



ROSE STATE COLLEGE

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Micro Applications (CIT 1093) Business & Information Technology Division SUMMER 2009 Course Syllabus

CLASS/INSTRUCTOR INFORMATION:

Prerequisite Course:NONE
 Course Instructor:Mr. Chuck Louviere
 Email: (use this address to contact me→) courses@holywordcafe.com
 Web Page: (for handouts and reviews) www.holywordcafe.com/courses/
 Course Section: 0225 (5025)
 Course Meeting place: ... BS203
 Course Meeting time:..... 8-Wk M/W 12:00-2:45 PM
 Office Location: Classroom
 Office Hours: 2:45-3:00 PM
 Business Division Office # 733-7340

COURSE DESCRIPTION: (Taken from college catalog)

A study of the utilization of commercially available microcomputer software packages in small business information systems using the Windows® environment. [Version: Office 2007]

COURSE MATERIALS: (Please bring these materials to every class meeting)

Textbook(s):

Microsoft Office 2007: Introductory Concepts and Techniques Premium Video Edition, Boston, MA: Course Technology, 2010 (ISBN-13: 978-0-324-82684-5 or ISBN-10: 0-324-82684-2). SOURCES: Rose State College Bookstore: (405) 733-7896, www.course.com, or Ratcliffe's Textbooks: (405) 733-9664.

Supplemental Material(s):

- 1. 1 (one) USB Drive (for storage) any capacity (size)
- 2. Various Handouts given by Instructor throughout the semester

COURSE GOALS AND OBJECTIVES: (My goals, and hopefully yours too)

Students who successfully complete the course will be able to:

- Demonstrate the ability to use the online HELP function while using any windows application.
- Describe a graphical user interface.
- Demonstrate the ability to use the Microsoft® Windows® user interface to format diskettes, create directories and subdirectories, and manipulate files, directories and subdirectories on diskettes and hard drives.
- Recognize and identify the elements of a window and basic windows terminology.
- Identify basic mouse operations and demonstrate ability to use a mouse in the Windows® environment.
- Demonstrate the ability to create and edit a document using Microsoft® Word.
- Demonstrate the formatting of paragraphs and characters using Microsoft® Word.
- Demonstrate the ability to create and edit Microsoft® Word documents using wizards.
- Create and edit a short research paper using Microsoft® Word.
- Demonstrate the ability to use a spell checker or dictionary on text using Microsoft® Word.

- Demonstrate the ability to create, edit, save, load, and print a spreadsheet using Microsoft® Excel.
- Demonstrate the ability to use formulas, functions, and formatting on a spreadsheet using Microsoft® Excel.
- Demonstrate the ability to copy, freeze a title, create a chart, add a chart, and print a spreadsheet using Microsoft® Excel.
- Define and show the ability to use a template on a spreadsheet using Microsoft® Excel.
- Demonstrate sharing data and graphics between Microsoft® Word, Microsoft® Excel, and Microsoft® Access applications.
- Define the terms file, database, database management system, record, field, column, row, record key, and character.
- Demonstrate the ability to create a database structure using Microsoft® Access.
- Demonstrate the ability to create, enter information, store information, create a graph, and print a database file using Microsoft® Access.
- Demonstrate the ability to maintain a database by adding new records, changing or updating existing records, and deleting records using Microsoft® Access.
- Demonstrate the ability to query, sort, calculate statistics, and group information in a database table using Microsoft® Access.

INSTRUCTION DELIVERY METHODS: (IE: my part - variety is the spice of life)

- Group-paced Scheduled Lectures AND Computer demonstrations
- Class discussion AND Student operation of equipment
- Classroom examinations covering text material AND immediate review of tests

LEARNING ACTIVITIES: (IE: your part)

This course is a combination of 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 may be required to complete homework assignments outside of class requiring the use of a computer. Complete the assignments in the order they are presented in the textbook.

COURSE REQUIREMENTS: (The Exciting Stuff)

5 EXAMS: (500 Points – 50%) A timed 50-minute hands-on (100-point) exam will be given at the completion of each unit. Test time starts at the beginning of class. Each test will cover only the material for a particular unit. Overall, tests account for 50% of the total possible 1000 points for this course. Tests are scheduled for one class period only and only available during the time listed in this syllabus. It is mandatory that you are here for an exam. **I DO NOT RETEST.**

PLEASE NOTE: I do not use the testing facilities and I am only on campus during the times listed in this syllabus. It is imperative that you are present for these tests as they are scheduled in this syllabus.

