



The Art Institute of Raleigh–DurhamSM

Course Syllabus

Course Instructor:	John Langlois
Title:	Computer Applications
Code:	RS100A
Prerequisite:	None
Description:	<p>This course introduces students to the basic operation of computer hardware and software on both PC and MAC platforms. Class objectives include:</p> <ul style="list-style-type: none"> ○ Learn how to be more productive with your time on the internet ○ Improve your security while connected to the network ○ Learn how to use word processing, spreadsheet and presentation tools effectively. ○ Learn how to use scanners and how to digitally manipulate photos ○ Learn how to leverage Web 2.0 technologies to improve collaboration with your colleagues
Length:	11 Weeks
Contact Hours:	44CH/22LE, 22LB
Credit Value:	3
Course Competencies:	<p>Upon satisfactory completion of this course, the student should be able to:</p> <ol style="list-style-type: none"> 1. Define basic computer terms. 2. Create folders and understand file types 3. Identify common keyboard shortcuts to include cut, copy, paste, undo, find and save on different operating systems. 4. Manipulate windows. 5. Demonstrate basic printing and page setup techniques. 6. Manipulate text in various applications. 7. Create and use an email account 8. Attach files to an email message. 9. Describe the importance of limiting file size in various tasks. 10. Change the resolution on an image 11. Use a word processing program. 12. Demonstrate basic techniques to manipulate photos. 13. Create a web home page using Dreamweaver. 14. Use a business presentation program or digital illustration program to create simple documents that incorporate pictures and text. 15. Create a simple spreadsheet. 16. Demonstrate the ability to switch between open applications. 17. Demonstrate the ability to use search engines and search applications to find information on the internet. 18. Cut and paste objects within applications and between applications. 19. Demonstrate proficiency in scanning an image or illustration. 20. Create a multipage magazine spread with Indesign 21. Create a simple vector image using Illustrator.
Grading Scale:	<p>A 90 - 100 B 80 - 89 C 70 - 79 D 60 - 69 F 0 - 59</p>
Students with Disabilities:	<p>The Art Institute of Raleigh-Durham provides accommodations to qualified students with disabilities. The Student Affairs office assists qualified students with disabilities in acquiring reasonable and appropriate accommodations and in supporting their success at The Art Institute of Raleigh-Durham.</p>

	<p>The Art Institute of Raleigh-Durham is committed to providing qualified students with a disability an equal opportunity to access the benefits, rights and privileges of college services, programs and activities in compliance with The American with Disabilities Act and Section 504 of the Rehabilitation Act of 1973.</p> <p>Students who believe they are in need of accommodations should contact the Disability Services office. If you have a concern or complaint in this regard, please contact the Dean of Student Affairs. Complaints will be handled in accordance with the school's Student Grievance Procedure for Internal Complaints of Discrimination and Harassment.</p>
<p>Attendance Policy:</p>	<p>A student who accumulates nine (9) cumulative hours of absenteeism (or 27% of class meeting hours) in a scheduled course during any academic quarter will receive a grade "F" for that course.</p> <p>Students will no longer be withdrawn from a class for ten (10) consecutive hours absent.</p> <p>The Registrar will automatically terminate from school any student who fails to attend all classes on his/her schedule for two (2) consecutive weeks of the quarter.</p>
<p>Student Conduct Policy:</p>	<p>Students whose conduct is detrimental to the educational process or disruptive to The Art Institute of Raleigh-Durham environment may be subject to discipline pursuant to the Student Code of Conduct which is published in the Student Handbook. Instructors as well as students have the right to teach and learn in a safe and productive environment. No one shall infringe upon this right at The Art Institute of Raleigh-Durham.</p> <p>The Art Institute reserves the right to suspend or permanently terminate any student whose conduct is detrimental to the teaching environment within the classroom or to the well-being of fellow students and/or faculty and staff members, or who causes damage to the appearance or structure of The Art Institute of Raleigh-Durham facility and/or equipment therein; cheats, copies or otherwise plagiarizes the artwork or assignments/projects of other students or professionals; verbally abuses, insults, physically or psychologically threatens or intimidates other students, faculty or staff, or who otherwise displays conduct detrimental to his or her own academic progress or ultimate success in the field for which he or she is being educated.</p> <p>Disciplinary issues are handled through the office of the Dean of Student Affairs or through the Dean of Academic Affairs office. See Student Rights and Responsibilities and the Student Code of Conduct in the Student Handbook for a more detailed explanation of this subject.</p>
<p>Academic Dishonesty/Plagiarism Statement</p>	<p>The Art Institute of Raleigh-Durham seeks to foster a spirit of honesty and integrity. Any work submitted by a student must represent original work produced by that student. Any source used by a student must be documented through normal scholarly references and citations, and the extent to which any sources have been used must be apparent to the reader. The school further considers resubmission of a work produced for one course in a subsequent course or the submission of work done partially or entirely by another to be academic dishonesty. It is the student's responsibility to seek clarification from the course instructor about how much help may be received in completing an assignment or exam or project and what sources may be used.</p> <p>Students are expected to complete all original work without collaboration and within the specified time. Students are expected to respect and uphold standards of honesty in submitting written work to the Instructor. Students found guilty of academic dishonesty or plagiarism shall be subject to disciplinary action up to and including dismissal from school. Plagiarism will automatically lead to a grade of F for the course.</p>

Course Syllabus



Course Title: Computer Applications
Code/Section: RS-100A
Session/Year: Fall 2008
Meeting Day/Time: Monday, 6:00-10:00 PM
Instructor: John Langlois
Contact Info: 919.490.0988
Email address: jlanglois@aii.edu
Instructor Availability:
Tuesday 6:00 — 8:00 PM
Thursday 6:00 — 8:00 PM
Friday All day (Note: we can also use NetMeeting for remote help)

Textbook: *Microsoft Office v.X Macintosh Basics, 3rd*, by Laura Story Melton and Dawana Cowan Walls, Thompson Learning, 2003

Materials and Supplies: OLS address (email), digital storage media (like a USB Memory stick).

Estimated Homework Hours: 4 hours a week.

Student Evaluation and Method of Assessment:

All grades are earned by the student. Assignments, projects, quizzes and any other gradable material must be completed by the student. Please pay particular attention to plagiarism and cheating. These are two areas that I do not tolerate.

Projects: Projects will be assigned to evaluate the student's understanding of the information presented. More importantly, these projects give the student a better grasp of a "real world" application of their knowledge. **Projects are always due at the beginning of the class period unless otherwise noted.** Projects not turned in at this time will be considered late and may or may not be accepted.

Tests/Exams: Tests will be based on lectures, readings, class critiques and discussions. Test/exam formats may include any of the following: practical application, multiple choice, true/false, essay and short answer. **Test/exams must be taken on the day given.**

Quizzes: Quizzes will be announced, as well as, **unannounced**. Quizzes are used to evaluate the previous week's material and are usually no more than 10 true/false and/or multiple-choice questions. **Quizzes must be taken on the day given.**

Assignments: Assignments will be used to apply course concepts and techniques presented in class in the form of an applied exercise. **If assignments are to be completed outside of class they are always due at the beginning of the class period.** Assignments not turned in at this time will be considered late and may or may not be accepted (See late work policy).

Attendance: Attendance is vital to the learning experience. Lectures, demonstrations, critiques and weekly exercises cannot be made up. Students are expected to be present for every class, arriving on time and staying until class is dismissed.

While in class, students are expected to be active participants: **Students should not do the following activities during class unless otherwise instructed: Checking email, working on other course work, downloading mp3s, texting, chatting online other extraneous activities.**

If a student misses class, it is the student's responsibility to learn the missed material on his/her own time outside of class. **Missing class does not excuse current projects/assignments deadlines.**

Grading Criteria

Attendance/Homework Assignments	10%
Lab Assignments	10%
Weekly Quiz	20%
Projects	30%
Mid-Term	10%
Final: (All material covered in class)	20%
Total	100%

Class Policies:

You are encouraged to carefully read your copy of *The Art Institute of Raleigh-Durham Student Handbook*. The instructor adheres to our school policies.

Attendance will be taken by minutes of class time. All minutes accumulated are applied towards the attendance policy. If you are not present during class period you will be marked absent. *Students who have absences that are excused may be allowed to turn in missed work.*

By far the most important element of this course is lecture notes.

Students are responsible for claiming all projects submitted for final grades by the first day of the following quarter. AICH will not be responsible for student work beyond that date.

Acceptable absence excuses:

Death in the family, illness resulting in visiting a doctor, court summons.

Each of these cases must be accompanied by a note or official document describing the absence. All notes must be signed by your teacher and turned into Martha Miller, Registrar. All official notes must be turned in on the next attended day of class. *Notes not turned in on time may result in the absence being unexcused.* If a student has an **unexcused** absence, that student will not be allowed to turn in missed work.

Unacceptable absence excuses:

I didn't feel well, I overslept, I got a ticket on the way to school, I have a dentist appointment, I have an appointment at the DMV....etc.

