COMP 411: Introduction to Computer Applications

Instructor: Ronald Trombley

E-mail: Ronald.Trombley@UNH.edu

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:

Text: **Computers are your Future**, Catherine LaBerta, Pearson, Special Edition

Lab Materials: **Bundled Lab Materials. You will need both volumes.**
Internet Access to Blackboard (http://blackboard.unh.edu)

Class Objectives:

This lab 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 two components. 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.

- 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.
- Every lab assignment has objectives associated with it. To see those additional objectives, view the individual lab assignment pages.
- 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:

This class consists of **both** lectures and class lab time. When we go to the lab as a class, you will be expected to complete an assignment. Each of these assignments will count toward your class participation grade and each class lab assignment is designed to give you an opportunity to expand your skills in using the software to complete the types of exercises that you would be expected to complete in a work setting.

Lectures:

Lecture topics and assigned readings are detailed in the syllabus. **Lecture notes are posted on Blackboard.** If you prefer to take few notes, you may print them and bring them to class so that you only need to take notes on additional materials covered in class. Demonstrations of software applications are part of the class meeting. It is your responsibility to know the course material **and** complete the lab projects **on schedule, including being responsible for any changes to the labs announced in class.**

Attendance is a factor in your final grade. Excessive absence or arriving late to class will adversely affect your ability to successfully complete the course.

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 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.

You will **not** be expected to memorize keystrokes from the software. When you have software assignments or we work in lab as a class, you may use your lab manuals, help features, or ask questions of the instructor in order to successfully complete your assignments.

Lab Assignments:

Information about labs is found in this syllabus. Lab assignments are given each class and require an average of **four hours** per class session to complete. All assignments are due at the times specified on the assigned date column of the syllabus. These assignments are done outside of the class meeting. Participating in a lab activity is a required component of this course. Labs must be uploaded to Blackboard.

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 2010** will not be acceptable and will result in a deduction from the lab grade.

Lab files are available on-line at **www.pearsoncustom.com/customphit/datafiles/es.html. Lab files are zipped and must be uncompressed before using them.**

Collaboration on lab projects is **not** permitted. Students suspected of excessive collaboration will receive a zero for that particular project. Collaboration includes "consulting others about the lab projects, copying another's homework and submitting as your own" (Student Handbook Section). Lab projects will be evaluated on completeness, accuracy, documentation, order of assembly and timeliness.

On occasion files may be posted on Blackboard. When that happens the files will **only** be available until the assignment is due. **Each student is responsible for downloading files prior to the announced due date.**

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.
3. Use the **Practice Exercises** at the back of each chapter to build your knowledge.

- **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.

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:

Lab Assignments 40%
Exams: -40%
Test 1, Test 2 and Final Exam

4 Article Reviews: 15%
In Class Practices / Participation: – 5%

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 - >

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.

I will also be available after every class to talk with students.

There is no help from lab assistants for assignments in the lab. Lab assistants are there to assist with hardware or general software problems. If you have a specific question and your class handouts, they may be able to help you, but they are not trained to do so nor are they specifically hired to do so. E-mail me for help, but be sure to include the information detailed above.

Internet Usage:

This class makes use of Blackboard. It may be accessed from any lab computer if you do not have internet access at home. Current syllabus, schedule, article review information, lab assignments and lecture notes are posted on Blackboard for your use.

Attendance:

UNHM does not have a firm attendance policy. The instructor does. Attendance and participation is expected from all students in all class meetings. Unannounced quizzes are a part of this class. This is not an on-line or distance learning class. **You need to plan to be in class.**

Students must be present for tests. Make up tests are given ONLY if a student has made arrangements PRIOR to the test date. Skipping a test will result in a grade of zero for that test.

Instructor's Policies:

Assigned work is due at the time stated in the "Assignment Due" column in the syllabus. Late work will be penalized. Assignments submitted after the due time will be assigned a 25% penalty for the first 24 hours late. 24 hours to the end of the next class will assessed a 50% penalty. Assignments will not be accepted over one week late and will then be assigned a grade of zero. It is best to keep current. **Students are urged to keep up with the work to avoid loss of points.**

So you have to miss a class… Contact the instructor **prior** to the class and make arrangements. In the event of an emergency, the instructor will take consideration if the student has made an effort to contact the instructor. Check with a fellow student to get notes, announcements, etc. if a class must be missed.

UNH has a policy that disallows the use of electronic devices in the classroom. Cell phones, beepers, laptops, tablets and other electronic devices should be powered off and placed in your backpack. The instructor supports the UNH policy.

