Kirkwood Community College Course Syllabus
Intro to Computers
CSC-110
Spring 2016

Instructor	*Alethea Cook*
Instructor Information	***Office location:*** *208 Nielsen Hall* ***Office Hours:*** *Send email to Alethea.Cook@Kirkwood.edu for an appointment.* ***Telephone number:*** *319-398-5899 x 7658* ***Email address:*** *My Kirkwood email is Alethea.Cook@kirkwood.edu.* ***Notes:*** Please allow up to 24-hours for a response to all messages. In any contact, please proofread, spell-check, professionally write, and include a meaningful subject line such as – Subject: Word Chapter2 Skill-Based Training issue. In the message please give your first and last name, and the course you are contacting me about. Without this information a timely response may be unlikely as additional emails will be needed for clarifications. Other email suggestions: Sometimes I get messages like "Hi, this is Sue. I need help with class." I want to help the student, but haven't enough information. A better email or phone message would be "Hi, this is Sue Smith from Intro to Computers in your Monday Wednesday section. I'm not sure which files to upload for the Word Section 3 Assignment. Do you want the merged document, or just the parts used to create it? My email is suesmith@yahoo.com. Thanks, Sue."
Section Information	***Synonym number:*** *CSC-110-CRFWE (0243013)* ***Course Meeting Times:*** *8:00 a.m. to 12:00 p.m. Saturdays, Nielsen Hall Room 212*
Credit hours	3 credits
Contact hours	2 hours lecture, 2 hours lab
Co-requisites	NONE
Prerequisites	NONE
Course Description	Familiarizes the student with business, personal and industrial uses of microcomputers. Broad-based overview of microcomputer topics is presented; concepts of storage media, file organization and data representation are also presented. The fundamentals of computer problem solving and programming are discussed.

Required Course Materials	Books and course materials for this course are available at the Kirkwood Bookstore.

All materials for this course are electronic and require using **the MyITLab access code.** You cannot do any assignments or exams in this course without the **MyITLab access code with e-text**. <u>A used access code will not be valid.</u> You must obtain the code separately from Pearson or the Kirkwood Bookstore. If you prefer the textbook version of the books you may also purchase them at the Kirkwood bookstore, but you will still need the MyITLab access code for our course. The bundle in the Kirkwood bookstore includes the following:

- E-text: Go! With Microsoft Office 2013 Volume 1, ISBN: 0133968804
- E-text: Technology in Action Introductory 11th edition, ISBN: 0133827356
- Access Code: MyITLab Training and Assessment Code, ISBN: 0133880451
- Access Code: MS Office 2013 180 Trial Software, ISBN: 0133880540

Additional materials for this course include:

- A 1GB or Higher flash drive for downloading and saving assignments |
| **Course Comments** | The following are recommendations if you complete your assignments on a personal computer via a personal laptop or at home. All of the below mentioned are available on most of the classroom computers and ALLSOP computer lab located in Nielsen Hall at Kirkwood. Other locations on campus including the library <u>may not</u> have the correct version of Microsoft Office and be compatible with MyITLab. You will need to use Microsoft Office 2013 or Office 365 to complete the Pearson assignments.

Windows 7 or Windows 8 Operating System is preferred, but you may use a different version. A few MyITLab and video demonstrations will be shown using Windows 7 or Windows 8, but the same tasks can be completed using other operating systems. It is your responsibility to determine any differences.

Microsoft Office 2013 or Office 365 should be used in this course. **Note:** You may use other versions of office, but they may not contain some of the color schemes and options needed for assignments and points **<u>will not be</u>** adjusted to compensate for having the wrong software. The Microsoft Office software package should contain Word, PowerPoint, Excel and Access. Note that student versions of Microsoft Office often does not include Access. Office 365 is available for students to download for free at this website http://bookstore.kirkwood.edu/c-183-office-instructions.aspx.   Note: You must use your Kirkwood email when signing up.

