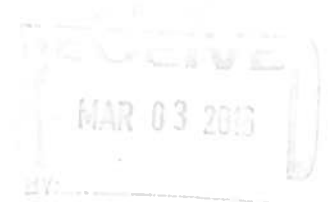


**COMP 411: Introduction to Computer Applications
Online – Spring 2016**

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Note: Because this is an on-line only course, read the Read Me First document. It provides an overview of expected work and deadlines. Details are found in this syllabus.

This is a **four credit hour** course and, as a result, will require approximately **25 percent more work** than a **three credit hour course** requires. Please carefully manage your time.

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**

NOTE: Microsoft did not release an Office 2013 version for the Apple operating system so the lab manual uses the Windows operating system and keystrokes associated with that operating system. **Laptops can be checked out of the library that have this software. Students also have access to Office 365 as part of the university offerings.**

Internet Access to My Courses (<http://mycourses.unh.edu>)

On-Line Class:

This is an on-line class. You will cover all the materials that a student would cover in a more traditional face-to-face class setting. You will, however, have the flexibility to schedule your course work around your other obligations. To help you be successful, you will see that the entire course schedule has been laid out. Although due dates are noted, all upload buckets are available now and you can start working. There is a liberal late policy, but you do lose points for not meeting due dates so please organize your work carefully.

If you have an illness, hospitalization, accident, death in the family or other emergency that would normally allow you to present documentation of such event to your professor and be allowed an alternative schedule so that late points do not affect work that was impacted by your emergency, this is also available to on-line students.

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 MyCourses.

- 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 MyCourses 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.

Vocabulary:

Every profession has its own vocabulary. Depending upon how familiar you are with computer operations, you may or may not encounter many new words, and in some cases, words used in a different context. Every chapter writing has suggestions for key terms to help you prepare for studying. You do not have to define these words as part of your submissions, but you should ensure that you are comfortable with their context as used with computers.

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.

In order to improve communications, I e-mail students more information about exams. **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 MyCourses. 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 MyCourses. **Watch your buckets and upload to the correct bucket as MyCourses 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. **There is a link on MyCourses that will lead to a Box folder where you can download the files as well.**

Lab Manuals and You:

Remember that Microsoft did not release Office 2013 for the Apple operating system. As a result, your lab manuals have instructions for a Windows operating system, but **you can check out a laptop from the university library if you are unfamiliar with the software and would like to have the step by step instructions exactly match your operating system for ease of learning.**

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 1 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 MyCourses, 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:

You will earn points for every assignment. I urge work as quickly as possible so that you constantly can see your current status and what you need to do to achieve the grade that you want for this four credit hour course.

MyCourses has a calendar set up. Each student can use this calendar to prepare for success. One hint is to work ahead and submit your work early. This ensures that if you have a difficulty of some sort, you have time to complete the work in a timely manner.

Assessment Tools and Point values:

Self – Assessment – 4 points

Labs – Total of 125 points. Each lab is worth 12.5 points if submitted on time.

Article Reviews – Total of 80 points or 20 points each.

Exams – 300 points or 100 points each.

Writing Exercises – 140 points.

Extra Credit – There is one optional extra credit lab, which you may complete for extra points.

Total Points: 649 points.

A range = 584 to 649 points

B range = 519 to 583 points

C range = 454 to 518 points

D range = 389 to 453 points

You will be able to track your total points in MyCourses.

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 MyCourses 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.**

If you have a **documented emergency**, please contact me as soon as you can so that schedule adjustments can be made to accommodate your documented emergency, thus avoiding the loss of points for late work.

If you have difficulty getting books, also contact me so that we can work on an alternative submission schedule. The only issue with this is that if you get too are behind, it is difficult to be prepared for exams.

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 MyCourses 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

If you need help with MyCourses, please see the campus tutoring center. There are also on-line tutorials for MyCourses.

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 MyCourses to find the articles you will review. There is one instruction document (Article 1, Article 2, etc.) for each writing assignment.

Why are you completing article reviews? In a professional job setting, you will be asked to analyze issues and prepare responses. By analyzing each article you hone these needed analytical skills and by preparing a 2 page written document, you polish required business writing skills.

