



Technology and Society – Lesson 30

Computer Literacy Basics 4E
Connie Morrison & Dolores Wells

Objectives:

Upon completion of this lesson, you should be able to:

- + Use computers at work, school, and home.
- + Use computer technology in everyday life.
- + Use technology to transform traditional processes.
- + Identify assistive technologies.

Competencies

Mastering Information Technology Basics

6670-35 Describe the impact of information technology on business and society.

6670-39 Describe emerging technologies as they relate to the future of the Internet.

6670-40 Investigate current and future trends in information technology.

Words to Know

- + Business-to-business (B2B)
- + Business-to-consumer (B2C)
- + Business-to-government (B2G)
- + Critical thinking
- + Digital cash
- + Electronic commerce (e-commerce)
- + Keyless entry system
- + Online learning
- + Telecommuting

Introduction

Technology has changed and continues to change every aspect of life-from home to school to the workplace.

These changes are swift and dramatic.

A little more than 25 years ago, IBM hired Paul Allen and Bill Gates to create an operating system for a new PC, which was the beginning of Microsoft Corporation.

About 15 years ago, Google and PayPal were founded, and early versions of the Web browsers Internet Explorer and Netscape Navigator were released.

MySpace was founded in 2003 with YouTube following in 2005.

Clearly, the trend of electronic innovation affecting daily life is bound to continue.

Using Computers at Work, School, and Home

It is becoming increasingly difficult to find employment that does not require some knowledge of computers.

If you do not have a working knowledge of or exposure to technology, you most likely will feel the effects on your career options.

Technology today is integrated into almost every facet of life and influences how you work, use computers at home, and learn about the world outside your doors

This lesson discusses how computers facilitate and enhance your everyday activities.



Collecting Information



The Internet and the Web are the major forms of technology affecting your life today.

Using the Internet is a fast and easy way to find the information you need.

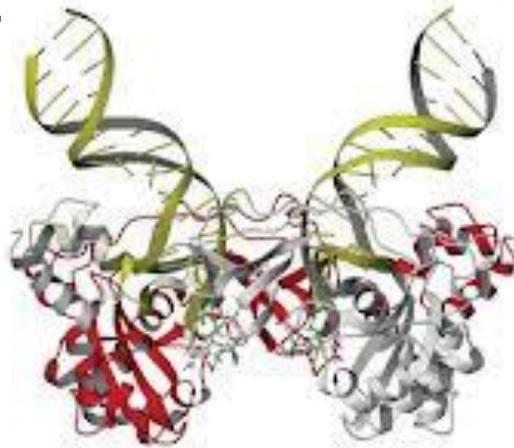
At home and at work, if you need to find the telephone number of a local company or order a pizza for lunch, you can use the computer to search for and find the data.

Store this information on your hard disk using software such as Windows Live Mail or Microsoft Outlook.

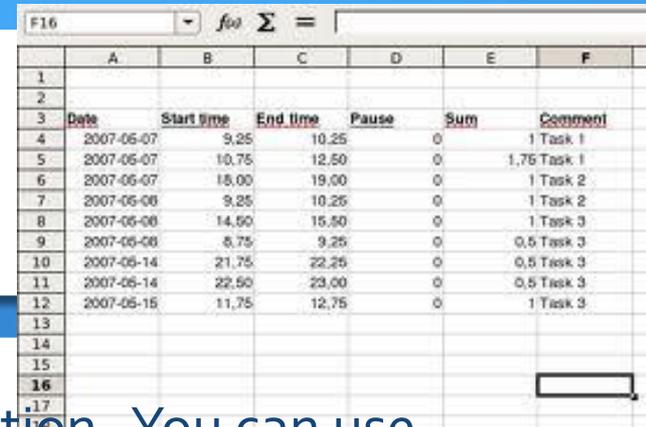
Changes in Research

Not so long ago, if a science teacher gave the class a project to find out how antibiotics work, the students would go to the library and do the research.

In most of today's classrooms, the students go to the Internet and visit a Web site such as the ScienceProject.com Web site to collect this information.



Organizing Information



The image shows a screenshot of a spreadsheet application. The spreadsheet has columns labeled A through F. Row 3 contains the following data: Date (2007-06-07), Start time (9:25), End time (10:25), Pause (0), Sum (1.75), and Comment (Task 1). Rows 4 through 12 contain similar data for various tasks and dates. The spreadsheet interface includes a formula bar at the top with 'F16' and 'foo Σ =' and a scroll bar on the right.

	A	B	C	D	E	F
1						
2						
3	Date	Start time	End time	Pause	Sum	Comment
4	2007-06-07	9:25	10:25	0	1.75	Task 1
5	2007-06-07	10:75	12:50	0	1.75	Task 1
6	2007-06-07	18:00	19:00	0	1	Task 2
7	2007-06-08	9:25	10:25	0	1	Task 2
8	2007-06-08	14:50	15:50	0	1	Task 3
9	2007-06-08	8:75	9:25	0	0.5	Task 3
10	2007-06-14	21:75	22:25	0	0.5	Task 3
11	2007-06-14	22:50	23:00	0	0.5	Task 3
12	2007-06-15	11:75	12:75	0	1	Task 3
13						
14						
15						
16						
17						

Computer software helps you organize information. You can use databases and spreadsheets to arrange and calculate data in a variety of ways.

