

## SUNY Cortland

**Course:** CAP 240 SLRN

**Title:** Intermediate Computer Applications

**Semester:** Spring 2013

**Meets:** Library B117, 11:40 to 12:55 Tue, Thu

**Office Hours:** Tue, Thu 1:00-1:30 and 2:15-2:45 or after 4:10 by appointment

**Instructor:** Janet L. Ochs

**Credit Hours:** 3

**E-mail:** Janet.Ochs@cortland.edu

**Office Location:** B116

### Course Description:

This course is an introduction to presentation software, desktop publishing and web-site development with a concentration in the use of multimedia files to enhance documents. Students manipulate graphics, generate sound and video files, and create publications by learning the fundamentals of modern presentation, desktop publishing, and web-page editing software. **Prerequisite: CAP 100.**

As indicated by the CAP SLRN designation, this is a service learning course. Students are expected to work with community service organizations and volunteer 10 hours of their time. The volunteer experience encourages students to learn about community agencies and provides an opportunity to generate content for presentations, publications and websites. This type of service learning experience provides students with the following benefits:

- ✓ Involvement working with agencies and professional clients
- ✓ Ability to apply course material in real life settings
- ✓ Opportunity to enhance resume
- ✓ Occasion to manage a computer project and increase skills
- ✓ Chance to produce actual agency presentations and possible video (Agency may utilize student work and/or display content on website)
- ✓ Potential recommendation for future job search
- ✓ Joy and satisfaction gained from helping community service organization

**Area Agencies:** (include but, not limited to)

**ATI** – Access to Independence of Cortland County

**CAPCO** – Cortland County Community Action Program (WIC, Energy Services, Family Development, Head Start, Consumer Directed Personal Assistance Program)

**Child Development Center** Provides child care for infants, toddlers and preschool children. Plus, recreational care for school aged children.

Other student selected organization – must be approved by the instructor

### Required Text and Materials:

1) Microsoft Office PowerPoint 2010 Comprehensive 1st Edition by Shelly & Sebok  
ISBN 978-1-4390-7903-4 (available as an e-book or as rental)

- 2) HTML, XHTML and CSS Complete – edition 6 by Shelly & Woods. ISBN 978-0-538-74745-5 (available as an e-book or as rental)
- 3) Microsoft Office Publisher 2010 Comprehensive 1st Edition by Shelly & Starks ISBN 978-0-538-47598-3 (available as an e-book or as a rental)
- 4) Travel drive, scan disk or other removable disk storage for saving files
- 5) Camera for taking pictures. Cameras are available and loaned out by the library. See details at <http://www2.cortland.edu/library/about/policies/media-equipment-loan-policy.dot>
- 6) Student files for textbook exercises - located at the publisher website and in the Data Files folder on the desktop \\shares\Data\_Files\CAP240\
- 7) Access to Blackboard for homework, assignments, portfolio instructions, lecture slides, additional learning materials and for submitting files or tests.

### **Course Objectives:**

At the end of this course students will be able to:

- ✓ Create presentations for area agencies using advanced Microsoft PowerPoint features
- ✓ Add multimedia to the PowerPoint presentations
- ✓ Mount PowerPoint presentations on the web
- ✓ Create web pages using HTML/XHTML coding
- ✓ Create web pages with text formatting, multimedia, hyperlinks, tables, forms and cascading style sheets
- ✓ Mount web pages on the Cortland Server
- ✓ Attain understanding of design and production of publications (newsletters, brochures, advertisements, forms, business cards)
- ✓ Create documents using Publisher

### **Course Requirements and Student Responsibilities:**

#### **1) Participation**

Students are expected to participate 10 hours outside of class to complete a service learning project. In order to learn about an assigned agency, students must volunteer their time, gather information about the agency, conduct research on the internet and interview agency staff by phone or in person. The information obtained through the aforementioned data collection process will be used to create presentations for the agency and a possible video.

