



Syllabus - Fall 2010

Personal Computer Applications Syllabus

Course Overview

This course is designed to provide the students with the knowledge, skills and experience required to utilize personal computers effectively. It is for future end-users of computers who will use computer technology to solve problems and to make decisions. Whereas the processing power and storage capacity of personal computers (PCs) have increased tremendously since their introduction in the mid-70s the PCs price has consistently decreased make them accessible to large and small companies or organizations as well as individual users. Currently, PCs are being used at all levels in progressive organizations, ranging from clerical workers to top-level executives. In addition, the use of computers is not restricted to any particular field; their use is beneficial to any area where decisions need to be made and problems need to be solved. Hence, it is crucial that learners gain knowledge of and experience with computer technology as it becomes an integral part of the work place and daily life.

Course Description

COMP 1000 is a two-credit course composed of 2 hours of instruction per week. In this course, students will learn how to use an IBM PC, its operating system, and several application packages. Each student will be required to complete a series of assignments on Windows Vista, Internet and World Wide Web (WWW), Microsoft Word 2007 (word processor), Microsoft Excel 2007 (spreadsheet), and Microsoft Access 2007 (database management), Microsoft PowerPoint 2007 (developing PowerPoint professional presentations) and Microsoft SharePoint (developing and maintaining a web page and a web site). The application software will be made available to the learners by the Auburn University bookstore or the Distance Learning department. The COMP 1000 custom package is formed by: Exploring MS Office 2007 and Windows Vista by Robert Grauer et

al., Exploring Getting Started with Microsoft SharePoint Designer by Daniela Marghitu plus the MyITLab, Prentice Hall Publishing Co. ISBN 0536520283.

There is an optional self test available in the course website on Blackboard. The pre-test is designed for the learner to know his/her level of computer knowledge and skills before taking the course.

Course Topics

The topics in this course provide a thorough knowledge of the skills on the following topics.

1. **Essential Computing Concepts** - An overview of what a computer is; the hardware of a PC; computer software; and an introduction to networks. Get you started with the MyITLab skills based training application.
2. **Introduction to Office 2007** - Get you acquainted with the common interface among the Microsoft Office 2007 software applications and universal tasks including the use of office 2007 help.
3. **Microsoft Windows Vista** – Explains the principles of the Microsoft Windows Desktop; the Anatomy of a Window; how to use the Help and Support Center; the difference between Files and Folders; how to use Windows Explorer; and how to increase productivity.
4. **Internet Explorer and WWW** – Discusses the importance of the Internet and World Wide Web (WWW); how to connect to the Internet; and the differences between search engines.
5. **Microsoft Word 2007** – How to change font attributes through the font dialog box; copying formats using the format painter; formatting a paragraph such as: paragraph tabs, borders, lists and columns; create table of contents and indexes; enhancing a word document by inserting, formatting or editing tables; converting text to table; sorting and applying formulas to tables; inserting clip art, images, or symbols in a document; insert comments into a document; compare and combine documents; create and edit footnotes and endnotes; track changes in a document.
6. **Microsoft Excel 2007** – An introduction to spreadsheets; how to modify and format a worksheet; how to create graphs and charts; practice the use of functions and formulas in a spread sheet; use relative and absolute cell

- addresses; dealing with large worksheets.
7. **Microsoft Access 2007** – Introduction to Microsoft Access and concepts of a relational database; define data base objects and how to create and modify tables, forms, reports, and queries.
 8. **Microsoft PowerPoint 2007** – Gain proficiency in creating ; opening, and modifying an existing presentation; enhancing a presentation by the use of Design Themes, slides transitions, slides animations; SmartArt, WordArt, a Photo Album; and movies.
 9. **Microsoft SharePoint Designer 2007**– An overview of creating and designing Web pages and Web sites using Microsoft SharePoint Designer.

Course Objectives

The objectives of this course are to:

1. Describe components of a computer system; Distinguish between system software and application software; and define a local area network; distinguish between a server and a workstation.
2. Describe the objects on the Windows desktop; explain the significance of the common user interface; identify the elements that are present in every window.
3. Differentiate between a program file and a data file; explain how folders are used to organize the files on a disk; use the View menu and/or the Folder Options command to change the appearance of folder.
4. Copy and/or move a file from one folder to another; delete a file, then recover the deleted file from the Recycle Bin.
5. Define the Internet and give a brief overview of its history; explain how the World Wide Web differs from the Internet.
6. Describe the structure of a Web address; explain why backing up within the address may lead to other relevant documents; Distinguish between the http and https protocols; define a cookie and explain how it is a potential threat to individual privacy.
7. Identify common interface components in Microsoft 2007 and how to use office 2007 help.
8. Applying font attributes through the font dialog box; copying formats using the format painter; formatting a paragraph such as: paragraph tabs, borders, lists and columns; create table of contents

and indexes.

