
Description of the **STRANDS**

Computer Basics:



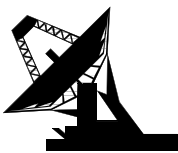
Courses in this strand would allow participants to perform basic functions with the hardware. Included would be understanding the major parts, the role of the operating system and how to create and print simple documents. This strand would include information about DOS and Windows, networking, Mac operation, introduction to powerbooks, care and maintenance of hardware, etc.

Data Management:



Courses in this strand would include a basic “Works” package to create, edit, and print various word processing, database, and spreadsheet documents. Included in this stand would be information related to the management information system. Topics would include basic and advanced applications of word processing, database, spreadsheet, making charts using Microsoft Word, making charts using ClarisWorks, etc.

Telecommunications:



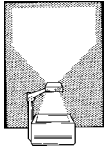
Courses in this strand would include how to communicate via modem with others at a remote site. This strand includes distance learning topics. Also included would be communication systems within the district. Topics would include E-mail, bulletin board, introduction to the Internet, information access in the learning centers, etc.

Electronic Media:



Courses in this strand would include the use of multimedia (laser disc, CD ROM, video) and instructional TV. Topics would include putting pictures, movies, and sounds into your computer; laser and still video in the classroom; exploring CD ROM, etc.

Presentation/Multimedia:



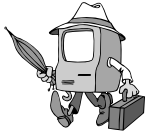
Courses in this strand would include presentation and publishing software. Topics would include LinkWay, HyperStudio, Hypercard, PowerPoint, Digital Chisel, etc.

Desktop Publishing:



Courses in this strand would include use of layout and design software to create handouts, and newsletters. Topics would include ClarisWorks, PageMaker, Inspiration, etc.

Integrating Technology:



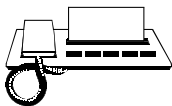
Courses in this strand would include the use of technology to enhance the learning and teaching of a content area or areas. Topics would include using spreadsheets in middle school math, using five computers with twenty-five students in mathematics (TLC), using one computer in the classroom to enhance social studies instruction, technology for writing across the curriculum, database for researches, etc.

Graphics:



Courses in this strand would include the use of software to create graphics to include in written and visual presentations. Topics would include Photoshop, Aldus Super Paint, etc.

Utilities:



Courses in this strand would include the use of software applications to make the work of the instructor more easy to manage in an effort to save time and improve quality. Topics would include Grade Book, On-Time, Abacus Test Maker, etc.
