

CS 101L: Computer Applications

COURSE DESCRIPTION:

This course provides students with the knowledge and skills necessary to perform word processing, spreadsheet, database, schedule management and presentation tasks and integrate MS Office 2007 applications in a Microsoft Windows (PC) environment. This course uses a combination of discussions and hands-on exercises.

COURSE OBJECTIVES:

At the completion of this course, you will be able to:

1. Create and Edit MS Word documents.
2. Create worksheets and charts using MS Excel.
3. Create and query databases using MS Access.
4. Create presentation and slide shows using MS PowerPoint.
5. Integrate the MS Office 2007 applications.

For information on how to log in to WebCT and other important resources please visit

http://www2.ohlone.edu/instr/onlineeducation/students/login_info.htm

ONLINE STUDENT RESOURCES

<http://www2.ohlone.edu/instr/onlineeducation/students/index.htm>

ONLINE HELP DESK

If you experience technical difficulties with WebCT please contact

<http://www2.ohlone.edu/instr/onlineeducation/aboutus/index.htm>

Phones: 510-742-3130 or 510-742-3129

MINIMUM HARDWARE/SOFTWARE REQUIREMENTS

http://www2.ohlone.edu/instr/onlineeducation/faculty/software hardware_req.htm

BROWSER CHECK

The browser tune-up will ensure that you are using a supported browser. It includes step-by-step instructions to make sure your browser settings are optimized for the best possible WebCT experience

<http://www.webct.com/tuneup>

DOWNLOADS

You will need to ensure you have installed the following software plug-ins into your system; WebCT maintains a site with links to all the plug-ins you will need. Visit

<http://tinyurl.com/77jndr>

INTRODUCTIONS:

On June 21, when you access this class via WebCT for the first time, please do the following:

- (1) on the left frame, under Course Tools, click the Discussions link;
- (2) click the Introductions link;
- (3) click the button Compose Message; the compose message window will open;

In the subject textbox, type in Your Last Name followed by the word Introduction. Introduce yourself: tell us about your educational background, work experience, reasons for taking this class and any other information that you'd like to share with us; when finished click the Post button.

Get to know your classmates; reply to your classmates' postings.

PREREQUISITES OR COREQUISITES:

Prerequisite: None. Advisory: CS 101 (or equivalent knowledge).

COURSE REQUIREMENTS:

1. Perform assigned tasks and readings from the textbook.
2. Complete all class assignments.
3. Participate in class discussions.

4. Access documents and submit assignments via WebCT

This class uses the online course management system WebCT to access lessons and other documents; students submit questions/comments as well as assignments via WebCT.

TEXT/MATERIALS:

-Microsoft Office 2007 software (MS Office XP, MS Office 2000 are not acceptable). Make sure your MS Office 2007 software has Word, Excel, PowerPoint and Access.

-Skills for Success Using MS Office 2007. First edition. Kris Townsend. Prentice Hall. ISBN 0-13-502456-0

For more information about the textbook, please visit the publisher's site

<http://tinyurl.com/94lpt8>

This is a partial list of sites where you may also purchase the textbook:

<http://www.ohlonebookstore.com>

<http://gettextbooks.com>

<http://www.bigword.com>

<http://www.half.com>

<http://www.amazon.com/>

<http://www.textbooks.com>

<http://www.bigword.com>

<http://www.halfprice.com/>

If you do not have MS Office 2007, you may purchase it at a discount price at

<http://www.collegesoftware.org>

<http://www.creationengine.com/>

GRADING

In this class there are no make-up assignments or assignments for extra/bonus points.

Your final grade is based on completion of the following activities:

Activity	Percent
Discussion readings/participation	5%
Project assignments	80%
Final	15%

Range	Grade
90-100%	A
80-89%	B
70-79%	C
60-69%	D
Below 68%	F

DISCUSSION READINGS AND PARTICIPATION ASSIGNMENTS

Discussion readings and participation are a very important component of online learning. The purpose of these discussions is to encourage cooperative learning; your classmates may have the answer you are looking for. To make this class more useful, it is important to make use of your classmates. Or if you're ahead, help out a fellow student with your hard earned knowledge.

You are required to check in the Course content area, Calendar, Announcements, Assignments, and your WebCT email.

You are required to check in the Discussion Forum at least three times a week (**Monday through Friday**) to read the postings and/or help out your classmates and post questions if you have any.

You are required to follow the weekly schedule of activities as stated in the schedule below; it is recommended that you plan accordingly and give plenty of time for the instructor and students to answer any questions that you may have.

A student will be dropped from class if s/he has not checked in the Discussion Forum at least three times during a week (M-F) or has not submitted assignments during a one week period.

Instructor Participation/Responses Discussion:

The instructor will check in the Forum at least twice a day on Mondays through Fridays. The instructor will read all discussion postings. The instructor will respond with helpful comments and advice at appropriate times; depending on the volume of postings the instructor may not respond to every single post in the discussion board.

EMAIL

If you need to communicate with the instructor about an issue that is not suitable for posting on the Discussion Forum please use the WebCT email tool.

The instructor does not check his other emails as often as he checks the WebCT email. The instructor responds ONLY to questions/issues/comments posted in the WebCT email.

