

Task 1: (Select One of the Options)**Option 1: Social Media Self-Inventory**

Step 1: Complete the **Social Media Self-Inventory**

Resource: How to make a tally mark in

Word: <https://www.youtube.com/watch?v=pclvTLyEmU0>

Step 2: Use the information gathered from your social networking site to create a visual representation of what you found (for example: an infographic). Showcase the data found in your inventory, also make a statement about your social media use and/or digital citizenship in general related to your findings...

Option 2: Ergonomics (Newsletter)

Ergonomics: <http://www.healthycomputing.com/office/setup/>

Explore the following site on Office Ergonomics. Create a short **newsletter (at least 1 full page)**, in *Microsoft Word (or Google Docs, or Publisher)*, named Office Ergonomics – Tips you should know! **The newsletter must be 2 columns, if you don't know how to insert columns, please ask!!!** Describe **at least 5 suggestions** for setting up your office space and use of technology and office equipment. (Ex. Keyboard (Carpal tunnel). Monitor – (tip) Tilting the screen too far back may cause reflected glare problems from overhead lighting. Your poster should include at least **2** relevant graphic/pictures. Be creative. Save the document as **Ergonomics Newsletter**.

Option 3: Power Point (Social Media - My Fav)

****All PowerPoints must be converted to a movie.****

You are to create a PowerPoint presentation entitled Social Media – My Fav. You must include a minimum of **8 slides**, transition, a theme, and at least 4 clip art/graphics.

Slide #1: Your Name, Title of Presentation, Date and Class Period (insert a graphic on this slide)

Slide #2: What is social media? (Define)

Slide #3: What is your favorite social media website? (Name and tell why)

Slide #4: List 3 advantages of social media

Slide #5: List 3 disadvantages of using the social media

Slide #6: Most Popular/trending social media sites (Include graphic, in fact, and in your opinion and why)

- For adults

- For teens

Slide #7: Name 5 other popular/trending social media site. (Include graphic/picture)

Slide #8: Your opinion of social media. (Is it a good thing or not? Explain your answer)

Save the document as ***Last Name My Fav Social Media***

Option 4: Graphic Organizer – Social Media Etiquette

Utilize the websites /links below regarding social media etiquette. You are to create a graphic organizer and list at least 10 etiquette rules regarding social media. In the center of your graphic organizer, put the word Social Media Etiquette and give a brief definition. You must include at least 1 clip art /photo in the graphic organizer. Save the document as **Last Name GO - Social Media Etiquette**.

Option 5: Business Technology Research

Choose a technology product that currently is widely used in business. Using the internet for research, prepare presentation (display) that answers the following questions:

1. Origin of Idea – When was this product introduced to the marketplace?
2. Product modification – How has the product been modified over time, particularly modifications that made it more useful to business.
3. How has the product changed the way business is conducted? What business innovations have occurred as a result of this product being offered?
4. What competitors have joined the market since the introduction of this product? How have they differentiated their product, particularly to businesses?
5. In reviewing the advertising for this product, who would you say the target market is? Give examples. Which types of businesses might benefit most from this product?
6. What is the current price for this product? How has the price changed?

7. Include pictures of this product when it was created and now.
8. What business uses do you see for this product in the future? What innovations would need to be made to make that possible?

Source: GAVS

Task 2:

School and Workplace Technology Presentation (such as a PowerPoint), Video, or E-book

Technology is ever-present in today's society. You should be aware of the various pros and cons of technology both inside and outside of the workplace. Create a Presentation, Video, or E-book on ***Technology in School and the Workplace***. Topics should include but are not limited to the list below. You should have a total of at least **17 slides/pages** including the title slide, summary (what you have learned) and references. Use relevant terminology throughout. You should also include a transition in your slides (if using PPT ****convert to a movie****), at least **5 relevant clip art/graphics**, and be creative. Don't forget to follow the: ***Tips to Create a Powerful PowerPoint, Video, etc.***

