

Instructor: Dr. Daniel Creider
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Office Hrs: None

Course Description:

The main focus of this course is on business applications of software, including word processing, spreadsheet, databases, presentation graphics and business oriented utilization of the Internet.

The course also discusses computer terminology, hardware, software, operating systems, and information systems relating to the business and educational environments.

Student Learning Outcomes

After completion of this course, you will understand the basic concepts of modern computers and their impact on society:

- Application software
- Various types of computer hardware and their functions
- Data storage facilities
- Utilization of the Internet by society today
- Data communications and networking

You will also learn the basic features and be able to use:

- word-processing software
- spreadsheet software
- presentation software.

Text/Required Materials:

- Computing Essentials 2012 Making IT Work For You Timothy O'Leary & Linda O'Leary
ISBN: 9780073516806
- Microsoft Office 2010 A Case Approach, Introductory Timothy O'Leary & Linda O'Leary
ISBN: 9780073519302
- Computer and Internet Access
- Software: Microsoft Office 2010 (you can use 2007 or 2013 if that's what you already have)

Evaluation:

Your grade for the course will be based on the following approximate numbers and percentages:

MS Office Lab Assignments	20%
"Computing Essentials" Chapter Quizzes	20%
Lab Exams (Word, Excel, PowerPoint)	30%
Mid Term Exam (over "Computing Essentials" chapters)	10%
Final Exam (over "Computing Essentials" chapters)	10%
Current Events Discussions	10%

Letter grades for the course will be assigned according to this scale of percentage points:

90 - 100	A
80 - 89	B
70 - 79	C
60 - 69	D
0 - 59	F

NOTE – LATE Work: All assignments including reading chapters and taking quizzes from Computing Essentials, and assignments from Office 2010 must be completed by Midnight Sunday of the week they are assigned. If the assignment is submitted late there will be a penalty of **-20%** of the grade. Any assignment submitted **7 or more days late will receive a grade of 0.**

eCollege:

You can access eCollege either directly or through your myLeo account.

1. To access eCollege from the university's home page, click on the **myLeo** logo at the bottom right of the page. From the myLeo login page, log on to your myLeo account. On the left side of your myLeo home page under LaunchPad, click on the eCollege icon (@ sign with an academic cap).

You can bypass the university's home page by going directly to the myLeo login page:

<http://myLeo.tamuc.edu> .

- or** To connect to eCollege directly, go to <http://online.tamuc.org/>
Enter your CWID in the User Id box at the top of the screen where the cursor is blinking and enter your myLeo password in the Password box to the right of the User Id box. Click on **Sign In** .

As long as eCollege itself is up, you can connect to eCollege this way even when myLeo is down or the university's home page is inaccessible.

2. In eCollege click on the **MyCourses** tab (next to **Home**) in the upper left corner of the screen between the university logo and the date.
3. Scroll down to the bottom of the MyCourses screen and click on the class you want from the list of online and/or web-enhanced courses you may be taking this semester.

eCollege Announcements:

The course home page (the first page once you get into a specific course) contains an **Announcements** box. Click on an announcement name (or on the + sign to the left of the name) to open and view the file. If an announcement is particularly time-sensitive, an email will also be sent to the entire class.

Please be sure to check the eCollege Announcements frequently.

eCollege Document Sharing:

The syllabus, assignment schedule, and documents needed to complete lab assignments can be downloaded from the eCollege Document Sharing section. Click on **Doc Sharing** in the toolbar at the top of the screen. The files will be organized in named category folders.

In the **Categories** box, click on the category you want. Then in the box below (title is the category selected), click on the name of the file to be downloaded. You're given the option of saving the file or opening it directly in its application program (Word, PowerPoint, or Excel) and then saving it if you wish to keep a copy of it.

eCollege DropBox:

All lab assignments (Word, Excel, and PowerPoint) are to be submitted via the DropBox (instructions to be found in the top-level folder in Doc Sharing).

