

INFS 1010 Computer Applications 3 Semester Hours

Course Description:

A course designed to introduce students to Windows 7 and Office 2010. The course will use the following applications in Office 2010: Microsoft Word 2010, Microsoft Excel 2010, Microsoft Access 2010, and Microsoft PowerPoint 2010. In addition, students will have an introductory section on computer hardware/software concepts, Windows file and folder management and Internet Explorer 8.

Course Objectives:

Upon completion of this course, the student will have demonstrated the ability to do the following:

In Basic Computer Concepts and Windows:

Overview of hardware

Discuss types of software

Define types of computer networks

Overview of Windows 7 features, a study of file and folder management using Windows

Overview of Internet Explorer 8 features

In Word:

Creating documents

Formatting and Organizing Text

Using Graphics and Tables

In Excel:

Creating a Worksheet and Charting Data

Managing Workbooks and Analyzing Data

Using Functions and Tables

In Access:

Getting Started with Access Databases and Tables

In PowerPoint:

Getting Started with PowerPoint

Designing a PowerPoint Presentation

Enhancing a Presentation with Animation, Tables and Charts

Prerequisites and Co-requisites:

You must have basic typing skills to produce your work in a timely fashion. You must have access to a windows-based computer with an Internet connection, Microsoft Windows 7, Microsoft Internet Explorer browser software, a personal email account, and the software used in the class (Office 2010). Please see minimal software needs below in this document. You REALLY need Office 2010, not an older version! Some editions of Microsoft Office do not include **Access 2010**. **Please be sure you have Microsoft Access 2010 on your computer. Student, Small Business, Home Edition and Starter Editions DO NOT come with Access 2010.** Please do not expect the instructor to change the assignments to meet your software limitations.

Course Topics:

The course will cover the following topics: Computer concepts - hardware and software Windows 7 – features, file and folder management, Internet Explorer 8, Word 2010, Excel 2010, **Access 2010** and

PowerPoint 2010.

Specific Course Requirements:

Students will be required to work through each of the lessons and transmit the information requested electronically to the instructor.

Textbooks, Supplementary Materials, Hardware and Software Requirements

Required Textbooks:

Visit the [Bookstore](#) for textbook information.

Supplementary Materials:

Suggested: Flash drive for saving documents.

Hardware Requirements:

The minimum requirements can be found at <http://www.rodpc.org/current-students/technical-support>

Software Requirements:

The minimum requirements can be found at <http://www.rodpc.org/current-students/technical-support>. Specific software requirements for this course include Microsoft Office 2010 with Word, Access, Excel and PowerPoint. Make sure you have **Access** with your 2010 version of Microsoft Office.

Instructor Information

Please see the separate page inside the course to find instructor contact information as well as a statement of virtual office hours and other communication information.

Assessment and Grading

Testing Procedures:

Exams: There will be four "major" timed exams during this course (found in SNAP 2010). Exam results will be released after all students have completed the exam. There will be 65 multiple choice and true/false questions on each exam and you will have 75 minutes to complete each exam. Students are expected to take exams at the scheduled time. Make-up exams will not be permitted unless extenuating circumstances exist and arrangements are made with the instructor (in advance if possible). You will be given a window of one week to take an exam. DO NOT wait until the last moment and then have a problem so that you cannot take the exam.

Grading Procedure:

Honesty is a key component in any educational endeavor. To that end, students will be expected to do their own work and submit only their own work unless team projects are assigned. Exams will not be proctored, but will be given in specific timeframes that require the student to be present on-line during that time. Students will be asked to agree to an **Academic Code of Conduct** (in the form of a 1 question quiz) found linked to the Getting Started link in the Course Content page of D2L.

Students will have assignments with each lesson utilizing the concepts that they have studied. In addition, there will be four exams during the term of the course. Work that is incomplete or incorrect will receive grades that reflect the level of competence exhibited.

The parts of the course are weighted and are listed as follows:

Document assessment for each section in the applications, i.e., Word, Excel, Access and PowerPoint

Exam 1 over Information Technology Essentials, Windows 7 and Internet Explorer 8 will include multiple choice and true/false questions.

Exam 2 over Word 2010 will include multiple choice and true/false questions

Exam 3 over Excel 2010 will include multiple choice and true/false questions

Exam 4 over Access 2010 and PowerPoint 2010 (combined) will include multiple choice and true/false questions

Grade Calculation:

Homework	– 20%
Exam 1	– 20%
Exam 2	– 20%
Exam 3	– 20%
Exam 4	– 20%

To calculate your grade, multiply your exam scores and homework average times 20% each. Add the results for your final grade.

