COMP 411: Introduction to Computer Applications Online

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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

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.

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.

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

There is a **lab practicum** that will occur during the last week of the semester. It is designed to put the Microsoft Office skills learned together. It will be included with the other lab grades.

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.

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 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.

Course Grade:

The final grade in this course is based on the following:	Point Assigned per assignment	Standard used for letter grade assignments:
Lab Assignments 35%	10 points per chapter completed. 30 points for the lab practicum.	A = 90 – 100 percent (A- 90-92, A 94 -100)
Exams: -35%		B = 80 – 89 percent (B- 80-83, B 84-86, B+ 87-89.5)
Test 1, Test 2 and Final Exam	100 points each	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)
4 Article Reviews: 15%	20 points per article review	F = 59 - >
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/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

COMP 411: Introduction to Computer Applications
Spring 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 January 26 the responses to the chapter 1 assignment are due by 10 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
Tuesday Jan 20	School Begins	Get the texts	.
Thursday Jan 22	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 Jan 26	Defining the Computer – Overview	*Computers Are Your Future* – Chapter 1.	Chapter 1 Response due by 10 pm
Thursday Jan 29	Understanding System Software	*Computers Are Your Future* System Software – Chapter 4	Chapter 4 Response due by 10 pm
Monday Feb 2	Introduction to Microsoft Word and File Management		Lab 1 due by 10 pm
Thursday Feb 5	Understanding Application Software	*Computers Are Your Future* Application Software – Chapter 5	Chapter 5 Response due by 10 pm
Monday Feb 9	Microsoft Word Document Presentation Collaboration & Research		Lab 2 due by 10 pm **Article 1** due by 10 pm
Thursday Feb 12	Inside the System Unit Buying and Upgrading Your Computer	*Computers Are Your Future* Inside the System Unit – Chapter 2	Chapter 2 Response due by 5 pm
Monday Feb 16	Microsoft Word Document Productivity		Lab 3 due by 10 pm
Thursday Feb 19	Peripherals	*Computers Are Your Future* Input / Output and Storage – Chapter 3	Chapter 3 Response due by 10 pm
Monday Feb 23	Test 1 (*Computers Are Your Future* Chapters 1, 2, 3, 4, 5,)		The test will be available for 24 hours ending at midnight.
Thursday Feb 26	Internet	*Computers Are Your Future* The Internet and the World Wide Web – Chapter 6	Chapter 6 Response due by 10 pm
Monday Mar 2	Microsoft Word Collaboration & Research		Lab 4 due by 10 pm **Article 2** due by 10 pm
Thursday Mar 5	Networks, Communicating and Sharing Resources	*Computers Are Your Future* Networks: Communicating and Sharing Resources – Chapter 7	Chapter 7 Response due by 10 pm
Monday Mar 9	Introduction to Microsoft Excel		Lab 5 due by 10 pm
Thursday Mar 12	Wired and Wireless Communication	*Computers Are Your Future* Wired and Wireless Communication – Chapter 8	Chapter 8 Response due by 10 pm

Monday Mar 16	Spring Break		
Thursday Mar 19	Spring Break		
Monday Mar 23	Microsoft Excel Formulas & Functions		Lab 6 due by 10 pm
Thursday Mar 26	Privacy, Crime and Security	*Computers Are Your Future* Privacy, Crime and Security – Chapter 9	Chapter 9 Response due by 10 pm
Monday Mar 30	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 10 pm Article 3 due by 10 pm
Thursday Apr 2	Test 2 (*Computers Are Your Future* Chapters 6, 7, 8, 9)		The test will be available for 24 hours ending at midnight.
Monday Apr 6	Systems Analysis and Design	*Computers Are Your Future* Systems Analysis and Design – Chapter 13	Chapter 13 Response due by 10 pm
Thursday Apr 9	Microsoft PowerPoint Introduction		Lab 8 due by 1pm
Monday Apr 13	Careers and Certifications	*Computers Are Your Future* Careers and Certifications – Chapter 10	Chapter 10 Response due by 10 pm Article 4 due by 10 pm
Thursday Apr 16	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 10 pm
Monday Apr 20	Programming Languages and Program Development	*Computers Are Your Future* Programing Languages and Program Development – Chapter 11	Chapter 11 Response due by 10 pm
Thursday Apr 23	PowerPoint Rich Media Tools		Lab 10 Due by 10 pm
Monday Apr 27	Databases and Information Systems	*Computers Are Your Future* Databases and Information Systems – Chapter 12	Chapter 12 Response due by 10 pm
Thursday Apr 30	Enterprise Computing	*Computers Are Your Future* Enterprise Computing – Chapter 14	Chapter 14 Response due by 10 pm
Monday May 4	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.**
Thursday May 7	Final Exam (*Computers Are Your Future* Chapters 10, 11, 12, 13, 14)		The test will be available for 24 hours ending at midnight.