

Class Activities		Assignments
<b>Day 1</b>	<ol style="list-style-type: none"> <li>1. Syllabus</li> <li>2. MOU</li> <li>3. IPTS</li> <li>4. Copyright</li> <li>5. Read Professional article on Technology</li> </ol>	<ol style="list-style-type: none"> <li>1. Copyright Paper</li> <li>2. Watch “Top Tips for Superstar Presentations” video <a href="https://goo.gl/vhQg6o">https://goo.gl/vhQg6o</a></li> <li>3. Read two professional articles</li> <li>4. Prepare PowerPoint Demo</li> <li>5. Sign MOU form</li> <li>6. Subscribe to LiveText</li> </ol>
<b>Day 2</b>	<ol style="list-style-type: none"> <li>1. Discuss the Tips for Presentations video</li> <li>2. Professional article &amp; discussion on Technology</li> <li>3. <b>PowerPoint</b> - student demo and instruction</li> <li>4. Start PowerPoint knowledge chart</li> <li>5. Begin <b>Smorgasbord</b> assignment</li> </ol>	<ol style="list-style-type: none"> <li>1. Smorgasbord</li> <li>2. PowerPoint knowledge chart</li> </ol>
<b>Day 3</b>	<ol style="list-style-type: none"> <li>1. Peer evaluation on PowerPoint knowledge chart</li> <li>2. Introduction on importance of data</li> <li>3. <b>Excel</b> – student demo and instruction</li> <li>4. Start 2 Excel assignments</li> <li>5. PDF Joiner <a href="http://pdfjoiner.com/">http://pdfjoiner.com/</a></li> </ol>	<ol style="list-style-type: none"> <li>1. Excel Assignment #1 and #2</li> <li>2. Watch “Using Google Forms to create quiz and survey” video <a href="https://goo.gl/SFQ4Vd">https://goo.gl/SFQ4Vd</a></li> </ol>
<b>Day 4</b>	<ol style="list-style-type: none"> <li>1. Discuss the possible use of Google Forms</li> <li>2. <b>Word</b> – student demo and instruction</li> <li>3. Start 3 Word assignments</li> <li>4. Livetext instruction</li> </ol>	<ol style="list-style-type: none"> <li>1. Word assignment #1, #2, and #3</li> </ol>
<b>Day 5</b>	<ol style="list-style-type: none"> <li>1. Peer evaluation on the 2<sup>nd</sup> part of Word assignments #3</li> <li>2. Professional website access and discussion</li> <li>3. Upload some documents to Gateway Portfolio</li> <li>4. All grading completed</li> </ol>	

**Note:** The Word assignment #3 will have two sections: 1. Google Forms and 2. Word skills partner check