Web Browser: Google Chrome is the desired web browser for MyITLab. <u>Internet Explorer IS NOT compatible with MyITLab</u>. For any of the web browsers used, you need to ensure that the pop-up blockers are enabled for MyITLab. You may need to set this more than once. Be aware of pop-up blocking if assignments are not opening.

   Helpful Tips for MyITLab:
1. For the best experience, start MyITlab from the desktop MyITlab launcher icon that is made available by installing the MyITLab Browser Tune-Up tool on your computer to make sure the latest versions of the necessary plug-ins are on your computer. Click on the link below to access the tune-up tool for your computer. **NOTE: MAC USERS MUST INSTALL THE TUNEUP WIZARD for proper use of MYITLAB.** pearsonmylabandmastering.com/northamerica/myitlab/browser-tune-up/office-2013.html |

	2. The **Simulation Training** labs are hands-on with wonderful **show me** and **hint** links on the bottom of the activity screen. If a **hint** hangs up, it may be because you did not start MyITlab from the Desktop launcher; no problem - click **show me** to reset. **If you complete the trainings on time, you can take them again, and it will keep your highest score since there are unlimited attempts up until the due date**. Because the **Skill-Based Training** and **Skill-Based Exam (Scenarios)** are simulations, you do not need Microsoft Office for these particular projects. However, you will need Microsoft Office 2013 or 365 for the **Grader Projects** you upload. See the Start Here folder in Angel to watch a detailed **Grader Project Video**. 3. MyITlab **assignments are automatically and immediately computer graded. All assignments except the Exams and Final Exam have unlimited attempts and counts your highest score.** To see your grades, click on the **Grades** tab in MyITLab. To see options for how to **correct** your MyITlab **mistakes** - return to the assignment and select View Submission, then click Show Info. 4. If you are having MyITLab issues contact Pearson Support at the following web address: http://247pearsoned.custhelp.com/app/contact or phone number 844-292-7016.

Course Student Learning Outcomes and Competencies	This class provides an introduction to computer concepts by focusing on computer basics, societal issues, and a framework for using this knowledge effectively in everyday life. This is achieved through a combination of understanding computer concepts and mastering today's software. This course provides the student with a general understanding of hardware and software, and the ability to use this knowledge in the creation of useful information while using application software in the areas of word processing, spreadsheets, databases, presentation graphics, and web pages.
	
	 Upon completion of this course students will be able to:
	 I. Unit 1 - Microcomputer Concepts
	   A. Hardware
	      1. Identify the four basic components of a computer system
	      2. Identify the major classifications of computers and their primary uses
	      3. Identify the components of the central processing unit, how they work together, and interact with memory
	      4. Differentiate between primary storage and secondary storage
	      5. Describe how a series of bits is used to represent data in the computer
	      6. List some of the common input, output devices
	      7. Differentiate the principal types of secondary storage media and their corresponding storage devices
	      8. Describe how data is stored on a disk
	      9. Identify how data is organized, accessed, and processed
	      10. Describe some of the factors that can affect the performance of a computer system
	   B. Software
	      1. Explain the difference between application and system software
	      2. Explain the relationship between application and system software

3. Discuss the strengths and weaknesses of the most popular types of operating systems
4. Describe the major functions of an operating system
5. Identify the role of essential utility programs and describe the tasks utility programs can perform

C. Communications
1. Explain what a communications network is and list the basic components of a network
2. Draw three of the typical network configurations
3. Give examples of local area networks and wide area networks
4. Identify the various protocols that can be used to connect the devices on both a local and wide area network
5. List several issues that are of concern to network administrators.
6. Identify the various types of individuals and organizations involved in the Internet community and explain their purposes
7. Describe some of the various methods of connecting to the Internet
8. Search effectively for information on the Internet
9. Describe some of the on-going problems associated with Internet use.
10. Describe several use of the Internet in addition to browsing
11. Describe the various tasks involved in designing a Web site
12. Define Enterprise Computing
13. Identify a variety of E-commerce business models
14. List several strategies for implementing E-commerce

