

Introduction to Computers – COMI-1100 (3 Credits)

Instructor: Kevin Crawford

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Course Description: To Understand the principles of computers and information processing. To learn the fundamentals of Microsoft Windows VISTA, Microsoft Office Word 2007, Microsoft Excel 2007, Microsoft PowerPoint 2007, and Microsoft Access 2007.

Text/Materials:

Technology in Action, 5th edition

By: Evans, Martin, Poatsy

GO! With Microsoft Office 2007 Introductory

By: Gaskin, Ferrett, Vargas, Marks

Publisher's Web Site: <http://www.myitlab.com>

USB memory-stick (Flash drive, thumb drive, or JumpDrive)

Course Design: The course is broken down by classes. Each class will have objectives to accomplish.

Examinations: Exams are scheduled. Any student who misses an exam will **NOT** be able to make up the exam. Exams must be taken in class. If an exam is not taken in class, the student will receive a zero for the exam regardless of what grade they actually receive on the exam.

Assignments: Assignments are to be submitted on due date. **After due date** a 50% late charge will be assessed, and the assignment will **not** be accepted after 7 days from the due date.

Grading:	Exams	60%
	Assignments	40%

Other: Students are expected to attend all scheduled classes. A student who misses class will be responsible for the material covered during that class. If a student misses more than six classes, then their grade will drop a letter grade.

I reserve the right to lower or raise grades based on subjective values such as attitude, class participation, preparation, and understanding the material.

Week 1	Go over Syllabus and assignment sheet, Email rules, sign on to website, and work on email and web search assignment
Week 2	Chapter 1-Why Computers Matter to You: Becoming Computer Literate, and work on Vista Assignment & Word Assignment 1
Week 3	Chapter 2-Looking at Computers: Understanding the Parts and work on Word Assignments 1 & 2
Week 4	Chapter 2- Looking at Computers: Understanding the Parts and work on Word Assignments 2 & 3
Week 5	Chapter 3-Using the Internet: Making the Most of the Web's Resources and work on Word Assignments 3 & 4
Week 6	Chapter 3- Using the Internet: Making the Most of the Web's Resources and work on Word Assignments 4 & Excel Assignments 1
Week 7	Chapter 4- Application Software: Programs That Let You Work and Play and work on Excel Assignments 1 & 2
Week 8	Chapter 4-Application Software: Programs That Let You Work and Play and work on Excel Assignment 2 & 3
Week 9	Chapter 5-Using System Software: The Operating System, Utility Programs, and File Management and work on Excel Assignment 3 & PowerPoint Assignment 1
Week 10	Chapter 6-Understanding and Assessing Hardware: Evaluating Your System and work on PowerPoint Assignment 1 & 2
Week 11	Chapter 7-Networking and Security: Connecting Computers and Keeping them Safe from Hackers and Viruses, and work on PowerPoint Assignment 2 & 3
Week 12	Chapter 8-Mobile Computing: Keeping Your Data on Hand and work on PowerPoint Assignment 3 & 4
Week 13	Work on PowerPoint Assignment 4 & Access Assignment & Personal Project
Week 14	Work on Personal Project

DUE DATES:	ASSIGNMENT	EXAMS
9/4	Email	
9/12	Web search and VISTA	Chapter 1
9/19	Word 1	
9/26	Word 2	Chapter 2
10/3	Word 3	
10/10	Word 4	Chapter 3
10/17	Excel 1	Word
10/23	Excel 2	Chapter 4
10/31	Excel 3	Chapter 5
11/7	PowerPoint 1	Chapter 6 and Excel
11/11	PowerPoint 2	Chapter 7
11/21	PowerPoint 3	Chapter 8
12/5	PowerPoint 4	PowerPoint
12/12	Access	Access
12/17	Personal Project	