

Official TCC Course Syllabus

Discipline Prefix: ITE	Course Number: 115	Course Title: Introduction to Computer Applications and Concepts	
	Course Section: D01B (53398)		
Credit Hours: 4	Lecture Hours: 4	Clinical Hours: 0	Lab Hours: 0
Contact Hours: 4	Studio Hours: 0	Semester: Fall 2012	
Meeting Days/Time/Location: Monday/Wednesday; 8:00 am-9:40 am; ATC, Room H224			

Instructor Information

Name: Audrey Lawrence, Adjunct Associate Professor
 Office Location: Adjunct Faculty Workroom,
 Office Hours: By appointment
 Contact Information: 757-348-0843 (cell)
 Blackboard site: <http://learn.vccs.edu>
 Instructor email address (college or VCCS): alawrence@tcc.edu

Course Information

Course Description

Covers computer concepts and Internet skills and uses a software suite which includes word processing, spreadsheet, database, and presentation software.

Prerequisites and/or Co-requisites

None (Keyboarding Skills recommended)

Required Course Texts and Supplementary Materials

Microsoft Office 2010, volume 1, first edition, Exploring Series, Grauer, Robert T, Mary Anne Poatsy, Keith Mulbery, Michelle Hulett, Cynthia Krebs, and Keith Mast. Prentice Hall Publishing, Upper Saddle River, New Jersey, 2011. ISBN: 1256098582

SUPPLIES: flash drive (any size).

When completing assignments outside of class, you must use OFFICE 2010. If you do not have OFFICE 2010 (including ACCESS) on your home computer, you can use the computer lab in the ATC building. The purpose of the lab is for you to use to complete your assignments. Please do not depend on the Library computers or computers in other building/campuses.

Course Learning Outcomes

- Describe and identify parts of a computer system
- Operate a computer and its peripheral devices
- Employ the Internet as a communication and resource tool
- Create a word processing document
- Format and organize text in documents
- Illustrate the use graphics and tables

- Create documents with multiple columns and special formats
- Create a spreadsheet document
- Write formulas and functions to calculate data
- Format a worksheet
- Create charts utilizing data
- Create a database
- Create forms and reports
- Create and run queries
- Establish relationships between tables
- Create relationships and queries using multiple tables
- Build and maintain a relational database
- Create a presentation
- Format a presentation

Topics Covered in the Course

- Computer concepts - hardware and software
- Internet
- Word processing software
- Spreadsheet software
- Database software
- Presentation software

Course Schedule

Description of Assignments/Assessments

The following course schedule may change due to the progression of the course. The course schedule may change at the discretion of the instructor; however, students will be notified in writing when any changes/additions are made to the schedule.

WEEK Of:	LECTURE TOPIC	ASSIGNMENTS
8/27/12	Class introduction and requirements Introduction to Windows 7; Using the Internet	NOTE: Review Syllabus; typingtest.com; Blackboard; “More About Me” emails and attachments
9/3/12	Labor Day – No Class Using the Internet Distribute Terminology List	In class exercises assigned by the instructor and completed in class.
9/10/12	Basic Computer Concepts Review of Terminology List	In class exercises assigned by the instructor and completed in class.
9/17/12	Word chapter 1 Terminology Quiz – 30 minutes (Wednesday)	In class exercises assigned by the instructor and completed in class.
9/24/12	Word Chapter 2	In class exercises assigned by the instructor and completed in class.
10/1/12	Word Chapter 3	In class exercises assigned by the instructor and completed in class.

