Course Prefix and Number: TKT 1273

Course Title: Computer Applications

Credit Hours: Three (3) semester hours

Type of Course: Lecture

Catalogue Description: The process of incorporating computer applications.

College of Education Conceptual Framework:

The faculty in the College of Education at Mississippi State University are committed to assuring the success of students and graduates by providing superior learning opportunities that are continually improved as society, schools, and technology change. The organizing theme for the conceptual framework for the College of Education at Mississippi State University is educational professionals - dedicated to continual improvement of all students’ educational experiences. The beliefs that guide program development are as follows:

1. **KNOWLEDGE** - Educational professionals must have a deep understanding of the organizing concepts, processes, and attitudes that comprise their chosen disciplinary knowledge base, the pedagogical knowledge base, and the pedagogical content knowledge base. They must also know how to complement these knowledge bases with the appropriate use of technology.

2. **COLLABORATION** - Educational professionals must continually seek opportunities to work together, learn from one another, forge partnerships, and assume positions of responsibility.

3. **REFLECTION** - Educational professionals must be willing to assess their own strengths and weaknesses through reflection. They must also possess the skills, behaviors, and attitudes necessary to learn, change, and grow as life-long learners.

4. **PRACTICE** - Educational professionals must have a rich repertoire of research-based strategies for instruction, assessment, and the use of technologies. They must be able to focus that array of skills on promoting authentic learning by all students or clients, while exhibiting an appreciation and commitment to the value and role of diversity.
Course Objectives:

After completion of this course students will be able to:

1. Explain various computer terminology, the development of computers InTASC #1, 2, 3; CFPO # 4, 10
2. Become proficient with computer software applications such as Microsoft Office and Windows. 7 InTASC #3; CFPO # 4, 5, 6
3. Develop and gain proficiency in computer applications, system software, and operating systems. InTASC #4; CFPO # 4, 5
4. Be familiar with how technology can be used in education--teaching using technology, teaching about technology and administrative purposes. InTASC #7; CFPO # 8, 9, 10
5. Develop the skills and knowledge to use various educational software programs and telecommunications efficiently. InTASC #8; CFPO # 10
6. Develop instructional materials using computer applications. InTASC # 3
7. Develop skill to evaluate software, hardware, and websites. CFPO #8
8. Develop skill to create simple computer programs. CFPO #3, 7, 8, 9
9. Develop an awareness of problems related to computer ownership. InTASC # 1; CFPO #11

Topics to be Covered:


- a) Input, Output, and Processing
- b) Computer Protection
- c) Computer Maintenance
- d) Computer-Related Issues
- e) Software and Hardware Interaction
- f) Software Fundamentals
- g) Operating Systems
- h) Windows Management
- i) Operating System Customization

1. Key Applications: Exploring Microsoft Office 2010 (Beskeen, Cram, Duffy, Friedrichsen, & Redding (2011); Morrison, C. & Wells, D. (2012); 20 hours)
   - a) Getting Started with Word Essentials
   - b) Editing and Formatting Documents
   - c) Sharing Documents
   - d) Working with Tables
   - e) Enhancing Documents
   - f) Working with Graphics
   - g) Organizing and Enhancing Worksheets
   - h) Creating Formulas and Charting Data
   - i) Getting Started with PowerPoint Essentials
   - j) Enhancing Presentations with Multimedia Effects
2. Living Online: Network Fundamentals (Morrison, C. & Wells, D. (2012); 12 hours)
   a) Communication Services
   b) Communications and Collaboration
   c) Using the Internet and the World Wide Web
   d) Web Content
   e) Technology and Society
   f) Computer Safety and Ethics
   g) Communication Services
   h) Communications and Collaboration
   i) Using the Internet and the World Wide Web

3. IC3 Certification Exam Prep (Morrison, C. & Wells, D. (2012); 9 hours)

Text:

SAM (Software Asset Management) is available with the package you purchase for the class. You will need the access code with the package to access the SAM system unless you have already purchased it in another department class.

Methods of Instruction:
A variety of instructional methods are used: PowerPoint slides, simulations, problem solving, SAM, demonstrations, and videos.

