COMP 411: Introduction to Computer Applications
Online – Fall 2015

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Note: Because this is an on-line only course, read the Read Me First document before you dig into the syllabus. It provides an overview of expected work and deadlines.

This course is an introduction to information technology in general and more specifically, microcomputer technology. This course explores how computers and their peripheral devices work and the capabilities of software to meet the needs of the user. Emphasis is placed on the use of computers to manage information for personal and professional uses as well as the impact of computer information technology on today's society. Software applications in word processing, spreadsheets and graphics are used during the semester. Lab assignments using software applications are a major portion of the course requirement.

No prior computer experience or course work is necessary for this course.

Course Materials: Available from the UNHM bookstore.

Text: **Computers are your Future, Complete Edition** Catherine LaBerta, Pearson, **ISBN Number = 13: 9780132544948**

Lab Materials: **Office 2013, Volume 1 by** MaryAnne Poatsy with Mulbery, Hogan, Rutledge, Krebs and Cameron. **ISBN Number = 13 978-0-13-314267-9**

Internet Access to Blackboard (http://blackboard.unh.edu)

Class Objectives:
This class combines general computer knowledge from the basics of a PC to business computing with needed knowledge to perform at a high level in a professional job.

There are three components – a lab component, computer concepts component and writing component. The **lab component** teaches you how to master software concepts and use the most-widely used productivity software in a professional manner to complete professional assignments. Each lab assignment has its own set of objectives. The second component expands a student's knowledge of **computer concepts** and makes that student able to successfully perform in a professional capacity. The third component exposes the student to various computer related topics and strengthen his/her writing skills through the reading and writing of a number of **article reviews**. Please see the document "Article Review Format" in the "Article Review" folder within the "Course Assignment" folder for detailed instructions.

- At the end of the semester, students will have gained an understanding of computer software, including the operating system and application software.
- At the end of the semester, students will have an understanding of computer hardware and the standards governing computer interoperability.
- At the end of the semester, students will have examined computer networks, including the Internet, personal area networks (PANs), peer to peer networks and client server networks.
- At the end of the semester, students will have a knowledge of the roles and responsibilities of both technical and non-technical staff in the work place.
- Using lab assignments, lab exercises, and demos, at the end of the semester, students will have learned how to learn to use software, including new versions as well as new software products.
- At the end of the semester, students will have demonstrated an aptitude for Word, Excel and PowerPoint by completing assigned lab assignments.

- At the end of the semester, students will have demonstrated an ability to write analytically, review technical material and present their conclusions.
- At the end of the semester, students will have an understanding of how computer systems are used in a professional environment and be prepared to use that knowledge in the work place.

Class Format:

As previously mentioned, there are three components, computer concepts, article reviews and lab. The course schedule, published at the end of this document, outlines specific assignments and their due date. It is your responsibility to know the course material **and** complete the reading and lab projects **on schedule.**

Utilizing Blackboard, the student will retrieve the specific assignment document, whether it is computer concepts or lab, complete the assignment and upload any required files to the assignment folder.

Computer Concepts:

Assigned readings are detailed in the syllabus. The instruction documents are located in the "Documents" folder. Using the **"Questions"** document, you will answer questions related to the week's reading assignment. Some assignments will also provide a link to the required viewing of an online video(s). These questions must be answered utilizing Microsoft Word then uploaded to the proper assignment folder for submission.

Exams:

Exams cover specific chapters in your textbook (and these are noted on the weekly assignments found in this syllabus). PowerPoint lecture notes are posted for the majority of the chapters. These are lecture notes detail important information in each chapter and can be used as **study guides** for each chapter. Because lecture notes are posted early, you have access to this material long before each exam. Please use this material to not only prepare for each class, but to also prepare for your exams.

In addition, each chapter has keywords at the end of the chapter as well as questions that you can use to help you study for your exam.

Exams are completed online from Blackboard. Each exam is timed and you will not be able to suspend and return to an exam. Insure that you have sufficient time to complete when you start. Any unanswered questions will be marked as wrong. Additionally, you will not be able to go back to prior questions once you have answered them, so any question that you skip will automatically be marked as wrong.

