ITC100-S3 Computers and Their Uses

Fall 2010 Course Schedule*

* This schedule is an overview of the course content for the semester. The instructor *reserves the right to adjust* the course schedule as needed to reflect any extenuating circumstances, events, or campus situations. Students will be notified of any changes to the schedule via the established course communication tools, i.e. Moodle, email, course website, etc.

Week	Course Content
Week 1 – September 2 – 3	**Welcome to the ITC100-S3 Course** Overview of Course Syllabus & Schedule Overview Technical preparation and required materials for course
Week 2 - Wednesday September 7 **Add Drop Period Ends W, Sept 8**	**Welcome to the ITC100-S3 Course** Overview of Course Syllabus & Schedule Overview Technical preparation and required materials for course **Complete online Student Pre-Computer Literacy Survey in class:** **http://www.surveymonkey.com/s/2ZWBKV6** **Software Applications from Microsoft Office Textbook** Read & complete tasks at a PC for Units B and C as specified below: **Unit B** Understanding File Management • Read pages 25-43 **Unit C,** Getting Started with Microsoft Office 2007 • Overview, class discussion and hands on activity • For additional information, review pp. 49-65 **Software Applications from Microsoft Office Textbook (Excel)** Read & complete tasks at a PC for Unit G as specified below: **Unit G Creating and Enhancing a Worksheet** • Submit the completed Unit G Steps (pages 151-169) **Instructor Enrichment Assignment – File Management** • Create and submit this file management assignment per the separate instructions provided **Software Applications from SAM** Create a SAM account Complete the practice Excel Unit G training assignment that is set up in SAM Complete the practice Excel Unit G Exam that is set up in SAM
Week 3 – Wednesday September 15	**Software Applications from Microsoft Office Textbook (Excel Section)** Read & complete tasks at a PC for Unit H as specified below: **Unit H Using Complex Formulas, Functions, & Tables**

	• Submit the completed Unit H Steps (pages 179-195)
	Excel Instructor Enrichment Assignment Car-B-Clean (Submit)
	• Please complete the Unit H assignment in your textbook <u>before</u> doing this assignment
	• Please complete and submit this assignment per the separate instructions provided
	Software Applications from SAM to Submit
	Illustrated Excel Unit A: Independent Challenge 1
	Submit this to SAM
	Illustrated Excel Unit B: Independent Challenge 1
	Submit this to SAM
	Optional Software Applications from SAM for Practice
	For additional practice using Excel, you can complete the Excel Unit H Training and the Excel Unit H Exam scheduled for this week.
	These will not be factored into your grade.
	Computer Literacy Concepts
	Computer Concepts Brief Eighth Edition Text Read Unit A (Computer and Internet Basics) pages 1 – 17
	• Be prepared to discuss the material covered in this chapter in class
	Please complete any online Student Edition Labs or computer concepts activities as assigned by the instructor
	Web 2.0 Technologies & Enrichment Activities
	• Finding and Evaluating Information on the Internet
	• Please complete this assignment per the separate instructions provided
Week 4 Wednesday September 22	**Software Applications from Microsoft Office Textbook (Excel Section)** Read & complete tasks at a PC for Unit I as specified below:
	Unit I Working with Charts
	• Submit the completed Unit I Steps (pages 204-219)
	Excel Instructor Enrichment Assignments
	• J.B. Smyth Publishers
	Software Applications from SAM to be Submitted to SAM
	Illustrated Excel Unit D: Independent Challenge 1
	Submit this to SAM
	SAM 2007 Capstone Project Assessment B Spreadsheets (Excel)
	There is an Excel Capstone Assessment Project due this week (5% of your grade)
	Complete and submit the following assessment project to SAM:
	• Excel Small World Microloans

