

UNIVERSITY OF DAYTON

Health and Sport Science (HSS)

Course Number: HSS226F12

Course Title: Professional Computer Applications in Health and Sport Science

Windows OS Notebook Only Course

Professor Who Regularly Teaches the Course: Marvin Ganote EE, MBA Adjunct Faculty

Dates Offered: Fall: August 23 through December 6 and Finals Week 2012

Academic Credit: 3 semester hours

Attendance: MUST attend 85% of the scheduled classes to get full credit. See the Attendance Policy.

Office Hours: Professor Ganote is available by e-mail mganote1@notes.udayton.edu

The Honor Pledge: The course expects you to conduct yourself at the highest Standard of Excellence. By taking this course you must certify in the first class that you understand and sign an agreement to uphold [The Honor Pledge](#).

Academic Excellence: The course is designed to help you achieve the highest level of Academic Excellence.

Prerequisites: Basic PC compatible computer skills, Windows notebook, Windows course specific software, and a Gmail account.

Notebook / Software Requirements: The course is for a notebook using Microsoft Windows XP, Vista or 7 with [course specific PC software](#). (Apple notebook computer with Boot Camp may be used with Windows operating system at student risk and responsibility and [course specific PC software](#).)

Course Focus: The course focuses on “**What to Do**” with **Microsoft Office® 2010** to produce **Professional Quality products**. It teaches simple but key **Techniques** with the **Structured Approach** to easily produce **Professional Results**.

Course Approach: The course uses inquiry-learning activities and interactions as a means to develop computer proficiency for research, information-processing, problem-solving skills, and professional products. Students will be involved in the construction of knowledge through student-directed active involvement in action research projects from the beginning to the presentation of results in a professional manner. In the two action research projects, a team of students draws collective learning from a collective experience.

Course Objectives:

To learn to apply the methods while coming to understand their content and relevance.

To utilize technology to assist in formulating scholarly questions that are relevant to your professional goals and to employ multiple technologies to gather and analyze data and information to systematically answer the question and to share the results with others in presentational format with Professional Quality products.

To develop and appreciate the value of a professional mindset and a professional structure and approach.

To empower the student with the skills that will be required to use technology effectively both during and after your academic career at the University of Dayton.

**Catalogue
Description:**

The course focuses upon developing the professional use of notebook computers for all Health and Sport Science programs. Emphasis is

placed on demonstrated professional proficiency in using MS Office and related software for Health and Sport Science courses. Microsoft Windows compatible notebooks will be used. MacBook users must install and use Microsoft Windows and software.

**Provisions for
Students with Special
Needs:**

To request academic accommodations due to a disability, please contact the Office for Students with Disabilities, 002 Albert Emanuel Hall, (937) 229-3684. If you have a self-identification form from the Office of Students with Disabilities indicating that you have a disability, which requires accommodation, please present it to ME so we can discuss the accommodations you might need in this course.

Your learning in this course is important to me. I invite you to talk with me about ways to ensure your full participation in the course. If you feel you need an accommodation based on the impact of a disability, please contact me privately to discuss your Self-Identification Form as provided by the LTC's Office of Student Learning Services (SLS). It is important that you be registered with SLS and notify me of your eligibility for reasonable accommodations in a timely manner, and, when appropriate, that we make special arrangements in case of an emergency building evacuation. For more information about disability services at the University of Dayton, please contact SLS at 937-229-2066 or 9370229-2059 TTY, by email at disabilityservices@udayton.edu or stop by SLS in the LTC, room 023.

Student Responsibility

It is the responsibility of each student to read and understand this syllabus. Course information in support of this syllabus is found on the Isidore course page. If you do not understand any aspect of this class at any time during the semester, it is your responsibility to seek clarification from the instructors. All questions should be submitted via Business Casual e-mail to Professor Ganote.

Each student is responsible for their own conduct in this class and it is expected that each student will exercise ethical behavior and academic honesty, will not plagiarize the work of others, and will strive for academic excellence. A part of this class is student-inquiry and student directed.

**LTC Support for
Your Learning in This
Course**

The LTC's Office of Student Learning Services (SLS) is a learning resource for all students at the University of Dayton. SLS offers a wide variety of services to assist you in achieving academic success at the University, including study skills classes and workshops, tutoring and consultations, disability screenings, and a web site with many resources (<http://learningservices.udayton.edu>). Please contact SLS at 937-229-2066 (937-229-2059 TTY) or visit the office on the

ground floor of Roesch Library (LTC 023) if you would like to talk about how you could become a more effective learner.

**The Write Place
Writing Support for
This Course**

The Write Place offers peer-to-peer writing support on any writing assignment and at any stage of the writing process. You can drop in to the Write Place without making an appointment. The Write Place is located on the 2nd floor of Roesch Library. Contact the Write Place Coordinator at 937-229-2068 if you have any questions. You can also visit the Office of Writing, Research, and New Media's website at <http://learningservices.udayton.edu/writeplace/> for more information.

