

SYLLABUS SPRING 2012
IDS 180 HYB Computer Applications: All Sections
IDS Website:  www.salemstate.edu/~ecidzik
Canvas Course Access: salemstate.instructure.com
Office hours: Thursdays 8:30-9:15am and 12:15-1:00pm

Professor elaine cidzik

 SSULabs@verizon.net,  978.542.6135

COURSE DESCRIPTION:

An overview of computer applications including the use of word processing, spreadsheet, database and Internet technologies. Students will learn to operate and understand computer hardware, and develop materials for both academic and personal use through software. The role of computers in society and related social issues will be discussed. 1¼ lecture hours per week and computer work outside of class. This course satisfies the Computer Literacy core requirement.

HYBRID (HYB) DESIGNATION DESCRIPTION:

A hybrid course **HYB** is a combination classroom/Internet course. You meet in a classroom once or twice a week at a regularly-scheduled time and place, and the rest of the time you work online. Both parts of the course – classroom attendance and online work – are mandatory. You are expected to subscribe to an email discussion list, to communicate regularly with your instructor, and to collaborate extensively with others in your class. To take a hybrid course, you must be able to use your computer to send and read email, to find information on the Internet, and to participate in online discussions. Basic instruction in computers or the Internet will not be provided. Hybrid courses are identified in the schedule with the **HYB** code. For more information, see <http://www.salemstate.edu/soas/takingonline.html>

COURSE MATERIALS:

EMAIL 

Must have Salem State University email address; any student may use their laptop in class (with working wireless connectivity BEFORE coming to second class).

COURSE POLICIES:

The course is comprised of two areas: (1) computer concepts, and (2) hands-on software application activities covering word processing, presentation, spreadsheets, databases, electronic communication and the internet. Computer concepts and terminology are incorporated into weekly lectures.

The classroom portion of this hybrid class is conducted in a computer lab. Assigned reading and on-line tutorials are to be done before the topic is covered in class. Class lectures and lab demonstrations are used to reinforce and emphasize assigned material.

UNIVERSITY DECLARED CRITICAL EMERGENCY POLICY:

In the event of a University declared critical emergency, Salem State University reserves the right to alter this course plan. Students should refer to www.salemstate.edu for further information and updates. The course attendance policy stays in effect until there is a University declared critical emergency.

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ATTENDANCE

Attendance is required. The student is responsible for keeping abreast of all reading assignments, practice exercises, lecture material, and computer assignments whether or not present in class. Assignments are due whether student is present or not. If absent, the student may view the class website for what to do when absent, and how to obtain the missed assignment(s) from the class website.

ACADEMIC DISHONESTY POLICY

Using another student's computer files or any portion thereof as your own work is considered cheating. All forms of dishonesty will be dealt with according to the University's Academic Dishonesty Policy found at http://www.salemstate.edu/academicaffairs/docs/academic_integrity_regulations_2007.pdf

SOFTWARE

Hands-on activities utilizing **Microsoft Office 2010** and other laboratory assignments can be done on your laptop or desktop computer, or in any of the University's computer labs. The University and your instructor will NOT ASSUME any responsibility for issues/problems related to the installation of software on your computer. All computer assignments must be completed using Microsoft Office 2010.

COURSE GOALS:

To provide the student with an overall understanding of computer hardware, software applications, and social and ethical issues influenced by computer technology.

By the end of the course, the student will be able to...

- identify and use correct technical terminology to name and describe the principal hardware and software components of a personal computer; provide an overview of the capabilities, uses and limitations of computers; explain the impact (benefits and limitations) of computer technology and information systems on society;
- perform basic computer file operations such as file location, creation, deletion, and replication;
- demonstrate basic proficiency in productivity software such as, word processors, presentation, spreadsheets, database, and communications packages;
- use email and attachments and online Web 2.0 technologies for electronic communication; explain the structure and function of the Internet; demonstrate the availability of resources on the World Wide Web;
- give a general description of topics such as software piracy, privacy concerns, and computer security, and current thinking and controversies in each area.

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COURSE OBJECTIVES (SEE COURSE WORK OUTLINE ON PAGE 6):

Discuss and identify for purchase (Weeks 1, 10):

- computer components (drives, memory, ports, processors);
- types of software (operating systems, utilities, programming languages, applications) and their uses.

Discuss the following concepts (Weeks 1, 10):

- the benefits and limitations of computer technology and information systems as used and applied in various professions.

Demonstrate the ability to use the following features of word processing software (Weeks 2, 3, 5, 11, 14, 15):

- document formatting;
- use graphics, clipart, drawing tools;
- create basic documents from scratch: such as business letters, tables and resumes;
- link data with Excel and PowerPoint software.

Demonstrate the ability to use the following features of presentation software (Weeks 6, 11, 14, 15):

- create and format slides;
- use graphics in slides;
- use the internet to provide material for presentations;
- animations and transitions in slide design;
- sort and run a slide show.

