Instructor: Dr. Daniel Creider

Office: Jour 216

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Office Hrs: **MW** 9:00am – 10:45am; 2:00pm – 4:00pm
Other times by appointment (not in office on Thursday)

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 2013 Complete   Timothy O'Leary & Linda O'Leary
  ISBN: 9780073516820

- 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, taking quizzes from Computing Essentials, assignments from Office 2010, and current event discussions 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 after the due date 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).

Date	Computing Essentials and Current Events Discussions	MS Office
WEEK 1		
Jan 19	**Read Ch 1 Information Technology, the Internet, and You**	
thru	**Take CE Ch 1 Quiz (by midnight Sunday night Jan 24)**	
Jan 24		
WEEK 2		
Jan 25	**Read Ch 2 The Internet, The Web,**	**Read Intro to MS Office 2010**
thru	**and Electronic Commerce**	**p. 10.1-10.6, 10.10-10.67**
Jan 31	**Take CE Ch 2 Quiz**	
	(by midnight Sunday nigh Jan 31)	
WEEK 3		
Feb 1	**Read Ch 3 Basic Application**	**Work through Word Lab 1**
thru	**Software**	**p. WD1.1-WD1.63**
Feb 7	**Take CE Ch 3 Quiz**	**Upload Flyer1.docx and Flyer Memo.docx**
	(by midnight Sunday night Feb 7)	**to the Word Lab 1 dropbox**
	Current Events Discussion:	**Work through Word Lab 1 Step-By-Step**
	Click on Current Events Discussion 1	**Exercise 2 p. WD1.75-WD1.76**
	in the left sidebar under Week 3	**Upload Bike Event.docx**
		to the Word Lab 1 Exercise dropbox
WEEK 4		
Feb 8	**Read Ch 4 Specialized Application**	**Work through Word Lab 2**
thru	**Software**	**p. WD2.1-WD2.85**
Feb 14	**Take CE Ch 4 Quiz**	**Upload Tour Letter2.docx**
	(by midnight Sunday night Feb 14)	**to the Word Lab 2 dropbox**
	Current Events Discussion:	**Work through Word Lab 2 Step-By-Step**
	Click on Current Events Discussion 2	**Exercise 3 p. WD2.99-WD2.100**
	in the left sidebar under Week 4	**Upload Fitness Fun Flyer.docx**
		to the Word Lab 2 Exercise dropbox
WEEK 5		
Feb 15	**Read Ch 5 System Software**	**Work through Word Lab 3**
thru	**Take CE Ch 5 Quiz**	**p. WD3.1-WD3.90**
Feb 21	**(by midnight Sunday night Feb 21)**	**Upload Tour Research.docx**
		to the Word Lab 3 dropbox
	Current Events Discussion:	
	Click on Current Events Discussion 3	**Work through WordLab 3 Step-By-Step**
	in the left sidebar under Week 5	**Exercise 1 p. WD3.102-WD3.103**
		Upload Composting Information.docx to the
		Word Lab 3 Exercise dropbox

WEEK 6		
Feb 22	Read Ch 6 The System Unit	Word Exam
thru	Take CE Ch 6 Quiz	
Feb 28	(by midnight Sunday night Feb 28)	
	Current Events Discussion:	
	Click on Current Events Discussion 4	
	in the left sidebar under Week 6	
WEEK 7		
Feb 29	Read Ch 7 Input and Output	Work through Excel Lab 1
thru	Take CE Ch 7 Quiz	p. EX1.1-EX1.77
Mar 6	(by midnight Sunday night Mar 6)	Upload Cafe Forecast1.xlsx
		to the Excel Lab 1 dropbox
	Current Events Discussion:	
	Click on Current Events Discussion 5	Work through Lab 1 Step-By-Step Exercise 2
	in the left sidebar under Week 7	p. EX1.90-EX1.91
		Upload Animal Housing Analysis.xlsx
		to the Excel Lab 1 Exercise dropbox
WEEK 8		
Mar 7	Midterm Exam Ch. 1-7	Work through Excel Lab 2
thru	(by midnight Sunday night Mar 13)	p. EX2.1-EX2.73
Mar 13		Upload Cafe Sales Forecast.xlsx
	Current Events Discussion:	to the Excel Lab 2 dropbox
	Click on Current Events Discussion 6	
	in the left sidebar under Week 8	Work through Lab 2 Step-By-Step Exercise 2
		p. EX2.85-EX2.86
		Upload Vehicle Costs.xlsx
		to the Excel Lab 2 Exercise dropbox
Mar 14 to Mar 20	Spring Break	