After entering data into a spreadsheet, you can format, sort, and chart the data.

If you are in the working world, the company you work for most likely uses spreadsheets for statistical data, tax information, or financial reporting.

At home, you might use a spreadsheet to track personal budget, list a collection of items such as baseball cards, and maintain expenses for income tax purposes.

Evaluating Information

In addition to using spreadsheet applications to calculate numeric data, you can use spreadsheets to ask what-if questions and evaluate information.

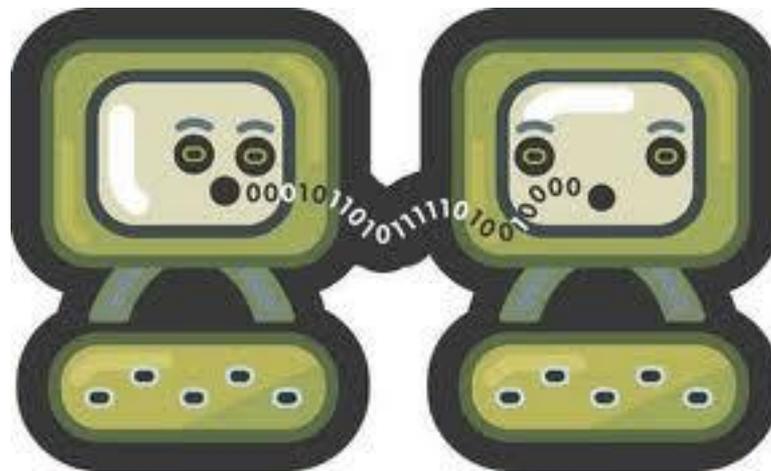
Spreadsheets contain mathematic and trigonometry functions as well as statistical functions such as Average, Count, Maximum, Minimum, and Percentile.

Arranging data in tables, charts, and lists helps you see patterns or trends in the data and evaluate it by comparing one set of calculated results to another.

Communicating Information

When computers are connected through a network or the Internet, they can exchange information instantaneously.

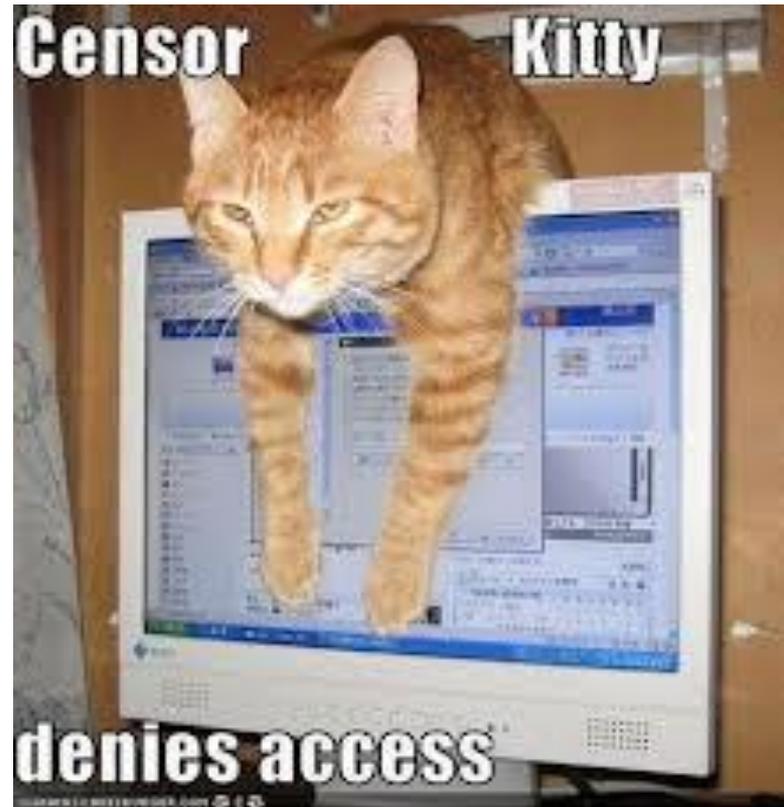
Technology provides communication options such as e-mail, instant messaging, blogs, and social Web sites such as Facebook and Twitter.



Increasing Productivity

Access to the Internet and the Web can increase your productivity by providing online access to multiple resources, including communication with experts and specialist.

Applications, such as those discussed in this and previous lessons, also can enhance output and productivity.



Collaborating with Others and Solving Problems

You can take advantage of Web services to supplement project based learning.

With this dynamic approach you explore real-world problems and challenges.

Using online communities, you can collaborate with other people all over the world who might otherwise never meet or know of each other.

The exchange and sharing of ideas on a global basis helps you see a problem from different viewpoints.



Crowdsourcing

One type of online collaboration is crowdsourcing, which combines the collective effort of many people to complete a task.

To perform valuable but labor-intensive research, the University of Buffalo is using crowdsourcing to record the water levels of local streams, and effort that benefits scientists, fishing enthusiasts, and the local community.



