

SYLLABUS

Fall 2010

ITC100 Computers and Their Uses

3.0 credits DII

Sections(s): S3

Prerequisites: High school algebra I and II.

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

Instructor: Beifang Yi Office: MH 208D Phone: (978) 542-7426
 Email: byi@salemstate.edu Hours: TR(10-12:15), W (1:00-4:30) Website: http://cs.salemstate.edu/~b_yi/

Section	Time	Location	Final Exam
S3	7:00pm-9.20pm	MH206 MH210	7:00pm-9:00pm, December 15, 2010, Wednesday

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.

NOTE: New College Policy, Effective Fall 2010

Competency Requirements

Beginning during the fall 2010 semester, the Registrar’s Office will begin placing registration holds on students who have completed more than 30 credits at Salem State and who have not satisfied one of their Level I Competency-based skills requirements. Students will not be able to continue until they have satisfied any missing competency requirements. See link below for description of Level 1 Competency-based Computer Literacy Skills Requirement: http://www.salemstate.edu/registrar/Competency_Handout.pdf

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 Identify and explain the basic computer categories and technical specifications of computer components in order to understand and facilitate the purchase of a PC.
- CO2 Perform basic computer file operations such as file location, creation, deletion, replication and backup, using operating system file management systems.
- CO3 Explain the basic functions of a PC – input, output, storage, and processing.
- CO4 Explain the difference between system and application software.
- CO5 Use word processing software to produce documents with enhanced formatting features.
- CO6 Use spreadsheet software to analyze and present interactive data through spreadsheet views and charts.
- CO7 Use database software to create tables, forms, queries, and reports.
- CO8 Use presentation graphics software to create a digital presentation.
- CO9 Explain how to use the Web as a tool for gathering, organizing, and documenting information.
- CO10 Explain and define networking basics.
- CO11 Use computer security practices to protect online privacy and to protect personal PC.

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>

Computer Literacy Component Topic List:

- Computer Basics
 - How Computers Work
 - Categorizing Computers
 - Personal Computers
 - Mobile Computing
- Internet Basics
 - What is the Internet?
 - Using the Internet and the Web
 - Navigating the Web
- Computer Hardware
 - Functions of a PC
 - Data Storage
 - Peripheral Devices
 - Expanding a PC
 - Purchasing a PC
- Computer Software
 - Operating Systems
 - Application Software
 - Utility Software

- Licenses and Copyrights
- Installing and Uninstalling Software
- Digital Electronics
 - Data Representation
 - Processors
 - Computer Memory
- File Management
 - Computer Files
 - Working with Files & Folders
 - Basic File Management Practices
- Networking
 - Basic Networking
 - Wireless Networking
 - Connecting to the Internet
- Computer Security
 - Maintaining the PC
 - Protecting Online Privacy
 - Backing Up the PC
- Web 2.0 Concepts
 - Social and Technological Developments

Skills Component Topic List:

- File Management
 - Saving and Opening Files
 - Using a Graphical User Interface (Windows or MAC) to Manage Files/Folders
 - Deleting and Restoring Files
 - Creating and Naming Files/Folders
 - Copying and Moving Files/Folders
 - Changing Folder Options and Properties
 - Compressing and Uncompressing Files
- Word processing
 - Creating a Document
 - Enhancing the Appearance of a Document
 - Incorporating Graphics and Adding Special Elements to a Document
- Spreadsheets
 - Creating and Enhancing a Worksheet
 - Creating Simple Formulas
 - Creating Complex Formulas
 - Using Basic Statistical Functions
 - Using Date/Time Functions
 - Applying Conditional Formatting
 - Filtering Spreadsheets
 - Creating Charts for Presenting and Summarizing Data
- Presentation Graphics
 - Creating Slides
 - Applying Templates
 - Creating SmartArt
 - Preparing Handouts
 - Adding Media: shapes, clipart, images, sound, video
 - Animating Slides
 - Creating Speaker Notes

- Database
 - Creating a Database Table
 - Modifying a Table
 - Creating a Database Form
 - Printing a Datasheet
 - Sorting & Filtering Records
 - Creating Database Queries
 - Table Relationships
 - Protecting a Database
 - Creating Database Reports
 - Applying Conditional Formatting
- Web 2.0 Applications (Selection of Web 2.0 Applications Instructor's Preference)
 - Publishing Online: Blogs, Wikis
 - Content Distribution: Web Feeds, Podcasts, Video Logs
 - Creating and Managing Tags: Bookmarking, Delicious
 - Social Networking: Facebook, LinkedIn, Twitter, Ning, Orkut
 - Media & Document Sharing: Cloud Computing, Google Docs, Flickr, Picasa, GarageBand, SlideShare, Microsoft Photosynth, Zoho, Scribd, Dropbox,

