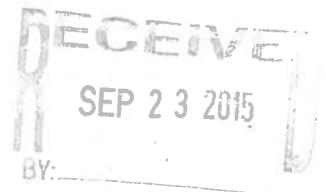


**COMP 411: Introduction to Computer Applications
Online**

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: Available from the UNHM bookstore.

Text: LaBerta, C. (2012). *Computers Are Your Future, Complete 12th ed.*
Upper Saddle River, NJ: Pearson Education, Inc.
ISBN-10: 0-13-254494-6
ISBN-13: 978-0-13-254494-8

Lab Materials: Grauer, P. M. (2014). *Exploring Microsoft Office 2013, Volume 1.*
Boston: Pearson Education, Inc.
ISBN-10: 0-13-314267-1
ISBN-13: 978-0-13-314267-9

A PC with Microsoft Office 2013 (Maes will not work for the lab work.)

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 within this course.

- A. 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.
 - B. The second component expands a student's knowledge of computer concepts and makes that student able to successfully perform in a professional capacity.
 - C. 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:

This is an asynchronous online class which means that there is no specific time that a student needs to be online. However, 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**. Email and regularly logging into Blackboard are **critical** components of this course. Since there are no regularly scheduled classes, a student must check both of these sources for announcements and other communications at a minimum of once per day.

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 "Computer Concepts" folder. Each document will outline the specific chapter reading(s) assignment in the *Computers Are Your Future* text. Some assignments will also provide a link to the **required** viewing of an online video(s). Lastly, there will be a number of questions that need to be completed. These questions must be answered utilizing Microsoft Word then uploaded to the proper assignment folder in Blackboard for submission. Your files names should indicate the assignment chapter followed by your last name and firstname (e.g. Chapter 1_TrombleyRonald)

Exams:

Exams cover specific chapters in your textbook (and these are noted on the weekly assignments found in this syllabus). 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 (2 hours) 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. There is no provision for a make-up exam unless a valid documented reason is submitted in advance.

Lab Assignments:

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 into the proper lab folder.

The assignments must be completed using the software applications under study in the course. Different results due to the use of **software other than Microsoft Office 2013** will not be acceptable and will result in a deduction from the lab grade. **Caution to students using Mac computers:** there are a number of differences between Microsoft Office 2013 for PC and the Mac version. Many students need to find a PC for some labs. The University library and open labs have the proper PCs and software.

As noted on page xix of *Exploring Microsoft Office 2013, Volume 1*, Lab files are available online at www.pearsonhighered.com/exploring. Lab files are zipped and must be uncompressed before using them

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. The results of some practice exercises may be required for submission. See the lab instruction sheet for details as to when they will be required.
- **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.
 - **NOTE:** If you need additional clarification on any point in the lab, you may
 - Send me an email outlining the specific area in the manual, including page #, of which you are unsure.
 - Review one of the videos that are located in the “Supplemental Resources” on this course’s site on Blackboard. They are broken down by Word, Excel and PowerPoint.

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 jobs 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 folder. 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.

Article Reviews:

Use the readings document posted on Blackboard in the Article Review folder 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 think 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.

Your files names should indicate the assignment chapter followed by your last name and firstname (e.g. Article Review 1_TrombleyRonald)

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.

- Article One: Choose one of the designated articles from the article review 1 assignment and write a review.
- Article Two: Choose one of the designated articles from the article review 1 assignment and write a review.
- Article Three: Choose one of the designated articles from the article review 1 assignment and write a review

Course Grade:

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

Lab Assignments 35%

Point Assigned per assignment
10 points per chapter completed.
30 points for the lab practicum.

Standard used for letter grade assignments:

A = 90 – 100 percent (A- 90-93, A 94 -100)

Exams: -35%

Test 1, Test 2 and Final Exam 100 points each

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 - >

4 Article Reviews: 15%

20 points per article review

Reading Assignments: – 15%

10 points per chapter assignment

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 will be penalized. Assignments submitted after the due time will be assessed a 10% penalty for each day late. Assignments will not be accepted over 10 days late and will then be assessed a grade of zero. It is best to keep current. **Students are urged to keep up with the work to avoid loss of points.** Accommodation will be made with written proof of illness.

Technical Requirements and Technical Support

See website listings for current recommendations and requirements related to this course -

<http://unh.edu/euhn/technical-requirements> Technical assistance related to Blackboard is available at <http://unh.edu/euhn/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>

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 Tuesday Sept 8 the responses to the chapter 1 assignment are due by 11 pm. Note also that some days there are two assignments that are due. Please see “Instructor Policies” for late assignments.)

