



(This information is being provided in addition to your *course Syllabus*)

**COURSE/PROFESSOR INFORMATION**

COURSE: **CS 1103 Introduction to Computers and Applications**

SEMESTER	SECTION	MEETING TIME	PLACE
FALL 2009	018	M/W 11:00 AM -12:20 PM	Rm 121 (OCCC Library Building)
FALL 2009	037	M 5:30 PM – 8:00 PM	RM 120 (OCCC Library Building)

INSTRUCTOR: **Chuck Louviere**

EMAIL: [charles.a.louviere@email.occc.edu](mailto:charles.a.louviere@email.occc.edu) or [courses@holywordcafe.com](mailto:courses@holywordcafe.com) Email is the best way to communicate with me. When sending email please identify in the subject line: your college, course, day, time, and name. EXAMPLE: OCCC 1103 M/W 5:30 John Smith

WEB: [www.holywordcafe.com/courses](http://www.holywordcafe.com/courses) (please do visit this website created for you)

PHONE #s: **OCCC 405-682-1611**

**OCCC Information Technology Division office ext 7888 OCCC Computer lab ext 7397  
OCCC Voice mail 685-3776 (Follow the directions! My voice mailbox is 3079#)**

OFFICE HOURS: **10:00-11:00 AM M/W & 3:30-5:30 PM M**

OFFICE LOCATION: **LRC 318 (OCCC Library Building 3<sup>rd</sup> Floor) or the Division Office Area**

**PROFESSOR POLICIES**

*HOMEWORK:*

The student's name should appear in the upper right hand corner. Look the syllabus over carefully. You are not required to turn in homework on the actual day that we are scheduled to cover that material. All homework is listed on the day it is assigned and due at the BEGINNING of the NEXT class meeting. Please note that class does not begin when you arrive; **if you are late your homework is late**. Homework assignments are considered given after that material is covered in class according to the tentative week-by-week schedule. Note: I give 50% credit for late work, which is only available until the test for that particular unit is administered. No homework is accepted after the last test.

*TESTING:*

It is mandatory that you are here for an exam on the date that the exam is administered. Tests are only available for the TIME SCHEDULED (DATES GIVEN IN CLASS). Note: I do not use the testing center! There are no makeup tests. Tests are taken in class.

*ATTENDANCE:*

My records for this class start with the official college semester (**not student enrollment date**). To receive attendance credit you must be here for the entire lecture. I do not distinguish between *excused* and *unexcused* absences. 3 tardies constitute 1 absence. Leaving early before the lecture is concluded is also unacceptable and will be recorded. I may use multiple attendance sheets to record your *complete* attendance. It is your responsibility to sign this sheet, when passed out, for a proper record of your presence (even if you are tardy). **Note: Exceeding absences in any amount (including tardies) beyond 20% of the course (3.2 classes for 2.5 hour session courses or 6.4 for 1.25 hour session courses) will result in lowering the student's final course grade by one letter grade per absence exceeded.**

*EMERGENCIES:*

In the event of an emergency, you should **contact me** (by information provided above) as soon as possible to **discuss your situation** and/or options. Please understand that I am not required to accept *late work* nor to administer *exams* based on your schedule. **This course will follow the tentative week-by-week schedule of your syllabus and the OCCC semester.** If you feel that you are not able to complete this course acceptably, please withdraw yourself. At the end of the semester, all students will receive the grade that was earned for this course.

*OTHER*

**PAY ATTENTION:** disruptions to class education will not be tolerated and you will be asked to leave.

**NO FOOD OR DRINK:** not near the computers, help keep your tuition down. ☺

**CELL PHONES AND PAGERS:** can be left on (but NOT during tests). If they go off during class time they need to be silenced immediately. If you need to answer the call, please take it outside of the classroom. PLEASE deal with it promptly. If you don't, I will. Use of a cell phone during an Exam may result in a score of ZERO (0) for that Exam.

**TO CREATE/USE AN OCCC STUDENT EMAIL ACCOUNT**

Go to the Oklahoma City Community College web site ([www.occc.edu](http://www.occc.edu)) most computers in the class room or in the lab should go here automatically when you run the **Internet Explorer** web browser program). Click on "Student/Adjunct Email." As of SPRING 2007 all students have an OCCC email account. Your username (ID) will follow this system: firstname.middleinitial.lastname stored within the college's Student Information System. The initial password will be set to the last 6 digits of your social security number. Your email address will be [youruserid@email.occc.edu](mailto:youruserid@email.occc.edu).