The instructor will respond to email requests within 24 hours during the work week (Monday through Friday)

Assignments submitted via email will receive no credit.

NETTIQUETTE

Although the tone of your discussion board postings can be informal, your instructor will expect them to be on a professional level. Please use online etiquette and professionalism when placing comments.

Any comments unrelated to the discussion forums and/or that do not meet online etiquette and professionalism will be deleted. For more info please visit

<http://www.learnthenet.com/english/html/09netiq.htm>

PROJECT ASSIGNMENTS

All assignments are due on the due date specified in the Schedule. No work will be accepted after the due date.

There will be no make-up assignments or assignments for extra credit. Assignments submitted via email will receive no credit. Keep a record of your scores and maintain all returned assignments until final grades are calculated.

The assignments will be corrected and returned no later than seven days after the assignment due date; for example, if the assignment is due on July 6, the corrected assignment will be returned on July 13.

FINAL

The final is given online and lasts at the most two hours. The online test will be given on the day/time as specified in the schedule. Make the appropriate arrangements to be available to take the online test on the day/time specified since the test will not be given on any other day/time.

LATENESS POLICY:

All assignments, projects and final are due on the due dates as stated. No credit will be given for assignments projects and final submitted after the due dates. All assignments are to be submitted via the Assignment tool; assignments submitted via email will not be accepted.

The WebCT Server may occasionally experience technical difficulties; so please plan accordingly and submit your assignments promptly.

ACADEMIC HONESTY POLICY:

Please read the following document regarding academic honesty policies:

<http://www.ohlone.edu/org/board/policy/chapter7reg.htm#r7.8.4>

WITHDRAWALS/DROPS:

A student will be dropped from class if s/he has not checked in the Discussion Forum at least once during a week (M-F) or has not submitted assignments during a one week period.

Students are responsible for the proper revision of their class schedules. Students who stop attending this class are responsible to verify the drop through WebAdvisor. If this is not done, the student may be carried in the class to the end of the semester and receive an "F" grade

Last day to drop this class and be eligible for a refund: Wednesday, June 23

Last day to drop this class without a W grade: Sunday, June 27

Last day to drop this class with a W grade: Tuesday, July 20

Grades available via WebAdvisor: Friday, August 6

For more information visit
<http://www.ohlone.edu/org/admissions/summeracademiccalendar.html>

FINAL GRADE POSTING:

The final grades will be available via WebAdvisor on Friday, August 6, 2010. The instructor will not issue final grades to individual students.

SCHEDULE:

Week	Start date	Topics/Assignments/Due Dates
1	6/21-6/25	<p>Introduction to Course. Student Introductory Assignment due on or before 6/25 A student who does not introduce himself/herself by 6/25 will be dropped from the class</p> <p>Word Chapter 1 assignments (below) due on or before 6/28 (1) Skills 1-10 on pages 34-53 (2) Skill Check on pages 58-59 (3) Assess your Skills 1 on page 60</p>
		<p>Format and Organize Text Word Chapter 2 due on or before 6/28 1) Skills 1-10 on pages 64-87 (2) Skill Check on pages 92-93 (3) Assess your Skills 1 on page 94</p>
2	6/28-7/2	<p>Work with Graphics Word Chapter 3 due on or before 7/6 (1) Skills 1-10 on pages 98-121 (2) Skill Check on pages 126-127 (3) Assess your Skills 1 on page 128</p>
		<p>Create Workbooks with Excel 2007 Excel Chapter 1 due on or before 7/6 (1) Skills 1-10 on pages 166-189 (2) Skill Check on pages 194-195 (3) Assess your Skills 1 on page 196</p>
3	7/6-7/9	<p>Monday 7/5: Holiday (Ohlone College closed) Construct Formulas and Charts Excel Chapter 2 due on or before 7/12 (1) Skills 1-10 on pages 200-223 (2) Skill Check on pages 228-229 (3) Assess your Skills 1 on page 230</p> <p>Manage multiple Worksheets Excel Chapter 3 due on or before 7/12 (1) Skills 1-10 on pages 234-257 (2) Skill Check on pages 262-263 (3) Assess your Skills 1 on page 264</p>
4	7/12-7/16	<p>Working with Database Management Systems Access Chapter 1 due on or before 7/19 (1) Skills 1-10 on pages 304-325 (2) Skill Check on pages 330-331</p> <p>Building a Relational Database Access Chapter 2 due on or before 7/19 (1) Skills 1-10 on pages 336-359 (2) Skill Check on pages 364-365</p>

5	7/19-7/23	Getting Started with PPT 2007 PPT Chapter 1 due on or before 7/26 (1) Skills 1-10 on pages 437-461 (2) Skill Check on pages 466-467
		Ch 2:Format a Presentation PPT Chapter 2 due on or before 7/26 (1) Skills 1-10 on pages 472-495 (2) Skill Check on pages 500-501
6	7/26-7/29	Ch 3: Enhance a Presentation PPT Chapter 3 due on or before 7/29 (1) Skills 1-10 on pages 506-529 (2) Skill Check on pages 534-535
	7/29	FINAL ONLINE: Thursday 7/29 8:00 am - 9:00 pm Final emailed to the students' WebCT inbox on 7/29 at 8:00 am The final test can be taken in any two-hour block of your choice on Thursday, July 29 from 8:00 am to 9:00 pm

