.– 9:30 a.m.	Technology Sessions
9:45 a.m. – 11:00 a.m.	Technology Sessions
11:15 a.m. – 12:45 p.m.	Technology Sessions
10:00 a.m. – 1:00 p.m.	Registration
1:00 p.m. – 3:00 p.m.	Opening Luncheon Session
3:00 p.m. – 4:30 p.m.	Registration
3:15 p.m. – 4:45 p.m.	Technology Sessions Concurrent Sessions
5:00 p.m. – 6:00 p.m.	Networking Reception

Thursday, August 9

7:30 a.m.	Registration
7:45 a.m. – 8:45 a.m.	Breakfast Professional Meeting
9:00 a.m. – 9:45 a.m.	Concurrent Sessions
10:00 a.m. – 10:45 a.m.	Concurrent Sessions
11:00 a.m. – 11:45 a.m.	Concurrent Sessions
11:45 a.m. – 12:45 p.m.	Networking/Box Lunches
1:00 p.m. – 1:45 p.m.	Concurrent Sessions
2:00 p.m. – 2:45 p.m.	Concurrent Sessions
3:00 p.m. – 4:30 p.m.	Curriculum Focus Group Sessions
5:00 p.m. – 7:00 p.m.	Awards Dinner Closing Remarks
8:00 p.m.	Professional Task Force Meeting

Friday, August 10

8:00 a.m. – 11:00 a.m.	Professional Task Force Meeting

☞ If you are willing to assist with the Professional Membership Table, preside at a session, usher, or staff the registration table, please contact Barbara Small:

Before July 1	Phone: (703) 208-7807
	Fax: (703) 280-1348
	E-mail: Barbara.Small@fcps.edu
After July 1	E-mail: mahankins@msn.com
	Phone: (703) 968-4341.

☞ If you are interested in graduate college credit, please contact James Madison University:

E-mail: faheyja@jmu.edu
Phone: (540) 568-6702
FAX: (540) 568-2829

Virginia Department of Education in Collaboration with Virginia Business Education Association

2001 Business Program Technical Update
August 7-9
Comprehensive School Improvement Institute
August 5-8
Hotel Roanoke & Conference Center
Registration Form

Use only one registration form. Use this form if you are attending both the Business Program Technical Update and Institute.

1. Check all that apply:

   ❑ I will attend both the Business Program Technical Update AND the Comprehensive School Improvement Institute
   Before June 8, Registration fee is $140.00   After June 8, Registration fee is $160.00

   ❑ I will attend the Business Program Technical Update only.
   Before June 8, Registration fee is $75.00   After June 8, Registration fee is $95.00

2. Return one registration form for each individual attending by June 8, with a credit card number or check made payable to Treasurer, Virginia Tech CE. Pre-registration is required, there will be no on-site registration.

   Send Registration to
   Registrar, Division of Continuing Education, Virginia Tech, Mail Code 0272, 810 University City Boulevard, Suite D, Blacksburg, VA 24061
   Telephone: (540) 231-5182   FAX: (540) 231-3306 (credit cards only)

3. Please notify the Institute Registrar at E-mail: VDOE.CSII@vt.edu; FAX: 540-231-3306; Phone: 540-231-5182 to arrange cancellations/refunds and substitutions. Deadline for cancellations and substitutions is July 27, 2001. After July 27, there will be a $30.00 processing fee for cancellations.

4. Please check your title:
   ❑ Business Teacher   ❑ Business Teacher-Educator   ❑ Business Local Supervisor ❑ Superintendent   ❑ Assistant Superintendent
   ❑ Instructional Specialist   ❑ CTE Director   ❑ Principal   ❑ Assistant Principal   ❑ Other
   ❑ CTSO Advisor

5. Registration Information   (Print or Type — Please copy form for additional participants)

   Name_____

   Summer Mailing Address_____
   (To receive Technical Update and Institute confirmation and information in July)

   City_____ State_____ Zip_____

   Daytime Phone (___)_____ Fax: (___)_____ E-mail Address_____

   School Division _____
   (Example: Roanoke County Public Schools)

   Name of School _____
   (Example: William Byrd High School)

   Number of years as a business educator _____

6. I am willing to serve as a workshop facilitator during the Institute (August 6-8). ❑ Yes   ❑ No
   If yes, information will be mailed to you at the address above.

