



**The ASPIRA Association  
Academic Advisors Professional Development Program**

<b>Course Title:</b> How to Use Information Technology for Academic Advisement <b>Course Number:</b> AAT – 101
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**Course Description:**



After completing this course ASPIRA Academic Advisors will be able to understand the basics of the Windows operating system environment, know how to use the basic functions of Word, know how to use Outlook, how to navigate in the Internet with Internet Explorer, understand how to perform Internet search supported by a multi-search engine, know how to perform data entry into the ASPIRA MIS, know how to use ETS's Proof Reader for online writing evaluation and MyRoad from the College Board.

**Course Duration:** 15 hours

**Course Outline:**

Goal	Learning Objectives	Learning Activities	Learning Resources
Advisors will develop practical knowledge on how to apply and use information technology tools in support of advancing	Develop a practical understanding on how to operate a computer.	Learn how to use the Windows operating system (create files, save files, print, manage windows, etc.).	Study the modules <a href="#">Introduction to Windows, Part I</a> and <a href="#">Introduction to Windows, Part II</a>

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the educational goals of their students.	Develop a practical understanding on how to use word processing tools to support students and families in the pursue of their educational goals.	Learn how to use the basic functions of Microsoft Word.	Study the modules <a href="#">Introduction to Word Processing, Microsoft Word Part I</a> and <a href="#">Introduction to Word Processing, Microsoft Word Part II</a>
	Know how-to use the Internet a tool to support students and families in the pursue of their educational goals.	Advisors will master the basics of how to use browsers to navigate in the Internet.	Study the article <a href="#">How the Internet Works</a>
		Advisors will learn how to perform Internet search using meta search multiple search engines.	Access the following module through the Internet: <a href="#">Using Google Search</a>
	Advisors will know how-to use electronic mail and to provide support to students on creating e-mail accounts.	Advisors will learn the basics of communicating via e-mails and how to support students setting up a free e-mail account.	Study the web site <a href="#">How e-Mail Works</a>
		Advisors will learn how to use Microsoft Outlook to send, and receive e-mail and to develop contact lists and calendar.	Study the module: <a href="#">Introduction to Microsoft Outlook</a>
Advisors will know how to make a presentation assisted by desktop presentation software.	Advisors will learn how to use Microsoft PowerPoint to develop computer-assisted presentations.	Study the module <a href="#">Introduction to Microsoft PowerPoint</a>	

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	Advisors will know how to use College Board ExPAN to explore careers, perform college selection, apply for college admission and request financial aid.	Advisors will master the use of MyRoad as one of their main resources to perform careers exploration, assist students in college selection, assists students to apply for college admission and request financial aid.	Study <a href="#">MyRoad</a> and learn the use of MyRoad for advising your students.
	Advisors will master basics of data entry into the ASPIRA Management of Information System (MIS).	The academic advisors will know how to enter data, edit data, and search for clients profile in the ASPIRA MIS.	Study the module <a href="#">Basics of the ASPIRA National On-Line Management of Information System (MIS)</a> To access this site you will be required to login into the ASPIRA.org web site.

**Evaluation:**

After completing the above learning activities, the Academic Advisor will perform the following:

- Search on the Internet for information on Hispanic serving institutions located on their region;
- On Microsoft Word, prepare a list of the above findings with a short description of the institutional offerings;
- Send an e-mail to their immediate supervisor with a copy to the associate Executive Director with the above Word file attached, print a copy of the e-mail;
- Using ExPAN, develop a sample (dummy) student record and use all the areas of the program (personal info, college, financial aid, etc). Print the results.

All the above printouts will become part of the Advisor training program evaluation portfolio.