10/8/12	Excel chapter 1 Word Exam in class (Monday)	In class exercises assigned by the instructor and completed in class.
10/15/12	Excel chapter 2	In class exercises assigned by the instructor and completed in class.
10/22/12	Excel chapter 3	In class exercises assigned by the instructor and completed in class.
10/29/12	PowerPoint Chapter 1 Excel Exam in class (Wednesday)	In class exercises assigned by the instructor and completed in class.
11/5/12	PowerPoint chapter 2 NOTE: Last day to withdraw without academic penalty is Nov. 1, 2012	In class exercises assigned by the instructor and completed in class.
11/12/12	PowerPoint Chapter 3 PowerPoint Chapter 4 (this chapter may not be done if class is not on schedule)	In class exercises assigned by the instructor and completed in class.
11/19/12	Access Chapter 1 In-class Quiz PowerPoint (Monday) 30 minutes	In class exercises assigned by the instructor and completed in class.
11/26/12	Access Chapter 2	In class exercises assigned by the instructor and completed in class.
12/3/12	Access Chapter 3	In class exercises assigned by the instructor and completed in class.
12/10/12	Final Exam – comprehensive (Wednesday) 8:00 am, Room 224	In class exercises assigned by the instructor and completed in class.
Have a wonderful break!		

Students are responsible for being aware of the policies, procedures, and students' responsibilities contained within the current edition of the Tidewater Community College Catalog and Student Handbook. Students should familiarize themselves with the College's policies found in the Student Handbook.

Blackboard and Course Communication

Please check Blackboard, VCCS student email accounts, or other course communication tools. You can reach me via email or cell phone. Emails will be answered within 24 hours on Monday-Thursday. Please use alawrence@tcc.edu for my email address. Emails will be checked randomly (Friday-Sunday) over the weekend. If there is an emergency it is best to call me.

Course Policies

- 1. Attendance Policy:** All students are expected to be present and on time at all scheduled class and laboratory meetings. Instructors are not required to admit a student who arrives late to the classroom, however if you are 5 to 10 minutes late, you will be allowed to stay in

class. A student who adds a class or registers after the first day of classes is counted absent from all class meetings missed.

If a student is absent more than 15 percent of scheduled instructional time, attendance may be defined as unsatisfactory. This calculation includes absences occurring during the add/drop period. See also the Withdrawal Policy in this syllabus for more information. Per the college's attendance policy, faculty has the right to develop a more stringent policy as well. Students who do not attend or participate in class by the deadline to drop for tuition refund may be deleted from the course.

If you know that you are going to be absent, please let me know ahead of time. If you are running late (5-10 minutes) it is okay to still come to class.

2. Late Work/Make-up Exam Policy: Testing Policy/Grading System - All exams/quizzes will be administered during class time unless otherwise stated in the class schedule. Tests will evaluate all material covered, whether in the text, lecture or lab. There is a 10% penalty for taking an exam or turning in other assignments late, unless your absence has been excused.

3. Statement on Classroom Behavior: TCC is committed to maintaining a social and physical environment conducive to carrying out its education mission. Therefore, all members of the TCC community are expected to demonstrate standards for civility.

- Be moderate in speaking. Loud, obscene, argumentative, or threatening speech is disruptive to teaching and learning and is offensive to others. It has no place in an academic setting.
- Resolve any disagreements in a positive, non-combative manner. Request the assistance of college authorities if needed.
- Show respect for the comfort of others in an educational setting by observing acceptable standards for personal cleanliness and dress.

4. Electronic Devices Policy: Cell phones, pagers, and other communication devices are prohibited from use in classrooms, laboratories, and libraries, unless authorized by the appropriate faculty or staff. Although soundless communication devices such as cell phones and pagers are permissible in classrooms, college offices, and/or meeting rooms, they must not be answered during class.

5. Disposition of Classes for Emergency Shutdown of the College:

In the event of an emergency shutdown of the college, the president and her executive staff may elect to conclude the term in session if eighty-five percent or more of that term has been completed. If the term in session is concluded, faculty shall compute final grades of students based on coursework completed at that point.

Grade Policy

The course will be evaluated using the standard college grading scale and the following evaluation instruments and percentages:

- Terminology Quiz – 10% = 100 points
- Word Exam – 20% = 200 points
- Excel Exam - 20% = 200 points
- PowerPoint Quiz – 10% = 100 points
- In-class assignments – 30% = 300 points

- Final Exam 10% = 100 points
TOTAL 100% = 1,000 points

Standard college grading scale:

90-100	= A (1000-900 points)
80-89	= B (899-800 points)
70-79	= C (799-700 points)
60-69	= D (699-600 points)
Below 60	= F (below 599 points)

The course will be evaluated using the standard college grading scale and the following evaluation instruments and percentages.

