

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: WEB Based course

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**. **The assignment must be submitted within 6 days of the due date or the grade will be zero.**

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).

Instructor Availability:

To communicate with me about this course you are to use the email address on this syllabus. Please include the course number/name in the beginning of the subject field for every email message (**see the top of the first page of this syllabus for more information**). **Email messages that are missing this information are likely to be automatically redirected to a folder the instructor will seldom check, or will possibly be deleted.** During the week, you can generally expect a response to your emails within a day, though sometimes it may take longer. I do not normally log on over the weekends. If you email me a question on Friday afternoon, I may not read that email until Monday morning. You can also call me at my office or stop by my office during office hours.

TENTATIVE SCHEDULE

Date	Computing Essentials and Current Events Discussions	MS Office
WEEK 1		
Jan 17	Read Ch 1 Information Technology, the Internet, and You	
thru	Take CE Ch 1 Quiz (by midnight Sunday night Jan 22)	
Jan 22		
WEEK 2		
Jan 23	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 29	Take CE Ch 2 Quiz	
	(by midnight Sunday night Jan 29)	
WEEK 3		
Jan 30	Read Ch 3 Basic Application	Work through Word Lab 1
thru	Software	p. WD1.1-WD1.63
Feb 5	Take CE Ch 3 Quiz	Upload Flyer1.docx and Flyer Memo.docx
	(by midnight Sunday night Feb 5)	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 6	Read Ch 4 Specialized Application	Work through Word Lab 2
thru	Software	p. WD2.1-WD2.85
Feb 12	Take CE Ch 4 Quiz	Upload Tour Letter2.docx
	(by midnight Sunday night Feb 12)	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 13	Read Ch 5 System Software	Work through Word Lab 3
thru	Take CE Ch 5 Quiz	p. WD3.1-WD3.90
Feb 19	(by midnight Sunday night Feb 19)	Upload Tour Research.docx
		to the Word Lab 3 dropbox
	Current Events Discussion:	Work through WordLab 3 Step-By-Step
	Click on Current Events Discussion 3	Exercise 1 p. WD3.102-WD3.103
	in the left sidebar under Week 5	Upload Composting Information.docx to the
		Word Lab 3 Exercise dropbox

WEEK 6		
Feb 20	Read Ch 6 The System Unit	Word Exam
thru	Take CE Ch 6 Quiz	
Feb 26	(by midnight Sunday night Feb 26)	
	Current Events Discussion:	
	Click on Current Events Discussion 4	
	in the left sidebar under Week 6	
WEEK 7		
Feb 27	Read Ch 7 Input and Output	Work through Excel Lab 1
thru	Take CE Ch 7 Quiz	p. EX1.1-EX1.77
Mar 5	(by midnight Sunday night Mar 5)	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 6	Midterm Exam Ch. 1-7	Work through Excel Lab 2
thru	(by midnight Sunday night Mar 12)	p. EX2.1-EX2.73
Mar 12		Upload Cafe Sales Forecast.xlsx
		to the Excel Lab 2 dropbox
	Current Events Discussion:	
	Click on Current Events Discussion 6	Work through Lab 2 Step-By-Step Exercise 2
	in the left sidebar under Week 8	p. EX2.85-EX2.86
		Upload Vehicle Costs.xlsx
		to the Excel Lab 2 Exercise dropbox
Mar 13 to Mar 19		
	Spring Break	