**Academic Excellence
Defined:**

Academic excellence is a continual campus-wide process in which students; faculty and staff are fully engaged as a community of learners fostered by academically challenging programs, intellectual and scholarly investigations and culturally and spiritually enriching experiences. A deepened commitment and improved engagement will allow our learners to enhance their personal, intellectual and spiritual growth and will give them a desire and appreciation for life-long learning (FDC – Learning and Teaching for Academic Excellence).

**The University of
Dayton Academic
Honor Code: A
Commitment to
Academic Integrity**

You will be required to read, understand and agree to **The Honor Pledge** on your first day in class through the Isidore Honor Pledge Commitment tab. This course will be strictly governed by [The Academic Honor Code](#). You will be expected to keep it in it's entirety, [The Academic Honor Code](#) as summarized by the Honor Pledge. You will be expected to do your own work on any graded item, tests, and projects. *Any* violations are serious matters and will be treated as such.

The Honor Pledge:

I understand that as a student of the University of Dayton, I am a member of our academic and social community. I recognize the importance of my education and the value of experiencing life in such an integrated community. I believe that the value of my education and degree is critically dependent upon the academic integrity of the university community, and so in order to maintain our academic integrity, I pledge to:

- Complete all assignments and examinations by the guidelines given to me by my instructors;
- Avoid plagiarism and any other form of misrepresenting someone else's work as my own;
- Adhere to the Standards of Conduct as outlined in the Academic Honor Code.

In doing this, I hold myself and my community to a higher standard of excellence, and set an example for my peers to follow.

Course Objectives: **The learner will individually and/or collectively:**

- Knowledge:**
- The student will know how to formulate and do scholarly research based upon validated question sets that are relevant to the student's professional goals.
 - The student will employ multiple technologies to systematically gather and analyze data and information to answer the question and share the results with others in presentation format with Professional Quality products
 - The student will understand how to use Microsoft Office 2010 and supporting software as tools to gather, analysis, report, and present professional products of research and career interests.
 - The student will know how to engage in self-directed acquisition of the knowledge needed in order to execute very specific technical functions.
 - The student will understand and employ a professional attitude and mindset.

- Skills:**
- The student will gain the technological skills required to formulate a scholarly question that is based in the current literature and that is relevant to the student's professional goals.
 - The student will gain the understandings and skills to use multiple technologies to systematically gather and analyze data and information to answer the question and share the results with others in presentation format.
 - The student will demonstrate mindset of professionalism in all work.
 - The student will be able to engage in self-directed acquisition of the documentation needed in order to execute very specific technical functions.

Key Research Focus Skills: **Use The Web, OhioLink, and Roesch Library Techniques to research professional journals (printed and online) and other resources to select validated question sets and find information to support the Display and Final Projects.**

1. Use the Web, OhioLink, and Roesch Library as main research tools to find professional journals and Validated Question Sets that relate to the Final Research and Presentation Project.
2. Use the Web, OhioLink, and Roesch Library as main research tools to find professional information for the Display Project.

Key Word Focus Skills: **Use Microsoft Word Key 2010 Techniques and Structures to produce professional content and looking work by knowing how and demonstrating:**

1. Text boxes (and thus AutoShapes) work and being able to use them properly.
2. Tables work and being able to use them properly.

3. Styles work for Word and PowerPoint products.
4. Prepare professional reports and papers in content and appearance.

Key Excel

Focus Skills:

Use **Microsoft Excel Key 2010 Techniques and Structures** to produce structured professional content and looking work by knowing how and demonstrating:

1. Layout structured workbooks to Course Standards with course techniques and be able to use them properly.
2. Convert textbook formulas for use with Excel and be able to use them properly with general data.
3. Use Excel Functions and Data Analysis Tools properly using course structured workbook approach and techniques,
4. Get CORRECT ANSWERS using the course structured workbook approach and techniques and be able to use and assess them properly.
5. Do professional and accurate reports, charts and products and be able to prepare and present them properly.

Key

PowerPoint

Focus Skills:

Use **Microsoft PowerPoint 2010, with Word 2010, Excel 2010, IrfanView, Key Techniques and Structures** to professional content and looking presentations by knowing how and demonstrating:

1. Prepare clear, quality, and cohesive PowerPoint text content using Word and be able to transfer it to PowerPoint using Word Styles technique.
2. Use Excel to prepare Charts and other Excel products for PowerPoint presentations using course techniques.
3. Use PowerPoint capabilities to enhance to text content in a professional manner with a proper professional look and individualized appearance and give professional presentations.

Key Survey

Focus Skills

Use **Microsoft Word 2010, SharePoint Designer or Expression Web, Excel 2010, and other technology programs Key Techniques and Structures** to develop and upload professional content and looking web pages and to conduct and collect research web-based surveys by knowing how and demonstrating:

1. Prepare clear, quality, and cohesive web pages content using Expression Web to create, update, and post student web pages to UD host servers.
2. Use Word and Gmail Apps Form to prepare web-based online surveys to collect data for scholarly research and link to the above.
3. Use Gmail Spreadsheet to transfer data to Excel to analyze and

produce reports and charts for scholarly research reporting.