Final grades are made available to each student within the Student Information System (SIS) now web delivered via MyTCC or SIS.

Based on the progression of the course, the grade distribution for each assignment may change. However, if changes are made, I will notify students in a timely manner and in writing.

Additional Policies:

- A. All students and patrons using computing resources of the College must accept and abide by the Virginia Community College System Information Technology Student/Patron Ethics Agreement.
- B. If you need to meet with me outside of the class time, please talk to me to schedule a meeting date and time.
- C. Blackboard is used to enhance this course. Quizzes and other assignments will be submitted using Blackboard or as instructed by the instructor. The instructor will ensure that all students understand how to submit assignments and generally use Blackboard.
- D. A Challenge exam is available if you think you already know the content of this course. See the Division Administrative Assistant about taking the challenge exam.

Academic Policies

Students are responsible for being aware of the policies, procedures, and student responsibilities contained within the current edition of the TCC *Catalog* and *Student Handbook*. Students should familiarize themselves with the college's policies regarding misconduct and inclement weather found in the *Student Handbook*.

Withdrawal Policy

Students who wish to withdraw without academic penalty should contact a counselor to determine the appropriate procedure. Withdrawals through completion of 60 percent of a session will result in a **W** grade. After 60 percent of a session is completed, a withdrawal will result in a grade of **F** in a credit course or a grade of **U** in a developmental course, except under mitigating circumstances that must be documented by the instructor and approved by the academic dean. Dynamic session classes have unique refund and withdrawal dates. Contact a campus Enrollment Services Office for more information, or visit <http://www.tcc.edu/students/calendar/academic/Dynamic.htm>.

A student who drops after the last day to withdraw does not receive a "W." He/she receives an "F," in which case there is both an academic and financial penalty. A student who withdraws by the deadline faces a financial penalty, but not an academic penalty.

Sept. 10, 2012	Deadline to drop for tuition refund
Nov. 1, 2012	Deadline to withdraw without academic penalty and to receive a grade of W for the course

Academic Integrity

TCC will expect students to demonstrate personal and academic integrity, to be open to new ideas, and to share in a community where individuals from diverse backgrounds and cultures help one another grow intellectually, socially, and personally.

TCC expects students to achieve, not just to get by. And while many caring and talented faculty and staff are here to help, students must take responsibility for their own learning. Students should strive for a high level of academic performance and to be responsible, contributing citizens within the college and in outside communities. Above all, TCC wants students to develop a love of learning that will last a lifetime, along with a life-long interest in maintaining emotional and physical wellness.

Statement on Plagiarism and Academic Misconduct

Academic misconduct includes, but is not limited to, the following actions: cheating on an examination or quiz—either giving or receiving information; copying information from another person for graded assignments; using unauthorized materials during tests; collaboration during examinations; buying, selling or stealing examinations; arranging a substitute for oneself during examinations; substituting for another person, or arranging such a substitution; plagiarism—the intentional or accidental presentation of another’s words or ideas; collusion with another person or persons in submitting work for credit in class or lab, unless such collaboration is approved in advance by the instructor.

Faculty members who have reliable evidence of academic misconduct will (1) investigate the matter, and (2) review the facts of the matter and the proposed penalty with the appropriate academic dean. They may then take one or more of the following actions:

- Require the work to be accomplished again
- Give no credit for the test, paper, or exercise
- Assign a grade of **F**, **U**, or **W** for the course
- Refer the matter to the campus Dean for Student Services or designee for possible disciplinary sanction through the college’s disciplinary procedure

If the faculty member chooses to refer the matter to the campus Dean for Student Services or designee for disposition, the Plenary Disciplinary Procedure shall be followed, and the student’s dismissal from the college is a possibility.

