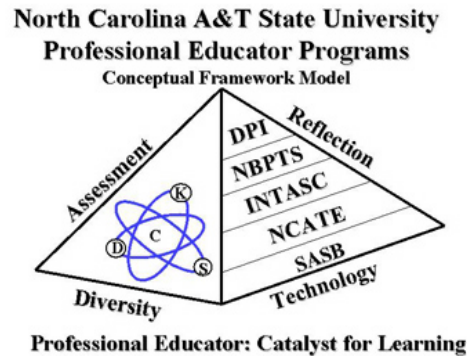


TECH 382 Computer Applications for Technological Studies
Spring 2009 (Online)
School of Technology
Department of Graphic Communication Systems & Technological Studies
North Carolina A&T State University



Professor:

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Office hours: Mon. 12-4, Tues./Thurs. 12-3

Course Description:

Computer Applications provides an overview of computer concepts and applications in order to teach problem-solving techniques and interactive applications, and to encourage independent study. Practical problems from academic and real world environments will be integrated into the content.

Required Reading:

Text: Evans, A., Martin, K., & Poatsy, M. A. (2009). *Technology in action* (5th ed.). Upper Saddle River, NJ: Pearson Education. ISBN-10: 0135137209; ISBN-13: 9780135137208

LiveText (Technology Education majors. You only have to purchase LiveText once while at NCA&TSU).

Reach the University Bookstore at: <http://www.ncatbookstore.com/>

Course Objectives:

Upon completion of this course, participants will be able to:

Knowledge

- Identify computer components and construct, upgrade, and/or maintain a computer system's hardware and software.

Skills

- Demonstrate computer-related instructional/academic computing skills.
- Use a variety of productivity and multimedia computer applications.
- Articulate computing and information needs for teaching in public schools or for industrial training.

Dispositions

- Make intelligent consumer decisions about computers and related products.

Course Procedure:

This course will work in the following way.

1. Begin each week by consulting this syllabus and the course schedule below (p. 5).
The syllabus is located by clicking on Syllabus.
2. Complete the assigned readings [Chapter and PowerPoint (PPT) presentation(s)]
3. Notes and related documents are located by clicking on the Assignments button.
Under Assignments, materials are organized into weeks. Open the Week 1 folder to locate the notes and any other related files.
4. Work on assignments not due; Turn in assignments that are due.
5. Never hesitate to contact the professor via email or telephone.

Evaluation:

Students will be evaluated in terms of their performance on formal examinations and assignments. More specifically, the breakdown for grading will be:

- Midterm Exam 12%
- Final Exam 12%
- Application Assignments
 - PowerPoint (presentation software) 8%
 - Excel (spreadsheet) 8%
 - Access (database) 10%
 - World is Flat 12%
- Hardware Assignment 12%
- Web Portfolio 13%
- Other assignments 8%
- Course Evaluation 5%

Grades will be assigned in accordance with the scale listed below:

Grade	Quantitative (%)	Qualitative
A	= 100 to 90	exemplary, creative, professional, best practice
B	= 89 to 80	competent, skilled, knowledgeable, thoughtful
C	= 79 to 70	promising, adequate, needs refinement
D	= 69 to 60	inadequate, simplistic, flawed, must be redone
F	= 59 or below	unsatisfactory, incomplete, lacks merit

Student Resources:

Student Resources Via Internet Site: Evans, Martin, and Poatsy (authors of the textbook, *Technology in Action*), have a companion web site that provides you with learning exercises that you will complete upon reading the assigned chapters. Once you have read an assigned chapter of the textbook, you will visit their web site at <http://www.prenhall.com/techinaction>. You will read the relevant PowerPoint presentation(s) (4th ed.) for the chapter and complete the Online Study Guide (5th ed.) and submit your results to me as text via email at drapers@ncat.edu.

The web site (<http://www.prenhall.com/techinaction>) provides the latest trends in information technology, TechTV videos, online end-of-chapter materials, technology updates, Web resource links and more. Please take advantage of the companion Web Site to truly understand the exciting world of technology.

Assignments:

Each class week will begin on Monday except where noted on the class schedule. **All assignments for the week are due no later than 11:59 p.m. (EST) on the due date.** You are encouraged to begin working on your readings and assignments on Monday and continue throughout the week. There will be **no incomplete (I) grades assigned** at the end of the semester. You are responsible for the readings, assignments, and other activities.

Should an emergency occur, please contact me as soon as possible. Emergencies will be taken into consideration, but do not guarantee that you will receive full credit.

All assignments should be submitted electronically to the Digital drop Box, unless otherwise noted.