9. Enhancing a word document by inserting, formatting or editing of tables; converting text to table; sorting and applying formulas to tables; inserting clip art, images, or symbols in a document; formatting graphic elements.
10. Insert comments into a document; compare and combine documents; create and edit footnotes and endnotes; track changes in a document; modify document properties.
11. Describe a spreadsheet and suggest several potential applications; identify Excel window components; enter and edit data in cells; display cell formulas; insert and delete rows and columns; manage and format worksheets; practice the use of copy, paste, paste special, and AutoFill.
12. Practice the use of functions and formulas in a spread sheet; use relative and absolute cell addresses; create and modify a chart in a spread sheet; enhancing a chart by using graphic shapes; embedded charts.
13. Dealing with large worksheets: freeze rows and columns; hide and unhide rows, columns, and worksheets; printing large worksheets; sort data; filter and total data.
14. Start Microsoft Access; describe and navigate among objects in an Access database; define the terms field, record, table, and database.
15. Create tables and queries; understand tables' relations; share data with Excel; specify criteria for different data types; copy and run a query.
16. Start PowerPoint; open, and modify an existing presentation; applying Design Themes, slides transitions, and animations; use PowerPoint views and slide layout; add a table; insert a clip art
17. Create a presentation using a template; create and modify: SmartArt, WordArt, and objects; insert and modify a picture; create and set options for a Photo Album; insert movies.
18. Use SharePoint Designer to create, modify and enhance Web pages and Web site.

Course Requirements

1. Mandatory Training

The training is available at Prentice Hall MyITLab website. You are strongly advised to work on these training sessions in order to receive your grade. The website address is <http://www.myitlab.com>. A student access code is necessary to register for MyITLab online which will be provided in the textbook package.

2. Assignments

There are three types of homework assignments, MyITLab, Hands-on, and Practice Exercises. Hands-on, and Practice Exercises are available in the text book and submitted using Blackboard. Each assignment is worth 5 points. It is required that students read the assignment and take the required MyITLab skills based assignments before class. Unexcused Blackboard late work can be turned in by one week. Thereafter, the assignment will not be accepted.

- The first few chapters covered on MyITLab will test students using exams in multiple choice format. Thereafter, all MyITLab exams will be in skill-based format. The skill-based training will include a pre-test, training, and post-test. Students will begin by taking the pre-test. If a student scores 50% or above on the pre-test, the student will be allowed to advance to the post-test without taking the training module. If a student scores below 50% that student will be required to take the training module, and will be required to earn 100% on the training module before advancing to the post-test. Therefore, students who receive below 50% on the pre-test will need to re-take the training module until they have earned 100%. Afterwards, the student will be allowed to take the post-test. The post-test grade is the final portion of the skill-based training, and the grade earned on the post-test will be the grade that is considered in the student's final MyITLab average.
- MyITLab assignments may be submitted after the due date with a 10% late penalty applied. Students who wish to submit MyITLab assignments after the due date may do so until the last day of class with late penalty. After the last day of class, MyITLab assignments will no longer be accepted.
- MyITLab is compatible only with Windows PC machines and Internet Explorer. MyITLab is not compatible with MAC computers or any other web browsers including FireFox and Safari.
- All COMP 1000 lab computers have been configured to run MyITLab, however if a student wishes to install MyITLab on his or her personal laptop, he or she must install the needed software in class on the first day of class. If not, the student will be required to use the COMP 1000 lab to complete MyITLab assignments. If a student wishes to use his or her personal laptop computer, it is the student's responsibility to ensure that the machine is in working condition and will allow assignments to be submitted by the due date.

3. Case Study 1 & 2

There are two case studies available and submitted in course website on Blackboard. An Integrated Case Study with Microsoft Office 2007 and the other is a SharePoint Case Study. Each case study is worth 50 points. More information about the studies is available in the course website on Blackboard.

4. Discussion Questions

The students will use Blackboard communication tool, Discussion, for contributing to discussions from the readings/topics for the related week. For each topic, they will read the required and additional readings, if any. By a specified time, they will make their posting to the discussion forum for that topic/week. By a specified time they will post another posting, usually a "reply" to someone else's posting from earlier that week. Therefore, for each topic they are expected to at least make two substantive postings to that topic's discussion forum and read at least two postings of two of their peers and reply to their posting.

5. Examination 1

There will be a proctored Examination 1 available on Blackboard. The examination will cover the material from topics 1 – 4. This is designed to give an opportunity to review all that the students have learned until this point in time. It includes 50 multiple-choice questions for 50 minutes. Answering the multiple choice practice questions at the end of each chapter, training modules in MyITLab as well as the On Line practice tests available on Blackboard will be helpful.

6. Examination 2

There will be a proctored Examination 2 available on Blackboard. The examination will cover the material from topics 5 - 6. This is designed to give an opportunity to review all that the students have learned until this point in time. It includes 50 multiple-choice questions for 50 minutes. Answering the multiple choice practice questions at the end of each chapter, training modules in MyITLab as well as the On Line practice tests available on Blackboard will be helpful.

7. Examination 3

There will be a proctored Examination 3 available on Blackboard. The examination will cover the material from topics 7 – 9. This is designed to give an opportunity to review all that the students have learned until this point in time. It includes 50 multiple-choice questions for 50 minutes. Answering the multiple choice practice

questions at the end of each chapter, training modules in MyITLab as well as the On Line practice tests available on Blackboard will be helpful.

