

CSCI 101 SYLLABUS

Spring 2009

Microsoft Office 2007: Introductory Concepts and Techniques, Windows XP Edition

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Please note: class scheduled for Monday January 19th will be held on Saturday January 24th from 9-10:50
Course Description:

This course provides an overview of microcomputer applications including Microsoft Office 2007, Microsoft Office Word 2007, Microsoft Office Excel 2007, Microsoft Office Access 2007, Microsoft Office PowerPoint 2007, Microsoft Office Outlook 2007, creating Web pages, and integration of the applications. This practical, hands-on course builds understanding of concepts and principles involved in using current application software included in Office 2007. The information and skills learned in this course are applicable to common, everyday situations involving computers. To ensure that your knowledge, skills, and understanding of computers increase, you will be *actively involved* in lectures and labs. To promote retention and learning, varied teaching approaches will be used throughout the semester. Examples include in-class discussions, online discussions, group presentations, and computer applications. Finally, your critical thinking skills will be encouraged as you complete real-world case-study situations.

Text/Materials:

Text: Microsoft Office 2007: Introductory Concepts and Techniques, Windows XP Edition
(1-4188-4327-x)

Optional Workbook: Microsoft Office 2007: Introductory Concepts and Techniques Workbook

Teaching Methods:

1. Lectures: Important material from the text and outside sources will be covered in class. Students should plan to take careful notes as not all material can be found in the texts or readings. To keep up your interest, you will be required to contribute through group discussions and presentation of student-procured outside material relevant to topics being covered. Lectures will be held on Mondays in Roddy 261. We will use the text at each class.
2. Labs: Lab time will be used to complete the varied assignments for this course. You have been assigned to either Lab A, B, or C.
3. Assignments: End of chapter activities and online activities will be assigned to reinforce material in the text. These assignments may require the application of various software packages. To receive full credit, assignments will need to be turned in at the start of the Monday lecture. Please note: not all assignments will be graded, per the instructor's discretion.
4. Quizzes: Occasional quizzes will be given to help ensure students stay up with assigned material. Quiz grades will be posted on the Blackboard.
5. Exams: Three exams will be given. The exams will be closed book/notes and will test assigned readings and material discussed in class. Review sheets will be provided prior to the exam day. The final exam will not be comprehensive in nature. However, the instructor reserves the right to retest on material that was not appropriately comprehended. These items will be noted on exam review sheets. Exam grades will not be posted on the Blackboard.
6. Class Participation: A group and individual grade will be earned through class participation. You will be assigned to a group to present a class assignment. Prompts will be included for your group to cover. You may consult the text and other valid sources that you find. Your group must generate discussion, including sources consulted and questions for reflection. After you present, your group participation grade will be posted on the Blackboard. Please be aware that the individual participation will include the online Blackboard discussions and will be graded at the end of the class. You will be required to write a thoughtful response to the online discussions posted on the Blackboard. Moreover, you will need to respond to at least two classmate postings. One line responses will not be sufficient. Individual participation grades will not be posted on the Blackboard.

Grading:

Total points will be computed as follows. The total points for quizzes, cases, and assignments may vary.

Exam #1: 100

Exam #2: 100

Exam #3: 100

Assignments: 90

Quizzes: 60

Class Participation: 70(group- 30 and individual- 40)

Total: 520 Points

Point System: 520 total assigned points

A ≥ 476

A- ≥ 466

B+ ≥ 455

B ≥ 424

B- ≥ 414

C+ ≥ 403

C ≥ 372

C- ≥ 362

D+ ≥ 351

D ≥ 320

D- ≥ 310

F < 309

Course Policies:

Missed Classes: The student is responsible for obtaining material distributed and work returned on class days when he/she was absent. This can be done through contacting a classmate who was present or by contacting the instructor during office hours or other times. Missed or late quizzes can not be made up under any circumstances but with good cause and adequate notice, an early quiz may be given.

Assignments: All assignments are due at the beginning of class on the date due. Late submission of assignments will be assessed a penalty of 10% per day. No exceptions are made.

Academic Dishonesty: Plagiarism and cheating are serious offenses and may be punished by failure on exam, paper or project; failure in course; and or expulsion from the University. For more information refer to the "Academic Dishonesty" policy in the University Undergraduate Catalog. For this class, it is permissible to assist classmates in general discussions of computing techniques. General advice and interaction are encouraged. Each person, however, must develop his or her own solutions to the assigned projects, assignments, and tasks. In other words, students may not "work together" on graded assignments.

Need for Assistance: If you have any condition, such as a physical or learning disability, which will make it difficult for you to carry out the work as I have outlined it, or which will require academic accommodations, please notify me as soon as possible.

Final Grades: Final grades will not be posted on the Blackboard or emailed. If you wish to have your final grade sent to you, please bring a self-addressed, stamped envelope to the third exam.

Incomplete Policy: Students will not be given an incomplete grade in the course without sound reason and documented evidence as described in the Student Handbook. In any case, for a student to receive an incomplete, he or she must be passing and must have completed a significant portion of the course.

Course Outline

Assignment Descriptions:

Learn it Online (LIO): Learn It Online is a series of online student exercises that test your knowledge of chapter content and key terms.

Apply Your Knowledge (AYK): Apply Your Knowledge is a student assignment that helps you to reinforce the skills and apply the concepts you learned in this chapter.

Extend Your Knowledge (EYK): Extend Your Knowledge is a student assignment that challenges you to extend the skills you learned in this chapter and to experiment with new skills. You may need to use Help to complete the assignment.

Make It Right (MIR): Make It Right is a student assignment that requires you to analyze a presentation and correct all errors and/or improve the design.

In the Lab (Lab): In the Lab is a series of student assignments that ask you to design and/or create a presentation using the guidelines, concepts, and skills presented in this chapter. The assignments are listed in order of increasing difficulty.

Cases and Places (CP): Cases and Places is a series of student assignments where you apply your creative thinking and problem solving skills to design and implement a solution.

Week		Assignment
1	Word Read Chapter 1 and 2	LIO (both)
2	Word-Group 1 Read Chapter 3 and Web Feature	CP 3,4, or 5, or your own
3	Excel Read Chapter 1 and 2	LIO (both)
4	Excel-Group 2 Read Chapter 3 and Web Feature	CP 3,4, or 5, or your own
5	Test 1(Word/Excel) Access Read Chapter 1 and 2	LIO (both)
6	Access-Group 3 Read Chapter 3 and Integration Feature	CP 3,4, or 5, or your own
7	PowerPoint Read Chapter 1	LIO
8	PowerPoint-Group 4 Read Chapter 2 and Integration	CP 3,4, or 5 or podcast
9	Test 2(Access/PowerPoint) Outlook	
10	Read Outlook Chapter 1-Group 5 Integrate	LIO
11	Read Integration Chapter-Group 6 Review	LIO
12	Complete Take Home practice exam Test 3	