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# CS 1103: INTRODUCTION TO COMPUTERS AND APPLICATIONS

## COURSE SYLLABUS FALL 2009

### GENERAL COURSE INFORMATION

Instructor:  
Office:  
Campus Phone:  
E-mail:

### OFFICE HOURS:

**Monday:**

**Tuesday**

**Wednesday**

**Thursday**

**TEXT:** Course Technology Custom Edition

Custom Edition ISBN 978-4239-0615-5

Includes 180 day subscription of Microsoft Office 2007

New Perspectives on Microsoft Office 2007, First Course, Vista Edition, Course Technology

ISBN 1-4239-0615-2

Software: CASEGRADER ISBN 10: 1-4239-9856-1

**MATERIALS:** A 128 MB (or higher) **flash drive**.

### COURSE DESCRIPTION

Introduction to Computers and Applications will introduce the students to basic computer hardware and processing concepts using Windows based applications. The course will include a basic computer literacy and Windows unit, a unit on Internet using Internet Explorer 7, a word processing unit using Microsoft Word 2007, a spreadsheet unit using Microsoft Excel 2007, a database unit using Microsoft Access 2007, and a presentation software unit using PowerPoint 2007. The software used in this course is **Microsoft Office 2007 Professional**.

### COURSE COMPETENCIES

Students who successfully complete the course will be able to:

Use Windows Vista to organize the desktop; use the Taskbar, Menus, Dialog Boxes, and Toolbars; Windows Explorer 7 and Launch Applications.

1. Use Internet Explorer to search the World Wide Web, use email, download and print graphics, and create a basic web page.
2. Build a simple web site using Microsoft Office 2007.
3. Use Microsoft Word to create, retrieve and modify documents at an introductory level.
4. Use Microsoft Excel to create, retrieve, modify and print spreadsheets and graphs at an introductory level, including formulas and functions.
5. Use Microsoft Access to construct and search a simple database.
6. Use Microsoft PowerPoint to create a computer slide show.

## COURSE OBJECTIVES

- Teach the fundamentals of computers and computer nomenclature, particularly with respect to personal computer hardware and software, and the World Wide Web
- Give students an in-depth understanding of why computers are essential components in business and society in general
- Investigate the Windows VISTA Operating System
- Create, save and manage files in Windows VISTA
- Introduce Microsoft Office 2007
- Create a document in Word 2007
- Edit and format a document in Word 2007
- Introduce Internet Explorer 7
- Web research techniques and search engines
- Use Excel 2007 to manage financial data
- Work with formulas and functions in Excel 2007
- Develop a professional-looking worksheet
- Introduce Microsoft Access 2007
- Create and maintain a database
- Query a database
- Create a PowerPoint 2007 presentation

## COURSE REQUIREMENTS

This course is a combination lecture and in-class application of course topics with hands-on computer use. The class will be taught in a computer-equipped classroom. Class lessons will be conducted during class. **However, you will be required to complete lessons and assignments outside of class time.**

### E-mail

Every student is encouraged to utilize their OCCC e-mail account. If you have yet to log in to your free e-mail account, you get access on the Oklahoma City Community College student e-mail server at <http://email.occc.edu/>. Your email address convention is firstname.mi.lastname@email.occc.edu your initial password is the last six digits of your social security number.

### ATTENDANCE POLICY

Students need to attend class regularly to achieve an acceptable level of competence. Lack of attendance can lead to a failing grade in the course.

### Notice to All Students:

**Students who miss more than 20% of the class will not be able to satisfactorily complete the course and will receive a grade of “F”.**

Each instructor may have an attendance policy that impacts your final grade. Please review the course syllabi for class attendance requirements.

If you stop attending and do not plan on finishing the course, you must withdraw yourself from the course prior to the end of the 12<sup>th</sup> week of a 16-week semester or  $\frac{3}{4}$  of the duration of class. Withdrawal deadlines are published in the College Class Schedule. When you withdraw from a course, the grade on your permanent transcript is a “W” (Withdrawn). The grade of “W” has no impact on your grade point average.

Failure to withdraw will mean the instructor will calculate your final grade as indicated in the syllabus (which may include an attendance requirement). If you stop attending and fail to withdraw, you will more than likely receive a failing grade. This failing grade will be placed on your permanent transcript and will be used in the calculation of your grade point average.