Creating Communities

Online communities and social networking sites such as Facebook and MySpace have been discussed in previous lessons.

This type of Web site provides an opportunity to socialize with others who have common interest.

The Wikipedia Web site provides a list of major active social networking Web sites at http://en.wikipedia.org/wiki/List_of_social_networking_website_s.

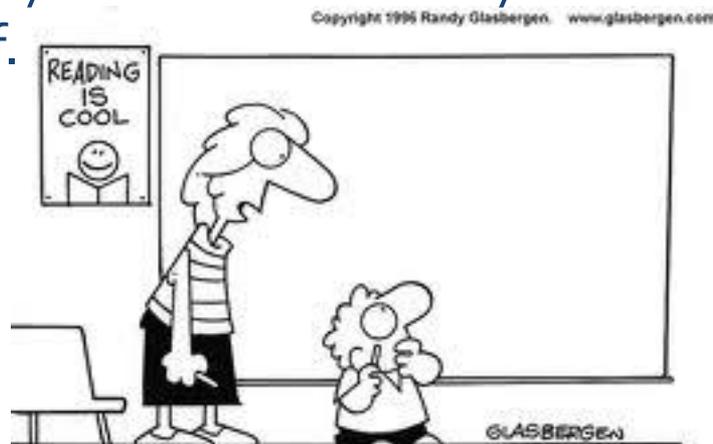
For example, Flickr is an online community where people share photos, reviews, comments, and photography information.

Facilitating Learning

You can use the Internet as a resource for learning and discovering new facts and information.

As mentioned previously, however, you should not take all online information at face value.

Be sure to carefully evaluate and verify the source and the information itself.



"There aren't any icons to click. It's a chalk board."

Textbooks



Many textbooks published today have an associated Web site where students can access Web-based projects, find study aids to accompany the text, and do homework.

Look in the front pages of a textbook that recently has been published to see if there is a Web site that accompanies it.

It is even possible for students using a particular textbook to open an online version of the textbook with a password provided by their instructor.

This can lighten the load in your backpack as you travel back and forth to school.

Promoting Creativity

Integrating technology in the classroom provides you with an opportunity to demonstrate your inventiveness, individuality, and creativity.

Modern technology provides tools you can use to create a range of artistic work that can be published for a real audience anywhere in the world.

Project-based collaborations can further enhance creative learning and problem solving.



Supporting Critical Thinking

When searching for information on the Internet, you need to use critical thinking.

Critical thinking can mean “consisting of a mental process of analyzing or evaluating information,” “the process of evaluating propositions or hypotheses and making judgments,” or “showing or requiring careful analysis before judgment.”

When reading information online, particularly pages that persuade you to buy or do something, evaluate the information critically, analyze the point of view and motivations, and wait to act until you have gathered and considered all the information.

Facilitating Daily Life



Electronic commerce, or e-commerce, means conducting business on the Internet.

It primarily refers to purchasing and selling products or services on the Internet or through other computer networks.

Commercial Web sites let you conduct business online

You can access electronic catalogs, select goods, store them in digital cart or bag, and then check out by paying with a credit card or online account.

Organizations provide more than goods online.

For example, if you need tickets for the basketball playoffs or an upcoming concert, you can purchase tickets online, order a program, and in some cases select your seats.

Government Agencies



Local, state, and national government Web sites provide access to many services.

For example, many local government agencies provide Web sites where you can pay your water bill, renew your drivers' license, and sign up for municipal services.

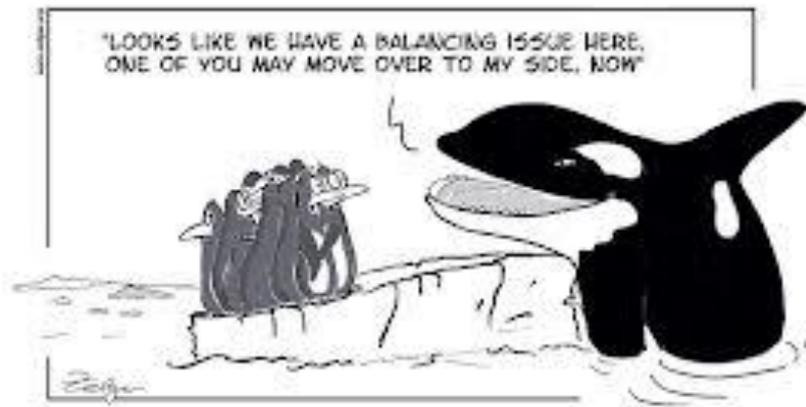
Perhaps you need a tax form – the Internal Revenue Service site provides all types of forms and other services such as how to check on your refund and how to file forms electronically.

Using Computer Technology in Everyday Life

You probably perform day-to-day activities without thinking about computers and how they affect your life.

In fact, using desktop and laptop computers represents only a fraction of your interactions with computer technology.

This section discusses how computers are used in daily life.



Everyday life at the Southern Hemisphere

Automated Teller Machines

Almost everyone with a bank account now takes advantage of the convenience of automated teller machines (ATMs) to deposit or withdraw money.

These automated banking machines are located at most banks but are also in supermarkets, convenience stores, restaurants – even at the ballpark or museum.

