

NUMBER AND NAME:	GBN050—INFORMATION LITERACY
TOTAL HOURS/UNITS:	24 HOURS/2 UNITS
PREREQUISITES:	NONE
TEXTS AND MATERIALS:	No textbook is required Online search utilizing the Internet and e-Library One USB drive Headphones
CLASS DESCRIPTION:	This class includes techniques to evaluate and document reliable information. Students will become familiar with the Internet and the e-library as research tools for educational and business purposes. An introduction to HTML, Word, PowerPoint, and YouTube will include professional business applications.
CLASS OBJECTIVES:	The students will explore information literacy as it relates to academic success.
CLASS FORMAT OVERVIEW:	This class is a combination of lecture and student participation.
REQUIREMENTS:	Time spent in preparation for or reflection on course lecture will approximate two hours outside of class for each lecture credit hour utilized by the instructor in delivery of the material and ¼ hour outside of class for each hour of structured lab time.
CLASS ATTENDANCE:	Students are required to maintain 80% attendance.
TESTING:	There will be comprehensive individual and group assignments to display measureable competencies with the subject matter.
GRADING POLICY:	This is a graded class. . The following scale will be used: 90 – 100% A 80 – 89 B 70 – 79 C 60 – 69 D 0 – 59 F
GRADING:	Breakdown of class grade is as follows: Attendance and participation 20% Individual and group assignments 40% Homework 40%
LATE WORK:	There will be a 10% penalty for all late homework. If the work is not completed within the scheduled module, all assignments must be resubmitted for grading. All classroom activities must be completed in class with an instructor.

CHEATING:

“Empire maintains a code of conduct for students that prohibits passing another student’s work as their own.” If students submit duplicate work or work on another student’s file, each student will receive a failing grade for the class. The school’s Code of Conduct and Cheating Policy will be enforced.

**ANTICIPATED LEARNING
OUTCOMES:**

Upon completing this course, the student will be able to:

1. Utilize search engines and the e-library for researching topics related to study skills, test taking, financial aid, career development, and class assignments and projects.
2. Use HTML and Microsoft Word to create Web pages.
3. Create a personal Web page.
4. Utilize PowerPoint to create a personal slide show.
5. Understand plagiarism and paraphrasing.
6. To identify academically credible internet sources.
7. Understand the impact of social media in business.

Week 1

Empire Website and Student Orientation

- Empirestudent.com—students' site at Empire—empirestudent.com
- Using the eLibrary at Empire
- Empire Academic Calendar
- Orientation Folder for Student Handbook
- Going Green — Student Syllabi
- File organization

Critical Thinking Skills—Team Assignment—Topics assigned to be presented weekly on the last session

Week 2

Evaluating Sources

- Searching for reliable information online
- Information Literacy
- Evaluating sources
- Documenting sources
- Plagiarism
- How to Paraphrase
- Searching for Employment Online

Week Two Classroom Assignment—SAVING GRAPHICS TO YOUR DISK

Now you are really going to have some fun. It's time to search for free graphics to use for your Web pages. Search for graphics on any topic of interest to you.


Try the site www.google.com and select the **Image** folder. Key a category in the image folder that you would like and hit enter. Pages of images should be displayed. Scroll through the graphics and find ones that you would like to save. Examples are computer graphics, animal graphics, sports graphics, medical graphics, Disney graphics, etc. Being specific will help you to find useful graphics faster! Practice by saving at least 5 graphics to your USB drive.

TO COPY A GRAPHIC TO YOUR DRIVE

If you find a graphic (also known as a picture) that you would like to save, put in your USB drive and copy the graphic to your drive.

To copy a graphic to your drive: First move your cursor to the graphic (picture) and right click with your mouse. A pop-up menu will appear with several options. Left click *Save Picture As*.

Make sure that your USB drive is in your computer. Click My Computer, Double click E or D: (your USB drive). Name the graphic and click on save. Watch as the graphic saves to your drive. Repeat this process for at least 10 graphics. Have your instructor check to see that you have saved at least 10 graphics on your USB drive. Have your instructor initial and date the attached checklist (the last page of this syllabus) for

this assignment. Remember to select  and use the advanced search feature to find images that are not copyrighted. Please ask your instructor for assistance if you are unsure on how to do this.

