

IT 101 -- Computer FUNDamentals Course Information

Susan Jackson

Office Location: Building B (Business and Technology) Room 151

Office Hours for class advisory/tutoring meetings: TTH 5:45-6:30

Phone: 925-8711

E-mail: ssljacks@unm.edu

COURSE DESCRIPTION: IT 101-Computer Fundamentals is one (1) credit hour that teaches the basics of using a computer. This course runs 5 weeks and is designed for students with little to no computer experience. This class is taught simultaneously with WebCT. All reading, assignments and quizzes will be available through vista.unm.edu. It is the students responsibility to check-in to WebCT daily to check for messages, discussions, etc.

TEXTBOOK/SUPPLIES: Text book is not required for this course. However, please bring a USB storage drive to every class which can be purchased anywhere for a nominal fee.

TEACHING/LEARNING OBJECTIVES AND STUDENT OUTCOMES:

1. Student will develop a vocabulary of key terms related to the computer and to software program menus
2. Student will be able to identify the components of a personal computer system
3. Student will be able to demonstrate mouse and keyboard functions
4. Student will be able to demonstrate window and menu commands and how they are used
5. Student will be able to demonstrate how to organize files and documents on a USB/hard drive
6. Student will be able to compose, format and edit a word document
7. Student will be able to send email messages (with or without attachments)
8. Student will be able to navigate and search through the internet
9. Student will be able to navigate through WebCT

ATTENDANCE POLICY: Attendance is taken every class session and reported at the end of each week. You are allowed 2 unexcused absences period. There are only 10 class days for this course so if you miss more than 3 classes you will be dropped from the course. No Exceptions!

If for any reason you cannot make it to class, please contact the instructor at least 2 hours prior to the class session to make arrangements to make up the class time and assignments.

GRADING: This course is a CR/NC grading option. You need to make at least a "C" or better in order to pass this course. No letter grades are issued. For those students not needing a grade for financial aid requirements can take the course as an audit.

Attendance	60%
Class Participation	20%
Assignments	20%
	100%

PRACTICE: The open lab B123 is available for all students to use. The hours of operation are M-TH 8:30 am to 8:30 pm and Fridays 8:30 am to 1:00 pm. The lab is closed Saturdays and Sundays. The library also has computer labs available for student use.

Please use the open lab to practice what you have learned in class or to make up missed class time. The more you practice the less frustrating learning the computer and software applications will be.

PLAGIARISM: Plagiarism implies copying work produced by someone else. Each student is expected to maintain the highest standards of honesty and integrity in academic and professional matters. The University reserves the right to take disciplinary action, including dismissal, against any student who is found responsible for academic dishonesty. Any student who has been judged to have engaged in academic dishonesty in course work may receive a reduced or failing grade for the work in question and/or for the course. Academic dishonesty includes, but is not limited to, dishonesty in quizzes, tests or assignments; claiming credit for work not done or done by others; hindering the academic work of other students; and misrepresenting academic or professional qualifications within or outside the University.

PARTICIPATING ACTIVELY AND WITH COURTESY: You are expected to participate in class by asking questions and engaging in discussions. This includes, but not limited to, being a good listener, taking notes, using proper language, and respecting each other. In addition, you are expected to behave in a professional and collegial manner. This means unruly behavior, anger, louder than normal frustrations or language will not be tolerated in my class and such behavior may lead to being dropped from the course.

STUDENTS WITH DISABILITIES: If you are a student with disabilities, please contact me as soon as possible to ensure that special arrangements are made to accommodate your needs.

COURSE OUTLINE

We ek	Reading	Assignment	Quiz	Discussions	Other
1	1. Computer Components 2. Memory & Storage 3. Computer Devices 4. Mouse Functions 5. Keyboard Functions	Computer Components	None	What do you know about Computers?	Student Learning Survey
2	6. Window Anatomy 7. Menus 8. Saving and Copying	Mouse Skills	None	What does Computer Fundamentals mean to you?	Respond to student posts using information from readings
3	9. File Management 10. My Computer	File Management	Covers Reading 1-10	Why is file management important?	Respond to student posts using information from readings
4	11. Working with Word	Editing letters	None	How using Word and Word tools can be a benefit	Respond to student posts using information from readings
5	12. E-mail 13. Internet	Scavenger Hunt Internet Research	Covers Reading 11-13	What have you learned in this class and how will you use it?	None