

CTCT 3240/3243

Information Processing I/ Multimedia Design

Fall 2015

Business/Marketing Education
College of Education

Dr. Leane B. Skinner
skinnal@auburn.edu
334-844-3823

By appointment

COLLEGE OF EDUCATION



Faculty, staff and students
strive to prepare and be professionals who are:

Competent

equipped with the knowledge, skills
and technological expertise to help
all individuals learn and develop

Committed

dedicated to the ethical practices and collaboration
that serve as the foundation of a diverse
and intellectually vibrant society

Reflective

devoted to analyzing their own past practices
in ways that fuel ongoing learning
and improve future practices

A Keystone in Building a Better Future for All



AUBURN
UNIVERSITY

Auburn University is an equal opportunity educational institution.

Dr. Leane B. Skinner
0301 Haley Center (office)
5040 Haley Center (mailing)

Course Number: CTCT 3240/3243/5240/6240/6243
Course Title: Information Processing I/Multimedia Design
Credit Hours: 3 semester hours
Class Time: T/Th 9:30-10:45 and Online
Date: 2015

Required Texts, Supplies , and Resources:

Vermaat, M. (2014). *Microsoft Word 2013: Comprehensive*. Boston, MA: Course Technology, Inc. ISBN: 9781285167688

Woods, D., & Dorin, W. (2013) *HTML5 and CSS: Comprehensive* (7th Edition). Boston, MA: Course Technology, Inc. **(Required)** ISBN: 9781133526148

Microsoft Office 2013 Software (AU students have a free download)

- The Office of Information Technology (OIT), in partnership with Microsoft, is giving each currently enrolled student access to full-versions of Microsoft Office and Office Mobile for FREE! This can be installed simultaneously on 5 devices and is available for PC, Mac, iOS, Android, and Windows Mobile. Learn more at: <http://www.auburn.edu/oit/365>

MOS Practice Software (GMetrix)

- <http://shop.certiport.com/product-p/12003591.htm> - Full Suite (\$75)
- <http://shop.certiport.com/ProductDetails.asp?ProductCode=12003590> – Word Only (\$40)

MOS Voucher for Word 2013 with Retake

- \$90 (Send check to me at 5040 Haley, Auburn, AI 36849 by September 12, 2015 or purchase for \$120 at <http://shop.certiport.com/product-p/12000485.htm>)
- Distance students are welcome to come to campus to test, but if that is not an option you must secure a location. You will be responsible for locating a testing center to complete your certification test if you are not testing on campus. You can go to www.certiport.com – click the link that says “testing center”. Make sure the location has the 2013 test. You may purchase a voucher through us, but check with your testing location to make sure they will allow this AND to see if there are additional charges for doing so.

How to order your textbooks:

University Bookstore

- Go to www.aubookstore.com and order your book on-line by submitting the order form provided on that page. Your order may be charged to your Bursar bill or you may use your credit card.
- Dial the toll free number to the AU Bookstore - 877-278-2337

J & M Bookstore

- Go to www.jmbooks.com and use their online ordering system.
- Dial the toll free number 800-323-1405.
- J & M only accepts credit cards.

Anders Bookstore

- Go to www.anders-bookstore.com and use their online ordering system.
- Dial the toll free number 800-Anders-1.

This course will require the use of AU Access Canvas. Canvas can be accessed from the Auburn University website (www.auburn.edu) - Students.

Course Description:

Focus on presentation, desktop publishing, multimedia production, web page design, and digital graphics.

Course Objectives:

Upon completion of this course, students will be able to:

1. Use software to design, format, and create a variety of documents typically found in a business setting in a timely fashion. (290-3-3-.25.1.b.3) (290-3-3-.25.1.b.7), (1)(b)(3.)(viii), (1)(a)4.
2. Design and create online documents and forms using hypertext markup language (HTML) codes and commands. (1)(a)4.
3. Manipulate a variety of media and images for use in text-based and online documents.
4. Create advanced HTML documents, including forms, tables, and frames.
5. Successfully pass the Microsoft Office Specialist (MOS) Exam. (1)(a)6.
6. Discuss and apply teaching strategies related to presentation, desktop publishing, multimedia production, web page design, and digital graphics.

