

Comp 100 Syllabus

COMP 100 is an introduction to the uses, concepts, techniques, and terminology of computing. The goal is to place the possibilities and problems of computer use in historical, economic, and social contexts. It shows how computers can assist in a wide range of personal, commercial, and organizational activities. It covers all aspects of computer technology, including Operating Systems, e.g., Windows 7, UNIX, and Mac OS/X, business applications such as the MS-Office 2010 Suite, i.e., MS-Word, MS-Excel, MS-Access & MS-PowerPoint, and the use of Internet & World Wide Web.

CSUN Bookstore Bundle for \$154.75 includes Required Books & MYITLAB Code

1. **Text Book:** TECHNOLOGY IN ACTION, *8th Edition*, Pearson Prentice Hall 2011
Alan Evans, Kendall Martin, Mary Anne Poatsy
2. **Application Books:** Grauer, Hulette, Krebs, Mulbery,
 - a. EXPLORING SERIES MS-WORD
 - b. EXPLORING SERIES MS-EXCEL
 - c. EXPLORING SERIES MS-POWERPOINT
 - d. EXPLORING SERIES MS-ACCESS
 - e. GO! SERIES INTEGRATED PROJECTS
 - f. INTRODUCTION TO WEBAPPS
3. MYITLAB Training, Testing & Assessment Access Code. **MUST HAVE IN ORDER TO TAKE TESTS AND DO ONLINE HOMEWORK**, valid for 24 Months
4. 180 Days MS-Office Free 2011 Trial (Purchase FULL copy from CSUN Bookstore if you don't have MS-Office on your PC, special student Price)

You can CHOOSE to buy the ETEXT & MYITLAB CODE for \$110 online (NO HARD COPY)
OR if you have USED copy of the books, then you can buy just the MYITLSAB CODE for \$80 online.
A+ Bookstore on Reseda & Nordhoff carries a few copies of COMP 100 Book Bundle for some \$20 less than CSUN Bookstore price.

Wherever you choose to buy make sure you have ALL the items included.
DO NOT BUY from AMAZON or elsewhere.

Other Materials and Recommended Equipment:

1. **Optional:** A USB Jump (flash) drive is recommended , Min 1GB, buy from bookstore or elsewhere
2. IBM Compatible PC (desktop/laptop), printer, Internet Connection (own ISP or CSUN).
3. Windows XP/VISTA/7 Operation Systems & MS- Office 2010 Software
4. **NOTE:** Apple Mac Users are NOT 100% compatible with MYITLAB software. Need BOOTCAMP and WINDOWS OS to run software properly. SEE INSTRUCTOR!

Required Assignments Description:

1. Reading Chapters from “Technology In action 8th Edition” Concepts Book
2. Several Solo & Group Projects (Requires writing Reports etc.)
3. Regular Use of CSUN Webmail & Private mail, MYITLAB, Professor Putnam’s website (TO BE ASSIGNED)
4. MYITLAB training and Assessment on Ms-Office 2010
5. Several Exams (Including Quizzes, Mid-Term & Final) using MYITLAB & MS-Office 2010
6. Pre & Post semester Assessment Survey , using MYITLAB
7. Hands-On Homework using MS-Office 2010 & “Exploring Series Office 2010” Books.

Teaching Methods:

1. Lectures and discussion (approximately 30 percent of class time): Important material from the text and outside sources will be covered in class. Students should plan to take careful notes as not all material can be found in the texts or readings. Discussion is encouraged as is student-procured outside material relevant to topics being covered.
2. Reading, Chapters must be read prior to the class meeting for a meaningful class discussion.
3. Solo/Group Assignments: End of chapter activities and online activities will be assigned weekly to reinforce material in the text. These assignments may require the application of various software packages, the Internet etc.
4. Quizzes: Weekly quizzes will be given to help ensure students stay up with assigned material. Usually Open Book & Timed!
5. Exams: Exams will be open book/notes and will test assigned readings and material discussed in class. The final exam has to be taken to pass the course; however, the instructor reserves the right to retest on material that was not appropriately comprehended.
6. Lab work (approximately 70 percent of class time) spent on MS-Office 2010 & Internet.
7. Homework, In addition to class time, students may expect at least three to four hours of homework (computer applications and textbook work) each week.
8. Students will be assigned solo/group projects.
9. Participation: Student participation will be graded by the level of class participation and attendance.

Grade Computation Formula

MyItLab 70% of final grade

MyItLab Homework 42% of final grade

Word 1, 2, 3, 4

Excel 1, 2, 3, 4

PowerPoint 1, 2, 3, 4

Access 1, 2, 3, 4

MyItLab Exams 28% of final grade

Word

Excel

PowerPoint

Access

Tech in Action 30% of final grade

Discussions

Quizzes

Projects

Final Exam