- **Slide #1:** At least 1 picture, your name, date and title of presentation.
- **Slide #2:** What is a computer? How are computers used today in business? ...school? ...personally?
Can also include other types of technology used in business, schools, or personally.
- **Slide #3:** What are the basic parts of a computer? (Desktop AND laptop)(Note: Make sure it's clear - you can use pictures, arrows, etc.)
- **Slide #4:** Ergonomics (what is it, why is it important, workplace examples of ergonomics in action)
- **Slide #5:** What is information technology? What are 3 examples of information technology? What are the benefits and limitations?
- **Slide #6:** What is netiquette? Give examples of netiquette rules for teens/students.
- **Slide #7:** Why is online (Internet) safety important? (3 reasons)
- **Slide # 8:** What are some online (Internet) safety tips (Name at least 3 of them)
- **Slide #9:** Email etiquette and safety tips (3 do's and 3 don'ts in the workplace and school 1- 2 slides)
- **Slide #10:** Social networking/ Social media (What is the difference between social media and a social networking?) (Tell me 3 things that you have learned/3 facts about social media)

Note: Merriam-Webster defines social media and social networking as:

Social Media: forms of electronic communication (such as Web sites for social networking and microblogging) through which users create online communities to share information, ideas, personal messages, and other content (such as videos).

Social Networking: the creation and maintenance of personal and business relationships especially online

- **Slide #11:** What is social media etiquette? Give a few social media etiquette rules (at least 3). Skip this slide if you completed option 4 above.
- **Slide #12:** Using social media in the workplace (Can it cost you a job opportunity or a job? How? Give "real world" examples.)
- **Slide #13:** How can social media be used by a business? List ways.
- **Slide #14:** What is a blog? What is the difference between a blog and a website? What is blogging? How is blogging used in business? How can blogging be used personally?
- **Slide #15:** Pick 1 additional topic to explore and discuss (Explain what it is, Give examples, List the Advantages and Disadvantages, etc.): *Option 1:* Computer Hardware and Software; *Option 2:* Applications (Apps); *Option 3:* Telecommuting; *Option 4:* VR/AR; *Option 5:* Online Tracking Systems; *Option 6:* SEO; *Option 7:* Computer **Peripherals**; *Option 8:* Collaboration in the workplace and school using technology; *Option 9:* How do cookies work?; *Option 10:* Computer Memory (Cache)
- **Slide #16:** Tell me 3 new things that you have learned about during the technology unit. Explain why it is important.
- **Slide #17:** References - include the sources you used to find information

Save the document as: ***Last Name Technology in School and the Workplace***

Note: Some of your works will likely be on display– during our ELHS/Exhibit Cluster Night - so do your best work.

When you are finished: **TECHNOLOGY TEST REVIEW SHEET** (20 points Extra Credit on Test - Due on Friday)

Resources

- The Ultimate Social Media Etiquette Handbook, Posted by Tamar Weinberg in Marketing, Opinion, Social Media,

<http://www.techipedia.com/2008/social-media-etiquette-handbook>
- The 10 Commandments of Social Media Etiquette, http://www.techhive.com/article/258898/the_10_commandments_of_social_media_etiquette.html
- The 11 Rules of Social Media Etiquette, <http://www.digitallabz.com/blogs/the-11-rules-of-social-media-etiquette.html>

- Top 12 Rules of Social Media Etiquette, by Lydia Ramsey, <http://www.businessknowhow.com/internet/socialmediaetiquette.htm>
 - FACS: Social Etiquette with Media, <http://www.uen.org/Lessonplan/preview?LPid=25778>
 - Learning social media etiquette, http://www.boston.com/business/technology/gallery/social_media_etiquette/
 - 25 rules of social media netiquette, by Alexander Samuel, <http://www.alexandrasamuel.com/world/25-rules-of-social-media-netiquette>
 - What is Netiquette?, by Webwise Team, <http://www.bbc.co.uk/webwise/guides/about-netiquette>
 - Social Media Etiquette – The Do’s and Don’ts, by Social Media Today, <http://socialmediatoday.com/node/513583>
 - <http://www.gcflearnfree.org/socialmedia>
 - <http://www.gcflearnfree.org/internet>
 - [*Examples of Option 1 Infographic*](#)
- Identity theft:**
- <https://www.consumer.ftc.gov/media/video-0023-five-ways-help-protect-your-identity>
 - [*Easy Ways to Prevent ID Theft*](#)
 - [*Why Care about Identity Theft?*](#)
 - [*What are Cookies?*](#)

Source: Some options modified from DHS IBT page