Syllabus assessment

The first day of class you'll be asked to complete via WebCT the following syllabus assessment:

1. When or how often does this class meet?

- (a) Saturdays
- (b) Saturday mornings
- (c) Mondays through Fridays
- (d) Sunday afternoons

2. A student will be dropped from this class if he/she fails to introduce him/her self during

- (a) the second week of class
- (b) the first week of class
- (c) the third day of class
- (d) the first day of class

3. Course requirements include, but are not limited, to which of the following:

- (a) Participation in class discussions
- (b) Accessing documents and submitting assignments via WebCT
- (c) Completion of the final exam
- (d) All of the above.

4. In regards to outside classroom work, you should spend a minimum of ___ hours a week preparing for this class

- (a) 0
- (b) 1/2
- (c) 12

(d) 100

5. Which textbook edition is required for this class?

- (a) any edition
- (b) 3rd edition
- (c) 2nd edition
- (d) 1st edition

6. The Microsoft Office 2007 software used in this class is

- (a) Microsoft Office 2003
- (b) Microsoft Office 2010
- (c) Microsoft Office 2007
- (d) Microsoft Office 2000

7. The MS Office suite used in this class MUST have the following programs:

- (a) Microsoft Office Word, Excel
- (b) Microsoft Office Word, Excel and Access
- (c) Microsoft Office Word, Excel, Access and PowerPoint
- (d) Microsoft Office Word, Excel and PowerPoint

8. The PowerPoint presentations and videos used in this class are found in

- (a) the Student Health Center
- (b) the Office of Admissions and Records
- (c) the Counseling department
- (d) your textbook

9. What grading percentage amount is allocated for Project assignments?

- (a) 50%
- (b) 45%
- (c) 80%
- (d) none of the above

10. Your final grade is calculated by using your grades from the following:

- (a) only the final
- (b) only discussions
- (c) discussions, project assignments, and final exam
- (d) None of the above

11. Which of the following are unacceptable ways to submit assessments or assignments?

- (a) e-mail
- (b) fax
- (c) phone
- (d) all of the above

12. The instructor will check in the Discussion Board at least twice a day on

- (a) Tuesdays through Sundays
 - (b) Saturdays and Sundays only
 - (c) Mondays through Fridays
 - (d) Mondays and Fridays only
13. If you experience technical difficulties with WebCT, contact

- (a) the instructor
- (b) Ohlone College librarian
- (c) Office of Admissions and Records
- (d) Online education help desk

14. Instructions on how to submit the assessments, essays and research paper are posted in

- (a) the Ohlone College library
- (b) the class syllabus
- (c) the Ohlone College schedule of classes
- (d) none of the above

15. You may communicate with the instructor via WebCT email ONLY

- (a) to post an issue that is personal
- (b) all the time
- (c) to post an issue that is not suitable for posting on the Discussion Forum
- (d) (a) and (c)

16. The instructor responds ONLY to personal questions/issues/comments posted in his

- (a) WebCT email account
- (b) Ohlone College email account
- (c) Yahoo email account
- (d) Google email account

17. Any comments unrelated to the discussion forum topic and/or that do not meet online etiquette and professionalism will be

- (a) tolerated
- (b) deleted
- (c) accepted
- (d) none of the above

18. The instructor will return the graded assignments

- (a) five minutes after you submit the assignment
- (b) at the end of the semester
- (c) no later than a week after the due date of the assignment
- (d) three days after you submit the assignment

19 Assignments

- (a) that are submitted late receive no credit
- (b) that are submitted late receive partial credit

(c) that are submitted via email will not be accepted

(d) (a) and (c)

20. The final exam

(a) is given online in a two-hour block on a specified day/time

(b) is given in a classroom in the Fremont campus in a two-hour block on a specified day/time

(c) is given online and/or in a classroom in a two-hour block on a specified day/time

(d) none of the above

21. A student will be dropped from class if the student has not

(a) checked in the Discussion Forum at least once during a week (M-F)

(b) completed the required assignments during a one week period (M-F)

(c) introduced him/her self during the first week (M-F) of instruction

(d) all of the above

22. If necessary, who is responsible to "drop" for a class prior to academic deadlines?

(a) registrar

(b) classmate

(c) instructor

(d) Student

23. Who issues the semester final grade to students in this class?

(a) the instructor issues the final semester grades to students the day after the final exam

(b) the instructor issues the final semester grades to students two days after the final exam

(c) the instructor issues the final semester grades to students three days after the final exam

(d) Ohlone College WebAdvisor issues the final semester grades to students.

24. All students are expected to do the necessary reading assignments

(a) during the class discussion of the material

(b) after class discussion of the material

(c) prior to class discussion of the material

(d) none of the above

25. Where is this class held in?

(a) Fremont campus, room 3201

(b) Newark Memorial High School, room 338

(c) Newark campus, room 2119

(d) This is an online class