D. Information Systems
1. Identify several types of information systems found in an organization
2. Identify the phases of system development
3. Discuss the various approaches to system development
4. Identify the steps involved in the program development life cycle
5. Describe what constitutes good program design
6. Identify the basic tools for facilitating program development
7. Identify several programming languages
8. Explain the activities involved with coding, documenting, and debugging programs
9. Define common database terminology
10. Identify some basic database classifications
11. Describe how a relational database is designed, created, and used

E. Society and Information Technology
1. Identify the various types of computer crime and security risks that can threaten computers
2. Describe methods to safeguard a computer against computer crime
3. Recognize the ethical and societal impacts of computer usage
4. Describe the impact computers may have on health and the environment
5. Describe the importance of privacy and how it is affected by technology
6. Explain the importance of computer users being aware of intellectual property rights
7. List the important factors to consider when purchasing a computer system for personal use

8. List some computer maintenance practices to protect the hardware and software
9. List the guidelines for troubleshooting problems and seeking assistance
10. Describe some of the ways to upgrade a PC and explain the conditions that prompt an upgrade

II. Unit II – Microcomputer Applications
  A. Windows Explorer- the student will be able to navigate the computer using Windows Explorer by being able to
     1. Identify the various components of the desktop
     2. Move, copy, delete, and rename files or folders
     3. Define a path
     4. Organize files using folders
  B. Word Processing - the student will be able to use fundamental editing techniques to create useful information in documents by being able to
     1. Navigate the Word window
     2. Describe the function of the icons on the Home ribbon
     3. Create, save, close, open, and print a document
     4. Insert graphics
     5. Create tables
     6. Divide a document into columns
  C. Spreadsheets - the student will demonstrate competency in a spreadsheet program by manipulating data using formulas and functions, and plotting charts using Excel by being able to
     1. List the basic features of a spreadsheet program
     2. Identify the components of the Excel window
     3. Describe the function of the icons on the Home ribbon
     4. Create, save, close, open, and print a workbook
     5. Use various methods to move around a worksheet
     6. Create formulas and functions
     7. Describe the difference between an absolute and a relative cell references
     8. Create, preview and print a chart
  D. Databases - the student will use a computer to create a database, add, change, define, and sort data in the database; retrieve data; and create forms and reports. The student will correctly demonstrate knowledge of databases by storing data in an organized file and quickly retrieving specific information using Access by being able to
     1. List the basic features of a database program
     2. Identify the components of the database window
     3. Describe the function of the icons on the Standard and Formatting toolbars
     4. Create, save, close, open, and print a database
     5. Create tables and establish a relationship between tables
     6. Sort, filter and query a database
     7. Create a form
     8. Create a report
  E. Presentations - the student will correctly structure, design, and present information to an audience so that it is both interesting and visually appealing by being able to

	1. Describe the components of the PowerPoint window 2. Describe the function of the icons on the Standard and Formatting toolbars 3. Select commands using the menu bar and shortcut menus 4. Create, save, close, open a slide presentation 5. Run a slide presentation 6. Format a slide presentation
Late Work/Make-up Test Policy	You MUST contact your instructor to make up any late assignments.

