

Syllabus:

Week 1 - January 9 : Class Procedures; Introduction; Class Pictures and Contacts; Computer Basics; Using a Digital Camera; Scanning Using an Hierarchical File System, Introduction to Presentation Software, Creating a Blog

Introductory Material

You will take a diagnostic word processing examination which does NOT count toward your class grade. It is intended to provide me with information about what you already know and can do so that I will not waste time covering material that has already been mastered.

You will also take a diagnostic math exam to help me determine what I need to cover in spreadsheets. It also is PURELY DIAGNOSTIC and has no bearing on your grade.

You will learn how to create a blog. A handout will be distributed.

You will begin to plan your first project - a Powerpoint Presentation about YOU!

You will develop a presentation of moderate complexity for presentation in class during Week 3. The subject of your presentation will be YOU. Who are you? What are your interests? What do you do? Who are members of your family?

The presentation must contain at least 12 slides. It must also include at least eleven or more photographs or graphics (not exceeding two graphics). Since it is a presentation, emphasis will be on limiting the use of aspects of presentation software that are more suited to stand alone presentations or multimedia “events”. You will be required to make a FORMAL presentation. Your audience will evaluate you using instruments that will be provided to you in advance.

Assignment: Create your Blog for this course. Add at least one post indicating the focus of your powerpoint presentation. Spend at least 2 hours developing your presentation.

Week 2 - January 16: Project # 1 - Presentation Software and Project # 2 - Blogs: Adding Comments, Pictures and Sounds

We will answer questions about presentation software. We will show you how to add comments, pictures and sounds to your Blog.

Assignment: Complete your presentation. Post to your blog. Add comments to two other blogs.

Week 3 - January 23: Formal Presentations of Presentation Software Projects

Assignment: Post to your blog. Discuss at least two class presentations other than your own.

Week 4 - January 30: Presentations and Word Processing Diagnostic

Week 5 - February 6: Project # 3 - Trifold Brochure Part 1

The third of 6 projects begins - a trifold brochure. It should be of professional quality. Samples will be available to help you understand the possibilities for your brochures. Each brochure must contain a “cover” page, a “mailing” page, and two or more content pages. All brochures MUST be done in Microsoft Word (not Publisher). ALL text and pictures MUST be placed in text boxes. The use of digital

images (photographs) is encouraged. The use of color is required. All brochures (after approval and acceptance by me) will be printed on heavy stock in order to produce a professional quality brochure.

Assignment: Spend at least 2 hours working on your trifold brochure. Make corrections to your draft brochure. Prepare “final” draft” which is due at the start of class on Feb. 13. Post to your blog. Comment to at least 2 other Blogs of members of this class.

Week 6 -February 13: Submit Draft Trifold Brochures ; Begin World Wide Web and Project #4

Print Drafts of Final Brochures. Make needed corrections.

The fourth of 6 projects consists of a personal web site that each student will develop and which will be placed on the World Wide Web. The web site must consist of at least 8 pages. It MUST be written in HTML. It must contain links to all pages in the project and at least 2 links to external web sites or pages (one of which must be your blog). It must contain at least one digital image on each page. It must incorporate all HTML tags as shown on the separate Instructions for Creating an HTML Web based Site. Storyboards must be prepared for all sites and must be approved by me before you get highly involved in the production of your web site.

Assignment: Work on your web site. Post to Your Blog adding pictures and sounds as appropriate. Add comments to at least 2 other Blogs of members of this class.

Week 7 - February 20 - HOLIDAY Mardi Gras Tue/Thur classes February 22: Final Tri Fold Brochures Due

Submit completed Trifold Brochures at start of class

Week 8 - February 27: World Wide Web Site Development (1st Draft DUE March 13)

In addition to using HTML to create a web site, you can also use HTML to enhance your Blog. Blogs make use of HTML and Cascading Style Sheets. You will learn how to use HTML tags in your Blog and how to modify the look of your Blog by addressing CSS issues.

The first version of your WWW site is due at the end of class on March 20.

Assignment: Spend at least 2 hours working on your web site. Post to Your Blog adding pictures and sounds as appropriate. Add comments to at least 2 other Blogs of members of this class. Enhance your Blog with HTML code and adjustments to CSS as appropriate.

Week 9 - March 6: Review Web Site Critiques; Correct Your Web Site; Begin Project # 5: Using Technology In Your Classroom; More on Blogs; More Web Site work

The fifth of six projects begins. You must prepare a powerpoint presentation, create a detailed blog, or write a 5 page paper on how you would have your students use technology in your classroom (or one you will have) to enhance your learning objectives. You must demonstrate or cite and discuss what you would have students do and what you would do as a teacher. You must explain how technology will assist your students in meeting your learning objectives. Due April 24.

Assignment: Post to Your Blog adding pictures and sounds as appropriate. Add comments to at least 2 other Blogs of members of this class. Enhance your Blog with HTML code and adjustments to CSS as appropriate. review your web site and the site of one other person in class (you will be assigned to a partner for this purpose). Prepare a list of suggestions for improving your site and the site of your partner. Give

me a copy (and your partner a copy) of your suggestions. Continue your blog. Work on your Technology project. Bring your Address Book with you to class. You will need it in class.

Week 10 - March 13: HOLIDAY - Spring Break; Draft Web Site due at start of class March 20

Week 11 - March 20: Additional Web Site Work; Data Bases (Start Project 6);

Introduction to data bases

Assignment: Review your site on the web. Make a list of changes and corrections needed. Complete your data base. It is due at START of class on March 27.

Week 12 - March 27: Spreadsheets Part 1; Submit Data Base Project at START of Class on March 27

Introduction to spreadsheets.

Assignment: Prepare your own address book following directions that will be distributed in class. Due March 20. Complete semifinal version of WWW Project due at START of class on March 27.

Week 13 - April 3: Submit semifinal Version of Your Web Site ; Spreadsheets Part 2

Submit FINAL version of WWW Project due at START of class on March 27. Continue spreadsheets.

Assignment: Spend at least 2 hours practicing spreadsheet techniques.

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Week 14 - April 10: Spreadsheets Part 3; Spreadsheet Review ATTENDANCE RECOMMENDED

Assignment: Spend at least 2 hours practicing spreadsheet techniques.

Week 15 - April 17: Spreadsheet/ Data Base Examination ATTENDANCE REQUIRED

Data Base due at start of class

Assignment: Spend at least 2 hours practicing spreadsheet techniques.

Week 16 - April 24: Word Processing Examination ATTENDANCE REQUIRED

Final Blog, Final Web Site and Final Technology Project are due at start of class.

Assignment: Spend at least 2 hours preparing for word processing exam.