CSC109 Technological Productivity

2 Credits

Fall 2017 Syllabus

Instructor: Jennifer L. S. Chandler, PhD  
Contact: jchandle@carrollu.edu

Office Hours: Email me any time. Emails will be read and responded to typically within 24 hours during week days. Meetings by appointment only (phone or Skype).

Required Text: The Pearson Custom Program for CIS (ISBN 013-978-1-256-01625-0) By Grauer et. al. (Pearson / Prentice Hall) with myITlab access code

Prerequisites: None

Course Section: WW

Class Dates & Times: ONLINE ONLY

Course Description: This course uses Microsoft Windows and the Office 2013 suite of application software as a foundation for personal and organizational productivity. Students will be presented with an overview of computing specifics and when/how to take advantage of the tools available in the Office 2013 applications (Word, Access, and PowerPoint).

Student Learning Course Objectives: Upon successful completion of this course, students will possess knowledge and understanding of the following:

1. Computer Concepts: Students will gain an understanding of computers and a general knowledge of the components of a computer system.
2. Microsoft Word: The student will be able to determine the appropriate form and then develop the document. This includes creating, saving, printing, and editing work processing files, searching and replacing text; creating borders and footers; inserting and resizing graphic images, setting up tables; creating and applying styles; creating resumes and research papers and newsletters with linked and/or embedded objects and creating mail merge letters.
3. Microsoft Access: The student will be able to build tables, define fields, relate tables enter and edit data, filter, and sort. Students will query the database to select, calculate and summarize information.
4. Microsoft PowerPoint: The student will be able to construct a set of presentation slides. This includes organizing and producing a presentation, complete with printed speaker notes and handouts.

Attendance Policy: Your course work is performed entirely online. Therefore, your participation in the online course is what is evaluated. You do the work when it fits your schedule to meet the deadlines.

Late Policy: The due dates assist you in scheduling your work. However, there is flexibility regarding submitting your assignments. Taking advantage of the flexibility that an online course provides, you may submit your assignments “early” and work ahead. Additionally, there are many reasons why the scheduled assignment due dates do not fit the demands in your life. You may submit your assignments “late” with no point penalty. However, there is a cost to waiting till the end of the semester to do the work in this course. There are times when an assignment may take you more time than you allocated and you need to plan for that. The only exceptions not completing assignments within the semester are for medical reasons and the University policies apply. Your grade will be computed based on what you complete.
Grading:

<table>
<thead>
<tr>
<th>Score</th>
<th>Letter Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>100%-95%</td>
</tr>
<tr>
<td>AB</td>
<td>94%-90%</td>
</tr>
<tr>
<td>B</td>
<td>89%-85%</td>
</tr>
<tr>
<td>BC</td>
<td>84%-80%</td>
</tr>
<tr>
<td>C</td>
<td>79%-75%</td>
</tr>
<tr>
<td>D</td>
<td>74%-70%</td>
</tr>
<tr>
<td>F</td>
<td>Below 70%</td>
</tr>
</tbody>
</table>

Students’ achievement of learning objectives will be assessed through evaluation of their performance on quizzes and examinations as follows:

<table>
<thead>
<tr>
<th>Grading Criteria</th>
<th>Dates</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chapter Quiz Average</td>
<td>See online course</td>
<td>50%</td>
</tr>
<tr>
<td>Chapter Simulation Exam Average</td>
<td>See online course</td>
<td>50%</td>
</tr>
</tbody>
</table>
**Register and enroll in the course**

1. Go to [pearsonmylabandmastering.com](https://pearsonmylabandmastering.com) and select **Student** under Register.
2. Select **OK! Register now**.
3. Enter the course ID and select **Continue**.

**Course ID** **chandler49578**

4. Enter your username and password, and select **Sign In**.

If you don’t have a Pearson account, select **Create** and follow the onscreen instructions.

5. On the Register page, select **one access option**:
   - **Use an access code you already paid for and is still valid**
     1. Select **Access Code** and paste the entire access code into the first box.
     2. Select **Finish** to complete your registration.
   - **Buy a new access online**
     1. Under Use a Credit Card or PayPal, select the access level you want. The subtotal for your order appears.
     2. Select whether you want to pay with a credit card or use PayPal, then enter payment information.
     3. Select **Review** to see your order details. If you need to change anything, select **Change**.
     4. Select **Make Payment** to submit your order, or **Cancel** if you decide not to complete your purchase.
   - **Get temporary access** If you're waiting for financial aid, 14 days of temporary course access without payment may be available.
     1. Select **Get temporary access without payment for 14 days** at the bottom of the Register page.
     2. When a confirmation message appears, select **Yes** to complete your registration.

You will receive a confirmation email with payment instructions.

6. Select **Go to My Courses**.

To sign in later:

2. Select **Sign In**.
3. Enter your Pearson account username and password, and **Sign In**.
Policy Statements

**Statement on Academic Integrity** – The Carroll University Academic Integrity Policy is located in your student handbook. You should familiarize yourself with it. Carroll University emphasizes that students have an obligation to conduct their academic work with honesty and integrity. All acts of misconduct are serious. If you have questions about appropriate citations please ask. If a student is found in violation of the Carroll University Academic integrity policy, I reserve the right give you a failing grade for the course.

**Accommodation for Disabilities**– Students with disabilities who may need accommodations, or any student considering obtaining documentation should make an appointment with the Walter Young Center at Carroll University (262-524-7621) no later than the first week of class.

**Modifications to the syllabus** – the instructor and the University reserve the right to modify, amend, or change the syllabus (course requirements and due dates, grading policy, etc.) as the curriculum and/or program require(s).

**Information for Course**: All course updates and reminders will be sent to you via Carroll University email. It is your responsibility to check your Carroll University account for emails regarding the course. If you want to have your email forwarded to another account other than Carroll’s, you must contact ITS.