Class Attendance Policy and College Sponsored Activities	As stated in the Student handbook: In compliance with Public Law 105-244, Kirkwood Community College makes a wide variety of general institutional information available to students. For additional information, go to: http://www.kirkwood.edu/site/index.php?p=32303
Productive Classroom Learning Environment	We believe that the best learning takes place in an environment where faculty and students exhibit trust and mutual respect. In a productive learning environment, faculty and students work cooperatively, recognize and respect differences, model the values of character and citizenship, and become lifelong learners. This course is part of several degrees intended to help prepare students for careers in applied sciences, industrial technologies, information technology, and business fields. It is also taken by many students who intend to transfer to longer programs in colleges and universities. Proper academic and professional behavior is required. Any student who cannot communicate appropriately and be respectful of others may be referred to his or her dean for disciplinary action and dropped from the class. You are expected to be respectful of your fellow student's discussions in class and be professional. Failure to communicate appropriately and be respectful of others may be referred to his or her dean for disciplinary action and dropped from the class.
Plagiarism Policy	Kirkwood Community College is a community of shared values, foremost of which is a strong commitment to academic integrity, honorable conduct, and respect for others. Through the honest completion of academic work, students sustain the integrity of the college and promote a culture of civility, fairness, trust, and respect among its members. Those who violate these standards must be held responsible. Kirkwood students are responsible for authenticating all work in a course. This includes but is not limited to quizzes, exams, presentations, papers, journals, and projects. For this reason, it is recommended that students engage in a verifiable working process on assignments and conduct themselves during class in a manner that does not lead to the suspicion of academic dishonesty. Examples of Academic Dishonesty include but are not limited to: Plagiarism and Fabrication, Misrepresentation, Cheating and Facilitation, and Impeding Fair and Equal Access to the Education and Research Process. It is the student's responsibility to be aware of the behaviors that constitute academic dishonesty. A detailed description of this policy and the sanctions associated with it can be found here: **http://www.kirkwood.edu/site/index.php?p=32303**

Campus Closings	See Student Policies: General Policies and Student Rights **http://www.kirkwood.edu/site/index.php?p=32309**
Academic Accommodations	Students with specific academic and/or classroom needs may request individualized accommodations. Students wishing to request accommodations should complete an 'Accommodation Request Form' which is available at the Learning Services office, 2063 Cedar Hall, or online at www.kirkwood.edu/accommodations. Students will be asked to provide documentation supporting their request. An accommodation plan must be completed each semester and given to instructors before academic accommodations will be provided.
Midterm grades	A midterm grade will be calculated and posted on EagleNet. The midterm grade is a grade-in-progress, and will not affect your official GPA, nor will it impact financial aid. The midterm grade has three purposes: first, to communicate your academic performance; second, to provide opportunities for you to discuss your progress with your instructor; and third, to allow Kirkwood to design college-wide intervention programs that will improve student success.
Student Evaluation	Students will be assessed on their knowledge of the course competencies, outcomes, and objectives through LAB activities, homework assignments, and exams. This class is a combination of lecture and lab. MyITLab as well as Talon are used as a supplement for this course. The MyITLab account to accompany the textbooks used in this course will contain assignments, as well as all exams including the cumulative final exam. Students found cheating on any part of an assignment will receive no points for the total assignment. This includes sharing work or copying sections of another student's work. Regardless of the circumstances, both students involved will be considered at fault. All assignments will be submitted through MyITLab. All homework assignments are on the due date by 11pm Central Time. Make a backup copy of your assignments. Please save all returned/graded work – just in case - on the flash drive you purchased for the course! Points will be awarded for each item and count toward your total grade. The points will be tallied at the end of the semester and placed into categories for a final grade. For this reason, grades received on individual tests or assignments will not necessarily translate into the exact same final grade. Percentage Breakdown: <table><tr><td>Assignment</td><td>Percentage</td></tr><tr><td>Weekly Assignments</td><td>50%</td></tr><tr><td>Discussions</td><td>10%</td></tr><tr><td>Exams</td><td>25%</td></tr><tr><td>Final Exam</td><td>15%</td></tr></table>

Grading Scale	A	93% - 100%	C	73% - 76%
	A-	90% - 92%	C-	70% - 72%
	B+	87% - 89%	D+	67% - 69%
	B	83% - 86%	D	63% - 66%
	B-	80% - 82%	D-	60% - 62%
	C+	77% - 79%	F	59% or less
Drop Date	Details of the refund schedule can be found under Academic & Enrollment Policies at: www.kirkwood.edu/student_policies			
Final Exam Information	Final exam for this class is Saturday, May 7, 2016.			
Emergency Information	See Facilities: Emergency/Crisis Information http://www.kirkwood.edu/site/index.php?p=7987 *[If desired, list emergency phone numbers, department office locations, etc.]*			