

Instructor: Chris Jones

Office: BA (In technology Services office)

Phone: 903-468-3131 (CSCI Dept. Office in JOUR 122-124 is 903-886-5409)

Email : chris.jones@tamuc.edu

Office Hrs:

M	2:00pm – 5:00	If I'm not in my office during office hours, look for a note on the door. If there is no note, you can check with the CSCI dept secretary in Jour 122-124 to be sure I'm on campus. Unless I'm sick that day, I'm probably on my way and will be there as soon or by appointment as I can.
T	3:30pm – 5:00	
W	2:00pm – 5:00	
R	3:30pm – 5:00	

Course Description: This course discusses computer terminology, hardware, software, operating systems, and information systems relating to the business environment. 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.

Goals/Objectives You should learn about the basic concepts of the computer and its impact upon 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
- Basic features and functions of word-processing software
- Basic features and functions of spreadsheet software
- Basic features and functions of database management software
- Basic features and functions of presentation software.

Expected Student Learning Outcomes:

- Define and understand basic terms associated Microsoft office.
- Understand and have a working knowledge of basic computer hardware.
- Gain knowledge in the area of information technology when it comes to security and project management.
- Integrate everyday concepts with the Microsoft office suite including Word, Excel, PowerPoint and Outlook.
- Understanding the basic concepts of basic and specialized software.

Text/Required Materials:

- **Computing Essentials 2012 Making IT work for you,** Timothy O'Leary & Linda O'Leary
ISBN: 978-0-07-351680-6
- **Microsoft Office 2010 A case Approach, Introductory,** Timothy O'Leary & Linda O'Leary
ISBN: 978-0073519302
- **FLASH DRIVE**
- **COMPUTER and INTERNET ACCESS (This is a must)**
- **SOFTWARE-MS OFFICE 2007 OR 2010 (Recommended to use Office 2010 or 2013)**

Evaluation:

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

• MS Office 2007 Assignments (Lab)	10%
• Chapter Review Questions	10%
• Group Project & Participation	10%
• Four Hands On Exams (Lab)	35%
• Mid Term Exam (Textbook)	15%
• Final Exam (Textbook)	<u>20%</u>
TOTAL	100%

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

Grade Layout

171%+ = A
 140% = B
 100% = C
 >100% = D

Drops:

If you are making an obvious effort in the course at the time you drop (still attempting class assignments), you may drop passing no matter what your actual grade might be. If you just disappear, your grade will be whatever you have actually earned at the end of the semester (usually a grade of F). If you find that you are unable to complete the course, please be sure to drop the course to avoid receiving an F; you will not be automatically dropped.

Check-ins/Participation:

Note that this is a web class but your participation is required in discussions as well as weekly check-ins for at least 1 hour. If you do not participate in at least 2 discussions within the thread a week you will lose points.

Late Work:

Late work ***will not be accepted*** unless you have a legitimate reason and you give me advanced notice that you will not be able to complete the assignment. This class is designed that all assignments are do Sunday by 12:00 Midnight unless instructed by Instructor or syllabus.

Communications:

If you are having difficulty in the class always email me if you don't understand the material send me an email I will always be there to help.

Email Notifications:

When you send correspondents to me always use eCollege or when you are emailing me through the university email always use the subject line **CSCI 126.01W**. All emails will be response to within 24 hours or less.

Pop Quizzes:

There will be pop quizzes during this class so remember to take lots of notes and ask lots of questions regarding the power point presentations. It will not cover the MS office book material only the discovering computer books materials.