Required Texts & Course Materials:

1. **Microsoft Office 2007, Illustrated Series, Brief, Premium Video Edition.** Hunt and Waxer. Course Technology, Cengage Learning, Boston, MA, 02210, 2008. ISBN-13: 978-1-4390-3789-8. ISBN-10: 1-4390-3789-2.
2. **Computer Concepts, Illustrated Series, Brief, Eighth Edition.** Parsons and Oja. Course Technology, Cengage Learning, Boston, MA, 02210, 2011. ISBN-13: 978-0-538-74954-1. ISBN-10: 0-538-74954-7.
Online Companion for Concept Concepts textbook Student Edition Labs 4.0: <http://login.course.com>
3. ***SAM 2007 Assessment, Projects, and Training v6.0, 8th Edition.** Printed or instant Access Code.
Instant Access Code: ISBN-10: 0-8400-6773-9 **ISBN-13:** 978-0-8400-6773-9
Printed Access Code: ISBN-10: 0-8400-6774-7 **ISBN-13:** 978-0-8400-6774-6

NOTE: The above required texts are available for purchase through the following sources and can be purchased as a bundle of three items, or two items, or each item separately. IF SAM 2007 v6.0 is purchased with another textbook, the cost of SAM 2007 v6.0 is reduced.

In Person: Salem State Bookstorevarious options available!

Online Website: Cengage Brain

Bundle No. 1 (2 items) - Computer Concepts, Illustrated Series Brief, Eighth Edition **AND** SAM 2007 Assessment, Projects, and Training v6.0 Instant Access Code, 8th Edition \$72.49

<http://www.cengagebrain.com/shop/en/US/storefront/US?cmd=catProductDetail&ISBN=978-1-111-65730-7>

Bundle No. 2 (3 items) - Computer Concepts, Illustrated Series Brief, Eighth Edition **AND** SAM 2007 Assessment, Projects, and Training v6.0 Instant Access Code, 8th Edition **AND** Microsoft Office 2007, Illustrated Series Brief, Premium Video Edition \$129.49

<http://www.cengagebrain.com/shop/en/US/storefront/US?cmd=catProductDetail&ISBN=978-1-111-65729-1>

Software:

Windows-based Users: Microsoft Office 2007, Professional Version

The professional version includes the four major office suite software applications:

- Word (word processing)
- Excel (spreadsheet)
- PowerPoint (presentation graphics)
- Access (database)

MAC users: Microsoft Office 2008 (DOES NOT include Access)

- Word (word processing)
- Excel (spreadsheet)
- PowerPoint (presentation graphics)

PLEASE NOTE:

- If you do not have **Office 2007 Professional** or **Office 2008 MAC** installed on your personal laptop, you may bring your laptop to Information Technology Services, located at Central Campus, and they will install a copy of the appropriate software for your operating system.
- If you have Office 2007 Home/Student Edition installed in your laptop, this version **DOES NOT** include Access, database application software (See: <http://office.microsoft.com/en-us/FX102855261033.aspx>). If needed, Information Technology Services can install just **Access (database)**.
- For MAC users, you will be required to complete the required database (Access) labs, on a windows-based PC. The following campus open access computer labs have Access installed on the workstations:
 - MH202, 210 (for ITC/CSC students only)
 - MH201
 - CC129
 - SB111
 - HB118

Anti-Virus Software:

It is the student's responsibility to maintain a virus-free personal computer system. If you do not have anti-virus software installed on your personal PC or have not renewed your personal license, visit the Information Technology Services link below:

PC Users: <http://www.salemstate.edu/7500.php>

MAC Users: <http://www.salemstate.edu/6734.php>

Technical Preparation for Course:

- **Email:** You are required to have a **SALEM STATE COLLEGE** email account. You may apply for this account through SSC's website: <https://www.salemstate.edu/7017.php>
- **Purchase SAM 2007 v6.0 Access Code** <http://sam2007.course.com>
- **Setup Student User Account for Student Edition Labs 4.0** <http://login.course.com>
- **SSC Course Management Tools:** There are two course management tools available for course use:
 - a. Blackboard/WebCT
 - b. Moodle

Course Attendance Policy:

Class attendance 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.

