

**ITC100-05, Computers and Their Uses
Tentative Master Course Schedule Spring 2009***

*If there are unforeseen technical difficulties or extenuating circumstances during the semester, this Course Schedule will be adjusted to reflect such issues. Adjustments to this Course Schedule will be submitted to the student in writing or by the established communication tools, i.e. email, posted on course website, etc. by the instructor.

<p>WEEK 1 Jan 19 Holiday Mon. Jan 19</p>	<ul style="list-style-type: none"> • Course Orientation • Course Syllabus • Orientation to CaseGrader • Purchasing of textbooks and CaseGrader Keycode
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Week No	Computer Concepts (Parsons/Oja text) Weekly Content & Assignments	MS Office 2007 (Hunt text) Weekly Content & Assignments <small>NOTE: The purpose of the "Concepts Review" Assignments at the end of each chapter is to help prepare you for the exams.</small>	Instructor- Generated Learning Activities To Submit	Lab Assignments to Submit or CaseGrader Projects to Submit
WEEK 2 Jan 26	<p><i>Visual Tour: Windows Vista & Office 2007</i></p> <ul style="list-style-type: none"> • Read pages 261-269 <p><i>Computer & Internet Basics</i></p> <ul style="list-style-type: none"> • Read Unit A, pages 1-20 	<p><i>Important Guidelines</i></p> <ul style="list-style-type: none"> • Read pages xviii-xxiii <i>Windows Vista</i> • Read Unit A, pages 1-19 • Complete Concepts Review, p. 20-21 <p><i>File Management</i></p> <p>NOTE: You need a USB Flash Drive to practice the skill sets in this Unit</p> <ul style="list-style-type: none"> • Read Unit B, pages 25-43 and follow steps as introduced in Unit. <p>Complete Concepts Review, p. 44-45</p>	Hands on Word activity (1)	
WEEK 3 Feb 2	<p><i>Computer Hardware</i></p> <ul style="list-style-type: none"> • Read Unit B, pages 25-46 	<p>Getting Started with MS Office 2007</p> <ul style="list-style-type: none"> • Read Unit C, pages 49-65 & do steps introduced within the Unit. • Complete Concepts Review, p. 66-67 • Complete & Submit—Independent Challenge 3, page 72 <p>Introduction to MS Word <i>Creating a Document</i></p> <ul style="list-style-type: none"> • Read Unit D, pages 75-93 & Do Steps introduced within the Unit. • Complete Concepts Review, p. 94-95 • Complete & Submit—Independent Challenge 3, page 99 	Internet research activity (2)	<p>Submit the following lab assignments:</p> <ul style="list-style-type: none"> • Lab No. 1 - Independent Challenge 3, p. 72 (Unit C) Filename: Thank You Letter.docx • Lab No. 2 - Independent Challenge 3, p. 99 (Unit D) Filename: Job Description.docx <p>CaseGrader: Practice Case to submit to CaseGrader Select one from:</p> <p>#1 Word Case 1: Workshop Descriptions OR #2 Word Case 2: DTS Candidates FAQ</p>