Demonstrate the ability to use the following features of spreadsheet software (Weeks: 7, 8, 9, 11, 14, 15):

- create and format basic worksheets;
- create and enter basic mathematical formulae;
- develop various types of charts and graphs from worksheet data;
- link data and graphs with Word and PowerPoint software.

Demonstrate the ability to use the following features of database software (Weeks 12, 13, 14, 15):

- design and edit a database;
- add/delete records from a database;
- create and edit queries, forms and reports within a database.

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**Demonstrate the ability to use the following features of an internet browser
(Weeks 1 – 15):**

- explore myriad search engines;
- use stemming, wildcard, exclusion and inclusion searching techniques;
- copy text and images from the Internet for public use.

**Demonstrate the ability to use the following features of email
(Weeks 1 – 15):**

- establish a Salem State University email address;
- attach files;
- maintain email address book.

**Demonstrate the ability to use file management tools in Windows to
(Weeks 1 – 15):**

- create, copy, move, delete files;
- locate file properties;
- save files to external media (flash drives).

**Understand the concepts of computer security, privacy issues and legal liabilities
(Weeks 1, 10):**

- viruses, spyware and malware, worms and bots;
- outdated software, patches, updates and upgrades;
- software licensing and piracy.

TESTING AND GRADING:

The semester grade will be earned by completing weekly computer projects outside of the classroom and creating a final, comprehensive computer project. The final lab project will require skills that the student has learned and used throughout the semester.

Windows 7 will be used to run Microsoft Office 2010 during the semester: Microsoft Word - a word processor, Microsoft PowerPoint - a presentation program, and Microsoft Excel - a spreadsheet program, Microsoft Access – a database program. Browser software will be used (Internet Explorer or Mozilla Firefox) for using the Internet and email. **(Microsoft Office 2010 is the computer software suite chosen as the Salem State standard.)**

WEEKLY COMPUTER ASSIGNMENTS, HOMEWORK AND ATTENDANCE (75% OF GRADE):

To complete assignments listed within this syllabus and on the class website, MS Word 2010, MS Excel 2010, MS PowerPoint 2010, MS Access 2010, a web browser (Internet Explorer or Firefox) and Windows software will be used. Microsoft Office 2007 is on some of the lab computers at the University.

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FINAL EXAM (25% OF GRADE):

Students will be informed about the final project's content and required study areas the week before the last class. Final review notes will be posted on the IDS 180 website (www.salemstate.edu/~ecidzik). Students are allowed to use notes, books, the internet and the course website during the final exam. Students are ***NOT*** allowed to ask fellow students or anyone else for assistance during the completion of the final. All forms of dishonesty will be dealt with according to the University's Academic Dishonesty Policy found on the Salem State website http://www.salemstate.edu/academicaffairs/docs/academic_integrity_regulations_2007.pdf

EXEMPTION FROM FINAL EXAM

Any student who has perfect attendance ***and*** has achieved an "A" average (93 or higher) will be excused from taking the Final Exam. The student will receive an A for the semester grade.

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COURSE WORK OUTLINE (ENTIRE OUTLINE IS SUBJECT TO CHANGE):

Thur	Description	Software
Week 01	Intro, Website, Canvas, Classroom and Computing Safety, Survey	Components, software types and uses, terminology
Week 02	Tech Terms of the Day Word Processing	Word, Internet, Email
Week 03	Tech Terms of the Day Word Processing	Word, Internet, Email
Week 04	Tech Terms of the Day Web Research Skills	Internet, Word, Email
Week 05	Tech Terms of the Day File Management Skills	Windows Operating System
Week 06	Tech Terms of the Day Presentation	PowerPoint, Internet, Email
Week 07	Tech Terms of the Day Spreadsheet	Excel, Internet, Email
Week 08	Tech Terms of the Day Spreadsheet	Excel, Internet, Email
Week 09	NO CLASS, Spring Break Tech Terms of the Day Professor's Choice	Excel, Internet, Email
Week 10	Tech Terms of the Day Spreadsheet	Excel, Internet, Email
Week 11	Tech Terms of the Day Office Integration	Excel, Word, Internet, Email
Week 12	Tech Terms of the Day Office Integration	Excel, PowerPoint, Internet, Email
Week 13	Tech Terms of the Day Office Integration	Excel, Word, PowerPoint, Internet, Email
Week 14	Computer Hardware, Security	Internet
Week 15	Final Exam	Microsoft Office, Internet, Email

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Additional information is provided on the IDS180 course website which includes, but is not limited to:

- What to do if absent
- Class cancellation notification
- Final exam review topics
- Sample grading sheet
- Classroom civility

UNIVERSITY POLICY

Salem State University is committed to providing equal access to the educational experience for all students in compliance with Section 504 of the Rehabilitation Act and The Americans with Disabilities Act and to providing all reasonable academic accommodations, aids and adjustments. Any student who has a documented disability requiring an accommodation, aid or adjustment should speak with the instructor immediately. Students with Disabilities who have not previously done so should provide documentation to and schedule an appointment with the Office for Students with Disabilities and obtain appropriate services.

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All this information was approved by Governance and can be found on page 334 under “Course Information Policy” in the 06-09 catalogue.