

SUMMER
2014

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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:

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

Lab Materials: **Bundled Lab Materials. (Microsoft Word 2010 and Excel 2010, Grauer, Pearson Special Edition & Microsoft PowerPoint 2010 Comprehensive, Grauer)** You will need both volumes.

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

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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 three 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. 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 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.** I have also made them available in "zipped" format on Blackboard.

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.

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.
 - **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 of which you are unsure.
 - There are a number of links provided to online videos that elaborate on a number of these topics. These links are located in the “Learning Modules” folder in Blackboard.

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%**

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- 90-92, 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 - >

Exams: -40%

Test 1, Test 2 and
Final Exam

100 points each

**4 Article Reviews:
15%**

**In Class Practices /
Participation: –
5%**

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 a valid medical or family emergency and has made arrangements PRIOR to the test date. Family vacation and work schedules are not considered emergencies. It is assumed that these issues were taken into consideration prior to signing up for this course. 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 on the following week 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. If you are legitimately using a device to take notes, usage of an laptop or tablet may be used. Cell phones may not be used and should be powered off. At no time, whether in the classroom or the lab period will access to any other network function than is needed for the class be permitted (i.e. no email, social media, etc.)

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.

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/unhmcittingsources>

<http://www.library.unh.edu/reference/citation.shtml>

Summer 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
Tuesday May 20	Introduction to Course and Lab Lab – Office Fundamentals, file Management and Introduction to Word		
Thursday May 22	Defining the Computer – Overview Lab – Intro to Microsoft Word	<i>Computers Are Your Future</i> – Chapter 1	
Tuesday May 27	Distinguishing Between System Software Lab – Document Presentation	<i>Computers Are Your Future</i> System Software – Chapter 4	Lab 1 due by 1 pm
Thursday May 29	Application Software Lab – Collaboration & Research	<i>Computers Are Your Future</i> Application Software – Chapter 5	Article 1 due by 1pm
Tuesday June 3	Inside the System Unit Lab – Document Productivity and Desktop Publishing	<i>Computers Are Your Future</i> Inside the System Unit – Chapter 2	Lab 2 due by 1pm
Thursday June 5	Peripherals Lab – Time Saving Tools and Document Automation	<i>Computers Are Your Future</i> Input / Output and Storage – Chapter 3	Lab 3 due by 1 pm
Tuesday June 10	Test 1 – Chapters 1, 2, 3, 4, 5		
Thursday June 12	Internet Lab – Introduction to Excel and its Formulas and Functions	<i>Computers Are Your Future</i> The Internet and the World Wide Web – Chapter 6	Lab 4 due by 1 pm
Tuesday June 17	Networks, Communicating and Sharing Resources Lab – Excel functions continued	<i>Computers Are Your Future</i> Networks: Communicating and Sharing Resources – Chapter 7	Article 2 due by 1pm
Thursday June 19	Wired and Wireless Communication Lab – Excel Charts	<i>Computers Are Your Future</i> Wired and Wireless Communication – Chapter 8	Lab 5 due by 1pm
Tuesday June 24	Privacy, Crime and Security Lab – Introduction to PowerPoint and How to Develop Presentations	<i>Computers Are Your Future</i> Privacy, Crime and Security – Chapter 9	Lab 6 due by 1pm
Thursday June 26	Test 2 – Chapters 6, 7, 8, 9		
Tuesday July 1	Systems Analysis and Design Lab – PowerPoint Presentation Designing and Media tools	<i>Computers Are Your Future</i> Systems Analysis and Design – Chapter 13	Lab 7 due by 1pm Article 3 due by 1pm

Tuesday July 8	Programming Languages and Program Development Lab – PowerPoint Infographics, Interactivity and Advanced Animation	<i>Computers Are Your Future</i> Programing Languages and Program Development – Chapter 11	Lab 8 due by 1pm
Thursday July 10	Careers and Certifications Lab – Customizing PowerPoint	<i>Computers Are Your Future</i> Careers and Certifications – Chapter 10	Lab 9 due by 1pm
Tuesday July 15	Databases and Information Systems & Enterprise Computing Lab – Collaboration and Distribution	<i>Computers Are Your Future</i> Databases and Information Systems – Chapter 12 Enterprise Computing – Chapter 14	Lab 10 Due by 1pm
Thursday July 17	Lab Practicum		
Tuesday July 22	Final Exam – Chapters 10, 11, 12, 13, 14)		