## GRADING CRITERIA AND PROCEDURES

This course is presented in **six units**. Unit grades will be assigned based on unit examinations and homework completion. These unit grades will be averaged for your course grade.

### COURSE GRADING CRITERIA

- A Accomplished Course Objectives with Excellence:** To earn this grade, 90% or more of total points
- B Accomplished Course Objectives with Merit:** To earn this grade, 80% or more of total points
- C Accomplished Course Objectives with Competence:** To earn this grade, 70% or more of total points
- D Accomplished Course Objectives with Acceptance:** To earn this grade, 60% or more of total points
- F Course Objectives Below Minimum Acceptance:** This course grade is assigned when the student has earned less than 60% of total points

### INDIVIDUAL UNIT GRADING CRITERIA -

- **Unit 1 - Computer Concepts and Windows VISTA** The grade is based on one comprehensive exam and homework completion.
- **Unit 2 - Word 2007** The grade is based on one comprehensive exam and homework completion.
- **Unit 3 – Internet Explorer and Web page** The grade is based on homework.
- **Unit 4 - Excel 2007** The grade is based on one comprehensive exam and homework completion.
- **Unit 5 – Access 2007** The grade is based on one comprehensive exam and homework completion.
- **Unit 6 – PowerPoint 2007** The grade is based on the final project presentation and homework completion
- A 50-minute hands-on exam will be given at the completion of units 1, 2, 4 and 5. Your grade will depend upon the quality of the answers and the quantity of questions completed. The time limit is significant in determining the level of competence achieved. Exams will consist of output production using the software features covered in the unit.

### LEARNING ACTIVITIES

**Complete** the assigned step-by-step lessons as they are presented in each Project. **Do not omit these exercises.** A solution manual containing completed exercises is available in each classroom and in the lab so that you can examine your work to make sure it is correct and to help you determine the areas which you need to review.

### COURSE TESTING POLICY

The exam for a given unit may be taken only once (**No Retaking of tests**). Students should make every effort to be present for the exam when it is given in class. The policy on make-up exams is at the discretion of your instructor. (For example: If the instructor allows a make-up test, the make-up test must be taken before the next class period. It is your **responsibility to contact the instructor** and make the arrangements.)

### GLOBAL AWARENESS COMPONENT

Students will learn about the World-Wide-Web and how networks are connected all across the globe. Internet searches to learn about different countries will be completed while working on PowerPoint Presentations.

## **STUDENT COMPUTER CENTER**

The Student Computer Center for this course is located on the third floor of the Library building. A current OCCC student ID must be presented each time you use the lab. For more information visit <http://www.occc.edu/it/ComputerLab.html>

M-TH 7:30 am – 10:45 pm

Fri 7:30 am – 8:45 pm

Sat 8:00 am – 4:45 pm

**The Student Computer Center is closed on Sunday.**

## **COMPUTER CLASSROOM RULES**

- **No food or drinks near the computers**
- Always turn the computer off before leaving the classroom
- Before leaving the classroom make sure workstation and printer area is clean
- Turn off cellular phones and pagers during class
- Playing of games and email is prohibited in the classroom

## **ACCOMMODATIONS FOR STUDENTS WITH SPECIAL NEEDS**

Oklahoma City Community College complies with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. Students with disabilities who seek accommodations must make their request by contacting the office of Students Support Services located on the first floor of the main building near entry 12, or call (405)682-7520. Additional information may be obtained from [www.occc.edu/disability](http://www.occc.edu/disability)

## **ACADEMIC DISHONESTY**

Anyone caught plagiarizing or borrowing an assignment will automatically receive a zero. It does not matter whether you are giving or receiving the information. Either way, your grade is zero. A second occurrence of academic dishonesty will result in failure in this course. In accordance with official college policy, all incidents of academic dishonesty must be reported to the division dean and vice president for academic affairs.

## **ASSESSMENT OF STUDENT LEARNING**

Oklahoma City Community College is committed to providing quality educational experiences to all students and to striving for continuous improvement in its programs and services. Student assessment is vital to the educational process and can be of significant value to you and to the students who follow you.

