



Course Syllabus

Course #: CIT 1090 VL Course Name: Computer Fundamentals

Division: Business Technologies

Class Days:
Class Time:
Location: Classroom:
Laboratory:
Credit Hours: 3 Contact Hours: 4 Lab Hours: 2 Lecture Hours: 2

Instructor:
Office Location:
Phone:
Email Address:
Office Hours:
Division Office/Location:
Division Fax:
Full-time Contact Person: Sherry Lenhart
Phone(s): 419-559-2300

Course Description:

This course is an introduction to the concepts and basic features of computers. Emphasis is on the understanding of the terms used in the computer industry to describe hardware, software, procedures, data communications and security. Laboratory exercises include an overview of the workstation operating system, an introduction to a Windows-based word processing, spreadsheet, presentation graphics and database package and Internet access. (All)

Prerequisite(s): Placement into ENG 1020 or ENG 1050 and college-level reading.

Corequisite(s): None

Entry Level Skills and Knowledge: Keyboarding skills

Required Texts, Supplies and Equipment:

New Perspectives Computer Concepts, 9th Edition
by Parsons and Oja

Internet Surf and Turf Revealed
By Waxer and Baum

Microsoft Office 2003, Introductory Concepts and Techniques
by Shelly, Cashman, Vermaat

SAM Training and Assessment V3.1

Grading:

Table with 2 columns: Grade (A, B, C, D) and Score Range (90-100, 80-89, 70-79, 60-69)

Learning Outcomes:

General Education:

- Communicate effectively.
- Evaluate arguments in a logical fashion.

Technical Education: None.

Course Specific:

- Gain a working knowledge and familiarity of the terms used to describe a computer.
- Explain the importance of emerging technologies and their application to business.
- Use a computer as both a stand-alone device and a networked device.
- Gain a working knowledge of the use of the World Wide Web as an information resource.
- Analyze the ethical, social, and political impact of information systems.
- Use an integrated business software application package as a tool in making business and financial decisions.
- Evaluate business problems and effectively apply the most appropriate application or combination of applications (word processing, spreadsheet, database, and presentation) to record, analyze, and present information.
- Identify hardware and software system requirements that match business needs and align with business strategy.
- Use advanced spreadsheet functions such as Future Value, Payment, Goal Seek, and IF functions to analyze financial and business data.
- Utilize and create databases including features such as forms, tables, queries and reports.
- Incorporate the concepts of data integrity and data validation in the design of databases.
- Use presentation software to visually display information in multiple contexts which are compelling, professional, and visually appealing.
- Utilize statistics in spreadsheets to analyze data to assist in decision-making for solving business issues.

Assessment of Student Learning:

This course may include a project that is one of several that will be used by faculty to assess student academic performance in the program. A panel of faculty will review all (projects or whatever assessment activity you are doing), then assess and summarize the academic performance of students at this point in the program. The results of this assessment will be shared among the department faculty, used to identify needed changes or improvements, and submitted to the Student Academic Assessment Committee as part of the college's overall student academic assessment effort.

Assessment Project and Measurement in course (if any): None

Plan of Work:

WEEK	LECTURE Computer Concepts/Internet Surf & Turf CC/IS&T	LAB ASSIGNMENT Office 2003	SAM ASSIGNMENTS
1 Aug 21	Intro to Course Chapter 1 – Sections A & B (CC) Computer Basics Internet Basics	Introduction to Windows XP and Office 2003	Windows XP Assessment & Training
2 Aug 28	Chapter 1 – Sections C & D (CC) Web Basics E-mail Basics	Word Lab 1	<i>Windows XP Assessment & Training Due</i>
3 Sept 4	Chapter 3 (IS&T) Searching the Internet	Word Lab 2	
4 Sept 11	TEST ONE Chapter 1 (CC) and Chapter 3 (IS&T)	Word Lab 3	
5 Sept 18	Chapter 2 - Sections A & B (CC) Data Representation & Microprocessors	Word Web Feature	Word Assessment & Training
6 Sept 25	Chapter 2 - Sections C & D (CC) Storage Devices Input and Output Devices	PowerPoint Lab 1 <i>Word Labs Due</i>	<i>Word Assessment & Training Due</i>
7 Oct 2	TEST TWO Chapter 2 (CC)	PowerPoint Lab 2	PowerPoint Assessment & Training
8 Oct 9	Chapter 3 – Sections A & B (CC) Software Basics Operating System	<i>PowerPoint Labs Due</i> Excel Lab 1	<i>PowerPoint Assessment & Training Due</i>
9 Oct 16	Chapter 3 – Sections C & D (CC) Application Software Operating System	Excel Lab 2	
10 Oct 23	Chapter 4 (IS&T) Finding and Acquiring Images and Media	Excel Lab 3	Excel Assessment & Training
11 Oct 30	TEST THREE Chapter 3 (CC) and Chapter 4 (IS&T)	<i>Excel Labs Due</i> Access Lab 1	<i>Excel Assessment & Training Due</i>
12 Nov 6	Chapter 4 – Sections A & B (CC) File Basics and File Management	Access Lab 2	
13 Nov 13	Chapter 4 – Section C & D (CC) Viruses Data Backup	Access Lab 3	
14 Nov 20	Chapter 1 (IS&T) Understanding Copyright	<i>Access Labs Due</i> Integration Lab	<i>Access Assessment & Training Due</i>
15 Nov 27	Chapter 2 (IS&T) Understanding Infringement and Fair Use	<i>Integration Lab Due</i>	
16 Dec 4	TEST FOUR Chapter 4 (CC) and Chapters 3 & 4 (IS&T)		

Course Requirements:

4 Tests	40%
Labs and Miscellaneous Assignments	40%
SAM Assessment and Training	20%

Policies

Course Withdrawing: If for any reason you need to withdraw from this course, be certain that you do so according to College procedure. It is your responsibility to know and follow this procedure. If you simply stop coming to class, without officially withdrawing from the course, your grade is an automatic “F.” Please follow official College procedure for withdrawing from this or any course.

College Academic Policies are located in the College Catalog. A copy of the current catalog may be picked up in any of the division offices or admissions. The list of college policies is also available online at <https://www.terra.edu/register/Collegecat/policies.asp>.

Support Services: The College offers a number of support services to assist in your success in this course and all courses. Among these services are the Writing & Math Center in B105, the Office of Learning Support Services, which coordinates the campus disability services and tutoring programs, the computer labs, and the computers in the atriums.

Any student who feels he/she may need an accommodation based on the documentation of a disability should contact the Office of Learning Support Services privately to discuss his/her specific issues. Please contact the OLSS at (419) 334-8400 X 208 or visit 100 Roy Klay Hall (Building A) to coordinate reasonable accommodations.

If you have a documented disability and are receiving academic accommodations through the Office of Learning Support Services, please schedule a meeting with your instructor in a timely manner so that we may discuss how these services will be arranged.

Tutoring services are available to students beginning the second week of every semester. Students requesting tutoring services should obtain a tutor request form from the OLSS in 100 Roy Klay Hall (Building A) or online at the Terra website. Please note that instructor verification and acceptance of the Student Learner Agreement is necessary for all tutoring requests. All requests should be submitted to 100 Roy Klay Hall (Building A).