

EDM 310 Mon 2:00 - 3:15 Microcomputing Systems EDM 310-104 (CRN 12375)

Dr. John Strange

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Class Web Site: <http://www.johnstrange.com/edm310mw2fall2006>

EDM 310 Fall 2006 Blog: <http://edm310fall2006.blogspot.com>

EDM 310 Fall 2006 Comments and Instructions Blog: <http://edm310fall2006candi.blogspot.com>

Office Hours: By appointment and Mon 11:00-11:45; 1:00-2:00; 3:15-4:00; 5:15-6:00

Wed 1:00-2:00; 3:15-4:00; 5:15-6:15

Some Strange Comments on Teaching and Learning

First, a few comments about my approach to learning. I do NOT consider myself a teacher. Instead I see myself as a coach and as some one who is responsible for creating and maintaining an environment in which learning can take place. I am also a critic and an evaluator.

Second, I do not believe in “burp back education.” Research shows conclusively that facts learned are forgotten in almost exactly the same amount of time that it took to learn them *unless* you use them. Experience is a great teacher. You cannot learn to ride a bicycle without a) practice in actual riding the bicycle and b) falling off. You cannot learn to use technology unless you a) use the technology and practice it regularly and b) make mistakes (lots of them). Expect to practice AT LEAST 2 hours per week in the lab (or at home) in addition to class time.

Third, it is important to have fun. Pick projects that are fun. If you have fun you will perform much better!

Some Strange Comments on EDM 310

This course begins at the beginning. Students enter this course with a very wide range of skills, experiences and abilities. Many have never touched a computer before. That is where I begin. You may already be able to do, or know, many of the competencies that are the objectives of the course. Others will start by learning how to turn on a computer and go from there. If you are a beginner, do not fear. You will catch up quickly.

A Summary of Course Objectives

There are ten primary objectives of the course.

1. I want you to understand, in very general terms, the various parts of a personal computer and how a personal computer works.
2. I want you to understand, in a general way, the role that technology is playing and will play in society, especially in the educational systems of which you are a part.
3. I want you to become highly proficient in using a word processor to produce letters, papers, brochures, longer publications such as books or long articles.
4. I want you to be able to use graphics (some you create, many from other sources) in the products you develop.
5. I want you to be able to create and use a spreadsheet for record keeping and data manipulation that primarily involves numbers and calculations.
6. I want you to be able to create and develop a database that helps you organize and make use of a wide variety of data types.

7. I want you to be familiar with the acquisition of multimedia components that are part of our communications systems today, especially sounds, digital still pictures, and digital motion pictures.
8. I want you to have the understanding and confidence to use both common computer platforms: Macintosh and Windows and to see their inherent similarities.
9. I want you to be able to access and make full use of the World Wide Web and to be able to create a basic web site and a blog which contains at least weekly postings, pictures and audio.
10. I want you to be able to use presentation software to develop a presentation of moderate complexity and to make your presentation in a formal manner to an audience of your peers.

More Strange Comments

You WILL NOT be able to learn, as I have said above, in any way EXCEPT BY PRACTICING! You MUST plan on spending AT LEAST 2 hours per week practicing outside of class, either on your own personal computer or in the lab. There is no other way to learn!

Individual Products to Be Produced

This course will require that you produce six products due on the dates specified elsewhere in this document. The specific requirements for these products will be distributed in class.

1. A presentation, presented to the class as an audience, created in Powerpoint.
2. Your personal Blog associated with this course, with at least weekly postings, pictures and audio and meeting other specifications as specified on separate instructions to be distributed and/or posted as various times during the semester.
3. A trifold brochure created in Word.
4. A web site coded by you in HTML
5. A database using Excel
6. A blog, paper or powerpoint presentation on how technology can be used by students as part of their learning process.

Number and Type of Examinations To Be Given During The Semester

1. Diagnostic examination for word processing (Week 1) (Does not count toward grade. Diagnostic)
2. Math diagnostic (Week 1) (Does not count toward grade. Diagnostic)
3. Word processing skills examination. Week 13
4. Data base and spreadsheet examination. Week 15
5. There will be a Final Examination from which you will be exempt if you have demonstrated competence in all areas covered by this course prior to the Final Examination.