8. Final Examination

There will be a proctored final examination at the end of the semester that will be available on Blackboard. This final examination will cover the material from topics 1 – 9. The examination is designed to give an opportunity to review all that the students have learned from the beginning to this point in time. It is comprehensive and it includes 100 multiple-choice for 2½ hours. Answering the multiple choice practice questions at the end of each chapter, training modules in MyITLab as well as the On Line practice tests available on Blackboard will be helpful.

Performance Evaluation

The students work in this course will be evaluated on the basis of the assignments, MyITLab skill modules and Examinations. Exams will be given as an open computer test composed by multiple choice questions requiring you to have a basic understanding of the software and hardware that you will be using. Exams will include material from the assigned readings in the text, the assigned exercises, and class lectures. You should expect to do well on the exams only if you read, study, understand the assigned reading in the text, and complete the assigned exercises. Detailed information about exams can be found on the Exams web page. The MyITLab skill modules will be made available online at the end of each course topic. You should expect to do well on these modules if you carefully study and understand the associated course topic. The final course average will be computed as follows.

Class Point Distribution		
Topic	Percentage	Points
Assignments (Case Studies) and MyITLab skill modules	40%	400
Exam 1	10%	100
Exam 2	10%	100
Exam 3	10%	100
Final Exam	30%	300

The final course grade will be determined by the final class average using the scale below, with the following constraint: to earn a passing grade in this course, a student must earn a passing grade for the assignment

average (assignment includes all Lab assignments and the two Case Studies but not the MyITLab assignments). An assignment average below 60% will result in an F in the course.

Grade Scale		
Percentage	Minimal Score	Grade
90% or above	895	A
80% - 89%	795	B
70% - 79%	695	C
60% - 69%	595	D
Less than 60%	0	F

Students are not allowed to redo quizzes and examinations. Therefore, they should check their work carefully with criteria statements before turning in assignments or examinations.

Exams are open book, closed computer.

Grading

IT IS YOUR RESPONSIBILITY TO MAKE SURE THAT YOUR HOMEWORK IS CORRECTLY UPLOADED TO BLACKBOARD. It is also your responsibility to make sure you have submitted the correct assignment. After you submit an assignment please check and make sure it appears on blackboard and that the correct file has been submitted for that assignment. Additionally you have 7 days after your grade is posted to discuss that grade. After 7 days the grade is no longer up for discussion and will be final.

- Blackboard assignments are due on the date assigned in class. However if, the student is unable to complete the full assignment in class, he or she will have one week from the date assigned to submit the assignment on Blackboard without a late penalty. For example, if an assignment is assigned on August 10 in class, the student will have until August 17 to submit the assignment on Blackboard without penalty. After 11:00 p.m. on the date assigned the student will see "Late" next to the assignment, however this is only a reminder that the assignment still needs to be submitted within the one week interval. No late penalty will be applied. After this one week interval, the assignment will close and the student will not be able to submit his or her work.

Assignment Makeup

When you miss class and have a valid university excuse you will have a two week grace period to make up late assignments without penalty when you return to class. After the two week grace period late assignments will not be accepted for points.

- Students will have 7 days from the date listed on the make-up document to present this document to the instructor and make plans for submitting make-up work. After this time, the excuse will not be accepted.

Attendance

Attendance is essential if a student is to understand and assimilate the material in this course. If a student must miss a class, he/she should make arrangements ahead of time to complete the assignment and turn it in on time. Since class time is so limited, assistance or lecture information for completing an assignment that was done/due in a previous class will not be provided during a subsequent class.

Make-up Exams

Make-ups will only be given with a valid university excuse. This means a Doctors statement (not an In-Out slip) or other documentation must be provided. All make-ups will be given on one of the two designated Makeup Days. The student is responsible for informing the instructor prior to missing an exam no later than one week after the exam official date.

Friday Help

In order to provide assistance with make-up assignments and in general for helping students in accomplishing as much as possible, we offer Friday Help sessions, on Fridays from 10:00 am to 3:00 pm. One of the COMP1000 instructors will be in COMP1000 lab to help the COMP1000 students.

Students with Disabilities

Auburn University is committed to providing accommodations and services to students with documented disabilities. Any student with a qualified disability which requires accommodations should contact The Program for Students with Disabilities, 1244 Haley Center, Auburn University, AL 36849, 334-844-2096 PH, 334-844-2099 FAX, haynemd@auburn.edu. More information is available on their website at www.auburn.edu/disability. The office will fax or mail the required forms to students to apply for services. Students who have questions to participate in this course should contact the above office in advance to ensure proper accommodations.

Plagiarism and Academic Dishonesty

Plagiarism is the act of presenting directly or indirectly someone else's work as your own. Plagiarism is a major type of academic dishonesty and will not be tolerated. Similarly cheating on tests in any way, falsifying bibliographies, fraudulent quotes, and similar practices are intolerable forms of academic dishonesty. The University's policy for academic misconduct in the Student Code of Conduct will be followed for this course (Tiger Club, pp. 83 and 92). If any questions regarding its contents, please contact the instructor.