

Multi-Media

INSTRUCTOR:

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COURSE DESCRIPTION

This course takes place in a hands-on computer lab and will teach students responsible and create uses of technology. Students will be introduced to basic keyboarding, PowerPoint, Excel, Word, and Windows Movie Maker. Students will demonstrate how to use digital and video cameras. Team building, organization, problem solving, planning and school pride will be emphasized throughout the course.

COURSE OUTCOMES AND OBJECTIVES

Students will demonstrate basic knowledge for Word, PowerPoint, Excel and Window Movie Maker software.
Students will demonstrate basic knowledge of digital and video cameras.
Students will demonstrate basic keyboarding skills.
Students will demonstrate basic Internet search skills.
Students will demonstrate and understand the dangers associated with computers regarding the Internet and vulnerability.
Students will correctly read and interpret information from a chart and graph
Students will be able to state their job duties/responsibilities
Students will understand how to use constructive criticism to improve performance
Students will be able to get along with others
Students will understand the importance of respecting authority and following directions from supervisors
Students will be able to listen and respect the opinions and suggestions of others
Students will demonstrate how to properly make suggestions and ask questions
Students will be able to demonstrate the skills/strategies that can be useful in following directions and completing tasks
Students will be able to demonstrate the steps for solving problems
Students will converse appropriately with others
Students will demonstrate cooperative skills in routine situations (helping others, making reasonable demands, being courteous, getting along)
Students will read for informational purposes and summarize information read

GRADING SYSTEM

All students must receive at least 70% in daily participation and complete a portfolio.

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Students are graded as pass/fail in all Next Step courses.

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COURSE OUTLINE

Keyboarding

General Keyboarding Skills

Demonstration General Computer hookup

Power Cords

Computer monitor

Mouse

Keyboard

Pictures

Using a camera to take pictures

Using a camera to take video

Use of review button to check pictures

Deleting pictures

Download pictures to computer

Flashdrive

Open documents on a flashdrive

Save documents on a flashdrive

Save pictures on a flashdrive

Use of computer

Create folders in various places

Changing desktop background

Locating printer

Microsoft Word

General typing

Changing font

Spell Check

Inserting bullets

Inserting table

Inserting picture

Copy and Past Functions

PowerPoint

Multi-Media

General typing
Background color
Adding pictures
Adding transitions
Adding effects

Windows Movie Maker

Inserting pictures
Inserting music
Adding transitions
Adding effects
Using timeline

Use of a Video Camera

Recording
Stop
Playback
Hooking up to T.V.

Internet

Typing in correct web address
Internet searches
Finding Images
Decreasing the number of hits

Setting up Laptop to Projector
Setting up DVD player to Projector
Setting up DVD player to Television

GRADUATION PLAN REQUIREMENTS

How to use various media for graduation presentation.
Pass all Next Step Classes.

GRADUATION PLAN REQUIREMENTS:

- Obtain Paid Work Experience
- Maintain Paid Work Experience
- Volunteer/Non-paid employment
- Meet & apply for DRS
- Speaker/Tour (Circle) Work force Ctr. MRC MCIL Govt. Center CTIC Fair Supported Employment
PACER Transitional Housing Century College St. Paul Tech
Other Agencies : _____
- Complete Self-Advocacy Skills Assessment
(Disability, strengths/weaknesses, IEP goals/objectives, resources available, etc.)
- Complete an Interest & Skills Inventory

Portfolio Components:

- | | |
|--|--|
| <input type="checkbox"/> Resume | <input type="checkbox"/> Cover letter |
| <input type="checkbox"/> Interview Experience | <input type="checkbox"/> Resources/Important phone numbers |
| <input type="checkbox"/> Completed sample W-2/W-4 form | <input type="checkbox"/> 2-3 Letters of Recommendation |
| <input type="checkbox"/> Possesses Social Security Card | <input type="checkbox"/> Possesses MN ID/Driver's License |
| <input type="checkbox"/> Work Site Evaluations | +Certificates of completion-awards, etc. |
| <input type="checkbox"/> Interest Inventories (SERVE, DRS) | <input type="checkbox"/> Other: _____ |