<p>WEEK 4 Feb 9</p>	<p>No Assigned Readings</p>	<p><i>Enhancing a Document</i></p> <ul style="list-style-type: none"> • Read Unit E, pages 101-117 & Do Steps. • Complete & Submit—the Steps on pages 101-117 • Complete Concepts Review, p. 118-119 	<p>Quiz Units A and B from Computer Concepts (Parsons text) (3)</p>	<p>Submit the following lab assignments:</p> <ul style="list-style-type: none"> • Lab No. 3 – Steps Unit E, pp. 101-117 Filename: Clubhouse Kit Info Sheet.docx <p>CaseGrader: Practice Case to submit to CaseGrader Select one from:</p> <p>#3 Word Case 3: Fine Fare Brochure OR #4 Word Case 4: Camp Handbook</p>
<p>WEEK 5 Feb 16 Holiday Mon., Feb. 16</p>	<p><i>Computer Software</i></p> <ul style="list-style-type: none"> • Read Unit C, pages 51-74 	<p><i>Adding Special Elements to a Document</i></p> <ul style="list-style-type: none"> • Read Unit F, pages 125-141 & Do Steps. • Complete & Submit—the Steps on pages 125-141 • Complete Concepts Review, p. 142 	<p>Internet Activity with Flickr (4)</p>	<p>Submit the following lab assignments:</p> <ul style="list-style-type: none"> • Lab No. 4 – Steps Unit F, pp. 125-141 Filename: The Hammer Newsletter.docx <p>Submit CaseGrader Project 1 to CaseGrader</p> <ul style="list-style-type: none"> • CaseGrader Project No. 1 #5 Word Case 5: Grand Mesa Resort. Submit via CaseGrader.
<p>WEEK 6 Feb 23</p>	<p><i>Digital Electronics and File Management</i></p> <ul style="list-style-type: none"> • Read Unit D, pages 81-105 	<p>Introduction to MS Excel <i>Creating and Enhancing a Worksheet</i></p> <ul style="list-style-type: none"> • Read Unit G, pages 151-169 & Do Steps. • Complete & Submit—the Steps on pages 151-169 • Complete Concepts Review, p. 170-171 <p><i>Complex Formulas, Functions, Tables</i></p> <ul style="list-style-type: none"> • Read Unit H, pages 179-195 & Do Steps. • Complete & Submit—the Steps on pages 179-195 • Complete Concepts Review, p. 196-197 	<p>Hands on Excel Activity (5)</p>	<p>Submit the following lab assignments:</p> <ul style="list-style-type: none"> • Lab No. 5 – Steps Unit G, pp. 151-169 Filename: Outdoor Designs Product Order.xlsx • Lab No. 6 – Steps Unit H, pp. 179-195 Filename: Western Region YTD Sales.xlsx
<p>WEEK 7 March 2</p>	<p>No New Assigned Readings. Review for the Midterm</p>	<p><i>Working with Charts</i></p> <ul style="list-style-type: none"> • Read Unit I, pages 203-219 & Do Steps • Complete & Submit—the Steps, pages 203-219 • Complete Concepts Review, p. 220-221 		<p>Submit the following lab assignments:</p> <ul style="list-style-type: none"> • Lab No. 7 – Steps Unit I, pp. 203-219 Filename: Clubhouse Kit Sales by Region.xlsx

