Introduction to Computer Applications
LTEC 1100
Fall 2021

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About LTEC 1100 Spring 2021
This course is conducted as an online course.
This course is 100% online with no face-to-face sessions.
All assignments are completed online through Canvas or MyITLab.
You must connect with MyITLab in order to complete the assignments in this class.

READ EVERYTHING
Instructions in Canvas or MyITLab explain all assignments, responsibilities and expectations.

Overview
The focus for this class is on learning the basics of computers, applications - like Word, Excel, Access, web concepts, Power Point and multimedia and other parts to prepare you for living a digital life. You will learn mainly from a combination of computer simulations, readings, and self-testing, hands-on, and in-class activities. The majority of course online-activities will be conducted in a Pearson application called MyITLab. Quizzes and exams dates are found in the Canvas Calendar. All other assignment dates are in your Course Schedule.

Topics covered in this class
- Computers and the Internet
- Word Processing
- Spreadsheets and Databases
- Multimedia and Hypermedia Tools
- Distance Learning Tools
- Presentation tools
- Web Concepts
- Computer Ethics and Internet Security

Books and software
There are two (2) Textbooks for this class:

Primary Text: MyLab IT for Office 2019: Exploring Series + Technology in Action 16th Edition
Author(s): Evans, Alan | Martin, Kendall | Poatsy, Mary
The easiest way to get this is log in to Canvas and follow the MyLab links

Secondary Text: GO! with Microsoft Office 2019 Getting Started (Subscription), 2nd Edition
Gaskin, Gaskin, Vargas, Geoghan & Graviett ©2020 | Pearson Software:
MyITLab
Microsoft Office 2019 Suite or Office 365 Subscription. You are required to use a Microsoft compatible office suite such as MS Office 2016 to complete the work in this class. All assignments must be submitted in Microsoft compatible file formats or as directed by the instructor. Files which cannot be opened will be returned.

The textbooks are delivered as an e-text. Your MyITLab access code will provide you with access for both the MyITLab environment and the e-texts. It is highly recommended that you purchase the package from the official UNT bookstore or Pearson (the software’s publisher) to ensure all components are included. Codes purchased from other sources are not guaranteed to be complete and may require additional purchases.

All other materials for learning relevant skills will come online through in MyITLab.

**Pearson Learning MyITLab is required for this course.**

Registration Instructions for MyITLab – You will find this listed under Student Registration in the START HERE area in Canvas.

**Class policies**

**Attendance**

This course is 100% online with no face-to-face meetings.

The instructor reserves the right to request the Registrar that a student be dropped from the course (W or WF) due to unsatisfactory progress.

**Communication**

Students should contact the instructors via the instructor's preferred communication (See above email address). Instructor will respond to student emails as soon as possible or within 2 working days.

Please follow standard email etiquette.

1. Draft a clear, simple subject line
2. Use a standard font
3. Address your recipient formally
4. Use carbon copy and blind carbon copy appropriately
5. Structure your message clearly
6. Provide a call to action at the end
7. Include a professional closing
8. Proofread your email carefully

**EEO/ADA Statement**

EEO/ADA: The University of North Texas does not discriminate on the basis of race, color, religion, sex, age, national origin, disability or disabled veteran status in its educational programs, activities,
admissions, or employment policies. Please see me outside of class to make any arrangements involving special accommodations.

Cheating
Plagiarism and cheating are serious offenses, which may be punished by any of the following: failure on the exam, project or paper, failure in the course, or expulsion from the University of North Texas

For more information on EEO/ADA or academic dishonesty, please refer to your current Undergraduate Catalog.

**Grading**
Grades will count for the course as follows:

- MyITLab Training: 25%
- MyITLab Assignments: 25%
- Tech in Action chapter quizzes: 30%
- Final Exam: 15%
- Discussion Posts: 5%

Late assignments will have 20% deducted. Assignments that are 2 days late or more will not be accepted. Do not submit assignments through email.

**COURSE GRADES**
Grades will be calculated by the following scale:

- A = 90% or more
- B = 80 to 89.4%
- C = 70 to 79.4%
- D = 60 to 69.4%
- F = Below 60%

**Assignments and Schedules**
The bulk of your grade will come from a series of lessons, quizzes and projects found in the textbook, Canvas or MyITLab. In addition, there is a comprehensive final exam that you will be expected to complete at the end of the course.