Critical Thinking Skills—Team Assignment—Topics assigned to be presented weekly on the last session

Week 3

Information Overload and Web Design

- Viruses and Virus Protection
- Information Security
- Information Overload
- HTML language and what it means
- How to design a website in Notepad
- Searching for free images in Google
- Simple Web Page using HTML
- Creating a simple web page in Microsoft Word
- Word Online Training

Week Three Classroom Assignment—WEB PAGE USING HTML

Hypertext markup language (HTML) is the programming language that all Internet browsers interpret into text, graphics, background color, and format for display on our computers.

The first of three Web pages that you will create uses HTML in a simplified format to give you an understanding of (and appreciation for) the complex development of Web pages. Every computer that uses Windows has a place for typing such text—Notepad. Notepad is a simple text entry program. Please open Notepad—choose **Start, Programs, Accessories, NOTEPAD** and type the text starting with <HTML>.


For Your Information (FYI)—Do not key this information
Whenever you see O, it is a capital O—use the zero in the height and width of the graphics.
The symbol >< is made of the > and < with no spaces.
Graphics must have a .gif or .jpg extension.

Key the text exactly as listed below between the following lines:

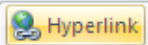
```
<HTML>
<HEAD>
<TITLE>Notepad Web Page</TITLE>
</HEAD>
<BODY TEXT="#000000" BGCOLOR="#FFCCCC" LINK="#0000FF" VLINK="#FF0000"
ALINK="#000088">
<CENTER><B><FONT COLOR="#cc66cc"><FONT SIZE=+2>
MY<BLINK> FUN</BLINK> WEB PAGE </FONT></B></CENTER>
This page was created using basic HTML codes in Notepad. HTML stands for Hyper Text Markup
Language. HTML is a text-only markup language that is used to add various attributes to a plain text file.
The TAG is the most basic element of HTML and contains the code elements for setting the various
changes to the text file. There will be three graphics inserted on the page and a hyperlink to a cool site.
<BR><IMG SRC="YOUR 1ST GRAPHIC.GIF" HEIGHT=200 WIDTH=200>
<IMG SRC="YOUR 2ND GRAPHIC.GIF" HEIGHT=200 WIDTH=200>
<IMG SRC="YOUR 3RD GRAPHIC.GIF" HEIGHT=200 WIDTH=200>
<P><A HREF=http://www.coolestsite.com>Coolest Site</A>
</BODY>
</HTML>
```

When you have completed typing all of the text in Notepad, proofread carefully and double-check the spacing, spelling, and format. **Save your document to your removable drive: E in Room 100 or D in a lab using the Wyse computers.** Click **File, Save As, double-click the E or D drive from your list of drives, and change the save as type (in the box below the name) from Text Documents to All Files.** For your file name, use your **firstname.htm** and click on **SAVE**. Minimize the screen (by using the underscore box in the upper right-hand corner).

Open Microsoft Word by selecting the icon on the screen or select Start, All Programs, Microsoft Office, and Microsoft Word. Select the file tab in Word 2010, Open, My Computer, in the look in box choose your USB drive E or D, and (double click on your web page). Now you will see if all your proofreading pays off. If necessary, return to Notepad to make corrections or you may be able to if you need to correct your document in that program. Remember to resave your Notepad document if you make changes.

Search for free images using google.com. Remember to select  and use the advanced search feature to find images that can be used. Please ask your instructor for assistance if you are unsure on how to do this.

With your Web page open in Word, click in the first box to select it and choose **Insert, Picture, My Computer, and select your USB drive E or D:** to locate the graphic you would like. **Click on the graphic and click on Insert.** Repeat this process to insert the other graphics. You may choose to resize the graphics or click on the alignment button on the toolbar to center them.

To add the link to your favorite site, highlight the wording “*Coolest site*” and click Insert, click on the hyperlink button.  Type in the address of your favorite site, such as <http://www.google.com>

Email the grader at GBN050@empirecollege.com and attach a copy of your web page. In the email, write a paragraph stating why you chose the pictures. Remember to include your name and assignment number in the subject line and in the body of the email include your instructor’s name, room number, and the class hour.

