SHORTWOOD TEACHERS' COLLEGE
EDUCATION DEPARTMENT
SEMESTER 2 - 2012

INTRODUCTION TO INFORMATION COMMUNICATION TECHNOLOGIES (ICT)

COURSEWORK

Assignment #1: *Written Test [Individual] (Unit 1) = 20%*

The test will consist of multiple choice and short answer items

Due Date: March 19 – 23, 2012

Assignment #2: *Website Evaluation [Group] (Unit 4) = 20%*

(Groups of no more than 4 persons).

Due Date: April 16, 2012 To be submitted to the Education Department at 3:30 P.M.

a. Examine the websites below. From the list of criteria reviewed, create your own criteria list including at least six (6) elements necessary for effective and thorough evaluation of a website.

- http://www.library.cornell.edu/olinuris/ref/research/webeval.html
- http://www.multcolib.org/homework/webeval.html
- http://www.lesley.edu/library/guides/research/evaluating_web.html

b. Select a website that you would use in your teaching and learning environment for a selected topic and use the checklist created in part (a) to evaluate its appropriateness for teaching and learning. Include comments for each rating and conclude with a summary on the instructional value of the website in at least four hundred and fifty (450) words.

   NB. In the summary on the instructional value of the website please include a hyperlink to the website as well as attach the completed checklist used in the evaluation. The document must be prepared using the APA writing style.

   For this assignment, save the website evaluation using your group name followed by WE presentation. For example, **GROUP 1** would save their presentation as **GROUP 1 WE.**

The document must be submitted on one (1) CD that will be presented to the lecturer. The CD must be labelled with the names of all the students in the group as well as the name of the assignment that is submitted. Be sure to adhere to the saving format.

Assignment #3: *Electronic Portfolio [Individual] (Unit 2 & 3) = 60%*

Due Dates:

1st **Draft for Feedback in class April 16, 2012**

2nd **Draft for Feedback in class April 23, 2012**

Final Product May 4, 2012. To be submitted to the Education Department at 3:30 P.M.

Students are required to create an electronic portfolio with the following products:

A. Microsoft Word

- You are required to use Microsoft Word to create an article for publication in the daily tabloid (newspaper) on "**The Impact of Computer Technology on Planning, Delivery and Assessment of Instruction**."

Notes:

a. The article **must** not exceed **500-550 words** excluding title page and references.
b. The document must be prepared using the APA writing style.
c. A reference list with at least four (4) sources must be included.
d. The document must also include the following:
   - A title page
   - An appropriate title
   - Header and footer
   - One table
   - Column
   - An image
   - Hyperlinks

For this assignment, save your document using your first name, initial, and last name followed by word. For example, **Mary Brown** would save her file as **MBrown STC1000 Word.**

B. Microsoft Excel

- Create a Spreadsheet with a list of 20 students in your class. The spreadsheet should include at least **three (3)** relevant personal data in addition to the students' name and at least **five (5)** subject grades for each student.

- The spreadsheet must reflect the total, maximum, minimum and average grade for each student.

- Create a bar-graph showing the highest and lowest scores for each student. Please ensure that your graph is labelled properly.

For this assignment, save your spreadsheet using your first name, last name and id# followed by the word EXCEL. For example, **MARY BROWN STC1000 EXCEL.**

C. Microsoft PowerPoint

Select a topic from your content area and prepare a PowerPoint presentation that you will use to aid the delivery of a lesson in your class.

Required components of the PowerPoint presentation are listed below:

- Title slide that gives the topic, grade level, your name, and the date.
- At least ten (10) slides (excluding the title slide)
- Appropriate fonts.
- Appropriate colour combinations.
- At least three (3) different, appropriate layouts.
- At least four (4) appropriate imported (inserted) images. These images may be photos, maps, charts, or similar images.
- At least one (1) slide that contains bullets or numbering.
- You must use both text effects (animation) and slide transitions.
- At least one (1) instance of an audio file that has been inserted.
- At least three (3) hyperlinks that is appropriate for the students.
- Overall appearance that is appealing, follows visual literacy guidelines, and contains no spelling, grammatical, or punctuation errors

For this assignment, save the presentation using your name and id# followed by the word "presentation". For example, **"JOHN BROWN STC1000 PRESENTATION"**.

***Important Information**

Each student must create a folder and name it their full name. All documents produced by each student must be saved in that folder. All documents must be submitted on one (1) CD that will be presented to the lecturer. This means that each student will put a copy of their folder on one CD that will be

presented to the lecturer. The CD must be labelled with the name of the student as well as the name of the assignment that is submitted and id number. Be sure to adhere to the saving format.

NB. Assignments will lose 5% of their assessed value for each day they are late.