**COMPUTER TRAINING HOUR**

**DOCUMENTATION FORM**

Name:

Recertification due date:

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| --- | --- | --- | --- | --- |
| INSTRUCTION | HOURS | INSTRUCTOR | INITIALS | DATE |
| Windows 98 Basic |  |  |  |  |
| Windows 2000 Basic |  |  |  |  |
| Internet |  |  |  |  |
| School Intranet/File Sharing |  |  |  |  |
| Printing and Troubleshooting |  |  |  |  |
| Camera/Scanner |  |  |  |  |
| Graphic |  |  |  |  |
| PowerPoint |  |  |  |  |
| Excel |  |  |  |  |
| School Related Software-SRI/Star Math |  |  |  |  |
| SchoolMaster |  |  |  |  |
| HyperStudio |  |  |  |  |

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| PROJECT | HOURS | INSTRUCTOR | INITIALS | DATE |
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NOTE: HRS indicates the number of contact hours; 15 contact hours equals one credit.

Each teacher is responsible for maintaining his/her own form.

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