Introduction to Computer Applications

CISY 1225 (1D, 1E)

Dr. Zahoor Khan

Last updated: September 2013

Good Afternoon

Course TAs

- Dipon Debnath

- Salman Sayeem

Course Outline

- General
- Course Format
  - SMU computers access
  - Textbook
  - MyITLab
- Grading Scheme
- Exam Policies
- Class Conduct
- Announcements and Email
- Students with Special Needs
- Weekly Course Schedule

CISY 1225 (1D,1E)

Course name: Introduction to Computer Applications
Time: MW- D(230pm -345pm) or E(4pm – 515pm)
Instructor: Dr. Zahoor Khan
Phone: 494-1876 (Dal office)
Web site: www.cs.dal.ca/~zkhan/1225
Email: zahoor.khan@smu.ca or @dal.ca
Office Hours: MW (530pm – 630pm) SB127 or send email
Goals of the course:
➢   Basic concepts of Computer Systems (Software & Hardware)
➢   Use of software applications to solve business problems

Required Textbook:
1. Customized textbook with access code, The Pearson

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Course Format

- Lectures with Hands-on Exercises

- Specialized computer Lab style

- Use of class computers
  - Only when instructor asked to do

- Don't use class computers
  - Other than this course work

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Course Format (cont.)

- Failure to follow instructions
  - Results in dismissal of student from class
- Course requirements
  - Textbook
  - Access of University systems
  - MYiTLab registration

SMU Computer Access

- Each student
  - Should be able to access the class computer
  - Know their network username and password
- Student can
  - Generate their own SMU network account
  - By using the student ID number
    - Banner ID or A number
    - Banner pin number
- Brochure
- Contact ITSS in case of problems

Textbook

- CISY 1225 Custom Textbook

- Reduced price

- Edited combination of two Pearson textbooks

  - Technology in Action Complete 8e

    - Chapters 2, 5, 6, 9

  - Exploring Microsoft Office 2010 Volume 1

    - Microsoft Excel and Access

  - Comes with a software license for MyITLab

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Textbook (cont.)

- Available on SMU book store

- Must need an access code with the book

- Check with SMU bookstore if

  - already buy a used book

    - Refund/exchange options

    - new book with access code

- New book can be returned to book store

  - After term (check book store)

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MyITLab

- Online simulation tool
- Provide comprehensive self-learning tutorials
  - For all hands-on examples of the textbook
- Only for training purposes
  - NOT an alternate of Office 2010
- Will be used for in-class computer exams
  - Excel and Access
- Every student needs to
  - Register and
  - Enroll in MyITLab course

MyITLab (cont.)

- Registration requires
  - Access code
  - Format: xxxxx-xxxxx-xxxxx-xxxxx-xxxxx-xxxxx (30 charactors)
- Enrolment requires
  - Course ID
  - Format: RSABQW-123456
- Each section has a unique course ID
- Important links
  - Provided on course web page
  - One page step by step instructions
  - Videos
  - Technical support

Grading Scheme

Exam	On Computer	Written
In-class Exam 1 (Excel):	5 Marks	5 Marks
In-class Exam 2 (Midterm):	15 Marks	15 Marks
In-class Exam 3 (Access):	5 Marks	5 Marks
In-class Exam 4 (Final):	25 Marks	---------
Registrar's Final Exam:	---------	25 Marks
Total:	**50 Marks**	**50 Marks**

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13

Exam Policies

- Four in-class exams
  - During regular class hours
  - In regular classroom

- Students must bring SMU ID card on exam day

- On Computer (Excel and Access)
  - Task oriented
  - Classroom computer access
  - MyITLab account

- Written exams
  - Bring pencil and eraser

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14

Exam Policies (cont.)

- Final exam
  - Session 1 (In-class on computer)
  - Session 2 – written (Registrar office schedule)
- Missed in-class exam
  - No rewrites
  - Must inform in case of absence
  - Weight to be added in final exam
- Missed Final exam
  - Registrar office will deal
- Don't schedule any thing
  - Before last date of final exam (December 17, 2013)

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Class Conduct

- Common courtesy expected
  - On time arrivals
  - Stay in the class until its conclusion
  - Not engaging in private conversations
  - Avoid any noise during lecture
  - Don't use computer unless it is asked to do
- Hands-on exercises and assignments
  - Comprehensive explanation
    - Given in book
    - MyITLab tutorial
  - Professors clarification is still important