To ensure that adequate assessment information is available to allow OCCC to continuously improve programs and services, you may be asked to participate in personal interviews; take program and/or general education assessments, which could be tests; give oral presentations, write assignments, take surveys, or engage in other activities. You may be asked to complete the assessments, tests, and other activities during designated times, which may include class periods. These opportunities are your chance to help OCCC improve the courses, programs, and services which could affect you and will certainly impact students in the future.

## WEEK-BY-WEEK SCHEDULE WITH REQUIRED HOMEWORK ASSIGNMENTS

\*\*Unless otherwise noted, Homework assignments are listed on the day they are given and due at the BEGINNING of class the day following the assignment.

Week	Date	Topic	Assignment**
1	<b>M</b> 08/24/09	<b>Introductions</b> Go over syllabus	Student Information Sheet
	<b>W</b> 08/26/09	<b>Have all students go into <u>OCCC MineOnline</u> and go over options.</b> (students should check name, phone # and major - <a href="http://www.occc.edu">www.occc.edu</a> ) <b>Also Cover: <u>OCCC Email</u> <u>OCCC Angel</u></b> <b>Tour the Student Computer Center and offices on the 3rd floor.</b>	<b>Concepts Homework 1:</b> Email your instructor the following information: Your name, telephone contact information, e-mail address, and Major. Use <i>YOUR INFORMATION</i> and Please follow this <b><u>EXAMPLE SUBJECT LINE:</u></b> <u>OCCC 1103 T/R 1:00 PM John Smith (10 points)</u>
2	<b>M</b> 08/31/09	<b>Essential Computer Concepts:</b> pages EC 1 - EC 33	
	<b>W</b> 09/02/09	<b>Essential Computer Concepts:</b> con't	<b>Concepts Homework 2:</b> TEXTBOOK Complete Review Questions 1 through 30 on pages <u>EC 35 - EC 37</u> (10 points)
3	<b>M</b> 09/07/09	<b>LABOR DAY</b>	<b>HOLIDAY</b>
	<b>W</b> 09/09/09	<b>Windows Tutorial:</b> Exploring the Basics of Microsoft Windows VISTA pages Win 1 - Win 33	<b>Concepts Homework 3:</b> TEXTBOOK Page <u>WIN 34</u> , Review Assignment Step 1-24. <b>Note: Some questions do not have written answers.</b> (10 points)
4	<b>M</b> 09/14/09	<b>Windows File Management:</b> Managing Your Files: pages FM 1 - FM 19 <b>Review for Concepts and Windows Exam</b>	<b>Concepts Homework 4:</b> TEXTBOOK Case Problem 1, Page <u>FM 21</u> , Jefferson Street Fine Arts Center questions 1 - 12 (10 points)
	<b>W</b> 09/16/09	<b>Concepts and Windows Exam</b>	<b>Concepts and Windows Exam (100 points)</b> <b>50 Minute Time Limit</b>
5	<b>M</b> 09/21/09	<b>Word Tutorial 1:</b> Creating a Document: pages WD 1 – WD 37  Create CASEGRADER accounts for doing WORD, EXCEL, and POWERPOINT homework assignments (Account card is Packaged with your textbook). For the assignments, print the instructions, download the file, follow the instructions, upload the finished file to be graded and receive credit. Be sure to DO YOUR OWN WORK with these files.	<b>Word Homework 1:</b> CASEGRADER Word Case 1: Workshop Descriptions (10 points)  Go to: <a href="http://login.course.com">login.course.com</a> to login to your account or to create your account for the first time, you will need: 1. The KEY code: (on the card) 2. MW Class Code: <b>CBBB6593</b> (Fall 2009) Login _____ Password _____
	<b>W</b> 09/23/09	<b>Word Tutorial 2:</b> Editing and Formatting a Document: pages WD 45 – WD 85	<b>Word Homework 2:</b> CASEGRADER Word Case 2: DTS Candidates FAQ (10 points)
6	<b>M</b> 09/28/09	<b>Word Tutorial 3:</b> Creating a Multiple-Page Report: pages WD 97 – WD 138	<b>Word Homework 3:</b> CASEGRADER Word Case 3: Fine Fare Brochure (10 points)
	<b>W</b> 09/30/09	<b>Microsoft Word Exam</b>	<b>Microsoft Word Exam (100 Points)</b> <b>50 Minute Time Limit</b>
7	<b>M</b> 10/05/09	<b>Internet Explorer Project 1:</b> Introduction to Internet Explorer 7. Session 1 on pages BEB 2 through BEB 16	<b>Internet Homework:</b> Scavenger Hunt provided by the instructor (15 points)
	<b>W</b> 10/07/09	<b>Creating a Web Page Lecture</b>	<b>Instructor Handout</b>
8	<b>M</b> 10/12/09	<b>Creating a Web Page Lecture con't</b>	
	<b>W</b> 10/14/09	<b>Work on Web Page Project</b>	<b>Web Page Homework (15 points)</b>

