Advanced Computer Proficiency

THREE ONLINE SELF-PACED TRAININGS

45 hours / 3 TO 5 DAYS PER TRAINING

MARK JOHN P. LADO, MIT
Master in Information Technology

Disclaimer

The information provided in this Advanced Computer Proficiency Course is for educational and informational purposes only. While every effort has been made to ensure the accuracy and reliability of the content, the course administrators make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect to the course content or related graphics contained in the course for any purpose. Any reliance you place on such information is therefore strictly at your own risk.

In no event will the author, its administrators, instructors, or affiliates be liable for any loss or damage, including without limitation, indirect or consequential loss or damage, or any loss or damage whatsoever arising from loss of data or profits arising out of or in connection with the use of this course.

Participants are encouraged to verify any information obtained from this course before relying on it. The course administrators reserve the right to make changes and updates to the course content without notice.

External links provided within the course are for convenience and informational purposes only; they do not constitute an endorsement or approval by the author of any of the products, services, or opinions of the corporation or organization or individual. The author bears no responsibility for the accuracy, legality, or content of the external sites or for that of subsequent links.

By participating in this course, you agree to the terms of this disclaimer and acknowledge that you have read and understood its contents.

Welcome to the Advanced Computer Proficiency Course!

Dear Participants,

We are delighted to welcome you to our *Advanced Computer Proficiency Course*! This comprehensive training program is designed to equip you with the essential skills needed to navigate and excel in the digital age, particularly within educational environments. Over the course of our three self-paced trainings, you'll explore a variety of cutting-edge tools and practices that will enhance your efficiency, creativity, and cybersecurity awareness.

What You Can Expect:

- **Learning Management Systems**: Master the use of Google Classroom, Google Meet, and Google Drive to streamline your teaching and collaboration processes.
- **Educational Technology Tools**: Harness the power of Chat GPT, Quillbot, Microsoft Office, and Kahoot! to elevate your teaching strategies and student engagement.
- **Multimedia and Content Creation**: Dive into the world of Prezi, Canva, video editing, and podcasting to create compelling and dynamic educational content.
- **Cybersecurity and Online Safety**: Learn the fundamental practices of cybersecurity to protect yourself and your students in the digital realm.
- **Assessment and Evaluation Tools**: Develop your skills in using Google Forms, Microsoft Forms, and rubric creation tools for effective assessment and evaluation.

How to Get Started:

- **Familiarize Yourself**: Begin by exploring the course materials provided. Each module is designed to be self-paced, allowing you to progress according to your own schedule.
- **Engage Actively**: Participate in the practical activities and assignments within each module to reinforce your learning and gain hands-on experience.
- **Stay Connected**: Use our discussion forums and scheduled live sessions to interact with your peers and instructors. Share your insights, ask questions, and collaborate to enrich your learning experience.

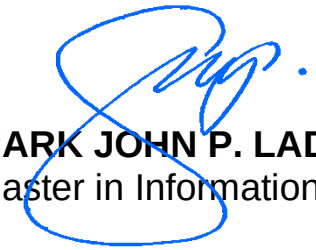
Support and Resources:

Our team is here to support you every step of the way. Should you have any questions or require assistance, please do not hesitate to reach out to us through the provided contact channels. Additionally, make sure to take advantage of the resources and supplementary materials available in each module.

We are excited to embark on this journey with you and look forward to witnessing your growth and achievements throughout the course. By the end of this program, you will possess the advanced computer proficiency needed to thrive in today's digital landscape and empower your students to do the same.

Welcome aboard, and happy learning!

Best regards,



MARK JOHN P. LADO, MIT
Master in Information Technology

Advanced Computer Proficiency Course Module

Course Overview

This advanced computer proficiency course is designed to equip participants with the skills needed to effectively utilize modern educational technology tools, create multimedia content, ensure cybersecurity, and utilize assessment tools. The course is divided into three self-paced online trainings, each spanning 3 to 5 days, with a total of 45 hours.

Training 1.0: Learning Management System (LMS)

Topics:

- Google Classroom
- Google Meet
- Google Drive

Learning Outcomes:

- Understand the basics of setting up and managing a Google Classroom.
- Conduct virtual classes using Google Meet.
- Efficiently organize and share files using Google Drive.

Activities:

Google Classroom:

- Setting up a classroom.
- Creating and organizing assignments.
- Grading and providing feedback.

Google Meet:

- Scheduling and conducting meetings.
- Utilizing breakout rooms and interactive features.

Google Drive:

- Organizing files and folders.
- Sharing and collaborating on documents.
- Integrating with other Google Workspace tools.

Training 1.1: Educational Technology Tools

Topics:

- Chat GPT
- Quillbot
- Microsoft Office
- Kahoot!

Learning Outcomes:

- Utilize AI tools like Chat GPT and Quillbot for enhancing learning experiences.
- Master the core applications of Microsoft Office (Word, Excel, PowerPoint).
- Create engaging quizzes and polls using Kahoot!

Activities:

Chat GPT:

- Generating lesson plans and educational content.
- Answering student queries and providing explanations.

Quillbot:

- Paraphrasing and summarizing text.
- Improving writing quality.

Microsoft Office:

- Word: Advanced document formatting.
- Excel: Data analysis and visualization.
- PowerPoint: Creating dynamic presentations.

Kahoot!:

- Creating interactive quizzes.
- Analyzing student performance.

Training 2.0: Multimedia and Content Creation

Topics:

- Prezi
- Canva
- Video Editing
- Podcasting Tools

Learning Outcomes:

- Design visually appealing presentations with Prezi.
- Create graphic content using Canva.
- Edit videos for educational purposes.
- Produce and distribute podcasts.

Activities:

Prezi:

- Designing non-linear presentations.
- Using animations and transitions effectively.

Canva:

- Creating infographics, posters, and social media graphics.
- Using templates and custom designs.

Video Editing:

- Basic editing techniques.
- Adding captions and effects.

Podcasting:

- Recording and editing audio.
- Distributing podcasts through various platforms.

Training 2.1: Assessment and Evaluation Tools

Topics:

- Google Forms for surveys, quizzes, and assignments
- Microsoft Forms
- Rubric creation tools

Learning Outcomes:

- Create and analyze surveys, quizzes, and assignments using Google and Microsoft Forms.
- Develop effective rubrics for assessment.

Activities:

Google Forms:

- Designing and distributing forms.
- Analyzing responses.

Microsoft Forms:

- Creating quizzes and surveys.
- Using branching logic.

Rubric Creation:

- Developing clear and objective rubrics.
- Using rubric creation tools for consistent grading.

Training 3.0: Cybersecurity and Online Safety

Topics:

- Basic cybersecurity practices
- Safe internet usage
- Protecting student data privacy
- Computer Troubleshooting

Learning Outcomes:

- Implement basic cybersecurity measures.
- Practice safe internet usage.
- Ensure the privacy and security of student data.
- Troubleshoot common computer issues.

Activities:

Cybersecurity Practices:

- Understanding threats and vulnerabilities.
- Implementing strong passwords and two-factor authentication.

Safe Internet Usage:

- Recognizing phishing and scam emails.
- Safe browsing practices.

Data Privacy:

- Understanding data protection laws.
- Secure handling of student data.

Troubleshooting:

- Identifying and resolving common hardware and software issues.
- Performing basic maintenance tasks.

Course Completion

Participants will receive three certificates upon completing all three trainings and demonstrating proficiency in the covered topics through practical assignments and assessments.