Course Description
HU2644: Computer Applications is designed to acquaint you with learning how to learn software. While the assignments in this course will familiarize you with particular applications, the real intent of these activities is to help you develop strategies for learning similar applications and for understanding new features as applications are continually upgraded. You will also begin to understand the basics of computer hardware and learn how computers deal with information. And finally, you will do some reading and group discussion which will encourage you to think critically about the contextual and social issues which these technologies make possible. In the last three weeks of the course you will complete a project which relies on multiple software applications and present this to the rest of the class. This project will become a portfolio on CD which may assist you in future courses, as well as in finding co-ops or employment.

Course Goals
Students will:

- learn not just the 'know-how' but the 'know-why' for various software applications
- gain a better understanding of the functions of a computer and its multitude of capabilities
- discover the similarities and differences between software applications
- begin to look at the various strategies used by software designers
- learn to apply several different types software to the same project
- gain a better sense of which applications are most appealing to them so that they can begin to build a strong repertoire of skills and strategies
- be able to use new software with pleasure and grace instead of anger and frustration

Collaboration
This class will contain students with a variety of experience using computers, digital technology, and software applications. One of the primary ways you will improve your skills is by talking and sharing with other students. Use each other as resources and build off of the knowledge your class possesses.

Needed Materials

- One 100MB Zip Disk for Mac or PC
- At least three blank CD-R
- Purchase access to Peachpit Press' Online Visual Quick Start Guides (cost is $24.95 + tax)

http://www.hu.mtu.edu/hu2644/
Grading Policies for HU2644

Grading Policy
The grading for the class will be primarily based on the projects submitted from each module. There will be 100 possible points per module. The point totals for the modules come from:

- being turned in on time (10 points)
- the basic objectives of the module are completed (varies)
- originality and effort (instructor's discretion - varies)
- extra credit section of each module (10-15 points)

A student cannot pass the class without turning in a project for each module.

Instructor's Discretion points will be based on the effort and originality present in the work you turn in. These points are designed to encourage you to extend and explore the capabilities of the software on your own and beyond what you are explicitly directed to do. This work is important because it is self-directed and this is a very necessary ability as you continue on academically and professionally. Use these points to pursue what is of interest to you and to have fun.

Extra Credit: Please note that the bonus sections are not required, but a student cannot get an A without them. Yes, they are extra work, almost like doing two projects at once. However, this extra effort is worthwhile because it will help to acquaint you with more sophisticated features of various applications.

Attendance
Part of the course will involve discussing various readings in class, sharing ideas and projects with one another, and presenting our own technical expertise for the benefit of others. Given the importance of these components, attendance is required unless otherwise indicated by me. Missing more than 2 of these required classes will be reflected in your final grade (at the rate of 1/2 a final grade drop per absence).

That being said, there will be numerous days when classroom attendance will not be required—days when I will be demonstrating software exclusively. These demonstrations will almost always cover material not found in the modules, and it would likely be beneficial for you to come, but if you feel that your time would be better spent exploring these components in the lab by yourself, you will be welcome to do so. Please do not assume attendance is optional, unless I explicitly indicate this in advance.

If you are absent, it is your responsibility to find out what was missed in class by talking to me or a classmate.

Lateness
I recognize that 8:05am is REALLY early, but it is very important that you all arrive on time so that we can be as productive as possible. Frequent lateness feels disrespectful to me and to your fellow students, so please do not do it.

Points and Grading Scale
There are 2110 possible points in this course (for a listing of all assignments, click here):

- There are 16 modules for a total of 1410 points
- There are reading and writing assignments worth 400 points
- There is an in-class demo, which is worth 100 points
- There is a final project worth 200 points

The grading scale is:
A 2110-2000
A/B 1999-1940
B 1939-1800
B/C 1799-1730
C 1730-1600
C/D 1599-1561
D 1560-1500
F 1500

http://www.kc.mtu.edu/justhen/2644/grading.html
Contact Information

HU2644: Computer Applications
Fall 2002

Instructor: Julia Jaske
Office Location (CCLI): Walker 134
Office/CCLI Phone: 487.2582
Email: jjaske@mtu.edu
Course Website: http://www.hu.mtu.edu/~jjaske/2644/general/2644.html
Course Email List: hu2644-l@mtu.edu

Classroom: Walker 134
Office Hours: Tuesday 9:30-10:30, Thursday 9:30-11:00am and by appointment

CCLI Web Address: http://www.hu.mtu.edu/ccli

Contact Marjorie Herbert for checking out portable equipment (mgherbert@mtu.edu).
This Schedule is subject to change based on the needs of students. Please check it regularly.

