



Computer Technology Division

Course Syllabus for: COMT 11000

**Introduction
to
Computer
Systems**

Fall 2013

Instructor: Joe Bolen

Course:	Introduction to Computer Systems – COMT 11000 Fall 2013 / Tuscarawas / Call # 13507 / Section 802 / Room A220
Instructor:	Joe Bolen
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Office Hours:	1:00 – 2:30 PM on Mondays and Wednesdays; Other times by appointment.
Class/Lab Time:	Mondays and Wednesdays / 3:45 – 5:00 PM
Course Objectives:	Covers the basic concepts and use of computer systems, including hardware, personal productivity software, Internet usage and file management.
	This course provides an overview of microcomputer applications including a brief introduction to computer concepts, Microsoft Windows 7, Microsoft Office Word 2010, Microsoft Office PowerPoint 2010, Microsoft Office Excel 2010, and, Microsoft Office Access 2010. In addition, as time permits, a quick look at Microsoft Office Outlook 2010.
Student Learning Outcomes:	Identify major components of personal computer systems; Demonstrate file management skills; Create and revise documents, spreadsheets, databases, and presentations; Use the Internet as a tool.
Prerequisite:	None.
Texts Required:	“Microsoft® Office 2010: Introductory, 1st Edition” by Shelly & Vermaat. ISBN10: 1-4390-7838-6 ISBN13: 978-1-4390-7838-9 © 2011

MS Office 2010 Introductory Companion Web Site:

http://www.cengagebrain.com/cgi-wadsworth/course_products_wp.pl?fid=M20b&product_isbn_issn=9781439078389&token=

Supplemental Materials Required: In addition, you will need two USB flash drives 4 GB (or larger). Attach your address label or make a label and attach it to the USB flash drives to clearly identify the drives *as yours*. Also, you will need two 8"x11" manila envelope labeled with your name to be used to contain your turned in assignments. Note: The flash drives should not contain any personal data or other class data. The flash drives are to be used exclusively for this class.

Course Requirements: Students are expected to attend class regularly, be on time, and have all assignments prepared prior to class. You are expected to read materials ahead in order to get the most out of class discussion and lab work. Plan to invest approximately two hours of study and work outside the classroom for every hour spent within the classroom to do well in the course. Participation in classroom discussions may improve your final grade upward by half a letter grade.

Attendance Policy: Regular class attendance is necessary to gain the full benefit of the course. Students are expected to attend class regularly and **be on time** for each class. A record will be kept. **An excessive number of absences will be reflected in lowering your final grade.**

Classroom Policy:

- Set cell phones and pagers set to vibrate mode. Calls are to be taken in the hallway.
- No smoking, food or drink is permitted in the classroom.
- For teaching purposes, the computer security environment has been lowered. Therefore, students shall not copy from, paste to, interfere or alter other student's or staff's data or computer settings.
- Access to the Internet during class will be for supporting the class's educational purposes. No YouTube, Facebook or games like sites are acceptable during class time!
- Also, see **KSU Policy Register** at <http://www.kent.edu/policyreg/index.cfm>.

Grading Policy:

No assignments will be accepted more than one week late. **All assignments must be submitted on or before the Wednesday before Exam week.**

Four announced online examinations will be given. **No make-up exams will be allowed without prior arrangements being made.** Make-up exams must be taken when scheduled.

Make sure your name and exercise numbers appear in the upper-left corner. If an exercise has multiple sheets, then staple them together. Do not staple different assignments together. Disorganized assignments (pages out of order, mislabeled, unreadable, etc.) will receive zero points. If your assignment has multiple sheets, sequence them according to the order of the exercise.

Note: Assignments or lab/project's documentation are due at the beginning of class. Hard copy of a project is normally required with digital media on the USB flash drive. If student is not able to attend class, please have your assignments or lab/project's documentation dropped off at the teacher's mailbox prior to class time.

Course Lab:

Required lab assignments will be assigned in advance. The lab assignments will represent approximately 45% of the total grade. However, **a student can receive a project grade no greater than a D if one fails to submit lab assignments for review that are at less than 75% complete or more than one week late.** Lab assignments are to be used for supplemental and reinforcement of textbook material. **All labs are required;** however, if you wish to reinforce your learning, do lab projects associated with the textbook assignments. Lab work for extra credit, must be agreed upon with the instructor prior to performing the lab so that the student will know maximum points and due date of the work.

Exams:

The final grade is represented by approximately 45% from online exams based from textbook materials.