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Announcements and Email

- Email address and name
  - Must be same for MyITLab
  - As already used for course registration
- Student's responsibility
  - Must check the course announcement webpage
  - Make sure email address is working
- Very important message can also be sent
  - Via your email address used in smu system
    - for course registration
- Training and computer exam material
  - Will be available on MyITLab

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Students with Special Needs

- Please contact
  - The Atlantic Centre:
  - http://www.smu.ca/administration/atlcentre/

- Every reasonable accommodation will be made
  - all students have opportunity to learn
  - benefit from the course

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Course Outline

Chapter 1: Looking at Computers

Chapter 2: Using System Software

Chapter 3: Understanding and Assessing Hardware

Chapter 4: Securing Your System

MS Excel 2010

Chapter 5: Introduction to Excel

Chapter 6: Formulas and Functions

Chapter 7: Charts

Chapter 8: Datasets and Tables

Chapter 9: Introduction to Access

Chapter 10: Relational Databases and Queries

Chapter 11: Customize, Analyze, and Summarize Query Data

Chapter 12: Creating and Using Professional Forms and Reports

Slide 19   CISY 1225 (1D, 1E) By Dr. Zahoor Khan

MS Access 2010

Weekly Schedule

Week No.	Topics
1	Introduction to the course, Chapter 1
2	Chapters 1, 5
3	Chapter 6
4	In-class exam 1 (Chapters 5,6), Monday
4	Chapter 7 (Wednesday)
5	Chapter 8
6	In-class exam 2 (Midterm) (Chapters 1, 5-8)
6	Chapter 9 (Wednesday)
7	Chapter 10
8	Chapter 10
9	In-class exam 3 (Chapters 9, 10) Monday
9	Chapter 11, (Wednesday)
10	Chapter 12
11	Chapter 2
12	Chapters 3, 4
13	Final exam review, Monday
13	In-class exam 4 (Final Exam) (Chapters 5 - 12)
TBA	Registrar's Final Exam (Chapters 1 - 12)

20

Common mistakes made by students

Learn from others mistakes

Life is the art of drawing without an eraser.

~John Gardner

Not Buying the text books

Possible reasons:

- Can do well without books
- Books are too expensive

Facts:

- Instructor recommends
- Lectures follow the book
- Helps to understand concepts better
- Custom book (3 in 1)
  - Combination of two pearson's books
  - MyITLab facility free
  - Can refund 50% if return after term

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23

Not attending classes

Possible reasons:

- Instructor doesn't teach well
- Just reading the textbook is enough
- Due to a part time job

Facts:

- Instructors
  - well qualified
  - leaders in their fields
- You are paying for lectures & Labs
- Other jobs can be scheduled another time

Teachers open the door. You enter by yourself.

~Chinese saying

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24

Not doing the homework

Possible reasons:

- Boring
- Too hard
  - Don't understand what to do
- Don't have time
  - Matter of priority

Facts:

- Important for learning
- Consult instructor for guidance
- Problem solving
  - An essential part of learning process
- Provides you an opportunity
  - To solve problems on your own

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Studying at the last minute

Possible reasons:

- Busy with other works
  - Spending hours on Facebook, twitter, and YouTube
- No need of early study
  - Study before exams is enough

Facts:

- For success
  - Time management and planning are crucial
- No opportunity
  - To ask your Instructor questions
  - Study from other sources
- Difficult to follow the whole material
  - Can manage only for exams
  - Skip many things

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Aiming low

Possible reasons:
- Desire to just pass the course
- Busy with other jobs
- Just getting the degree is enough

Facts:
- Many people fails in life
  - Not lack of talent or opportunity
  - Because of Aiming low
- Causes the lack of motivation from
  - Working hard
  - Getting a good grade
- Grades show student's level
- Always AIM high
  - Even if the course is too difficult

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27

Being Overconfident

Possible reasons:
- Already have enough knowledge
- Have taken a similar course

Facts:
- Causes not to concentrate on studies
- Not to attend classes
- Not to ask questions
- Prevent to learn from instructors
  - Not helpful
  - Better grades

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28

End of Course Introduction

Reference:

• D. D. Butler, J. F. Laumer, Jr., and M. Moore, "A content analysis of pedagogical and policy information used in training graduate teaching assistants," J. Higher Educ. Manage., vol. 9, no. 1, pp. 27–38, Summer/Fall 1993.

• P. L. Gray and N. Buerkel-Rothfuss, "Teaching assistant training: A view from the trenches," in Preparing the Professorate of Tomorrow to Teach, J. D. Nyquist, R. D. Abbott, D. H. Wulff, and J. Sprague, Eds. Dubuque , IA: Kendall/Hunt, pp. 40–51, 1991.