

GENERAL COURSE INFORMATION:

Section Numbers: 5277 and 5279

Class Dates: August 29 – December 12, 2017

Class Hours:

5277: 9:35 – 11:00 T and Th CAT Room 235

5279: 12:45 – 2:10 T and Th CAT Room 235

Lab Hours: online/as arranged; material at: <http://cummerowd.faculty.mjc.edu> and on Canvas

Office Hours: 8:30 – 9:30 T and Th CAT Room 245

Emergency Meeting Place: Per evacuation chart

COURSE OBJECTIVES:

Students will attain an understanding of the technical vocabulary used in today's computer industry. They will also study the various uses of computers and their impact on society. They should also gain a general proficiency in the use of common computer hardware and software.

STUDENT LEARNING OUTCOMES:

1. Articulate the nomenclature of computers, computer activities, and types of computer users.
2. Analyze the need for the computer's speed, economy, efficiency, and power.
3. Analyze computer problems with respect to the components of problem-solving procedures.
4. Construct one example of each of the three most frequently used applications: word processing, database management, and spreadsheet; and print the output from each.
5. Evaluate and articulate uses of a graphical user interface-based operating system.

TEXT and MATERIALS:

- Technology In Action, Complete, Fourteenth Edition by Evans, Martin and Poatsy (Pearson)

ISBN: 978132369531

GRADING:

Grading is considered confidential and student privacy will be respected. The following activities will be evaluated:

- **LAB EXERCISES** are included with syllabus will be scored as indicated.
- **EXAMS** (no makeup without prior approval)
- **FINAL EXAM** (no makeup)

A	B	C	D	F
90-100	80-89	70-79	60-69	below 60
537	477	417	357	

Percentage equals points earned/possible points rounded to nearest percentage. Point score shown is based on 600 point total and is only an example, as total possible may be higher or lower.

COURSE SCHEDULE:

WEEK	School Week begins	LECTURE	LAB Instruction	Background
1	8/28/17	TIA chapter 1	Office intro	History video 1
2	9/4/17	TIA chapter 2	Word 1	
3	9/11/17	TIA chapter 3	Word 2	Web History video 4
4	9/18/17	TIA chapter 4	Word 3	Google video 3
5	9/25/17	TIA chapter 5	Excel 1 Labs 1,2 due 10/1	Gates video 2, Gates 2.0
6	10/2/17		Exam #1	Steve Jobs video 9
7	10/9/17	TIA chapter 6	Excel 2	Silicon Valley video 6*
8	10/16/17	TIA chapter 7	Excel 3	DARPA Dan; Data brokers
9	10/23/17	TIA chapter 8	Excel 4	Terms and Conditions video 10a*
10	10/30/17	TIA chapter 9	Access 1 Labs 3, 4 due 11/5	TED*; Edward Snowden, Rich Ledgett
11	11/6/17	Access 2	Exam #2	
12	11/13/17	TIA chapter 10	PowerPoint 1	Hackers video 7
13	11/20/17	TIA chapter 11 Extra credit presentations;	Thursday Holiday	
14	11/27/17	TIA chapter 12 Open lab	Labs 5,6 due 12/1	Big Data video 8
15	12/4/17	TIA chapter 13 Student-driven review for final	Final Exam Part 1	
16	12/11/17 FINALS WEEK SCHEDULE!!	Final Exam Part 2 5277: T 12/12 10:00 5279: T 12/12 1:00		

The instructor reserves the right to make changes to the schedule and/or content listed above

ATTENDANCE:

Absences may result in a student having inadequate skills, knowledge or experience to successfully complete the requirements for this course. All makeup of exercises, quizzes or tests is at the discretion of the instructor; it is the student's responsibility to request and make arrangements for such makeup. **Withdrawal is the responsibility of the student, although a student may be dropped by the instructor for lack of participation.**

CONDUCT:

Students are expected to respect the rights of others to obtain a positive classroom experience; in most cases this precludes the use of cell phones and non-course related PC work. Normal classroom etiquette will be clearly defined and expected. Cheating and/or plagiarism are unacceptable and will result in the loss of all credit for the assignment in question, at a minimum.

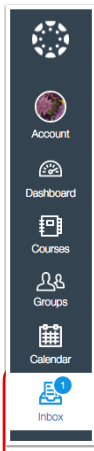
USING CANVAS TO SUBMIT ASSIGNMENTS and COMMUNICATE

How do I create a message and how do I attach a file to a message?

You can upload supplemental files as part of your **Conversations** messages.

Note: Attachments appear in your user files in the Conversation Attachments folder and count against the files limit for your account.