Late Assignments: **No assignments will be accepted after due date.**

Plagiarism:

If a student is caught plagiarizing any work in a report or assignment, then he or she will receive a 0 (zero) score for the assignment. Students may not copy the work of classmates or others.

Policy on Academic Honesty:

“A student who has committed an act of academic dishonesty has failed to meet a basic requirement of satisfactory academic performance. Thus, academic dishonesty is not only a basis for disciplinary action but may also affect the evaluation of the student’s level of performance. Any student who commits an act of academic dishonesty is subject to disciplinary action. The procedures for disciplinary action will be in accordance with rules and regulations of the University governing academic discipline” (North Carolina A&T State University Student Handbook).

Student Responsibilities:

It is your responsibility to pace yourself and manage your time so your assignments are complete **in a timely fashion**.

You are also responsible for solving (or getting it solved) as technical problems that may cause your computer to stop responding properly. I encourage you to continually back up **EVERYTHING** that you do, so that you do not lose your work if the computer crashes or other technical problem occurs.

IMPORTANT NOTES:

1. This course is not self-paced. It is structured for both the convenience of the distance learner and for rigor in the curriculum.
2. Assignments: You must submit your assignments using Microsoft Office (either in MS Word format or in Rich Text Format). Other formats will not be accepted.
3. Time: The time will be indicated using EST (**Eastern Standard Time**). If you are in a different time zone, convert properly.
4. Grades: Grades will be posted in the BlackBoard Grade Book.

The professor reserves the right to change the contents of the syllabus.

TECH 382

Tentative Class Schedule for the Semester

(Changes in the schedule may be made by the instructor with notice to the students)

Week	Week Beginning	Readings	Assignment(s)
1	January 5 Monday	Chapter 1 Companion Website: Chapter PPT presentation Technology in Focus PPT	General Introduction to Course <ul style="list-style-type: none"> • Online Study Guide results (Due Jan. 13)
2	January 12	Chapter 2 Companion Website: Chapter PPT presentation Technology in Focus PPT	<ul style="list-style-type: none"> • Select Computer Application topic for PowerPoint • Online Study Guide results (Due Jan. 21)
3	January 19	Chapter 3 Companion Website: Chapter PPT presentation Technology in Focus PPT	<ul style="list-style-type: none"> • PowerPoint presentations due Jan. 20 • Assign World is Flat activity • Online Study Guide results (Due Jan. 25)
4	January 26	Chapter 4 Companion Website: Chapter PPT presentation Technology in Focus PPT	<ul style="list-style-type: none"> • Online Study Guide results (Due Feb. 1)
5	February 2	Chapter 5 Companion Website: Chapter PPT presentation Technology in Focus PPT	<ul style="list-style-type: none"> • World is Flat activity due Feb. 3 • Online Study Guide results (Due Feb. 8) • Assign Spreadsheet activity
6	February 9	Chapter 6 Companion Website: Chapter PPT presentation	<ul style="list-style-type: none"> • Online Study Guide results (Due Feb. 15)
7	February 16	Chapter 7 Companion Website: Chapter PPT presentation	<ul style="list-style-type: none"> • Spreadsheet activity due Feb. 17 • Online Study Guide results (Due Feb. 22)
8	February 23	Chapter 8 Companion Website: Chapter PPT presentation	<ul style="list-style-type: none"> • MIDTERM EXAM - FEB. 26 • Online Study Guide results (Due Feb. 27)
	March 2-6	Spring Break	
9	March 9	Chapter 9 Companion Website: Chapter PPT presentation	<ul style="list-style-type: none"> • Online Study Guide results (Due March 15) • Assign Web Portfolio • Assign Hardware assignment
10	March 16	Chapter 10 Companion Website: Chapter PPT presentation	<ul style="list-style-type: none"> • Online Study Guide results (Due March 22)
11	March 23	Chapter 11 Companion Website: Chapter PPT presentation	<ul style="list-style-type: none"> • Hardware assignment due March 26 • Online Study Guide results (Due March 29)
12	March 30	Chapter 12 Companion Website: Chapter PPT presentation	<ul style="list-style-type: none"> • Assign Access assignment • Online Study Guide results (Due April 5)
13	April 6	Chapter 13 Companion Website: Chapter PPT presentation	<ul style="list-style-type: none"> • Online Study Guide results (Due April 9)
14	April 13		<ul style="list-style-type: none"> • Access assignment due April 14
15	April 20		Open lab
16	April 27	Classes end (May 1)	Web Portfolio due April 28
	May 6		FINAL EXAM