WEEK 9		
Mar 20	Read Ch 8 Secondary Storage	Work through Excel Lab 3
thru	Take CE Ch 8 Quiz	p. EX3.1-3.67
Mar 26	(by midnight Sunday night Mar 26)	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 27	Read Ch 9 Communications and	Excel Exam
thru	Networks	
April 2	Take CE Ch 9 Quiz	
	(by midnight Sunday night April 2)	
	Current Events Discussion:	
	Click on Current Events Discussion 8	
	in the left sidebar under Week 10	
WEEK 11		
April 3	Read Ch 10 Privacy, Security, and	Work through PowerPoint Lab 1
thru	Ethics	p. PP1.1-PP1.69
April 9	Take CE Ch 10 Quiz	Upload Volunteer1.pptx
	(by midnight Sunday night April 9)	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 10	Read Ch 11 Information Systems	Work through PowerPoint Lab 2
thru	Take CE Ch 11 Quiz	p. PP2.1-PP2.75
April 16	(by midnight Sunday night April 16)	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 17	Read Ch 12 Databases	PowerPoint Exam
thru	Take CE Ch 12 Quiz	
April 23	(by midnight Sunday night April 23)	
WEEK 14		
April 24	Read Ch 13 Systems Analysis and	
thru	Design	
April 30	Take CE Ch 13 Quiz	
	(by midnight Sunday night April 30)	
WEEK 15		
May 1	CE Final Exam Ch 8-13	
Thru	will be available this week	
May 7		
WEEK 16		
May 8-10	CE Final Exam Ch 8-13	
	(by midnight Wednesday night May 10)	

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-commerce.edu

Tenets of Common Behavior Statement

Texas A&M University-Commerce has established standards of conduct to create and foster an environment that facilitates student learning and development. Students and University student groups are expected to conduct themselves in a manner that demonstrates respect for the rights and property of others and that is consistent with the educational goals and mission of the University. See Student Guide book.

<http://www.tamuc.edu/CampusLife/documents/studentGuidebook.pdf>

Nondiscrimination Notice

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.tamuc.edu/campuslife/housing/faq.aspx>

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 .

Campus Concealed Carry

Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in Texas A&M University-Commerce buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and A&M-Commerce Rule 34.06.02.R1, license holders may not carry a concealed handgun in restricted locations. For a list of locations, please refer to (<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf>) and/or consult your event organizer). Pursuant to PC 46.035, the open carrying of handguns is prohibited on all A&M-Commerce campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.

TECHNOLOGY REQUIREMENTS

- To fully participate in online courses you will need to use a current Flash enabled internet browser. For PC and Mac users the suggested browser is Mozilla Firefox.
- You will need regular access to a computer with a broadband Internet connection. The minimum computer requirements are:
 - 512 MB of RAM, 1 GB or more preferred
 - Broadband connection required courses are heavily video intensive
 - Video display capable of high-color 16-bit display 1024 x 768 or higher resolution
- You must have a:
 - Sound card, which is usually integrated into your desktop or laptop computer
 - Speakers or headphones.
 - *For courses utilizing video-conferencing tools and/or an online proctoring solution, a webcam and microphone are required.
- Both versions of Java (32 bit and 64 bit) must be installed and up to date on your machine. At a minimum Java 7, update 51, is required to support the learning management system. The most current version of Java can be downloaded at: [JAVA web site http://www.java.com/en/download/manual.jsp](http://www.java.com/en/download/manual.jsp)
- Current anti-virus software must be installed and kept up to date.
- Run a browser check through the Pearson LearningStudio Technical Requirements

website. [Browser Check](http://help.ecollege.com/LS_Tech_Req_WebHelp/en-us/#LS_Technical_Requirements.htm#BrowserSet) http://help.ecollege.com/LS_Tech_Req_WebHelp/en-us/#LS_Technical_Requirements.htm#BrowserSet

Running the browser check will ensure your internet browser is supported.
Pop-ups are allowed. JavaScript is enabled. Cookies are enabled.

