

INTRO TO COMPUTER INFO TECH
(SW_105_801_24778_0490_2008-2009_WINTER)

Team Taught:

Instructor (Truman) – LaSandra Skinner; **E-mail:** lskinner@ccc.edu

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Location: Truman Campus

Instructor (DePaul-SNL) - Zaya Khananu; **E-mail:** zkhananu@depaul.edu

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Location: Loop campus

Class Date/Time: Monday, from 6:30 PM to 9:30 PM

Credit Hours: 4

Course Description: In his course, student will learn more about personal computer; exploring Windows PC and Mac operating systems. Introducing to common personal computer applications software in MS Office 2007; includes hands-on experience with Word, Excel, Power Point, and Access. Introducing to home networks and wireless systems, developing basic technical skills in designing, managing, back up, and securing home networks. After completing this course, the student should be able to demonstrate and gain knowledge of the following:

- ❖ Demonstrate their knowledge of Windows and Mac operating systems, managing data files and application programs, and basic technical skills and troubleshooting.
- ❖ How to use and operate personal application software in MS Office 2007; (Word, Excel, PowerPoint, and Access) to create, change, modify, and produce integrated reports or projects.
- ❖ Surfing the Internet, using different web browsers to access information using Windows and Mac environment, and evaluate its usefulness in solving problems or situations as part of a project for class. This skill and knowledge is transferable to personal or professional lives.
- ❖ Design, install, configure, secure and manage home or small business networks. Learning how to connect the home network to the Internet.
- ❖ Identify the major components of a network system, including clients and servers, network interface cards (NICs), internetworking devices, media, and topologies
- ❖ Home wireless network configuration, add and secure your wireless home network.
- ❖ Learning and practicing the logic of remote desktop connections.
- ❖ Learning strategies of back up data and home system security.

Required Text and Materials

Microsoft Office 2007, Introductory Concepts and Techniques: Windows Vista Edition by Shelly, Cashman, and Vermaat © 2008 by Thomson Course Technology (ISBN # 1-4283-0702-8) with a 256 MB USB drive or 978-1-4239-1228-6 without.

Handouts will be provided in Class for Home Networks, Network Security, and Wireless systems

Course Competencies:

- ✓ **S-1-D** Student will design and plan an information technology solution for a problem by collecting data, analyzing it, evaluating possible solutions based on facts, figures, charts, and any other supporting details to recommend a hardware, software, procedure, or personal answer to the given problem. Student can provide technical competency in planning, installation, configuration, and maintenance of home computer networking, with knowledge of hardware implementations, data recovery, wireless connectivity, and home network security.

- ✓ **S-5** Student will use current information technology for integrated solutions to problems. In this course, you will use the common personal application software in Ms Office 2007 suite in showing a complete comprehension of the structure of current MS Office Suite technology. In a paper for this competence, identify and solve a problem or issue of interest that requires an Integrated MS Office Suite-based solution.

- ✓ **FX** Student will use the MS Office Suite as a tool to solve a business decision problem - or student can produce and show a portfolio using office tools as an integrated solution to a business problem. We will learn how to tap into that suite and use it effectively at work.

- ✓ **S-1-X:** Written by student/faculty.

Truman College Policy:

Respect – Truman is a very culturally diverse institution. In class, we expect an appreciation for the contributions brought by varied ethnics, religious, gender and socioeconomic groups. This will enhance our learning experience and make us more tolerant and accepting of others. Being that we have a limited amount of class time and a great deal of information to address, the use of cellular phones, pagers, and ALL other beeping and ringing devices will not be permitted in the classroom. If your electronic device disrupts the class you will be asked to turn it off. If the disruption occurs again you will be asked to leave the class; you will not receive credit for the day. Children will not be allowed in the classroom during instructional time.

Academic Integrity -- It is your responsibility to review the policy in the Truman College student handbook or visit

<http://www.ccc.edu/ss/files/Student%20Policy%20Manual.Final-8-10-06.pdf> in

reference to plagiarism, cheating, etc. However, my definition of cheating includes but is not limited to:

1. Plagiarism – the use of another’s work as one’s own without given credit to the individual. This includes using materials from the Internet.
2. Copying another’s answers on an examination.
3. Deliberately allowing another to copy one’s answers or work.
4. Signing an attendance roster for another who is not present.

