

Introduction to Computers

COMI-1100-155 Spring 2009

Instructor	Tony Rashid
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Office Hours	Monday, Tuesday, Wednesday & Thursday 4 - 5 PM (Warwick Campus Room 2182) Tuesday and Thursday by Appointment after class (Lincoln Campus)
Class Sections	155 , start date 1/20 end date 5/5. Tuesdays Room 3638 and Thursdays 2632, 11:00 A.M - 12:50 P.M

Instructional Material and Web Sites

Technology in Action	Introductory, 5 th Edition. By: Evan, Martin and Poatsy
GO! With Microsoft (Office 2007)	Introductory By: Gaskin, Ferret, Vargas and Marks.
Online Assessment and Training (myitlab)	http://www.myitlab.com/
Additional online material	http://faculty.ccri.edu/tonyrashid/comi.htm

Grading Policies

Exams (4)	40%
Quizzes (8)	15%
Training (6)	15%
Projects (15)	30%

Class Policies

- Students are expected to complete assignments, training & quizzes outside of class time when necessary.
- All exams must be taken in assigned locations (Academic Computer Lab or classroom).
- Makeup exams will be given during the next lab period for a maximum grade of 75.
- Students are responsible to see the instructor about any work missed due to absence.
- Students who miss a quiz must take the quiz within two classes of the original quiz date.
- All assignments must be completed using a word processor or the appropriate applications.
- Assignments being handed-in on paper must have: Your Name, Class Section, Assignment # and Date.
- Homework assignments will be handed in during class or emailed in time.
- All emailed assignments must have your name and section in the Subject Line to be accepted and graded.
- Late assignments will be penalized 20 points; Assignments more than one week late will not be accepted.
- Students are expected to attend all classes, absences in excess of 4 may result in a lowered grade
- The instructor reserves the right to raise or lower final grade due to attendance, class participation, attitude, and other subjective values.
- Pagers, Cell Phones, text messaging, etc. are **not** permitted in classroom.
- Students are expected to uphold a standard of conduct relating to academic honesty. Students assume full responsibility for the content and integrity of the academic work they submit.
- The amount of work assigned and due date (projects, training, quizzes and exams) are subjects to change.

		Technology in Action	GO! Office 2007	Projects/Training	Exam/Quizzes
Week 1	1/20	Class Overview			
	1/22		My IT Lab setup	1. Email, 2. Print Schedule	
Week 2	1/27	CH 1, Why Computers Matter to you			Quiz 1
	1/29		Windows XP	Windows XP, CBA	
Week 3	2/3	CH 1, Why Computers Matter to you CH 2, Looking at Computers			
	2/5		Word	Training 1	Quiz 2
Week 4	2/10	CH 2, Looking at Computers		Word 1, Project 5A	
	2/12				Exam # 1. Ch1-2 & WinXP
Week 5	2/17	Ch 3, Using the Internet		Web search	
	2/19		Word	1. Word 2, Project 5B 2. Training 2A	Quiz 3
Week 6	2/24	Ch 4, Application Software			
	2/26		Word	Word 3, Project 6A	
Week 7	3/3	Ch 4, Application Software		1. Word 4, Project 6B 2. Training 2B	Quiz 4
	3/5				Exam # 2 Ch 3-4 & Word
Week 8	3/10	Ch 5, System Software			
	3/12		Excel	Excel 1, Project 9A	
March 16– 22		Spring Break		Spring Break	
Week 9	3/24	Ch 5, System Software		Training 3A	Quiz 5
	3/26		Excel	Excel 2, Project 9B	
Week 10	4/31	Ch 6, Hardware			
	4/2		Excel	1. Excel 3, Project 10A 2. Training 3B	Quiz 6
Week 11	4/7	Ch 6, Hardware		PowerPoint 1, Project 15A	
	4/9				Exam # 3 CH 5-6 & Excel
Week 12	4/14	Ch 7, Networking and Security		1. PowerPoint 2, Project 15B 2. Training 4A	
	4/16			PowerPoint 3, Project 16A	
Week 13	4/21	Ch 7, Networking and Security Ch 8, Mobile Computing			Quiz 7
	4/23			1. PowerPoint 4, Project 16B 2. Training 4B	
Week 14	4/28	Ch 8, Mobile Computing			Quiz 8
	5/30		Access	1. Access Project 1 2. Training 5	
Week 15	5/5	Exam 4 is scheduled for TUESDAY, MAY 5, 2009 - 12:00 pm – 2:00 pm in room 2640.			Exam # 4 Ch 7-8 & Power Point

EMAIL ASSIGNMENT

Direction will be given in the first class

XP ASSIGNMENT

Answer the matching and the fill-in the blanks on pages 55-57 in the XP section of the book. Email me your answers.

VISTA ASSIGNMENT

Answer the matching and the fill-in the blanks questions on pages V59-60 in the Vista section of the book. Email me the answers tonyrashid@ccri.edu.

WEB SEARCH ASSIGNMENT

Search the web and print the web page (first page only) with the following information:

1. Your favorite four years university or college.
2. Your favorite webpage.
3. Your favorite search engine.
4. A current news item from a news site.
5. The best price on an airline ticket to your favorite destination.

Staple all copies together (a total of 5 pages) in the order given above and place your name and section number on the first page

WORD ASSIGNMENT 1

Music School Records - Chapter 5 Project 5A (pages 239 – 264)

WORD ASSIGNMENT 2

Music School Records - Chapter 5 Project 5B (pages 265 – 289)

WORD ASSIGNMENT 3

Intellectual Property Overview – Chapter 6 Project 6B (pages 354-375)

Word ASSIGNMENT 4

Annie DeCesare, Photographer – Chapter 7 Project 7A (pages 411-438)

EXCEL ASSIGNMENT 1

Rio Rancho Auto Gallery – Chapter 9 Project 9A (pages 569-622)

EXCEL ASSIGNMENT 2

Safety Shop Inventory – Chapter 9 Project 9B (pages 623-638)

EXCEL ASSIGNMENT 3

Ticket Sales – Chapter 10 Project 10A (pages 679-706)

POWERPOINT ASSIGNMENT 1

Expansion – Chapter 15 Project 15A (pages 1145-1173)

POWERPOINT ASSIGNMENT 2

Overview – Chapter 15 Project 15B (pages 1174-1188)

POWERPOINT ASSIGNMENT 3

Welcome – Chapter 16 Project 16A (pages 1223-1249)

POWERPOINT ASSIGNMENT 4

Itinerary – Chapter 16 Project 16B (pages 1250-1266)

ACCESS ASSIGNMENT 1

Doctor and Patient Contact Information – Chapter 12 Project 12A (pages 847-886)

Projects: 16	Quizzes: 8	Trainings 8	Exams: 4
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