HOMEWORK: (260 points – 26%) Overall, homework accounts for 26% of the course. The student's name, course, and class time should appear in the upper margin of the assignment. Homework assignments are listed in this syllabus on the day they are assigned. **Homework assignments are due at the beginning of the next class period after they are assigned.** Turning assignments in early is acceptable. However, if the complete assignment is not turned in by the beginning of the next class meeting, it is late. Class does not begin when you arrive. If you are late, your assignment is late. Meeting twice a week means that you will have homework assignments to turn in almost every week. It is very important that you do not get behind in this area.

PLEASE NOTE: I give 50% credit for late work. This offer is available until we test for that unit. After a unit test is given, late homework for that unit will no longer be accepted. No homework is accepted after the last scheduled test.

HANDOUTS: I will utilize various handouts throughout the semester. These are designed to assist in your learning the materials presented in this course. These should be kept for your reference and reviewed before relative unit tests.

ATTENDANCE: (240 points – 24%) Students need to attend class regularly to achieve an *acceptable* level of competence. My records for this course begin with the official college semester

calendar (not each student's enrollment date). If you enroll late in this course, you will have absences for those days not present. I also use **attendance sheets** passed out randomly during class to keep attendance records. It is your responsibility to make sure your name is legibly placed on this list (even if you are tardy). I do not distinguish between *excused* and *unexcused* absences. Three (3) tardies constitute one (1) absence. You will be pleased to know that your attendance also has a point value that is figured into the total possible points for the course. Each class session is worth **16 points** with a maximum of 240 points. This is calculated as follows: **16 points x 15 class sessions = 240.** Though absences are undesirable, students may miss **one (1) class session without affecting the total attendance points.** Attendance accounts for 24% of the course. Perfect attendance may be rewarded with a point (or two) being added to a student's final score in the course (this would be nice for final averages bordering the next letter grade).

PLEASE NOTE: All homework assignments are clearly listed in this syllabus, if you anticipate an absence or are involved in other college activities conflicting with this schedule it is *your* responsibility to complete the assignment(s) and turn them in before your college activity to obtain full credit. These assignments can also be left in the Business Division Office (BS Room 105) to be placed in my mailbox.

WITHDRAWING FROM A COURSE: If a withdrawal is needed or desired, it is the responsibility of the student to withdraw from a class. It is not the instructor's responsibility to withdraw a student should they decide to stop attending class. If the student fails to withdraw by the time designated in the college schedule they will receive the letter grade earned according my records.

GRADING SCALE: (I use a straight grading scale)

This course has a total of 1000 possible points and is presented in multiple units. The final letter grade for the course uses the following grading scale:

A	900-1000 (90% -100%)	Accomplished Course Objectives with Excellence:
B	800-899 (80% - 89%)	Accomplished Course Objectives with Merit:
C	700-799 (70% - 79%)	Accomplished Course Objectives with Competence:
D	600-699 (60% - 69%)	Accomplished Course Objectives with Acceptance:
F	000-599 (below 60%)	Course Objectives below Minimum Acceptance:

COMPUTER LAB HOURS (for your convenience)

A Computer Lab is available for currently enrolled Rose State College students to use in the completion of work associated with courses. Lab hours vary from semester to semester. Please check the listed hours posted by the lab for any special hours and policies. You must have valid current student ID to check in and use the facilities.

NETWORK POLICY (also for your convenience)

The computing and electronic communication facilities and services provided by Rose State College are primarily intended for teaching, educational, and administrative purposes. Their use is governed by all applicable college policies, including the sexual harassment, patent and copyright, and student and employee disciplinary policies, as well as by applicable federal, state and local laws.

Persons using Rose State College computing and electronic communicating facilities and services bear the primary responsibility for the material that they choose to access, send, or display. Rose State College cannot protect individuals against the existence or receipt of material that may offend them. Persons using the Rose State College computing and electronic communications facilities and services are warned that they may unwillingly come across, or be recipients of, material that they may find offensive.

Persons using the Rose State College computing and electronic communications facilities are expected to demonstrate good taste and sensitivity to others in their communications. It is a violation of College and CIT policy to use electronic mail to libel, harass or threaten others. It is also a violation of College and CIT policy to access and view materials in a manner, which would create the existence of a hostile working and/or educational environment. Use of the Rose State College computing and electronic communications facilities and services is a privilege, which may be revoked for inappropriate conduct. Persons who violate applicable federal, state or local laws; or College policies will be asked to cease those activities and are subject to punishment/suspension/revocations of such privileges and /or other College disciplinary action.

