Syllabus Untagged

Comment: This image is not accessible. It has no alt text description. To make it accessible in Word, right-click and choose Format Picture. Click the Layout and Properties icon. In the description box, describe the image. NOTE: The HTML-Cleaner tool which we will use to convert Word to clean HTML does **not** transfer images.



Comment: The main heading of a document should be identified as a Heading 1. The following heading is not accessible. It has been set to 18 point bold. Click anywhere in the word “Syllabus.” Note that Heading 1 on the Styles group above has not been selected. Move your cursor to Heading 1 and note the change in appearance. We have two options: assign a Heading 1 and let it display in a different style or right-click on Heading 1 and choose “Update Heading 1 to match selection.”

**Syllabus**

Comment: The next level of document heading should be identified as Heading 2. Think of an outline and all of the items listed as A, B, C under Roman numeral I. Follow the same steps for assigning heading 2 as used to assign heading 1. NOTE: NOTE: You can check your headings by clicking on View then selecting Outline. It will display the document in outline view. Click the Close button to continue.

**Course Description**

**Computer Concepts:** Introduces the student to the components in a computer system, categories of computers and software, and the relationship of various programs and software to the Web. This course also covers input, storage, and the Internet.

**Course Objectives**

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1. To identify the components and peripherals of a computer.

2. To become familiar with computer terminology.

3. To understand the function of application software, operating systems, and computer hardware.

4. To perform basic operating system functions using Windows operating systems.

5. To learn Internet terminology.

**Textbooks and Materials**

The following textbook is used for this course:

Computer Concepts, 4th edition—Illustrated Brief, by Parsons and Oja.  
ISBN 0-619-10933-5.

**Americans with Disabilities Policy**

If you require an accommodation in order to function effectively in this class, please contact the Student Disability Services office by phone at 615-353-3592 or 800-272-7363 x 3592 as soon as possible. Also contact your instructor.

**Course Outline**

Unit A, Computer and Internet Basics

Unit B, Computer Hardware

Unit C, Computer Software

Unit D, Digital Electronics and File Management

**Plug-ins Needed for This Course**

Adobe Acrobat Reader

**Schedule**

Comment: The following table is not accessible. It was created with tabs. Click the show/hide icon in the Paragraph group to view the arrows that indicate tabs. Click the icon again to turn it off. This is not considered accessible. A table should be created using the Insert Table feature.

**Dates Assignments Quizzes and Tests**

Week 1 Computer Concepts, Introduction Quiz 1

Computer Concepts, Unit A

Week 2 Computer Concepts, Unit B Quiz 2

Week 3 Computer Concepts, Unit C Quiz 3

Week 4 Computer Concepts, Unit D Quiz 4

Week 5 Review Units A, B, C, and D Final Exam

Comment: The following table was created with the Insert Table Feature. The header columns should be identified. This can be done in Word. To mark the first row as a table header, clidk within the table, click the Design tab that displays, then check the “Header Row” box. NOTE: The HTML-Cleaner tool which we will use to convert Word to clean HTML does **not** transfer table headers.

| Dates | Assignments | Quizzes and Tests |
| --- | --- | --- |
| Week 1 | Computer Concepts, Introduction Computer Concepts, Unit A | Quiz 1 |
| Week 2 | Computer Concepts, Unit B | Quiz 2 |
| Week 3 | Computer Concepts, Unit C | Quiz 3 |
| Week 4 | Computer Concepts, Unit D | Quiz 4 |
| Week 5 | Review Units A, B, C, and D | Final Exam |

Comment: Below are some URL’s. To create an accessible URL, use meaningful words as the linked text. Click the Insert tab and click on Hyperlink. In the first textbox, you will see “Text to Display.” This is the text that will display on your page. In the last textbox, you will see “URL.” Enter the URL address.

Comment: This is a displayed URL. It does not meet accessibility standards.

<http://www.nscc.edu>

Comment: This is a link that meets accessibility standards.

[Nashville State Community College Website](http://www.nscc.edu)

Comment: Here’s another option if documents are to be printed and you want users to see the URL.

[Nashville State Website: http://www.nscc.edu](http://www.nscc.edu)

Comment: As a last step, files saved as docx (doc must be saved as docx), Word provides an accessibility checker. Click on File > Check for Issues > Check Accessibility. A screen displays at the right listing errors along with instructions for repairing accessibility issues.

NOTE: If you have images that do not transfer when you convert a Word document to HTML, save the images and insert them in D2L. In HTML, images are never part of the file as they are in Word. If you have only a few images, you can right-click on each one and choose “Save picture as” and save it to your computer. To save multiple images out of Word, save the document as html or html filtered. It creates a separate folder with the images. If the images are extremely large, you can use [Resize Your Image: http://www.resizeyourimage.com/](http://www.resizeyourimage.com/), SnagIT, or similar programs, to resize them. Once you have the images, go to D2L to upload the image using Manage Files. It is a good practice to create an images folder where you can easily locate the images. When you create or edit an HTML file, use the Insert Image icon to insert the image.