Please register for these sessions through the ERO system. To use the ERO system please use the following directions:

If you have not yet established a PIN for the ERO system, make a one-time phone call to (877) 453-3443. You will need your organization ID (29481) and your User ID (your social security number). After you have entered these numbers you will be asked to create a PIN number.

Once you have successfully selected a PIN number you may hang up and go to **http://www.aacps.org/aacps/boe/teach/stafd/calendar.asp** and click on the "Professional Development Opportunities" link. Enter the three numbers mentioned above. If you have trouble please call the HELP DESK at (410) 222-5135.

This program is a

partnership between

Instructional Technology

&

T3

ANNE ARUNDEL
COUNTY PUBLIC SCHOOLS

Technology

Leadership Program

for Administrators

MSDE credit courses for prospective and practicing administrators

Bb
Blackboard

Description

Principles of Technology Leadership is a 1 MSDE credit, **online** learning course designed for prospective and practicing administrators who wish to develop an understanding of technology leadership and best practices that will lead to effective technology integration and improved student learning. Participants will examine how software and electronic resources can assist their school-improvement teams in the data-driven decision-making process to enhance and differentiate instruction and investigate hardware and software for integration into the K-12 curricula.

Course Schedule:
Principles of Technology Leadership
Spring Offering: Feb. 7 — April 13
(2 Face to Face meetings on Feb. 7 and March 26
Administrator Toolbox Offerings—
See ERO for specific dates and times.
Intro. To Word—April 17
Into. To PowerPoint—May 1
Beginning Email—April 10
Intro. To Excel—May 15
E-portfolios—May 8

In order to succeed in the Principles of Technology Leadership Course, you must be technology literate. During the Proficiency Orientation Workshop you will be provided with a **self-assessment** that will help you determine your specific needs.

For those who may need some "review" prior to taking the Principles of Technology Leadership, we recommend the following course that consists of four, 3-hour workshops:
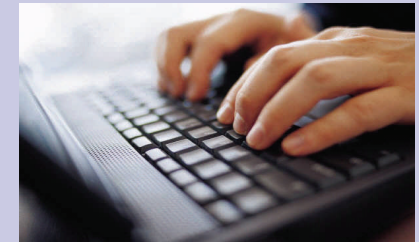
Administrator's Toolbox is a 1 credit MSDE course designed for administrators who would like to explore various tools and strategies for streamlining daily administrative tasks and processes. These face-to-face course sessions may be taken individually or together as a 1 credit package, depending on need. These courses include:

- Introduction to MS Word
- PowerPoint for Administrators
- Online Communication Tools
- Introduction to Excel
- E-Portfolios

Already technology literate but need some review? Come to the Proficiency Orientation Workshop to learn about **online tutorials** for the above-mentioned courses!

Requirements

All participants will be required to attend a **Proficiency Orientation Workshop**. This informal, 2 hr. meeting will introduce school leaders to this innovative program, as well as allow them to identify their personal "track" for this program.

Participants interested on the online course, Principles of Technology Leadership should possess:

- a willingness to learn independently and to work within a new interface
- ability to navigate the web, multi-task, & send email with attachment

Hardware/Software Requirements:

- MS Office '00 or '03
- At least a Pentium II personal computer (or its equivalent Apple or Unix machine) w/64 MB of RAM
- At least 56.6 bps modem
- An Internet Service Provider
- Minimum of *Internet Explorer* 5.0