Please Note: In the event of a college declared critical emergency, Salem State College reserves the right to alter this course plan. Students should refer to <http://www.salemstate.edu> for further information and updates. The course attendance policy stays in effect until there is a college declared critical emergency. In the event of an emergency, please refer to the alternative educational plans for this course posted in http://cs.salemstate.edu/~b_yi/2010Fall/ITC100/emergency/index.html. Students should review the plans and gather all required materials before an emergency is declared.

Final Grade Percentages:

The final grade for the course will be determined by the following graded components. Attendance is not used to calculate the final grade. However, you are at all times responsible for completing all course requirements, labs, and assignments as indicated on the course syllabus and course schedule. Refer to the **Course Attendance Policy** section of this syllabus for the instructor’s attendance policy.

1.	Assessments – Skill Projects (Hands-On Labs)		20%
	Assessment A - Word Processing SAM 2007 Word Capstone Project	5%	
	Assessment B - Spreadsheets SAM 2007 Excel Capstone Project	5%	
	Assessment C– Presentation Graphics SAM 2007 PowerPoint Project	5%	
	Assessment D – Database SAM 2007 Access Capstone Project	5%	
2.	Assessments – Computer Concepts (Online Electronic Exams)		30%
	Assessment E – Computer Concepts	15%	
	Assessment F – Final Assessment (administered during final exam period)	15%	
3.	Computer Lab Assignments:		30%
	○ Microsoft Office 2007, Illustrated Series Brief, Premium Video Edition Textbook Lab Assignments		
	○ SAM 2007 v6.0 Assigned Assessments, Projects, or Training Labs		
4.	Web 2.0 Technologies and Enrichment Activities		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

Measurement of Course Objectives Based on Required Assessments:

Course Objective	Assessments/Exams						Student Survey	
	A Word Skills Project	B Spreadsheet Skills Project	C Presentation Skills Project	D Database Skills Project	E Midterm Exam	F Final Exam	Pre Computer Literacy Survey	Post Computer Literacy Survey
CO1						X	X	X
CO2					X		X	X
CO3					X			
CO4					X			
CO5	X						X	X
CO6		X					X	X
CO7				X			X	X
CO8			X				X	X
CO9						X		
CO10						X		
CO11						X		

Detailed Information on Graded Course Requirements

Pre- and Post-Computer Literacy Assessments (not graded):

Prior to the start of the course content, you will be asked to complete a short survey through <http://www.surveymonkey.com>. The anonymous student survey should be completed by the end of the add/drop period, **Wednesday, September 8**. During the last week of classes, you will be asked to complete another short anonymous student survey through <http://www.surveymonkey.com>. The survey should be completed by the end of the final exam period, **Tuesday, December 21**. Additional details will be provided by instructor.

Computer Concepts Assessments: (30% of final grade)

Computer concepts assessments (Assessments E, F, G) are scheduled during the semester and are determined by the instructor.

Midterm Week: **Monday, October 18, through Friday, October 22**
 Final Exam Period: **Tuesday, December 14, through Tuesday, December 21**

NOTE: As published in the 2010-2011 academic calendar, the final exam makeup date is **Wednesday, December 22**

The computer concepts assessments may be in a variety of test question formats: multiple choice, true/false, matching, short answer, essay, or project based. Content and assessment dates are based on the course schedule as determined by the instructor. Assessment content may be taken from the online Student Edition Labs, Web 2.0 technologies, and/or the Computer Concepts and Microsoft Office 2007 textbooks. The total computer concepts assessments are worth **30%** of the final grade for the course. Assessments **ARE NOT SCALED**. All assessment scores will be calculated to determine 30% of the final grade for the course.

Microsoft Office 2007 Assessment Projects: (20% of final grade; each software assessment project worth 5%)

After completion of each Microsoft Office application unit (Word, Excel, PowerPoint, Access), you will receive information and directions for completing a hands-on application assessment project using SAM 2007 v6.0. This information will be distributed by the instructor via the established course communications, i.e. email, online course website, hard copy handout, etc.

- Assessment A covers word processing skill sets.
- Assessment B covers spreadsheet skill sets.
- Assessment C covers presentation graphics skill sets.
- Assessment D covers database skill sets.

The word processing, spreadsheet, presentation graphics projects, and database are to be done independently and will be accessed, submitted, and evaluated through SAM Projects. Each project assessment is worth 5% for a total of 20% of the Final Grade.