In order to improve communications, I e-mail students when the exam opens. **You should be checking your e-mail daily and you should be aware how to check your UNH e-mail or arrange to have that e-mail forwarded to your preferred e-mail address.**

Lab Assignments:

Information about labs is found in the Lab folder on Blackboard. Lab assignments are given each week and require an average of **four hours** each to complete. All assignments are due at the times specified on the assigned date column of the syllabus. Labs must be uploaded to Blackboard. **Watch your buckets and upload to the correct bucket as Blackboard offers no option to transfer work from one bucket to another.**

Every lab has a file from the last Hands On Exercises. You should do those exercises first as they will teach you everything you need to successfully complete all labs.

All lab assignments can be done on the computers at the University Center. The assignments must be completed using the software applications under study in the course. Different results due to the use of **software other than Office 2013** will not be acceptable and will result in a deduction from the lab grade.

Lab files are available on-line at **http://wps.prenhall.com/bp_exploring_office_2013_vol1/. Lab files are zipped and must be uncompressed before using them.** I have also made them available in "zipped format on Blackboard.

Lab Manuals and You:

Your lab manual is designed to teach you everything that you need in order to successfully complete the labs. For new material, the best methodology to follow is:

1. **Read** the chapter in the lab manual.
2. **Complete** the **Hands On Exercises**. These exercises provide step by step instructions on how to complete the assignments. **Note: You are given a file for Hands On [HO] Exercise I and at the end of that exercise, save the file which becomes the input to Hands On Exercise 2. These steps are repeated. The end result of this is that you must complete all the preceding Hands On Exercises. Ex. To complete Hands On exercise 4, you must complete HO 1, HO 2, and HO3 to have the file needed to start HO 4.**
3. Use the **Practice Exercises** at the back of each chapter to build your knowledge.
4. **NOTE:** Each lab assignment that you are asked to turn in will be easy to do if you complete the above steps. When the material is new to you, be sure to read and then practice. It takes time to learn and develop new skills – and working with software is no different. Allow plenty of time to learn what is needed to successfully complete each lab. **If you are unfamiliar with the software concept, it can take up to four hours to complete a lab.**

What do you gain by learning how to use the lab manual and work through the materials? Not only do you learn new skills, but you also learn how to learn new software. Throughout your careers software will change and you will be faced with new versions or completely new software products. You will have developed a methodology in this class that will assist you in the future.

When you upload into Blackboard, you must use the correct bucket. There is no way for me to fix your electronic mistake after the fact. I can clear an assignment, but if work has been graded, **the grade is also cleared**. Please pay careful attention.

Course Grade:

The final grade in this course is based on the following:

Writing Assignments - 140
Lab Assignments – 125 points
Exams: - 300 points

Test 1, Test 2 and Final Exam

4 Article Reviews: 80 points

Standard used for letter grade assignments:

A = 90 – 100 percent (A- 90-92, A 94 -100)

B = 80 – 89 percent (B- 80-83, B 84-86, B+ 87-89.5)
C = 70 – 79 percent (C- 70-73, C 74-76, C+ 77-79)
D = 60 - 69 percent (D- 60-63, D 64-66, D+ 67-69)
F = 59 - >

Self Assessment – 4 points

Assistance:

I am available via e-mail, which is checked on a regular basis. E-mail is an important part of this class. **Plan to check your e-mail and Blackboard daily for class announcements**. If you need help with a lab and you e-mail me for help, include the page number you are working on, the problem you have encountered and the keystrokes that you have used to solve the problem. If you have encountered an error message, include the exact wording of the error message.

Instructor's Policies:

Assigned work is due at the time stated in the "Assignment Due" column in the syllabus. Late work is accepted, check the section below. **Students are urged to keep up with the work to avoid loss of points.**

Late Work:

Two points are deducted each week for late work. You may turn in late work up to the point where that assignment is so late that the grade is zero **unless** that assignment is marked on the Blackboard bucket as one that will not be accepted late.

However, at the end of the semester, there comes a time when no more late work is accepted. Professors, like students, must meet deadlines and it is simply not possible to accept all of your work late and meet university requirements for turning in grades.