They allow you to do your banking almost anywhere, anytime.

Banker's hours from 9:00 a.m. to 5:00 p.m. are definitely a thing of the past.



Above and Beyond

ATMs are usually computers running the Windows XP operating system.



"Yeah, I use ATMs all the time, but I refer to them as 'Mom' and 'Dad.'"

Obsolete Cash



You might not even need to get cash from an ATM for your shopping.

Electronic checks and debit cards are ;making cash more obsolete every day.

If you swipe your ATM card or debit card through the machine at the cashier's station at your local store and then enter your personal identification number (PIN), information about your account is transferred to the store's computers and the amount of your purchase is deducted from your checking or savings account.

Credit Card and Other Commerce Systems

Many people no longer carry large sums of money while traveling.

They prefer to use ATM or credit cards.

The magnetic strip on the back of the card increases efficiency.

When you travel, using a card helps you keep track of your travel expenses.

If you lose a credit card or an ATM card, it can be canceled immediately, whereas if your money is lost or stolen, the chances of recovery are very small.



Security Concerns

A security concern on the Internet, however, is the theft of credit card information stored electronically.

Because the Internet makes transactions so quick and easy, credit card numbers that fall into the wrong hands can cause major problems for cardholders.

Although effective encryption technologies keep credit card numbers secure, you can make yours even more secure by following simple precautions.



How to be Safe

Purchase items only from Web sites that you know are reputable and trustworthy.

Read and understand the privacy and consumer-protection policies of online companies before you buy.

Be sure that any credit card information is transmitted in a secured, encrypted mode.

Credit card information is not the only personal information you should protect.



Precautions

Take the same precautions whenever you are asked to disclose anything personal, such as to market research companies. For example:

- + Avoid providing your telephone number on Web forms.
- + It usually is not a required field even for online purchases.
- + Disclose only what you think is legitimately necessary for the intended purpose.
- + Do not provide personal information to unknown parties.
- + Use code names when appropriate to protect your identity and personal security.

Automated Industrial Processes



www.shutterstock.com · 25127425

The use of computerized robots on assembly lines and in industrial processes has expanded production capabilities in the manufacturing world.

Some automated systems are equipped with vision technology.

Performance is precise, measurements are exact, and production is increased.

Most manufacturing companies report that after they install automated systems, they realize a high return on investments.

Point-of-Sale Systems

A terminal used for electronic processing of payment transactions in a retail outlet is called point-of-sale (POS) system.

When the cashier scans a product you purchase, the pricing comes from a centralized database thousands of miles away.

If you use a frequent buyer card, the POS system might record information about your purchase so that you receive coupons or other promotions for similar items.

Many of the POS systems include a complete accounting, inventory, and management system.



Weather Predicting and Reporting Systems

Several weather-prediction software tools are available.

Numerical weather-prediction programs are used by most professional meteorologist.

In most programs, the user can select the map output or the model output statistics options.

The output statistics model allows the user to customize the output for particular locations.



Global Positioning Systems

A global positioning system (GPS), combined with cell phone technology, can provide location information and directions.

A GPS also can be a communications devices for a driver who needs help or has been in an accident.



Embedded Computers in Appliances and Equipment

Though you might not see them, embedded computer systems play an important role in your daily life.

An embedded computer is a special-purpose computer system incorporated into other devices such as automobiles, appliances, and mechanical equipment.

Also define as a single-purpose system, an embedded computer is designed to perform one or a few dedicated tasks within a device or appliance.

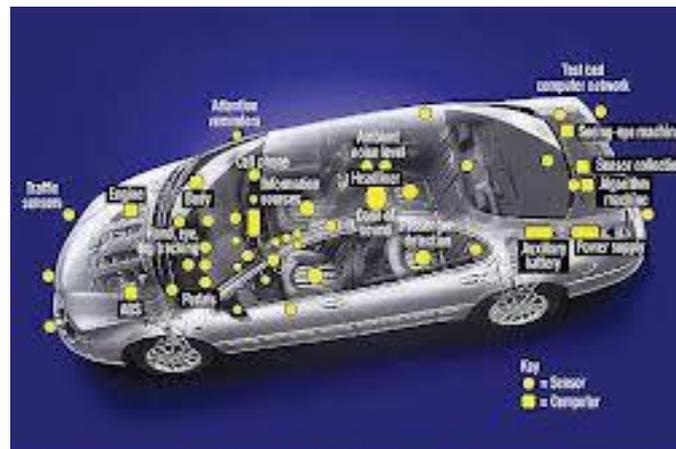


Embedded Computers in Cars

Newer cars, for example, have embedded computers that control systems such as ignition timing and antilock brakes.

This is accomplished by using input from a number of built-in sensors.

Cars are also available with built-in GPSs, which are controlled by embedded computers.



Automation of Cars- Embedded Systems Seminar For Electronics Students.

Appliances and Embedded Computers

Almost every home has appliances with embedded computers.

Any appliance that has a digital clock, for instance, has a small embedded microcontroller that displays the time.

Other examples of appliances and mechanical devices with embedded computers are microwaves, refrigerators, cell phones, MP3 players, compressors, propellers, and water pumps.



