

## **COMA 270 Adult Learning and Introduction to Communication Technology**

Term 1, Weeks 1- 5 (Winter 2008)

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### *Course Description*

As an introductory course for adult learners to the field of communication studies, though this course only gives a brief overview. This course gives the student a “heads up” concerning the field of communication in general and also provides the student an orientation to the degree completion program. An introduction to electronic media will be provided as part of the learning experience. Students will be given learning assessment tools, reading assignments, and opportunities to respond to the course material in writing. Lab sessions using communication production software will also be conducted.

### *Course Objectives*

The following objectives are provided to give focus to the work to be completed during this one-week course. Feel free to refine or expand upon any of the objectives that would facilitate your personal growth or learning experience. Please discuss any specific goals you have for this course with the professor.

1. The student will become familiar with his/her own style of learning through self-assessment.
2. The student will develop specific strategies to help enhance their study and overall learning experience.
3. The student will gain a general knowledge of the field of communication and its practical workings within society and culture.
4. The student will gain an understanding concerning the media that allows him/her to self-assess their personal and family media use.

5. The student will be introduced to and gain familiarity with various software tools used in the communication field including video editing, photographic editing, and Web page construction.
6. The student will become familiar with the hardware tools of communication including the computer workstation, video camera, and microphones.

*Course Materials*

Simon, L. (2006). *New beginnings: A reference guide for adult learners. 3rd ed.* Upper Saddle River, NJ: Prentice Hall.

\_\_\_\_\_. (2007). *The Videomaker guide to digital video production, 4th ed..* (from the editors of *Videomaker Magazine*). New York: Focal Press

Hester, N. (2007). *Creating a web site in Dreamweaver CS3: Visual Quickproject Guide.* Berkley, CA: Peachpit Press.

Weinmann, E. & Lourekas, P. (2007). *Photoshop CS3 for Windows & Macintosh (Visual Quickstart Guide).* Berkley, CA: Peachpit Press.

*You will need a CD-R for burning your final project.*

*Grading*

Your grade in this course will be determined by the following point distribution:

Attendance and participation	15 (includes lab experiences)
Writing assignment	10
Media use survey response	10
Digital Photo project	20
Test over New Beginnings book	15
Time management assignment	10
Video review paper	5
Angel quizzes	<u>15</u>
Total	100

*Course Assignments and Deadlines*

**Assignment Week 1 - To be completed prior to and submitted on the first night of class:**

Make sure to have read chapters 1 through 4 in the New Beginnings book. Also, complete the media use survey and bring the results to class. Instructions: Print the survey, and then give your responses in writing on the survey sheet. If this looks easy, begin reading ahead for future weeks. Any questions? Email Dr. Pace.

**Assignment Week 2 – To be completed prior to and submitted on the second night of class:**

Have read New Beginnings chapters 5 – 8. Keep reading ahead for future weeks if you find time.

Finish time management assignment – turn in during class.

Your writing assignment will be given in class.

Be prepared to take a short test over the New Beginnings book during class time.

**Assignment Week 3 – To be completed prior to and submitted on the third night of class:**

Have read chapters 1 – 5, 9, 11, 12, 14, 16, 17, 18, 19, 20, 21, 24, 30, 31, 35, 40, 45, 47, 48, 50, 60, 67, & 68 in Videomaker book. (Don't panic – these are short chapters.)

Take the quiz online using Angel over reading material before class time (Videomaker book).

Upload your writing assignment in to Turnitin.com (assigned during week 2)

Video review assignment will be given in class which is due next week.

**Assignment Week 4 – To be completed prior to and submitted on the fourth night of class:**

Bring finished Video Review assignment to class.

Have read chapters 1 – 8 in Photoshop text. This can be difficult without the program in front of you. If you do not have Photoshop on your computer, can download it for a 30 day trial from [www.Adobe.com](http://www.Adobe.com). You may also come to campus and use one our machines.

Take the quiz online using Angel over reading material before class time. (Photoshop book)

Pick out 5 of your own photos (paper or on disc) needing changes and bring to class.

**Assignment Week 5 – To be completed prior to and submitted on the fifth night of class:**

Have read chapters 1 – 8 in Dreamweaver text.

Take the quiz online using Angel over reading material before class time. (Dreamweaver book)

Have digital photo project ready to turn in on CD-R and to show in class. This is a PowerPoint presentation you will demonstrate in class that shows your before and after pictures.