<table>
<thead>
<tr>
<th>Date</th>
<th>Class Activity</th>
<th>Application/Assignment</th>
<th>Due by 8:00am this day</th>
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<tbody>
<tr>
<td><strong>WEEK 1</strong></td>
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<tr>
<td>T 8/27</td>
<td>● Introduction to Course</td>
<td>Basic skills</td>
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<td>● Getting to know the CCLI</td>
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<td>● Selecting Printers</td>
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<td>● Software Inventory</td>
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<td>● How do you learn?</td>
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<td>TH 8/29</td>
<td>● how to be a consultant</td>
<td>Eudora Project</td>
<td>syllabus response</td>
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<td>● learning to learn software</td>
<td>Word Project: Part 1: Formatting Part 2: Response to article</td>
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<td>● explanations of student demos</td>
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<td>● Eudora Demo</td>
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<td>● Word Demo</td>
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<td><strong>WEEK 2</strong></td>
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<td>T 9/3</td>
<td>● Excel Demo</td>
<td>Excel Project</td>
<td>Learning to Learn software presentation</td>
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<td>Eudora Project</td>
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<td>Word Projects Part 1 Part 2</td>
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<tr>
<td>TH 9/5</td>
<td>● Power Point Demo &amp; Discussion</td>
<td>Scanner Project (Part One)</td>
<td>Excel Project</td>
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<td>● PDF Demo</td>
<td>PDF Project (Part Two)</td>
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<td></td>
<td>Read &quot;Absolute Power Point&quot; Reading Response to &quot;Absolute Power Point&quot;</td>
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<td><strong>WEEK 3</strong></td>
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<td>T 9/10</td>
<td>● Scanning Images Demo</td>
<td>Power Point Project</td>
<td>Scanner Project (Part One)</td>
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<td>● Digital Camera Demo</td>
<td>Read Meggs's Chapter 1: &quot;The Elements of Graphic Design&quot;</td>
<td>PDF Project (Part Two)</td>
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<td></td>
<td>● CD Burning Demo</td>
<td>Meggs's Reading Response to Chapter 1</td>
<td>Read &quot;Absolute Power Point&quot; Reading Response to &quot;Absolute Power Point&quot;</td>
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<tr>
<td>TH 9/12</td>
<td>● Photo Manipulation (Photoshop Demo 1)</td>
<td>Photoshop Image Manipulation Project 1</td>
<td>Power Point Project</td>
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<td>● Discuss Meggs (or something else)</td>
<td>Read Meggs's Chapter 2: &quot;The Union of Word and Picture&quot; Meggs's Reading Response to Chapter 2</td>
<td>Read Meggs's Chapter 1: &quot;The Elements of Graphic Design&quot; Meggs's Reading Response to Chapter 1</td>
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<td>● Lab time to engage article elements</td>
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<td>WEEK 4</td>
<td>T 9/17</td>
<td>Photoshop Demo 2</td>
<td>Photoshop Project 2</td>
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<td>TH 9/19</td>
<td>Illustrator Demo</td>
<td>Illustrator Project</td>
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<td>WEEK 5</td>
<td>T 9/24</td>
<td>5 Student Demos</td>
<td>Illustrator Project</td>
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<td>TH 9/26</td>
<td>GifBuilder Demo</td>
<td>GifBuilder Project</td>
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<td>WEEK 6</td>
<td>T 10/1</td>
<td>HTML Demo</td>
<td>HTML Project</td>
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<td>TH 10/3</td>