The following are some examples of HTML tags (do not type these):

<> opens a function	<CENTER> centers text or pictures
</> closes a function	 the kind of type used
<HTML> starts a web page	=graphic.jpg> inserts a graphic
</HTML> ends a web page	<A HREF>=nameofsite.com> puts in a link to another site

Critical Thinking Skills—Team Assignment—Topics assigned to be presented weekly on the last session

Week 4

PowerPoint

- PowerPoint Demonstration
- The characteristics of a good PowerPoint presentation
- PowerPoint Training
- Presenting a PowerPoint
- PowerPoint Training

Week Four Classroom Assignment—POWERPOINT TRAINING

Use this course link for the PowerPoint 2010 training: <http://office.microsoft.com/en-us/powerpoint-help/overview-RZ101791923.aspx?section=1>. Complete the online training to become familiar with PowerPoint. You will need headphones for these assignments.

Use this site for reference when you create your personal PowerPoint presentation, which is a homework assignment.

For this assignment, email the grader at GBN050@empirecollege.com. In a paragraph, explain your experience with Microsoft PowerPoint. If you have used it before, what versions have you used? What other presentation software have you used?

Critical Thinking Skills—Team Assignment—Topics assigned to be presented weekly on the last session

Week 5

YouTube Videos

- What is YouTube?
 - Youtube videos
 - How to make a YouTube video from a cell phone
-

Creating YouTube videos from a cell phone—Week Five Assignment

Critical Thinking Skills—Team Assignment—Topics assigned to be presented weekly on the last session

Week 6

Social Media and File Management

- What is social media?
- FaceBook, Twitter, LinkedIn
- How to find a job using LinkedIn
- Organizing Information
- File Management

Week Six Classroom Assignment — FILE MANAGEMENT

For this assignment, you will be creating folders for all of your classes including this class, GBN050, the Internet class.

- Go to My Computer and select and double-click to open the E or D drive, the drive with all of your files.
- Select File, New Folder and give a name to the folder for your Internet class.
- Go back to your E or D drive to see the files.
- Select and drag all of the files for your Internet class into the folder you created.
- If you have any other files for other classes on your E or D drive, make separate folders and put your files in the folder(s), as you would in a file cabinet.

After you have organized your drive, show your instructor your folders and files so he or she will sign your checklist for this assignment. Please ask your instructor for assistance if you need it.

Final Projects — Team and Individual

Critical Thinking Skills—Team Assignment—Topics assigned to be presented weekly on the last session

GBN050 Homework Schedule

ASSIGNMENT 1—EMPIRE COLLEGE'S STUDENT SITE

At your computer desktop, select Internet Explorer.

Where to start? Visit the Empire College Web site. Click on the address bar (the top of the screen) to highlight it. Type **empirestudent.com** and press enter. Select **School of Business, Student Services, Program Class/Lists**. Choose your major and the class list for your course of study.

For this assignment, write an email to the grader at GBN050@empirecollege.com (gbnzero5zero@empirecollege.com). Your subject line must include your first and last name and the assignment number for each lesson so the grader can give you credit for the work. The body of your email must include your instructor's name, room number, and class period for every assignment. In the body of the email, include a paragraph about your major and what brought you to Empire College. Do you have any experience with your course of study and has it always interested you?

ASSIGNMENT 2—E-LIBRARY

Go to **empirestudent.com**, **School of Business, Student Services, eLibrary** to research two topics in your career field. You may be asked to provide the campus access code and password. (The access code and password may already be saved on your computer.)

Username: 04PCNVFDKC

Password: WELCOME

Search for two topics related to your career field. This e-library site will be utilized in other classes for research and discussion.

Send an email to the grader at GBN050@empirecollege.com, which includes the account name, password, and what articles you found interesting that were related to your new career.

ASSIGNMENT 3 — ORIENTATION FOLDER-STUDENT HANDBOOK

Look at the USB drive that was given to you at orientation. Plug it into the computer, and it should automatically open on your screen. Select the option that lists opening to see the files. There will be a folder called orientation, which contains your electronic student handbook.

Email the grader at GBN050@empirecollege.com with the email you check on a regular basis. After you have taken some time to read it, write a paragraph and include the topics in the orientation folder in the email. What information would be the most helpful to you?

