

Course Syllabus

PREFIX, NUMBER, AND TITLE: CSC 105 Introduction to Computers

CREDIT HOURS: 3

UNIVERSITY NAME: Dakota State University

ACADEMIC TERM/YEAR: Fall 2008

COURSE MEETING TIME AND LOCATION:

Section D12 Internet

Section D13 Internet

INSTRUCTOR'S CONTACT INFORMATION:

Name: Christopher J. Olson

Office: East Hall Room 104B

Phone: 605-256-5688 (office)

605-256-5165 (secretary)

Office hours: Virtual *see *Description of Instructional Methods*

Physical - Wednesday afternoons and by appointment

Email address: chris.olson@dsu.edu

COURSE DESCRIPTION:

Catalog Description: Overview of computer applications with emphasis on word processing, spreadsheets, database, presentation tools and Internet-based applications.

COURSE PREREQUISITES:

Technology Skills: Word processing, Internet Desire2Learn, and electronic mail. Students will be required to use email for communication. Desire2Learn will be used to deliver course materials and weekly assignments, as well as serve as a communication tool between students and faculty.

***DESCRIPTION OF INSTRUCTIONAL METHODS:**

Students will be given lab assignments, quizzes, and exams through an online medium. Students should expect to login to the Desire2Learn site several times a week. Students must be motivated to stay on task and complete the coursework without benefit of lecture sessions. Keeping up on reading the assigned chapters and notes will be absolutely necessary for completing the labs (assignments) on time.

You are expected to use the steps in the textbook to complete the documents in the tutorials. Doing so should give you the skills you need in order to successfully complete the lab assignments. Looking the textbook over or reading it several times is not the same as actually using the code to create the desired documents.

Because this is an online class delivered through Desire2Learn, it is crucial that you have reliable access to the Internet on a regular basis. You should have a backup plan if needed,

as the inability to connect to the Internet is **NOT** a valid excuse for missing a submission deadline.

I will be available most afternoons and evenings to answer questions. Email is my preferred form of communication and I check regularly throughout the day. While I cannot guarantee you an immediate answer to your inquiry, I will always do my best to reply in a timely manner. It is unlikely that you will ever have to wait more than a day for a response.

COURSE REQUIREMENTS:

Required Textbook And Other References:

Microsoft Office 2007-Illustrated Introductory, Windows XP Edition (you may use Windows XP or Windows Vista)
David Beskeen, Carol Cram, Jennifer Duffy, Lisa Friedrichsen, Elizabeth Eisner Reding
ISBN 13: 978-1-4188-6047-9
ISBN 10: 1-4188-6047-6

Required Software: You will need Microsoft Office 2007 (software) for this class, which includes Word 2007, Excel 2007, Access 2007, and PowerPoint 2007. This software would cost hundreds of dollars in a store, but can be purchased through the BIS Office at DSU for \$20. In order to purchase it through DSU, follow the directions in the 'How to get Microsoft 2007' link on the Course Home page.

Optional Software: This class is designed to be accessible to students with disabilities, particularly physical disabilities that hinder traditional use of a keyboard or mouse. In order to achieve this, I will use voice recognition built into Windows and/or Dragon Naturally Speaking to complete the tutorials in the textbook and then provide instructions on how I did it. Any student wishing to use voice recognition software of any kind is welcome to do so.

System Requirements: To run the software required for this class, you should have a computer with at least a 500 MHz processor, 256 MB of RAM, 3 GB of hard drive space, a DVD drive, 1024 x 768 resolution display, and Microsoft XP. Those are minimums, but I strongly recommend at least a 1 GHz processor and at least 1 GB of RAM. Windows XP or Windows Vista can be used.

Attendance Policy: Attendance is expected through Desire2Learn and the submission of assignments, quizzes, and tests. You will not be successful in this course without regular participation and attendance through Desire2Learn.

