

IT 101 Computer FUNDamentals – CRN 55624 – Section 501
IT 110 – Intro to Publications & Presentations – CRN 55627 – 501
Tuesdays & Thursdays 4:30 p.m. to 5:45 p.m.
January 20 – March 9, 2016

Instructor: Raul A. Ortega

Office Hours: Mondays & Wednesdays 6:00 pm – 7:00 pm or by appointment at B&T Room B 123

Class Location: Business & Technology (B&T) Room B 127

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COURSE DESCRIPTION: IT 101-Computer Fundamentals is a one (1) credit hour class that teaches the basics of using a computer. This course is designed for students with no computer experience or for students with limited computer experience. This course will teach computer components, how to turn on and shut down the computer, how to use a mouse, Windows 8, use a jump drive, basic computer commands, e-mail and the Internet.

TEXTBOOK/SUPPLIES: A textbook is not required for this class. However, you will need a jump drive to bring to every class session. Optional: bring another jump drive for backup.

IT 101 COURSE OBJECTIVES:

Students will

- Learn to use UNM Learn Blackboard
- Develop a vocabulary of key terms and jargon related to the computer
- Identify the components of a personal computer system; this will include jump drive installation and proper removal.
- Learn mouse functions
- Learn Window components and commands, such as minimize, maximize, close, etc.
- Learn File management
- Compose and send emails using UNM’s MyUNM System and UNM Learn Blackboard.
- Navigate through the internet.

IT 110 COURSE OBJECTIVES

Students will

- Develop a vocabulary of key terms and jargon related to desktop publishing
- Create basic documents using Microsoft Publisher
- Create simple PowerPoint presentations
- Learn how to use fonts, font size, font styles, etc.
- Learn about basic layout rules
- Learn how to use clip art

ATTENDANCE POLICY: Attendance is taken every class session. You are allowed 3 unexcused absences. 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, otherwise you are expected to attend. *Also, if you miss more than three consecutive class sessions, you will be dropped from the class unless you contact the instructor.* Furthermore, every class will begin with a lecture, a brief follow-up on the previous class lecture and a quiz. Students will then be given in-class assignments to complete. If you miss class, you will fall behind.

GRADING: This course is a CR/NC grading option, which means you need to make at least a “C” or better in order to pass this course. No letter grades are issued.

Attendance	40%
Assignments	50%
Homework Project (Advertising Brochure)	25%
Final Project – Presentation	50%
Quizzes	10%
Total	175%

Grade of 90% - 175% = CR Grade of 89% or less = NC

PLAGIARISM: Plagiarism implies copying work produced by someone else. Each student is expected to produce his/her own work.

STUDENTS WITH DISABILITIES: If you have a documented disability, please provide me with a copy of your letter from Equal Access Services as soon as possible to ensure that your accommodations are provided for in a timely manner.

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, using proper language, and respecting each other. In addition, you are expected to behave in a professional and collegial manner. This means unruly behavior will not be tolerated in my class and such behavior may lead to being dropped from the course.

CLASS ASSIGNMENT AND SCHEDULE:

Each class will begin with a lecture followed by in class assignments. Assignments are to be saved to your disk and handed in at the end of each week to receive credit.

A quiz will be given once a week to test your understanding and knowledge of the course material. You will be required to submit an advertising brochure and a final project consisting of a power point presentation on any subject matter. Suggested ideas are:

- *Family*
- *Pets*
- *Hobbies*
- *Sports*
- *Your Heroes*
- *National headlines*
- *Music*
- *Celebrities*
- *Vacations*
- *Helping others*

If you have different subject ideas for your final presentation and your advertising brochure than the ones listed above, consult with your instructor first for final approval.

ADDITIONAL ASSISTANCE: In addition to answering your questions in the Discussions panel or privately through email on UNM Learn, help is also available if I am not around. In the Business and Technology building is Room 123; you can ask the lab aides there for help with your assignments and other questions. Another place you can ask for help is at the Learning Center near the Library, and a tutor will be assigned to help you. This is your responsibility to get the help you need for my class.

STUDENT PRIVACY

Student privacy is strongly protected by professors at UNM VC. In fact, a federal statute called the **Family Educational Rights and Privacy Act (FERPA)** strictly prohibits the instructor or administrators from talking to anyone but the student about his/her progress. If a student has questions about a grade on an assignment or about the final grade for the course, FERPA dictates that the student is the **ONLY ONE** who may speak to the instructor regarding their grades. In sum, parents, relatives, or friends will not be allowed access to information about student performance. There are no exceptions to this policy.

INCOMPLETES (I GRADE)

Students may earn an "I," or incomplete, which is neither a passing nor a failing grade. An "I" is assigned if students have completed all of the coursework, but due to some unforeseen emergency (the instructor may ask for documentation concerning the emergency), are unable to complete the Final exam. Students must complete the work by the end of the following semester, or the University automatically converts the "I" to "F".

COMPUTER LAB STATEMENT OF RESPONSIBILITY: *"Please be advised that use of computer labs on UNM properties is governed by "Policy 2500: Acceptable Computer Use" which can be found at <http://policy.unm.edu/university-policies/2000/2500.html>. Food and drink are also prohibited in any computer lab on campus. Anyone violating these policies is subject to possible suspension and loss of computer lab privileges."*

VERY IMPORTANT: *"All UNM Students MUST have a UNM account in order to access campus computer labs, LoboMail and Blackboard Learn."*