

Course Syllabus

Microcomputer Applications, CS1103, Sections 3053 and 3071

Instructor Information

Mrs. Belinda Westfall

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Course Outcomes

After completion of this course, students should be able to

- Demonstrate knowledge of basic computer terminology
- Demonstrate the ability to be proficient in the use of file management, input devices and in current operating environment
- Demonstrate knowledge of word processing fundamentals
- Demonstrate knowledge of Excel spreadsheet fundamentals
- Demonstrate knowledge of PowerPoint fundamentals

Course Objectives

The purpose of this course is to provide students with a working knowledge and basic skills associated with using Microsoft Office 2010.

Course work will focus on helping students achieve at minimum the following skills using Office applications

- Create and edit documents, spreadsheets, databases, and presentations
- Use available menus and commands
- Apply format options for various forms of documents
- Use mail Merge
- Manage files
- Preview and print files
- Use the ruler bar to apply tabs
- Insert objects such as charts, tables, pictures, clipart, and text boxes
- Use proofreading tools such as spelling and grammar checks
- Utilize Office templates to create files
- Create workbooks, worksheets, and charts
- Enter and format data using basic formulas
- Sort and filter data
- Resolve formula errors
- Create summary sheets
- Use transitions and animations and slide themes to create professional presentations
- Use basic database functions

Requirements

Students must meet these requirements and must be registered/logged in to the online course **before January 31. Students who fail to register and log in before January 31 will be dropped from the course with no opportunity for reinstatement.**

- **Textbook or Access Code**

Each student must purchase the course access code in order to access online materials. The optional course textbook comes packaged with an access code. You may purchase the textbook with the code, or you may purchase the code alone. An electronic copy is provided within the course space if you do not wish to purchase the book. Instructions for purchasing an access code online are provided in the welcome packet.

Name of Textbook

Go! With Microsoft Office 2010, Volume 1
by Gaskin, Ferrett, Vargas, and McLellan

- **Computer**

Immediate Access to a computer capable of running programs associated with MyITLab. **Students who do not have a reliable online computer at home or work do not typically do well in online courses.**

Students are responsible for having the proper connectivity, hardware, and software required by the course. It is the student's responsibility to make sure his or her personal computer is capable, compatible, and reliable.

To check compatibility for your computer, please use the home diagnostic test available at <http://www.myitlab.com/hdt.asp>

NOTE: If you do not have a reliable computer and internet connection at home or at work you should consider taking a night class or other on-campus class that suits your schedule. CASC support staff and instructors are not responsible for making sure students have suitable hardware and software

- **Software**

A copy of Microsoft Office 2010 **must be installed** on the computer that will be used to complete the course

NOTE: Microsoft has a 60-day free trial available on their web site

- **Course ID** (This is provided in the welcome packet provided by your instructor)

- **Skills Using Online Tools**

To participate successfully in this course, **students must be competent** in the following computer skills:

- Downloading/installing necessary software applications
- Troubleshooting basic problems with personal computers
- Understanding how to navigate web sites
- Following online instructions provided

- Maintaining online communications with the instructor
- Completing and submitting online quizzes and assignments
- Sending and receiving emails
- Downloading and saving files
- Uploading files
- Contacting appropriate tech support and communicating with support effectively to work through problems with personal computers

Course Home Page

The course home page is the first page that appears **after** selection of the course link in MyITLab. A student is not logged in to the course until the Course Home Page appears. Students should log in at least once every two days to stay current with assignments and course communications.

Assignment Calendar

Assignment calendars are available online in two formats: one calendar that resides within the course space, and a printable pdf calendar (link located in the welcome message on the home page)

Class Communication

Students must be professional and respectful of classmates and the instructor in all course communications. The CASC Student Handbook includes a code of conduct for student behavior in all classes; students are expected to adhere to that code in all course activity.

Students who are disrespectful or disruptive will be withdrawn from the course and will be reported to the Office of Student Affairs.

Initial course communications will come in the form of a mailed welcome packet mailed to the physical address on file with the CASC Office of Admissions.

Students should use CASC Student Email Accounts for course registration purposes and should access the email for a link to the introductory video orientation sent by the instructor. Any emails related specifically to class thereafter should be sent through the Communication tool provided within the MyITLAB course space.

Course Work

Course Work will be completed online using tools and activities provided in MyITLAB. Late Work **will not receive credit**. Students are responsible for submitting work according to posted deadlines. Waiting until the last day of a unit deadline is not advised as each unit requires hours of online work. Assignments or quizzes submitted after deadlines will not be graded.

All assignments must be submitted by 11:59 pm on the posted deadline date.

