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

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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.

Training 1

Training 1.0
Learning Management System (LMS)

Mastering Google Classroom, Google Meet, and Google Drive

Welcome to our discussion on effectively utilizing Google Classroom, Google Meet, and Google Drive. These tools are essential for creating an efficient and engaging digital learning environment. Let's dive into the key areas and share our experiences, tips, and questions.

Google Classroom:

Setting up a Classroom:

1. How do you approach setting up your Google Classroom? What are the essential steps you follow to ensure everything is organized from the start?
2. Have you found any tips or tricks that make the setup process smoother or more efficient?

Creating and Organizing Assignments:

1. What strategies do you use to create assignments that are clear and engaging for your students?
2. How do you organize assignments in Google Classroom to make it easy for students to find and complete their work?

Grading and Providing Feedback:

1. What are your best practices for grading assignments in Google Classroom?

2. How do you provide meaningful and constructive feedback to students using the platform?

Google Meet:

Scheduling and Conducting Meetings:

1. What tools or methods do you use to schedule meetings effectively with Google Meet?

2. During meetings, how do you ensure that the session remains engaging and interactive for all participants?

Utilizing Breakout Rooms and Interactive Features:

1. How do you use breakout rooms to enhance collaboration and group work during your meetings?

2. Are there any interactive features within Google Meet that you find particularly useful for keeping students engaged?

Google Drive:

Organizing Files and Folders:

1. What system do you use to keep your Google Drive organized? How do you manage files and folders to ensure everything is easy to locate?

2. Are there any naming conventions or organizational strategies that you find particularly effective?

Sharing and Collaborating on Documents:

1. How do you facilitate collaboration using Google Drive? What are your best practices for sharing documents with students and colleagues?

2. Have you encountered any challenges with document sharing and collaboration? If so, how did you overcome them?

Integrating with Other Google Workspace Tools:

1. How do you integrate Google Drive with other Google Workspace tools to streamline your workflow?
2. Are there any specific integrations that you find particularly useful for enhancing productivity and collaboration?

Discussion Questions:

1. What are the biggest challenges you face when using Google Classroom, Google Meet, and Google Drive? How have you addressed these challenges?
2. Can you share a success story where these tools significantly improved your teaching or classroom management?
3. What features or improvements would you like to see added to Google Classroom, Google Meet, or Google Drive to better support your needs?

Feel free to share your experiences, ask questions, and provide insights on how you effectively use these tools in your educational practices. Let's learn from each other and enhance our proficiency together!

Training 1.1
Educational Technology Tools

Leveraging Educational Technology Tools

Welcome to our discussion on effectively using educational technology tools like Chat GPT, Quillbot, Microsoft Office, and Kahoot!. These tools can significantly enhance our teaching practices and student engagement. Let's explore the various ways we can integrate these technologies into our educational workflows and share our experiences, tips, and questions.

Chat GPT:

Generating Lesson Plans and Educational Content:

1. How have you utilized Chat GPT to generate lesson plans or other educational content?
2. What are some effective strategies for prompting Chat GPT to produce high-quality and relevant content?

Answering Student Queries and Providing Explanations:

1. How do you use Chat GPT to answer student queries? Are there any specific guidelines you follow to ensure the information is accurate and helpful?
2. Can you share an example where Chat GPT provided an explanation that greatly benefited a student's understanding?

Quillbot:

Paraphrasing and Summarizing Text:

1. In what scenarios do you find Quillbot most useful for paraphrasing and summarizing text?

2. How do you ensure that the paraphrased or summarized content maintains the original meaning and context?

Improving Writing Quality:

1. How has Quillbot helped you or your students improve writing quality?

2. Are there any specific features of Quillbot that you find particularly effective for enhancing writing?

Microsoft Office:

Word: Advanced Document Formatting:

1. What advanced document formatting techniques do you frequently use in Microsoft Word?

2. How do you teach your students to utilize these advanced features effectively?

Excel: Data Analysis and Visualization:

1. What are some common data analysis tasks you perform in Excel, and what tools or functions do you use?

2. How do you create visualizations in Excel to make data more understandable and engaging for your students?

PowerPoint: Creating Dynamic Presentations:

1. What are your best practices for creating dynamic and visually appealing presentations in PowerPoint?

2. How do you incorporate multimedia and interactive elements to enhance your presentations?

Kahoot!:

Creating Interactive Quizzes:

1. How do you design interactive quizzes in Kahoot! that are both fun and educational?
2. What are some strategies you use to encourage student participation and engagement during Kahoot! quizzes?

Analyzing Student Performance:

1. How do you utilize the data from Kahoot! to analyze student performance?
2. What insights have you gained from Kahoot! data that have influenced your teaching strategies?

