

## **Beginner Technology Proficiency Certificate (8 workshops)**

### **First Steps in Technology**

This introductory workshop provides basic information on PC use, Windows 95/98 use and mouse skills. We will create and change a letter, and practice saving to different locations. We will open and close documents from disk. We will explore drawing and painting. We will explore operating system features.

### **The Worry-Free Classroom**

We will explore control panels, printing options, and hardware connections. We will learn how to troubleshoot resolution problems and printer connections. We will learn how to install and uninstall software. We will explore File Manager. Software evaluation issues will be introduced.

### **Word-processing and mail-merge**

We will create a newsletter in Microsoft Word, and mail-merge it with a list of addresses in Microsoft Excel. We will learn how to adjust page setup and margins, and how to work with columns and textboxes. We will create labels for our newsletters.

### **Intro to the Internet**

We will explore safe and ethical use of the Internet. We will discuss the use of a browser and electronic mail. We will look at services that provide free electronic mail and website hosting for teachers / schools. We will explore search engines and directories, and create bookmark lists. We will learn to group and organize our bookmarks by topic. We will learn how to cite Internet resources.

### **Intro to Spreadsheets and Graphing**

We will discuss the use of spreadsheets and graphs for visualizing information. We will enter and format some data, and create simple formulas. We will explore data available for humanities and science education. We will look at spreadsheet use for grades and for time management. We will create graphs, and transfer them to word-processing documents and presentations.

### **Intro to Multimedia**

We will explore PowerPoint and/or HyperStudio as classroom presentation tools. We will create slides in PowerPoint, add effects, and assemble a slide presentation on a classroom-focused topic. We will bring in images and graphics.

### **Intro to Database**

We will explore the school and classroom uses of databases. We will explore Microsoft Access, and learn how to set up tables, define fields, and sort information. We will look at sample databases for classroom and school district use.

### **Problem-based Learning in the Classroom**

We will discuss various learning styles. We will learn about multiple intelligences, problem-based learning, and authentic assessment techniques. We will explore hands-on projects on these concepts that are available on the Internet. We will discuss applications of these concepts in the classroom.

### **(Culminating Project for Beginner Certificate)**

Certificate awarded upon completion of Beginner-level workshops. Workshops may be taken in any order.