

Introduction to Technology Program Spring 2008

Introduction to Technology Program Spring 2008						
			Syllabus			
Week/Date	Workshop Title	Goals	Objectives	Meeting Time	Location	Instructors
Week 1 Feb 11 or Feb 14 Feb 18 and 21	Introduction to Computer Hardware and Windows Operating System Presidents Day	Become familiar with the External and Internal Computer Components and Windows Interface No Classes	Students will be able to identify and understand why/when and how to use: computer hardware parts/cpu, CD drive, usb port, etc.; using the keyboard; using the mouse to point and click, click and drag; intro to the Desktop; intro to My Computer (various drives); computer hard drive and computer Ram; Desktop and Icons; the mouse; work with Windows and Windows parts, resize and move windows on the Desktop; Control Boxes, Scroll Bars; Task Bar and Start Button; open and close various applications; various Computer Storage options; Computer Memory.	Monday Afternoon 12:30 - 3:00 Thursday Evening 6:30-9:00pm	Healey Library Lower Level Presentation Room 1	Katherine Ananis
Week 2 Feb 25 or Feb 28	Introduction to email using your UMass Boston student email account and how to log into Your WebCT Account	Become familiar with basic functions of using email. Become familiar with the WebCT Log in process and locating your WebCT courses.	Students will be able to: logon to their umass boston email account; use various views; read and send a message; understand and use reply and reply to all; enter email address in To field; enter subject text in Subject field; send a message; create and use contacts; forward a message; use attachments; delete a message; determine how many messages they	Monday Afternoon 12:30 - 3:00 Thursday Evening 6:30-9:00pm	Healey Library Lower Level Presentation Room 1	Caroline Cappuccio
Week 3 Mar 3 or Mar 6	Introduction to Library Resources	Class will be scheduled with Library staff.		Monday Afternoon 12:30 - 3:00 Thursday Evening 6:30-9:00pm	Healey Library 4th Floor Center for Library Instruction	Library Staff
Week 4 Mar 10 or Mar 13 Mar 17 and Mar 20	Introduction to File Management in Windows Spring Break	Become familiar with the filing system used in the MS OS Interface. No Classes	Students will: create folders and files; delete folders and files; understand and use the hierarchical filing system; use various storage devices; empty recycle bin.	Monday Afternoon 12:30 - 3:00 Thursday Evening 6:30-9:00pm	Healey Library Lower Level Presentation Room 1	Caroline Cappuccio
Week 5 Mar 24 or Mar 27	Introduction to MS Word - Part 1	Become familiar with basic functions of Word	Students will: understand and use the Word Window parts; recognize and change various ways of viewing documents in word; enter text into a new document window; edit and delete text; insert text; use spell check; name and save a document to various locations; understand and use save as; retrieve a document; preview and print a document.	Monday Afternoon 12:30 - 3:00 Thursday Evening 6:30-9:00pm	Healey Library Lower Level Presentation Room 1	Katherine Ananis
Week 6 Mar 31 or Apr 3	Introduction to MS Word - Part 2	Become familiar with basic document and text formatting.	Students will be able to: change margin settings; change line spacing; change alignment; use tab key for paragraph indent; cut and paste text; bold and underline text; remove bold and underline; change font and size.	Monday Afternoon 12:30 - 3:00 Thursday Evening 6:30-9:00pm	Healey Library Lower Level Presentation Room 1	Katherine Ananis

Week 7 Apr 7 or Apr 10	Introduction to PowerPoint	Become familiar with basic features needed to create a simple slideshow presentation using PowerPoint.	Students will be able to identify the elements of the PowerPoint screen; select and manage toolbars. Students will understand how to create a title slide and corresponding slides to develop a presentation. Students know when and how to work in different views. Students will know when to use and how to create a master slide. As part of slide presentation development, students will understand and feel comfortable choosing a design, applying slide transitions, inserting clip art, resizing graphics, inserting a hyperlink, creating a table and a chart.	Monday Afternoon 12:30 - 3:00 Thursday Evening 6:30-9:00pm	Healey Library Lower Level Presentation Room 1	Katherine Ananis
Week 8 Apr 14 or Apr 17	Introduction to MS Excel Part 1	Become familiar with the basic features of Excel and create a simple spreadsheet.	Students will: understand and use the Excel window parts. Enter Data; understand data types; understand and identify cell address/reference; select cells; format text and numbers; adjust column width and row height; move around spreadsheet; save a spreadsheet to various locations; understand and use save as; retrieve a spreadsheet; review and print a spreadsheet.	Monday Afternoon 12:30 - 3:00 Thursday Evening 6:30-9:00pm	Healey Library Lower Level Presentation Room 1	Caroline Cappuccio
Apr 21 and Apr 24	Patriots Day	No Classes				
Week 9 Apr 28 or May 1	Introduction to MS Excel Part 2	Become familiar with using simple formulas(functions) and spreadsheet formatting.	Students will be able to: create column labels; select cell ranges; use SUM function from Toolbar; locate and understand the use of the Formula Bar; create simple formulas; use basic spreadsheet formatting.	Monday Afternoon 12:30 - 3:00 Thursday Evening 6:30-9:00pm	Healey Library Lower Level Presentation Room 1	Caroline Cappuccio
Week 10 May 5 or 8	Introduction to the Internet Using Explorer	Basics of Using the Internet	Students will: understand and use Explorer Window parts; look at and understand components of Internet Address (URLs) ; learn about common domain names (com, gov, org,etc) Webpages and recognizing and locating links; enter website addresses; visit Websites with various domains; Websites vs webpages; use favorites. Students will also do simple searches; searches using Google; tracking addresses previously visited.	Monday Afternoon 12:30 - 3:00 Thursday Evening 6:30-9:00pm	Healey Library Lower Level Presentation Room 1	Caroline Cappuccio
Week 11 May 12 or 15	Review	Complete and Review Exercises about previous workshop topics and a Preview of Office 2007		Monday Afternoon 12:30 - 3:00 Thursday Evening 6:30-9:00pm	Healey Library Lower Level Presentation Room 1	Katherine Ananis