

Technology Proficiency



Develop a teen crisis hotline

PAINTING AND DRAWING

Day 1 and 2 –Using AppleWorks Paint/MS Paint create a logo for your teen crisis hotline.

WORD PROCESSING

Day 3 and 4 –Using AppleWorks Word/MS Word create a flyer that you will hand out to teen to get them to promote the hotline for you. You should explain the details of your hotline so people feel comfortable to call.

SPREADSHEET

Day 5 and 6 –How much money for you need to operate the hotline? Using Ms Excel or AppleWorks spreadsheet create a budget of the dollars needed to operate the hotline.

DATABASE

Day 7 and 9 – Using database software like MS Access /AppleWorks create a list of 20 people working on the hotline. Use the following fields: job, names, address, city, state, zip, phone, and email. You can use the White pages to get ideas.

WEBPAGE

Day 9 and 10 – You need a website for your hotline. In the site you need to have items for sale, email, and links to other sites. With the hotline your mission statement will be very important. Use MS Frontpage as your web page software.

PRESENTATION

Day 11 and 12 – Use presentation software like MS PowerPoint. Create an 8 slide presentation on your crisis hotline.

Each assignment is worth 2 product hours, 3 turned in on time. You may show me work on your PC screen, disk/storage device, print, or email it. douglas.perez@pusd.org