Academic Integrity Policy: Copying and cheating will be severely punished. Identical or nearly identical electronic submissions of any form will be closely scrutinized to detect cheating. While the free flow of ideas and information is essential to an education, the exchange of assignments and materials cannot be. Dakota State University pledges itself to continue its commitment to provide students with a quality education. To this end, the faculty of DSU will not tolerate academic dishonesty in any form. The Academic Integrity Policy clarifies the definition of academic dishonesty, the student's rights, and the faculty rights and responsibilities to prohibit, limit, and censure violations of academic integrity. Please see the student handbook for penalties concerning student cheating. [DSU's Academic Integrity Policy is available online.](#)

All forms of academic dishonesty will result in a failing grade (as in absolutely no credit) on the assignment. If you copy from another or allow another to copy from you, you have cheated. Any student who does so will automatically be penalized so that a B will be the highest letter grade he or she may earn for an overall course grade. A formal acknowledgement that you violated academic integrity policies will be placed in your permanent academic records. If there is a second offense by the same student(s), they will fail the course.

Make-up Policy for Missed Submission Deadlines:

- **Tests:** Make-up examinations **will not be given unless prior approval is granted from the course instructor.** Tests will be given via Desire2Learn and only made available at certain times. I have tests available for a full week, so plan accordingly so you can take the test before the deadline passes.
- **Assignments:** Late labs will be penalized one letter grade per school day and will not be accepted after 4 days. The deadlines for assignments will be followed. Exceptions may be granted in special situations, but this will be the exception rather than the rule. Those with extenuating circumstances should ask for an extension before the due date.
- **Quizzes:** Quizzes cannot be made up.

FREEDOM IN LEARNING STATEMENT:

Students are responsible for learning the content of any course of study in which they are enrolled. Under Board of Regents and University policy, student academic performance shall be evaluated solely on an academic basis and students should be free to take reasoned exception to the data or views offered in any course of study. It has always been the policy of Dakota State University to allow students to appeal the decisions of faculty, administrative, and staff members and the decisions of institutional committees. Students who believe that an academic evaluation is unrelated to academic standards but is related instead to judgment of their personal opinion or conduct should contact the dean of the college which offers the class to initiate a review of the evaluation.

ADA STATEMENT:

If you have a documented disability and/or anticipate needing accommodations (e.g., non-standard note taking, test modifications) in this course, please arrange to meet with the instructor. Also, please contact Dakota State University's ADA coordinator, Keith Bundy in the Student Development Office located in the Trojan Center Underground or at 256-5121, as soon as possible. The DSU website containing additional information, along with the form to request accommodations is http://www.departments.dsu.edu/disability_services/. You will need to provide documentation of your disability. The ADA coordinator must confirm the need for accommodations before officially authorizing them.

COURSE GOALS:

Chapter Topics

WinXP A: Getting Started with Windows XP

- Start Windows and view the desktop

- Use the mouse
- Start a program
- Move and resize windows
- Use menus, keyboard shortcuts, and toolbars
- Use dialog boxes
- Use scroll bars
- Use Windows Help and Support Center
- Close a program and shut down Windows

WinXP B: Understanding File Management

- Create and save a WordPad document
- Open, edit and save an existing Paint file
- Work with multiple programs
- Define file management
- Work with a USB drive
- View files and create folders with My Computer
- Move and copy files with My Computer
- Manage files with Windows Explorer
- Search for files
- Delete and restore files

Word A: Creating Documents with Word 2007

- Understand word processing software
- Explore the Word program window
- Start a document
- Save a document
- Select text
- Format text using the Mini toolbar
- Create a document using a template
- View and navigate a document

Word B: Editing Documents

- Cut and paste text
- Copy and paste text
- Use the Office Clipboard
- Find and replace text
- Check spelling and grammar
- Research information
- Add hyperlinks
- Prepare a document for distribution

Word C: Formatting Text and Paragraphs

- Format with fonts
- Copy formats using the Format Painter
- Change line and paragraph spacing
- Align paragraphs
- Work with Tabs
- Work with Indents

- Add bullets and numbering
- Add borders and shading
- Add footnotes and endnotes

Word D: Formatting Documents

- Set document margins
- Divide a document into sections
- Insert page breaks
- Format columns
- Insert page numbers
- Add headers and footers
- Edit headers and footers
- Insert a table
- Insert clip art

Excel A: Getting Started with Excel 2007

- Understand spreadsheet software
- Tour the Excel 2007 window
- Understand formulas
- Enter labels and values and use AutoSum
- Edit cell entries
- Enter and edit a simple formula
- Switch worksheet views
- Choose print options