Grading Scale:

90-100	--- A
80-89	--- B
70-79	--- C
60-69	--- D
Below 60	--- F

Assignments and Projects:

Week 1 - Getting Started
 Week 2 - Information Technology Essentials
 Week 3 - Windows 7 Features
 Week 4 - Windows 7 File and Folder Management
 Week 5 - Internet Explorer 8, **Exam 1**
 Week 6 - Word Section 1 Document Assessment: Marquee Word 1.1
 Week 7 - Word Section 2 Document Assessment: Marquee Word 2.1
 Week 8 - Word Section 3 Document Assessment: Marquee Word 3.1, **Exam 2**
 Week 9 - Excel Section 1 Document Assessment: Marquee Excel 1.1
 Week 10 - Excel Section 2 Document Assessment: Marquee Excel 2.1
 Week 11 - Excel Section 3 Document Assessment: Marquee Excel 3.1, **Exam 3**
 Week 12 - Access Section 1 Document Assessment: Marquee Access 1.1
 Week 13 - PowerPoint Section 1 Document Assessment: Marquee PowerPoint 1.1
 Week 14 - PowerPoint Section 2 Document Assessment: Marquee PowerPoint 2.1
 Week 15 - **Exam 4**

Class Participation:

Participation in the class is expected of all students. This includes homework, hands-on projects, and on-line class activities. Students should login to the class site several times each week to check the status of the class, to read the class email, and to participate in on-line discussions. Student activity is monitored and lack of activity will be reflected in the student's final grade.

Punctuality:

HOMEWORK: All homework assignments are to be completed on a microcomputer. Students may confer with each other in any manner (email, in person, etc.) regarding difficulties, problems, etc., but homework should be done independently. A penalty of no grade (0) will be assessed to copied work or

work completed by one student and submitted by another. You will have one week to complete your homework and upload it to **SNAP 2010**. No homework will be accepted late. The one lowest homework score will be dropped from the homework average.

Course Ground Rules

Please read this!! Students are expected to be respectful of others during any student interaction. The student will need to provide their own software. Almost all of the students that drop this class start out by just "missing one week," however; they almost never get back into the class. Students will use appropriate language in all email messages and discussion postings. If you are offensive to any of your fellow students, I will work to have you removed from the class. I always tell my students that you can say what you wish, but if your mom would not like it, the rest of us would not like it either.

Guidelines for Communications

Email:

Always include a subject line.

- Remember without facial expressions some comments may be taken the wrong way. Be careful in wording your emails. Use of *emoticons* might be helpful in some cases.
- Use standard fonts.
- Do not send large attachments without permission.
- Special formatting such as centering, audio messages, tables, html, etc. should be avoided unless necessary to complete an assignment or other communication.
- Respect the privacy of other class members.
- Do not send email to other students that could be looked upon as Spam - if you want to sell your classmates something, find out their regular email address.

Discussion Groups:

- Review the discussion threads thoroughly before entering the discussion. Be a lurker, then a discussant.
- Try to maintain threads by using the "Reply" button rather starting a new topic.
- Do not make insulting or inflammatory statements to other members of the discussion group. Be respectful of others' ideas.
- Be patient and read the comments of other group members thoroughly before entering your remarks.
- Be cooperative with group leaders in completing assigned tasks.
- Be positive and constructive in group discussions.
- Respond in a thoughtful and timely manner.

Web Resources:

- [Columbia Guide to Online Style](#) by Janice R. Walker and Todd Taylor
- Citation Styles Online <http://www.bedfordstmartins.com/online/cite6.html>

Library

The [Tennessee Virtual Library](#) is available to all students enrolled in the Regents Degree Program. Links to library materials (such as electronic journals, databases, interlibrary loans, digital reserves, dictionaries, encyclopedias, maps, and librarian support) and Internet resources needed by learners to complete online assignments and as background reading must be included in all courses.

Students With Disabilities

Qualified students with disabilities will be provided reasonable and necessary academic accommodations if determined eligible by the appropriate disability services staff at their home institution. Prior to granting disability accommodations in this course, the instructor must receive written verification of a student's eligibility for specific accommodations from the disability services staff at the home institution. It is the student's responsibility to initiate contact with their home institution's disability services staff and to follow the established procedures for having the accommodation notice sent to the instructor.

Syllabus Changes

The instructor reserves the right to make changes as necessary to this syllabus. If changes are necessitated during the term of the course, the instructor will immediately notify students of such changes both by individual email communication or posting both notification and nature of change(s) on the course bulletin board.

Technical Support

Telephone Support:

For HELP with:

- TECHNICAL PROBLEMS please visit the AskRODP Customer Support web page at <http://askrodp.custhelp.com/> or call the AskRODP Help Desk at 1-866-550-RODP (1-866-550-7637)
- REGISTRATION PROBLEMS contact your home school [RODP Campus Contact](#)
- TBR-RODP RELATED ISSUES contact RODP HelpDesk at 1-888-223-0023