WEEKLY SCHEDULE

Week 1 – must be completed by Sunday night at midnight

<p>Computing Essentials and Current Events Discussion</p> <p>Read Ch 1 Information Technology, the Internet, and You Take CE Ch1 Quiz</p> <p>Read Ch 2 The Internet, The Web, and Electronic Commerce Take CE Ch2 quiz</p> <p>Click on Current Events Discussion 1 in the left sidebar under Week 1</p>	<p>MS Office</p> <p>Read Intro to MS Office 2010 Pages 10.1-10-6 and 10.10-10.67</p> <p>Work through Word Lab 1 p WD1.1-WD1.63 Upload Flyer1.docx and Flyer Memo.docx to the Word Lab1 dropbox</p> <p>Work though Word Lab1 Step-By-Step Exercise 2 p WD1.75-WD1,76 Upload Bike Event.docx to the Word Lab 1 Exercise dropbox</p>
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Week 2 – must be completed by Sunday night at midnight

<p>Computing Essentials and Current Events Discussion</p> <p>Read Ch 3 Basic Application Software Take CE Ch 3 Quiz</p> <p>Read Ch4 Specialized Application Software Take CE Ch 4 Quiz</p> <p>Click on Current Events Discussion 2 in the left Sidebar under Week 2</p>	<p>MS Office</p> <p>Work through Word Lab 2 p WD2.1-WD2.85 Upload Tour Leter2.docx to the Word Lab 2 dropbox</p> <p>Work through Word Lab2 Step-by-Step Exercise 3 p WD2.99-WD2.100 Upload Fitness Fun Flyer.docx to the Word Lab 2 Exercise dropbox</p>
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Week 3 – must be completed by Sunday night at midnight

<p>Computing Essentials and Current Events Discussion</p> <p>Read Ch 5 Systems Software Take CE Ch 5 Quiz</p> <p>Read Ch 6 The System Unit Take CE Ch 6 Quiz</p> <p>Click on Current Events Discussion 3 in the left Sidebar under Week 3</p>	<p>MS Office</p> <p>Work through Word Lab 3 p WD3.1-WD3.90 Upload Tour Research.docx to the Word Lab 3 dropbox</p> <p>Work through Word Lab3 Step-by-Step Exercise 1 p WD3.102-WD3.103 Upload Composting Information.docx to the Word Lab 3 Exercise dropbox</p>
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Week 4 – must be completed by Sunday night at midnight

<p>Computing Essentials and Current Events Discussion</p> <p>Read Ch 7 Input and Output Take CE Ch 7 Quiz</p> <p>Click on Current Events Discussion 4 in the left Sidebar under Week 4</p>	<p>MS Office</p> <p><u>Take Microsoft Office Word Exam</u></p> <p>Work through Excel Lab 1 p EX1.1-EX1.77 Upload Cafe Forecast1.xlsx to the Excel Lab1 dropbox</p> <p>Work through Lab1 Step-by-Step Exercise 2 P EX1.90-EX1.91 Upload animal Housing Analysis.xlsx to the Excel Lab 1 Exercise dropbox</p>
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Week 5 – must be completed by Sunday night at midnight

<p>Computing Essentials and Current Events Discussion</p> <p><u>Midterm Exam Ch 1-7</u></p> <p>Click on Current Events Discussion 5 in the left Sidebar under Week 5</p>	<p>MS Office</p> <p>Work through Excel Lab 2 p EX2.1-EX2.73 Upload Cafe Sales.xlsx to the Excel Lab2 dropbox</p> <p>Work through Lab2 Step-By-Step Exercise 2 P EX2.85-EX2.86 Upload Vehicle Costs.xlsx to the Excel Lab2 Exercise dropbox</p>
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Week 6 – must be completed by Sunday night at midnight

<p>Computing Essentials and Current Events Discussion</p> <p>Read CE Ch 8 Secondary Storage Take CE Ch 8 Quiz</p> <p>Read CE Ch 9 Communications and Networks Take CE Ch9 Quiz</p> <p>Click on Current Events Discussion 6 in the left Sidebar under Week 6</p>	<p>MS Office</p> <p>Work through Excel Lab 3 p EX3.1-EX3.67</p> <p>Upload Annual Forecast.xlsx to the Excel Lab3 dropbox</p> <p>Work through Lab 3 Step-By-Step Exercise 1 P EX3.80-EX3.81 Upload Gelato Fresco.xlsx to the Excel 3 Exercise dropbox</p>
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Week 7 – must be completed by Sunday night at midnight