Examples of inappropriate conduct include, but are not limited to:

1. Using Rose State College computing and electronic communications facilities and services for unlawful or malicious activities or for proprietary purposes;
2. Using abusive or harassing language;
3. Misrepresenting oneself or the staff;
4. Sending chain letters or overly broad mass mailings or postings;
5. Activities that could cause congestion and/or disruption of networks and systems;
6. Activities that embarrass, denigrate, or libel an individual or organization;
7. Activities that imply College endorsement of any commercial products;
8. Viewing pictures of an erotic or sexual nature when such images can be viewed by others who are offended by them.

Rose State College makes no warranties of any kind, whether expressed or implied, for the service it is providing. Rose State College will not be responsible for any damage students suffer through the use of the Rose State College computing and electronic communications facilities and services. Including, but not limited to, loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or by student errors or omissions. Use of any information obtained via the Internet is at the student's risk. Rose State College specifically denies any responsibility for the accuracy or quality of information obtained through its computing and electronic communications facilities and services.

OTHER CLASSROOM ISSUES

- **Please pay attention:** distractions to class education are not tolerated and you will be asked to leave
- **No children are allowed in the classroom**
- **No food or drink:** not near the computers
- **Cell phones and pagers:** can be left on (but NOT DURING TESTS), if they go off during class time they need to be dealt with immediately. If you need to answer the call, take it outside. Please deal with it promptly. If you don't, I will.

STUDENT SUPPORT SERVICES (if needed)

Rose State 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 Disability Services** located in LRC 125 or call 733-7407. The student will be asked to provide documentation concerning the disability. All accommodations must be approved by the Office of Disability Services.

STUDENT POLICIES (from the College)

Academic Integrity

Rose State College expects students to *understand* and to follow basic standards of honesty and integrity. Some common violations of these basic standards of academic integrity include but are not limited to, plagiarism, cheating on tests and examinations, presenting work completed for one course as original work for another, and other forms of dishonest performance on college assignments, as explained below.

Plagiarism means the use of the thoughts, ideas, words, phrases or research of another person or source as one's own without explicit and accurate credit to the original author.

Cheating on examinations of any kind (quizzes, midterms, finals, etc.) includes copying another student's answers, exchanging information, using notes or books unless expressly permitted to do so by the instructor, or gaining access to examinations prior to the actual taking of such examinations.

Other examples of academic dishonesty include, but are not limited to, copying or preparing another person's work; or buying prepared papers.

Assisting anyone to engage in any of the violations described above qualifies as academic dishonesty.

All rules and standards of academic integrity apply equally to all electronic media, particularly all intranet and internet activities. This is especially true for any form of plagiarism, ranging from

submission as one's own all or part of a paper obtained from an internet source to failure to cite properly an internet source.

NETWORK PASSWORD AND LOGGING IN (to use computers on campus)

- Turn on the Computer (monitor should already be on, but you may have to turn that on)
- **User Name:** the first letter of your first name, the first letter of your last name, & your student ID#
EX: (if your last name is John Doe 12345678 then your user name is jd12345678) then press TAB
- **Password:** enter your birth date (EX: for June 2, 1984 type 06021984 – must be 8 digits)
- Domain: RSC
- After 3 incorrect login attempts your account will be locked for a time
- REMEMBER!!! I am NOT able to look up passwords.

TENTATIVE COURSE CALENDAR: (Our semester at a glance)

Homework assignments are **listed** here on the day they are **assigned**
Homework assignments are **due** at the **beginning** of the next class period.

