EAST (Education Accelerated by Science & Technology)

OCAS/OHLAP Code 9232 – Business Information Management

Instructor – Mrs. Aday

Course Description

EAST will allow students to demonstrate project management skills and strategies. Each student will be required to identify a “real life” individual or team project. This project must impact the student’s community. The student’s community can be defined as a school group, classroom, church or city. Students will have a variety of software and technology to choose from in the classroom to use for implementation of projects.

**Course Objectives**

* Identify a community-based project.
* Work individually or collaboratively to develop a project.
* Brainstorm as a method for identifying problems and solutions.
* Understand the process for project planning and organization.
* Document the progress for the project throughout the project planning, managing, and implementation phases.
* Complete a project-planning document.
* Document the progress of the project from inception to implementation.
* Build a project timeline/calendar.
* Develop a project name and logo that reflects the main idea of the project.
* Determine goals independently and collaboratively as a group for the identified project.
* Provide evidence of communication throughout the project (i.e. images, letters, thank you notes, drafts, emails, press releases, etc.)
* Document project growth, such as rough drafts, screen shots, storyboards, etc.
* Maintain a list of hardware and software that is utilized throughout the growth of the project.
* Create a press release for submission to the local news outlets that highlights the project.
* Be able to organize information in an appropriate format.
* Prepare a presentation or video that will be delivered to a small or large group.
* Be able to communicate thoughts, ideas, or facts in a clear and concise manner.
* Perform a self and/or peer evaluation at the end of the project implementation phase.
* Formulate occupational objectives.
* Complete a job application form.
* Create a professional resume.
* Participate in a mock job interview.
* Create a professional e-portfolio.
* Identify differences in platforms, browsers, display settings and related issues.
* Use scanning devices and software to properly scan reflective and transparent mediums.
* Demonstrate basic design procedures using photo-editing software that include photo enhancement, correction, restoration, and manipulation.
* Manipulate, troubleshoot, compress, public and export graphics and/or animations.
* Identify and employ design and color principles while creating visually appealing graphic images.
* Apply appropriate techniques for web and print publishing.
* Demonstrate sensitivity in communicating with a diverse workforce.
* Identify legal and ethical issues in the IT field.
* Prepare visual design specifications and evaluate visual appeal.
* Demonstrate proficiency in the use of digital imaging techniques and equipment.
* Select and utilize appropriate software and hardware tools.
* Produce or acquire graphics, animation, audio, and/or video content.
* Apply color, efficiency and automation, file management, filters, effects, image properties, layers, masks and channels, text tools and user interface using Adobe Photoshop.
* Apply automation, customization, compiling objects, interaction with web and other applications, type tools, color, objects, and shapes, interface, and enhancing artwork using Adobe Illustrator.
* Create and manipulate original digital images using the features of vector graphics software.

# Prerequisites

\*Fundamentals of Technology

# Class Time and Location

Class meets at Eufaula High School, in room 5.

# Instructor Information

Mrs. Aday

Phone: 918-689-2556, ext. 2110

\*Graduated from Edmond Memorial High School

\*Graduated from Oklahoma State University, with a Bachelor of Science in Secondary Ed., Business Education, 1990

\*Received Vocational Endorsement from Oklahoma State University, 2000

\*Eufaula Public Schools’ Teacher of the Year 1998

\*Houston Homan Junior High Teacher of the Year 1998

\*Oklahoma’s Outstanding Technology Using Teacher of the year 1998

\*Southeast Oklahoma Outstanding Business Marketing & Information Technology Instructor 2016

\*28 years teaching experience

**Methods of Instruction Include:**

Students will utilize a self-directed approach to learning specific applications as they apply to the creation of multimedia and print communications. Students will be required to access resources on the Internet, the EAST website, forums, tutorials located online, and any other resources available in the EAST classroom. The fundamental concept of identifying a target audience and applying a variety of communication modes will be attained through a lecture discussion format.

Students will be required to work individually and in small groups on assigned projects.

Student assessment will be based on individual as well as group work. Students will take a first semester test/project. Second semester test may include a project and certification tests. All students will create a personal e-portfolio.

Students will have the opportunity to attend training sessions at the East Initiative, located in Little Rock, AR. Students will be chosen for training sessions based on their participation in class and on projects. Students will also have the opportunity to attend the EAST Conference, in Hot Springs, AR. This conference is for students to show their projects. Students will also have the opportunity to attend the Business Professionals of America Fall Leadership Conference.

**Facilitator/Student Responsibilities**

The instructor of this course assumes responsibility to provide explicit information regarding expectations of students on required assignments and activities and dates for completion.

The major obligation of the student is to demonstrate proficiency while meeting the requirements for this course. Included in this obligation is the necessity of meeting timelines for completion of activities, assignments and evaluations. Instruction is mostly self-guided by the student. The instructor will serve as a facilitator. Students who need additional help should notify the instructor who will provide additional assistance.

|  |  |
| --- | --- |
| Text | |
| Title | **Publishe**r |
| *Learning Microsoft Office 2016* | Pearson |

**Materials Needed**

# Paper, pen/pencil, folder, reading book, and ear buds. The student will be required to have a gmail account. Eufaula High School provides a school gmail account. Their files will be saved on google drive. This will allow them to share their files with the instructor and also access their files from any computer.

***GRADING SCALE:***

100 – 90 = A

89 – 80 = B

79 – 70 = C

69 – 60 = D

59 and below = F

***ATTENDANCE POLICY:***

Refer to the student handbook 2018-2019. Absent students are responsible for finding out what they missed and for being prepared for the next class. Students are expected to complete their projects by the agreed upon deadline.

***CLASSROOM ETIQUETTE:***

There will be no food or drink allowed in the classroom due to the computers in the room. There is to be only one person at a printer at a time. The student is expected to clean their station at the end of each class. The student is expected to bring their supplies each day. Students will not be permitted to leave the classroom after the tardy bell unless it is an emergency. You may bring your own headphones to use with the computers.

***CELL PHONES:***

Cell phones are to be on silent. Students can ONLY have their cell phones out during instructional purposes. They are not to be used for personal use during class. Again cell phones should be off or on silent. If a cell phone is on vibrate or rings, the incident will be considered a cell phone violation. Students are welcome to bring mobile devices to the classroom!

Failure to follow rules:

1. Warning

2. Detention

3. Notify parents

***CLASSROOM LOCATION AND SCHOOL HOURS:***

My classroom is room 5. My planning period is from 8:05 – 8:50am. I welcome any parent or student to come by for conferences or help on class work before school, during my planning period or after school. Please feel free to call me or email me at [akaday@eufaula.k12.ok.us](mailto:akaday@eufaula.k12.ok.us) if you are not able to come to the school and visit with me. The school phone number is 689-2556, ext. 2110.

# Course Calendar/Schedule

First Day of Class August 16

Labor Day Holiday September 3

Parent/Teacher Conf. September 13 & 14

Football Homecoming October 12

End of 1st Nine Weeks October 12

Fall Break October 18 & 19

Thanksgiving Break November 19-23

End of 2nd Nine Weeks December 19

Winter Break December 21 – Jan. 4

Classes Resume January 7

Martin Luther King Jr. Day January 21

Parent/Teacher Conferences February 7 & 8

Presidents’ Day Holiday February 18

End of 3rd Nine Weeks March 8

Professional Meeting/No School.…………………………………………...March 15

Spring Break March 18-22

No School…………………………………………………………………...April 19

No School April 22

Last Day of Classes May 17