Attendance is defined as the physical and mental presence of the student from the beginning of a class until the end of the class. Should the student decide that attendance is not necessary, for whatever reason, then the student should plan on turning in all lab assignments and article reviews on an early basis. A decision to not attend class will result in loss of points from pop quizzes and from the 5% class participation grade.

Article Review Format

Use the readings document posted on Blackboard to find the articles you will review. 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.

The readings document is divided into sections. There is one section for each article review.

Select one article from the articles listed in your readings doc on Blackboard.

Article One:	Choose one of the designated articles and write a review. Check the readings doc on Blackboard for your articles.
Article Two:	Choose one of the designated articles and write a review.
Article Three:	Choose one of the designated articles and write a review
Article Four:	Choose one of the designated articles and write a review

A very very short example for an article review:
Article Review ### COMP 411

Date

Computers are a Passing Fancy
Chips Fadeaway

The author told several stories to show computers are a passing fancy. Chips also believed that the world economy would be in for trouble when this fact was fully revealed. Mr. Fadeaway's position was quite clear on the matter.

The author cited the following evidence. The first story concerned ….. The second tale was about … The last story related the experiences of ….. Fadeaway related the anecdote about the computer hacker from ….. Fadeaway cited the following statistics …. (Fadeaway 21).

While Fadeaway made some excellent points, my own experience with x leads me to agree / disagree with …. Also I have read that ….. (Big Expert 126)

- Works Cited –

Fadeaway, Chips. "Computers a passing fancy." Computers in Society, Ed. K. Schellenberg. 10th ed. Ct: Dusking / McGraw Hills, year, pages.

Expert, Big. All I know about everything, No It All Press, 2006, pages.

Please note this is a deliberately short example. Your finished article will be two or more pages double-spaced, using normal one inch margin settings.

Spring 2014 Schedule
Note: Exact dates and assignments may vary from week to week.
Specific updates are announced during each class.

Date	Classroom Topics	Reading	Assignment Due
Friday Jan. 24	Introduction to Course and Lab Defining the Computer – Overview **Lab – Office Fundamentals, file Management and Introduction to Word**	*Computers Are Your Future* – Chapter 1 .	
Friday Jan. 31	Distinguishing Between System and Application Software Lab – Document Presentation and Collaboration and Research	*Computers Are Your Future* System Software – Chapter 4 Application Software – Chapter 5	**Lab 1 due by 1 pm**
Friday Feb. 7	Inside the System Unit Buying and Upgrading Your Computer Lab – Document Productivity and Desktop Publishing	*Computers Are Your Future* Inside the System Unit – Chapter 2	**Lab 2 due by 1pm** **Article 1 due by 1pm**
Friday Feb. 14	Peripherals Lab – Time Saving Tools and Document Automation	*Computers Are Your Future* Input / Output and Storage – Chapter 3	**Lab 3 due by 1 pm**
Friday Feb. 21	Test 1		
Friday Feb. 28	Internet Lab – Introduction to Excel and its Formulas and Functions	*Computers Are Your Future* The Internet and the World Wide Web – Chapter 6	**Lab 4 due by 1 pm** **Article 2 due by 1pm**
Friday Mar. 7	Networks, Communicating and Sharing Resources Lab – Excel Charts	*Computers Are Your Future* Networks: Communicating and Sharing Resources – Chapter 7	**Lab 5 due by 1pm**
Friday Mar. 14	Spring Break		
Friday Mar. 21	Wired and Wireless Communication Lab – Introduction to PowerPoint and How to Develop Presentations	*Computers Are Your Future* Wired and Wireless Communication – Chapter 8	**Lab 6 due by 1pm**
Friday Mar. 28	Privacy, Crime and Security Lab – PowerPoint Presentation Designing and Media tools	*Computers Are Your Future* Privacy, Crime and Security – Chapter 9	**Lab 7 due by 1pm** **Article 3 due by 1pm**

Friday Apr. 4	Test 2		
Friday Apr. 11	Systems Analysis and Design Lab – PowerPoint Infographics, Interactivity and Advanced Animation	*Computers Are Your Future* Systems Analysis and Design – Chapter 13	**Lab 8 due by 1pm** **Article 4 due by 1pm**
Friday Apr. 18	Programming Languages and Program Development & Careers and Certifications Lab – Customizing PowerPoint	*Computers Are Your Future* Programing Languages and Program Development – Chapter 11 Careers and Certifications – Chapter 10	**Lab 9 due by 1pm**
Friday Apr. 25	Databases and Information Systems & Enterprise Computing Lab – Collaboration and Distribution	*Computers Are Your Future* Databases and Information Systems – Chapter 12 Enterprise Computing – Chapter 14	**Lab 10 Due by 1pm**
Friday May 2	Lab Practicum		**Lab 11 Due by 1pm**
Friday May 9	Final Exam		