Discussion Questions:

1. What challenges have you faced when integrating these tools into your teaching? How have you overcome these challenges?
2. Can you share a success story where one of these tools significantly enhanced your teaching or student learning outcomes?
3. What features or improvements would you like to see in Chat GPT, Quillbot, Microsoft Office, or Kahoot! to better support your educational needs?

Feel free to share your experiences, ask questions, and provide insights on how you effectively use these tools in your educational practices. Let's collaborate and learn from each other to enhance our proficiency with these powerful educational technologies!

Training 2

Training 2.0
Multimedia and Content Creation

Enhancing Multimedia and Content Creation Skills

Welcome to our discussion on mastering multimedia and content creation tools like Prezi, Canva, video editing software, and podcasting tools. These technologies can significantly enhance the way we present information and engage our audiences. Let's dive into the key areas and share our experiences, tips, and questions.

Prezi:

Designing Non-linear Presentations:

1. How do you approach designing non-linear presentations in Prezi? What are the benefits and challenges of this format?
2. Can you share an example of a successful non-linear presentation you created with Prezi?

Using Animations and Transitions Effectively:

1. What are your best practices for using animations and transitions in Prezi to keep your audience engaged without causing distractions?
2. How do you balance the use of these features to enhance your presentation's flow and clarity?

Canva:

Creating Infographics, Posters, and Social Media Graphics:

1. What tips do you have for creating visually appealing and informative infographics, posters, and social media graphics in Canva?
2. How do you ensure that your designs effectively communicate your message to your target audience?

Using Templates and Custom Designs:

1. How do you decide when to use a template versus creating a custom design from scratch in Canva?
2. Are there any specific templates or design elements in Canva that you find particularly useful?

Video Editing:

Basic Editing Techniques:

1. What basic video editing techniques do you consider essential for creating polished and professional-looking videos?
2. How do you teach these techniques to beginners who are new to video editing?

Adding Captions and Effects:

1. How do you add captions to your videos to ensure accessibility and improve viewer engagement?
2. What types of effects do you commonly use in your videos, and how do they enhance the overall quality of your content?

Podcasting:

Recording and Editing Audio:

1. What equipment and software do you use for recording and editing podcasts?
2. What tips do you have for ensuring high-quality audio recordings?

Distributing Podcasts Through Various Platforms:

1. How do you distribute your podcasts to reach a wider audience? What platforms do you find most effective?
2. Can you share a success story where your podcast reached a significant milestone or had a positive impact on your listeners?

Discussion Questions:

1. What are the biggest challenges you face when using these multimedia and content creation tools? How have you addressed these challenges?
2. Can you share a success story where one of these tools significantly enhanced your presentations, graphics, videos, or podcasts?
3. What features or improvements would you like to see in Prezi, Canva, video editing software, or podcasting tools to better support your content creation needs?

Feel free to share your experiences, ask questions, and provide insights on how you effectively use these tools in your educational practices. Let's collaborate and learn from each other to enhance our proficiency with these powerful content creation technologies!

Training 2.1
Assessment and Evaluation Tools

Optimizing Assessment and Evaluation with Digital Tools

Welcome to our discussion on using Google Forms, Microsoft Forms, and rubric creation tools for effective assessment and evaluation. These tools can greatly enhance our ability to design, distribute, and analyze assessments, as well as ensure consistent and objective grading. Let's explore the best practices and share our experiences, tips, and questions.

Google Forms:

Designing and Distributing Forms:

1. What are your key considerations when designing forms in Google Forms to ensure they are user-friendly and effective?
2. How do you distribute forms to maximize response rates and ensure your target audience completes them?

Analyzing Responses:

1. What methods do you use to analyze responses in Google Forms? How do you interpret the data to inform your teaching practices?
2. Can you share any tips for exporting and visualizing the data collected through Google Forms?

Microsoft Forms:

Creating Quizzes and Surveys:

1. How do you design engaging quizzes and surveys using Microsoft Forms? What features do you find most useful?
2. Are there any specific question types or settings that you prefer to use to enhance the quality of your assessments?

Using Branching Logic:

1. How do you utilize branching logic in Microsoft Forms to create personalized and adaptive assessments?
2. Can you provide an example of how branching logic has improved the effectiveness of your quizzes or surveys?

Rubric Creation:

Developing Clear and Objective Rubrics:

1. What are your best practices for developing rubrics that are clear, objective, and aligned with your learning outcomes?
2. How do you ensure that your rubrics are easy for students to understand and use?

Using Rubric Creation Tools for Consistent Grading:

1. What tools do you use for creating rubrics, and how do they help you maintain consistency in grading?
2. Can you share an example of a rubric you developed and explain how it has improved your grading process?

Discussion Questions:

1. What challenges have you faced when using these tools for assessment and evaluation? How have you overcome these challenges?

2. Can you share a success story where one of these tools significantly improved your assessment practices or student outcomes?

3. What features or improvements would you like to see in Google Forms, Microsoft Forms, or rubric creation tools to better support your needs?