Attendance

I have no attendance requirement, but I do keep track of who comes to class, whether they arrive on time or not, and whether they leave early. Each student must assume responsibility for his or her learning. Instruction is offered at the specified times. If you choose to not take advantage of those opportunities, you may greatly undermine the effectiveness of this course and undermine your ability to successfully complete the required projects. Past experience leads me to advise you that students whose skills are in need of improvement cannot afford to miss class under any circumstances. Since part of your grade is based on class participation, failure to attend class will possibly lower your course grade for that reason as well.

Dates on Which Attendance is REQUIRED

Having said what I did about attendance, there are some dates on which you are REQUIRED to be in class unless PRIOR permission has been granted for an absence (even if prior is 5 minutes before class, it has to be PRIOR to the starting time of class).

Diagnostic Examinations Week 1

Powerpoint Presentations Week 4

Word Processing Examination Week 13

Database and Spreadsheet Exam: Week 15

Final Class Week 16

Tools

Word Processing - Word

Spreadsheets/Data Base - Excel

WWW Browser - Firefox, Blogger

Graphics - Photoshop Elements, Picasa, Hello

Presentation Software - PowerPoint

Textbook

None required. Many students, however, find some books helpful. We will discuss specifics in class. If you are a beginner, then you will need some printed materials to assist you.

*******USB Pen Drive (minimum size of 128 (preferably 256) mg) is REQUIRED*******

You are required to have your own 128 (preferably 256) megabyte (or larger) USB Flash Pen Drive which can be purchased at the University Book Store, Best Buy, Office Max, Office Depot, or by mail order from any computer supply store. USB Flash Pen Drives range in price from \$20 to \$40 or more depending on size.

Project Due Dates

1. Powerpoint Presentation: Week 4
2. DRAFT Tri Fold Brochure Week 6
3. FINAL Tri Fold Brochure: Week 7
2. DRAFT Web Page: Week 8 (End of last class)
4. FINAL Database: Week 11 (Start of first class)
5. FINAL Web site: Week 12 (Start of first class)
6. Blog: Must be kept up to date Weekly. FINAL Blog due Week 16
7. Paper, Blog or Powerpoint Presentation on Technology in Your Classroom: Week 16

Penalty for Late Work

Failure to complete your project on time and to present it as specified above opens the possibility for an F in the course. You will definitely have your grade reduced if you are late in maintaining, submitting and completing your projects, in taking examinations, and in making presentations.

Policy on Making Up Examinations or Presentations

Only under the most unusual emergencies will an alternate examination or project presentation date and time be arranged on an individual basis.

Determination of Final Grade

Your grade is based on the examinations you take, the six projects you prepare, the formal presentation you make, the critiques you provide of other students' products and presentations, and your class participation. An A represents Outstanding work; B Above Average; C Average; D Below Average; F Unacceptable. You must be able to use word processing software, presentation software, spreadsheets, web based programs, and data bases at a level required for effective use in other classes at the University of South Alabama to get a grade better than an F.

Statement Regarding Students With Disabilities

In accordance with the Americans with Disabilities Act, students with *bona fide* disabilities will be afforded reasonable accommodation. The Office of Special Student Services will certify a disability and advise faculty members of reasonable accommodations. If you have a specific disability that qualifies you for academic accommodations, please provide the professor with certification from Disability Services (Office of Special Students Services). The Office of Special Students Services is located in Student Center Room 270, Phone 460-7212.

Changes in Course Requirements

Since all classes do not progress at the same rate, the professor reserves the right to modify the above requirements or their timing as circumstances dictate. The instructor may wish to change the number and frequency of presentations, or the number and sequence of assignments. If such changes occur, all students will be given adequate notification through one or more of the following: announcements made in class; printed notices distributed in class; notices posted to the class web page <http://www.johnstrange.com/edm310mw2fall06/>; email to your USA email address; email to another email address.