Student Activities:
Students complete the following activities:
1. Read and study the required textbook. (Objectives 1 thru 7)
2. Complete a variety of documents, worksheets, and presentations. (Objectives 3 thru 5)
3. Integrate various software applications. (Objectives 2, 6, and 7)
4. Prepare educational and personal documents. (Objectives 1 thru 6)
5. Evaluate various software. (Objectives 1 thru 6)
6. Discuss computer hardware and software and repair and maintenance. (Objectives 1 thru 7)
7. Prepare for and take the IC3 Certification exam. (Objectives 2, 3, and 9)

MSU Honor Code:
You are expected to maintain the highest levels of academic integrity in this class. All work that you submit must be your own, original work, done specifically for this class, this semester. Any academic misconduct will be handled in the manner prescribed in the Mississippi State University Honor Code.
Mississippi State University has an approved Honor Code that applies to all students. Upon accepting admission to Mississippi State University, a student immediately assumes a commitment to uphold the Honor Code, to accept responsibility for learning, and to follow the
philosophy and rules of the Honor Code. Students will be required to state their commitment on examinations, research papers, and other academic work. Ignorance of the rules does not exclude any member of the MSU community from the requirements or the processes of the Honor Code.

“As a Mississippi State University student I will conduct myself with honor and integrity at all times. I will not lie, cheat, or steal, nor will I accept the actions of those who do.”

You can access the honor code at:
http://students.msstate.edu/honorcode

**Academic Operating Procedures and Policies (AOPS):**
AOP 12.01 - Academic Add/Drop Policy
The purpose of this AOP is to stimulate a greater sense of responsibility and commitment in students relative to choice of courses, course requirements, and the decisions to drop courses; and to establish an add/drop policy that consists of a definitive set of guidelines.
http://www.msstate.edu/dept/audit/1201.html

AOP 12.04 – Final Examination Policy
The purpose of this AOP is to define the policy regarding final examinations and define the responsibility of the administrators and faculty.
http://www.msstate.edu/dept/audit/1204.html
See all AOP’s here: http://www.msstate.edu/dept/audit/mainindex.html#VOLUME_IX

**Technology:**

The content of this course will center on computer concepts and applications. Students will learn a variety of commercial software as well as basic computer repair and maintenance skills. They will also design, develop, and evaluate web sites.

**Diversity:**

This course will address diversity through discussions, assignments and group activities.

**Disability:**

If accommodations (based on the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act) are needed, students should notify the Instructor within the first two (2) weeks of the semester. All reasonable accommodations will be provided to ensure that special needs based on disabilities do not restrict a student’s opportunity to learn and participate in the class. Written confirmation from the MSU Student Support Services office (SSS) is required for accommodations during the class session and during tests/exams. SSS office is located at: 01 Montgomery Hall, telephone: (662) 325-3335. For more information see:
http://www.sss.msstate.edu/disabilities/
Field Component:

There is no field component in this course.

Evaluation of Student Progress:

The following table shows the allocation of points that will be used in calculating the final grade.

<table>
<thead>
<tr>
<th>Grading Components</th>
<th>Letter Grade</th>
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<tbody>
<tr>
<td>Chapter Exams 250 points</td>
<td>A 931 - 1000 Points</td>
</tr>
<tr>
<td>Course Project(s) 250</td>
<td>B 871 - 930</td>
</tr>
<tr>
<td>MS Office Exams 100</td>
<td>C 801 - 870</td>
</tr>
<tr>
<td>Morrison Module Exams 100</td>
<td>D 741 - 800</td>
</tr>
<tr>
<td>IC3/G3 Module Exams* 300</td>
<td>F Below 741 points</td>
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<tr>
<td>Total Possible Points 1000 points</td>
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*IC3/G3 Module Exam Grading Rubric:

- Pass an official IC3 Module exam; earn 100 points. In addition, if pass all 3 Module exams, receive official IC3 Certificate from Certiport.
- Score at least 50% of the passing score for an IC3 Module exam; earn 70 points
- Score less than 50% but greater than 35% of the passing score for an IC3 Module exam; earn 35 points
- Score less than 35% of an official exam OR does not an take an official exam; 0 points
- Already have an IC3 official Module certificate; earn 100 points per certificate

Attendance:


‘I’ Grades

According to the University Bulletin, “a grade of ‘I’ (incomplete) may be submitted in lieu of a final grade when the student, because of illness, death in his or her family, or similar circumstances beyond his or her control, is unable to complete the course requirements or take the final examinations. A grade ‘I’ will not be submitted for reasons other than previously described. Except for circumstances noted above, an “I” grade will not be given to extend the semester so that a student may complete a required assignment(s) and/or course work.

Bibliography:


