The Art Institute of California℠ · Sacramento

Course Syllabus

Course Number: FS104
Course Title: Computer Applications

Class Meetings: Mondays, 8:00am–11:50am
Session/Year: Fall 2010
Instructor Name: Dawn Pedersen
Email Address: dawn@blulob.com
Phone: 916-320-1371
Instructor Availability Outside of Class: Monday, 12 – 1 pm, and by appointment

Course Description:

This course introduces students to the basic operation of computer hardware on both Mac and PC platforms. File management and storage, basic word processing, spreadsheet and database techniques are explored. The use of scanners, printers, external drives and other equipment will be examined. Students will also be introduced to the Internet as a research and networking tool.

Course Focus:

This class focuses on the PC hardware, the Windows XP OS, and Microsoft Office applications. We will begin with an overview of what a computer actually is, what it does and how it works. Once this foundation has been established we will move on to study file structures, naming conventions, networking, the Internet, the World Wide Web, search engines, word processing, spreadsheet creation, presentation skills and finally, the future of computing. This class is designed to be general in its scope.

Course Length: 11 Weeks
Contact Hours: 44 Hours
   Lecture: 2 Hours per week
   Lab: 2 Hours per week
Credit Values: 3 Quarter Credits

Course Competencies:

Upon successful completion of this course, the student should be able to:

- **Operate a personal computer using current operating system interfaces**
  - Use correct terms and definitions to describe the operations and applications of computers
  - Summarize hardware characteristics based on configuration, compatibility, processing speed, cost, and rendering speed
  - Match appropriate connection devices with external equipment
  - Compare and contrast operation systems
  - Describe and apply the major steps in the "imaging chain"
  - Produce documents using word-processing, spreadsheet, and database tools
  - Transfer data across platforms
  - Correlate keyboard functions with menu operations
  - Define characteristics of peripheral communications standards
  - Demonstrate cross-platform applications
  - Apply database and spreadsheet skills
  - Protect data and equipment through the use of virus utilities
  - Perform basic disk maintenance and data retrieval operations
- **Use and manage computer hardware peripherals for input, output, and storage**
  - Operate difference kinds of peripheral hardware, including printers, scanners, external drives, and Wacom tablets
  - Employ appropriate input-output devices
- **Use an Internet browser**

o   Identify the operational characteristics of the Internet and intranets as these compare to standalone systems
- **Manage and organize files**
  o   Create and organize directories, folders, and documents using file management techniques

Course Prerequisite: None

Method of Instruction: This course will be taught as a lab-based seminar, incorporating lecture and discussion for the first hour of class followed by a three-hour practical section. The first part of class is designed to set up and also provide theoretical foundation for the lab and lab-related projects.

Recommended Text(s): *Microsoft Office 2007 Brief Concepts and Techniques*, by Gary B. Shelly; Thomas J. Cashman; Misty E. Vermaat, Thompson Course Technology, 2008, ISBN-10: 1-4188-4325-3, ISBN-13: 978-1-4188-4325-0

Materials and Supplies: Textbook, a notebook, pencil and eraser, a flash drive (or external hard drive), or CD-R/RW

Estimated Homework Hours: Approximately 4 hours per week.

Technology Needed: PC with Windows XP, Microsoft Office 2007 software, and Internet Access. You may have to account for incompatible version differences if you are using a different setup at home.

Grading Scale:
All assignments must have clear criteria and objectives to meet. All students shall be treated equitably. It will be that student's right to know his/her grade at any reasonable point that information is requested by that student. The criteria for determining a student's grade shall be as follows (on a percentage of total points basis):

A	100-93
A-	92-90
B+	89-87
B	86-83
B-	82-80
C+	79-77
C	76-73
C-	72-70
D+	69-67
D	66-65
F	64 or below

Process for Evaluation:

Attendance and Participation	10%
Assignments and Exercises	50%
Mid-Term Project/Examination	15%
Final Project/Examination	25%

PLEASE NOTE: SHOWING UP TO CLASS AND DOING ALL ASSIGNMENTS, WITHOUT PROGRESS, DOES NOT CONSTITUTE A PASSING GRADE.

Student Evaluation/Grading Policies:
- Class time will be spent in a productive manner.
- Grading will be done on a point system.
- All work must be received by the set deadlines, typically one week after it is introduced.
- Late work will be accepted up until the 10th week of class.
- On-time projects may be redone with instructor approval.
- ABSOLUTELY NO WORK WILL BE ACCEPTED AFTER THE FINAL CLASS MEETS WEEK 11.