*Schedule for the Class*

Class begins at 6:00 PM. Please be prompt with all materials. Be prepared to introduce yourself to your classmates. After a time of sharing, we will begin to work on learning assessment. We will discuss ways of learning through the first half of the evening. My intention is to take a break twice during the evening. Please try to use break time for bathroom, drinks, etc. rather than leaving class. However, if you are truly in need, I'll understand. Each class is four hours. We usually take two breaks during the evening. Please be prepared to read, write, and respond during class time as we go along.

### *Laptops, cell phones, and other electronics*

Students should silence or shut off cell phones during class. Cell phone calls or texting should be made only during breaks. **Laptops in class may be used provided the student does not do homework, games, web surfing, emailing, or other unauthorized activities during class-time.** Any other electronics such as PDAs, Blackberries, Gameboys, etc. should not be used during class. Failure to follow these directions will negatively affect the student's participation grade.

### *Absences*

Keep in mind that 5-week courses only allow one absence. I do not recommend being absent as **each night represents 5 traditional hours** of class time. That makes missing one night of DCP the same as missing 5 times in a traditional college program. Also, work missed during class may not be made up unless the absence is recognized as excused. Excused absences are given only for significant health issues or family emergencies. Absences due to work-related issues or social/non-medical reasons may not be excused. Planned absences should be discussed with the professor in advance to get permission to turn in work before the deadline. If your employer requires you to be absent, do your work in advance to avoid loss of points.

### *Reading*

Part of being in an accelerated program toward graduation is that the student has the responsibility to learn on his or her own. The limited amount of instruction time puts the burden on the student to keep up with reading and written assignments. **Assignments will not be accepted late.** It will be assumed that the student has read the assigned material before coming to class. Failing to do so may affect class participation grades.

### *Equipment Use*

Students may be required to complete assignments that need special electronic equipment or computers to be successful. This may require coming to campus to use the equipment. Students may use equipment from the TV Studio for these class projects as needed. However, video equipment is only to be used for academic purposes and not for personal use. Computer labs are available for those students who need them.

### *Online Interaction*

Some components of the course require the use of a computer to connect to Angel or Turnitin.com. These online resources are used to give quizzes and turn in assignments. Dr. Pace also has a Web site used to distribute electronic handouts and provide other information. Any student needing online connectivity should use the school computer labs. Failure of personal computers or loss of online connection from your home is not considered an excuse for late work. If you are having computer trouble at home, come in and do your work in our labs. Pre-quizzes assigned cannot be taken over if forgotten. **Any computer trouble should be reported to the professor in time to take the quiz online before the deadline.**

## MASS MEDIA USE SURVEY

*Respond to each question by circling the answer that is the best match based on your media use.*

1. How many televisions do you have in your household? 0 1 2 3 4+
2. How many hours of TV do you view on average on a workday (M-F)? 0 1 2 3 4+
3. How many hours of TV do you view on average on Saturdays or Sundays? 0 1 2 3 4+
4. How many hours per week do you watch TV news programming? 0 1 2 3 4+
5. How often on average do you rent a videotape or DVD per week for home use? 0 1 2 3 4+
6. How many times on average per month do you attend a movie theater? 0 1 2 3 4+
7. How many videos or DVDs of films have you purchased in the last 3 months? 0 1 2 3 4+
8. Do you have a subscription to a daily newspaper? Yes No
9. How many times on average do you read a newspaper per week? 0 1 2 3 4+
10. How many magazines do you currently subscribe to in your household? 0 1 2 3 4+
11. How many radio receivers do you have for listening in the home? 0 1 2 3 4+
12. How many hours per workday do you listen to the radio (car included)? 0 1 2 3 4+
13. Do you listen to the radio while at work? Yes No
14. Do you listen to tapes or CD's while driving more often than listening to the radio? Yes No
15. How many times do you watch TV while eating a meal at home on an average day? 0 1 2 3+
16. How many hours do you spend surfing the Web per day (home & work)? 0 1 2 3 4+
17. Do you have a Web-enabled cell phone or handheld computer device? Yes No
18. How many books have you read for pleasure in the last 3 months? 0 1 2 3 4+
19. If you could only have one mass medium for a year, which of the following would you choose?

TV with cable television subscription  
Radio (XM satellite included)  
Daily newspaper  
Computer w/Internet access (56K phone modem)  
Subscriptions to 10 magazines  
Library card  
Movie theater  
Web-enabled cell phone or PDA

***BRING COMPLETED SURVEY TO CLASS ON FIRST NIGHT.***