Week	Date	Topic	Assignment
9	<i>M</i> 10/19/09	Work on Web Page Project con't	
	<i>W</i> 10/21/09	Excel Tutorial 1: Getting Started with Excel Pages EX 1 - EX 46	Excel Homework 1: CASEGRADER Excel Case 1: Elder@TechTravel (10 points)
10	<i>M</i> 10/26/09	Excel Tutorial 2: Formatting a workbook pages EX 57 - EX 100	Excel Homework 2: CASEGRADER Excel Case 2: Custom Cap Sales (10 points)
	<i>W</i> 10/28/09	Excel Tutorial 3: Working with Formulas and Functions EX 113 - EX 151 (skip 131-145)	Excel Homework 3: CASEGRADER Excel Case 3: Statistics Training (10 points)
11	<i>M</i> 11/02/09	Excel Tutorial 4: Working with Charts and Graphics Session 4.1 only pages EX 161 - EX 187	Excel Homework 4: CASEGRADER Excel Case 4: Produce Comparison (10 points)
	<i>W</i> 11/04/09	Microsoft Excel Exam	Microsoft Excel Exam (100 points) 50 Minute Time Limit
12	<i>M</i> 11/09/09	Access Tutorial 1: Creating a Database pages AC 1 - AC 35.	Access Homework 1: TEXTBOOK Case Problem 1: AC 38 & 39 Pine Hill Music School steps 1 – 12. <b>Note: You will need this file for Tutorial 2 homework.</b> (10 points)
	<i>W</i> 11/11/09	Access Tutorial 2: Building a Database and Defining Table Relationships pages AC 45 - AC 87	Access Homework 2: TEXTBOOK Case Problem 1: AC 89 through AC 91 Pine Hill Music School steps 1 – 22. <b>Note: You will need this file for Tutorial 3 homework.</b> (10 points)
13	<i>M</i> 11/16/09	Access Tutorial 3: Maintaining and Querying a Database pages AC 99 - AC 144	Access Homework 3: TEXTBOOK Case Problem 1: AC 146 & 147 Pine Hill Music School steps 1 - 14. <b>Note: You will need this file for Tutorial 4 homework.</b> (10 points)
	<i>W</i> 11/18/09	Access Tutorial 4: Creating Forms and Reports pages AC 153 - 189	Access Homework 4: TEXTBOOK Case Problem 1: AC 191 & 192 Pine Hill Music School steps 1 - 16 (10 points)
14	<i>M</i> 11/23/09	Microsoft Access Exam	Microsoft Access Exam (100 Points) 50 Minute Time Limit
	<i>W</i> 11/25/09	THANKSGIVING	HOLIDAY
15	<i>M</i> 11/30/09	PowerPoint Tutorial 1: Read and do the PowerPoint Section titled Creating a Presentation on pages PPT 1 - PPT 32	PPT Homework 1: CASEGRADER PowerPoint Case 1 (10 points)
	<i>W</i> 12/02/09	PowerPoint Tutorial 2: Read and do the PowerPoint Section titled Applying and Modifying Text and Graphic Objects on pages PPT 41 - PPT 77.	PPT Homework 2: CASEGRADER PowerPoint Case 2 (10 points)
16	<i>M</i> 12/07/09	Work on Presentations	(Final Presentation handout) PowerPoint Project (50 points)
	<i>W</i> 12/09/09	Work on Presentations con't	
Finals	<i>M</i> 12/14/09	PowerPoint Presentations To receive credit for the PowerPoint project, each student must present their project in front of the class.	This last class will <b>not</b> require the full class period to finish the presentations. Final scores will be turned in on this day after the last presentation is completed.

Total Possible Points: 650 points

**DISCLAIMER:** The course schedule presented in this syllabus may change in the event of extenuating circumstances or as deemed necessary by the instructor. Every effort will be made to provide this information in print to students as soon as possible.