



Savvy Tech Girls Camp
2007 Enrollment Agreement

I hereby enroll my daughter(s) _____,
to participant in VEINC's Savvy Tech Girls Camp which will start on June 25 and end on August
17. I agree to pay the sum of \$_____ in accordance with the camp registration fee and
selected camp sessions. I am enclosing my payment for the entire amount specified above. I
understand,

- There is a \$35 charge for a returned check.
- That the dates for the Savvy Tech Girls Camp enrollment will not be altered and no oral modifications to this agreement will be recognized.
- That the Savvy Tech Girls Camp will be closed on July 4, 2008 in honor of Independence Day.
- That if this application cannot be accepted by VEINC, no contractual relationship shall exist between us, and my payment will be reimbursed in full.
- And agree that enrollment is for the entire period specified above and that there will be no refunds, credit, or remission of fees except where serious documented medical situations have occurred.
- That all sessions are subject to change or cancellation at any time.
- That VEINC is not responsible for any of my daughter's belongings that are lost, stolen or damaged.

I hereby give my permission for VEINC to use photographs, videotapes, and/or movies taken of the above-named camp participant for sponsorship and promotional use.

I have carefully read, understand, and accept the terms of this agreement governed by the State of Maryland.

Daughter's Name

Parent/Guardian/Signature

Date

Interest and Expectations:

What is your daughter looking forward to at Savvy Tech Girls Camp?

Dislikes and Apprehensions:

Does your daughter have any apprehensions about learning technology?

Social Skills

Does your daughter work well with others or prefer to work alone?



Savvy Tech Girls Camp
Participant's PROFILE

Please any information about the use and experience your daughter(s) currently has with information technology. This information confidential is will be used to assess the skills of each participant.

Name: _____ DOB _____ Age: _____

School _____ Grade: _____

Computer Knowledge/Interest:

Please describe how your daughter(s) currently use the computer.

How will your daughter(s) integrate technology to advance their academics, and increase their interest in pursuing a degree and/or career(s) relating to technology?



Savvy Tech Girls Camp
EMERGENCY FORM

Student Name Date of Birth

Mother/Guardian Name Home# Work# Cell#

Father/Guardian Name Home# Work# Cell#

Emergency Contact Home# Work# Cell#

Emergency Contact Home # Work# Cell#

Doctor's Name Address Phone#

Please describe any medical, allergy concerns, limitations and/or registrations that VEINC should know about your daughter(s).

In case of an emergency, I understand that the decision and/or judgment of VEINC will prevail and I will notify VEINC in writing if any of the above conditions changes.

SIGNATURE OF PARENT OR GUARDIAN/DATE



Savvy Tech Girls Camp
Permission Slip

I _____, the parent/legal guardian/parent of _____, give permission for my daughter(s) to attend field trips that coincide with VEINC's Savvy Tech Girl's goals and objectives. I understand that prior notification will be given for each field trip and I reserve the right to withhold my daughter(s) from attending. I understand that all staff members and volunteers will attend planned field trips, and if I decide to withhold my daughter(s) from a scheduled field trip, I will be solely responsible for making other arrangements for the care of my daughter(s). I further understand that this blanket permission and consent form will be effective for all off-site field trips during my daughter's enrollment in the Savvy Tech Girls Camp, and that I may revoke this consent anytime with a written notification to VEINC. I have been advised that field trips may involve the use of public transportation (e.g., metro bus, subway and or school bus) and non-VEINC staff and/or volunteers will accompany field trip attendees.

PARENT OR GUARDIAN PRINTED NAME

SIGNATURE OR PARENT OR GUARDIAN/DATE

HTML Programming Level I

Using HTML, Girls will learn how to recognize the components of an HTML file and create such a file, format paragraphs and characters, link to local files and Web pages, add graphics and sound, create different kinds of lists, create multi-column and multi-row tables, set background colors and graphics for Web pages, evaluate Web page design and consider design issues that affect Web pages, and add links to non-Web Internet sites from their Web pages.

Prerequisites: Windows XP, and experience with using Web browsers.

HTML Programming - Level II

Girls will learn how to Create well-formed code that conforms to the XHTML standard, modify tables and create nested tables, control the sizing, spacing, and alignment of images, and understand how image maps work, create Web forms with a variety of different controls, modify form attributes to make forms more usable and navigable, apply the meta tag and understand how JavaScript is embedded into HTML documents, create framed pages, and use style sheets (CSS) to design Web documents.

Webpage Development with Cascading Style Sheets

Girls will learn introductory technical concepts underlying the Internet and the World Wide Web. Girls will learn what goes on behind the scenes to enable Internet and Web connections to work. **Prerequisites:** The fundamentals of computer concepts (such as how to run applications, manage files, and so forth) and how to use a Web browser.