The course is organized into 5 Units. The Units can be found in Canvas and contain all instructions for learning tasks over a period of time.

**Exams and quizzes**
You will have one exam this semester - a comprehensive final exam.

**Quizzes**
There will be 10 chapter quizzes throughout the semester.

- 9 end-of-chapter quizzes from the Tech in Action Text.
- 1 end-of-chapter quiz from the Go! MS Office 2016 Text.
**MEDICAL EMERGENCIES:** If you have a medical emergency that will prevent you from completing the course as scheduled, you MUST notify your instructor at the time of your medical problem. Requests for an Incomplete or to drop the course must come at the time of the medical emergency and must be supported by a letter from your physician indicating that your medical situation will NOT permit you to work at your computer in order to submit your assignments as scheduled.

If you are experiencing any symptoms of COVID-19 ([https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html)) please seek medical attention from the Student Health and Wellness Center (940-565-2333 or askSHWC@unt.edu) or your health care provider PRIOR to coming to campus. UNT also requires you to contact the UNT COVID Team at COVID@unt.edu for guidance on actions to take due to symptoms, pending or positive test results, or potential exposure.

**SCHOLARLY EXPECTATIONS**

**Student Conduct and Academic Integrity**
All works submitted for credit must be original works created by the scholar uniquely for the class. It is considered inappropriate and unethical, particularly at the graduate level, to make duplicate submissions of a single work for credit in multiple classes, unless specifically requested by the instructor. Work submitted at the graduate level is expected to demonstrate higher-order thinking skills and be of significantly higher quality than work produced at the undergraduate level. You are encouraged to become familiar with the university's Student Standards of Academic Integrity policy: [http://policy.unt.edu/sites/default/files/untpolicy/pdf/7-Student_Affairs-Academic_Integrity.pdf](http://policy.unt.edu/sites/default/files/untpolicy/pdf/7-Student_Affairs-Academic_Integrity.pdf)

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Additional copyright information may be located at: [http://policy.unt.edu/policy/08-001](http://policy.unt.edu/policy/08-001).

**UNT POLICIES**

**ADA Policy**
The University of North Texas makes reasonable academic accommodation for students with disabilities. Students seeking accommodation must first register with the Office of Disability Accommodation (ODA) to verify their eligibility. If a disability is verified, the ODA will provide you with an accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. You may request accommodations at any time, however, ODA notices of accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of accommodation for every semester and must meet with each faculty member prior to implementation in each class. Students are strongly encouraged to deliver letters of accommodation during faculty office hours or by appointment. Faculty members have the authority to ask students to discuss such letters during their designated office hours.
to protect the privacy of the student. For additional information see the Office of Disability Accommodation website at http://disability.unt.edu/. You may also contact them by phone at 940.565.4323.

Add/Drop Policy
The department adheres to the add/drop schedule established and published by the UNT Office of the Registrar. See the registration calendar for information (http://registrar.unt.edu/registrationguides-by-semester).
# Course Schedule for Fall 2021

<table>
<thead>
<tr>
<th>Unit</th>
<th>Text: Go! MS Office 2016 Chapters</th>
<th>Text: Technology in Action Chapters</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discussion Post</td>
<td>MYITLAB</td>
<td>Chapter 1</td>
<td>8/30/21</td>
</tr>
<tr>
<td>0</td>
<td></td>
<td></td>
<td>9/13/21</td>
</tr>
<tr>
<td>1</td>
<td>Office Features</td>
<td></td>
<td>9/27/21</td>
</tr>
<tr>
<td>2</td>
<td>Word 1, 2, 3</td>
<td>Chapters 2 and 6</td>
<td>10/11/21</td>
</tr>
<tr>
<td>3</td>
<td>Excel 1, 2, 3</td>
<td>Chapter 4 and 5</td>
<td>10/25/21</td>
</tr>
<tr>
<td>4</td>
<td>Access 1, 2, 3</td>
<td>Chapters 3 and 7</td>
<td>11/15/21</td>
</tr>
<tr>
<td>5</td>
<td>PowerPoint 1, 2, 3</td>
<td>Chapter 8 and 9</td>
<td>11/22/21</td>
</tr>
<tr>
<td>Final Exam</td>
<td>Final Exam for Go! Chapters</td>
<td>No Final Exam for Tech in Action Chapters.</td>
<td>12/6/21</td>
</tr>
</tbody>
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All assignments and Exams are due before 11:59 PM (US Central Time) on the date specified.