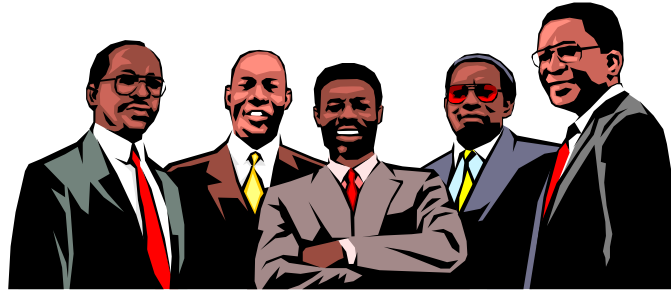


Technology Proficiency



YOUR GOALS

PAINTING AND DRAWING

Day 1 and 2 –Using AppleWorks Paint or MS Paint create a poster for your fictional non-profit organization. The non-profit organization is designed to help the people in your community.

WORD PROCESSING

Day 3 and 4 –Using AppleWorks word/MS Word write a business letter to potential donors to get money to pay expenses for your non-profit organization. What does your non-profit for? How does it help your community? What are you going to do with the money? How can it directly benefit?

SPREADSHEET

Day 5 and 6 –How much money will you need for daily expenses for your non-profit? Create a 15-item spreadsheet (MS Excel) that outlines business expenses. An example if this would be transportation, hotel, bodyguard, etc.

DATABASE

Day 7 and 9 – Using the software like MS Access/AppleWorks create a list of 20 people that DIRECTLY work for the non-profit. Include the following fields: name-address-cell-pager-email-text msg-department-job.

WEBPAGE

Day 9 and 10 –You need a website for your non-profit. Using an existing template in AppleWorks/MS word create a website that promotes the non-profit. Include links to other sites, email links, and links to get donations

PRESENTATION

Day 11 and 12 – Use presentation software like MS PowerPoint. Create an 8 slide presentation on your non-profit.

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