Above and Beyond



Some high-end refrigerators include computers embedded in their doors with a touchscreen display that lets you use applications for checking the weather, playing music, connecting with family and friends, and displaying a personal appointment calendar.

The refrigerator itself is connected to your home wireless network to provide Internet access.

Security Systems

Many cars today include a remote keyless system and even a remote keyless ignition system.

Pressing a button opens or locks the doors.

Pressing another button starts the car.

Keyless entry systems are also available for entrance doors to houses, businesses, and other buildings.

Most of these systems include a keypad.

To open the lock you press a button on a remote control device or enter a combination on the keypad.

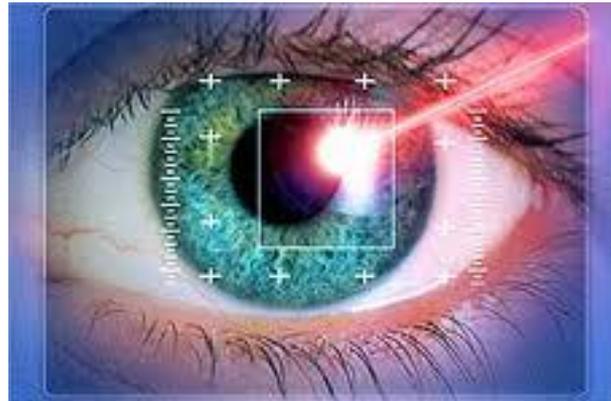


Biometrics

Some security systems require more sophisticated user identification.

Biometrics, for example applies statistics to biology.

A biometric device can match patterns stored in a database with a person's iris, retina, voice, figure print, or handprint to confirm or deny someone's identity.



Using Technology to Transform Traditional Processes

The integration of personal computers and Internet services has transformed many of the traditional procedures and methods in business, education, and government.

This section discusses these transformations.



E-Commerce

You probably have read about the Industrial Revolution and how it affected our world.

The Internet economy is being compared to the Industrial Revolution.

As mentioned earlier, e-commerce, which means having an online business, is changing the way the world does business.



Statistics



According to Internet World Stats (www.internetworldstats.com/stats/htm), more than two billion people are connected to the Internet.

Internet speed will continue to increase as more people add fiber optics, cable modems, or digital subscriber lines (DSL).

All of this activity and high-speed connection indicate more online businesses.

Analysts at eMarketer (www.eMarketer.com) found the total online sales in 2010 were more than \$150 billion.

Buying and Selling Online

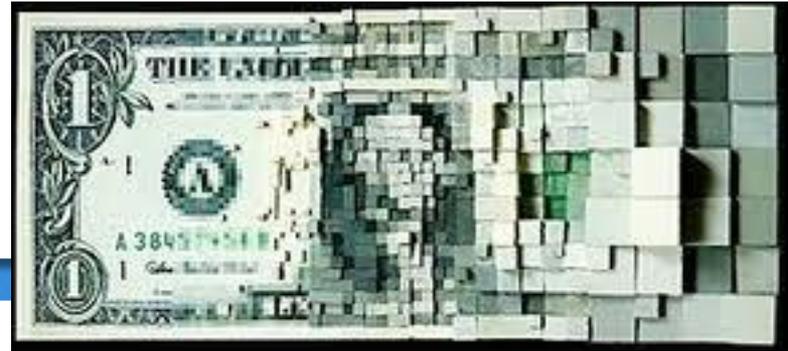
The Center for Research in Electronic commerce at the University of Texas indicates that out of the thousands of online companies, most are not the big Fortune 500 companies – they are smaller businesses.

Using e-commerce, you can buy and sell just about any product through the Internet.

Many people hesitate before making online purchases because they fear someone will steal their credit card numbers.



Digital Cash



However, digital cash is a technology designed to ease those fears.

The digital cash system allows you to pay by transmitting a number from one computer to another.

The digital cash numbers are issued by a bank and represent a specified sum of real money; each number is unique.

When you use digital cash, no one can obtain information about you.

As an alternative, some credit card companies provide a virtual account option.

New Jobs



Electronic commerce also has generated a number of new jobs and new categories of jobs, which could influence your future career.

Some examples include Webmasters, programmers, network managers, graphic designers, and Web developers.

You might also consider starting an online business for yourself.

People with imagination and ambition discover that the greatest source of wealth is their ideas.

Business Connections

Business-to-business (B2B) describes e-commerce transactions between businesses, such as between a company and a supplier.

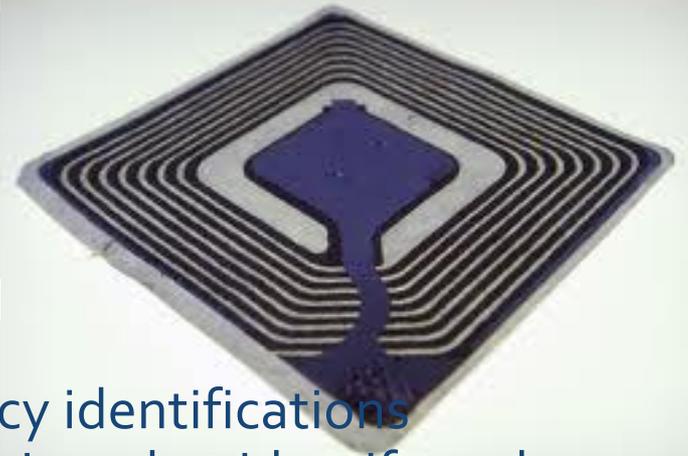
This includes the online exchange of products, services, or information.

