

SYLLABUS

Spring 2009

ITC100 Computers and Their Uses

3.0 credits DII

Prerequisites: High school algebra I and II.

NOTE: Successful completion of this course satisfies the Computer Literacy core requirement.

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Hours: TWR 12:20-1:20pm
TWR 3:20—4:00pm

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Section	Time	Room	Final Exam
05	MWF, 1:30 – 2:20	MH 206/MH210 lab	Tuesday, May 5, 2:00 – 4:00
You are required to take the final exam and it needs to be taken with your class section as noted above			

Catalog description:

This course provides an overview of the capabilities, uses and limitations of computers. The major types of software packages are discussed: operating systems, word processors, database systems, spreadsheets and communications packages. Applications of computers in areas such as business, education, graphic arts, medicine and engineering are surveyed. The major focus of the course is to present these topics in the context of the impact of computers on functions such as decision-making, information storage, research and personal productivity. The general discussion is reinforced by skills-oriented lectures, demonstrations and assignments using specific software packages. Three lecture hours per week plus laboratory work outside of class. This course satisfies the Computer Literacy core requirement. Prerequisites: High school algebra I and II.

Course Goals:

Students will:

- CG01 Provide an overview of the capabilities, uses and limitations of computers.
- CG02 Demonstrate basic proficiency in personal productivity software packages such as operating systems, word processors, database systems, spreadsheets and communications packages.
- CG03 Explain the impact (benefits and limitations) of computer technology and information systems on modern society.
- CG04 Explain the structure and function of the Internet.
- CG05 Demonstrate the availability of resources on the World Wide Web.
- CG06 Perform basic computer file operations such as file location, creation, deletion, replication and backup, using operating system file management systems.
- CG07 Use email and other tools, such as distance learning, to communicate with class members and instructor.

Course Objectives:

Upon completion of this course students will be able to:

- CO1 Describe basic computer categories, components and concepts (sizes, central processing unit, memory, input/output, and data storage).
- CO2 Describe types of computer software (operating systems, utilities, programming languages and, applications) their uses and evolution.

- CO3 Understand the impact (benefits and limitations) of computer technology and information systems on modern society.
- CO4 Identify data security risks and computer viruses.
- CO5 Explain general data communications concepts and the basic principles of connectivity.
- CO6 Describe the structure and functioning of the Internet.
- CO7 Locate online resources on the World Wide Web.
- CO8 Locate and run a variety of software applications on a personal computer.
- CO9 Perform basic computer file operations such as file location, creation, deletion, replication and backup, using operating system file management systems.
- CO10 Demonstrate basic proficiency in personal productivity software packages such as word processor and spreadsheet.
- CO11 Use email and other tools, such as distance learning, to communicate with class members and instructor.

Course Topics:

The department-standard list of topics and a general course bibliography can be found on the Computer Science Department website at <http://cs.salemstate.edu/ITC100.html>

Literacy Component Topic List:

- Introduction to computers
- Internet and the Web
- Email basics
- Computer hardware
- Software capabilities
- Digital technology and media
- Networks and the Internet
- Societal impact of computers
- Computer industry and IT careers
- Selecting a computer system

Skills Component Topic List:

- Operating systems file management
- Word processing
- Spreadsheets
- Presentation graphics
- Database
- Web pages
- Web Search Techniques

Texts:

Required:

- (1) **Computer Concepts, Illustrated Series, Seventh Edition, Introductory.** Parsons and Oja. Course Technology Cengage Learning, Boston, MA 02210, 2009. ISBN-10: 1-4239-9933-9.
- (2) **Microsoft Office 2007, Illustrated Series, Brief.** Hunt and Waxer. Course Technology Cengage Learning, Boston, MA, 02210, 2008. ISBN-10: 1-4239-0516-4. You will also need to purchase the CaseGrader student key code in order to access the online project and assessment tool, CaseGrader (See software section below)

Software:

- (1) Microsoft Office 2007, Professional version.

NOTES: (a) Office 2007 Professional software contains the database application, Access, which is included in the skill component of this course. If you have Office 2007 Home and Student software version, this does not include the Access application (See: <http://office.microsoft.com/en-us/FX102855261033.aspx>). However, all CSC and IT computer labs on campus have Microsoft Office 2007 Professional installed on the workstations. You are responsible for completing all lab assignments using the appropriate software applications. (2) The College and your instructor will NOT ASSUME any responsibility for issues/problems related to the installation of any course required software on your computer.