<td>5 Student Demos</td>
<td>Read Interview with Scott McCloud</td>
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<td>WEEK 7</td>
<td>TH 10/8</td>
<td>Scott McCloud reading discussion</td>
<td>DreamWeaver project</td>
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<td>TH 10/10</td>
<td>no class</td>
<td>Reading Response to Interview</td>
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<tr>
<td>WEEK 8</td>
<td>T 10/15</td>
<td>sharing time</td>
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<td>TH 10/17</td>
<td>FireWorks Demo</td>
<td>FireWorks project</td>
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<td>WEEK 9</td>
<td>T 10/22</td>
<td>Flash Demo</td>
<td>Flash Project</td>
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<td>TH 10/24</td>
<td>Sound Software Demo</td>
<td>Read article on copyright/MP3s</td>
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<td>Discuss Final Project Proposals</td>
<td>reading response for copyright/MP3s</td>
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<tr>
<td>WEEK 10</td>
<td>T 10/29</td>
<td>Director Demo</td>
<td>Director Project</td>
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<td>Director Project discussion of Final Projects</td>
<td>Final Project Proposal</td>
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<td>TH 10/31</td>
<td>5 student demos</td>
<td>Uses of Director</td>
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<td>WEEK 11</td>
<td>T 11/5</td>
<td>Bryce Demo</td>
<td>Bryce Project</td>
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<td>Poser Demo</td>
<td>or Poser Project</td>
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[http://www.cs.human.cmu.edu/~h2644/schedule.html]
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<thead>
<tr>
<th>Week</th>
<th>Monday</th>
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<tbody>
<tr>
<td><strong>WEEK 12</strong></td>
<td>11/12</td>
<td><strong>5 student demos</strong></td>
<td><strong>Looking at Multimedia CDs</strong></td>
<td><strong>Read Wysocki's &quot;Impossibly Distinct&quot;</strong></td>
<td><strong>Reading Response to Wysocki</strong></td>
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<td><strong>TH 11/14</strong></td>
<td><strong>Sharing time</strong></td>
<td><strong>Consultant certificate</strong></td>
<td><strong>Read iMovie selection</strong></td>
<td><strong>Reading Response to iMovie book excerpt</strong></td>
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<td><strong>WEEK 13</strong></td>
<td><strong>11/19</strong></td>
<td><strong>iMovie Demo</strong></td>
<td><strong>iMovie Discussion</strong></td>
<td><strong>Digital Video Camera Demo</strong></td>
<td><strong>Read iMovie selection</strong></td>
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<td><strong>TH 11/21</strong></td>
<td><strong>5 student demo</strong></td>
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<td>11/23-12/1</td>
<td><strong>Thanksgiving Break</strong></td>
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<td><strong>WEEK 14</strong></td>
<td><strong>12/3</strong></td>
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<td><strong>TH 12/5</strong></td>
<td><strong>Evaluation of RTC modules</strong></td>
<td><strong>Final Projects Due</strong></td>
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<td><strong>WEEK 15</strong></td>
<td><strong>12/10</strong></td>
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<td><strong>TH 12/12</strong></td>
<td><strong>Presentations</strong></td>
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<td><strong>Presentations and class evaluations</strong></td>
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<td><strong>Finals week</strong></td>
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<td><strong>M 12/16</strong></td>
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"Absolute Power: Can a Software Package Edit Our Thoughts?"
Phillip Megg's Chapter 1: "The Elements of Graphic Design"
Phillip Megg's Chapter 2: "The Union of Word and Picture"