ASSIGNMENT 4—EMPIRE'S ACADEMIC CALENDARS

The Empire's academic calendar is located on the empirestudent.com site. Select **School of Business, Student Services, and Academic Calendar**, to view the calendar for your classes. The module start and end dates and the student holiday and break weeks are all included in these documents. While you are on this site, view the **Empire College newsletter, Empire Writes Back**, which is also available online. If you are on the President's or Dean's honors list, your name will be listed in the online newsletter.

- **PRESIDENT'S HONORS:** 3.85-4.0 cumulative GPA & no Incomplete or F grades
- **DEAN'S HONORS:** 3.45-3.84 cumulative GPA & no Incomplete or F grades

Email the grader at GBN050@empirecollege.com. In the email, list all of the holidays and break weeks for the rest of the calendar year. Include the dates and explanations. Remember to include your name and assignment number in the subject line.

ASSIGNMENT 5—GOING GREEN—ONLINE COURSE OUTLINES

- Empire College has gone "green" by listing all course outlines online on the empirestudent.com site. Go to **empirestudent.com**, **Students Services, and Syllabi**. If you need information on a class, it will be available to you 24/7 on this site. **Locate this site and email the grader at GBN050@empirecollege.com with a**

link to one of the courses in your career field. Remember you can open the syllabus for this class and work on it at any time. Please include your name and assignment number in the subject line.

- To organize your classes in your email account, you will need to create a separate folder in your email for the email assignments you send—and the responses you receive—from the grader for this class. Create a new folder for your email cabinet for this class. Have your instructor view the folder, its contents, and sign your checklist for this portion of the assignment. Each time you begin a new class and email your assignments, create a new folder and organize your email to track your individual assignments and classes. Use the checklist for each class to date your submitted assignments and grades as this will help you track your progress.

ASSIGNMENT 6—EMPIRE COLLEGE NEWSLETTER

- For this assignment, you will be reading the Empire College newsletter. It is located on the student site, empirestudent.com under **Student Services, Newsletters**. Included on the site are the **Empire Writes Back** for day students and the **Evening Star** for evening students.
- Take some time to read the most recent newsletter for the day or evening school. Send an email to the grader at GBN050@empirecollege.com and list the information you enjoyed reading. Include the newsletter dates and a paragraph condensing your overall impression of its content. Notice the last page is for student honors.

ASSIGNMENT 7 — SEARCH ENGINES

Now try an Internet search.

Some things to know: There are many companies whose business it is to organize the vast amount of data available on the Internet. Some of the names you may be familiar with are:

<i>Yahoo</i>	<i>Lycos</i>
<i>HotBot</i>	<i>Alta Vista</i>
<i>GoTo</i>	<i>Netscape</i>
<i>Ask Jeeves</i>	<i>Google</i>

Type a topic in the search box. Each search engine may provide you with different information. Now, think of **three topics that interest you**. Choose any topic: a medical issue, a recipe, a company you've heard about, a sport, etc.

Write an email to the grader at GBN050@empirecollege.com. **Your subject line must include your first and last name and the assignment number for each lesson so the grader can give you credit for the work. The body of your email must include your instructor's name, room number, and class period for every assignment.** Paste the links for the three topics into the email. To copy a link, right click the web address until it is highlighted in blue and left click copy. Open your email, and right click again in the body of the email to see the paste feature and left click paste. Make sure you are in the body of the email.



Include a picture of the site in your email by **right clicking** on the picture you would like to copy. Next **left click** copy, go to your open email account (make sure you are in the body of the email), right click to see the shortcut option and left click to paste. The picture should paste to your email. You may have to select the sizing bars to reduce the size of the picture for the email. If you click on the picture, the boxes will appear on all sides of the picture for changing the size. Send the email to the grader as instructed above.

ASSIGNMENT 8—STUDY SKILLS

Go to <http://www.ucc.vt.edu/stdysk/stdyhelp.html> click on **Study Skill Checklist**, and print a copy as instructed. Complete the checklist, and read the information as suggested by your checklist results on the bottom of the page. If you go back a screen, many of the topics are covered on the site.

Email the grader at GBN050@empirecollege.com. Remember to include your name and assignment number in the subject line and your instructor's name, room number, and class period in the body of the email. In the email, paste the links to the information that you found related to your checklist. Write a paragraph stating what your checklist results were?

- Do you think the results were accurate?
- Why you think study skills are important.
- Include information on how you intend to study for your classes.
- How are you going to make time to study?
- Where will you study?

