

Instructor Information

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Office Hours: Text or email me, by appointment

Computer & Information Technologies Program Coordinators

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Course ID

Peoplesoft Course ID, Section J005: 80028

Peoplesoft Course ID, Section J007: 80030

Course Details

Course Description

Provides an introduction to the computer and the convergence of technology as used in today's global environment. Introduces topics including computer hardware and software, file management, the Internet, e-mail, the social web, green computing, security and computer ethics. Presents basic use of application, programming, systems, and utility software. Basic keyboarding skills are strongly recommended.

Prerequisites: RDG 020 or Consent of Instructor.

Official Course Competencies

Upon successful completion of this course, the student can:

1. Describe basic computer functions and use correct computer terminology.
2. Use a course management system.
3. Utilize computer technology as a tool to access, manage, prepare, and present information.
4. Identify trends in information processing and new emerging technologies.
5. Explain the impact of computers upon society including effects of social technologies, green computing, dangers of excessive use, and disposal of obsolete equipment.
6. Identify and analyze ethical issues such as copyright, privacy, and security as related to computing.
7. Explain the difference between application, programming, system, and utility software.
8. Use a graphical user interface-based operating system to manage files, folders and disks.
9. Use application software packages to prepare basic documents, spreadsheets, databases, and presentations.
10. Describe and explain basic data communications and network technologies and functions.
11. Identify and use basic e-mail and Internet functions and understand their capabilities.
12. Describe globalization and challenges including technological barriers, electronic payments, and varying cultures.
13. Describe cloud computing and its impact on business and personal systems

Grade Distribution and Grading Scale

Grading Scale		Grade Distribution	
100% - 90%	A	Quizzes	24%
89% - 80%	B	Tests	48%
79% - 70%	C	Final Exam	28%
69% - 60%	D		
59% - 0%	E	Total	100%

Course Outline

I. Looking at Computers

- A. Identify what a computer does
- B. Provide a brief history of the computer
- C. Explain the different types of personal and multiuser computers
- D. Identify other computer devices such as handheld, mobile, and video game systems
- E. Identify proper ergonomics to improve comfort and safety of the end user

II. Hardware

- A. Identify the CPU, the parts of a system unit, and motherboard
- B. Briefly describe binary code
- C. Identify different storage devices
- D. Highlight different input and output devices and their uses
- E. Explain the different types of printers
- F. Describe communication devices and their purpose

III. File Management

- A. Create folders to organize files
- B. Explain file extensions and file properties
- C. Review the importance of backing up files and how to do it within the operating system
- D. Demonstrate how to compress files
- E. Use search possibilities to locate files
- F. Re-associate files to a different program

IV. Application and System Software

- A. Identify different types of business and personal software
- B. Explain system requirements for installing and using software
- C. Explain licensing, freeware, shareware, open source, and retail software
- D. Explain the difference between application and system software
- E. Review a course management system
- F. Review different types of system software
- G. Manipulate text and format a document using word processing software
- H. Create worksheets, use basic formulas, and create graphs using spreadsheet software
- I. Identify the importance of databases in our society and demonstrate the basic use of database software
- J. Create a simple presentation using presentation software
- K. Discuss ethical issues such as copyright, privacy, and security as related to computing

V. Networking

- A. Review the history of the Internet
- B. Explain how networks work and connecting to them
- C. Compare different web browsers
- D. Identify different ways to navigate and search the web
- E. Review social networking and its impact on today's society
- F. Demonstrate how to use e-mail effectively
- G. Review forums, discussion boards, blogs, podcasts, etc.
- H. Review e-commerce and social media marketing
- I. Identify cloud computing

Required Textbook

The Computer & Information Technologies Program has chosen to use a fee based model to provide students access to materials for this class. Students registering for the class pay a fee along with their tuition which provides an electronic version of the textbook and access to Pearson's MyITLab. The fee provides the following materials.

Technology In Action, Complete, 13th Edition (eText)
Evans, Martin, Poatsy
Pearson Publishing
Copyright 2017

OPTIONAL: A hardcopy of the textbook is optional and can be purchased at the BTC Bookstore for \$33.35 using the following ISBN-13: 9781323430200

Required Supplies

Students will need

- Access to a computer that will allow them to complete the assigned work for the course.
 - This is the student's responsibility. Failure to have access to such a computer will not be considered as a valid excuse for not completing assignments.
- Internet access – preferably broadband
 - There are open computer labs within the BTC district that can provide access to required software and web access if needed. For a listing of open labs and their schedule go to: <http://www.bluegrass.kctcs.edu/its/openlabs/>

Attendance Policy

You cannot afford to miss more than one test. See the late/make-up policy below.

You are allowed ten minutes to begin an exam. After that time has elapsed, you will NOT be allowed to take the exam, and you will receive a zero. Once you have arrived at a class, do not leave until the class is dismissed.

Make-up Work Policy

Tests and quizzes **cannot be made up** under any circumstance. Missed quizzes and tests will result in a zero.

I will drop your two lowest quiz grades, and your lowest test grade. If by the end of the semester, you have not missed any tests, you may skip the final exam (accepting the grade you have at that point).

Accommodations Statement

<https://bluegrass.kctcs.edu/about/student-life/accessibility-services/index.aspx>

Withdrawal Policy and Procedure

See <https://bluegrass.kctcs.edu/admissions/information-for/online-distance-learners/withdrawal-policy.aspx>

Details for online classes can be found at http://www.bluegrass.kctcs.edu/Academics/Distance_Learning/Student_Resources/Add_Drop.aspx

Financial Aid / SAP Statement

Financial Aid/SAP Statement

If you receive grants and/or loans to pay for this class you should be aware that withdrawing or failing this class may affect your future financial aid eligibility. You should review the Financial Aid Satisfactory Academic Progress (SAP) policy for additional information. Contact the Financial Aid Office for a copy of the SAP policy. All students are expected to attend class and have the required textbook(s) even though you may have an appeal in process or have not yet received financial aid.

https://bluegrass.kctcs.edu/Financial_Aid/
https://bluegrass.kctcs.edu/Financial_Aid/Important_Financial_Aid_Dates.aspx
https://bluegrass.kctcs.edu/financial_aid/keeping_your_aid/satisfactory_academic_progress.aspx

Weather or Emergency Closing Information

Inclement weather or other emergencies may cause BCTC classes to be cancelled or delayed. If classes are delayed, you are to report to school at the announced time and attend the class where you would NORMALLY be at that time. Information about cancelled or delayed classes will be posted on the BCTC website. Many local radio and television stations will also carry announcements. Instructors may send email messages and/or Blackboard announcements regarding assignments for a class that was cancelled. Students are responsible for checking these sources for such messages. Note: For online classes assignments are due as posted regardless of institutional closings.

https://bluegrass.kctcs.edu/news_and_events/closings_and_delays.aspx

Disability Support Services

<https://bluegrass.kctcs.edu/DSS/>

Student Code of Conduct

https://bluegrass.kctcs.edu/sdem/students_right_to_know
https://systemoffice.kctcs.edu/media/academics/kctcs_code_of_student_conduct_1117.pdf

Additional Resources

Tutoring Services -- <https://bluegrass.kctcs.edu/tutoring/>
Academic Calendar --- https://bluegrass.kctcs.edu/registrar/academic_calendar.aspx