Applied Computer Technology

Fall 2008

Instructor: Gretchen Lee; Section A: Tuesday 8:10am-9:00am
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❋ Course Description

Applied Computer Technology (　　　) is a required one-credit, two-semester course with the purpose to help freshmen acquire basic computer skills for their university studies. No prerequisite knowledge is assumed. This course involves a hands-on approach to learning the concepts of word processing, networks & telecommunication, homepage design, electronic spreadsheet, image processing, and electronic presentation (Some of these items are to be taught in the second semester). By the end of the first semester, each member of the class is to have developed an e-book (as a project portfolio) that will include all the projects completed in this semester. The content of the book should be arranged with MS Word application. Details for the Project Portfolio will be provided as the course progresses.

❋ Requirements and Grading Policy

1. **Attendance: You are expected to come to class each time and on time.** Advanced notice is preferred and official proof (e.g. medical excuse note, etc.) is required for each excusable absence. Lateness for three times account for one unexcused absence. Each unexcused absence will result in a 3% deduction from the final grade. According to the university regulation, more than two unexcused absences or six excused absences result in a failed grade for the course.
   A sign-in sheet will be provided for you to sign your name. Please do not sign for other people.

2. **Participation: You are expected to come to class prepared and complete all the weekly assignments in time.**

(1) Plagiarism is forbidden. Please respect yourself and others and obey the principles of academic integrity. If you quote or refer to certain people's work, remember to give credit to the author(s). A plagiarized product will result in a 0% of your assignment.

(2) Creativity is encouraged. You are always welcome to do more if you find the course not challenged enough.

3. Assignments:

(1) **Four In-class Activities: (20%)**
There will be four in-class activities and students need to make use of what they have learned and accomplish the tasks during the class time.

(2) **Six Take-home Assignments: (60%)**
Guidelines will be provided for the assignments and students will need to submit their work on time. Late assignments will not be accepted.

4. **Project Portfolio (Your e-book) (20%):** Do not throw away anything because you are required to save all assignment files in this portfolio during the final week.

Note: Bring a USB drive with you all the time to save files and don't throw away anything. You are required to hand in the files by uploading or email them to a Gmail account by the deadline. At the end of the semester, you will also need to compile everything into your own e-book.

✵ Textbook
Useful handouts will be distributed in class.

Weekly Schedule for **Section A**

Wk	Date	Topics	Reading/Activities/Assignments
1.	97.9-16	Introduction; Pre-class Evaluation	Questionnaire
2.	9-23	Internet Application (1) Surfing and Uploading	
3.	9-30	Internet Application (2) Library Online Resources and Database	In-class Activity #1 : Book and Article Search
4.	10-7	Cyber Law	
5.	10-14	Word Basics (1) Editing and Formatting	Reading 1 for weeks 5 -8
6.	10-21	Word Basics (2) Styles	Take-home Assignment #1: Autobiography
7.	10-28	Word Basics (3) Tables	Take-home Assignment #2: Study Plan
8.	11-4	Word Basics (4) Templates and Wizards	In-class Activity #2: Calendar and/or Name-card
9.	11-11	The Visual Word (1) Graphics, WordArt and Picture Formatting	Reading 2 for weeks 9 -13
10.	11-18	The Visual Word (2) Word' s Drawing Tools and AutoShape images	Take-home Assignment #3: Resume
11.	11-25	The Visual Word (3) Shadowing and 3D	Take-home Assignment #4: 3D Art Work
12.	12-2	The Visual Word (4) More Drawing Application	Take-home Assignment #5: Project Cover
13.	12-9	The Visual Word (5) Graphs, Diagrams and Charts	In-class Activity # 3: (pair work)
14.	12-16	Document Production and Publication (1) Page Setting, Header and Footer	Reading 3 for weeks 14-16
15.	12-23	Document Production and Publication (2) Outline and Tables of Contents	Take-home Assignment #6: Content Table
16.	12-30	Document Production and Publication (3) Word' s Team Writing Tools: Reviewing, Commenting, and Changes Tracking	In-class Activity # 4: (Group Work / 3ppl) Revisions
17.	98.1-6	Lab Hour	
18.	1-13	Wrap Up	Final Project