Excel B: Working with Formulas and Functions

- Create a complex formula
- Insert a function
- Type a function
- Copy and move cell entries
- Understand relative and absolute cell references
- Copy formulas with relative cell references
- Copy formulas with absolute cell references
- Round a value with a function

Excel C: Formatting a Worksheet

- Format values
- Change font and font size
- Change attributes and alignment
- Adjust column width
- Insert and delete rows and columns
- Apply colors, patterns, and borders
- Apply conditional formatting
- Name and move a sheet
- Check spelling

Excel D: Working with Charts

- Plan a chart
- Create a chart
- Move and resize a chart
- Change the chart design
- Change the chart layout
- Format a chart
- Annotate and draw on a chart
- Create a pie chart

Integration A: Integrating Word and Excel

- Integrate data between Word and Excel
- Copy data between Word and Excel
- Copy a chart from Excel to Word
- Create linked objects
- Embed a Word file in Excel

Access A: Getting Started with Access 2007

- Understand relational databases
- Open a database
- Enter data
- Edit data
- Create a database
- Create a table
- Create primary keys
- Relate two tables
- Print a datasheet

Access B: Building and Using Queries

- Create a query
- Use Query Design View
- Modify queries
- Sort and find data
- Filter data
- Apply AND criteria
- Apply OR criteria
- Format a datasheet

Access C: Using Forms

- Create a form
- Use Form Layout View
- Use Form Design View
- Add fields to a form
- Modify form controls
- Create calculations
- Modify tab order

- Insert an image

Access D: Using Reports

- Preview a report
- Use the Report Wizard
- Use Report Design View
- Use report sections
- Add subtotals and counts
- Resize and align controls
- Format a report
- Change page layout

Integration B: Integrating Word, Excel, and Access

- Import an Excel worksheet into Access
- Copy a Word table to Access
- Link an Access table to Excel and Words
- Link an Access table to Word

PowerPoint A: Creating a Presentation in PowerPoint 2007

- Define presentation software
- Plan an effective presentation
- Examine the PowerPoint window
- Enter slide text
- Add a new slide
- Apply a design theme
- Compare presentation views
- Print a PowerPoint presentation

PowerPoint B: Modifying a Presentation

- Convert text to SmartArt
- Insert and modify shapes
- Edit and duplicate shapes
- Align and group objects
- Add slide headers and footers
- Check spelling in a presentation

PowerPoint C: Inserting Objects into a Presentation

- Insert text from Microsoft Word
- Insert clip art
- Insert and style a picture
- Insert a text box
- Insert a chart
- Enter and edit chart data
- Insert a table
- Insert and format WordArt

PowerPoint D: Finishing a Presentation

- Understand masters
- Customize a background style
- Use slide show commands
- Set slide show transitions and timings
- Set slide animation effects
- Inspect a presentation
- Evaluate a presentation
- Create a design template

Creating Web pages

- Internet basics
- Text formatting
- Web page layout
- Images
- Hyperlinks

ACCREDITING AGENCY STANDARDS ADDRESSED IN THE COURSE:

NCATE: Standard #1 Candidate Knowledge, Skills, and dispositions. Candidates preparing to work in schools as teachers or other professional school personnel know and demonstrate the content, pedagogical, and professional knowledge, skills, and dispositions necessary to help all students learn. Assessments indicate that candidates meet professional, state, and institutional standards at professionally acceptable levels.

DECA: 24:16:08:23. 7-12 business education program. A 7-12 business education program shall comply with all standards in general education, professional education, and 7-12 secondary education program requirements, and require coursework sufficient to constitute a major, with at least 50 percent in upper division coursework, which includes the following:

1. Study of accounting, computation, and finance;
2. Study of economics and international business;
3. Study of business law, management, marketing, entrepreneurship education, and interrelationships of business functions, including national policies, ethics, and political thinking;
4. Study of communications and career development;
5. Study of information systems;
6. Study of office technology, including study related to 7-12 program planning and development; and
7. Business-related occupational work-based practicum or internship.