	Optional Software Applications from SAM for Practice
	For additional practice using Excel, you can complete the Excel Unit I Training and the Excel Unit I Exam scheduled for this week.
	These will not be factored into your grad
Week 5 Wednesday September 29	**Software Applications from Microsoft Office Textbook (Access Section)** Read & complete tasks at a PC for Unit J as specified below:
	Unit J Creating a Database • Submit the completed Unit J Steps (pages 227-243)
	Access Instructor Enrichment Assignment – Petals Data Base • Please complete and submit this assignment per the separate instructions provided
	Software Applications from SAM to be Submitted to SAM
	Illustrated Access Unit A: Independent Challenge 3
	Submit this to SAM
	Optional Software Applications from SAM for Practice
	For additional practice using Access, you can complete the Access Unit J Training and the Access Unit J Exam scheduled for this week.
	These will not be factored into your grade.
	Computer Literacy Concepts
	Computer Concepts Brief Eighth Edition Text Read Unit B (Computer Hardware) pages 25 - 43 • Be prepared to discuss the material covered in this chapter in class
	Please complete any online Student Edition Labs or computer concepts activities as assigned by the instructor
Week 6 Wednesday October 6	**Software Applications from Microsoft Office Textbook (Access Section)** There are two assignments from your textbook for this week. Read & complete tasks at a PC for Unit K as specified below:
	Unit K Working with Data • Submit the completed Unit K Steps (pages 252-267) • Submit the Unit K Visual Workshop (Page Access 276) in your textbook
	Software Applications from SAM to be Submitted to SAM
	Illustrated Access Unit B: Independent Challenge 2
	Submit this to SAM
	Optional Software Applications from SAM for Practice
	For additional practice using Access, you can complete the Access Unit K Training and the Access Unit K Exam scheduled for this week.
	These will not be factored into your grade.
	Web 2.0 Technologies & Enrichment Activities • Creating a Google Account and Using Google Docs • Please complete and submit this assignment per the separate instructions

	provided **Computer Literacy Concepts** **Computer Concepts Brief Eighth Edition Text** Read Unit C (Computer Software) pages 51 - 73 • Be prepared to discuss the material covered in this chapter in class complete any online Student Edition Labs or computer concepts activities assigned
Week 7 Wednesday October 13 **Columbus Day Holiday M, Oct 11**	**Software Applications from Microsoft Office Textbook (Access Section)** Read & complete tasks at a PC for Unit L as specified below: **Unit L Working with Data** • Submit the completed Unit L Steps (pages 277 to 291) **Software Applications from SAM to Submit** **Illustrated Access Unit C: Independent Challenge 1** Submit this to SAM **Optional Software Applications from SAM for Practice** *For additional practice using Access, you can complete the Access Unit L Training and the Access Unit L Exam scheduled for this week.* *These will not be factored into your grade.* **Web 2.0 Technologies & Enrichment Activities** • Student Response Systems such as Clickers • Please submit this assignment per the separate handout
Week 8 Wednesday October 20 **Midterm Week**	**The Midterm Exam is this Week** • The midterm exam will be held on Wednesday of this week • The midterm will cover Units A, B, and C in your Computer Concepts book **Software Applications from Microsoft Office Textbook** There are no new assignments from your Microsoft Office 2007 textbook **Software Applications from SAM to be Submitted** **SAM 2007 Capstone Project Assessment D Access** **There is an Access Capstone Assessment Project due this week (5% of your grade)** **Complete and submit the following assessment project to SAM:** • Potter Gray Elementary
Week 9 Wednesday October 27	**Software Applications from Microsoft Office Textbook (Word Section)** Read & complete tasks at a PC for Word Unit D as specified below: **Unit D,** Creating a Document • Submit the completed Unit D Steps (pages 75 – 93) **Software Applications in Word from SAM to Submit** **Illustrated Word Unit A: Independent Challenge 1** Submit this to SAM

	Optional Software Applications from SAM for Practice
	For additional practice using Word, you can complete the Word Unit D Training and the Word Unit D Exam scheduled for this week.
	These will not be factored into your grade.
	(Buyers Guide 2010)
	Preview Buyer's Guide 2010 handout (This is framework for learning computer concepts)
	Web 2.0 Technologies & Enrichment Activities
	• Google Sites
	• Please complete and submit this assignment per the separate instructions provided
Week 10 Wednesday November 3	**Software Applications from Microsoft Office Textbook (Word Section)** Read & complete tasks at a PC for Unit E as specified below:
	Unit E Enhancing a Document
	• Submit the completed Unit E Steps, pp. 101-117
	Software Applications in Word from SAM to Submit
	Illustrated Word Unit B: Independent Challenge 1
	Submit this to SAM
	Optional Software Applications from SAM for Practice
	For additional practice using Word, you can complete the Word Unit E Training and the Word Unit E Exam scheduled for this week.
	These will not be factored into your grade.
	Web 2.0 Technologies & Enrichment Activities
	• RSS Feeds
	• Please complete and submit this assignment per the separate instructions provided
	Computer Concepts Brief Eighth Edition Text Read Unit D (Digital Electronics and File Management) pages 82 - 105
	• Be prepared to discuss the material covered in this chapter in class
	Please complete any online Student Edition Labs or computer concepts activities as assigned by the instructor
Week 11 Wednesday November 10 **Veteran's Day Holiday TH, Nov. 11**	**Software Applications from Microsoft Office Textbook (Word Section)** Read & complete tasks at a PC for Unit F as specified below:
	Unit F Adding Special Elements to a Document
	• Submit the completed Unit F Steps, pp 125 - 141
	Software Applications in Word from SAM to Submit
	Illustrated Word Unit C: Independent Challenge 1
	Submit this to SAM
	Software Applications from SAM to be Submitted
	SAM 2007 Capstone Project Assessment A Word
	There is a Word Capstone Assessment Project due this week (5% of your