7. Pre-register for Business Pre-Technology courses on next page.

8. Holiday Inn Express is the headquarters hotel for participants of the Business Program Pre-Technology Workshops to be held on August 7-8. (Make hotel reservations by calling 540-982-0100.)

   Hotel Roanoke and Conference Center is the headquarters hotel for the Business Program Technical Update to be held August 7-9. (Make hotel reservations by calling toll-free 866-594-4722.)

   June 8 is the deadline for receiving special room rates at both hotels (single $59.00 / double $79.00 plus tax, or the prevailing state rate August 2001).

9. Accessibility information for registrants with disabilities is needed in advance. Please contact Wanda McAlexander at (540) 231-5242 or E-mail: wandamc@vt.edu.

10. Method of Payment
    ❑ Check _____Amount   ❑ Credit Card (VISA, Master Card, American Express Only)
    Cardholder's Name   Credit Card Type and Complete Number   Expiration Date

    _____   _____   _____

Business Program Technical Update
Pre-Technology Courses
August 7-8
Roanoke Higher Education Center

(Adjacent to the Hotel Roanoke & Conference Center)

Please register for the Pre-Technology Courses offered Tuesday and Wednesday by indicating 1st and 2nd choices for each time frame below.

Tuesday, August 7

1:00 p.m. – 2:30 p.m.

____ **Access 2000.** (Beginning Level) Capacity – 30
Learn how to plan and create simple databases, manipulate records within a table (sorting, changing field sizes and types, and adding fields), and perform simple queries.

____ **Getting Started in HTML (Beginning Level)** Capacity – 28
This workshop will cover the basics of HTML including the structure of a document, an overview of tags, entering text and formatting pages, adding graphics lists, combining similar and different lists, and creating clickable text and images.

____ **Microsoft Word Intermediate** Capacity – 24
Learn how to work with columns, use the tables feature, and work with graphics, the drawing tools, and the mail merge feature.

2:45 p.m. – 4:15 p.m.

____ **Visual Basic for the Beginner (Beginning Level)** Capacity – 30
Learn the basics of Visual Basic programming and take home projects to use in the classroom.

____ **Access 2000 Intermediate (Intermediate Users)** Capacity – 24
Learn how to manipulate records, sort, modify databases, run queries, and create forms and reports.

____ **Adobe Pagemaker 6.5 (Beginning Level)** Capacity – 28
Learn the whistles and bells of Adobe PageMaker and creating newsletters.

4:30 p.m. – 6:00 p.m.

____ **Web Publishing with MS Office 2000 (All Levels)** Capacity – 24
Design Web pages using the Office Suite and integrate layout and design with graphics.

____ **Learning Windows 2000** Capacity – 28
Learn the differences between Windows 98 and 2000.

____ **Introduction to Microsoft Publisher 2000** Capacity – 30
Get the most out of Publisher 2000 by learning how easy it is to create, customize, and publish materials such as flyers, stationery, business cards, brochures, newsletters, catalogues, Web sites, much more.

Wednesday, August 8

8:00 a.m. – 9:30 a.m.

_____ **Using FrontPage (Beginning Level)**
Capacity – 28
Designing Web Pages is fun! You will learn to create a dynamic Web Site containing text, images, and sound. You will explore hyperlinks, tables, frames and discover the interactive capabilities of FrontPage.

_____ **Power up with PowerPoint (Intermediate Level)** Capacity – 30
Learn shortcuts and advanced features for creating and showing presentations. Participants should have a basic working knowledge of PowerPoint.

_____ **Getting Started in HTML (Beginning Level)** Capacity – 24
Learn the basics of HTML including the structure of a document, tags, entering text and formatting pages, adding graphics lists, combining similar and different lists, and creating clickable text and images.

9:45 a.m. – 11:00 a.m.

____ **Intermediate Excel 2000 (Intermediate Level)** Capacity – 30
Learn about using pictures and charts; cre-ating pivot tables and pivot charts; em-bedding and linking; creating a Web page; creating lookup tables and data tables.

_____ **Introduction to JavaScripting (Beginning Level)**   Capacity – 24
Learn how to enhance your Web site by adding special messages, live-action images, and forms. If you know HTML and like to program, then JavaScript is your next step.

_____ **Advanced PageMaker (Intermediate Level)** Capacity – 28
Learn to use PageMaker's grid manager and templates and to customize styles and colors.

