

## Course Syllabus

### A. COURSE INFORMATION

**Course Title:** Introduction to Computers  
**Course ID:** PACE-1100  
**Quarter:** Fall 2012  
**Meeting Day/Time:** Monday, 9:00 a.m. – 1:00 p.m.  
Wednesday, 12:00 p.m. – 2:00 p.m.  
**Room:** Classroom 432, Down City Campus, URI, Providence  
**Instructor/Title:** Katharine Taylor, Adjunct Faculty  
**Telephone/Extension:**  
**E-mail address:**  
**Office location:** n/a  
**Office hours:** by appointment

#### **Course description:**

The objective of this course is to become familiar with computer terms, operation of a Windows computer and be able to do basic assignment using Word Processing, Spreadsheet and Graphic Presentation software.

#### **Specific topic coverage includes:**

**Course prerequisite(s):** none

#### **Required textbooks/materials:**

##### **Text 1:**

Visualizing Technology  
Debra Geoghan  
ISBN-13: 978-0-13-705605-7  
ISBN-10: 0-13-705605-2  
Publisher: Prentice Hall, Copyright 2012  
Format: Paper Bound w/CD-ROM, 527 pp

##### **Text 2:**

Skills for Success with Microsoft Office 2010, Volume 1  
Kris Townsend, Robert L. Ferrett, Catherine Hain, Alicia Vargas  
ISBN-13:978-0-13-284032-3  
ISBN-10: 0-13-284032-4  
Publisher: Prentice Hall, Copyright: 2011  
Format: Paper Bound w/CD-ROM, 668 pp

##### **Text 3:**

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Skills for Success with Windows 7 Getting Started  
Kris Townsend  
ISBN-13: 978-0-13-511290-8  
ISBN-10: 0-13-511290-7  
Publisher: Prentice Hall, 2011  
Format: Paper Bound w/CD-ROM, 37 pp

**USB Flash Drive:** for storing and transporting assignment files.

### **Instructional Strategies/Methodology**

Various methods will be used to convey course information and concepts to students:

- Lecture
- PowerPoint Presentations
- Demonstration
- My IT Lab
- Hands on laboratory assignments

### **Evaluation and Grading Criteria:**

#### **Course Policies:**

Assignments: All homework assignments are due at the beginning of class on the date due.

#### **Attendance Policy:**

Students are expected to attend all classes and to come prepared by having reviewed notes from the previous lecture and having read the current scheduled reading assignments.

#### **Tardiness Policy:**

Attending class late can also adversely affect your grade based on participation, handing in assignments, and getting the latest information. Note that I typically start class by answering student questions/concerns pertaining to class materials and assignments. With this in mind, you must know that I give the most pertinent information about the lecture, assignments, and testing at the beginning of class. You are responsible to find out what you missed from classmates.

#### **Late Assignments:**

Assignments handed in late will incur a 3 point deduction penalty per day late and assignments later than 2 weeks will not be accepted. Waiver of this policy can be made on a case by case basis with prior permission due to valid reason.

### **D. COURSE SCHEDULE**

"The design of this course as outlined in the syllabus requires you to do work outside of class to be successful."

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Week	Topic	In-class Activity/Assignment	Out-of-class Activity/Assignment	Due Dates
<p><b>One</b> 10/10/12</p>		<p>Review Syllabus Review Blackboard Review MyIT Lab <b>Visual Tech:</b> Chapter 1-What is a computer</p>	<p>MyITLab: End of chapter quiz</p>	<p>10/15/12</p>
<p><b>Two</b> 10/15/12 And 10/17/12</p>		<p><b>Visual Tech:</b> Chapter 2-Hardware <b>Skills for Success with Windows 7</b> Chapter 1</p>		<p>10/22/12</p>
<p><b>Three</b> 10/22/12 And 10/24/12</p>		<p><b>Visual Tech:</b> Chapter 3-File Management <b>Skills for Success MS Office:</b> Chapter 1-Word Chapter 2-Word</p>		<p>10/29/12</p>
<p><b>Four</b> 10/29/12 And 10/31/12</p>		<p><b>Visual Tech:</b> Chapter 4-Digital Devices <b>Skills for Success MS Office:</b> Chapter 3-Word Chapter 4- Word</p>		<p>11/5/12</p>
<p><b>Five</b> 11/5/12 and 11/7/12</p>		<p><b>Visual Tech:</b> Chapter 5- Application Software Chapter 6-System Software <b>Skills for Success MS Office:</b> Chapter 1-Excel Chapter 2-Excel</p>		<p>11/12/12</p>
<p><b>Six</b> 11/14/12</p>		<p><b>Visual Tech:</b> Chapter 7-The Internet <b>Skills for Success MS Office:</b> Chapter 3-Excel</p>		<p>11/19/12</p>
		<p>Chapter 4-Excel</p>		

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<p><b>Seven</b> 11/19/12 And 11/21/12</p>		<p><b>Visual Tech:</b> Chapter 8-The Social Web <b>Skills for Success MS Office:</b> Chapter 1- Access Chapter 2-Access</p>		<p>11/26/12</p>
<p><b>Eight</b> 11/26/12 And 11/28/12</p>		<p><b>Visual Tech:</b> Chapter 9-Networks and Communication <b>Skills for Success MS Office:</b> Chapter 3-Access Chapter 4-Access</p>		<p>12/3/12</p>
<p><b>Nine</b> 12/3/12 And 12/5/12</p>		<p><b>Visual Tech:</b> Chapter 10-Security and Privacy <b>Skills for Success MS Office:</b> Chapter 1-PowerPoint Chapter 2-PowerPoint</p>		<p>12/10/12</p>
<p><b>Ten</b> 12/10/12 And 12/12/12</p>		<p><b>Visual Tech:</b> Chapter 11-Databases <b>Skills for Success MS Office:</b> Chapter 3-PowerPoint Chapter 4-PowerPoint</p>		<p>12/17/12</p>
<p><b>Eleven</b> 12/17/12 And 12/19/12</p>		<p><b>Visual Tech:</b> Chapter 12-Program Development <b>Skills for Success MS Office:</b> TBD</p>		<p>12/24/12</p>