Study Skills Tip: Empire College has a tutoring center that is open from 8:00 a.m. to 8:50 a.m. in Room 219. It is also open after school from 3:15 to 5:15 in the same room. It is a quiet place to study with help available if you need it. This is a free service for all Empire College students.

ASSIGNMENT 9—TEST TAKING TIPS

Search for information on “test taking tips.” Paste at least three topics from different Web sites that you find interesting. One available site is <http://www.testtakingtips.com> Really take some time to research sites that give you specific suggestions as you will be discussing them in the email you send to the grader.

Write an email to the grader at GBN050@empirecollege.com. Remember to include your name and assignment number in the subject line. In the email, write a paragraph about your test taking experiences. Paste links from at least three sites into the email. Include the following in your paragraph:

- Have you had positive test taking experiences?
- What do you think would help you based on the articles you read for this assignment.
- List at least four suggestions that you will use this module.
- What is the best time of day for you to study?
- Do you need a quiet room or is noise OK?
- Do you need to listen to music?
- What would be your ideal study situation?

ASSIGNMENT 10—EMPLOYMENT INFORMATION

The Internet is an excellent tool for your job search. Check out the information available at www.monster.com or any other site for employment opportunities. You might also search for a company you think would make a good employer.

Research a career field you would like when you complete your training at Empire College.

Happy Surfing!

Search for employment in your career field

Accounting/ Business/Legal/Medical/Technology/Hospitality

Write an email to the grader at GBN050@empirecollege.com. Paste a link for a type of position you may want to pursue when you graduate. Remember to include your name and assignment number in the subject line of your email to the grader for every assignment and your instructor's name, room number, and class period in the body of the email.

- In the email, write a paragraph stating what types of employment you have had.

- Did you enjoy what you were doing?
- What were the best parts of the job(s)?
- Describe your ideal position and why it is interesting to you?
- Do you know anyone in this type of career?
- What made you decide to make a change?

ASSIGNMENT 11—INTERVIEW TIPS

Go to <http://interview.monster.com> or any other site that lists interview tips to research information that would be helpful to prepare for a job interview. Research interviewing and find some specific tips that may help you in your job search.

When you find three articles of interest, copy the links, email the grader at GBN050@empirecollege.com, and paste the links into the email. Please include your name and assignment number in the subject line. In the email, write a paragraph stating some of your interview experiences.

- Is there anything that you could have done better?
- Is there anything that you do really well on an interview?
- Do you have any humorous stories to tell about an interview experience?
- If you were interviewing someone, what questions would you ask?

ASSIGNMENT 12—JOB PLACEMENT INFORMATION

For this assignment go to the Empire College Web site, <http://empirestudent.com> and click on **School of Business, Career Services, and Job Search Sites**. You will find many links to job-related sites. Explore the extensive information available. This information will be very valuable when you begin looking for employment.

Write an email to the grader at GBN050@empirecollege.com. In the email, state the types of employment you have had. Include the following:
 How did you get the position (friend, online, family member, walk-in, etc.)?
 Why do you think you were selected?
 What would you recommend to others who are new to job search?

ASSIGNMENT 13—COMPUTER TIPS

Go to <http://www.komando.com> and view Kim Komando's Web site. She has a weekly computer talk show on many radio stations. Click on the **Cool Site of the day** and **Tip of the day** for many helpful computer tips. If you would like to subscribe to her weekly newsletter, daily tip, or daily cool site, just put your email address in the box and Click the box to subscribe. You will receive these tips every day in your email box.

For this assignment, email the grader at GBN050@empirecollege.com. In the email, write at least a paragraph about your experiences with computers including the following:
 Did you complete computer classes in school?
 What types (specific programs) and when?
 Describe your computer usage on a daily basis.

ASSIGNMENT 14—TODAY'S NEWS

To keep current with today's news, go to <http://www.msn.com> and read two topics of the **news of the day**. Go to <http://pressdemo.com> and select and read one topic from the **local news** for the day. Click on the **weather** and look at the weekly forecast. This is an easy way to stay informed about the local and International news as it changes daily.

Email the grader at GBN050@empirecollege.com. Paste the links and write at least one paragraph including information from the two topics you read. Include the weather forecast for Santa Rosa for the week.

