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

Textbooks and Materials

**Technology in Action** 8th Ed (7th ed will do as well) by Evans, Martin, etc.

**Go! with Micorosoft Office 2010 Introductory** by Gaskin, Ferrett, etc.
Pub. Prentice Hall 2011

**Access Code for myITLab Note:** This package is available from our bookstore or online at [www.myitlab.com](http://www.myitlab.com).

- a. $80 for Office 2010 generic with NO eText.
- b. $120 for Office 2010 generic with eText. MyITlab with eText gives students access to both textbooks—Go! With Office 2010 and Technology in Action 8ed. Etext books can be viewed on a computer or iPad.
- c. If students buy on line, be sure that they select Office 2010 generic.
- d. A flash drive (USB drive) to store assignments

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 is 1 lab hour 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. There is also a 1 hour TBA.

The first assignment will be a tutorial on hardware and operating systems. This can be done in our lab, or can be copied USB or CD and done at home. A printed worksheet will be provided for you to complete and submit.

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 training module which will step you through the skills necessary to complete the project to be submitted to the instructor through myITLab,
3. A skill-based exam to be submitted through myITLab.
4. Note: The training can also be done from the GO! textbook. If you choose to do this, print at the end of each assigned project and submit to your instructor.
Reading Assignments
Reading assignment will be from both textbooks. Self-testing quizzes for both books are available through myITLab and should be a good way to study for exams.

Exams
Exams will combine material from both textbooks. One half of the exam will be skill-based work on Word, Excel and PowerPoint administered hands-on in our computer lab. One half on the exam will be multiple choice. There will be two midterms and a comprehensive final. 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, exams are graded on the percentage correct. See complete grading sheet following this syllabus.

Attendance
Attendance is required at the Orientation meeting, Word Midterm, Excel Midterm and Final Exam. 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.
- No assignments will be accepted more than 2 weeks late. They will be penalized 10% for each week late.
- Students are expected to do their own work on assignments and exams.
- Extra Credit will be available
- Please turn off all mobile devices or set to silent mode during class.

Contact Information
Phone: (818) 710-4314
Email: Use myITLab or suekrimm@hotmail.com
Office Hours: ____________________________________________
<table>
<thead>
<tr>
<th>Week</th>
<th>Technology in Action</th>
<th>Go! Office 2010</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>Finish Chapter 5 Introduction to Office and Word</td>
<td>myITLab: Common Features Word Chapter 1 Project 1B</td>
</tr>
<tr>
<td>5</td>
<td>Lecture material on Word</td>
<td>Word Chapter 2: Tables and Templates Project 2A, 2B</td>
</tr>
<tr>
<td>6</td>
<td>Lecture material on Word Chapter 4—Application Software: Programs that Let You Work and Play</td>
<td>Word Chapter 3: Research papers, newsletters. Project 3A, 3B. Project 1A. Additional Word Assignment.</td>
</tr>
<tr>
<td>7</td>
<td><strong>EXAM on Tech In Action Chap 1, 2, 5 (Hardware, Windows) and Word</strong></td>
<td><strong>Word Assignments Due.</strong></td>
</tr>
<tr>
<td>8</td>
<td>Introduction to Excel. Creating a worksheet, formatting, printing</td>
<td>Excel Chapter 1—Creating a Worksheet and Charting Data. Project 1A, 1B</td>
</tr>
<tr>
<td>9</td>
<td>Excel formulas, functions, copying</td>
<td>Excel Chapter 2—Project 2A, 2B</td>
</tr>
<tr>
<td>10</td>
<td>Excel material as needed. Chapter 3 Internet. P. 92-110</td>
<td>Excel Chapter 3 Analyzing Data with Charts. Projects 3A, 3B</td>
</tr>
<tr>
<td>11</td>
<td>Chapter 3: Using the Internet: Web Browsers, rest of chapter</td>
<td>Additional Excel Assignments—Quarterly Budget and Payroll</td>
</tr>
<tr>
<td>12</td>
<td><strong>Exam on Tech in Action Chap 3 and 4, and Excel</strong> Chapter 7: Networking</td>
<td><strong>Excel Assignments Due</strong></td>
</tr>
<tr>
<td>13</td>
<td>Chapter 7 Networking (contd) Introduction to PowerPoint</td>
<td>PowerPoint Chapter 1: Getting Started Project 1A, 1B</td>
</tr>
<tr>
<td>14</td>
<td>Tech in Focus: Ethics P. 138-159 Chapter 9 Securing Your system</td>
<td>Chapter 2A, 3A</td>
</tr>
<tr>
<td>15</td>
<td>Chapter 8: Mobile Computing:</td>
<td>Power Point Assignments Due—to be shown in lab</td>
</tr>
<tr>
<td>16</td>
<td><strong>Final Exam</strong></td>
<td></td>
</tr>
</tbody>
</table>