

# CCS Presentation Systems

## Training Department Catalog



**Nashua, NH:**  
132 Northeastern Boulevard  
Nashua, New Hampshire 03062  
Phone: 978.256.2001  
Fax: 978.256.2002

**Woburn, MA:**  
800 W. Cummings Park, Suite 1400  
Woburn, MA 01801  
Phone: 781-281-1266  
Fax: 978-256-2002



## Training Center

Since 1991, CCS Presentation Systems has served customers in the corporate, government and educational sectors. As an innovator in A/V training among educators and corporate professionals, CCS trains more than 4,000 participants each year through its centers across the country.



Workshops can be customized for on-site sessions at customer locations or in the CCS Training Center at our Nashua, NH location. The training department travels throughout the New England area to instruct and promote the use of interactive whiteboards, audience response systems, and more.



In addition, the training specialists also offer the [CCS Anytime Online Instructional Center](#) which provides timely, informative, web-based workshops in order to streamline the professional development experience for the busy professional.

### Custom Class Creation

Do you like what you see, but something is still missing? Tell us what type of trainings your organization is looking for and let us create the perfect class for you! We will customize resources that can be integrated into your education or corporate setting.

Some examples include, but not limited to:

- SMART Boards, Displays, Software
- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint

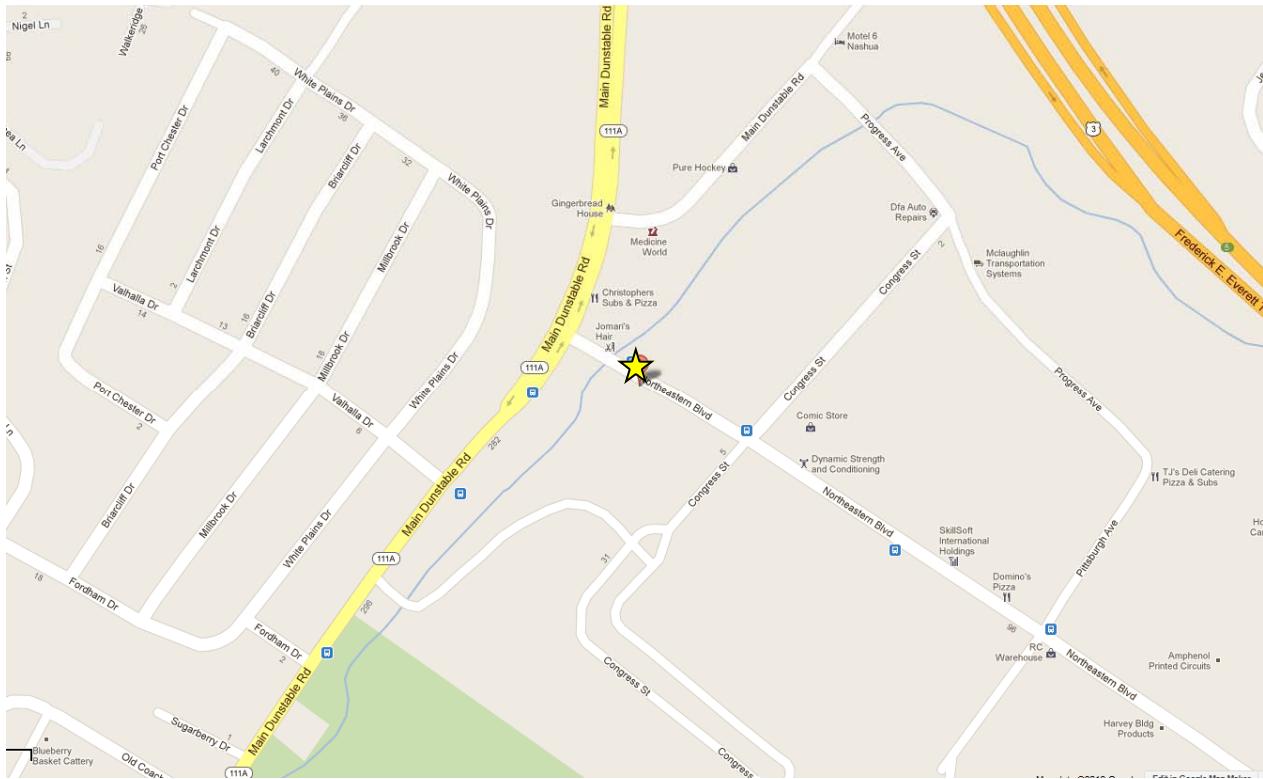
### CCS Training Cancellation Policy

All cancellations must be received at least 48 business hours before the start of the event. Cancellations must be received in writing by e-mail to the appropriate CCS office. Cancellations made less than 48 hours before the scheduled event will incur a cancellation fee equal to 100% of the total registration.