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 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.

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 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. Unless otherwise noted, assignments 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
January 26	School Begins	Get the texts and read the Read Me First File.	.
Thursday Jan. 28	Familiarize yourself with the course requirements.	Read the syllabus Explore the various folders for this course in MyCourses	Self-assessment document. Submit to MyCourses
Monday Feb. 1	Defining the Computer – Overview	<i>Computers Are Your Future</i> – Chapter 1.	Chapter 1 Questions due by midnight
Thursday Feb. 4	Understanding System Software	<i>Computers Are Your Future</i> System Software – Chapter 4	Chapter 4 Questions due by midnight
Monday Feb. 8	Introduction to Microsoft Word and File Management		Lab 1 due by midnight
Thursday Feb. 11	Understanding Application Software	<i>Computers Are Your Future</i> Application Software – Chapter 5	Chapter 5 Questions due by midnight
Monday Feb. 15	Microsoft Word Document Presentation Collaboration & Research		Lab 2 due by midnight Article 1 due by midnight
Thursday Feb. 18	Inside the System Unit Buying and Upgrading Your Computer	<i>Computers Are Your Future</i> Inside the System Unit – Chapter 2	Chapter 2 Questions due by midnight
Monday Feb. 22	Microsoft Word Document Productivity		Lab 3 due by midnight
Thursday Feb. 25	Peripherals	<i>Computers Are Your Future</i> Input / Output and Storage – Chapter 3	Chapter 3 Questions due by midnight
Monday Feb. 29	Test 1 (<i>Computers Are Your Future</i> Chapters 1, 2, 3, 4, 5,)		Check email for details
Thursday March 3	Internet	<i>Computers Are Your Future</i> The Internet and the World Wide Web – Chapter 6	Chapter 6 Questions due by midnight

Monday March 7	Microsoft Word Collaboration & Research		Lab 4 due by midnight Article 2 due by midnight
Thursday March 10	Networks, Communicating and Sharing Resources	<i>Computers Are Your Future</i> Networks: Communicating and Sharing Resources – Chapter 7	Chapter 7 Questions due by midnight
March 14 – 19	Spring Break		Catch up on any late work.
Monday March 21	Introduction to Microsoft Excel		Lab 5 due by midnight
Thursday March 24	Wired and Wireless Communication	<i>Computers Are Your Future</i> Wired and Wireless Communication – Chapter 8	Chapter 8 Questions due by midnight
Monday March 28	Microsoft Excel Formulas & Functions		Lab 6 due by midnight
Thursday March 31	Privacy, Crime and Security	<i>Computers Are Your Future</i> Privacy, Crime and Security – Chapter 9	Chapter 9 Questions due by midnight
Monday April 4	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 April 7	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 April 11	Systems Analysis and Design	<i>Computers Are Your Future</i> Systems Analysis and Design – Chapter 13	Chapter 13 Questions due by midnight
Thursday April 14	Microsoft PowerPoint Introduction		Lab 8 due by midnight
Monday April 18	Careers and Certifications	<i>Computers Are Your Future</i> Careers and Certifications – Chapter 10	Chapter 10 Questions due by midnight Article 4 due by midnight
Thursday April 21	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 April 25	Programming Languages and Program Development	<i>Computers Are Your Future</i> Programing Languages and Program Development – Chapter 11	Chapter 11 Questions due by midnight

Thursday April 28	PowerPoint Rich Media Tools		Lab 10 Due by midnight
Monday May 2	Databases and Information Systems	<i>Computers Are Your Future</i> Databases and Information Systems – Chapter 12	Chapter 12 Questions due by midnight
Thursday May 5	Enterprise Computing	<i>Computers Are Your Future</i> Enterprise Computing – Chapter 14	Chapter 14 Questions due by midnight
May 9 - 13	Prepare for Final Exam Optional Lab due on Thursday	If you are completing the extra credit lab, that is due on Thursday,	Optional Lab
Final	Final Exam <i>(Computers Are Your Future</i> Chapters 10, 11, 12, 13, 14)	Check your e-mail for text availability.	