In the special instance of group work, I will make clear my expectations with respect to individual vs. collaborative work. A violation of these expectations may be considered cheating as well. In conclusion, it is the mission of the college to prepare each student for a life of significance and service. Honesty and ethical behavior are the foundation upon which such lives are built. We therefore expect the highest standards of each student in this regard.

Lab Rules

- You cannot eat or drink in the lab. Also, you may not store food in the lab.
- You may not use the computer assigned to students with disabilities. If you have a disability please make an appointment with Linda Ford (773.907.4725) so that the proper paper work can be completed for you.
- Turn off your computer at the end of class and push your chair in.

Classroom requirements

- All work must be saved on a flash-drive for quick transfer.
- Please place your name and the name of the application you are working on at the top of the assignment you submit.

DePaul University Policy:**DePaul University: Academic Integrity**

This website explains DePaul's Academic Integrity policy and gives helpful tips on how to avoid unintentional academic misconduct and plagiarism. This site also provides links to resources to help you understand and prevent plagiarism.

Grading:

Homework or Lab assignments 30%
 Network topics Quiz 10%
 Midterm Paper 25%
 Final Presentation 25%
 Class Participation (Including Attendance) 10%

Grading Scale:

A = 95 to 100	A- = 91 to 94	B+ = 88 to 90	B = 85 to 87	B- = 81 to 84
C+ = 77 to 80	C = 73 to 76	C- = 69 to 72	D+ = 65 to 68	D = 61 to 64
F = 60 or below INC	FX = in adequate attendance			

Course Map:

Week 1 January 26 Truman Campus	INTRO TO COMPUTER INFO TECH Introduction to Computers Read COM 1-40 Introduction to Windows Vista and MS Office 2007 Read WIN 1-68. Complete Lab 1 on page 68 and Lab 4 on page 72
Week 2 February 2 Truman Campus	Word 2007 Chapter 1 and 3, Creating a Document, Cover letter and Resume Read and work through WD 1-71. <u>Complete Lab 2 on page WD 69.</u> Read and work through WD 145-209, <u>Complete Lab1 on page WD 209</u> Due Feb 9
Week 3 February 9 Truman Campus	Excel 2007 Chapter 1 Creating a Workbook Read EX 1-79. <u>Complete Lab 1 on page. EX 74 and Lab 3 EX 77</u>
Week 4 February 16 Truman Campus	Excel 2007 Cont.: Chapter Two, Formulas, functions, Formatting, and Web Queries <u>Lab 1 on page. EX 149.</u> Due in class Feb 16

Week 5 February 23 Truman Campus	PowerPoint 2007 Chapter 1 Creating a Presentation Read PP 1-78. <u>Complete Labs 1 and 3 on pages 69-77.</u> Chapter 2 Creating a Presentation with Illustrations and Shapes <u>Complete Labs 3 on pages PPT 140</u> Due March 2
Week 6 March 2 Truman Campus	Midterm Exam Access 2007 Chapter 1 Creating and Using a Database Read AC 1-71, Start on page AC 36, Basic Query and Reports
Week 7 March 9 DePaul Campus	Review MS Office 2007 Applications and other Topics Using the Internet, web browsers, this includes URL, general settings, organizing favorites and search engine. Introduction to Home Networking, concepts, infrastructure, type of connections, equipments Handouts Provided
Week 8 March 16 DePaul Campus	Continuing in Networking design, Remote Access and Security. Handouts Provided
Week 9 March 23 DePaul Campus	The basics of Wireless, standards, wireless network equipments, WLAN and security In Class Quiz Handouts Provided
Week 10 March 30 DePaul Campus	Final In Class Presentations

Thanks and we look forward to working with you all in this course.

Wish you a great course!

Our Syllabus is subjected to change

LaSandra Skinner (Truman College)
 Zaya Khananu (DePaul University)