Week	Dates	WEEKLY TOPICS and HOMEWORK ASSIGNMENTS
1	M 06/08/09	<p>Introductions (Go over Syllabus, Student Information Sheets)</p> <p>Rose Login Procedures (see above), Computer Startup and Shut down process, Overview of Book, Internet browser basics, setting up an email account. ROSE has FREE EMAIL!!! Go to www.rose.edu Click Student Email Login, then click Login (stuwebmail.rose.edu). LOGIN: firstname-lastname PASSWORD: mmddyyyy. D2L (Desire to Learn – an online course module) is located at d2l.rose.edu LOGIN: firstname-lastname PASSWORD is emailed to you (you can change it).</p> <p>LAB Assignment 1: Send your instructor an email message (email address listed in this syllabus) with a SUBJECT line - EX: M/W ROSE CIT 1093 – Time of Class –YOUR NAME. For the message type short paragraph of something interesting about yourself. (20 pts)</p>
	W 06/10/09	<p>UNIT 1 Windows</p> <p>WINDOWS Chapter 1: Introduction to Windows XP Professional</p> <p>LAB Assignment 2: DO TEST #1 Review (Windows) Handout given in class (40 pts)</p>
2	M 06/15/09	<p>TEST #1 Chapters 1 (Password protected Test taken at d2l.rose.edu) (100 pts)</p> <ul style="list-style-type: none"> • 50 minutes (test time starts at the beginning of class, <u>NO TEXTBOOKS OR NOTES ALLOWED</u> and the test will be reviewed immediately afterwards)
	W 06/17/09	<p>UNIT 2 Word</p> <p>WORD 2007 Chapter 1: Creating and Editing a Document</p> <p>LAB Assignment 3: DO p. WD 70ff <i>IN THE LAB 3 Creating a Flyer with a Picture and Resized Border Art</i> (20 pts) DO p. WD 72 <i>CASES AND PLACES 3 Design and Create a Flyer for the Sale of a Business-20</i> (20 pts)</p>
3	M 06/22/09	<p>WORD 2007 Chapter 2: Creating a Research Paper</p> <p>LAB Assignment 4: DO p. WD 140ff <i>IN THE LAB 2 Preparing a Research Report with a Footnote</i> (20 pts) DO p. WD 142 <i>IN THE LAB 3 Composing a Research Paper from Notes</i> (20 pts)</p>
	W 06/24/09	<p>TEST #2 WORD (100 pts)</p> <ul style="list-style-type: none"> • 50 minutes (test time starts at the beginning of class, <u>TEXTBOOKS ALLOWED</u> and the test will be reviewed immediately afterwards)

Week	Dates	WEEKLY TOPICS and HOMEWORK ASSIGNMENTS
4	M 06/29/09	<p align="center">UNIT 3 EXCEL</p> <p align="center">EXCEL 2007 Chapter 1: Creating a Worksheet and an Embedded Chart</p> <p>LAB Assignment 5: DO p. EX 75ff <i>IN THE LAB 2 Annual Sales Analysis Worksheet (20 pts)</i> DO p. EX 79 <i>CASES AND PLACES 1</i> <i>Design and Create a Workbook to Analyze Yearly Sales (20 pts)</i></p>
	W 07/01/09	<p align="center">EXCEL 2007 Chapter 2: Formulas, Functions, Formatting, and Web Queries</p> <p>LAB Assignment 6: DO p. EX 151ff <i>IN THE LAB 2 Balance Due Worksheet (20 pts)</i> DO p. EX 156 <i>CASES AND PLACES 1</i> <i>Design and Create a Weight-Loss Plan Worksheet (20 pts)</i></p>
5	M 07/06/09	<p>TEST #3 EXCEL (100 pts)</p> <ul style="list-style-type: none"> 50 minutes (test time starts at the beginning of class, <u>TEXTBOOKS ALLOWED</u> and the test will be reviewed immediately afterwards)
	W 07/08/09	<p align="center">UNIT 4 ACCESS</p> <p align="center">ACCESS 2007 Chapter 1: Creating and Using a Database</p> <p>LAB Assignment 7: DO p. AC 67ff <i>IN THE LAB 1 Creating the JMS TechWizards Database (20 pts)</i></p>
6	M 07/13/09	<p align="center">ACCESS 2007 Chapter 2: Querying a Database</p> <p>LAB Assignment 8: DO p. AC 131ff <i>IN THE LAB 1 Querying the JMS TechWizards Database (20 pts)</i></p>
	W 07/15/09	<p>TEST #4 ACCESS (100 pts)</p> <ul style="list-style-type: none"> 50 minutes (test time starts at the beginning of class, <u>TEXTBOOKS ALLOWED</u> and the test will be reviewed immediately afterwards)
7	M 07/20/09	<p align="center">UNIT 5 POWERPOINT</p> <p align="center">PowerPoint Chapter 1: Creating and Editing a Presentation</p> <p align="center">PowerPoint Chapter 2: Creating a Presentation with Illustrations and Shapes</p>
	W 07/22/09	<p>Handout Final Project – Test #5 <i>Work on Power Point Final Projects</i></p>
8	M 07/27/09	<p>TEST #5: POWERPOINT 2007 (100 points) <i>To receive credit for this Presentation it must be made by this day to this class</i></p>
	W 07/29/09 Finals Week	<p align="right"><i>Rose State Finals Week - See Schedule (Comprehensive Final optional - not required)</i></p>

DISCLAIMER: (The “just in case” statement)

The assignments, course schedule, and point values presented in this syllabus are subject to and may change in the event of extenuating circumstances or as deemed necessary by the professor.

OTHER NOTES: (for yourself)