Open Inbox : In Global Navigation, click the **Inbox** link.



Compose Message: To start a new message, click the **Compose** icon. Select the recipient, add a title and a message.



Browse for Attachment: To attach a file, click the **Paperclip** icon; **Select File(s);** Select the file and click the **Open** button. You can upload additional files by clicking the **paperclip** icon [1] again. If you accidentally select the wrong file, press the **Delete** icon [2] to remove it, or click the **paperclip** icon or double click the file to select a different file. When you are finished, click the **Send** button [3].

View Attachment(s): The attachments will appear below the message. To view the file, click the link.

Send the message: When you are done, press the **SEND** button at the bottom of the message.

LAB EXERCISE #1:

EMAIL and CANVAS

Send me an Conversation message through Canvas. This will require that you have set up both your MJC email account and your Canvas account. You can always reach me via conventional MJC email as well, but Canvas is very convenient. There is also a Canvas phone app available. Canvas is the preferred means of communication in this class.

In this email, I expect you to notify me of an upcoming event which is important to you.

Please elaborate and give me a few details about the event. An instruction page for Canvas messages is in this syllabus and also online.

I will record each message and give you credit, but I will not respond directly. Your "return address" shows me that you have a current email address. It is highly recommended that you activate your MJC student email account as it provides many benefits to the student. You may also use this email address for correspondence:

cummerowd@yosemite.edu

If you do so, the subject line of your email should be as follows:

Section *section number* Lab *lab number* *student name*

Example: Section 9999 Lab 9 John Smith

What you need to do: Make sure your student email and Canvas accounts are set up correctly. After logging on to Canvas, go to your Inbox and start a conversation with me. The text of your message will be the assignment above. These accounts can be accessed from your home computer (if you have Internet access), your phone or from the lab. (50 points possible)

Due Date: This assignment is due prior to **October 1, 2017** to receive full credit.

LAB EXERCISE #2:

BUSINESS PROPOSITION or RÉSUMÉ

Task: Create a Word document and turn in:

- the document (printed on paper or attached to an email)

The content of the document should consist of at least three paragraphs in which you attempt to persuade me that you have a profitable business proposition in which you would like me to invest. Outline the proposal, why you think I should invest, and what the rewards will be for each of us if I do so. Feel free to make it humorous if you wish.

Or.....

Submit a brief (1 page) résumé in which you apply for a fictitious "student assistant" position which I will possibly be opening soon. Use a template or a coherent format to list your background and qualifications. This might also be humorous.

What you need to do: Create, edit and format a Word document using all of the skills discussed to date. When finished, you will need to save and submit the document.

It should be neatly formatted and free of all spelling and/or grammatical errors as well.

Good luck!

Due Date: Complete labs will be accepted up through **October 1, 2017** to receive 50 pts credit.



LAB EXERCISE #3:

COMPUTER SHOPPING

Task: Let's suppose you need to purchase a new laptop to help you succeed in all of your other classes. To do so, you need to do some research, formulate a minimum requirement, and then prepare a spreadsheet which will help make the decision easier. You'll need to hand in:

* **the spreadsheet (printed or attached to an email)**

You can do the research in many ways; online, using local vendors (please name them), and possibly the newspaper or recent magazine ads. You will probably want to specify at least the following items:

- Minimum processor speed
- Minimum memory in gigabytes
- Minimum hard drive size in gigabytes
- Screen size in inches
- Software including O/S and applications

What you need to do: Create an Excel spreadsheet and formulate the requirement section. Then gather data to complete the data section (see example below), using all of the skills discussed to date. When finished, you will need to save and submit the workbook.

Suggestions: The spreadsheet might look something like this:

SAMPLE LAPTOP SELECTION SPREADSHEET			
Minimum processor speed:	2 ghz		
Minimum memory in gigabytes:	3 gb		
Minimum hard drive size in gigabytes:	400 gb		
Screen size in inches:	15"		
Software including O/S and applications:	Win 7 or newer		
VENDOR	MAKE	MODEL	PRICE
Vendor A	Acer	XXXX	\$\$\$.\$\$
Vendor A	Acer	XXXX	\$\$\$.\$\$
Vendor A	Acer	XXXX	\$\$\$.\$\$
Vendor A	HP	XXXX	\$\$\$.\$\$
Vendor B	Dell	XXXX	\$\$\$.\$\$
Vendor B	Dell	XXXX	\$\$\$.\$\$
Vendor B	Dell	XXXX	\$\$\$.\$\$
Vendor C	Dell	XXXX	\$\$\$.\$\$
Low price:			\$\$\$.\$\$
Average price:			\$\$\$.\$\$
High price:			\$\$\$.\$\$

Due Date: Complete labs will be accepted up through **November 5, 2017** to receive 50 pts credit.