4. Learn other web survey and data collect approaches.

**Key
Graphics
Focus Skills**

Use Microsoft Word 2010, Excel 2010, and IrfanView Key Techniques and Structures to develop and use professional pictures and graphics.

- 1. Use IrfanView to scan and use digital cameras to create a professional picture of student for use in the professional projects.**
- 2. Use IrfanView to modify and correct digital images.**
- 3. Develop skills in the advanced graphics capabilities of Excel 2010 and apply them to the other Office 2010 suites.**

**Attitudes and
Values:**

- The University of Dayton’s mission statement articulates that the fundamental purpose of the institution includes more than just acquisition of discipline-specific knowledge and skills. The University of Dayton is a comprehensive Catholic university, and a diverse community committed, in the Marianist tradition, to educating the whole person and to linking learning and scholarship with leadership and service (*Focusing the Vision for 2010*).
- The mission of the School of Education and Allied Professions is grounded in the university’s mission. The mission of the SOEAP is to educate distinctive graduates who will effectively and efficiently utilize the highest quality of learning and scholarship and engage all students in building strong learning communities and in developing collaborative, caring partnerships.
- The conceptual framework of the School of Education and Allied Professions (SOEAP) at the University of Dayton identifies four unit outcomes. Every student is expected to: a) embrace diversity for the promotion of social justice, b) develop as a scholarly practitioner, c) engage in building community, and d) engage in critical reflection. These four outcomes are grounded on the University’s Marianist heritage and on the professional standards associated with the programs within the four departments that comprise the SOEAP.

Grading Policy

The course will be worth a total of 1000 points:

5 for Honor Pledge

10 for Personal Computer Experience Web Instructor Survey (IE)

15 for Pretest (Word 2010; Excel 2010; PowerPoint 2010)

40 for Original Course Standard Quality Digital Photo of self

NOTE:

This is a tailored course. The point distribution is subject to change during the course.

130 for Class Work, Quizzes, and Turn-in Assignments (Word 2010; Excel 2010; PowerPoint 2010; IrfanView)

100 for in-class Word Test* (Word 2010)

115 for the Research, Poster and Brochure Display Project (Roesch

*** The value of the graded score you make on the Word Test and Excel Test will be penalized by the number and value of unaccepted Turn-ins on the dates of the Tests. The final acceptance date for course credit of unaccepted Turn-ins is stated in Isidore / Grading Opportunities / Turn-in Assignments.**

Library, OhioLink, Word 2010; IrfanView; Internet Explorer; OneNote 2010 optional)

135 for in-class Excel Test* (Excel 2010)

450 for the Final Project Research, Report and Presentation which is the Final Examination (Roesch Library, OhioLink, Word 2010; Excel 2010; PowerPoint 2010; SharePoint Designer or Expression Web; Gmail Apps Form; IrfanView; Internet Explorer; OneNote 2010 optional)

Class Calendar / Schedule:

Course Schedule and Full Course Content as shown on the Isidore Link through Porches.

Attendance Policy:

Students are expected to attend and participate in class discussions and activities. Students MUST attend 85% of the scheduled classes to get full course credit. Attendance will be taken. Students who are miss classes and/or course activities are responsible for making arrangements with the professor to make up their work.

Class Policies:

Exams/Quizzes must be taken on the scheduled dates. Assignments must be turned in on the assigned dates. 10 points will be deducted from assignments for each day they are late. Exams will not be accepted late unless written approval has been gained from the course instructor prior to the scheduled exam time by e-mail.

Each student MUST have access to his or her UD e-mail account and Porches account to receive class notices from the instructor. Each student MUST have access to his or her UD e-mail account and Porches account to receive class notices from the instructor. Only Gmail accounts will be used in this class with Mozilla Thunderbird as your email program.

Students must bring their notebook computers with the battery charged sufficiently to last the class period. Power outlets are not available.

Respect shall be mutually shared and demonstrated between the instructors and students in all interactions.

Intellectual Property Statement

The materials shared with you during this course are authored by and owned by the instructor, the department, the school and/or the book publisher. **Copyright laws must be respected in using these materials.** For example, unless authorized to do so, do not share course materials with anyone outside the course.

Academic Dishonesty Policy:

Academic integrity is a requirement for passing this course. Plagiarism, whether from print or electronic sources, and other forms of dishonest work are serious violation of University regulations. (See [University Bulletin](#)).

Recommended Text and Supplementary Resources:

Supplement sources on the Isidore Page, Atomic Learning, Microsoft on-line, and Office Helps, and printed HSS226 library reserves for this class.

Isidore Page

All course information comes from this source and the classes.

All Course Details and Specific Helps are on the Isidore Course tabs accessed through the student Porches account.

Optional Paper Textbook

Microsoft Office 2010 Inside Out, Microsoft Press (April 18, 2010);

ISBN-10: 0735626898

ISBN-13: 978-0735626898

This is a fair textbook, if a paper book source is desired.

Supplemental Training Sources

Supplemental course training materials are available at <http://training.udayton.edu/>. The Udit Training Department located in RL24 in the Ryan C Harris Learning Teaching Center.

Date of Syllabus:

April 25, 2012