Introduction to Java Scripting

Girls that have a solid foundation in HTML will learn what JavaScript is, what it can do, and how it works. Girls will also learn JavaScript to display messages in a Web Page status bar, display the current date, and display and dynamically update the current time. Girls will also learn to use JavaScript to create scrolling text banners, and generate an HTML table to display a monthly calendar in its own window. **Prerequisites:** HTML Levels I and II.

SESSION VIII – TELECOMMUNICATIONS & SECURITY

Introduction to Telecommunications

This course introduces a wide range of topics that are fundamental to telecommunications. The course will review the historical background, organizations and institutions that regulate the standards of the Telecommunication's Industry. The course will discuss telecommunications from the perspectives of voice and data communications. The course follows a flow of services, networks, and applications. With this flow, Girls will learn the fundamental concepts of basic telephony, data transmission, and data connectivity. A variety of areas will be involved because of the encompassing nature of the industry. **Prerequisites: None.**

Security Awareness Concepts & Practices

In today's organizational environments, almost every job role involves working with computers in some manner. Security breaches can happen to any computer user, on home systems or in corporate or organizational environments. This course is intended to introduce common security threats and issues, as well as ways to counteract them. Girls will learn how to identify and apply security techniques to common job activities. **Prerequisites:** Internet Explorer, Introduction to Personal Computing using Windows XP, and Introduction to Networks and the Internet, or equivalent knowledge.

SESSION V - MULTIMEDIA AND DESIGN

Microsoft Publisher – Level I

Microsoft Publisher is an easy-to-use program to create newsletters brochures, business cards, postcards, flyers, among others for print, email, and the Web. In this course, Girls will look at how to create a publication from scratch or use one of the hundreds of business and personal designs available in Publisher. **Prerequisites:** Microsoft Windows XP Levels I and II.

Microsoft FrontPage – Level I

Girls will learn how to design, develop, and deploy Web sites that can be viewed on any Web-enabled computer around the world. This course is ideal for individuals that want to create web sites and web pages using a graphical application. **Prerequisites:** Microsoft Windows XP Levels I and II, and Microsoft Word Levels I – III.

Microsoft FrontPage – Level II

Girls will learn how to enhance the functionality and usability of a website using FrontPage tools, add more complex features, dynamic components, and enable two-way interaction with their website visitors. **Prerequisites:** Microsoft Windows XP Levels I and II, Microsoft Word Levels I – III and Microsoft FrontPage Level I.

SESSION VI – COMPUTER PROGRAMMING

Introduction to Programming

Girls will be introduced to the fundamental concepts of programming such as the programming process and the software development cycle to help girls understand the development process of applications. Girls will also experiment with a few programming techniques such as branching and looping to create small programs using the Visual Basic .NET 2005 application as the platform. **Prerequisites:** Girls should be familiar with the basics of Windows XP.

Object Oriented Programming

This course will provide Girls with the foundation to learn object-oriented programming languages and Girls will examine the concepts underlying the object-oriented programming model and learn to write code. **Prerequisites:** None.

Session VII – Webpage Development

Technical Introduction to the Internet

Girls will learn introductory technical concepts underlying the Internet and the World Wide Web. This course will teach Girls with experience with using a Web browser to access the World Wide Web, but is now looking to learn more about how the Internet and the Web work. **Prerequisites:** Internet Explorer, or equivalent knowledge, and fundamental computer concepts (e.g., how to run applications, manage files, and how to use a Web browser).

Microsoft PowerPoint Level – I

This course will teach Girls how to create and modify PowerPoint presentations.

Prerequisites: Windows XP: Levels I and II.

Microsoft PowerPoint Level - II

During this course, Girls will learn how to draw, animate, and format presentations with professional-quality content as if they were presenting to a wide variety of live, remote, and self-service audiences. Girls will also learn how to work with design templates, organizational charts, special effects, Web presentations, collaboration functionality, and advanced presentation delivery. **Prerequisites:** Windows XP and Web browsing experience is also strongly recommended.

SESSION IV – DATABASE DESIGN & DEVELOPMENT

Microsoft Access – Level I

Many companies have to manage and maintain large amounts of data and one of the most efficient ways is with a relational database. This course will introduce Girls to the concept of a relational database using Microsoft Access and this course will provide the fundamental knowledge and techniques needed to advance to more technical Access responsibilities (e.g., creating and maintaining new databases, and using programming techniques to enhance Microsoft Access application). **Prerequisites:** Windows XP: Levels I and II.

