

Fall 2009 Course Descriptions

Microsoft Word®

- Introduces word processing applications, functions and features. Emphasizes creating, editing, saving and retrieving files; applying formatting and graphics to documents; using Word time savers and setting page display and printing options . This course assumes that you are familiar with the benefits of using personal computers and that you have used a mouse and keyboard.

Microsoft Publisher®

- This course is designed for persons who want to learn how to create, layout, and edit publications. Microsoft Publisher is a flexible program for creating newsletters, brochures, business cards, postcards, flyers, among others for print. You will look at how to create publications from scratch or use one of the hundred of designs available in Microsoft Publisher.

Adobe PhotoShop I® / Photoshop.com

- Photoshop is the leading program for editing photographs. It allows users to take digital photographs and “retouch” them so that they look as good as you want. In this class we will learn the basic of the Photoshop including: resizing, adding text, removing dust and scratches, adjusting color, and adjusting brightness.

Microsoft PowerPoint®

- This course is for participants who want to learn how to create and edit bullet slides, use PowerPoint’s drawing tools, incorporate clip art and WordArt, create and enhance organization charts, and how to import information from other applications.

Microsoft Excel®

- Excel is a spreadsheet program. It allows users to keep records of names, addresses, books, inventory, recipes, and finances. In this class we will cover the basics of Excel including: data entry, mathematical functions, and graphing.

Promethean Board

- This class will introduce the Promethean Interactive Whiteboard. The Promethean Board is an electronic tool that allows the opportunity to integrate technology in your lessons in a dynamic and interactive format. Participants will learn how to use the Promethean Board and accompanying software, ActivStudio/ActivInspire.

Computer Ethics

- Technology is a powerful tool that helps to make the learning process fun and interactive. Yet, when using a computer there are responsibilities and policies that need to be addressed .This class will discuss federal guidelines that every teacher should know about. Discussions include Email Liability and CIPA.