Tidewater Community College
ITE-115 Introduction to Computer Applications and Concepts

Instructor: Mrs. Cheryl Rome

Office Hours:
Mondays and Wednesdays 11:50am – 12:50pm (Walker Bldg Room 3129)
Thursday 5:00pm – 6:00pm (Walker Bldg Room 3129)

Email: crome@tcc.edu
Phone: 757-575-0870 (Monday – Thursday 9am – 7pm)

Accessibility:
I will respond to e-mail as promptly as possible, usually within three to six hours during the week, Monday-Friday. Weekend response times may be longer. It’s better to leave an email than a voice mail message.

Course Information

Course Title: ITE 115 – Introduction to Computer Applications and Concepts

Course Description:
This course introduces basic concepts and principles underlying personal productivity tools widely used in business such as databases, and presentation software. Students also learn basic computer terminology and concepts. Hands-on exercises provide students with experience in the use of PCs and Microsoft Office 2007.

Credit Hours:
This course carries 4 semester credits.

Prerequisites:
Generally, you should have keyboarding skills and college-level reading, writing, and study skills.

Course Objectives:
The competencies you will demonstrate in this course are as follows:

1) Given a networked personal computer demonstrate the ability to gain access to the operating system, hardware and software as well as all peripherals.
2) Given the request to produce a written document, determine the appropriate form and then develop the document
3) Given the need to produce a quality desktop published document, analyze the appropriate data and design and produce a professional document
4) Given a set of business data and analysis/presentation needs, design an appropriate workbook
5) Given a set of existing worksheets and required revisions, inspect, assess and revise content and format to reflect changed requirements
6) Given the need to present data to a diverse audience, such as an annual stockholder meeting, create a chart/graph using an appropriate chart type for depicting the given data such as trends, proportions, etc.
7) Given the need to organize data, create a database, create tables, enter and manipulate data, create queries, and print reports.
8) Given the need to create an integrated document, containing text, tables and/or graphs/charts, create a report with linked and/or embedded objects

**Required Course Materials**


**Textbook CD-Rom:**
All student data files are located on the CD-Rom that accompanies the text.

**Supplemental Materials:**
Includes handouts and special project information.
- Microsoft Office 2007
- A TCC student e-mail address
- One USB flash drive

**Course Activities and Design**
*(Subject to change. Blackboard contains all updated information.)*

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<tr>
<th>Week 1</th>
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<tbody>
<tr>
<td>Syllabus</td>
<td>Introduction to Internet Explorer</td>
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<td>Quiz 1</td>
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<tr>
<th>Week 3</th>
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<tr>
<td>Microsoft Excel 2007</td>
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<td>Chapter 1 and 2</td>
<td>Chapters 3</td>
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<td>Quiz 3</td>
<td>Excel 2007 Module Exam</td>
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<td>HW: TBD by Instructor</td>
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<th>Week 5</th>
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<td>Chapter 1 and 2</td>
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<td>Quiz 4</td>
<td>Access 2007 Module Exam</td>
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<td>Integrating Excel 2007 and Access 2007</td>
<td>Midterm Exam (Internet Explorer, Excel, &amp; Access)</td>
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<td>HW: TBD by Instructor</td>
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<td>Microsoft Word 2007</td>
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<td>Chapters 1 and 2</td>
<td>Chapter 3</td>
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<tr>
<td>Quiz 6</td>
<td>Word 2007 Module Exam</td>
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<td>HW: TBD by Instructor</td>
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<th>Week 11</th>
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<td>Microsoft PowerPoint 2007</td>
<td>Microsoft PowerPoint 2007</td>
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<tr>
<td>Chapter 1 and 2</td>
<td>PowerPoint 2007 Module Exam</td>
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<td>Quiz 7</td>
<td>HW: TBD by Instructor</td>
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Week 13
Microsoft Office 2007
Integration of Word 2007 and PowerPoint 2007
Quiz 8
HW: TBD by Instructor

Week 14
Microsoft Office 2007
Integration of Excel, Access, Word, and PowerPoint
Quiz 9
HW: TBD by Instructor

Week 15
Microsoft Office 2007
Course Project and Review for Final
HW: TBD by Instructor

Week 16
Final Exam Schedule
Section D03N: Monday, 5/09/11 @ 10am
Section D20N: Thursday, 5/05/11 @ Noon
Section N15N: Thursday, 5/05/11 @ 6pm

http://www.tcc.edu/students/schedules/exams/spring.htm

Classroom Content

Participation and Interaction:
This is not a self-paced course. Students must adhere to the course schedule and due dates.