Plagiarism and Academic Misconduct

The University of South Alabama requires that the following statement be included in all syllabi:

The University of South Alabama is committed to the fundamental value of academic honesty. The student handbook, *The Lowdown*, defines plagiarism as one form of academic misconduct which is "subject to investigation and disciplinary action through appropriate university procedures." Plagiarism is using somebody else's ideas and/or words in your writing without correctly identifying the sources. As one resource for helping you avoid plagiarism, your written work in this class may be submitted to Turnitin.com, or a similar detection method, for an evaluation of the originality of your ideas and proper use and attribution of sources. Assignments submitted to Turnitin.com will be included as source documents in a restricted access database solely for the purpose of detecting possible plagiarism of such documents. As part of this process, you may be required to submit electronic as well as hard copies of your writing. By taking this course, you agree that all assignments may be subject to some form of originality review. A paper not submitted according to procedures and format set by the instructor may be penalized or may not be accepted at all.

Plagerism, cheating on ta test, or submitting or otherwise presenting the work of others as if it were yours in any project or presentation in this course will result in an F for this course. In addition, formal charges of violating the University Academic Code will be brought against the offending student.

DO NOT CHEAT!

Syllabus (By Week with date of first class in that week)

Week 1 - Aug 21 : Class Procedures; Introduction; Class Pictures and Contacts; Computer Basics; Using a Digital Camera; Scanning Using an Hierarchical File System, Introduction to Presentation Software, Creating a Blog

Introductory Material

You will take a diagnostic word processing examination which does NOT count toward your class grade. It is intended to provide me with information about what you already know and can do so that I will not waste time covering material that has already been mastered.

You will also take a diagnostic math exam to help me determine what I need to cover in spreadsheets. It also is PURELY DIAGNOSTIC and has no bearing on your grade.

You will learn how to create a blog. A handout will be distributed.

You will begin to plan your first project - a Powerpoint Presentation about YOU!

You will develop a presentation of moderate complexity for presentation in class during Week 3. The subject of your presentation will be YOU. Who are you? What are your interests? What do you do? Who are members of your family?

The presentation must contain at least 12 slides. It must also include at least eight photographs (digital images) and two graphics. Since it is a presentation, emphasis will be on limiting the use of aspects of presentation software that are more suited to stand alone presentations or multimedia "events". You will be required to make a FORMAL presentation. Your audience will evaluate you using instruments that will be provided to you in advance.

Assignment: Create your Blog for this course. Add at least one post indicating the focus of your powerpoint presentation. Spend at least 2 hours developing your presentation.

Week 2 - Aug 28: Project # 1 - Presentation Software and Project # 2 - Blogs: Adding Pictures and Sounds

We will answer questions about presentation software. We will show you how to add pictures and sounds to your Blog.

Assignment: Work on your presentation. Post to your blog.

Week 3 - Monday Sept 4: Labor Day Holiday; Wed Sept 6 - Work on Presentation Software

Assignment: Post to your blog. Complete your presentation

Week 4 - Sept 11 - Formal Presentations of Presentation Software Projects

Assignment: Post to your blog. Discuss at least two class presentations other than your own.

Week 5 - Sept 18: Project # 3 - Trifold Brochure Part 1

The third of 6 projects begins - a trifold brochure. It should be of professional quality. Samples will be available to help you understand the possibilities for your brochures. Each brochure must contain a

“cover” page, a “mailing” page, and two or more content pages. All brochures MUST be done in Microsoft Word (not Publisher). ALL text and pictures MUST be placed in text boxes. The use of digital images (photographs) is encouraged. The use of color is required. All brochures (after approval and acceptance by me) will be printed on heavy stock in order to produce a professional quality brochure.

Assignment: Spend at least 2 hours working on your trifold brochure. Make corrections to your draft brochure. Prepare “final” draft” which is due at the start of class on Feb. 16. Post to your blog. Comment to at least 2 other Blogs of members of this class.

Week 6 - Sept 25: Submit Draft Trifold Brochures ; Begin World Wide Web and Project #4

Print Drafts of Final Brochures. Make needed corrections.