ASSIGNMENT 15—COMPARISON SHOPPING

If you are buying something on the Internet or at a local store, it is easy to compare prices on the Internet. For this assignment, you will be comparing the prices on something that interests you. You may search and compare prices on floral arrangements, plasma televisions, furniture, cameras or DVD players, etc. Remember to choose a specific model number or item to compare. Go to <http://shopping.com>, <http://smarter.com>, <http://bizrate.com>, or <http://pricegrabber.com>, great sites for comparison-shopping. (If you are considering buying something from one of these sites, read the store reviews written by customers.) **Email the grader at**

GBN050@empirecollege.com and paste the links to the sites for your comparison shopping. Also paste and size pictures from the sites into the email.

ASSIGNMENT 16—FINANCIAL AID AND SCHOLARSHIPS

An important quote on the Web site www.finaid.org is *"If a man empties his purse into his head, no one can take it from him. An investment in knowledge always pays the highest return."* Ben Franklin.

Go to empirestudent.com and go to **School of Business, Student Services, and the Financial Aid** section. Take the time to find information that may be helpful to you and your family.

Email the grader at GBN050@empirecollege.com. In the email, write at least one paragraph on your financial aid experience.

Remember to include your name and assignment number in the subject line.

ASSIGNMENT 17—CALIFORNIA'S UNCLAIMED PROPERTY WEB SITE

Here's a fun (and possibly profitable) assignment. There is a possibility that you may have unclaimed money waiting for you listed on the California Unclaimed Property Web site. To search, go to <https://ucpi.sco.ca.gov/UCP/> and type in your last name, first name, and city to search for you, your family, and friends. You never know, you may have something there! **For this assignment, email the grader at GBN050@empirecollege.com with the results of your search.**

ASSIGNMENT 18—JOB OPENINGS

For this assignment go to the Empire College web site, <http://empirestudent.com> and click on **School of Business, Career Services, and Job Openings**. You will find the job cards that are posted by the bookstore in the glass cases. If you are interested in any of these positions, please see Jennifer Sedna or Tammy Sams in Career Services downstairs.

For this assignment, email the grader at GBN050@empirecollege.com with information on your job search experience. Write at least one paragraph.

ASSIGNMENT 19—STUDENT PRICING OF OFFICE

If you are interested in a purchasing a copy of Microsoft Office for your home computer, there are student discount versions available online. Search for student discounts online and find a reduced price version.

For this assignment, email the grader at GBN050@empirecollege.com. List at least four different sites (include the links) that have reduced prices. Include the price and version of Office in the email. Copy the link from Microsoft's site that offers a free trial version of Office into the email.

- **Journeyed.com and academicsuperstores.com have great deals for students!**
-

ASSIGNMENT 20—THE PACIFIC INSTITUTE

In this assignment you will sign up for free e-mail from Lou Tice at The Pacific Institute.

- Go to <http://www.pac-inst.com> and near the bottom of the page you will see a link for **Free Winner Circle Email from Lou Tice**. Click on that link and if you would like to join the email, put in your Empire College student email account, your first and last name without spaces @empirecollege.com—example janedoe@empirecollege.com. Put in a password and read the information to be included in the email. You will need to check your email and respond to be put on the mailing list.

Email the grader at GBN050@empirecollege.com. In the email, write at least two paragraphs about your Career Transitions class and your interpretation of the Pacific Institute's teachings. Include the following:

- What have been the most important messages for you? What information will you use as you continue your education? What information will you use in working with others?

ASSIGNMENT 21— WEB PAGE

- This assignment will allow you to be creative and professional. You will be creating a web page in Microsoft Word.
- **Open Microsoft Word 2010 and select the File tab, and Save As.** Then choose **My Computer** and select your **E or D** drive for saving you work. When you have located your E or D drive, under **Save as type** choose **Single File Web Page** and give it a name you can remember then hit **Save**. You will see a screen that looks very much like a word-processing screen. Take a look at the toolbars across the top of your screen. Slowly move your mouse across the buttons as the tool tips tell you what they do. It's your turn to be creative here. Remember that a Web page is simply a place to share interests, information, or business. Make a Web page with **at least three graphics, one link to a related Web site, and your Empire College e-mail address, firstlast@empirecollege.com.**