Classroom Policy:

- No food allowed in class or lab at any time. Drinks in recloseable bottles allowed in classroom.
- Edible items brought to class or lab must be thrown out.
- If student elects to eat/drink outside class or lab door, missed time is recorded as absent.
- Attendance is taken hourly. Tardiness or absence is recorded in 15-minute increments.
- Break times are scheduled by the instructor at appropriate intervals, typically on the hour.
- No private software is to be brought to lab or loaded onto school computers.
- No software games are allowed in lab (unless in course curriculum).
- Headphones are required if listening to music during lab. No headphones are allowed in lecture.
- Any student who has special needs that may affect his or her performance in this class is asked to identify his/her needs to the instructor in private by the end of the first day of class. Any resulting class performance problems that may arise for those who do not identify their needs will not receive any special grading considerations.

School-wide Attendance Policy: Students who do not attend any classes for fourteen (14) consecutive calendar days and fail to notify the Academic Affairs Department will be withdrawn from school. In addition, the student may be involuntarily withdrawn at the discretion of the Academic Director, and with the approval of the Dean of Academic Affairs, at any time.

Withdraw from a Course: In order to withdraw from a course (that is, receive a grade of "W"), a student must meet with his or her Academic Director before noon on the Friday of week 9.

Academic Dishonesty (Student Handbook – pg. 134): Students are expected to maintain the highest standards of academic honesty while pursuing their studies at The Art Institutes. Academic dishonesty includes but is not limited to: plagiarism and cheating; misuse of academic resources or facilities; and misuse of computer software, data, equipment or networks.

Plagiarism is the use (copying) of another person's ideas, words, visual images or audio samples, presented in a manner that makes the work appear to be the student's original creation. All work that is not the student's original creation, or any idea or fact that is not "common knowledge," must be documented to avoid even accidental infractions of the conduct code.

Cheating is to gain unfair advantage on a grade by deception, fraud, or breaking the rules set forth by the instructor of the class. Cheating may include but is not limited to: copying the work of others; using notes or other materials when unauthorized; communicating to others during an exam; and any other unfair advantage as determined by the instructor.

Disability Policy Statement: It is our policy not to discriminate against qualified students with documented disabilities in our educational programs, activities, or services. If you have a disability-related need for adjustments or other accommodations in this class see John Andersen, Director of Student Affairs located on the 1st floor or e-mail him at jandersen@aii.edu. You must inform your instructors and the Academic Affairs Office before the end of week one of classes and preferably before the class start.

Library Operation Hours: The library is open from 8 AM to 8 PM Monday – Thursday and 8 AM to 4:30 PM on Friday. Computers are available during these hours for students to work on classroom projects.

Course Outline

IMPORTANT NOTE: Assignments not completed in class will be assigned as homework. This schedule may change based on class experience and instructor's discretion.

WEEK 1 Introduction
Discuss class goals, objectives and expectations.
Lecture: Computer hardware overview.
Lab/Assignments: Hardware research. Spec out a computer to buy.

WEEK 2
Lecture: Computer software overview. Intro. to MS Word 2007
Lab/Assignments: History of Computers video. About-me essay. Software categories research.

July 13, 2010

WEEK 3
Lecture: Basic design concepts. Digital imaging basics. Using Word for page layout.
Lab/Assignments: Newsletter formatting. Organizing files. Examples of design principles.

WEEK 4
Lecture: Macintosh vs. PC. Typography basics. Advanced Word formatting.
Lab/Assignments: Design brief. Advertisement design. Font exercise.

WEEK 5
Midterm Exam
Lecture: Find and replace in Word. Internet basics. Internet security. Internet research. Copyright.
Lab/Assignments: Résumé formatting. Find and replace exercise. Internet history and security research.

WEEK 6
Lecture: Web 2.0. ALA formatting for research papers.
Lab/Assignments: Research paper on web-based application (SaaS).

WEEK 7
Lecture: Spreadsheets using Excel.
Lab/Assignments: Tracking changes exercise. Basic Excel spreadsheet. Mail merge exercises. Excel exercises.

WEEK 8
Lecture: Spreadsheets continued. Business Project overview (final project).
Lab/Assignments: Final project part 1.

WEEK 9
Lecture: Presentations using PowerPoint.
Lab/Assignments: Five-slide PowerPoint. PowerPoint exercises. Final project parts 2 and 3.

WEEK 10
Last day to turn in late work.
Lecture: Advanced PowerPoint techniques.
Lab/Assignments: Effective presentations quiz. Excel graphs exercise. Final project parts 4 and 5.

WEEK 11
Final Project: Final project parts 6 and 7.