Business-to-consumer (B2C) describes online transactions between businesses and consumers.

A third category is business-to-government (B2G), which includes transactions between businesses and governmental agencies.



RFID tags



Retail businesses often use radio-frequency identifications (RFID) tags, which are small electronic devices that identify and track goods from the point of delivery or manufacturing to point of sale, similar to a bar code.

Unlike bar codes, however, scanners can read information from RFID tags from several feet away.

Businesses use RFID to improve the efficiency of inventory tracking and management.

Governments are using them in passports and in transportation, such as electronic toll collection on highways and in mass transit passes.

Media



In the past, the distribution of media was primarily through newspapers, magazines, television, and radio.

The Internet opened a new category of communications media.

Media can be distributed by anyone who has Internet connection.

Music, video, audio, pictures, text – all can be distributed online through e-mail, blogs, Web sites, and other types of Internet distribution channels.

Online Learning



For some time, people have been able to obtain their education via distance learning methods.

Earlier nontraditional methods include television and correspondence courses that are completed through the mail.

In the last few years, the Internet has become a way to deliver online learning.

At the elementary and secondary school levels, the Department of Education supports an initiative called the Star Schools Program.

This program provides online education to millions of learners annually.

Classes online



Imagine being able to complete high school from home, take enrichment classes, or complete a career-training program.

Online learning Web sites such as Ed2Go make virtual learning possible.

Learning management system programs help teachers deliver online courses.

These programs are an integrated set of Web-based teaching tools that provide guidance and testing for the student.

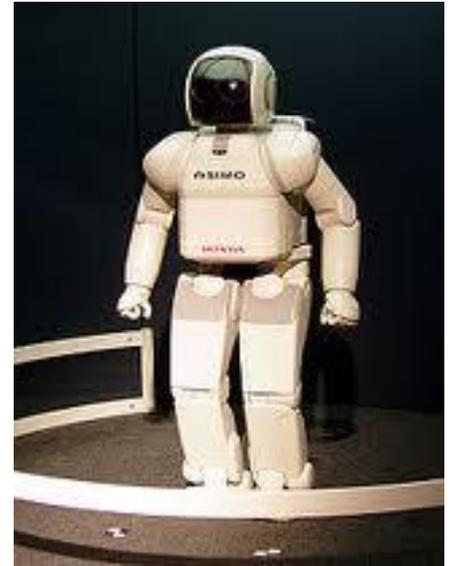
Three of the more popular of these learning managements systems are Blackboard, Moodle, and Angel.

Robotics

When you think of robotics, you might think of humanoid robots such as those in Star Wars.

In real life, however, robotic design did not originally take this path.

Robots have been used mostly in assembly plants, often doing dangerous or repetitive tasks, which has transformed industrial processes.



Mars Rovers

More recently, some specialized robots have been developed that do have a humanoid appearance, and robot devices such as NASA's Mars Rovers Spirit and Opportunity,



Jason



and Jason, the robotic submarine operated by Woods Hole Oceanographic Institute, allow exploration of hostile environments unsafe for humans.

Telecommuting

Many employers allow their employees to work from home.

This arrangement is called telecommuting.

It involves using communications technology to keep the employee connected to the office.

Telecommuting has many advantages for both the employer and the employee.

It saves traveling time and expenses, and allows the employee to work at a time that is convenient.

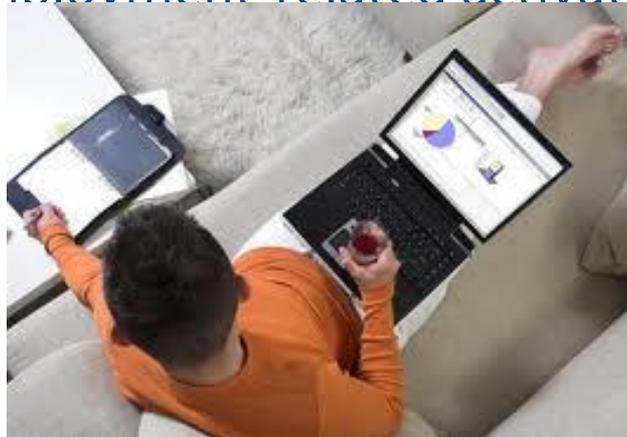


Information Transferred through E-mail

Projects and other relevant information can be shared through e-mail and other online distribution options.

As with in-house employees, companies transfer telecommuting employees' pay directly to their bank on a regular basis.

Insurance and other employment-related activities are handled automatically online.



Online Communities



Online communities, also known as social networks, virtual communities, and e-communities, enable groups of people to interact online through a communications media rather than face-to-face.

Social and professional groups use this type of communication to exchange ideas around various topics and to share personal information.

