

Social Media and you- 1/2 credit- Elective

Prerequisites:

Computer Basics: <http://www.gcflearnfree.org/computerbasics>

Internet Safety: <http://www.gcflearnfree.org/internetsafety>

Supplies: PC and Digital Camera is required. I-phone (mobile phone), Mac PC and I-pad is optional.

Class Description:

- 1) To explore Social Media for professional and educational use.
- 2) To develop and maintain accounts on social media sites as well as e-mail accounts for professional and educational use.
- 3) To review Internet basics.
- 4) To learn about a variety of products that use and depend on Social Media.
- 5) To become proficient in educational and business contacts.

Rules of the Class:

- 1) All accounts **must** be new accounts set up in a professional matter.
- 2) Accounts shouldn't contain any information that would be shared in a "personal" account.
 - o Examples:
 - I just went to the grocery store.
 - Party at my house tonight!
 - OMG! Did you see my shoes today?
- 3) Keep in mind, these accounts are supposed to be career accounts. Meaning, when you are looking for employment, these are supposed to make you stand out by allowing an employer to search about you online.
- 4) Keep a print out of all Quizzes and make a online or PC portfolio.
- 5) Keep a record of all accounts made.
- 6) Complete that days work then take a snapshot OR printout and place in your portfolio.

Course Syllabus

Week 1: Internet Basics- <http://www.gcflearnfree.org/internet101>

- Mon- What is the Internet?
How is the Internet Used?
- Tue- Connecting to The Internet
Browser Basics
- Wed- Search Engines and Strategies
Review the Videos
- Thur- Review Articles
- Fri- Take the Quiz (in extras)

Week 2: E-mail 101- <http://www.gcflearnfree.org/email101>

G-mail- <http://www.gcflearnfree.org/gmail>

- Mon- Introduction to E-mail
E-mail Basics
- Tue- Contact and Calendars
E-mail etiquette and Safety
- Wed- Quiz (in extras)
Introduction to G-mail
Setting up a G-mail account

- All videos
- Thur- Sending and responding to e-mail
Managing e-mail
G-mail for Mobile Devices
- Fri- Finish up assignments
Take Quiz (in extras)

Week 3: Beyond E-mail- <http://www.gcflearnfree.org/beyondemail>

- Mon- All about online communication
chat and instant messaging
- Tue- Online Phone calls
Video chat and Group Calls
- Wed- Text Messages
Direct Messages
- Thur- Social posts, etc.
Likes comments and sharing
Blogging
- Fri- Review Articles
Take Quiz

Week 4: Blog Basics- <http://www.gcflearnfree.org/blogbasics>

- Mon- Introduction to Blogs
Subscribing to Blogs
- Tue- Developing your Blog
Choosing a Blog Service
- Wed- Writing and Promoting your blog
Copyright and Fair use
- Thur- Interactives
Assignment: Create a Blog (not listed on site)
- Fri- Take Quiz

Week 5: I-pad- <http://www.gcflearnfree.org/ipadbasics>

Don't have an I-pad? That's okay complete week 5 anyway!

- Mon- Complete all About the I-pad tasks
- Tue- Apple Apps
- Wed- Videos
- Thur- Extras (ex. quiz)
- Fri- Quiz

Week 6: I-phone Basics- <http://www.gcflearnfree.org/iphonebasics>

Don't have an I-phone? That's okay complete week 6 anyway!

- Mon- All About the I-phone
- Tue- Apple Apps
- Wed- Apple Apps
- Thur- Personalizing the I-phone
- Fri- Take Quiz

Week 7: Chat- <http://www.gcflearnfree.org/chat>

Skype- <http://www.gcflearnfree.org/skype>

- Mon- All about chat and instant messaging
 - Using facebook chat
 - Using skype to IM
 - Take Quiz
- Tue- Introduction, Setting up and contacts
- Wed- Making calls, video calls and instant messaging
- Thur- screen sharing and sending files
 - skype communication tips
 - Skype for Mobile Devices
- Fri- Review extra articles and videos
 - Take Quiz

Week 8: Twitter 101 <http://www.gcflearnfree.org/twitter101>

- Mon- Complete the “What is Twitter?”
 - Create a Twitter Account
 - Save a Print Page or print and put in your folder/binder.
 - Video: What is Twitter?
- Tue- Learn the Twitter Dashboard
 - Learn Who to Follow
 - Video: Signing up for Twitter
- Wed- Learn How to Tweet
 - Video: Following People on Twitter
 - Video: How to Tweet
- Thur- Learn about Twitter for Mobile Devices
 - Complete the Extra Articles
 - Video: Exploring on Twitter
- Fri- Complete the Quiz
 - Save a Print Page or print and put in your folder/binder.