Interview with Scott McCloud from Wired Magazine

Excerpts from *Making Movies* (read only the first article listed below unless you are planning to use iMovie for your final project— the other files are more how-to on things like importing your video and sound into iMovie and creating transitions and titles. These are well written, so I encourage you to use them if your project incorporates this software):

- Introduction to iMovie and Storytelling
- Importing video into iMovie
- Importing sound into iMovie
- Creating transitions and titles

Anne Wysocki's "Impossibly Distinct: On Form/Content and Word/Image in Two Pieces of Computer-Based Interactive Multimedia"
MTU's Policy on Discrimination and Harassment

MTU complies with all federal and state laws and regulations regarding discrimination, including the Americans with Disabilities Act (ADA) of 1990. If you have a disability and need reasonable accommodation for equal access to education and services at MTU, please call Dr. Gloria Melton, Associate Dean of Students (7-2212). For other concern about discrimination, you may contact your advisor, department chair, or the Affirmative Action Office (7-3310).

Academic Integrity and Cheating

Plagiarism and cheating are serious academic offenses. They are defined by this policy as "knowingly copying another's work or ideas and calling them one's own or not giving proper credit or citation," and this policy covers copying sections or entire papers from printed or electronic sources as well as handing in papers that were written or work that was designed by students for other classes. Plagiarism and cheating not only are dishonest but cheat you out of learning, the prime reason you are here. If you ever have questions about this issue, please talk with me or consult a coach in the Writing Center (7-2007).
Below are a list of online resources that provide additional information, tutorials, and downloadable files for the work you will be asked to do in this course. If you find other useful sites that you think would be appropriate to include on this list, please email me at jijasken@mtu.edu

Eudora:

- http://www.eudora.com/

Microsoft Word:

- http://www.baycongroup.com/word.htm
- http://www.mvps.org/word/

Microsoft Excel:

- http://www.usd.edu/trio/tut/excel/
- http://www.fgcu.edu/support/office2000/excel/

Microsoft PowerPoint:

- http://einstein.cs.uri.edu/tutorials/cscl02/powerpoint/ppt.html

Adobe Acrobat and PDFs:

- http://www.performancegraphics.com/Pages/howtof.html

RoboHelp:

- http://www-unix.oit.umass.edu/~pwtc/software/lab/robohelp_nonjava.shtml
- http://www.school-for-champions.com/techwriting/webhelp2.htm
- http://sarah.gray.tripod.com/RoboHELP_tutorials.html

Adobe PhotoShop:

- http://www.eyeball-design.com/page09.htm
- http://www.dccdesigner.com/Htm/Tutorials/piero_photoshop_tutorial_4_1_3d.htm
- http://www.wowwebdesigns.com/power_guides/

Adobe Illustrator:

- http://www.2ginc.com/tutorials/illus.html
- http://www.wowwebdesigns.com/power_guides/

**MacroMedia FireWorks:**
- http://www.macromedia.com/support/fireworks/
- http://www.csis.american.edu/ribiere/english/classes/Creativity/tutorials/fireworks/fireintro.htm
- http://www.2ginc.com/tutorials/illus.html

**Adobe PageMaker:**
- http://desktoppub.about.com/cs/pagemakertips/
- http://www.esc7.net/esc7/tech/pagemaker.html

**HTML and Web Design:**
- http://hotwired.lycos.com/webmonkey/design/
- http://www.htmlgoodies.com/
- http://www.designer-info.com/Writing/web_design_tutorial.htm
- http://www.macromedia.com/support/dreamweaver/layout/site_planning/
- http://html.com/htm/
- http://www.w3schools.com/

**MacroMedia DreamWeaver:**
- http://www.macromedia.com/support/dreamweaver/
- http://www.2ginc.com/tutorials/illus.html

**MacroMedia Flash:**
- http://www.macromedia.com/support/flash/
- http://www.extremeflash.com/
- http://www.flashplanet.com/
- http://www.flashkit.com/
- http://www.einetserve.com/tutorials/

**Apple iMovie:**
- http://www.jossmine.k12.ky.us/jelv/meetstaff/rtv/iMovie/
- http://etc.scobe.org/i2000/i20001_i_mmv/i_movi.html
- http://www.macinstruct.com/tutorials/wap/imovie/

**Macromedia Director:**
- http://www.macromedia.com/support/director/
- http://www.herts.ac.uk/ls/mmedia/directortutorial/
Bryce:

- http://calyxa.best.vwh.net/pearl/tutor.html
- http://www.digitalblasphemy.com/tutorial/
- http://3dgraphics.about.com/cs/brycetutorials/

Poser:

- http://www.webdesignclinic.com/ezine/v19/poserbegin/
- http://members.tripod.com/~the_great_site/posertut.htm
- http://www.cacs.com/poser/

Clip Art:

- http://www.barrysclipart.com/
- http://www.clipartconnection.com/
- http://webclipart.about.com/
- http://school.discovery.com/clipart/

Fonts:

- http://www.fontfreak.com/
- http://www.1001freefonts.com/
- http://www.dingbatpages.com/fontbats/