<p>Computing Essentials and Current Events Discussion</p> <p>Read Ch 10 Privacy, Security, and Ethics Take CE Ch 10 Quiz</p> <p>Click on Current Events Discussion 7 in the left Sidebar under Week 7</p>	<p>MS Office</p> <p><u>Take Microsoft Office Excel Exam</u></p>
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Week 8 – must be completed by Sunday night at midnight

<p>Computing Essentials and Current Events Discussion</p> <p>Read Ch 11 Information Systems Take CE Ch 11 Quiz</p> <p>Read Ch 12 Databases Take CE Ch 12 Quiz</p> <p>Click on Current Events Discussion 8 in the left Sidebar under Week 8</p>	<p>MS Office</p> <p>Work through PowerPoint Lab 1 p PP1.1-PP1.69 Upload Volunteer1.pptx to the PPT Lab 1 dropbox</p> <p>Work through PowerPoint Lab 1 Exercise Step-By-Step Exercise 3 P PP1.82-PP1.83 Upload Resume1.pptx</p>
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Week 9 – must be completed by Sunday night at midnight

<p>Computing Essentials and Current Events Discussion</p> <p>Read Ch 13 Systems Analysis and Design Take CE Ch 13 Quiz</p> <p>Click on Current Events Discussion 9 in the left Sidebar under Week 9</p>	<p>MS Office</p> <p>Work through PowerPoint Lab 2 p PP2.1-PP2.75 Upload Volunteer2.pptx To the PPT Lab2 dropbox</p> <p>Work through PowerPoint Lab 2 Exercise Step-By-Step Exercise 3 P PP2.89-PP2.90 Upload ASU Presentation1.pptx To the PPT Lab 2 exercise dropbox</p>
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Week 10 – must be completed by Thursday night 8/13/15 at midnight (end of semester)

<p>Computing Essentials and Current Events Discussion</p> <p><u>CE Final Exam Ch 8-13</u></p> <p>Click on Current Events Discussion 10 in the left Sidebar under Week 10</p>	<p>MS Office</p> <p><u>Take Microsoft Office PowerPoint Exam</u></p>
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University Policies and Announcements

Students with Disabilities:

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities.

If you have a disability requiring an accommodation, please contact:

Office of Student Disability Resources and Services

Texas A&M University-Commerce

Gee Library

Room 132

Phone (903) 886-5150 or (903) 886-5835

Fax (903) 468-8148

StudentDisabilityServices@tamuc.edu

"All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment."
(See Student's Guide Handbook, Policies and Procedures, Conduct)

EARLY INTERVENTION FOR FIRST YEAR STUDENTS:

Early intervention for freshmen is designed to communicate the University's interest in their success and a willingness to participate fully to help students accomplish their academic objectives. The university through faculty advisors and mentors will assist students who may be experiencing difficulty to focus on improvement and course completion. This process will allow students to be knowledgeable about their academic progress early in the semester and will provide faculty and staff with useful data for assisting students and enhancing retention. Grade reports will be mailed by the end of the sixth week of the semester.

All students should be aware that plagiarism is a serious offense. Copying assignments from other students or the internet is not allowed. You may certainly discuss with one another the general aspects of assignments (like "what does this requirement mean?") and strategies for solutions for these assignments, but you must do the actual assignments on your own.

In an effort to increase communication and improve service to our students, a comprehensive listing of "Frequently Asked Questions" has been posted on the University home page:

<http://www.tamu-commerce.edu/home/faqsUndergrad.asp>

This link will serve as a valuable information source for students, parents, guardians, as well as faculty and staff during the academic year.

Schedules will be dropped on **(check University schedule)** for students who have not paid the balance due on their accounts. Please remind them to check the status of their accounts on MyLeo.

If you need assistance to pay your balance, please check with the Bursar's Office (903-886-5051).

Financial difficulties?

Contact the Loan Office at 903-886-5051 for more information or refer to information on the main Student Accounts webpage

<http://www.tamu-commerce.edu/fiscal/studentaccounts/studentaccounts.htm>

for current updates or email student_accounts@tamuc.edu .