

Introduction to Computers

COMI-1100-010 Fall 2009

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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	010 , start date 9/10 end date 12/14. Tuesdays, room 2108 and Thursdays, room 2060, 11:00 A.M - 12:50 P.M

Instructional Material and Web Sites

Technology in Action	Introductory, 6 th Edition. By: Evan, Martin and Poatsy
Skills for Success (Office 2007)	1 st edition By: Kris Townsend.
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 (12)	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	Assignments/Training And Research	Exam/Quizzes
Wk 1	9/10	Class Overview		Email, Print Schedule	
Week 2	9/15	CH 1, Why Computers Matter to you	My IT Lab setup		Quiz 1
	9/17		Windows Vista	Windows Vista	
Week 3	9/22	CH 2, Looking at Computers			
	9/24		Word	Word Training 1 Word assignment 1, page 60	Quiz 2
Week 4	9/29	Looking at Computers, Review		How to Create a Webpage	
	10/1				Exam # 1. Ch1-2 & Vista
Week 5	10/6	Ch 3, Using the Internet		Web search	
	10/8		Word	Word Training 2 Word assignment 2, page 94	Quiz 3
Week 6	10/13	Ch 4, Application Software			
	10/15			Using Open Source Office Software	
Week 7	10/20	Ch 4, Application Software, Review			Quiz 4
	10/22				Exam # 2 Ch 3-4 & Word
Week 8	10/27	Ch 5, System Software			
	10/29			Excel Training1 Excel assignment 1, page 196	
Week 9	11/3	Ch 5, System Software cont			Quiz 5
	11/5		Excel	Excel Training 2 Excel assignment 2, page 230	
Week 10	11/10	Ch 6, Hardware			
	11/12		Excel		Quiz 6
Week 11	11/17	Ch 6, Hardware, Review		PPT Training1 PPT assignment 1, page 468	
	11/19				Exam # 3 CH 5-6 & Excel
Week 12	11/24	Ch 7, Networking and Security			
	11/26	Holiday THANKSGIVING		THANKSGIVING	
Week 13	12/1	Ch 7, Networking and Security		Networking and Security	Quiz 7
	12/3			PPT Training 2 PPT assignment 2, page 502	
Week 14	12/8	Ch 8, Mobile Computing			Quiz 8
	12/10		Access	Access Training1 Access assignment 1, page 332	
Week 15	12/14	Ch 8, Mobile Computing, Review			
	?	Exam 4, date to be announced later		Exam # 4 Ch 7-8 & Power Point	

Assignments and Research Papers

EMAIL ASSIGNMENT

Direction will be given in the first class

VISTA ASSIGNMENT

Questions will be assigned in class, 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.

Copy and paste the hyperlinks for the mentioned web pages and email them to me tonyrashid@ccri.edu.

WORD ASSIGNMENT 1

Chapter 1, Page 60, **Pool and Spa Report**. Due date 10/1

WORD ASSIGNMENT 2

Chapter 2, Page 94, **Staffing**. Due date 10/15

EXCEL ASSIGNMENT 1

Chapter 1, Page 196, **Fruit Basket**. Due date 11/5

EXCEL ASSIGNMENT 2

Chapter 2 Excel Page 230, **Room Furnishings**. Due date 11/12

POWERPOINT ASSIGNMENT 1

Chapter 1, PowerPoint Page 468, **Information**. Due date 11/24

POWERPOINT ASSIGNMENT 2

Chapter 2, PowerPoint Page 502, **Event**. Due date 12/10

ACCESS ASSIGNMENT 1

Chapter 1, Access Page 332, **Employees**. Due date 12/14

Research Assignments

1. How to Create a Webpage
2. Using Open Source Office Software
3. Networking and Security