To receive credit for the 10 hours, students must maintain a “Service Learning Log” (distributed in class). The log must identify volunteer dates/times and must be signed by the agency supervisor. The log is submitted to the instructor several times over the course of the semester. If a student is not able to complete the 10 hours or fails to submit a signed log, points will be deducted from the participation grade.

Students are also expected to submit in-class assignments as part of the participation grade. In class assignments reinforce topics learned in class and are distributed during lecture time. The assignments are completed during class and include reflection exercises, group projects, student presentations and hands-on exercises.

In class assignments are submitted in Blackboard by the end of class. If a student fails to submit an in class assignment, the student will be given a zero for that assignment. If a student submits a partially completed assignment, the student receives a lower grade such as a 50 or 25.

**Important:** It is the student's responsibility to ensure that the service learning log and the assignments are submitted correctly and on time. Attendance in class without a submitted exercise does not count toward participation. Make up work for a missed in class assignment is not available. Students are allowed to miss two in class assignments without penalty.

## 2) Homework Assignments

Homework is assigned each week and consists of readings and exercises designed by the instructor or created by the textbook authors. Homework assignments are distributed in class. Students are expected to work a minimum of 1 to 2 hours per lecture outside of class. SUNY Cortland computer resources are available for this purpose, however, please check the scheduled availability.

Homework exercises are submitted for a grade and must be completed independently by the student. Homework exercises are saved on a travel/removable disk and submitted to the instructor by the due date (please see separate document for submission instructions). Homework due dates are located in the course syllabus underneath the heading "course schedule".

## 3) Tests and Final Exam

There are three tests which cover the subject areas discussed in class. The first test covers topics from the PowerPoint textbook and a second test covers material from the HTML textbook. The third test covers key topics from the Publisher textbook. The tests are comprised of 10 to 20 multiple choice questions and several in-class lab exercises. The third test takes the place of the final exam.

## 4) Final Portfolio

For the portfolio assignment, the students are assigned an existing not-for-profit or community agency as their subject area. The agency must be selected by the student and approved by the instructor no later than the third week of class. The student uses their subject area to develop content appropriate for PowerPoint slides, web pages and other business materials such as business cards, advertisements and brochures.

Students are expected to work with the assigned agency and develop the portfolio materials in a professional manner to demonstrate the skills learned throughout the course. The portfolio assignment is divided into three parts and is distributed over the course of the semester. The first part of the portfolio (2 PowerPoint presentations) is submitted to the instructor and also to the community agency.

The second and third part of the portfolio is submitted to the instructor only. Nonetheless, a student may choose to share the second and third part of the portfolio with an agency. However, this is not a requirement for the course. For portfolio due dates, see the course schedule.

**Method of Evaluation:**

|                 |  |
|-----------------|--|
| Homework        | 20%  |
| Tests           | 30%  |
| Final Portfolio | 30%  |
| Participation   | 20% (10 volunteer hours & in-class assignments. Lowest two in class assignment grades are dropped) |

**Grading Scale:**

|           |          |          |          |        |
|-----------|----------|----------|----------|--------|
| 97-100 A+ | 87-89 B+ | 77-79 C+ | 67-69 D+ | 0-59 E |
| 93-96 A   | 83-86 B  | 73-76 C  | 63-66 D  |        |
| 90-92 A-  | 80-82 B- | 70-72 C- | 60-62 D- |        |

**Late Policy:**

Late work is not accepted. A make-up test will not be given unless arrangements are made in advance. If a student cannot attend a class to participate in an in-class assignment, the student will be given a zero for that assignment. (Note: The two lowest in-class assignment grades are dropped).

If a student experiences an emergency, the instructor must be contacted immediately by e-mailing Janet.Ochs@cortland.edu. In the case of an emergency, late work is accepted and make up tests are given at the discretion of the instructor.

