

Summer 2014 CoSci 501
Introduction to Computers and Their Uses
Sue Krimm, Professor of Computer Science

Textbooks and Materials

Technology in Action 9th or 10th Ed by Evans, Martin, etc. Prentice Hall 2013..

Go! with Microsoft Office 2010 Introductory by Gaskin, Ferrett, etc. Pub. Prentice Hall 2012

Access Code for myITLab

Note: This package is available from our bookstore. If you purchase used books, the Access code can be purchased online directly from www.prenhall.com/myitlab for \$85. Students can easily share textbooks if you wish, but each student must have their OWN access code.

A flash drive (USB drive) to store assignments

Student Learning Outcomes and Objectives of this class

- Students will acquire adequate skills in Windows, Word, Excel and PowerPoint to support work in the rest of their college classes or on the job.
- Students will have sufficient hardware knowledge to purchase a computer and sufficient software knowledge to do simple trouble-shooting.
- Students will understand the broad uses of computers in today's world including the ethical and practical implications this use of computers brings.

How This Class will be Conducted

Lab Work—there are 2 lab hours per week in this class. Our lab is open additional hours if you need it. A calendar within myITLab will give exact due dates of all assignments.

The first assignment will be a tutorial on hardware and operating systems. This must be done in our lab. A printed worksheet will be provided for you to complete and submit. It will be graded in class.

All following assignments can be done through myITLab on line. These assignments can be done in our lab or at home. They will include assignments in Windows, Word, Excel and PowerPoint. All assignments will include:

1. An audio/visual lecture and demonstration of the project to be completed.
2. A skills-based training module which will step you through the skills necessary to complete the project to be submitted to the instructor through myITLab, May be repeated.
3. A Skills-based exam to be submitted through myITLab. May be repeated 3 times.
4. Suggested completion dates are shown on the myITLab calendar.
5. Work will be accepted, even after the due date, only until 11:59 pm the day of the midterm.

Reading Assignments

Reading assignments are from Technology in Action. Self-testing quizzes are available through myITLab (see Course Content tab) and are a good way to study for exams.

Midterms—2 midterms and 1 final exam

Exams will combine material from both textbooks. One half of the exam will be skill-based work on Windows, Word, Excel and PowerPoint administered hands-on in our computer lab. You must have your myITLab access code and account to take the exam. One half on the exam will be multiple choice. All tests are closed book and closed notes.

Exams can be scheduled early if there is a conflict. If you miss an exam, makeups are at the discretion of the instructor.

Grading

All activities will be given points. Training modules are graded pass/fail (5 points), exams are graded on the percentage correct (max 10 points).

Attendance

Students are expected to meet the attendance requirements listed in the Schedule of Classes. Any student who misses the first meeting of the class may be excluded. Attendance will only be taken until the end of Census Week. It is always the student's responsibility to officially drop the class.

Notes

- Students are responsible for all materials and information covered at each class meeting, even if they are absent. Please check your e-mail and myITLab account daily as announcements will be sent from the instructor.
- Students are expected to do their own work on assignments and exams.
- Please turn off all mobile devices or set to silent mode during class.

Contact Information

Phone: (818) 710-4314

Email: Use myITLab or krimmSG@piercecollege.edu

Office Hours: _____

Your Pierce section number is _____

Your myitlab CourseID is _____

CS 501 Summer School Schedule

Week	Technology in Action	Work from MyITLab	Additional Lab assignments
June 17	Chapter 1—Why Computers Matter to You: Becoming Computer Fluent	Get "How to Master" tutorial from instructor	Do How to Master assignment in lab
June 19	Chapter 2—Looking at Computers: Understanding the Parts Chapter 6—See description below. P 263-277	Finish "How to Master" tutorial. Hand in on 3/23, date of Midterm #1 Windows 7 PowerPoint http://top-windows-tutorials	Do How to Master assignment in lab JUNE 23 LAST DAY TO ADD
June 24	Chapter 6—Understanding and Assessing Hardware: Evaluating Your System. Chapter 5—Using Systems Software: Operating System, File Management	Windows 7 skill based training Windows 7 Skill based exam LAST DAY TO ADD	Document your system (or lab system) Form student work groups.
June 26	Chapter 5—finish Introduction to Office and Word	All Office Fundamentals Note to delay Word Proj 1A All of Word Proj 1B	Groups create a requirements document in Word and submit in lab through the Project dropbox. Use Charts on P. 266-267
July 1	Lecture material on Word Chapter 3—Searching the Web	All of Word Chap 2	Groups create an equipment list
July 3	Chapter 4—Application Software: Programs that Let You Work and Play	All of Word Chap 3 Word Proj 1A Additional Word Assignment	Do additional Word assignment in lab—submit to dropbox during lab.
July 8	Introduction to Excel Midterm #1 Tech In Action Chap 1, 2, 5, 6 (Hardware, Windows and Word)	Midterm #1 Excel Chap 1	Do additional Word assignment in lab—submit to dropbox during lab.
July 10	Discussion—Ethical Issues . Tech in Focus—Information Technology Ethics. More Excel	Excel Chap 2	
July 15	Excel, charting and functions	Excel Chap 3	Group create a spreadsheet with alternative equipment and prices submit through Project dropbox.
July 17	Chapter 3: Using the Internet: Making the Most of Web Resources	Additional Excel #1	Do Excel Budget assignment in lab--submit to dropbox during lab LAST DAY TO DROP 7/21
July 22	Technology in Focus: Protecting Your Computer,Backing up Data P. 374	Additional Excel #2	Do Excel Payroll assignment in lab—submit to dropbox during lab
July 24	Midterm #2 Tech in Action Chap 3 and 4, and Excel Introduction to PowerPoint	All Excel work due Midterm #2	
July 29	Chapter 7: Network and Security More on PowerPoint	Power Point Chap 1	Group prepare and present PowerPoint.
July 31	Chapter 8: Mobile Computing:	Power Point Chap 2A and 3A	Group prepare and present PowerPoint.
Aug 5	Additional topics	Review for the final	Group prepare and present PowerPoint. Demonstrate individual Power Points in lab.
Aug 7	Final Exam	Final Exam	