11:15 a.m. – 12:45 p.m.

_____ **Enhancing Web Pages and Adding Animation**   Capacity – 30
Learn how to use Image Composer (FrontPage program) to enhance Web pages as well as some animation.

_____ **Virtual Business** Capacity – 24
Explore the maze of creating a Virtual Busi-ness and how it can be used in the classroom.

_____ **Effective Internet Searches and Lesson Plans** Capacity – 28
This hands-on workshop will allow teachers to explore the world of useful teaching-related World Wide Web sites and discuss the different ways in which Internet materials can be used in an instructional environment.

3:15 p.m. – 4:45 p.m

_____ **Creating and Uploading PDF Files (Adobe Acrobat)** Capacity – 28
Learn how to upload documents and forms to Web pages and create mail attachment using the PDF format.

_____ **Effective Internet Searches and Lesson Plans** Capacity – 28
This hands-on workshop will allow teachers to explore the world of useful teaching-related World Wide Web sites and discuss the different ways in which Internet materials can be used in an instructional environment.

____ **Traditional Classroom to Internet Based Using Blackboard**
Capacity – 24
This session will provide hands-on instruction of how to make the transition from the traditional classroom to the Internet-Based classroom. Participants will create an on-line learning environment which can be used in the classroom when returning to school.
A free software program, Blackboard, will be used to create the on-line environments.

Enhance your credentials before the
Business Program Technical Update
Get MOUS Certified In One Day!

You are invited to attend DDC Training Services' Test Prep Workshop for MOUS Certification. You will enhance your credentials by becoming a Microsoft" Office User Specialist in Office 2000 (Word, Excel, PowerPoint, Access or Outlook). Our workshops are led by MOUS certified trainers!

When: Tuesday, August 7, 2001

Time: 8:00 a.m. – 5:30 p.m.
(continental breakfast and lunch provided on site)

Cost: $250 per person

Where: Arnold Burton Technology Center
1760 Boulevard
Salem, VA
703-208-7807 (Barbara Small, contact)

Workshop includes:
➢ Prescriptive pretest using DDC Testing Center assessment software.
➢ Test-taking strategies from certified MOUS Expert trainers.
➢ 7+ hours of skill review, prep, instruction and testing.
➢ Unlimited review and practice tests using DDC Testing Center software.
➢ Official MOUS Certification Exam. Given on site – up to 2 exams per person.
➢ DDC reference books to take home for further study.

How to enroll: Fill out the registration form below and fax to Mark Saltzman at 800-528-3862.If you require additional information, call Mark at 800-528-3897 (ext. 322) or send him an e-mail at *msaltzman@ddcpub.com*

DDC Training Services, 275 Madison Avenue, New York, NY 10016

(   )   I will attend your Test Prep Workshop for MOUS Certification in Roanoke on August 7, 2001.

Individuals are required to provide their own transportation. Directions to the school will be mailed later.

Please indicate form of payment:

( ) Check enclosed   ( ) Bill School, P.O. # _____

( ) VISA   ( ) MasterCard   ( ) American Express

Card Number: _____   Expiration: _____

Name & Title: _____

School: _____

School Address: _____

City, State, Zip: _____

Phone: _____   Fax: _____   E-mail: _____

Test Prep Workshops for
MOUS Certification

MOUS (Microsoft Office User Specialist) Certification lets everyone know your teachers are competent and qualified to teach application software.

Now **DDC Training Services** has developed an exciting new series of workshops to help prepare your staff for MOUS Certification. By attending one of our targeted test prep workshops, your teachers will have a **much better success rate on the MOUS certification exam**.

Our test prep workshops provide **customized, individual, and small group training** in an informal environment—**ideal for adult learners**.

The workshop starts with a **prescriptive pretest** using DDC Testing Center software. This assessment software is designed to simulate the topics and testing environment for the actual MOUS certification exam. **Weak skill areas are pinpointed, so review targets exactly what teachers need to learn to pass the test.**

Next, our Expert MOUS-Certified trainers provide **test-taking strategies** and a detailed overview of the MOUS testing environment **so teachers know what to expect on the exam**. This is a great benefit for teachers who are taking the MOUS exam for the first time.