Disability Services

Students who have documented, diagnosed disabilities, and who need special accommodations for tests, etc., are advised to see the Disabilities Services staff in Student Services so that the instructor may be notified of what accommodations are appropriate in each case. Requests for accommodations should be made to the designated campus disability services counselor at

least 45 days before classes begin. Documentation must be provided to support the need for accommodations.

For assistance with disabilities, contact the campus Disabilities Counselor/Provider or the Coordinator of Learning Disabilities Services: call 822-1213, visit Student Services/Development, or visit the Disability Services webpage at <http://www.tcc.edu/students/specialized/disabilityservices/index.htm>

Emergency Procedures

In the event of a bomb threat, tornado, or fire, students and staff may be asked to evacuate the building or move to a secure location within the building. Evacuation routes for movement to an external location or to a shelter within the building are posted at the front of the room. Students should review the maps and make sure that the exit route and assembly location for the building are clearly understood. If assistance is required during an evacuation, please let the instructor know at the end of the first class.

Tidewater Community College uses TCC Alerts to immediately contact and inform faculty, staff and students of a major crisis or emergency. TCC Alerts delivers important emergency alerts, notifications, and updates via:

- Email account (work, home, other)
- Cell phone
- Pager
- Smartphone/PDA (BlackBerry, Treo & other handhelds)

When an incident or emergency occurs, authorized senders will be instantly notified via TCC Alerts. TCC Alerts is a personal connection to real-time updates, instructions on where to go, what to do, or what not to do, who to contact, and other important information. New users may also register by sending a text message to **411911** keyword: **TIDEWATER**.

Student Success Resources

The following resources are available to TCC students. See the *Student Handbook* or visit <http://www.tcc.edu/forms/handbook/> for more information about student services and locations.

Learning Resource Centers

Each campus houses a library and media resources in a Learning Resources Center (LRC). A separate slide and print library is located at the Visual Arts Center. The Learning Resources Centers contain research materials in both print and electronic format to support the courses, curricula, and mission of the college. Library materials include books, newspapers, magazines, journals and an extensive collection of indexes, abstracts and full text databases. Media resources include videotapes, audiotapes, films, CD-ROM/DVD, computer files, and other audiovisual materials. Visit this site for more information: www.tcc.edu/lrc/

Academic Support Services

Each campus provides various kinds of academic assistance. One-on-one tutoring, math and computer labs, and other forms of individual and group assistance may be available. Students can also find free help for writing, from short questions about commas and comma splices to a comprehensive review of research papers in progress, in the Writing Centers.

Services and hours may vary by campus. Consult the academic dean for additional information.

Campus Dean of Student Services

Chesapeake Campus:822-5121 Security:822-5099, cell: 327-9940

Campus Dean of Student Services

Norfolk Campus, 822-1190, Security: 822-1201, cell: 327-9924

Campus Dean of Student Services

Portsmouth Campus, 822-2181, Security: 822-2250, cell: 327-9942

Campus Dean of Student Services

Virginia Beach Campus, 822-7245, Security: 822-7038, cell: 327-9900

Online Help Desk

Include the following statement:

Visit the following Distance Learning Resources for Students website for information about computer skills, technical support, library services for online students, and much more:

<http://www.tcc.edu/students/dtls/>

Important Websites

- College Website: www.tcc.edu
- Blackboard and Student E-mail: <https://tcc.my.vccs.edu/jsp/home.jsp>
- Student Handbook: <http://www.tcc.edu/forms/handbook/>
- TCC *Catalog*: <http://www.tcc.edu/forms/catalog/>
- Class Schedule: <http://www.tcc.edu/schedule/> (or log-in to SIS for current course offerings)
- Academic Calendar: <http://www.tcc.edu/students/calendar/academic/index.htm>
- Distance Learning Resources: <http://www.tcc.edu/students/dtls/>

Student must sign and date below to ensure you have read and now understand the syllabus. I have read the syllabus and understand all policies and guidelines explained to me.

Student Name (type)

Student Signature

Date