Week 9: Facebook 101 <http://www.gcflearnfree.org/facebook101>

- Mon- What is Facebook?
 - Getting Started with Facebook
 - Video:
- Tue- Understanding Facebook Privacy
 - Basic Privacy Settings
 - Video: Understanding Privacy on Facebook
- Wed- Ads and additional Privacy Settings
 - Create your profile
 - Save a Print Page or print and put in your folder/binder.
 - Video: Setting up a Facebook Account.
 - Video: Creating a Profile on Facebook.
- Thur- Finding Friends
 - Sharing and your timeline
 - Video: Finding friends on facebook
 - Video: Sharing your timeline
- Fri- Understanding your news feed
 - Uploading Pictures and Videos

Video: Understanding your news feed

Video: Uploading photos and videos

Week 10: Facebook 101 continued

Mon- Chat and Video Calling

Messages

Tue- Group

Facebook for Mobile Devices

Video: Setting your privacy on Facebook

Wed- Review 2 Extra Articles

Thur- Review remaining Extra Articles

Fri- Quiz

Save a Print Page or print and put in your folder/binder.

Week 11: LinkedIn Basics: <http://www.gcflearnfree.org/socialmedia/module/25>

Mon- Page 1 & 2- complete all activities, print or save a page.

Tue- Page 3- complete all activities, print or save a page.

Complete “Cyber Safe Resume Link as well” (save for Career / Job Development)

Wed- Page 4- complete all activities, print or save a page.

Thur- Page 5- complete all activities, print or save a page.

Fri- Page 6- complete all activities, print or save a page.

Week 12: Pinterest 101- <http://www.gcflearnfree.org/pinterest101>

Google Account- <http://www.gcflearnfree.org/googleaccount>

Mon- All about pinterest

Getting started

Tue- Using Pinterest

Assignment: making a Pinterest account.

Wed- Quiz

Getting to know Google

Thur- Creating a Google Account

Understanding google privacy

Fri- Interactives

Quiz

Week 13: Google Drive and Docs- <http://www.gcflearnfree.org/googledriveanddocs>

Mon- All About

Getting started

Tue- Uploading and syncing files

creating google docs

Wed- Managing your files

Sharing and collaborating

Thur- Converting and printing docs

All Videos

Fri- All Extras including Quiz

**Week 14: Mac OS X Mountain Lion- <http://www.gcflearnfree.org/macosexmountainlion>
Mac OS X Lion- <http://www.gcflearnfree.org/macosexlion>**

Mon- All under All about
Using
Tue- Apple Apps
Videos
Wed- Extras including Quiz
Thur- All About
Extras- ex. Quiz
Videos
Fri- Using
Interactives
Quiz

Week 15: Digital Photography- <http://www.gcflearnfree.org/digitalphotography>

Mon- Introduction to Digital Cameras
Getting to know your camera
Tue- Lighting
Composing your shot
Wed- Capturing motion
Photographing Landscapes
Thur- Capturing close-up shots
Interactives
Fri- Extras including Quiz

Week 16: Search Better- <http://www.gcflearnfree.org/searchbetter>

Mon- All About Online Search
Tue- How to read a webpage
Wed- Evaluate a webpage
Thur- google search
Fri- Judging online information
Take the quiz

Week 17: Use Information Correctly- <http://www.gcflearnfree.org/useinformationcorrectly>

Mon- Putting information together
Tue- Avoiding Plagiarism
Wed- Copyright and Fair Use
Thur- Take The Quiz
Fri- Assignment: Make a list of all the sites you have joined
Calculate your quiz average
Make a transcript to put in your portfolio

Week 18: Finishing your profiles.

- Build Profiles and put together a “school / work portfolio”.
- Add personal photos, blogs reports.
- Updated all important information
- Set privacy settings for information and posts you want private.