Facebook and Flickr were two of the earlier virtual communities.

Some of the more popular social networks today include Yahoo! Groups and Google Groups.

Disaster Recovery

Hurricanes, tornadoes, and other recent disasters have increased awareness of the need for disaster recovery planning for communities, cities, and states.

The content of a disaster recovery plan and online resources will vary, based on the location and potential hazards.

A segment of the plan, however should include options for electronic communications, such as a Web site that is updated periodically, e-mail availability, and available resources and locations where help can be provided.



Indian Ocean 2004 Tsunami



Identifying Assistive Technologies

Many of today's technologies can be used to support those who are physically challenged economically disadvantaged.

This section describes some of these technologies.



Assistive Technologies for the Physically Challenged

People around the world can communicate with other almost instantaneously.

Advances in technology affect how you are treated for illnesses and injuries, how cars are manufactured and how they work, even how the meter reader calculates your water bill.



How Computers can help

Computers are working behind the scenes to assist in most endeavors.

For example, computer programs make it possible to predict dangerous weather and warn people in time to prepare for storms.

Electronic devices help disabled people communicate, become more mobile, and participate in activities.



Photo courtesy of NASCO.

TDD

For example,
telecommunications device
for the deaf (TDD) technology
allows hearing-impaired
people to use the telephone,



Smart Buses



“smart” buses can lower steps to allow people with disabilities to board the bus or provide a lift for a wheelchair, and personal computers offer accessibility options that permit people with many types of disabilities to work and communicate more easily.

Adaptive Software

Several adaptive software options are also available for people with vision challenges.

These software options follow:

- + Screen readers that provide alternative sensory guidance for computer navigations
- + Scanning and reading software
- + Internet browser readers that read HTML pages
- + Braille translators
- + Other voice-recognition or text-to-speech applications such as talking checkbooks

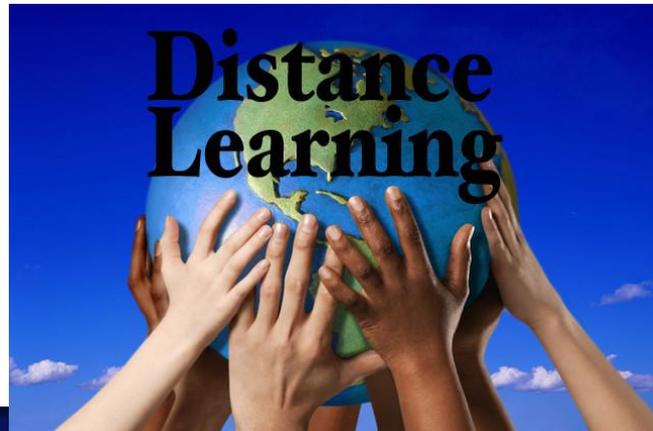


Electronic Learning

Education today is no longer confined to the classroom, which might be difficult for the physically challenged to access.

E-learning and online courses are offered throughout the world by public and private education institutions.

Many educational institutions also offer public services and noncredit courses and reduced fees, which is especially helpful to the disadvantaged.



Free Education Resources

The Federal government provides a number of free educational resources such as those at <http://free.ed.gov>. In many cities and towns, local community centers and libraries also provide free or inexpensive educational opportunities.

The Discovery Channel (discovery.com) and the Learning Channel (tlc.discovery.com) have educational resources on topics ranging from animals to global warming.



Public Service



Computer and Internet technology also provide public services to the community.

For example, libraries often include Internet –connected computers for patrons to use to conduct online jobs searches, access government Web sites, or find general information.

These services are especially helpful to economically disadvantaged.

Weather and news applications can also display on-screen alerts to notify the public about weather or other types of events, which can be helpful to those with hearing disabilities.

Electronic Government



All states and most cities have a Web site that provides information about the city or state.

The New York City Department of Transportation Web site contains information resources, news and events, services, and key topics.

A bar at the top of the page provides links for residents, business, and visitors, among others.

A menu bar on the left provides information for motorists, pedestrians, and bicyclists, for example.

Technology Careers (slide 1 of 2)

Simulation Analyst

Simulation analysts and consultants work with all types of companies of any size. Their primary job is to investigate different options to determine which could be the best for a particular situation. For instance, health care company administrators might want to implement a new system for filing and processing insurance claims. Before spending a huge amount of money, they might hire a simulation analyst to determine which system would best meet their needs. A bank planning a new system to process checks may hire an analyst to do simulation modeling of what the system might and might not do.

Technology Careers (slide 2 of 2)

Some necessary skills include the ability to see detail in a system and to be a good technical writer. This person should be logical thinker and have good analytical skills. A good memory is an additional assets. Opportunities and the need for simulation analysts are increasing. One of the reasons for the increase is that more and more companies are applying simulation to a larger variety of problems.

As a consultant, you would probably do some traveling. Consulting fees are usually quite generous, with some simulation analysts making as much as \$75,000 or more per year. You might find some analysts with only a two-year degree, but generally you need at least a bachelor's degree in computer information systems or computer engineering.