The fourth of 6 projects consists of a personal web site that each student will develop and which will be placed on the World Wide Web. The web site must consist of at least 8 pages. It MUST be written in HTML. It must contain links to all pages in the project and at least 2 links to external web sites or pages (one of which must be your blog). It must contain at least one digital image on each page. It must incorporate all HTML tags as shown on the separate Instructions for Creating an HTML Web based Site. Storyboards must be prepared for all sites and must be approved by me before you get highly involved in the production of your web site.

Assignment: Work on your web site. Post to Your Blog adding pictures and sounds as appropriate. Add comments to at least 2 other Blogs of members of this class.

Week 7 - Oct 2 - Final Tri Fold Brochures Due; Enhancing Your Blog with HTML

Submit completed Trifold Brochures at start of class

In addition to using HTML to create a web site, you can also use HTML to enhance your Blog. Blogs make use of HTML and Cascading Style Sheets. You will learn how to use HTML tags in your Blog and how to modify the look of your Blog by addressing CSS issues.

Assignment: Spend at least 2 hours working on your web site. Post to Your Blog adding pictures and sounds as appropriate. Add comments to at least 2 other Blogs of members of this class. Enhance your Blog with HTML code and adjustments to CSS as appropriate.

Week 8 - Oct 9: World Wide Web Site Development (1st Draft DUE on Oct 11); More on Blogs

The first version of your WWW site is due at the end of class on Oct 11.

Assignment: Review your site on the web. Make a list of changes and corrections needed. Post to Your Blog adding pictures and sounds as appropriate. Add comments to at least 2 other Blogs of members of this class. Enhance your Blog with HTML code and adjustments to CSS as appropriate. review your web site and the site of one other person in class (you will be assigned to a partner for this purpose). Prepare a list of suggestions for improving your site and the site of your partner. Give me a copy (and your partner a copy) of your suggestions.

Week 9 - Oct 16: Review Web Site Critiques; Correct Your Web Site; Begin Project # 5: Using Technology In Your Classroom; More on Blogs; More Web Site work

The fifth of six projects begins. You must prepare a powerpoint presentation, create a detailed blog, or write a 5 page paper on how you would have your students use technology in your classroom (or one you will

have) to enhance your learning objectives. You must demonstrate or cite and discuss what you would have students do and what you would do as a teacher. You must explain how technology will assist your students in meeting your learning objectives. Due the last day of class

Assignment: Continue work on web site. Continue your blog. Work on your Technology project. Bring your Address Book with you to class. You will need it in class.

Week 10 - Oct 23: Data Bases (Start Project 6)

Introduction to data bases

Assignment: Continue work on your web site. Complete your data base. It is due at START of class on Oct 30.

Week 11 - Oct 30: Spreadsheets Part 1; Submit Data Base Project at START of Class on Oct 30

Introduction to spreadsheets.

Assignment: Prepare your own address book following directions that will be distributed in class. Due April 6. Complete final version of WWW Project due at START of class on Nov 7.

Week 12 - Nov 7: Submit "Final" Version of Your Web Site ; Spreadsheet Part 2

Submit FINAL version of WWW Project due at START of class on Nov 7. Continue spreadsheets.

Assignment: Spend at least 2 hours practicing spreadsheet techniques. Submit assigned spreadsheet.

Week 13 - Nov 14: Word Processing Examination ATTENDANCE REQUIRED Data Base due at start of class

Assignment: Spend at least 2 hours practicing spreadsheet techniques. Submit assigned spreadsheet.

Week 14 - Nov 21: Spreadsheet Review ATTENDANCE RECOMMENDED

This is Thanksgiving week. It comes at a terrible time in the semester, especially for MW or MWF classes. THEREFORE a review of Spreadsheets will be offered on Monday from 2-4:30 and from 6:00-8:30. If you are in a MW or a MWF class it is STRONGLY RECOMMENDED THAT YOU ATTEND either the 2-4:30 session or the 6:00-8:30 session.