DECA: 24:16:08:35. K-12 educational technology program. A K-12 educational technology education program shall comply with all standards in general education, professional education, and K-12 education program requirements, and require course work sufficient to constitute a major, with 50 percent in upper division coursework, which includes the following:

1. Study in basic educational technology that builds a foundation for using computers and related technologies in educational setting. Content includes:
 - a. Basic computer/technology operations and concepts;
 - b. Personal and professional use of technology; and
 - c. Appropriate use of technology in instruction.
2. Study in basic educational technology that provides concepts and skills preparing teachers to teach applications and use technology to support other content areas. Topics include:
 - a. Social, ethical, and human issues;
 - b. Productivity tools;
 - c. Telecommunications and information access;
 - d. Research, problem solving, and product development;
3. Preparation in educational technology that prepares teachers for integrating teaching methodologies with knowledge about use of technology to support teaching and learning. Content includes:
 - a. Teaching methodology; and
 - b. Hardware/software selection, installation, and maintenance; and
4. Study in educational technology leadership that prepares teachers for exhibiting leadership in the identification, selection, installation, maintenance, and management of computing hardware and software and the uses of computers and related technologies throughout the curriculum. Content includes:
 - a. Research and theories;
 - b. Instructional design and product development;
 - c. Information access and delivery;
 - d. Operating systems; and
 - e. Software/hardware selection, installation, and maintenance.

EVALUATION PROCEDURES:

Grade Composition:

Submission	Quantity	Points per Submission	Total Points
Tests	4	50	200
Assignments	12	25	300
Quizzes	5	10	50
TOTAL	-	-	550

Grading Scale:

Total Points	% Equivalent	Letter Grade
495 to 550	90 - 100%	A
440 to 494	80 - 89.99%	B
385 to 439	70 - 79.99%	C
330 to 384	60 - 69.99%	D
0 to 329	below 60 %	F

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- **Quizzes:** Quizzes cannot be made up.

The class officially ends Friday, December 19, 2008 at 5 PM Central. The last test and all coursework must be completed before that time. No exceptions.

TENTATIVE COURSE OUTLINE:

The instructor reserves the right to make adjustments in the course outline to better meet the needs of the students.

Week	Date	Chapter	Labs	Quizzes	Tests	Due Date
Week 1	09/01/08	WinXP A: Getting Started with Windows		Quiz 1		09/06/08
		WinXP B: File Management				09/06/08
Week 2	09/08/08	Word A: Creating Documents with Word	Lab 1	Quiz 2		09/13/08
		Word B: Editing Documents	Lab 2			09/13/08
Week 3	09/15/08	Word C: Format Text and Paragraphs				09/20/08
Week 4	09/22/08	Word D: Formatting Documents	Lab 3		Test 1	09/27/08
Week 5	09/29/08	Excel A: Getting Started with Excel		Quiz 3		10/04/08
		Excel B: Formulas and Functions	Lab 4			10/04/08
Week 6	10/06/08	Excel C: Formatting a Worksheet				10/11/08
Week 7	10/13/08	Excel D: Working with Charts	Lab 5		Test 2	10/18/08
Week 8	10/20/08	Integration A: Word and Excel	Lab 6			10/25/08
Week 9	10/27/08	Access A: Getting Started with Access		Quiz 4		11/01/08
		Access B: Building and Using Queries	Lab 7			11/01/08
Week 10	11/03/08	Access C: Using Forms				11/08/08
Week 11	11/10/08	Access D: Using Reports	Lab 8		Test 3	11/15/08
Week 12	11/17/08	Integration B: Word, Excel, and Access	Lab 9			11/22/08
Week 13	11/24/08	PowerPoint A: Creating a Presentation		Quiz 5		11/29/08
		PowerPoint B: Modifying a Presentation	Lab 10			11/29/08
Week 14	12/01/08	PowerPoint C: Inserting Objects				12/06/08
		PowerPoint D: Finishing a Presentation	Lab 11			12/06/08
Week 15	12/08/08	Expression Web - Web pages				12/13/08
Week 16	12/15/08	Expression Web - Web pages	Lab 12		Test 4	12/19/08

ADDITIONAL INFORMATION:

Modifications to the Course: The instructor reserves the right to make adjustments to this syllabus during the course of the semester in order to better meet the needs of the students.