

Personal Computers and Their Uses

Course Syllabus – Summer 2008

Course Information

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Course Number: CPSC100 3126
Class Time/Place: Distance Education
Semester Hours: 3

Resources:

Textbook: Grauer, Robert T. Exploring Office 2007 (written to Vista), Volume 1, Second Edition. Prentice Hall, 2007. ISBN: 0136070558

Note: This is a special version of this textbook. This course uses a website for all learning activities. The ISBN above is for a book that is bundled with an access code for this website. If you buy a used book, or a book from other sources, you may not receive an access code, which will cost you approximately \$45.00 extra to purchase.

Class Web Page: <http://www.esu.edu/~mjochen/Teaching/CPSC100/summer08/>

Course Learning Software: <http://MyITLab.com>

Computer Requirements:

The software that we will use in this class requires the following minimum system configuration:

- Microsoft Windows operating system (XP or Vista)
- Internet Explorer Web Browser (Firefox will not work)
- Internet connection – preferably high-speed (e.g., cable modem or DSL)
- Special browser plugins from <http://www.myitlab.com>
- You must have administrator privileges on the machine that you will use (this is to install the plugins and controls for the class)
- An Apple Macintosh computer may work if:
 - You have an Intel-based (newer) Mac that is configured to dual boot between Mac OS and Windows
 - You have a PPC-based (older) Mac and you have installed virtual machine software like Parallels or VirtualPC

Course Overview:

This course is designed to familiarize you with the organization/parts of a computer and how computers work. The majority of the course will focus on building skills within word processing, spreadsheet, presentation, and database software.

Course Objectives:

By the end of the course, you will be able to:

1. Work within a window-oriented operating system to create, modify, copy, move, and delete files, to manipulate windows, to send/read/manage electronic mail, and to access information on the Internet.
2. Create a variety of documents, spreadsheets, databases, and presentations within the Microsoft Office 2007 suite.
3. Understand the basic components of a computer system, and the jargon associated with computers.
4. Understand the general concepts of data storage, computer security, operating systems, and application software.

Instructional Approach:

This course is a distance learning course. The majority of learning activities will take place at your home (or where ever you decide to work). **There are four exams that you must take** to complete this course (**in addition to the homework assignments**). Exams will be given four times throughout the session. You are free to take as many (or as few) exams as you like during an exam session, with the following stipulation: by the half-way point of the course, you must have taken at least half (two) exams. Dates for exam sessions are listed in the schedule below.

Requirements:

The following work will be required of you throughout the semester:

1. Hands-on exercises (optional, but recommended)
2. Homework assignments
3. Exams

Hands-on exercises will not be graded however, I strongly recommend that you complete the hands-on exercises. These exercises will prepare you for the homework assignments and exams. **Even though this is a home study course, your work is to be that of your own. You may receive no help from others on these assignments/tests.**

There will be four exams in this course – one on each major module of the course (i.e., Word, Excel, Access, and PowerPoint).

Schedule:

The timeline for this class is fairly flexible in that you may do your work at your own pace with the following exception: **by the halfway point of the class (the second exam session), you must have completed at least two of the exams.** By the end of the class (week six), you must have completed all of the exams. **Before taking an exam, you must complete all homework assignments related to the exam** (i.e., before taking the Microsoft Word exam, complete all Word homework assignments).

The exam dates are as follows:

First exam session: Wednesday, 18 June 2008

Second exam session: Tuesday, 1 July 2008

Third exam session: Thursday, 10 July 2008

Fourth exam session: Friday, 18 July 2008

Exams will be administered on campus, in 117 Stroud Hall. On the day of any exam, you may take tests any time from 9 a.m. to 3 p.m.