Microsoft Office 2007, Illustrated Series Brief, Premium Video Edition & SAM Lab Assignments: (30% of Final Grade)

Approximately 12 Microsoft Office 2007 labs will be assigned during the semester to reinforce the skill sets covered in the individual applications. In addition, SAM 2007 training and projects may also be assigned. A grading rubric will be provided by the instructor.

Web 2.0 Technologies & Enrichment Activities: (20% of Final Grade)

During the semester, there will be scheduled class activities and/or out of class learner activities. Online discussions, student informal conversational dialogues, synchronous live chat will be graded by a point system. Five points will be the maximum point value for the above-described online activities. The five points maybe broken down as follows: three points for the student posting or submitting the activity by the deadline, and an additional 2 points for interacting or replying to other student posts. Zero (0) points will be earned if the students does not participate in the activity at all. Accumulated points will be calculated as part of the Web 2.0 Technologies & Enrichment Activities indicated in the above section.

During the semester, several Web 2.0 activities will be planned. Refer to the Course Schedule provided by instructor. These technologies may include:

- Poll Everywhere
- Chrome Browser
- Mashups
- Cuil

- ChaCha
- Google Translate
- Twitter
- Google Apps
- Google Translate
- Media Converter
- Skype
- VoiceThread
- Prezi

Final Assessment Policy & Missed Assessments:

If the assessments, including the final assessment, are not taken, the student cannot makeup the exam unless there is documented evidence of the student's reason(s) for missing the exam. Because the online exams are available over a period of time, **technology failure** does not constitute a documented reason. If a makeup assessment is allowed, the makeup date will be negotiated with the instructor. If the student does not provide documentation or does not notify the instructor about missing an exam/assessment project, the grade for the assessment will be 0% (zero). If there are circumstances that prevent the student from taking the exam, the student must notify the instructor in person or by email at: byi@salemstate.edu.

Submission Deadlines/Late Penalties:

All lab assignments and online class activities are to be submitted on or before the published due date. Points will be deducted for the submission of late lab assignments. The number of points deducted will depend upon the submission date of the late assignment. Students will have one week past the due date to complete lab assignments, unless additional time is granted by the instructor.

Academic Information and Links:

1. Academic Calendar 2010-2011: http://www.salemstate.edu/registrar/Acad_Calendars-approved_1011.pdf
2. Fall 2010 Final Exam Schedule: Check Registrar's website: <http://www.salemstate.edu/registrar/3302.php>
3. Deadline for withdrawal from course **Friday, November 19, 2010.**

To officially withdraw from a course, you MUST fill out the appropriate withdrawal form and file it with the Registrar by Friday, November 19, 2010. If you officially drop this class on or before **November 19**, you will receive a "W" indicating withdrawal on your 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".

Academic Integrity Policy

The following link is SSC's Academic Integrity Policy:

[http://www.salemstate.edu/content_images/academic_integrity_regulations_2007\(1\).pdf](http://www.salemstate.edu/content_images/academic_integrity_regulations_2007(1).pdf)

"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 during the semester, students will be notified via the established course communication procedure.

Bibliography

Baldauf, Kenneth & Stair, Ralph. **Succeeding with Technology**, 3rd Edition. Course Technology, 2009.

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Evans, Alan, Martin, Kendall & Poatsy, Mary Anne. **Go! Technology in Action**, Sixth Edition, Prentice Hall, 2010.

Friedman, Thomas. **The World Is Flat**. Farrar, Straus & Giroux, April 2005.

Graves, Michael. **Computer Technology Encyclopedia**, 1st Edition. Course Technology, 2009.

Morley, Deborah. **Understanding Computers: Today and Tomorrow – Update 2009**, 12th Edition. Course Technology, 2010.

Oja, Dan & Parsons, June Jamrich. **Computer Concepts Illustrated Introductory** – 7th Edition. Course Technology, 2009.

Paparella, Maureen & Simko, Eugene S. **Current Topics in Technology**, 2nd Edition. Course Technology, 2009.

Parsons, June Jamrich & Oja, Dan. **New Perspectives on Computer Concepts 2010 Brief**, 12th Edition. Course Technology, 2010.

Shelly, Gary B. & Frydenberg, Mark. **Web 2.0 Concepts and Applications**, Course Technology, 2011.

Shelly, Gary B. & Vermaat, Misty E. **Discovering Computers 2010: Living in a Digital World, Complete, 1st Edition**. Course Technology, 2010.

Story, Laura & Walls, Dawna. **Microsoft Office 2007 Fundamentals, 1st Edition**. Course Technology, 2010.