



COMMON COURSE OUTLINE: Course discipline/number/title: BTEC 2890: Using a Personal Digital Assistant (PDA)

A. CATALOG DESCRIPTION

1. Credits: 1
2. Hours/Week: 0
3. Prerequisites (Course discipline/number): None
4. Co-requisites (Course discipline/number): None
5. MnTC Goals (if any): NA

This course will explain the new technology (handhelds) of personal Data Assistants (PDAs). Different types of PSAs and uses of PSAs will be explained and demonstrated. Attachments and software for PDAs will be covered. Explanation will be given on how to use a PSA for different activities. Students will demonstrate their ability to use a PDA.

B. DATE LAST REVISED (Month, year): November, 2002

C. OUTLINE OF MAJOR CONTENT AREAS:

1. Explanation of what is a PDA
2. Explanation of the different types of PDAs
 - a) Handspring, Sony, IPAQ, Palm others
3. Explanation of general use of PDAs
 - a) Calendaring/time management, note taking, address book, to-do list, use of different software programs, email access, Web browsing, research, ebooks, camera, and other uses
4. Explanation and demonstration of some hardware and software available for PDAs
 - a) A detachable keyboard, connecting with PCs, different programs
5. Benefits of using PDAs
6. Demonstrations of how to use the PDA for different activities.

D. LEARNING OUTCOMES (GENERAL): The student will be able to:

1. Explain what is a PDA.
2. Demonstrate how to use the main general functions of the PDA.
3. Compare and contrast the different types of PDAs.
4. Describe what attachments are available for the PDA.
5. Demonstrate how to use the PDA as a database for information.
6. Demonstrate how to upload and download information to a computer.
7. Show how to access e-mail and complete Web researches
8. Demonstrate how to install software and attach different hardware.
9. Show how to send be a PDA assignments to instructors.
10. Demonstrate how to use a scanner with the PDA.
11. Show how to use Microsoft Word and voice recognition with a PDA.
12. Show how to view, edit, annotate, and present PowerPoint presentation from a PDA.
13. List the advantages of using PDAs for different activities.

E. LEARNING OUTCOMES (MNTC): NA

F. METHODS FOR EVALUATION OF STUDENT LEARNING:

Complete various projects to demonstrate that they understand and can use the PDA for a variety of tasks:

1. Writing assignments
2. Research assignments
3. Demonstrations by the students
4. Written tests to explain the different types of PDAs and their attachments
5. Final project to demonstrate how to use the PDA for different activities

G. SPECIAL INFORMATION (if any):

Before the course is over, the students will need to purchase a PDA for completing the assignments and for the final project.