Then your teachers get hands-on, individual and small group instruction on the software skills they need to improve to pass the test. They use the DDC test prep software and reference books to hone their skills. **Teachers love this kind of training**—no sitting through a dull lecture or waiting on other students. **They focus only on what they need to learn and get to work at their own pace.**

After a final review using the DDC practice test, teachers take the real thing. We set up your lab as an **official MOUS testing center** for the workshop. In most cases, teachers walk away from the workshop with official MOUS certification. **Taking the test immediately after the targeted preparation gives your teachers the best chance for success. In most cases, your teachers will leave the workshop with certification or retake the test at their convenience, no extra charge.**

Directions to Hotels
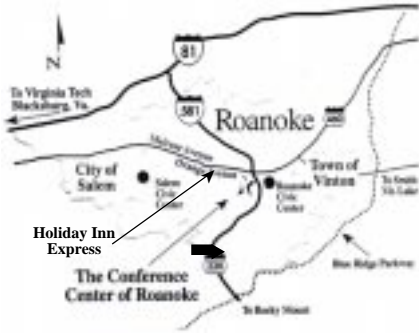
Hotel Roanoke & Conference Center

110 Shenandoah Avenue (540) 985-5900
- **From North or South I-81:** Exit 143 (I-581 South) to Exit 5; bear right onto Wells Avenue. Parking straight ahead
- **From 220 North:** 220 North becomes I-581 North. Take Exit 4E to Route 460 (Orange Avenue); go right on Williamson Road then right on Wells Avenue. Parking straight ahead
- **From Lynchburg 460 West:** 460 West becomes Orange Avenue. Turn left on Williamson Road; right on Wells Avenue. Parking straight ahead   SEE MAP AT LEFT.

Holiday Inn Express

815 Gainsboro Road (540) 982-0100
- **From I-581:** Take Orange Avenue Exit 4W west (US Route 460W). Turn left onto Gainsboro Road. Hotel is on the left. SEE MAP ABOVE.

Best Western Inn at Valley View

5050 Valley View Northwest (Valley View Mall) (540) 362-2400
- **From North or South I-81:** Take Exit 143 (I-581 South or I-220 South). Keep straight for 2 miles; from the right lane, take Exit 3E; keep straight, and take the first Mall Entrance on your right. Best Western Inn is on the right. SEE MAP BELOW.
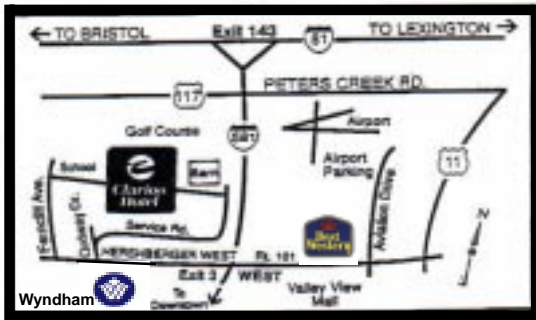
Clarion Hotel Roanoke Airport

2727 Ferndale Drive (540) 362-4500
- **From I-81 North or South:** Take Exit 143 onto I-581 South.
- **From Highway 460:** Follow signs to I-581 North.
- **From Highway 220:** 220 Becomes I-581 North.
- **From I-581:** Take Exit 3W (Hershberger Road or 101 West); at first light, turn right onto Ordway Drive; take an immediate right onto Service Road. Continue on Service Road 1/4 mile; turn left into hotel parking lot. SEE MAP AT LEFT.

Wyndham Roanoke Airport

2801 Hershberger Road (540) 563-9300
- **From I-81 North or South:** Take Exit 143 onto I-581 South. On I-581, take Exit 3W (Hershberger Road); turn right (U-turn) at the first light and you should see sign for the Wyndham Roanoke Airport. The hotel entrance is on your left. SEE MAP ABOVE.

Roanoke Higher Education Center

The Roanoke Higher Education Center is housed in the renovated Norfolk & Western Railroad building at 108 North Jefferson Street, next to the Hotel Roanoke.

From 581 heading south, take Exit 5. Turn right onto Wells Ave. Proceed past the Hotel Roanoke. Turn left onto Jefferson St. RHEC is the second building on the right.

From 220/581 heading North, take Exit 4E, turn right onto Williamson Road. Proceed south to Wells Ave. and turn right on Wells. Pass the Hotel Roanoke on your left. Turn left onto Jefferson St. RHEC is the second building on the right.