Date	Objective	Reading	Assignment Due
Monday Aug 31	School Begins	Get the texts	.
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
Tuesday Sept 8	Defining the Computer – Overview	<i>Computers Are Your Future</i> – Chapter 1.	Chapter 1 Response due by 11 pm
Thursday Sept 10	Understanding System Software	<i>Computers Are Your Future</i> System Software – Chapter 4	Chapter 4 Response due by 11 pm
Monday Sept 14	Introduction to Microsoft Word and File Management		Lab 1 due by 11 pm
Thursday Sept 17	Understanding Application Software	<i>Computers Are Your Future</i> Application Software – Chapter 5	Chapter 5 Response due by 11 pm
Monday Sept 21	Microsoft Word Document Presentation Collaboration & Research		Lab 2 due by 11 pm Article 1 due by 11 pm
Thursday Sept 24	Inside the System Unit Buying and Upgrading Your Computer	<i>Computers Are Your Future</i> Inside the System Unit – Chapter 2	Chapter 2 Response due by 11 pm
Monday Sept 28	Microsoft Word Document Productivity		Lab 3 due by 11 pm
Thursday Oct 1	Peripherals	<i>Computers Are Your Future</i> Input / Output and Storage – Chapter 3	Chapter 3 Response due by 11 pm
Monday Oct 5	Test 1 (<i>Computers Are Your Future</i> Chapters 1, 2, 3, 4, 5,)		The test will be available for 24 hours ending at midnight.
Thursday Oct 8	Internet	<i>Computers Are Your Future</i> The Internet and the World Wide Web – Chapter 6	Chapter 6 Response due by 11 pm
Monday Oct 12	Microsoft Word Collaboration & Research		Lab 4 due by 11 pm
Thursday Oct 15	Networks, Communicating and Sharing Resources	<i>Computers Are Your Future</i> Networks: Communicating and Sharing Resources – Chapter 7	Chapter 7 Response due by 11 pm Article 2 due by 11 pm
Monday Oct 19	Introduction to Microsoft Excel		Lab 5 due by 11 pm
Thursday Oct 22	Wired and Wireless Communication	<i>Computers Are Your Future</i> Wired and Wireless Communication – Chapter 8	Chapter 8 Response due by 11 pm

Monday Oct 26	Microsoft Excel Formulas & Functions		Lab 6 due by 11 pm
Thursday Oct 29	Privacy, Crime and Security	<i>Computers Are Your Future</i> Privacy, Crime and Security – Chapter 9	Chapter 9 Response due by 11 pm
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 11 pm Article 3 due by 11 pm
Thursday Nov 5	Test 2 (<i>Computers Are Your Future</i> Chapters 6, 7, 8, 9)		The test will be available for 24 hours ending at midnight.
Monday Nov 9	Systems Analysis and Design	<i>Computers Are Your Future</i> Systems Analysis and Design – Chapter 13	Chapter 13 Response due by 11 pm
Thursday Nov 12	Microsoft PowerPoint Introduction		Lab 8 due by 1pm
Monday Nov 16	Careers and Certifications	<i>Computers Are Your Future</i> Careers and Certifications – Chapter 10	Chapter 10 Response due by 11 pm Article 4 due by 11 pm
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 11 pm
Monday Nov 23	Programming Languages and Program Development	<i>Computers Are Your Future</i> Programing Languages and Program Development – Chapter 11	Chapter 11 Response due by 11 pm
Thursday Nov 26	THANKSGIVING BREAK		
Monday Nov 30	PowerPoint Rich Media Tools		Lab 10 Due by 11 pm
Thursday Dec 3	Databases and Information Systems	<i>Computers Are Your Future</i> Databases and Information Systems – Chapter 12	Chapter 12 Response due by 11 pm
Monday Dec 7	Enterprise Computing	<i>Computers Are Your Future</i> Enterprise Computing – Chapter 14	Chapter 14 Response due by 11 pm
Thursday Dec 10	Lab Practicum (Note: no make-up and no late assignment accepted on the practicum.)	Found in the Lab Assignments section in the course section of Blackboard.	The lab practicum will be available for 24 hours ending at midnight.
Monday Dec 14	Final Exam (<i>Computers Are Your Future</i> Chapters 10, 11, 12, 13, 14)		The test will be available for 24 hours ending at midnight.