**Nashua office:** Kristine LeBlanc, [kleblanc@ccsprojects.com](mailto:kleblanc@ccsprojects.com), fax (978-256-2001 ATTN: Kristine LeBlanc), or by US mail (132 Northeastern Blvd, Nashua, NH 03062, ATTN: Kristine LeBlanc)

---

## CCS Nashua, New Hampshire Office



### From the South

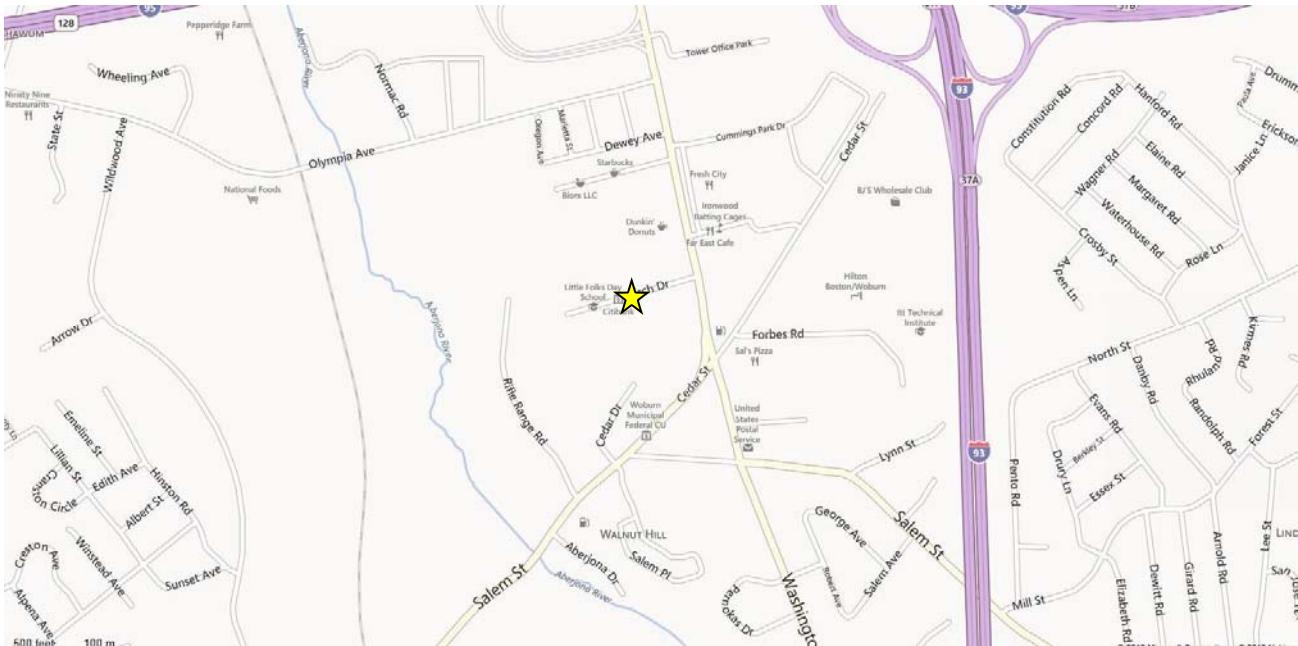
- Follow Route 3 North into New Hampshire. Take Exit 5: RT-111A toward RT-111A/Nashua/Pepperell MA
- Keep Left at the fork in the ramp.
- Turn slight Right onto RT-111 W
- Turn Left onto RT-111A
- Turn Left onto Northeastern Blvd
- CCS is located immediately on the right

### From the North

- Follow Route 3 South towards Massachusetts.
- Take Exit 5: RT-111A/RT-111 West toward Pepperell MA.
- Bear left onto RT-111A
- Turn Left onto Northeastern Blvd at 2nd set of lights (Gas Station will be on left)
- CCS is located immediately on the right.

**Please note that many GPS units have a difficulty finding our office.**

## CCS Woburn, Massachusetts Office



### From the North/NH

- Follow Route 3 South towards Burlington.

### From the North/MA

- Follow Route 128/95 South towards Burlington.
- Take Exit 36: Reading/Woburn/Washington St.
- Turn right onto Mishawum Road
- Turn right onto Washington Street
- Turn right onto Birch Dr/W Cummings Park
- Our Suite number is 1400 located on the first floor.

### From the South

- Follow Route 95 North toward Portsmouth NH/Peabody
- Take Exit 36: Reading/Woburn/Washington St.
- Turn right onto Washington Street
- Turn right onto Birch Dr/W Cummings Park.
- Our Suite number is 1400 located on the first floor.