Microsoft Access – Level II

When Girls start this course, they should have the basic skills to work with Access tables, relationships, queries, forms, and reports. In this course, Girls will learn how to design and create a new Access database, how to customize database components, and how to share Access data with other applications. **Prerequisites:** Microsoft Access: Level 1 and basic familiarity with Access tables, relationships, queries, forms, and reports.

Microsoft Access - Level III

This course will teach Girls how to create complex Access databases using forms, reports, and macros, **Prerequisites:** Familiarity with basic and intermediate features of Access tables, relationships, queries, forms, and reports) from another source and Microsoft Access Levels I and II.

Microsoft Access – Level IV

The course will introduce Girls to advanced features of Access and VBA programming language. Also, Girls will learn remote database management, how to exchange data with XML and other applications, and how to automate business processes with VBA code.

Prerequisites: Windows XP Levels I and II; Access Levels I - III.

Relational Database Design

This course will cover the steps to effectively plan and design functional and efficient databases that are easy to maintain. **Prerequisites:** Before taking this course, Girls should have a basic understanding of the computer's operating system (e.g., Girls should know how to launch an application, create and save files, and copy files from a CD and other media). They also should have some familiarity with data tables and basic knowledge of how to create queries in Microsoft Access. In addition, Girls should have successfully completed Access Levels I and II.

Microsoft Word – Level II

Girls gained all the basic skills needed to create a wide range of standardized business documents in Microsoft Word Level I. During this course, Girls will increase the complexity of Microsoft Word documents by adding components such as customized lists, tables, charts, and graphics. Girls will also create personalized Microsoft Word efficiency tools. **Prerequisites:** Microsoft Word – Level I or the ability to create, edit, format, save, and print basic business documents that contain text, basic tables, and simple graphics.

Microsoft Word Level III

Girls will create, manage, revise, and distribute long documents, forms, and Web pages. **Prerequisites:** Experience with Microsoft Word to create, edit, format, save, and print business documents that contain text, tables, and graphics. Students should also be able to use a Web browser and an email program. A basic understanding of XML would also be helpful. In order to understand how Word interacts with other applications in the Microsoft Office System, Girls should have a basic understanding of how worksheets and presentations work. To ensure your success, of this course, it is recommended that camp participants have training in **Microsoft Word – Levels I and II.**

Microsoft Outlook – Level I

Girls will gain the skills needed to send and respond to email using Microsoft Outlook as well as maintaining a calendar, scheduling meetings, and working with tasks and notes. **Prerequisites:** Microsoft Office XP or experience with using personal computers and basic typing skills are recommended.

Microsoft Outlook Level II

This course will provide girls with the necessary skills to customize an Outlook environment, calendar, and mail messages. Girls will also learn how to track, share, assign, and quickly locate various Outlook items. **Prerequisites:** Windows XP Levels I and II; Microsoft Outlook: Level I.

SESSION III – PRESENTATIONS AND SPREADSHEETS

Microsoft Excel - Level I

This course will teach girls how to create, edit, and print basic worksheets and workbooks. **Prerequisites:** Microsoft Office Windows XP:

Microsoft Excel - Level II

In this course, Girls will use Microsoft Excel to streamline and enhance spreadsheets with templates, charts, graphics, and formulas. In addition, Girls will learn how to integrate visual elements and advanced formulas to a worksheet to display data in various formats. **Prerequisites:** Windows XP and Microsoft Excel – Level I.

Microsoft Excel – Level III

Girls will learn how to automate some common Excel tasks, apply advanced analysis techniques to more complex data sets, collaborate on worksheets with others, and share Excel data with other applications. **Prerequisites:** Microsoft Excel Levels I and II.

Savvy Tech Girls Camp

Session Descriptions

SESSION I – COMPUTER CONCEPTS

Introduction to Personal Computers

Girls will learn basic computer concepts and skills related to IBM and compatible computers. Girls will also receive a thorough introduction to the hardware components of a personal computer. In addition, they will learn some practical DOS and Windows techniques and become acquainted with applications. Girls will gain a greater awareness and confidence when using computers. Not only will Girls learn what the components are, but also, why they need to know this information and how it affects them in a practical way. This can also enable Girls to participate in conversations, make appropriate requests, and troubleshoot problems related to personal computers.

Windows XP Level I

This course provides a broad foundation for Girls to gain practical skills, such as what a computer is, how to manage personal files and folders that they create, and how to use many of the programs that come with Windows XP. **Prerequisites:** None.

