



The Computer Competency Initiative (CCI) is a set of 8 modules created by the Instructional Technology staff, based on technology standards developed by the State Board of Educator Certification (SBEC) for beginning teachers and paraprofessionals.

All new contract employees hired at the beginning of each school year have until March 1 to finish their 8 modules.

All new paraprofessionals (Educational Aides/Clerks/Secretaries) must complete their 8 modules one year from date of hire.

The **7** basic CCI modules to be taken or tested out of using the Skill Check system are listed below. Web-based video tutorials are available on the Instructional Technology web page. Testing machines are usually located in the campus library. Employees may contact the campus technology liaison to determine the exact location. Employees may take the test multiple times to pass. A score of 80 or above is the passing standard.

Additionally, one elective course must be attended. The seven basic courses that must either be attended or tested out of are:

- |                      |                              |
|----------------------|------------------------------|
| 1. Windows           | 5. Word 2                    |
| 2. Outlook           | 6. PowerPoint                |
| 3. Internet Explorer | 7. Excel                     |
| 4. Word 1            | 8. Attend I Elective Course* |

\* To receive credit for the 8th elective course, attendance at a TIMS training session is required. Trainings are offered at the TIMS training facility, a local campus, or at a district professional development event. TIMS classes are usually offered beginning in late fall. Please visit the Instructional Technology web page for a list of classes offered or contact your campus Instructional Technology Specialist.

**A calendar of training opportunities and registration information is available online at the Electronic Registrar. ERO may be accessed by clicking the link below.**



For additional information visit the Technology link on the Birdville website:  
[www.birdville.k12.tx.us](http://www.birdville.k12.tx.us).