Tardiness: Chronic lateness will be accumulated towards an absence. Example: 20 minutes late times two occurrences will be counted as one hour absence.

Instructor's Strict Policies:

It is the strict policy of this instructor to follow the attendance rule listed on page 2 of this syllabus. If you accumulate an absence total of 9 hours or more, either by missing complete class periods or accumulating absence hours over the course of the quarter, you will receive a failing grade for this course. This includes both excused and unexcused absences. Whether or not absences are excused, you are still not present in the classroom. If you are not present in the classroom, you can not possibly receive the full benefits of instruction. If you accumulate an absence total of 9 hours or more, you may continue attending the course, but it will have no bearing on the failing grade. You will be required to repeat the course during a future quarter.

Instructor Communication: The instructor will communicate with students via email. All students will be responsible for all email communications from not only the instructor, but any faculty or staff member of The Art Institute of Raleigh-Durham. Official email communications will be via Online Services (OLS). There is an option within OLS for students to have their OLS email forwarded to their personal email account if desired. This option does not relieve the student from any misdirected email communications from OLS. Students taking this option must remember to properly identify themselves when responding to the instructor, other faculty or staff via their personal email. Students communicating via email will follow the email etiquette provided in attachment to this syllabus.

Smoking, eating or drinking is not allowed in the classroom, labs, or library.

Homework/Projects: Assignments must comply with all written and verbal guidelines. Assignments not complying with these guidelines may result in a failing grade. Assignments may only be turned in to the instructor. No other staff or faculty members are authorized to accept a student's work other than their own students. Projects must comply with written guidelines provided. Projects not complying with these guidelines may result in a failing grade. It is the student's responsibility to ask for guidance if any homework assignment or project assignment does not appear to have clear instructions. Incomplete assignments or projects will not be accepted.

Note: Do not expect the instructor to answer questions regarding project requirements the day or evening before the assigned due date of the project. Do not hesitate; do not wait until the day before or the night an assignment or project is due to ask questions. Plan ahead and allow ample time to complete assignments or projects so that unexpected incidents will not negatively impact upon their completion.

Ask me questions:

- ▶ Ask questions in class
- ▶ Ask questions during posted office hour's
- ▶ Ask questions via email
- ▶ Post a comment to my blog

All assignments/projects must be turned in at the beginning of the class period when due. This includes having already accomplished copying, printing, and stapling. There is no stapler in the classroom so plan accordingly.

The class participation grade will be affected by attendance, attentiveness in class, adherence to cell phone policy, and email etiquette. An excused absence allows work to be turned in following the due date, but is still calculated into attendance score for class participation. Cell phone policy and proper email etiquette are described in attachment to this syllabus.

The student is responsible for all notes missed during an absence. Missed tests must be made up as soon as possible if the test was missed due to an excused absence. Work missed because of unexcused absences cannot be made up. Since it is necessary for the instructor to be present during the test, keep in mind that a make up test can only be made up by appointment convenient for both the student and instructor.

Disruptive Classroom Behavior is any student behavior that the instructor determines is detrimental to the teaching environment. Examples of disruptive classroom behavior may include, but are not limited to, excessive or loud talking, horseplay, rudeness, surfing the web during class, etc.

Lab Policy:

Students enrolled in the class have priority in use of scanners, printers and other equipment in the lab. Students must enter or leave the lab at the beginning or end of class or when the class takes a scheduled break. No noise devices (music CD's, headphones, cell phones, pagers, etc.) will be allowed. Students will not be disruptive for any reason. The instructor may ask a student to leave the lab at any time and for any reason.

Class Schedule

Week	Topic	Homework
1	<p>Lecture</p> <ul style="list-style-type: none"> • Welcome; Who Am I, What Are We Learning? • Understand basic computer terms • Practice safe computingPeer inside the world wide web • Learn how to google effectively • Dabble in Web 2.0 • Email/Email Attachments <p>Lab</p> <ul style="list-style-type: none"> • Send your email address to instructor • Folders & Files 	<ul style="list-style-type: none"> • Add comment to blog • Install an RSS reader like WIZZ and create at least three “feeds” • Study for Quiz (all material covered in class + Vocabulary) • text book: pages 3-37
2	<p>Lecture</p> <ul style="list-style-type: none"> • Tuning your system • NetMeeting: security, IP Address, Sharing • Keyboard Shortcuts • Grading criteria: Content. Design. Delivery. • PowerPoint Basics <p>Lab 1: Review and discuss Death by Powerpoint</p> <p>Lab 2: Start “About ME” project</p>	<ul style="list-style-type: none"> • Blog post on best slideshare presentation . Include hyperlink and why you liked it. Use code to bold a key word in your response. • Textbook: pages 479-583