Have fun! Type a at least two paragraphs with news or information you would like to share. Try using what you have already learned and the help available to you through Explorer. Have Fun! Remember to resave your information to you USB drive. **When you have completed your page, please save your page and take your USB drive to your instructor.**

SPECIAL INSTRUCTIONS

- **PLEASE DO NOT USE ANY COPYWRITED MATERIAL FOR THIS PAGE BECAUSE IT IS ILLEGAL TO USE IT WITHOUT THE PERMISSION OF THE AUTHOR.** If you go to http://www.legalzoom.com/law_library/copyrights/introduction.html, you will find the following quote about copyright information: "A Copyright is a form of protection provided by the laws of the United States to authors of "original works of authorship," including literary, dramatic, musical, artistic, and certain other intellectual works. This protection is available to both published and unpublished works. Material not protected by copyright (or otherwise protected) is available for use by anyone, without the author's consent. On the other hand, an author of a copyrighted work may prevent others from copying, performing or otherwise using the work without the author's consent." **Please do not use copyrighted material because Empire College will not be able to publish it to their Web site.**
- **Your instructor will review your web page and will also initial and date your checklist for this assignment. There is nothing to print, but give your completed page on the USB drive to your instructor.**

ASSIGNMENT 22—PERSONAL SLIDE SHOW

After completing the PowerPoint training, you will be creating a PowerPoint presentation that reflects your past, present, and future. This presentation must have **at least 11 slides** (1 will be the title slide), including pictures, transitions, and timings. Remember to proofread and check your work before you submit it to your instructor. **When you have completed your presentation, please save it on your USB drive and take it to your instructor, who will transfer it to a network drive.**

Your instructor will review your slideshow and sign your checklist for this assignment.

- | | |
|---|--|
| <ul style="list-style-type: none">• Why did you come to Empire?• What did you do before you came here?• What is important to you?• Who is important to you?• What are your goals?• What are your roadblocks? | <ul style="list-style-type: none">• How do you plan to overcome the roadblocks to reach your goals?• What is your DISC profile and what does it say about you?• How can you use the DISC information?• List your most important affirmations.• After you complete your Empire education, what do you see in your future? |
|---|--|

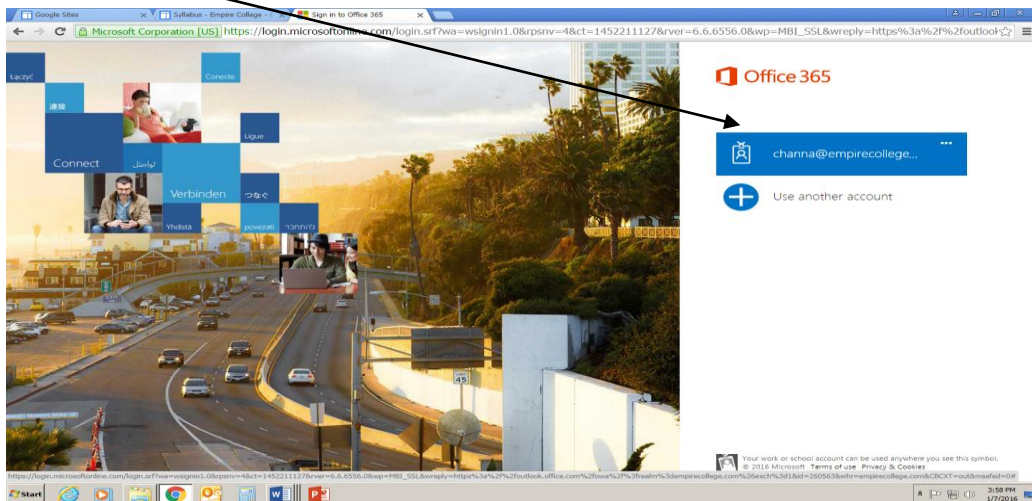
ASSIGNMENT 23— EMPIRE E-MAIL and File Attachment

- **Please submit your checklist (initialed by your instructor) for grading to complete this class. Fill out the topic portion and give it to your lab instructor.**

