

## **CSV 302 Syllabus**

Fall 2002

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**Course:** CSV 302

**Day & Time:** Thursdays from 5:00PM - 6:15PM

**Location:** Multicultural Center Computer Classroom

**Instructor:** Dan Goodman

**Phone:** 874-2308

**E-mail:** danielwgoodman@yahoo.com

**Course Website:** <http://www.uri.edu/mcc/New%20Web%20Pages/bddhome.html>

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The URI Multicultural Center's Bridging the Digital Divide program offers members of the campus community a chance to build computer skills that they will be able to use in their academic and professional careers. Through the Bridging the Digital Divide course, students will learn computer skills and applications in an encouraging, conducive, cross-cultural environment. Additionally, students who successfully complete the course will, by the end of the semester, have a personal website posted on the MCC server with a resume, cover letter, powerpoint presentation and other material, all of which they have created.

The course will incorporate collaborative techniques by teaming each student with a personal mentor. As a team, you will work on interactive web-based tutorials in the Multicultural Center Computer Classroom. The mentor and mentee will work together to master skills such as word processing, presentation and analysis software, and web development and publishing. Students will learn programs such as Microsoft Word, Excel, Powerpoint, and basic web development software such as Front Page and they will use these skills to complete homework assignments that are focused on the development of practical and professional skills.

The Bridging the Digital Divide course will incorporate collaborative techniques to accomplish the following goals:

- To increase understanding of the role and significance of computers in an information-based society.
- To increase skills in enhancing team and individual teaching and learning in a cooperative context.
- To increase skills and attitudes that advances the mentor-mentee relationship.

- To improve computer skills.
- To build a set or material (resume, cover letters, web sites) that will assist the student in their professional development

**Course Work:**

**Computer Lab Assignments:**

There are six computer assignments (described below) that require you and the mentee to exercise a particular computer skill. The first five computer assignments are worth 40 points each and the last computer assignment is worth 100 points. The majority of these assignments will be completed in the classroom though the student is responsible for completing remaining items in their own time. Additionally, students will be asked to complete the following projects at the end of each phase of the course:

<b>Phase Number</b>	<b>Topics</b>	<b>Assignment</b>
Phase I	Word Processing and Skills Development	Personal Resume and Generic Cover Letter
Phase II	Analysis and Presentation Skills Development	"Show me the Money" Excel Project and "What is the Digital Divide" powerpoint presentation
Phase III	Web Development and Publishing	Personal Web Site

**Community Service Component:**

You and the mentee will meet outside of the classroom when possible. These two hours must be spent completing the given computer assignments and working on your resume, cover letters, web sites, etc. In addition, every few weeks you will be e-mailed a question pertaining to the interaction between you and your mentor during the contact time outside of the classroom. You will be asked to reply to the e-mails with a response of at least five sentences. Each e-mail response is worth 15 points.

**Attendance Policy and Class Participation:**

The mentor and student are **required** to attend and participate in all computer classes. The

mentee is required to attend only the first hour of the class and the mentors will stay for the full hour and fifteen minutes. The first hour of the class will be spent working on the on-line tutorials with the mentee. The last fifteen minutes of the class will be spent discussing the actual interaction between mentor and mentee. In addition, the instructor may schedule up to four one-hour time slots for the mentors if needed. Each class attended is worth 15 points.

### **Course Grading:**

Your final grade is based on the following percentages:

Lab Assignments: 15%

Class Participation: 40%

Community Service Component: 15%

Final Project (personal web page): 30%

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### **Fall Semester Schedule**

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**September 26, 2002: (5:00PM - 6:15PM):** Meeting in the MCC Hardge Forum. What is the "Digital Divide?" Discussion, cultural sensitivity and mentoring workshop and film presentation

**October 3, 2002: (5:00PM - 6:15PM)** Meeting in the MCC Hardge Forum. Mentor and Mentee Social. Discussion of goals and expectations of the course, development of classroom rules, and dialogue about mentor/mentee relationship

### **Phase I: Word Processing and Skills Development**

**October 17, 2002: (5:00PM - 6:15PM)** Word Tutorial #1

[Word Tutorial #1: Papers and Reports](#)

Letter Formatting

**October 24, 2002: (5:00PM - 6:15PM)** Word Tutorial #2

Papers, Reports, and Letter Formatting Continued

- **Homework Assignment: Resume and cover letter**  
**Due: October 31, 2002 at the beginning of class**

## **Phase II: Analysis and Presentation Development**

**October 31, 2002: (5:00PM - 6:15PM)** PowerPoint Tutorial

[PowerPoint Tutorial](#)

[Drawing Tutorial in PowerPoint 2000](#)

**November 7, 2002: (5:00PM - 6:15PM)** Excel Tutorial

[Excel Tutorial](#)

- **Homework Assignments: "Show me the Money" Excel Project and "What is the Digital Divide and how does it affect me?" Powerpoint Presentation**  
**Due: November 14, 2002 at the beginning of class**

## **Phase III: Web Development and Publishing**

**November 14, 2002: (5:00PM -6:15PM)** Front Page and Dreamweaver

**November 21, 2002: (5:00PM - 6:15PM)** Front Page and Dreamweaver

**November 28, 2002: (5:00PM - 6:15PM)** Student Led Class

**December 5, 2002: (5:00PM - 6:15PM)** Last Class: PowerPoint Presentations and Pizza

[Presentation Requirements For Last Class](#)

- **Final Project: Personal website with resume, cover letter, powerpoint, etc. posted on the MCC website**