Technical Requirements and Technical Support

See website listings for current recommendations and requirements related to this course - http://unh.edu/eunh/technical-requirements Technical assistance related to Blackboard is available at http://unh.edu/eunh/student-resources

Academic Honesty and Plagiarism

Students are required to abide by the UNH Academic Honesty policy located in the Student Rights, Rules, and Responsibilities Handbook.

As your instructor, I proactively monitor academic integrity through regular use of tools like SafeAssign and a diversified assessment approach. All work submitted to SafeAssign become a part of a UNH proprietary database. This is actively used to identify future intellectual property theft. Plagiarism of any type may be grounds for receiving an "F" in an assignment or an "F" in the overall course. Plagiarism is defined as "the unattributed use of the ideas, evidence, or words of another person, or the conveying the false impression that the arguments and writing in a paper are your own." (UNH Academic Honesty Policy, 09.3) Incidents are reported to the school dean and may be grounds for further action. If you have questions about proper citation refer to your department's writing guidelines. You can contact me at any time on this issue. Additional resources are located below:
http://libraryguides.unh.edu/unhmcitingsources
http://www.library.unh.edu/reference/citation.shtml

Article Review Format

Use the article documents posted on Blackboard to find the articles you will review. There is one instruction document (Article 1, Article 2, etc.) for each writing assignment.

Your article review will be at least two full pages that use normal margins and double-spacing. **NOTE: Word defaults to multiple spacing with extra spacing before and after paragraphs. You will need to change these settings so that they are just double-spacing.**

Each article review has three complete sections.

1. Briefly state the thesis of the author, i.e. what is the article about and what is the author's position on the topic.
2. Identify and briefly explain the supporting evidence given in the article. Do not skip main points. This evidence may be anecdotal, observation of phenomena, research data or explanations of particular technology. In other words, what kind of evidence does the author provide to support his / her position on the topic? **The review of the evidence is a summary of the points made by the author.**
3. Give your own personal evaluation, observation or commentary on what the author presents. You might critique the argument made by the author by citing strong, weak, or confusing points that were made. You could relate the material presented to some personal experience you have had and take a position to agree or disagree with the author. You might extend the position of the author and offer your own analysis of the topic under discussion. You could also share those aspects of the article that leads you to thinks differently about the impact of computer technology in our society, that is, what did you learn or come to understand differently as a result of reading this article.

Your review is **not** a paraphrased version of the article, rather an attempt to understand the material and present a summation and commentary on what you read. Plagiarism is a violation of the University's policy of academic honesty. Any material directly copied from the article should be properly cited, see example below. The review should be no longer than three pages. It must be entered into some word processing software, double-spaced and spell checked.

Your review is a review of the article not a book report or literature review. Words such as "like", "dislike", "recommend", and "interesting" are okay, but are not the basis of a review.

Formatting and Documentation:

Use MLA or APA format for in-text quotations.

"Every revolution is full of opportunity." (Magnet, 21)

1. Create a cover page with your name, date and article review number
2. A title centered on the first page
3. The source documentation on the last page using MLA or APA format.

Example:

Gehl, John and Brown, Sue. "From Here to There" Computers Around Us, K. Schellenberg, 4th Ed. Mad Hatters Publishing Group, Inc, 2006, 212-244.

COMP 411: Introduction to Computer Applications
Fall 2015 Schedule

This table outlines the activities and due dates for each assignment. The "Assignment Due" column summarizes what assignments are due and when. (e.g. on Monday, Sept. 7 the Questions to the chapter 1 assignment are due by midnight. Note also that some days there are two assignments that are due. Please see "Instructor Policies" for late assignments.)