**Academic Dishonesty:**

Any type of academic dishonesty will not be tolerated, including copying from other student's files or disks. Each student is expected to act in an academically honest fashion in all aspects of his or her academic work: in taking tests, in performing computer homework and completing in-class assignments. Any work submitted by a student must be his or her own. For a detailed explanation of the SUNY Cortland policy, please see the College Handbook.

**Attendance Policy:**

If you miss class for any reason, you are responsible for any material, announcements and assignments discussed. Attendance will be taken in accordance with the college policy. Students are expected to attend every class. If a student is absent on the day a test is administered, the instructor decides whether the test can be made up. If any attendance issues develop, please email me at Janet.Ochs@cortland.edu.

**Accommodation Policy:**

The following is the SUNY Cortland Statement on ADA: SUNY Cortland is committed to upholding and maintaining all aspects of the Federal Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973.

If you are a student with a disability and wish to request accommodations, please contact the Office of Disability Services located in B1 Van Hoesen Hall or call (607) 753-2066. Any information regarding your disability will remain confidential. Because many accommodation require early planning, requests or accommodations will be reviewed in a timely manner to determine their appropriateness to this setting.

If you would like to request any accommodations for this class, please let me know. In addition, if there is anything I can do to help facilitate your learning in this class, please come see me or e-mail me at Janet.Ochs@cortland.edu.

**Extra Help and Office hours:**

The instructor is available during scheduled office hours for extra help and to discuss topics related to class. Students are encouraged to stop by during office hours to review their status in the course or to go over any technical difficulties associated with the assigned work.

**Course Schedule\*\*:**

| Dates            | Topics and Readings  | Project Due/Test                          |
|------------------|--|---|
| Jan 24           | Course Syllabus and Service Learning, Effective Presentations  |   |
| Jan 29<br>Jan 31 | Effective Presentations, PowerPoint Chapter 1<br>PowerPoint Chapter 2                                  |   |
| Feb 5<br>Feb 7   | Service Learning Presentation, PowerPoint Chapter 3<br>PowerPoint Chapter 4                            | Homework 1<br>Distribute Portfolio Part 1 |
| Feb 12<br>Feb 14 | PowerPoint Chapter 5, Appendix C<br>PowerPoint Chapter 6   | Homework 2                                |
| Feb 19<br>Feb 21 | PowerPoint Chapter 7<br>PowerPoint Chapter 8   | Homework 3                                |
| Feb 26<br>Feb 28 | Effective Presentation and PowerPoint Test<br>Portfolio Part 1 Assistance, Service Learning Reflection |   |
| Mar 5<br>Mar 7   | HTML Chapter 1<br>HTML Chapter 2   | Portfolio Part 1 due                      |

|                  |   |   |
|------------------|---|---|
| Mar 12<br>Mar 14 | Spring Break  |   |
| Mar 19<br>Mar 21 | HTML Chapter 3<br>HTML Chapter 4                                      | Homework 4<br>Distribute Portfolio Part 2                 |
| Mar 26<br>Mar 28 | HTML Chapter 5<br>HTML Chapter 6                                      | Homework 5  |
| Apr 2<br>Apr 4   | HTML Chapter 7<br>HTML Chapter 8                                      | Homework 6  |
| Apr 9<br>Apr 11  | HTML Test<br>Portfolio Part 2 Assistance, Service Learning Reflection |   |
| Apr 16<br>Apr 18 | Publisher Chapter 1<br>Publisher Chapter 2                            | Portfolio Part 2 due                                      |
| Apr 23<br>Apr 25 | Publisher Chapter 3 (Skip Chapter 4)<br>Publisher Chapter 5           | Homework 7<br>Distribute Portfolio Part 3                 |
| Apr 30<br>May 2  | Publisher Chapter 6<br>Publisher Chapter 7                            | Homework 8  |
| May 7            | Portfolio Part 3 Assistance, Service Learning Reflection              | Portfolio Part 3 due                                      |
|                  | Final Exam week – May 10-15   | Publisher Test– see Final Exam Schedule for date and time |