Assignment: Spend at least 2 hours practicing spreadsheet techniques. Submit assigned spreadsheet.

Week 15 - Nov 28 Spreadsheet/ Data Base Examination ATTENDANCE REQUIRED

Assignment: Spend at least 2 hours preparing for spreadsheet and data base exams.

Week 16 - Dec 4: FINAL CLASS ATTENDANCE REQUIRED

Final Blog and Final Technology Project are due at end of class.

Competencies:

You will be able to:

General Computer Skills and Knowledge

1. Understand the parts of a computer and how they work (hard drive, input devices, output devices, networks).
2. Understand the various formats available for storing documents (text, specific applications, vector graphics, bit mapped graphics, digital video, pict, jpeg).
3. Be able to select things for the computer to use or act upon.
4. Be able to understand and properly make use of a computer's hierarchical file system.
5. Be able to identify a cursor's "hot spot" and to understand the differences between cursors and insertion points.
6. Be able to effectively use cursors and insertion points.
7. Understand the differences between, and make proper use of, Save and Save As...
8. Be able to create folders and make use of the computer's hierarchical filing system.

World Wide Web

1. Have a general understanding of how the world wide web has been created and how it works.
2. Make use of the web in locating useful sites.
3. Make use of various search engines available on the web.
4. Be able to differentiate between useful sites and not useful sites and to specify the criteria used to differentiate the two.
6. Be able to create a "basic" site using HTML.
7. Be able to create a Blog and use it as part of a learning process.
8. Be able to add pictures and audio to a Blog

Word Processing:

1. Create text on a page.
2. Be able to select items through the use of appropriate selection techniques. Special emphasis is placed on the Click/ShiftClick technique which will be demonstrated in class.
3. Cut, paste and copy text.
4. Add footnotes, end notes, headers and footers to text or a page.
5. Automatically number pages, and distinguish between a cover (title) page and other pages for numbering and other purposes.
6. Set margins, indentations, tabs (3 types).
7. Use find and change tools.
8. Change fonts, styles, alignments, justifications.
9. Use and create outlines of a variety of types.
10. Create a brochure in the form of a trifold document.
11. Use spell checker, thesaurus, and hyphen controls.
12. Create and use special characters.
13. Create columns for text.
14. Divide a document into sections.
15. Preview a document.
16. Be able to keep certain items divided by a space together at all times.
17. Use text and graphic frames.
18. Make use of "hidden characters".
19. Perform the above across computer software and platforms.

Spreadsheets:

1. Understand the creation of a spread sheet and the meaning of cells, rows, columns, entry bar, functions
2. Be able to enter data and make use of formulas and operators in a spreadsheet.
3. Be able to cut, copy and paste data, columns, and rows.
4. Be able to apply appropriate formats to data and cells.
5. Be able to “wrap” a cell entry
6. Be able to sort data.
7. Be able to change page formatting including row and column size, borders, display options.
8. Be able to use functions in a spreadsheet.
9. Be able to create charts and graphs from data in a spreadsheet.
10. Be able to add spreadsheets to word processing documents.
11. Be able to move data between spreadsheets, text documents, and databases.

Databases:

1. Understand fields, records.
2. Be able to define field.
3. Be able to enter data
4. Be able to sort data
5. Be able to automate the creation and entry of certain data.
6. Be able to create totals and other summary data.
7. Be able to create and format layouts.
8. Be able to find and select records
9. Be able to create mail merge products.
10. Be able to move data between spreadsheets, text documents, and databases.

Graphics

1. Be able to acquire digital still pictures
2. Be able to understand the differences between bit mapped and vector graphics and to find and edit them
3. Make use of graphics and still pictures in word processing documents, spreadsheet and databases.
4. Understand and properly use text wrap techniques with graphics.
5. Be able to scan pictures for use in blogs, word processing, presentation, and other applications

Presentation Software

1. Be able to develop a presentation using master slides, transitions, graphics
2. Be able to use graphics in presentation software
3. Be able to use a range of controls to present slides during a presentation
4. Be able to give a formal presentation of moderate complexity to an audience of your peers