LAB EXERCISE #4:

RESEARCH

Task: I've already got more hobbies than I can find time for. But let's suppose for a minute that I don't have a hobby and that I need one to improve my quality of life.

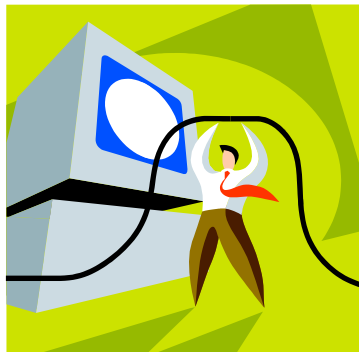
You probably know of a hobby that would help me out, but I need to know more about it. The task is to search the Internet, using your refined searching skills to find some background material as well as some interesting web sites related to this proposed hobby.

You'll need to submit:

* **A Word document** in which you discuss this proposed hobby, why you like it, why you think I'll like it and what the positive impacts might be. Also in this document should be listed at least 5 URLs or bookmarks that pertain to this hobby and that would be useful sources of specific, detailed information on this topic. Please list these using a Word table to keep them organized. The document should be approximately 1-2 pages in length minimum.

What you need to do: Determine which hobby you intend to research; start the document. Get on the Web and use any search engines or techniques that you might have learned to complete the assignment; record the URLs or keep bookmarks. Then complete the Word document. As usual, save and submit. Good luck!

Due Date: Complete labs will be accepted up through **November 5, 2017** to receive 50 pts credit.



LAB EXERCISE #5:

THE BALANCED BUDGET

Task: In many cases, college students are on a tight budget with limited resources. This spreadsheet (or something like it) might help you plan ahead and get a handle on finances, or even manage a fictitious small business.

You'll need to hand in: An Excel workbook that resembles the example and contains the type of calculations that we will demonstrate in class. Feel free to customize as you see fit. Once you have data entered, create a pie chart in a second worksheet using the values in the calculated total expenses column (shown with \$ signs), then save and submit.

How to get started: Plan the spreadsheet, enter data, create calculations (formulas), check on rounding and formatting

Item	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL
Expenses													
Rent													\$
Car													\$
Gasoline etc													\$
School													\$
Electric													\$
City													\$
Gas													\$
Food													\$
Medical													\$
Savings													\$
Other expenses													\$
Subtotal expenses	calc	calc	calc	calc	calc	calc	calc	calc	calc	calc	calc	calc	calc
Income													
Salary													
Other Income													
Subtotal income	calc	calc	calc	calc	calc	calc	calc	calc	calc	calc	calc	calc	calc
Net (Income-expenses)	calc	calc	calc	calc	calc	calc	calc	calc	calc	calc	calc	calc	calc

Due Date: Complete labs will be accepted up through **December 1, 2017** to receive 50 pts credit.

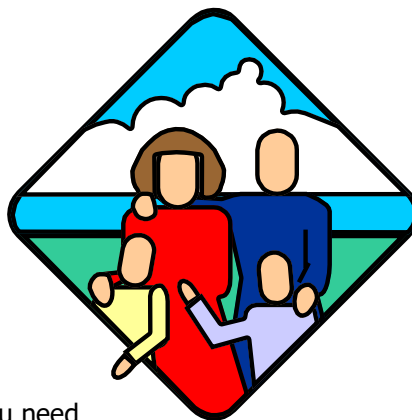
LAB EXERCISE #6:

AND DON'T FORGET...

Task: Most of us send out Christmas cards, or at the very least like to keep an accurate list of the names, addresses, phone numbers and related facts about our many friends and acquaintances. If you're like me, the ever-multiplying numbers of spouse names and children's names may also be getting a little difficult to recall without some serious thought. This is a job for an Access database! If we had all of the pertinent facts recorded, we could certainly make correspondence simpler, and we wouldn't embarrass ourselves so much by getting the name of Clarence's seventh wife confused with the previous one. So...

You'll need to submit:

- **You can submit your personal Access database. The names can be real or fictitious, as you think best. Using Canvas, send me the .accdb file once you have populated the table and created the labels.**



How to get started:

- Start up MS Access
- Create and name a blank database
- Create a new table
- Select as few or as many fields as you need
- Enter contact data
- Create labels
- Request assistance as needed

Tips: Use the Avery 2160 format. A mailing label usually looks like:

First name (sp) Last name
Address
City, (sp) State (sp) Zip

Due Date: Complete labs will be accepted up through **December 1, 2017** to receive 50 pts credit.