Discussions: (in-class and online)
A very important part of most courses is classroom discussions. The discussion area serves as the virtual classroom, where students and the instructor meet and interact. Participation in the discussions will count as a percentage of the final grade in most classes. The Grading and Evaluation section of the syllabus may indicate how participation is graded.

Communications About Difficulties/Absences:
It is the student’s responsibility to contact the instructor in a timely manner about illness, scheduling issues, or computer problems if any of these cause difficulty in regular weekly participation and interaction, or in submitting assignments on time.

Online Content

This course will utilize two websites: Microsoft Office 2007: Introductory Concepts and Techniques and myTCC.

Microsoft Office 2007: Introductory Concepts and Techniques

- This website will provide you with chapter data you will need to complete homework and lab assignments.

myTCC website/Blackboard 9

- The web address for myTCC website which includes Blackboard 9 and your student email and account information is https://tcc.my.vccs.edu/jsp/home.jsp
- This site will contain course content, announcements and the gradebook.
- Your lab assignments will be submitted in it respective folder under Assignments located in Blackboard. http://learn.vccs.edu
- E-mails may also be sent from Blackboard.
E-Mail Etiquette

- When you send an e-mail through Blackboard please make sure you use the following subject line: ITE 115 – (insert your name here)
- Please make sure you place your name in the message area since Blackboard does not identify who sent the mail automatically.

Assessments

**Attendance:** Attendance is taken each class day and is worth 20 points per class. Arriving to class late will result in a loss of 5 points per 5 minutes late. Instructors are not required to admit a student who arrives late to the classroom. Leaving class before the scheduled end of class will result in a loss of 5 points per 5 minutes of early departure.

**Lab Projects:** Lab assignments will be given during the term to practice your mastery of the course software. The lab assignments will be given out during lecture and is due at the close of class or as determined by the instructor. Each assignment is worth 20 points. **DO NOT PROCRASTINATE**, because some lab projects may require more time to complete than the allotted Lab time given in class. All lab projects will be printed and submitted to the instructor at the end of each class unless otherwise stated by the instructor. Sharing of travel drives is prohibited and is considered as plagiarism. Assignments must be completed independently.

**Homework:** Homework will be given during the term to practice your mastery of the course software. Homework must be completed and submitted to the instructor by the due date. Each assignment is worth 20 points. **DO NOT PROCRASTINATE.** All homework assignments will be printed and submitted to the instructor at the end of each class unless otherwise stated by the instructor. Sharing of travel drives is prohibited and is considered as plagiarism. Assignments must be completed independently.

**Quizzes:** Students are to take a Chapter quiz after they have gone through the chapter module. Sharing of travel drives and knowledge is prohibited and is considered as plagiarism. Quizzes must be completed independently.

**Midterm Exam:** After each Microsoft module there will be an exam. The midterm exam is worth up to 200 points. The midterm exam will be completed during the scheduled class meeting. Sharing of travel drives is prohibited and is considered as plagiarism. Exam must be completed independently.

**Module Exams:** After each Microsoft module there will be an exam. Each exam is worth up to 100 points. These exams will be completed during the scheduled class meeting. Sharing of travel drives is prohibited and is considered as plagiarism. Each exam must be completed independently.

**Final Exam:** At the end of the course there will be an exam. The final exam is worth up to 400 points. The final exam will be completed during the scheduled class meeting. Sharing of travel drives is prohibited and is considered as plagiarism. The final exam must be completed independently.

**Course Project:** A comprehensive final course project will be assigned in week 2. Students should prepare themselves by reviewing all reading assignments and all previous graded exercises. Final Projects are **mandatory** for ALL STUDENTS. A missed final project must be explained, in writing with all supporting documentation, and given to the instructor for evaluation. If accepted, the instructor and the student will work out an acceptable solution for replacing the missed final exam. Sharing of travel drives is prohibited and is considered as plagiarism. Course projects must be completed independently.
Summary of Grading:

<table>
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<tr>
<th>Percentage</th>
<th>Letter grade</th>
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<tr>
<td>90 - 100%</td>
<td>A</td>
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<tr>
<td>80 - 89%</td>
<td>B</td>
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<td>70 - 79%</td>
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<tr>
<td>65 - 69%</td>
<td>D</td>
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<td>below 65%</td>
<td>F</td>
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Course Policies

Attendance Policy

The Student Handbook is quite clear in its statement that: "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. A student who adds a class or registers after the first day of classes is counted absent from all class meetings missed." In the event of an absence, "the student is responsible for determining and making up all work missed." A student may be withdrawn from this course "when the instructor determines that absences constitute unsatisfactory attendance." [http://www.tcc.edu/forms/catalog/20102011/TCC_Catalog_2010.pdf](http://www.tcc.edu/forms/catalog/20102011/TCC_Catalog_2010.pdf) (page 23)

Withdraws (student or instructor initiated) in the first sixty percent of the course will be received as a "W". Students withdrawn after sixty percent will receive a grade of "F" except under mitigating circumstances, which must be documented."