Summary

- + Computers are used in different areas of work, school, and home to collect, organize, evaluate, and communicate information; increase productivity, collaborate with others, and facilitate learning and daily life.
- + Desktop and laptop computers represent only a fraction of interaction with computer technology. Embedded computers in automobiles, appliances, and mechanical equipment, for example, are more prevalent. These computers are programmed to perform a specific task within the equipment.

Cont. Summary

- + Traditional processes for banking, news delivery, and education have been transformed due to e-commerce, online news content, and online learning.
- + Robotics and other automated systems have increased the efficiency of manufacturing and production.
- + Online communities provide communication links for people who share similar interest. They also bridge geographical boundaries between people. Online learning and other learning opportunities are available through the Internet.

Cont. Summary

- + New jobs and new job categories related to the Internet and electronic commerce are being developed. People can telecommute and collaborate globally using e-mail, networks, and automated systems.
- + Electronic communication is used to distribute disaster information.
- + Technologies such as voice recognition software are available for the blind.
- + Local, state, and national governments can provide access to information for the economically disadvantaged.

Review Questions



True/False

1. The Internet and the Web are the major forms of technology affecting your life today.
2. The exchange and sharing of ideas on a global basis can help you see a problem from different viewpoints.
3. B2B e-commerce transactions are between businesses and consumers.
4. Employees who work primarily on the telephone are called telecommuters.
5. An embedded computer is designed to perform one or a few dedicated tasks within a device or appliance.

Multiple Choice (slide 1 of 3)

1. When someone works from home, it is called _____.
 - a. Homework
 - b. Electronic working
 - c. Telecommuting
 - d. B2E

2. _____ can read information from RFID tags from several feet away.
 - a. B2B
 - b. Electronic waves
 - c. E-mail
 - d. Scanners

Multiple Choice (Slide 2 of 3)

3. Manufactures use computerized robots on assembly lines because robots _____.
 - a. Are precise
 - b. Take exact measurements
 - c. Increase production
 - d. All of the above

4. Purchasing tickets online, ordering a program, and selecting your seats is an example of _____.
 - a. Simulations
 - b. Virtual reality
 - c. Digital cash
 - d. E-commerce

Multiple Choice (slide 3 of 3)

5. Almost every home has appliances with _____ computers.
- a. GPS
 - b. Active
 - c. Embedded
 - d. biometric

Fill In the Blank

1. _____ applies statistics to biology.
2. When you use _____ cash, unauthorized people cannot obtain information about you.
3. A terminal used for electronic processing of payment transactions in a retail outlet is called a(n) _____ system.
4. B2G includes transactions between _____ and _____.
5. _____ _____ is showing or requiring careful analysis before judgment.

Projects



Project 30-1

Many government, nonprofit, and commercial Web sites provide online learning opportunities. Complete the following:

1. Start your Web browser, and then go to the Intel Web site at the following address:
[Http://educate.intel.com/en/DesignDiscovery/ImplementationExamples/students_projects.htm](http://educate.intel.com/en/DesignDiscovery/ImplementationExamples/students_projects.htm)
2. Review the student projects on the site, select one of the projects, and then read its description.
3. Use your word-processing software and prepare a one-page report on what you learned. Copy and paste at least two images from this Web site or from another Web site that is applicable to your report. Create a PowerPoint presentation and share your project with your class.

Project 30-2

Social networking Web sites were discussed briefly in this lesson.

1. Access the list of social networking Web sites at http://en.wikipedia.org/wiki/List_of_social_networking_web_sites.
2. Select at least three of the Web sites listed on the Wikipedia site. Review each of the selected Web sites and then write a paragraph of at least 150 words describing the main features of each of your three selected Web sites. Would you be likely to return to this Web site for additional research? Explain why or why not.

Project 30-3

Online local, national, and state government Web sites were discussed in this lesson. Complete the following:

1. Use the Internet to locate a government Web site that applies to your community or city.
2. Evaluate the Web site and write a review of what is contained on the Web site.
3. Comment on what you found the most helpful and informational. Also identify what is missing from the Web sites you examined.

Teamwork Project

Your instructor has assigned to you a team member a project relating to the global economy and electronic commerce. You and your partner are to prepare a report on what information you would need to know before setting up an e-commerce Web site. Create a PowerPoint presentation and present it to your class.

Critical Thinking

Congratulations on your new job at Global Pharmaceuticals. Assume that your supervisor has asked you to research and prepare a report on biometric security measures. After you thoroughly research this project, recommend a specific method to your supervisor. Create a report listing the method you selected, describe how it works, and explain why you selected it. Submit your report to your instructor.

Online Discovery

Most dentist today use computers in one way or another. For instance, instead of viewing a film of an x-ray, you can view it on a computer screen. Some dentists use a sonic device to clean teeth. Use search engines to see what you can discover about how dentist are using computers. Prepare a presentation and share it with the class.

Job Skills

Because nearly all jobs involve interacting with others, including your colleagues, supervisors or managers, clients or customers, and suppliers, knowing how to hold an effective meeting is a job skill that can help you get ahead. Research the best ways to hold business meeting and then create a document listing the steps you should take before, during and after a meeting to make sure it is successful. Identify when you can use computer technology to perform a step.