- (2) CASEGRADER: AUTOGRADING TECHNOLOGY FOR MICROSOFT OFFICE 2007*, 1st Edition. Thad Crews. Course Technology Cengage Learning, 2008. ISBN-10: 1423998561. Keycode Required

NOTE: Access to this software is through the student keycode that can be purchased from the college bookstore.

*CaseGrader: Microsoft Office 2007 with Autograding Technology is an online application that is designed to provide instant feedback on hands-on lab assignments completed using the real Office 2007 applications.

- (3) Computer Concepts Companion CD. This CD is packaged inside the Computer Concepts textbook and may be used for additional learning activities provided by your instructor.

Hardware:

The hands-on lab assignments for this course are designed to be completed using a Windows-based PC with MS Office 2007 Professional software installed. The minimum specifications for PCs are listed on the college's website. See: http://www.salemstate.edu/laptop/laptop_pc.php.

NOTE: If you have a MAC computer, consult your instructor for options. All CSC and IT labs on campus have MS Office 2007 Professional installed on the workstations.

Additional Resources:

- (1) **Email:** You are required to have a **SALEM STATE COLLEGE** email account. You may apply for this account through SSC's website: <http://www.salemstate.edu/usersupport/US-email.php>.
- (2) **Course Management Tool:** The college online course management tool available for this course is Blackboard (My Web Courses) which can be accessed through the student campus portal, NAVIGATOR, using this link: <https://navigator.salemstate.edu:8052/psp/pa88prd/?cmd=logout> or you can go directly to the URL: <http://www.salemstate.edu/mywebcourses/>. The instructor will provide you with additional information if using BlackBoard.

Class Attendance:

Attendance is **HIGHLY RECOMMENDED**. Your instructor may not always take attendance and it is not used directly in the determination of the final grade but it is one of the most important factors influencing a student's successful performance in the course. You are responsible for keeping abreast of all reading assignments and practice exercises, lecture material, lab assignments and text exercises whether or not you are present in class. Note that assignments are due whether you are present or not. If you must be absent, contact your instructor before the class to make arrangements to have any assignments delivered on time.

Final Grade:

Grading components for determining the final grade for the course are listed in the table below. Attendance is not used to calculate the final grade. However, you are at all times responsible for assignments and materials presented in class even if you are not in attendance. Refer to the Class Attendance section for the complete attendance policy for this course.

Midterm Examination Exam Content: <ul style="list-style-type: none"> • Computer Concepts, Seventh Edition textbook, Parsons & Oja. UNITS: A, B, C, D • MS Office 2007 textbook, Hunt. UNITS: A, B, C, D, E, F. 	10%
Final Examination 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. 	15%
MS Office 2007 Hands-On Textbook Assignments (12 Required Lab Assignments, plus 1 additional lab given by instructor). <ul style="list-style-type: none"> • Each lab assignment is worth a total of 8 points. 	25%
CaseGrader: MS Office 2007 Assessment Projects (4 Required Projects) <ul style="list-style-type: none"> • Word Processing, Spreadsheet, Presentation Graphics project completed via CaseGrader. • Database project completely outside of CaseGrader; distributed by instructor. • Each project is worth a total of 100 points. 	30%
Instructor-generated Classroom/Homework Learning Activities (see attached Course Schedule). (PowerPoint presentation 10%, Internet/Hands on Activities 10%)	20%
Final Grade	100%

The numeric final grade will be converted to a letter grade based on the following grading system adopted by the college. This letter grade will be submitted as the official grade for the course.

Final Average	Letter Grade
93-100	A
90-92	A-
87-89	B+
83-86	B
80-82	B-
77-79	C+
73-76	C
70-72	C-
67-69	D+
63-66	D
60-62	D-
0-59	F

Lab Assignments: (25% of Final Grade)

There are 12 textbook hands-on lab assignments that must be submitted during the semester (see attached Course Schedule). Each one of these lab assignments is worth **8 points**, which equals **96 points**. The lab assignments will cover the skill sets introduced in the textbook, Microsoft Office 2007. Your instructor will provide you with an additional lab assignment that will be worth 4 points, thus totally 100 points. Upon completion and evaluation of all these lab assignments, the total points for lab assignments will be calculated to determine the 25% grading component for the final grade for the course (see above Final Grade component table).