## "Get-to-Know Your SMART Board™

Have you been properly introduced to your SMART Board? If not, set up a preliminary session which will help you get-to-know your SMART Board a little better. Within this hour long session, we will explore the basic functionality of the SMART Board so you can get started using it right away! This is a complimentary course. All you have to do is sign up!



## "SMART" Start (SMART Board Basics)

Start your day off right with a spoonful of knowledge about the basics of the SMART Board and SMART Notebook software. During this session individuals will have the opportunity to experience the SMART Board's engaging features through hands-on training, and walk away with valuable resource material. Some of the features includes finding tools, writing notes, working with pages, creating shapes and images, and editing objects.

## "The Next Step"...SMART Board™ Beyond the Basics

Take the next step in your SMART Notebook journey and learn how to use the more advanced features the software has to offer. Work with tables, animations, recording features, creating interactive lessons and more. This 2-hour session will leave you with the feeling that you can make any lesson for your classroom, no matter the topic. *This session comes with learning materials and a CCS 1GB Flash Drive to store all of your many lessons.*

## SMART Interactives: Creating Engaging Lessons

Do you want to encourage students to interact in group activities within a lesson? Using the SMART Board enhances student learning through high interest materials and engaging activities. See how to add practice and enrichment activities through creative and captivating methods. *The CCS training department recommends taking the complimentary Get-to-Know your SMART Board, SMART Start and "The Next Step"... SMART Board Beyond the Basics classes prior to attending this workshop. This session comes with learning materials and a CCS 1GB Flash Drive to store all of your lessons.*

---

## Lesson Building with SMART

While you may not be an architect, during this 6-hour session you will build your first lesson masterpiece using the SMART Notebook software. Discover the array of tools available to develop dynamic, interactive, subject-based lessons. *The CCS training department recommends taking the complimentary Get-to-Know your SMART Board, SMART Start, “The Next Step”... SMART Board Beyond the Basics, and SMART Interactives: Creating Engaging Lessons classes prior to attending this workshop.*



## Grasping the Gallery and Lesson Activity Toolkit

Discover the “heart” of the SMART Notebook Software where all your lesson building tools and resources are found! Using the Gallery and Lesson Activity Toolkit 2.0, you can bring your SMART Board to life with customizable content, graphics, and multimedia resources that are easy to integrate into your existing lessons. Come and discover how to add practice and enrichment activities using these creative and captivating tools. This hands-on training will include professional development hours and valuable take-away reference materials. The CCS training department recommends taking the complimentary Get-to-Know Your SMART Board, SMART “Start,” and “The Next Step”... SMART Board Beyond the Basics classes prior to attending this workshop.

## SMART amp

Learn about the features of the new cloud collaboration software – amp. In this 2-hour basic session you will learn how to create a class and connect your students to the workspace. Learn about the sections in the workspace – Session, Answer and Collaborate and Share. You will learn the function of each space, how to use each space and when to use each space.



# SMART Table



## **Introduction to SMART Table™ Interactive Learning Center**

Young students are drawn to the surface of the SMART Table interactive learning center, where work and play come together. The SMART Table is the first multitouch, multiuser interactive learning center that allows groups of early education students to work simultaneously on one surface. During this hands-on training become familiar with the SMART Table and learn how to integrate it into your curriculum using the SMART Table Toolkit software. Workshop includes a flash drive and training materials per participant.

## **SMART Table: Toolkit Creations**

Do you want to refine and redesign activities for your SMART Table? During this hands-on session, get to know the SMART Table Toolkit Software and create several activities that can be taken back and plugged directly into your SMART Table for use. The table gives students the opportunity to build cognitive, social and fine motor skills while having fun at the same time. Each participant will receive a flash drive to save their Toolkit creations onto that were made during the class. *The CCS training staff recommends taking the “Introduction to SMART Table” session prior to attending this hands-on workshop.*

---

---

For Pricing and Scheduling a Training Call: 978.256.2001 x202 or email kleblanc@ccsprojects.com

# SMARTBoard™



## CCS Tech on Campus

If you need more on-on-one training with our certified trainer, the Tech On Campus training is just the thing for you.

In this training, the trainer will work with teachers individually or in groups of no more than 3 for 45-60 minutes. The teachers are usually the same subject or grade.

The trainer can work on lessons plans with the teachers, observe them as they teach and give feedback, work on troubleshooting issues with the teachers and their boards and more. The choice is up to the teachers. Each mini session is tailored to the individual teacher.

Each teacher will leave with a flash drive to put lessons plans on and get an account set-up with CoursePark and the SMART Exchange website (if not already created).