For 16-week classes: If you have not completed 50% of the course work AND missed more than 3 classes by Tuesday, March 22nd, you will be withdrawn from the course by the instructor.

For 8-week classes: If you have not completed 50% of the course work AND missed more than 2 classes by Friday, April 15th, you will be withdrawn from the course by the instructor.

Unsatisfactory attendance in ITE 115 may be defined as absences in excess of 3 of the scheduled instructional time in either lecture or laboratory. Lateness will not be tolerated. If you are more than 10 minutes late to class, you will receive a zero for the day's participation. It is your responsibility to get to class on time.

Disruptive Communications

Definition:
- Communications which disrupt the learning environment
- Use of profanity and/or insulting or harassing remarks in email, discussions, chat or telephone communications

Consequences:
- A student who participates in disruptive communications forfeits the right to further class participation and is subject to removal from all Tidewater Community College courses for the given term without reimbursement by Tidewater Community College.
• A student who is suspended more than once for disruptive communications forfeits the right to further enrollments at Tidewater Community College.

Homework Policy

Homework Due Dates:
All homework assignments will be due on or before the next class meeting. Assignments will not be accepted via email. All assignments must be posted to Blackboard by the due date & time AND printed out and submitted to the instructor.

Late Work:
*Tidewater Community College courses are not self-paced.* A schedule of assignments, discussions, and due dates are part of each course.

• Turning in Assignments Early – If you know you will be absent it is your responsibility to get the assignment submitted before you are going to be gone. You may submit a lab assignment early to the appropriate Assignment area of Blackboard.

• Late Work – all assigned work will have a designated due date. Any work that is submitted late will lose 10 points per day late. Any work submitted 2 class days past the due date will not be accepted for a grade. No make-up exams or quizzes will be administered. Exception to this policy would be an absence due to extraordinary circumstances with judgment made by the instructor.

Incomplete Grades:
The "Incomplete" grade is a temporary grade indicating that the student has a satisfactory record of work completed but, for exceptional reasons, was unable to complete the final assignments. It is designed for students who, because of documented illness or circumstances beyond their control, are unable to complete their course work within the semester but have completed a majority of the course work (50% of the course assignments and tests) in a satisfactory manner. The student is responsible for initiating the request for an "Incomplete" grade from the instructor.


Electronic Devices:
Listening to electronic devices (ie iPods, MP3 players, etc) is prohibited during lecture and while taking tests, quizzes, and exams. Cell phones should be turned off or on vibrate while in the classroom. The use of these devices is prohibited during lecture. If a cell phone rings or is used in the classroom during instruction, the entire class will be given a pop quiz with the offender(s) receiving an automatic zero (0). The grade received on the pop quiz will be factored into the final grade.

Academic Integrity:
Plagiarism is the act of using words and/or ideas from another person or source without acknowledgment of debt to that person or source and is a serious academic crime. Students are expected to do their own work. At no time will students share a travel drive. Students are expected to follow the Academic/Plagiarism policies noted in TCC’s college catalogue).

Special Services:
If you have a learning or physical disability that will require special accommodation, please notify Disability Services. Reasonable accommodations will be provided upon request for persons with disabilities.
Notice of Non-Discrimination:
Tidewater Community College is an equal-opportunity educational institution and does not discriminate on the basis of race, color, national or ethnic origin, religion, sex, or sexual orientation. For more information, contact Student Services.

All students should refer to the 2010-2011 TCC Catalog and the Student Handbook for college policies, regulations, student conduct, and other student affairs.
http://www.tcc.edu/forms/handbook/CurrentYear/rights.pdf (page 3)
SYLLABUS AGREEMENT

ITE 115 Section _____

Mrs. Cheryl Rome
Phone: 757-575-0870 (Monday – Thursday 9am – 7pm)

Office Hours:
Mondays and Wednesdays 11:50am – 12:50pm (Walker Bldg Room 3129)
Thursday 5:00pm – 6:00pm (Walker Bldg Room 3129)

I, ___________________________________________________________ have read, understand, and agree to
(First) (Last)
the terms of the syllabus for this course.

____________________________________________________________ (Date)
____________________________________________________________ (Signature)