

ANNOUNCEMENTS

7 April 2015

1. **Content Liaison:** I want to thank Ms. Lindsey Squibb for setting up a Dropbox and helping provide all digital content for the class.
2. **MOODLE:** Aside from the Dropbox managed by Ms. Squibb, I will be attempting to put content up on the learning management system MOODLE as well. You should not ever fear that content of the Dropbox is not replicated/identical to the content of MOODLE. Dropbox likely evolved because MOODLE is not ubiquitously or assiduously used.
3. **PPTX File Format of Slides in Selected Lectures.** Slides that are distributed in the original PowerPoint XML format (and not PDF format) for SOME lectures are given this way for the simple reason that some slides may contain animations (GIF, perhaps other media format) that can only be viewed within PowerPoint (or compatible reader). Thus when opening these files, view slides in **presentation mode** and **not the editing mode** of the PowerPoint application.
4. **Post-Lecture Editing of Slides.** The slides in the Dropbox/MOODLE may differ from those shown in lecture: the instructor reserves the right to correct misspellings and grammar errors, as well as to change outright errors of fact. Some of these are caught during lecture.
5. **Course Syllabus:** The course syllabus has been offered officially on the LCCW web site but did not include updated information on office hours and locations. It now does. No modification of the text related with course goals/objectives or specific content has been done.
6. **Office Hours & Location:** Wednesdays 12-1 pm in Room 147 (Room where adjunct faculty share space)
7. **Official Email Address:** shalloran@lifewest.edu
8. **Required (Assessed / Tested) Learning (“Required Text”).** The syllabus explains that content upon which you will be tested comes from “class notes.” This will include slides and perhaps handouts (see handouts below). I have mentioned this already concerning the content of slides, but if you see a purple- or magenta-colored text generally, or the background of the slide is yellow and not navy blue, this slide is not one you need to commit to memory. You will not be asked to memorize tables of numbers. .
9. **Handouts.** “Handout(s)” will be digital (PDFs) and distributed through MOODLE and the Dropbox. A slide will be titled “Handout” and the title of the handout(s) will be on the slide for that lecture, indicating that you can find the handout in Dropbox or MOODLE. Handouts are supplemental information that could be assessed (asked as questions on examinations). Handouts can also serve the purpose of expounding on a topic inadequately addressed in lecture or needing to be re-phrased from words used in lecture that did not fully achieve the goal of learning.

10. **Quiz #1:** Please note that the 1st quiz is Wed 15 April and will cover the first 4 hours of the course, which I hope are the subjects covered in Lectures 1-4.