

LitICT – AICT 1 15F

This credit is made up of a series of short assignments. It should take roughly 10 hours of work to complete all assignments.

Assignment 1 – Create an Outline (Roughly 1 Class)

Go to <http://www.howstuffworks.com/> and select an article you are interested in. Read the article and pull out important information. Organize this information in an outline. For more information on how to write an outline, visit <http://www.lavc.edu/library/outline.htm>

Once you have done that, save your work and notify your teacher.

Assignment 2 – Spreadsheets (Roughly ½ Class)

Use Microsoft Excel to create a budget. Imagine you are earning \$3,000 a month and your monthly rent is \$500. Consider your expenses: phone, TV, car, rent, insurance, food, entertainment, etc.

For information on where to find budget templates, go to:

<http://www.officialwindowsmagazine.com/news/set-up-a-budget-in-microsoft-office-excel/>

Once you have completed your budget, save it, stand up and stretch, and notify your teacher.

Assignment 3 - Tables (Roughly ½ Class)

Imagine that you are about to buy a brand new car. Research the car online and find out advantages and disadvantages of this particular model.

In Microsoft Word, create a table (under the Insert menu) and list the 10 advantages and disadvantages side by side (11 rows, 2 columns).

When you are complete, save your work, stand up and stretch, and notify your instructor.

Assignment 4 – Charts (Roughly ½ Class)

Using the internet, you will find data to put into Microsoft Excel to create a graph. Choose 8 countries and find:

- The Average Income
- The Average Life Expectancy

You should be able to find this information on Wikipedia.

LitICT – AICT 1 15F

Put the data you find into a spreadsheet in two. For example:

| | Income | Life Expectancy (years) |
|----------|---------|-------------------------|
| Canada | \$----- | ----- |
| Estonia | \$----- | ----- |
| Botswana | \$----- | ----- |

Once you have put your data into the spreadsheet, make a graph. If you have any trouble, you may find detailed instructions at: http://spreadsheets.about.com/od/excelcharts/ss/line_graph_2.htm

Once completed, write two or three sentences explaining what the graph tells you about the relationship between average income and life expectancy. Notify your teacher once you are complete!

Assignment 5 (Roughly 1 class) – Truth, Lies and Manipulation on the Internet

Go to: <http://journalism.about.com/od/reporting/a/Eight-Ways-To-Tell-If-A-Website-Is-Reliable.htm> and read the article. In a Microsoft Word document, discuss how the information in the article might help you to figure out if information you find through the internet (websites, e-mail spam, etc.) might be unreliable. You should write 5 to 8 sentences that include tips for identifying if content is reliable or not.

Stand up, stretch and walk around the classroom. Stay healthy!

Once you finished your paragraph, look into how Wikipedia works. Answer:

- How does Wikipedia work?
- Would you consider it to be a reliable source of information? Why?

See if you can find examples of reliable and unreliable websites. To find unreliable websites, you can try entering absurd search topics into Google (“The Earth is Flat”, for example). Conspiracy theories might also be a good place to look for misinformation.

Once you have completed, notify your teacher!

Assignment 6 – New Technologies in a New World (Between 1-2 classes)

Select 6 of the following terms: **E-Mail, Web Pages, Threaded Discussions, Chats, Electronic Whiteboards, Video Conferences, Instant Messages, Camera Phones, Wikis, Blogs, Podcasts, Online Whiteboards.**

Once you have chosen 6 of these terms, use Google to find the following information on each new technology or method of communication:

- How old is it?

LitICT – AICT 1 15F

- What is its most common use?
- What are its advantages?
- In your opinion, has this changed how we communicate? For better or for worse?

Enter your answers into a word document and notify your teacher when you are finished.

Assignment 7 – Online Shopping (Roughly 1 Class)

Select two companies you would like to shop from. They could be Ikea, Canadian Tire, BestBuy, or another company you are interested in. Select a product you are interested in and decide if they give you enough information (price, description, payment information, user reviews, etc.) What information do they provide that you find helpful? What information would you like to see to help you make a decision as to whether or not you would like to buy this product?

Using Microsoft Word, create a table to compare the information provided to you. See if each company provides the same information (price, description, etc.).

Answer:

- Which company provided you with more information?
- What information did you find the most helpful?
- What information do you still need?

Once you have written down your answers, notify your teacher.

Hooray! You've completed a credit!

Stand up, stretch and DO A HAPPY DANCE! Remember, it is important to keep body, brain and soul healthy.