Schedule Legend

Word
Excel
Power Point
Project, Catch-up

TENTATIVE SCHEDULE (INFO MAY CHANGE)

<i>CSCI126 Microcomputer Applications</i>		
<i>Date</i>	<i>MS Office 20120 Book</i>	<i>Computer Essentials 2012</i>
WEEK 1		
	Syllabus Review	Assignment # WORD LAB 1
	Review Chapter 1	Step By Step: 3---- WD1.76 On Your Own: 3---- WD1.82
	Chapter Quiz	
Assignment Due Date Tuesday Midnight		Discussion 2 responses required 1 post required
WEEK 2		
	Lecture	Assignment # LAB 2

	Review Chapter 2	Step By Step:3----WD2.99 On Your Own:3----WD2.104
	Chapter Quiz	
Assignment Due Date Sunday Midnight		Discussion 2 responses required 1 post required
WEEK 3		
	Lecture	Assignment # WORD LAB 3
	Review Chapter 3	Step By Step:1----WD3.102 On Your Own:3----WD3.112
	Hands On Quiz	
Assignment Due Date Sunday Midnight	Chapter Quiz	Discussion 2 responses required 1 post required
WEEK 4		
	Lecture	Assignment # EXCEL LAB 1
	Review Chapter 4	Step By Step:2----EX1.90 On Your Own:3----EX1.96
	Chapter Quiz	
Assignment Due Date Sunday Midnight		Discussion 2 responses required 1 post required
WEEK 5		
	Lecture	Assignment # EXCEL LAB 2
	Review Chapter 5	Step By Step:2----EX2.85 On Your Own:2----EX2.91
	Chapter Quiz	
Assignment Due Date Sunday Midnight		Discussion 2 responses required 1 post required
WEEK 6		
	Lecture	Assignment # EXCEL LAB 3
	Review Chapter 6	Step By Step:2----EX3.81 On Your Own:3----EX3.87
	Hands On Quiz	
Assignment Due Date Sunday Midnight	Chapter Quiz	Discussion 2 responses required 1 post required
WEEK 7		
	Lecture	Free Week No assignment to turn in
	Review Chapter 7	
	Chapter Quiz	
Assignment Due Date Sunday Midnight		Discussion 2 responses required 1 post required
WEEK 8		
	Lecture	Assignment # POWER POINT LAB 1
	Review Chapter 8	Step By Step:2----PP1.82 On Your Own:2----PP1.89
	Chapter Quiz	
Assignment Due Date Sunday Midnight		Discussion 2 responses required 1 post required
WEEK 9		
	Lecture	Assignment # POWER POINT LAB 2
	Review Chapter 9	Step By Step:1----PP2.86 On Your Own:2----PP2.95
	Chapter Quiz	

Assignment Due Date Sunday Midnight		Discussion 2 responses required 1 post required
WEEK 10		
	Lecture	Create a Blog
	Review Chapter 10	Discussion 2 responses required 1 post required
	Chapter Quiz	
Assignment Due Date Sunday Midnight		
WEEK 11		
	Lecture	Signup for outlook.com and email instructor a message from the new account
	Review Chapter 11	
	Hands On Quiz	
Assignment Due Date Sunday Midnight	Chapter Quiz	Discussion 2 responses required 1 post required
WEEK 12		
	Lecture	Prep Power Point Project
	Review Chapter 12	
	Chapter Quiz	
Assignment Due Date Sunday Midnight		Discussion 2 responses required 1 post required
WEEK 13		
	Lecture	Present Power Point Project
	Review Chapter 13	Powered by Google hangout
	Chapter Quiz	
Assignment Due Date Sunday Midnight		Discussion 2 responses required 1 post required
WEEK 14		
	Chapter Quiz	
Assignment Due Date Sunday Midnight	HOLIDAY WEEK	Discussion 2 responses required 1 post required
WEEK 15		
-----	Lecture	Present Power Point Project
-	Chapter Quiz	Powered by Google hangout

Assignment Due Date Sunday Midnight		Discussion 2 responses required 1 post required

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.tamuc.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 **Tuesday 26 January** for students who have not paid the balance due on their accounts. Check the status of your account 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.tamuc.edu/fiscal/studentaccounts/studentaccounts.htm>

for current updates or email student_accounts@tamuc.edu .