MS Office 2007 CaseGrader Assessment Projects: (30% of Final Grade)

After the completion of each MS Office application (Word, Excel, Access, PowerPoint) lab assignment, you will receive information and directions for completing a hands-on application assessment project using CaseGrader. This information will be distributed by your instructor via the established course communications, i.e. email, online course website, hard copy handout, etc. Project #1 will cover word processing, Project #2 covers spreadsheets, Project #3 covers database concepts and Project #4 covers presentation graphics. The word processing, spreadsheet, and presentation graphics projects are to be done independently and will be accessed and submitted online via CaseGrader. The database project will be also be completed independently and submitted to the instructor according to the directions distributed by the instructor. Each skill set in the project will have a pre-determined point value that totals 100 points for each project. The total points for each project will be averaged, and this grade will be 20% of the final grade for the course.

Submission Deadlines/Late Penalties:

All assignments and exams are due by the designated due date otherwise full credit will not be given. The due date for each assignment, project, or exam will be specified when assigned.

Exams: (The Midterm Exam is 10% of the final grade and the Final Exam is 15% of the Final Grade)

Two **exams** are scheduled during the semester. The first exam will be scheduled at the midterm point of the semester and the second exam will be given during the established final exam schedule for your course section. (See: <http://www.salemstate.edu/registrar/finals.php>)

The tentative timeframe for the exams are:

- (1) Midterm Exam: Week of **March 9** through **March 13**
- (2) Final Exam: Scheduled during Final Exam week **May 5** through **May 12**.

NOTE: As published in the college academic calendar, the final exam makeup date is Wednesday, May 13.

All students must take both exams. The exams are a combination of multiple choice, true/false, and possibly other question formats, i.e. matching. These examinations cover the assigned readings in the textbooks (see attached Course Schedule), and general concepts about the software applications that are covered prior to the exam. Each exam will be composed of 50 questions with approximately 40 questions covering computer concepts and 10 questions covering software applications.

The Midterm is worth 10% of the final grade and the Final Exam is worth 15% of the final grade for the course. **EXAMS ARE NOT SCALED—YOU WILL RECEIVE THE GRADE YOU EARN ON THE INDIVIDUAL EXAM.**

Missed Exams:

If you miss an exam, you will not receive any credit and a grade of 0 will be assigned. In the case of a medical emergency, appropriate medical documentation signed by a physician will be required in order to take a makeup exam.

Classroom Learning Activities/Homework Assignments: (20% of Final Grade)

Instructor-generated learning activities will be determined by the instructor. These learning activities may be completed in the classroom or for homework. Instructor will provide specific instructions for these activities as they become due. See the attached Course Schedule

Academic Information and Links:

- (1) Academic Calendar 2008-2009: <http://www.salemstate.edu/calendar/academic/>
- (2) Spring 2009 Final Exam Schedule: <http://www.salemstate.edu/registrar/finals.php>
- (3) Deadline for withdrawal from course, Friday, April 17, 2009:
<http://www.salemstate.edu/calendar/academic/index.php?month=11&year=2009>

To officially withdraw from a course, you MUST fill out the appropriate withdrawal form and file it with the Registrar by Friday, April 17, 2009. If you officially drop this class on or before April 17, you will receive a "W" indicating withdrawal on their transcript. Unofficial withdrawal (not attending, without filing an official drop form with the Registrar's office by the withdrawal deadline) will result in a grade of "F".

Tentative Master Course Schedule Spring 2009

The course schedule is attached

"Salem State College is committed to providing equal access to the educational experience for all students in compliance with Section 504 of The Rehabilitation Act and The Americans with Disabilities Act and to providing all reasonable academic accommodations, aids and adjustments. Any student who has a documented disability requiring an accommodation, aid or adjustment should speak with the instructor immediately. Students with Disabilities who have not previously done so should provide documentation to and schedule an appointment with the Office for Students with Disabilities and obtain appropriate services."

Note: This syllabus represents the intended structure of the course for the semester. If changes are necessary, students will be notified in writing and instructed in class.