Grading Scale:

97 – 100	A+	(Currently, KSU does not allow A+ in system.)
93 – 96	A	
90 – 92	A-	
87 – 89	B+	
83 – 86	B	
80 – 82	B-	
77 – 79	C+	
73 – 76	C	
70 – 72	C-	
67 – 69	D+	
63 – 66	D	
Below 63	F	

Test Make-up Policy: Four online examinations will be given. **No make-up exams will be allowed without prior arrangements being made.** Make-up exams must be taken when scheduled.

To prepare for examinations, attend lecture and read the chapters. At least 90% of the questions are taken directly from the reading material. Visit the “Learn It Online” web site (see end of chapter for URL to site). Practice tests and interactive flash cards are available at the textbook’s web site for self study.

If you are absent or late, you are responsible for getting the course notes, handouts, and laboratory assignments you missed.

Students with Disabilities: University policy 3-01.3 requires that students with disabilities be provided reasonable accommodations to ensure their equal access to course content. If you have a documented disability and require accommodations, please contact the instructor at the beginning of the semester to make arrangements for necessary classroom adjustments. Please note, you must first verify your eligibility for these through Robert Brindley, Coordinator, Academic Services, in the Tuscarawas Campus Library (Academic Learning Commons).

Proper Enrollment: Each student bears responsibility for proper/official enrollment and registration in this class. You are to be properly/officially enrolled and registered before or by the 15th day from which the semester begins. If you are not on the official roster, you will be asked to leave the class.

Withdraw Date: September 8, 2013 (Without “W” being assigned.)

Tentative Course Calendar:

The following is a *tentative* schedule for the course. The instructor reserves the right to make schedule changes based on the needs of the students in the class.

Wk.	Date	Chapter To Read	Topic	Project/Print Screen/Lab	Test on Chapters
1	8/26/2013	COM 1 - COM 40	Class Overview, Intro. Computers		
	8/28/2013	OFF 1 - OFF 74	Windows 7 OS, Office 2010		
2	9/2/2013		Labor Day No Classes, Offices Closed		
	9/4/2013	WD 1 - WD 53	Word 1	OFF 79 - Lab3	
3	9/9/2013				
	9/11/2013	WD 65 - WD 125	Word 2	Found Dog Flyer: Windows Print Screen at pg. WD 35; WD 62 - Lab 3	
4	9/16/2013				
	9/18/2013	WD 128 - 190	Word 3	MLA - Research Paper; Windows Print Screen at pg. WD 109 - Figure 2-56); Make It Right WD 129	
5	9/23/2013				
	9/25/2013			Business Letter & Envelope; Windows Print Screen at pg. WD 172 - Figure 3-49); Lab 1 - WD 195	TEST 01 Win 7 & Word
6	9/30/2013	PPT 1 – PPT 54	PowerPoint 1		
	10/2/2013				
7	10/7/2013	PPT 74 – PPT 122	PowerPoint 2	Saving Energy; Windows Print Screen at pg. PPT 47 - Figure 1-70); Lab 1 – PPT 59-60	
	10/9/2013				
8	10/14/2013	PPT 138 – PPT 190	PowerPoint 3	Yoga; Windows Print Screen at pg. PPT 98 - Figure 2-33); Lab 3 – PPT 134	
	10/16/2013				
9	10/21/2013			Bird Migration; Windows Print Screen at pg. PPT 177 - Figure 3-61); Lab 3 – PPT 198	TEST 02 PowerPoint
	10/23/2013	EX 1 – EX 53	Excel 1		
10	10/28/2013				

	10/30/2013	EX 66 – EX 121	Excel 2	Save Sable River Foundation; Windows Print Screen at pg. EX 30 - Figure 1 - 42); Lab 1 – EX 58	
11	11/4/2013				
	11/6/2013	EX 138 – EX 203	Excel 3	The Mobile Masses Biweekly Payroll Report; Windows Print Screen at pg. EX 86 - Figure 2 -19); Make It Right EX 125	
12	11/11/2013				
	11/13/2013			Modern Music Shops; Windows Print Screen at pg. EX 181 - Figure 3 -51); Make It Right EX 208	TEST 03 Excel
13	11/18/2013		Access 1		
	11/20/2013				
14	11/25/2013		Access 2	Camashaly Design DB (Creation); Print a Report AC58; Apply Your Knowledge AC 64	
	11/27/2013		Thanksgiving Recess	Begins at Noon!	
15	12/2/2013		Access 3	Camashaly Design DB (Querying); Export Data to delimited CSV text file – AC 113; Make It Right – AC131	
	12/4/2013		All Assignments Due!	Camashaly Design DB (Maintaining); Windows Print Screen at pg. EX 164 - Figure 3 - 36)	
16	12/9/2013		Final Exam Week	No Classes this Week	
	12/11/2013			Exam Time 3:30 – 5:30 p.m.	FINAL EXAM Access