<p>3</p>	<p>Critique “About Me” drafts</p> <p>Lecture</p> <ul style="list-style-type: none"> • PowerPoint Advanced topics <ul style="list-style-type: none"> ○ Slide Master ○ Animations ○ Transitions ○ Compress pictures ○ Copying slide within file ○ Copy slides between files ○ Version control tips • Attribution: giving credit where credit is due • Web Advanced topics <ul style="list-style-type: none"> ○ Meta ○ Html ○ Search engine optimization ○ DNS and domain name <p>Lab: Update “About Me”</p> <p>Project 1 debrief or lessons learned</p>	<ul style="list-style-type: none"> • Textbook: pages 43-161 • View best resumes on delicious • Powerpoint About Me project due next week
<p>4</p>	<p>Submit final “About Me” project</p> <p>Lecture</p> <ul style="list-style-type: none"> • Word Basics • Discuss Resume Design • Creating an email signature line <p>Lab</p> <ul style="list-style-type: none"> • Create table (columns & rows) • Shading • Table Properties, Row Options 	<ul style="list-style-type: none"> • Post “About Me” on slideshare • Textbook: pages 229-275 • Send email with resume project draft as attachment <p>Note: only send resume as pdf</p>
<p>5</p>	<p>Lecture</p> <ul style="list-style-type: none"> • Word Advanced • Working with graphic objects • Working with tables • Collaborative tools • Footnotes • Sections <p>Attributing: giving credit where credit is due</p> <p>Lab: Create an email signature line</p> <p>Lab: Finalize Personal Resume project</p>	<ul style="list-style-type: none"> • Textbook: pages 285-367, 385-398 • Send email with final Word Resume project

<p>6</p>	<p>Lecture</p> <ul style="list-style-type: none"> • Excel Basics • Using common formula • Auto Fill in • Wingdings <p>Lab: Start personal budget project Lab: Create Bar Chart Lab: Compounded Growth Rate (optional) Lab: Mortgage Calculator Lab: Create P&L</p>	<ul style="list-style-type: none"> • Send email with Personal Budget worksheet (use <i>fake</i> test data) • Create Blogger account • Create a PollDaddy account <p>Bring in digital picture: Face shot</p>
<p>7</p>	<p>Discuss Excel Design</p> <p>Lecture</p> <ul style="list-style-type: none"> • Excel Advanced topics • Templates • Elements of a Business Plan • Profile and Loss calculation • Photoshop Basics • Image manipulation: <ul style="list-style-type: none"> ○ Discuss Dpi resolution ○ crop, resize, clone tool ○ enhance Image ○ Layers <p>Lab: Linked in profile (upload image)</p> <p>Lab: Create poll</p>	<p>Excel Budget project due next week</p>
<p>8</p>	<p>Discuss screen capture tools</p> <p>DreamWeaver Basics</p> <ul style="list-style-type: none"> • File Structure • Index.html • Cascading style sheets <p>Illustrator Basics</p> <ul style="list-style-type: none"> • Vector based Graphics • Illustrator Toolbox • Document window and art board • Drawing and selecting basic objects • Working with type 	<p>Create an email signature line using Dreamweaver html</p>

<p>9</p>	<p>Indesign</p> <ul style="list-style-type: none"> • InDesign's Default Palettes • Working with InDesign Palettes • Adding Text to an InDesign Document • Placeholder Text and the Character Palette • Selecting and Styling Text • Paragraph Formatting • Paragraph Effects • Creating Text Frame Shapes • Flowing Text to Other Frames • Drawing a Line • Using InDesign to Create a Design Document Sign-off Sheet 	<p>Register for Many eyes beta (ibm alpha works) and read "Learn More Quick Start"</p>
<p>10</p>	<p>Illustrator</p> <ul style="list-style-type: none"> • The Document Grid • Integrating Graphic Images • Scaling Type • Leading, Kerning, and Tracking • Master Pages • Adding Page Numbers to Master Pages • Importing Short Text Files • Importing Long Text Files and Using Autoflow • Install Free Mind <p>Lab: Create Mind Map for Web Menu based on your area of study</p> <p>Prep for Final Exam</p>	<ul style="list-style-type: none"> • Visualize your class using Many eyes
<p>11</p>	<p>Final Exam</p> <p>(Exam to be comprised of all material covered in class)</p>	

*Instructor reserves the right to change/modify this syllabus.