<p>WEEK 8 March 9</p> <p>Midterm Exam</p>	<ul style="list-style-type: none"> Review for Midterm Exam Midterm Exam Content: <ul style="list-style-type: none"> Computer Concepts, Seventh Edition textbook, Parsons & Oja. UNITS: A, B, C, D MS Office 2007 Midterm Exam to be administered during this week Complete CaseGrader Project No. 2 - Spreadsheets 			<p>Submit the following:</p> <p>Midterm Exam</p> <p>Submit CaseGrader Project 2 to CaseGrader</p> <ul style="list-style-type: none"> CaseGrader Project No. 2 #12 Excel Case 4: Produce Comparison. Submit via CaseGrader.
<p>WEEK 9 March 16 Spring Break Mon., March 16 thru Friday March 20</p> <p style="text-align: center;">Spring Break Monday, March 16 through Friday, March 20</p>				
<p>WEEK 10 March 23</p>	<p><i>Networks and the Internet</i></p> <ul style="list-style-type: none"> Read Unit E, pages 113-138 	<p>Introduction to MS Access <i>Creating a Database</i></p> <ul style="list-style-type: none"> Read Unit J, pages 227-243 & Do Steps. Complete & Submit—the Steps, pages 227-243 Complete Concepts Review, p. 244-245 	<p>Hands on assignment Upload a video to a Blackboard and include comments (6)</p>	<p>Submit the following lab assignments:</p> <ul style="list-style-type: none"> Lab No. 8 – Steps Unit J, pp. 227-243 Filename: Outdoor Designs.accdb
<p>WEEK 11 March 30</p>	<p><i>Data Security</i></p> <ul style="list-style-type: none"> Read Unit F, pages 145-164 	<p><i>Working with Data</i></p> <ul style="list-style-type: none"> Read Unit K, pages 251-267 & Do Steps. Complete & Submit—the Steps, pages 251-267 Complete and submit the Visual Workshop on pp 276 Complete Concepts Review, p. 268-269 	<p>Hands on assignment Participate in a class blog on Blackboard (7)</p>	<p>Submit the following lab assignments:</p> <ul style="list-style-type: none"> Lab No. 9 – Steps Unit K, pp. 251-267 Filename: Outdoor Designs 2.accdb Lab No. 9A (Instructor Lab) Unit K Visual Workshop, pp.276 Filename: Executive Charity Run.accdb
<p>WEEK 12 April 6</p>	<p><i>Read & Review Buyer's Guide Worksheets for Purchasing a PC</i> pages 257-260</p>	<p><i>Creating Database Reports</i></p> <ul style="list-style-type: none"> Read Unit L, pages 277-291 & Do Steps. Complete & Submit—the Steps, pages 277-291 Complete Concepts Review, p. 292-293 	<p>Quiz Units E and F from Computer Concepts (Parsons text) (8)</p>	<p>Submit the following lab assignments:</p> <ul style="list-style-type: none"> Lab No. 10 – Steps Unit L, pp. 277-291 Filename: Outdoor Designs 3.accdb
<p>WEEK 13 April 13</p>	<p><i>The Web and E-commerce</i></p> <ul style="list-style-type: none"> Read Unit G, pages 171-190 	<p>Introduction to MS PowerPoint <i>Creating a Presentation</i></p> <ul style="list-style-type: none"> Read Unit M, pages 299-315 & Do Steps. Complete & Submit—the Steps, pages 299-315 Complete Concepts Review, p. 316-317 	<p>Hands on PowerPoint Activity (9)</p>	<p>Submit the following lab assignments:</p> <ul style="list-style-type: none"> Lab No. 11 – Steps Unit M, pp. 299-315 Filename: Reinforced Product Branding.pptx <p>Submit Access Project #3 to Instructor</p> <ul style="list-style-type: none"> Project No. 3 Database. Distributed by instructor. See instructor for submission details.

<p>WEEK 14 April 20 Holiday Mon. April 20</p>	<p><i>Digital Media</i></p> <ul style="list-style-type: none"> Read Unit H, pages 197-222 	<p><i>Polishing and Running a Presentation</i></p> <ul style="list-style-type: none"> Read Unit N, pages 323-339 & Do Steps. Complete & Submit—the Steps, pages 323-339 Complete Concepts Review, p. 340-341 	<p>Hands on PowerPoint Activity (10)</p> <p>Your PowerPoint Presentations are due and need to be uploaded to Blackboard (11)</p>	<p>Submit the following lab assignments:</p> <ul style="list-style-type: none"> Lab No. 12 – Steps Unit N, pp. 323-339 Filename: Bird House.pptx
<p>WEEK 15 April 27</p> <p>CLASSES END Friday, May 1</p>	<p><i>Computer Industry & Careers</i></p> <ul style="list-style-type: none"> Read Unit I, pages 229-250 	<p>No Assigned Readings/Labs from this textbook.</p>	<p>Present your PowerPoint presentation to the class</p>	<p>Submit the following lab assignments:</p> <p>Submit CaseGrader Project 4 to CaseGrader</p> <ul style="list-style-type: none"> CaseGrader Project No. 4 #8 PowerPoint Case 3: Fine Fare Classes. Submit via CaseGrader.
<ul style="list-style-type: none"> Completion of all above course requirements and lab assignments. Class presentations Review for Final Exam content Final Exam Content: <ul style="list-style-type: none"> Computer Concepts, Seventh Edition textbook, Parsons & Oja. UNITS: E, F, G, H, I MS Office 2007 textbook, Hunt. UNITS: G, H, I, J, K, L, M, N. 				
<p>WEEK 16 May 4 Reading Day Mon., May 4</p> <p>Final Exam Week</p>	<ul style="list-style-type: none"> Final Exam Week runs from Tuesday, May 5, through Tuesday, May 12 Final Exam will be administered during the scheduled Final Exam day and time as posted on the SSC website. See link: http://www.salemstate.edu/registrar/finals.php Final Exam Make-up Day is Wednesday, May 13. 			