WEEK 9		
Mar 21	Read Ch 8 Secondary Storage	Work through Excel Lab 3
thru	Take CE Ch 8 Quiz	p. EX3.1-3.67
Mar 27	(by midnight Sunday night Mar 27)	Upload Annual Forecast.xlsx
		to the Excel Lab 3 dropbox
	Current Events Discussion:	
	Click on Current Events Discussion 7	Work through Lab 3 Step-By-Step Exercise 1
	in the left sidebar under Week 9	p. EX3.80-3.81
		Upload Gelato Fresco.xlsx
		to the Excel 3 Exercise dropbox

WEEK 10		
Mar 28	**Read Ch 9 Communications and**	**Excel Exam**
thru	**Networks**	
April 3	**Take CE Ch 9 Quiz**	
	(by midnight Sunday night April 3)	
	Current Events Discussion:	
	Click on Current Events Discussion 8	
	in the left sidebar under Week 10	
WEEK 11		
April 4	**Read Ch 10 Privacy, Security, and**	**Work through PowerPoint Lab 1**
thru	**Ethics**	**p. PP1.1-PP1.69**
April 10	**Take CE Ch 10 Quiz**	**Upload Volunteer1.pptx**
	(by midnight Sunday night April 10)	**to the PPT Lab 1 dropbox**
	Current Events Discussion:	**Work through Lab 1 Step-By-Step Exercise 3**
	Click on Current Events Discussion 9	**p. PP1.82-PP1.83**
	in the left sidebar under Week 11	**Upload Resume1.pptx**
		to the PPT Lab 1 Exercise dropbox
WEEK 12		
April 11	**Read Ch 11 Information Systems**	**Work through PowerPoint Lab 2**
thru	**Take CE Ch 11 Quiz**	**p. PP2.1-PP2.75**
April 17	**(by midnight Sunday night April 17)**	**Upload Volunteer2.pptx**
		to the PPT Lab 2 dropbox
	Current Events Discussion:	
	Click on Current Events Discussion 10	**Work through Lab 2 Step-By-Step Exercise 3**
	in the left sidebar under Week 12	**p. PP2.89-PP2.90**
		Upload ASU Presentation1.pptx
		to the PPT Lab 2 Exercise dropbox
WEEK 13		
April 18	**Read Ch 12 Databases**	**PowerPoint Exam**
thru	**Take CE Ch 12 Quiz**	
April 24	**(by midnight Sunday night April 24)**	
WEEK 14		
April 25	**Read Ch 13 Systems Analysis and Design**	
thru	**Take CE Ch 13 Quiz**	
May 1	**(by midnight Sunday night May 1)**	
WEEK 15		
May 2	**CE Final Exam Ch 8-13**	
Thru	**will be available this week**	
May 8		
WEEK 16		
May 9-11	**CE Final Exam Ch 8-13**	
	(by midnight Wednesday night May 11)	

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@tamu-commerce.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)

Discrimination
A&M-Commerce will comply in the classroom, and in online courses, with all federal and state laws prohibiting discrimination and related retaliation on the basis of race, color, religion, sex, national origin, disability, age, genetic information or veteran status. Further, an environment free from discrimination on the basis of sexual orientation, gender identity, or gender expression will be maintained.

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 **12th class day** for students who have not paid the balance due on their accounts. Please check the status of your 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@tamu-commerce.edu .