Feel free to share your experiences, ask questions, and provide insights on how you effectively use these tools in your educational practices. Let's collaborate and learn from each other to enhance our proficiency with these essential assessment and evaluation technologies!

Training 3

Training 3.0
Cybersecurity and Online Safety

Enhancing Cybersecurity and Online Safety

Welcome to our discussion on cybersecurity practices, safe internet usage, data privacy, and troubleshooting common IT issues. These topics are crucial for ensuring a secure and efficient digital environment, particularly in educational settings. Let's explore the best practices and share our experiences, tips, and questions.

Cybersecurity Practices:

Understanding Threats and Vulnerabilities:
1. What are the most common cybersecurity threats and vulnerabilities that you encounter in your role?
2. How do you stay informed about the latest cybersecurity threats and trends?

Implementing Strong Passwords and Two-Factor Authentication:
1. What strategies do you use to create and manage strong passwords?
2. How do you implement and encourage the use of two-factor authentication in your organization or classroom?

Safe Internet Usage:

Recognizing Phishing and Scam Emails:
1. What are the telltale signs of phishing and scam emails? Can you share an example of a phishing attempt you encountered?

2. How do you educate others about recognizing and avoiding phishing scams?

Safe Browsing Practices:

1. What safe browsing practices do you follow and recommend to others?

2. Are there any specific tools or browser extensions that you use to enhance online safety?

Data Privacy:

Understanding Data Protection Laws:

1. What data protection laws are most relevant to your work, and how do you ensure compliance?

2. How do you stay updated on changes to data protection regulations?

Secure Handling of Student Data:

1. What practices do you follow to ensure the secure handling and storage of student data?

2. How do you educate students and colleagues about the importance of data privacy and security?

Troubleshooting:

Identifying and Resolving Common Hardware and Software Issues:

1. What are the most common hardware and software issues you encounter, and how do you resolve them?

2. Do you have a troubleshooting checklist or procedure that you follow?

Performing Basic Maintenance Tasks:

1. What basic maintenance tasks do you perform regularly to keep your hardware and software running smoothly?

2. How do you teach these maintenance tasks to others to promote self-sufficiency?

Discussion Questions:

1. What challenges have you faced when implementing cybersecurity practices and ensuring data privacy? How have you addressed these challenges?

2. Can you share a success story where your efforts in cybersecurity, safe internet usage, or troubleshooting significantly improved the digital safety and efficiency of your environment?

3. What resources or tools do you recommend for staying informed and proficient in these areas?

Feel free to share your experiences, ask questions, and provide insights on how you effectively manage cybersecurity, online safety, data privacy, and troubleshooting in your educational or professional settings. Let's collaborate and learn from each other to enhance our collective proficiency in these critical areas!

- END -

Notes:

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Congratulatory Message for Completing the Advanced Computer Proficiency Course

Dear Participants,

Congratulations on successfully completing the Advanced Computer Proficiency Course!

We are immensely proud of your dedication and hard work throughout the three self-paced online trainings. Your commitment to mastering advanced digital skills is commendable, and we hope you feel a great sense of accomplishment.

What You've Achieved:

1. **Learning Management Systems:** You've gained expertise in Google Classroom, Google Meet, and Google Drive, enabling you to streamline your teaching and collaboration processes.
2. **Educational Technology Tools**: You've harnessed the power of Chat GPT, Quillbot, Microsoft Office, and Kahoot! to enhance your teaching strategies and student engagement.
3. **Multimedia and Content Creation:** You've learned to create compelling and dynamic educational content using Prezi, Canva, video editing software, and podcasting tools.
4. **Cybersecurity and Online Safety**: You've mastered fundamental cybersecurity practices to protect yourself and your students in the digital realm.
5. **Assessment and Evaluation Tools**: You've developed skills in using Google Forms, Microsoft Forms, and rubric creation tools for effective assessment and evaluation.

Your journey didn't just end with acquiring new skills; it marked the beginning of your enhanced capability to thrive in today's digital landscape. By integrating these advanced tools and practices into your educational or professional environment, you're not only improving your own efficiency but also empowering those around you to excel.

What's Next?
- **Apply Your Knowledge**: Implement the skills and techniques you've learned to improve your daily workflows and teaching methods.
- **Share and Collaborate:** Use the discussion forums and networks you've built during this course to continue sharing insights and collaborating with your peers.
- **Stay Updated:** Technology is always evolving. Stay curious and keep learning to stay ahead in the ever-changing digital world.

Support and Resources:

Remember, our team is always here to support you. If you have any questions or need further assistance, please don't hesitate to reach out.

We hope this course has been a valuable and enriching experience for you. We look forward to hearing about your future successes and the positive impact you'll make with your newfound skills.

Once again, congratulations on completing the Advanced Computer Proficiency Course. Here's to your continued growth and success!

Best regards,

MARK JOHN P. LADO, MIT
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