	grade)
	Complete and submit the following SAM assessment project to SAM:
	• Word Small World Microloans
	Optional Software Applications from SAM for Practice
	For additional practice using Word, you can complete the Word Unit F Training and the Word Unit F Exam scheduled for this week.
	These will not be factored into your grade.
Week 12 Wednesday November 17 **Last Day to Withdraw from Course, F, Nov. 19**	**LAST DAY TO WITHDRAW FROM COURSE, Friday, November 19** **Software Applications from Microsoft Office Textbook (PowerPoint Section)** Read & complete tasks at a PC for Unit M as specified below: **Unit M Creating a Presentation** • Submit the completed Unit M Steps (pages 299-315) **PowerPoint Instructor Enrichment Assignment 1 (Submit)** • Please complete and submit this assignment per the separate instructions provided **PowerPoint Instructor Enrichment Assignment 2 (Submit)** • Please complete and submit this assignment per the separate instructions provided **Optional Software Applications from SAM for Practice** *For additional practice using PowerPoint, you can complete the PowerPoint Unit M Training and the PowerPoint Unit M Exam scheduled for this week.* *These will not be factored into your grade.* **Web 2.0 Technologies & Enrichment Activities** • Flickr • Please complete and submit this assignment per the separate instructions provided **Computer Literacy Concepts (Networks)** **Student Edition Labs** Login into CoursePort to complete the following Student Edition Labs 4.0: *Networking Basics:* *Wireless Networking* *Connecting to the Internet* **Web 2.0 Technologies & Enrichment Activities** None assigned for this week
Week 13 Wednesday November 24 **Classes M & T Advising/Reading Day W, Nov. 24**	

Thanksgiving Recess, Nov. 24 - 26	
Week 14 Wednesday December 1 **Classes M & T Advising/Reading Day W, Nov. 24** **Thanksgiving Recess, Nov. 24 - 26**	**Software Applications from Customized Textbook (PowerPoint Section)** Read & complete tasks at a PC for Unit N as specified below: **Unit N Polishing and Running a Presentation** • Submit the completed Unit N Steps (pages 323-339) **Software Applications in PowerPoint from SAM to Submit** **Illustrated PowerPoint Unit A: Independent Challenge 1** Submit this to SAM **Software Applications in PowerPoint from SAM to Submit** **Illustrated PowerPoint Unit B: Independent Challenge 1** Submit this to SAM **Optional Software Applications from SAM for Practice** *For additional practice using PowerPoint, you can complete the PowerPoint Unit N Training and the PowerPoint Unit N Exam scheduled for this week.* *These will not be factored into your grade.* **Web 2.0 Technologies & Enrichment Activities** • Exploring various technologies for use in creating presentation • Please complete and submit this assignment per the separate instructions provided • Explore Second Life • Please complete and submit this assignment per the separate instructions provided **Computer Literacy Concepts (Data Security)** **Student Edition Labs** Login into CoursePort to complete the following Student Edition Labs 4.0: *Keeping Your Computer Virus Free:* *Protecting Your Privacy Online* *Backing Up Your Computer*
Week 14 Friday December 3	**PowerPoint Presentation** • Needs to be submitted to WebCT this week and ready for presentation • Please see separate instructions provided **PowerPoint Instructor Enrichment Assignment (Submit)** • Please complete and submit this assignment per the separate instructions provided **Complete online Student Post-Computer Literacy Survey by scheduled final exam day for course section.** **Computer Literacy Concepts**

	Student Edition Labs **Web 2.0 Technologies & Enrichment Activities** • Explore Second Life • Please complete and submit this assignment per the separate instructions provided
Week 15 Wednesday December 6 **Classes End on Friday, December 10**	**Complete online Student Post-Computer Literacy Survey by Wednesday, December 21, at 11:30 PM. Link below:** **http://www.surveymonkey.com/s/25DRY9C** **Software Applications from SAM to be Submitted** **SAM 2007 Capstone Project Assessment PowerPoint** **There is a PowerPoint Capstone Assessment Project due this week (5% of your grade)** **Complete and submit the following SAM assessment project to SAM:** • PowerPoint Small World Microloans
Week 16 Wednesday December 15 **Reading Day M, Dec. 13** **Final Exam Period:** **T, Dec. 14 – T, Dec 21** **Makeup Day: W, Dec. 22**	**Final Exam Week** **The Final Exam for this class is on Wednesday, December 15, from 7:00 p.m. to 9:00 p.m**