Date	Objective	Reading	Assignment Due
August 31	School Begins	Get the texts and read the Read Me First File.	.
Thursday Sept. 3	Familiarize yourself with the course requirements.	Read the syllabus Explore the various folders for this course in Blackboard	Self-assessment document. Submit to Blackboard
Monday Sept. 7	Defining the Computer – Overview	*Computers Are Your Future* – Chapter 1.	Chapter 1 Questions due by midnight
Thursday Sept. 10	Understanding System Software	*Computers Are Your Future* System Software – Chapter 4	Chapter 4 Questions due by midnight
Monday Sept. 14	Introduction to Microsoft Word and File Management		Lab 1 due by midnight
Thursday Sept. 17	Understanding Application Software	*Computers Are Your Future* Application Software – Chapter 5	Chapter 5 Questions due by midnight
Monday Sept. 21	Microsoft Word Document Presentation Collaboration & Research		Lab 2 due by midnight **Article 1** due by midnight
Thursday Sept. 24	Inside the System Unit Buying and Upgrading Your Computer	*Computers Are Your Future* Inside the System Unit – Chapter 2	Chapter 2 Questions due by midnight
Monday Sept. 28	Microsoft Word Document Productivity		Lab 3 due by midnight
Thursday Oct. 1	Peripherals	*Computers Are Your Future* Input / Output and Storage – Chapter 3	Chapter 3 Questions due by midnight
Monday Oct. 5	**Test 1 (*Computers Are Your Future* Chapters 1, 2, 3, 4, 5,)**		**The test will be available beg. Oct. 3 and be available through midnight**
Thursday Oct. 8	Internet	*Computers Are Your Future* The Internet and the World Wide Web – Chapter 6	Chapter 6 Questions due by midnight

Monday Oct. 12	Microsoft Word Collaboration & Research		Lab 4 due by midnight **Article 2** due by midnight
Thursday Oct. 15	Networks, Communicating and Sharing Resources	*Computers Are Your Future* Networks: Communicating and Sharing Resources – Chapter 7	Chapter 7 Questions due by midnight
Monday Oct. 19	Introduction to Microsoft Excel		Lab 5 due by midnight
Thursday Oct. 22	Wired and Wireless Communication	*Computers Are Your Future* Wired and Wireless Communication – Chapter 8	Chapter 8 Questions due by midnight
Monday Oct. 26	Microsoft Excel Formulas & Functions		Lab 6 due by midnight
Thursday Oct. 29	Privacy, Crime and Security	*Computers Are Your Future* Privacy, Crime and Security – Chapter 9	Chapter 9 Questions due by midnight
Monday Nov. 2	Microsoft Excel Charts, Datasets and Tables	**NOTE: Give yourself more time to work on this lab as it is particularly long.**	Lab 7 due by midnight Article 3 due by midnight
Thursday Nov. 5	Test 2 (*Computers Are Your Future* Chapters 6, 7, 8, 9)		The test will be available for 24 hours ending at midnight.
Monday Nov. 9	Systems Analysis and Design	*Computers Are Your Future* Systems Analysis and Design – Chapter 13	Chapter 13 Questions due by midnight
Thursday Nov. 12	Microsoft PowerPoint Introduction		Lab 8 due by midnight
Monday Nov. 16	Careers and Certifications	*Computers Are Your Future* Careers and Certifications – Chapter 10	Chapter 10 Questions due by midnight Article 4 due by midnight
Thursday Nov. 19	Microsoft PowerPoint Presentation Development and Design	**NOTE: Give yourself more time to work on this lab as it is particularly long.**	Lab 9 due by midnight
Monday Nov. 23	Programming Languages and Program Development	*Computers Are Your Future* Programing Languages and Program Development – Chapter 11	Chapter 11 Questions due by midnight
Wednesday Nov. 25	PowerPoint Rich Media Tools		Lab 10 Due by midnight

Monday Nov. 30	Databases and Information Systems	*Computers Are Your Future* Databases and Information Systems – Chapter 12	Chapter 12 Questions due by midnight
Thursday Dec. 3	Enterprise Computing	*Computers Are Your Future* Enterprise Computing – Chapter 14	Chapter 14 Questions due by midnight
Dec. 7 – 11	Prepare for Final Exam Optional Lab due on Thursday	If you are completing the extra credit lab, that is due on Thursday, Dec. 10	Optional Lab
Final	**Final Exam** **(*Computers Are Your Future* Chapters 10, 11, 12, 13, 14)**	**Check your e-mail for text availability.**	