The suggested sequence of completing your work is as follows:

1. Enroll in the course
 - a. Log on to <http://www.myitlab.com/>
 - b. Enroll in the course CRSWEQR-28519
 - c. For assistance with setting up your account or enrolling in a course, see the student guide available on the class web site (<http://www.esu.edu/~mjochen/Teaching/CPSC100/summer08/>)
2. Microsoft Word
 - a. Complete Practice Exercises for each chapter (3 – 4 exercises per chapter)
 - b. Complete the Assignments for each chapter (2 assignments per chapter)
 - c. Take the Word Exam at the first exam session
3. Microsoft Excel
 - a. Complete Practice Exercises for each chapter (3 – 4 exercises per chapter)
 - b. Complete the Assignments for each chapter (2 assignments per chapter)
 - c. Take the Excel Exam at the second exam session
4. Microsoft PowerPoint
 - a. Complete Practice Exercises for each chapter (3 – 4 exercises per chapter)
 - b. Complete the Assignments for each chapter (2 assignments per chapter)
 - c. Take the PowerPoint Exam at the third exam session
5. Microsoft Access
 - a. Complete Practice Exercises for each chapter (3 – 4 exercises per chapter)
 - b. Complete the Assignments for each chapter (2 assignments per chapter)
 - c. Take the PowerPoint Exam at the last exam session

Grading:

All exams and homework assignments count towards your final grade. No exam or homework grades will be dropped. If you fail to take an exam or do a homework assignment, you will receive a grade of zero for that work.

The make-up of the total number of points for your final grade breaks down as follows:

- 20% Homework
- 20% Microsoft Word Exam
- 20% Microsoft Excel Exam
- 20% Microsoft Access Exam
- 20% Microsoft PowerPoint Exam

Grading Policy:

I frequently feel that all too often, we artificially focus on the end of term grade rather than the content of a course. Nothing would please me more than to have a class full of students concerned solely with course material. I do realize however, that the pressure to maintain good grades for scholarships, awards, and applications for jobs and schools does indeed cause one to pay some attention to the end of term grade. A grade is the application of some arbitrary scale to reflect the amount and quality of work you, the student, accomplish during the semester. To that end, **I do not assign or give you your grade – you earn your grade.**

Rather than grading on a competitive, curve-based grading scheme, I use a criterion-based grade scale. Thus, if every student works sufficiently hard, and earns a letter grade of “A”, then all students will receive “A”s. Keep in mind, I generally view letter grades in the following light:

- A – Excellent
- B – Good
- C – Fair
- D – Poor
- E – Failure

This means, to receive an “A”, you must perform excellent work. Excellent work is that work which is marked with distinction, going above and beyond that of merely meeting the requirements for an assignment. Your final grades will be decided based on the following scale:

- A 90.0-100%
- B 80.0-89.9%
- C 70.0-79.9%
- D 60.0-69.9%
- E 0-59.9%

Assignment Lateness Policy:

While you may turn work in any time before the end of the term, I strongly encourage you to complete all preparatory assignments (practice and graded assignments) before you take an exam.

Academic Honesty Policy:

All work submitted is to be completed individually (unless indicated as a group assignment), and is to be the sole product of your own efforts. Group work is to be the sole product of members of the group. Any perception of anything to the contrary or that violates the spirit of the Student Code of Conduct will be handled accordingly. This policy is very specific on what constitutes Academic Misconduct and provides a range of very unpleasant possible outcomes, should a violation be suspected. I encourage you to become familiar with this policy. Please refer to the relevant sections of the Student Code of Conduct for more information

(<http://www3.esu.edu/studentlife/sh/codeofconduct.asp>)

Special Needs:

If you need special accommodations or require additional assistance to fully participate and be successful in this class, I encourage you to contact me as soon as possible. I strongly desire each and every one of my students to be able to achieve their goals in this class. I will work with you and the Office of Disability Services to ensure that you have every opportunity to do well.

Ten Tips for Success:

1. Work on your assignments every day
2. Do not let your exams "pile up" and try to take them all at the end of the class
3. Do the assigned reading
4. Do the assigned homework
5. Review your notes/assignments daily
6. Ask questions when you are unsure of something
7. Ask questions when you would like to know more about something
8. Contact me as soon as you have difficulty with any of the material we cover in this class