In addition, graduate students will be able to:

7. Read, analyze, and synthesize scholarly articles related to topics covered in the course.

Course Requirements:

- I. Weekly Assignments - All weekly assignments are due by Sunday at midnight. Late assignments will not be accepted. All Chapters will be evaluated for accuracy, completeness, professional appearance, and ability to follow directions. This includes process for saving and uploading assignments.

- a. Save each part of each assignment according to Chapter Number, Assignment, and your last name - Example: **Chapter 2_In the Lab 5_Skinner**.
 - b. Submit to proper assignment link in Canvas by due date.
- II. Final Exam - Microsoft Office Specialist (MOS) Exam - Proctored at a Microsoft Approved testing center
- III. Web Site Project - A final comprehensive project. Students will upload a completed website created using HTML. This website will become the repository for artifacts collected throughout the program
- IV. Article Summary/Analysis (Graduate Students only)
Graduate level students will be required to review a total of 5 scholarly journal articles related to topics covered in the course. Students will analyze the articles and complete an annotated bibliography and a reaction paper for each. These documents will be uploaded to the LMS and shared through the discussion board.

Undergraduate Grading and Evaluation Procedures:

CATEGORY	Percentage	DUE DATE
Weekly Assignments – Word HTML	40%	Weekly by Midnight on Sunday
Web Site (HTML)	30%	December 6, 2015
Microsoft Office Specialist Exam	30%	November 3, 2015 (or before)

Graduate Grading and Evaluation Procedures:

CATEGORY	Percentage	DUE DATE
Weekly Assignments – Word HTML	20%	Weekly by Midnight on Sunday
Web Site (HTML)	30%	December 6, 2015
Microsoft Office Specialist Exam	30%	November 3, 2015 (or before)
Article Summary/Analysis (5)	20%	Various Due Dates During the Semester

The following grading scale will be used:


90 – 100 points	= A
80 - 89.9 points	= B
70 - 79.9 points	= C
60 - 69.9 points	= D
Below 60	= F

Course Outline

Date	Topic	Assignments
<u>Week 1</u> August 17-23	Word 2013 - Chapter 1	<ol style="list-style-type: none"> 1. Download Data files – see inside of back cover of book for instructions. 2. Read and Complete Chapter 1 in Word 2013 3. Chapter 1 – In the Lab #2 4. Chapter 1 – Extend Your Knowledge #1 5. Chapter 1 – Consider this: Your turn - #1 (Do FBLA instead of Photography Club) <p>***Assignments Due Aug. 30</p>
<u>Week 2</u> August 24- August 30	Word 2013 - Chapter 2 & 3	<ol style="list-style-type: none"> 1. Read and complete Chapter 2 2. Chapter 2 – Lab #2 3. Chapter 2 – Lab #3 4. Chapter 2 – Extend your Knowledge 5. Read and complete Chapter 3 6. Chapter 3 – In the Lab #2 7. Chapter 3 – Extend your Knowledge 8. Chapter 3 – Lab 3 Expand Your World <p>Graduate Students: Article Due</p>
<u>Week 3</u> August 31 – September 6	Word 2013 - Chapter 4 & 5	<ol style="list-style-type: none"> 1. Read and complete Chapter 4 2. Chapter 4 – In the Lab #2 3. Chapter 4 – Expand Your World 4. Scenario: You have a student in your Business Essentials class that has expressed on multiple occasions that your class is pointless. You are now covering Word and the student refuses to do any work. Explain how you would handle this situation in detail – at least ½ page single spaced.

		<ol style="list-style-type: none"> 5. Read and complete Chapter 5 6. Chapter 5 – In the Lab #2 7. Chapter 5 - Create your own resume using a Word Template 8. Chapter 5 – Extend Your Knowledge 9. Chapter 5 – Consider This: Your Turn - #2 10.
<u>Week 4</u> September 7-13	Word 2013 - Chapter 6 & 7	<ol style="list-style-type: none"> 1. Read and complete Chapter 6 2. Chapter 6 - In the Lab #2 3. Chapter 6 – Expand Your World 4. Read and complete Chapter 7 5. Chapter 7 – In the Lab #2 6. Chapter 7 – In the Lab #3 Expand Your World 7. Chapter 7 – Consider This: Your Turn #2 Graduate Students: Article Due
<u>Week 5</u> September 14-20	Word 2013 - Chapter 8 & 9	<ol style="list-style-type: none"> 1. Read and complete Chapter 8 2. Chapter 8 - In the Lab #1 3. Chapter 8 – In the Lab #2 4. Chapter 8 – In the Lab #3 5. Read and complete Chapter 9 6. Chapter 9 - Extend Your Knowledge 7. Chapter 9 – In the Lab #t1 8. Chapter 9 – In the Lab #2 9. Chapter 9 – In the Lab #3
<u>Week 6</u> September 21-27	Word 2013 - Chapter 10 & 11	<ol style="list-style-type: none"> 1. Read and complete Chapter 10 2. Chapter 10 – In the Lab #2 3. Chapter 10 – In the Lab #3 4. Read and complete Chapter 11 5. Chapter 11 – In the Lab #2 Graduate Students: Article Due