Windows XP Level II

Girls will learn how to share files and resources over a network. They will explore how Windows XP takes advantage of the Internet. Lastly, Girls will learn how to customize and maintain their computers to create the most efficient workspace possible. **Prerequisites:** *Windows XP: Level 1*

Introduction to Networks & the Internet

Girls will learn how computers interconnect through a network. This course is for Girls with basic end-user skills on Windows-based computers and who wishes to use network and Internet services (such as file sharing, printing, email and other communications, and searching for information. **Prerequisites:** Basic end-user skills on a Windows-based personal computer, including the ability to start up and shut down the computer, log on to the computer, run programs, and move, copy, delete, and rename files in Windows Explorer. Girls should also possess basic knowledge of computing concepts, including the difference between hardware and software, and the functions of software components such as the operating system, applications, and the file system.

SESSION II – OFFICE AUTOMATION

Microsoft Word Level I

This course is the first in a series of three Microsoft® Office Word 2003 courses. Girls will learn the basic concepts required to create, edit, and enhance standard business documents using Microsoft Word. **Prerequisites:** Familiarity with personal computers, experience with using a mouse and keyboard (basic typing skills are recommended). Girls should be comfortable in the Windows environment and be able to use Windows to manage information on the computer. Specifically, Girls should be able to launch and close programs; navigate to information stored on the computer; and manage files and folders. Experience or equivalent knowledge of Windows XP Professional: Level 1



Savvy Tech Girls
Camp Hours
9:30 am to 4:00 pm

Tuition is \$175 per session except Session II which is \$150.00. All sessions includes lunch and training material.

Session I
 June 23 – June 27
COMPUTER CONCEPTS

Session V
 July 21 – July 25
MULTIMEDIA AND DESIGN

Session II (Tuition \$150)
 June 30 – July 4 (Closed July 4)
OFFICE AUTOMATION

Session VI
 July 28 – August 1
COMPUTER PROGRAMMING

Session III
 July 7 – July 11
PRESENTATIONS AND SPREADSHEETS

Session VII
 August 4 – August 8
WEBPAGE DEVELOPMENT

Session IV
 July 14 – July 18
DATABASE DESIGN AND DEVELOPMENT

Session VIII
 August 11 – August 15
TELECOMMUNICATIONS AND SECURITY

Please note, the camp sessions are subject to a minimum number of enrollments. Spaces are filled on a first-served basis and the camp will be closed on July 4, 2008.

Please select the sessions to be attended.

- | | | | |
|--|--|---|---|
| <input type="checkbox"/> Session I | <input type="checkbox"/> Session II | <input type="checkbox"/> Session III | <input type="checkbox"/> |
| <input type="checkbox"/> Session IV | <input type="checkbox"/> Session V | <input type="checkbox"/> Session VI | <input type="checkbox"/> Session VII |
| <input type="checkbox"/> Session VIII | | | |

Enclosed is the \$175.00 per camper deposit for registered sessions.

Total Sessions _____ **Total Cost** _____ **Total Enclosed** _____ **Balance** _____

Deposit will be applied to total selected sessions and deposits will not be refunded for withdrawals after June 25th.



Virtuous Enterprises, Inc.
Savvy Tech Girls
Summer Camp

Welcome to Virtuous Enterprises, Inc. (VEINC) Savvy Tech Girls Camp. The camp purpose is to teach girls ages 12 – 18 how to integrate technology in their daily lives and increase girls' interest to pursue degrees or careers in information technology. VEINC is aware of the growing disparity between men and women in information technology fields, and the goal of Savvy Tech Girls is to decrease this disparity. We are aware of the challenges and needs to have girls engaged in reputable programs to nourish their minds to foster their growth and development, and VEINC believes the Savvy Tech Girls Camp will coincide with the goals and objectives you established for your teenage girl[s] during the summer months. In addition to camp participants gaining technological skills, they will also gain life development skills, and exposure to different college and career options relating to technology through informative dialogue with students pursuing degrees relating to technology and women with careers in technology. To register for camp, complete the application in its entirety. The application includes a:

- **Registration Form**
- **Field trip permission**
- **Emergency Form**
- **Camp Profile**
- **Enrollment Agreement**
- **Personal health inventory**
- **Session Descriptions**

A minimum deposit of \$210.00 per child must be submitted with the completed application by June 16, 2007. This amount includes a non-refundable registration fee of \$35 and camp fee for your selected week. Deposits are non-refundable and non-transferable after June 4, 2007 and will be deducted from the remaining balance. Checks and online credit cards will be accepted as payment. **Payment in full is required two weeks prior to the start of the desired session.** Online payments may be made at www.veinc.org/events/Events.html.

Enrollment is for the entire period specified on your registration form. **There will be no refunds, credit, or reimbursement of fees after June 23, 2007**, except for: In the event that the enrollee is unable to attend the camp due to a serious and/or extended illness or injury that has been confirmed in writing by the enrollee's physician, VEINC will refund tuition for sessions not yet started.