Course work will be released in 4 units: Word, Excel, PowerPoint, and Access.

For each unit, there are 3 chapters. (Note: there is an exception for the Access unit, which will include only one chapter of assignments.)

For each assigned chapter, students will complete the following activities.

- Student chapter video A
- Skills Review A
- Skills based exam A
- Student chapter video B
- Skills Review B
- Skills based exam B
- Grader project

All activities assigned in all chapters are due when the unit is due.

Grades

Grades are not negotiable. Students who must maintain a minimum grade point average are responsible for completing the work it takes to make the desired grade.

There will be no extra credit work offered. Please do not ask the instructor to offer extra credit work. Existing assignments and quizzes provide ample opportunity for course points.

Averages are automatically updated each day to reflect work submitted.

MyITLAB does not figure missing grades into averages until the deadline for assignment submission has passed.

Letter grades are assigned as follows:

90 – 100%	A
80 – 89%	B
70 – 79%	C
60 – 69%	D
0 – 59%	F

Instructor Contact

Students must use official channels for instructor contact, which include the following:

- For emails related to course work, use the email tool provided within the course space
- For other school-related emails, use your CASC Student Email account to email the instructor at bwestfall@carlalbert.edu
- For telephone contact, use the instructor's office number: 918.647.1223
- Please remember the instructor spends many hours per week in the classroom and does not stay in the office during evening hours, weekends or holidays. Students who call outside of office hours will need to leave a message, which will be addressed on the next work day during office hours.
- If you are leaving a phone message on the office answering machine, please
 - Repeat your callback number to make sure a clear message is recorded.
 - Include your full name
 - Include the name of the course in which you are enrolled
 - Provide a description of what you are needing to speak about

NOTE: Leaving a message with the CASC telephone switchboard operator is not recommended. These messages are left in instructor mail boxes, and are not checked on a regular basis.

The instructor's Facebook account and personal phone numbers are for personal use and not for instructor/student contact.

Technical Support

Providing technical support related to hardware or software issues is not the responsibility of the instructor or CASC Support Staff.

Students who encounter problems with personal computers or with using the course site must contact support offered by MyITLab in a timely manner in order to stay current with assignment deadlines. MyITLAB support is available through email, phone, and chat. The chat option is best for immediate needs.

MyITLab Support Site: http://www.myitlab.com/support_student.asp

Administrative Withdrawal

CASC Instructors may withdraw a student from a course for lack of participation or disruptive behavior at any time, resulting in an **AW** on the student's transcript.

Students who receive an **AW** for lack of course participation will not be able to negotiate for an **F** instead of the **AW**. Students who need to maintain enrollment in this course must participate actively and respectfully or be withdrawn from the course.

Disruptive Behavior

It is the responsibility of every CASC Student to adhere to the CASC Code of Conduct outlined in the CASC Student Handbook. Students will not be allowed to engage in disrespectful or disruptive behavior directed toward any CASC instructor or other students. Students who fail to comply will be administratively withdrawn from the course by the instructor.

Academic Integrity

MyITLAB is equipped with file codes that easily reveal acts of dishonesty. Acts of dishonesty (cheating, plagiarism, sharing files, etc.) will result in an immediate **F** for the course and login privileges will be removed.

The instructor will document and report students who violate CASC Codes of Conduct.

There will be zero tolerance in this course for academic dishonesty.

Disability Statement

Carl Albert State College complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Students with disabilities who need special accommodations should make their requests in the following ways:

- Talk with your instructor after class or during office hours about your disability or special need(s) related to work in class AND
- Complete the Request for Special Accommodations Form with the ADA Coordinator located in the Vice President for Student Affairs Office (HH 140).

Official Complaints and Grade Protests

Students with evidence of unfair treatment by any CASC faculty member may file a formal written complaint with the appropriate division chair. Students should first communicate concerns to the instructor, but if the situation cannot be resolved, should contact the division chair, who will call a meeting between the student and the faculty member to discuss the complaint and possible resolution. If the issue still remains unresolved, the division chair, faculty member, and student will meet with the Vice President of Academic Affairs.

Students who wish to challenge a final grade must follow established procedure through proper academic channels by following these steps:

1. Contact the instructor. There are occasions when grades have been posted incorrectly and these mistakes can be easily corrected by the instructor.
2. If the grade protest is unresolved after visiting with the instructor, contact the appropriate division chairperson.

3. After visiting with the division chairperson, students may choose to file an official appeal to the Academic Affairs Committee **within 90 days** after the grade in question appears on the permanent record. Additional Information concerning procedures to be followed is available from the Office of Admissions and Records. (CASC Catalog, p. 74)