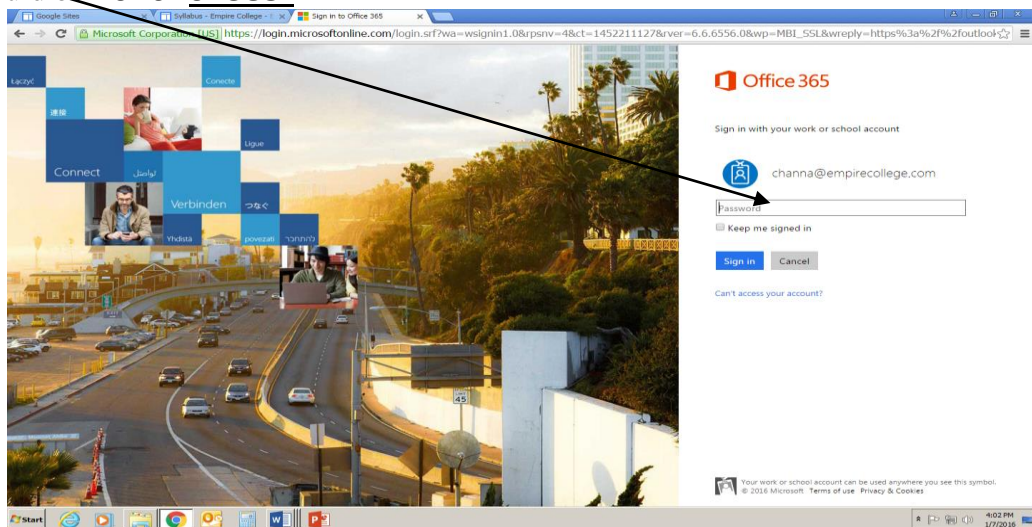
- **After you have turned in all of your work for grading and your checklist, please email GBN050@empirecollege.com. Write to the grader to let her know you have completed all of your assignments for the class. Give your first and last name, instructor, room, and class period to make sure all of your assignments have been recorded, and you have completed this class.**
 - **If you need assistance with this assignment, please ask your instructor.**
 - **The grader should return your email within a few days.**
 - **After you receive the email confirming all of your assignments are recorded, you have completed the homework portion of the class.**
-

EMPIRE COLLEGE STUDENT E-MAIL

1. If you listed a personal email address when you completed your enrollment forms, your Empire College email will forward to that address. If you didn't list a personal email address, please follow these instructions to access your Empire College email account.
2. Go to the Internet and type mail.office365.com.
3. Enter the following information:
USER NAME: firstlast@empirecollege.com (Your first and last name lower case without spaces following by @empirecollege.com.) **On the next screen you will enter your password.**



PASSWORD: The last five digits of your student number after the B located on your schedule. An example would be 2016B01385.



Your email address for Empire College will be your first and last name (**LOWER CASE WITHOUT SPACES**) @empirecollege.com. Example: janedoe@empirecollege.com If you listed your personal email address on the paperwork for the school, your Empire College email will be forwarded to that address. If you would like to have that changed or you have another personal email address, please email techsupport@empirecollege.com for assistance.

To email an **instructor or staff member**, the address will be **first initial and last name at empirecollege.com**. Example: coeschger@empirecollege.com for Carl Oeschger.

GBN050—Information Literacy Checklist

Name: _____

Module Start Date: _____

Room: _____

Period: _____

		Topic	Date	Instructor
1	Week 1	Empire College’s Student Site (email the grader)		
2		E-Library (email the grader)		
3		Open Orientation Folder (email the grader)		
4		Empire’s (Day & Evening) Academic Calendars (email)		
5		Going Green—CMN050 syllabus (email the grader) Create folders in your email account (Instructor signature)		
6	Week 2	Empire College Newsletter (email the grader)		
7		Search Engines (email the grader)		
8		Study Skills (email the grader)		
9		Test Taking Tips (email the grader)		
10		Employment Information (email the grader)		
11	Week 3	Interview Tips (email the grader)		
12		Job Placement Information (email the grader)		
13		Computer Tips (email the grader)		
14		Today’s News (email the grader)		
15		Comparison Shopping (email the grader)		
16	Week 4	Financial Aid And Scholarships (email the grader)		
17		California’s Unclaimed Property Website (email the grader)		
18		Job Openings (email the grader)		
19	Week 5	Student Pricing and Trial Version of Office (email the grader)		
20		The Pacific Institute (email the grader)		
21		Web Page (instructor signature and project transfer)		
22	Week 6	Personal PowerPoint Slide Show (instructor signature and project transfer)		
23		E-mail the Grader		