

# **GENEALOGY CLASS SYLLABUS**

William D. Kivett – Fall 2006 FULIR Program

Classes meet on Thursdays in Room 102 on 2<sup>nd</sup> Floor of Hipp Hall from 3:15 to about 4:45 PM

- 1. INTRODUCTION – WHAT’S IT ALL ABOUT** **September 14**
  1. Getting to Know Each Other
  2. Exploring the Several “Whys” of Genealogy - What do you expect?
  3. Class Operating Procedures
  4. Getting Started
  5. Cautions, Courtesy, Protocol, Responsibilities
  
- 2. PAPER RECORD KEEPING** **September 21**
  1. Believability - The Need to Get Organized
  2. Paper Categories
    - a. Ancestor Trees
    - b. Family Record Sheets
    - c. Reference Documents
    - d. Correspondence
  3. Reference Numbering System
  4. Reference Index
  5. Notations – “Pending” File
  6. Recording Conventions
  7. Data Forms
  8. Tips
  
- 3. PERSONAL RECORDS & INTERVIEWS** **September 28**
  1. Interviews – Who, How, When
  2. Previous Family Historian Materials – Letters & Books
  3. Family Bibles
  4. Notes, Clippings, Letters & Photos
  
- 4. PUBLIC RECORDS - COUNTY & STATE GOVERNMENT** **October 05**
  1. Births, Marriages, Deaths – Where, When, Privacy Restrictions
  2. Wills and Estates
  3. Property Transfers – Land Grants, Deeds & Mortgages
  4. Court Proceedings – Civil & Criminal Case Records, Petitions for Dower,  
Tax Lists, Voter Lists, Bastardy Bonds, Wardens for the Poor Proceedings
  5. Military Records – Draft Cards
  6. Immigration Records & Ship’s Logs
  
- 5. PUBLIC RECORDS - CHURCH & BURIAL - REVIEW** **October 12**
  1. LDS [Mormon] Records – Where, When, What To Expect
  2. Friends [Quaker] Records – Where, When, What To Expect
  3. Cemetery Listings Publications – Local Genealogical Societies
  4. Cemetery Manager & Funeral Home Records
  5. Personal Cemetery Visits – Some Tips
  6. 1<sup>st</sup> Half Review and Items for Special Attention

- 6. CENSUS RECORDS – PART I** **October 19**
1. US Federal, State, Other Countries
  2. General Description – Periods Covered – What’s Available
  3. Early US Federal Census Records [1790 – 1840]
  4. “Modern” US Federal Census Records [1850 – 1880]
  5. The Burned US Federal Census [1890]
  6. Recent US Federal Census Records [1900 – 1920]
  7. The 1930 US Federal Census
- 7. CENSUS RECORDS – PART II** **October 26**
1. Review & Summary of Part I
  2. Index Books & The SOUNDINDEX System
  3. Unique Features of Selected US Federal Census Records
  4. “Other” Schedules
  5. Where & How to Find Specific Records
  6. Interpreting the Records, and Inferring Possibilities
- 8. COMPUTER RECORD KEEPING – OVERVIEW ONLY** **November 02**
1. Purchasing and Loading Family Tree Maker [Latest Version: 2006 / 16.0]
  2. Setting Preferred Options and Beginning Record Entries
  3. Reference Notations – The “Notes” Section
  4. Basic Record Error Corrections
  5. Printing Basic Lists and Charts
  6. Backing Up Files – **[VITAL !]**
  7. Quirks & Limitations
  8. Advanced Print Outs
  9. Importing, Exporting, & Merging Records
  10. GEDCOM & Other Format Files
  11. Selecting & Excerpting Specific Records
  12. Sharing Records With Others – Formats - Privatizing
- 9. GENEALOGY ON THE INTERNET (PASSIVE / ACTIVE)** **November 09**
1. Semi-Private Family Home Pages
  2. Message Boards
    - a. Family Name
    - b. Regional
  3. Genealogy Indexes, Governmental, & Organization Sites
  4. Commercial Sites
  5. Purchased Record Disks & Memberships for On-Line Viewing
  6. Record Sharing via E-Mail & Attachments – Common “Language”
  7. Courtesy – Sensitivity – Security – Protocol – Experience Based Tips
- 10. ADVANCED TOPICS & SUMMARY** **November 16**
1. Historical Organization Membership:
    - Why & How - Sites - Forms – Requirements – Costs - Benefits
  2. New Technology Applied to Genealogy:
    - Digital Photography & Image Enhancement - Storage Media –
    - GPS - DNA
  3. NOW, WHAT TO DO WITH ALL THIS?
    - “The Disease” – Memories - “The Story Tellers” – Real Benefits