<u>Week 7</u> September 28 - October 4	Students should make arrangements to test this week	1. Read and Complete Appendix 2. Work Through MOS Practice Software Students should make arrangements to test this week
<u>Week 8 –</u> October 5-11	HTML Chapter 1 & 2	*Download data files – see inside of back cover of book for directions. Also, please note that you will work on your portoflio website each week. DO NOT wait until the end to put this together!!! 1. Read and complete Chapter 1 - Introduction to HTML 2. Chapter 1 – Cases and Places #2 3. Read and Complete Chapter 2 4. Chapter 2 – Cases and Places #2 Graduate Students: Article Due
<u>Week 9</u> October 12-18	HTML Chapter 3 & 4	1. Read and complete Chapter 3 2. Chapter 3 – In the Lab #3 3. Read and complete Chapter 4 4. Chapter 4 – In the Lab # 3
<u>Week 10</u> October 19-25	HTML Chapter 5 & 6	1. Read and complete Chapter 5 2. Chapter 5 – In the Lab #3 3. Read and complete Chapter 6 5. Chapter 6 - In the Lab #1 Graduate Students: Article Due
<u>Week 11</u> October 26- November 1	HTML Chapter 7 & 8	1. Read and complete Chapter 7 2. Chapter 7 – In the Lab #3 3. Read and complete Chapter 8 4. Chapter 8 – In the Lab #3 5. Chapter 8 - Extend Your Knowledge
<u>Week 12</u> November 2-8	HTML Chapter 9 & 10	1. Read and complete Chapter 9 2. Chapter 9 - In the Lab #3 3. Chapter 9 – Cases and Places #2 – Portfolio

		4. Read and complete Chapter 10 5. Chapter 10 – In the Lab #3 6. Chapter 10 – Cases and Places #2
<u>Week 13</u> November 9-15	HTML Chapter 11 & 12	1. Read and complete Chapter 11 2. Chapter 11 – In the Lab #3 3. Read and complete Chapter 12 4. Chapter 12– In the Lab #3
<u>Week 14</u> November 16-22	Work on WebSite/Portfolio	Work on Web site and Portfolio
<u>Week 15</u> November 23-29	 Thanksgiving Break	Web Site and Portfolio due next week!
<u>Week 16</u> December 30-6	WebSite/Portfolio Due - December 6	WebSite/Portfolio Due - December 6

Class Policy Statements:

Participation: Students are expected to participate in all class discussions and participate in all exercises. It is the student's responsibility to contact the instructor if assignment deadlines are not met. Students are responsible for initiating arrangements for missed work.

Late Work will not be accepted.

Attendance/Absences: Students must log into Campus and upload assignments weekly.

Accommodations: Students who need accommodations are asked to electronically submit their approved accommodations through AU Access and to arrange a meeting during office hours the first week of classes, or as soon as possible if accommodations are needed immediately. If you have a conflict with my office hours, an alternate time can be arranged. To set up this meeting, please contact me by e-mail. If you have not established accommodations through the Office of Accessibility, but need accommodations, make an appointment with the Office of Accessibility, 1228 Haley Center, 844-2096 (V/TT).

Honesty Code: The University Academic Honesty Code and the Student Policy eHandbook (www.auburn.edu/studentpolicies) pertaining to cheating will apply to this class.

Professionalism: As faculty, staff, and students interact in professional settings, they are expected to demonstrate professional behaviors as defined in the College's conceptual framework. These professional commitments or dispositions are listed below:

- Engage in responsible and ethical professional practices
- Contribute to collaborative learning communities
- Demonstrate a commitment to diversity
- Model and nurture intellectual vitality

The instructor reserves the right to make changes to the syllabus, class requirements, and schedule.