

Introduction to Computer Applications

CISY 1225

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Good Morning



Course TA

- Mashtura Noshin

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

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CISY 1225 (2G)

- Course name:** Introduction to Computer Applications
- Time:** MW- 9am -12pm
- Instructor:** Dr. Zahoor Khan
- Phone:** 494-3571 (Dal office)
- Web site:** www.cs.dal.ca/~zkhan/1225
- Email:** zahoor.khan@smu.ca or @dal.ca
- Office Hours:** Send email for arranging appointment
- 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

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 computers
 - 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

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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 bookstore
- 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 bookstore
 - After term (check bookstore)

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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

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MyITLab (cont.)

- Registration requires
 - Access code
 - Format: xxxxx-xxxxx-xxxxx-xxxxx-xxxxx-xxxxx (30 characters)
- Enrolment requires
 - Course ID Format: RSABQW-123456
- Each section has a unique course ID
 - Already sent you via email
- Important links
 - Provided on course web page
 - Step by step registration instructions
 - Videos
 - Technical support

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Grading Scheme

<u>Exam/Projects/Exercises</u>	<u>Computer</u>	<u>Written</u>
Projects/exercises	10 Marks	-----
Bonus Projects	4 Marks	-----
Midterm	15 Marks	15 Marks
Final	30 Marks	30 Marks
Sub-total:	59 Marks	45 Marks
Total: 100+4		

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Exam Policies

- Midterm and final 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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Exam Policies (cont.)

- Final exam
 - Session 1 - computer
 - Session 2 - written
- Missed midterm exam
 - No rewrites
 - Must inform in case of absence
 - Weight to be added in final exam
- Exam Dates
 - See the schedule

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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
 - Make sure email address is working
 - Must check the course announcement webpage
- Very important message will be sent
 - Via your email address used in smu system
 - For course registration (Blackboard)
- Exercises, projects and course 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

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

MS Excel 2010

MS Access 2010

Slide 20

Weekly Schedule

<u>Lecture No.</u>	<u>Topics</u>
1	Introduction to the course, Chapter 1
2	Chapters 5
3	Continue Chapter 5
4	Chapter 6
5	Chapter 7
5	Chapter 8
6	Chapter 2 (Thursday)
7	Midterm Exam
8	Chapters 9, 10
9	Continue Chapters 9, 10 exercises/projects
10	Practice Chapters 9, 10
11	Chapter 11, 12
12	Chapters 2, 4
13	Final Exam - Computer
14	Final Exam - Written

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Common mistakes made by
students

Learn from others mistakes

Life is the art of drawing without an eraser.

~John Gardner

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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 if return after term

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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
- Other jobs can be scheduled another time

Teachers open the door. You enter by yourself.

~Chinese saying

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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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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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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.