

Integrating Technologies

Instructor: Rich Sciorra

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Syllabus

Objectives:

1. Design, create, debug, and post a series of educational materials around a theme using a variety of common applications.
2. Utilize intermediate/advanced features of these applications in creation of materials.
3. Integrate materials from a variety of applications into a cohesive product.
4. Develop skills in common applications: word processing, spreadsheets, database, presentation software, and web development software

Course Materials: Access to Microsoft Office Suite

Project Requirements:

1. Design, create, debug and post a hyper-linking narrative with 3 supportive pieces of material
2. Incorporate a formatted graph as an additional (4th) supporting piece for the narrative.
3. Design, create, debug and post a Non-linear PowerPoint presentation with a custom background both as a downloadable .ppt file and as a web site
4. Design, create, debug and post one additional educational piece using a technology from this class. (i.e. – assessment through internet forms, Excel estimator, advanced use of columns, breaks, tables, etc)
5. Create a web site coordinating and explaining each piece of this project and displaying good web site design as described in the attached rubric.

Assessment:

Final Project and Presentation as detailed in Rubric

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Skills Overview

Week #1 Word & Internet Explorer

Working with Favorites/Bookmarks
Hyper-linking in Word
Footnotes in Word
Headers and Footers
Auto Text
Tables
Utilizing Columns
Hanging Indents
Watermarks and Picture Properties
Using Picture Toolbar
Page and Column Breaks

Week #2: Excel and Word

Advanced Searches on the Internet
Creating and formatting Graphs
Creating Simulations and Tools in Excel
Formulas in Excel
Protecting an Excel worksheet
Mail Merge Using Word & Excel
Using Word to prepare data

Week #3: PowerPoint and Network Shares

Custom Templates in PowerPoint
Using the slide master
Working in Multiple Views
Action Buttons
Hyper-linking In PowerPoint
Non-linear Designs
Using the Drawing Toolbar
Incorporating charts, graphs, and diagrams
Using Gridlines and Guides
Creating Shared resources
Assigning permissions
Creating a student template file
Capturing a screen shot
Resizing, cropping, and editing picture w/ paint
Publishing a PowerPoint presentation as a Web

Week #4: Access and FrontPage Webs

Creating Forms
Validating
Publishing
Creating Queries
Advanced Query Features
Importing data into another Application

Week #5: FrontPage

Creating a FrontPage Web
Importing Files into a Web
Linking to Non-html Files
Publishing a FrontPage Web

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Key for Rubric

All Projects

Project Components

1. Hyper-linking narrative: Essay w/ a minimum of 3 supportive components
2. Graph Component: Additional supportive component of narrative that includes a graph
3. PowerPoint: Presentation w/ custom background and Non-linear elements
4. Additional Component: One additional piece using one of the listed technologies
5. Web Site: Final web site incorporating all of the other elements

Presentation

1. Demonstrates use of each component
2. Stays within 10 Minute Maximum
3. IDs unique educational advantage in design for each piece
4. Access your site from your portfolio index page

Individual Projects

Hyperlinking Narrative

1. Contains essay on subject of choice (approx 1page)
2. Contains 3 supportive Documents related to essay
3. Contains links from essay to each supportive piece and back
4. Links take user **directly** to resource and return them to point of departure
5. Narrative is posted to web site linked for download
6. Narrative uses at least one example of one of the following (footnotes, header/footer, page or section breaks, or watermarks)

Excel Graphing Component:

1. Includes evidence of formatting (Fonts, colors, Resizing, Graphical Elements)
2. Incorporated into Word document with appropriate text to establish context
3. Graph Page Linked from another area of HL narrative and contains return link
4. Relates and supports Hyper-linking narrative

PowerPoint Presentation

1. Includes custom design
2. Includes non-linear elements
3. Navigation structure is appropriate and complete for project
4. Linked from narrative to download as .ppt file
5. Saved and posted as a web site

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Individual Projects

Choice Piece Criteria

1. Includes one or more advanced technique*
2. Provides an advantage over traditional instruction
3. Supports overall theme of the site.
4. Is posted and Linked to the site in an appropriate manner

*Advanced Techniques

Word: columns, tables, footnotes, watermarks, etc. to create unique document style

Internet forms

Excel tool or technique except for graphing

*Any covered technique or unique project with prior approval

Overall Web Site:

Included Components

1. Includes site intro (index.htm)
2. Includes 1 page for each component
3. Demonstrates consistent backgrounds, fonts, color scheme, navigation, etc.

Web Page Requirements

4. Email link
5. Author info
6. Last update info
7. Alternate text on all graphics
8. 2 Part Page titles

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Integrating Technologies Grading Rubric		0	1	2	3
Entire Project	Project Components	Complete and post less than 4 assignments	Complete and post 4 assignments	Complete and post all five assignments	Complete and post all five assignments w/ 2 versions of all PowerPoints
	Technical Elements	More than three links or functions do not work correctly	Up to 3 links or functions do not work correctly	All links and functions work correctly.	Previous plus appropriate screen tips incl. on all links
	Presentation	Meets less than 2 criteria	Meets 2 criteria	Meets 3 criteria	Meets all 4 criteria
Individual Elements	Hyper Linking Narrative	Meets less than 4 criteria	Meets 4 criteria	Meets 5 criteria	Meets all 6 criteria
	Excel & PowerPoint	Meets 5 or less criteria	Meets 7 criteria	Meets 8 criteria	Meets all 9 criteria
	Choice Piece	Meets less than 2 criteria	Meets 2 criteria	Meets 3 criteria	Meets all 4 criteria
	Final Web Site	Includes all fewer than 6 required elements	Meets 6 criteria	Meets 7 criteria	Meets all 8 criteria

Grade Key

Points	Grade
19-21	A
17-18	A-
15-16	B+
13-14	B
11-12	B-
9-10	C+
7-8	C