- You will need some additional free software (plug-ins) for enhanced web browsing. Ensure that you download the free versions of the following software:
 - [Adobe Reader](https://get.adobe.com/reader/) <https://get.adobe.com/reader/>
 - [Adobe Flash Player](https://get.adobe.com/flashplayer/) (version 17 or later) <https://get.adobe.com/flashplayer/>
 - [Adobe Shockwave Player](https://get.adobe.com/shockwave/) <https://get.adobe.com/shockwave/>
 - [Apple Quick Time](http://www.apple.com/quicktime/download/) <http://www.apple.com/quicktime/download/>
- At a minimum, you must have Microsoft Office 2013, 2010, 2007 or Open Office. Microsoft Office is the standard office productivity software utilized by faculty, students, and staff. Microsoft Word is the standard word processing software, Microsoft Excel is the standard spreadsheet software, and Microsoft PowerPoint is the standard presentation software. Copying and pasting, along with attaching/uploading documents for assignment submission, will also be required. If you do not have Microsoft Office, you can check with the bookstore to see if they have any student copies.
- For additional information about system requirements, please see: [System Requirements for LearningStudio](https://secure.ecollege.com/tamuc/index.learn?action=technical) <https://secure.ecollege.com/tamuc/index.learn?action=technical>

ACCESS AND NAVIGATION

Pearson LearningStudio (eCollege) Access and Log in Information

This course will be facilitated using Pearson LearningStudio, the learning management system used by Texas A&M University-Commerce. To get started with the course, go to [myLeo](http://www.tamuc.edu/myleo.aspx) and from the top menu ribbon select eCollege. Then on the upper left side of the screen click on the My Courses tab.
<http://www.tamuc.edu/myleo.aspx>

You will need your campus-wide ID (CWID) and password to log into the course. If you do not know your CWID or have forgotten your password, contact the Center for IT Excellence (CITE) at 903.468.6000 or helpdesk@tamuc.edu.

Note: It is strongly recommended you perform a "Browser Test" prior to the start of your course. To launch a browser test login to Pearson LearningStudio, click on the My Courses tab, and then select the Browser Test link under Support Services.

Pearson LearningStudio Student Technical Support

Texas A&M University-Commerce provides students technical support for the use of Pearson LearningStudio.

Technical assistance is available 24/7 (24 hours, 7 days a week).

If you experience LearningStudio (eCollege) technical problems, contact the LearningStudio helpdesk at 1-866-656-5511 (toll free) or visit [Pearson 24/7 Customer Support Site](http://247support.custhelp.com/) <http://247support.custhelp.com/>

The student help desk may be reached in the following ways:

- **Chat Support:** Click on 'Live Support' on the tool bar within your course to chat with a

Pearson LearningStudio Representative.

- **Phone:** 1-866-656-5511 (Toll Free) to speak with Pearson LearningStudio Technical Support Representative.

Accessing Help from within Your Course: Click on the '*Tech Support*' icon on the upper left side of the screen inside the course. Then you will be able to get assistance via online chat or by phone.

Note: Personal computer and internet connection problems do not excuse the requirement to complete all course work in a timely and satisfactory manner. Each student needs to have a backup method to deal with these inevitable problems. These methods might include the availability of a backup PC at home or work, the temporary use of a computer at a friend's home, the local library, office service companies, Starbucks, a TAMUC campus open computer lab, etc.

Policy for Reporting Problems with Pearson LearningStudio

Should students encounter Pearson LearningStudio based problems while submitting assignments/discussions/comments/exams, the following procedure must be followed:

1. Students must report the problem to the help desk. You may reach the helpdesk at 1-866-656-5511.
2. Students must file their problem with the helpdesk and obtain a helpdesk ticket number
3. Once a helpdesk ticket number is in your possession, students should email me to advise me of the problem and provide me with the helpdesk ticket number.
4. I will call the helpdesk to confirm your problem and follow up with you

PLEASE NOTE: Your personal computer and internet access problems are not a legitimate excuses for filing a ticket with the Pearson LearningStudio Help Desk. Only Pearson LearningStudio based problems are legitimate reasons to contact the Help Desk.

You strongly are encouraged to check for your internet browser compatibility **BEFORE** the course begins and take the Pearson LearningStudio tutorial offered for students who may require some extra assistance in navigating the Pearson LearningStudio platform.

myLeo Support

Your myLeo email address is required to send and receive all student correspondence. Please email helpdesk@tamuc.edu or call us at 903-468-6000 with any questions about setting up your myLeo email account. You may also access information at [myLeo](https://leo.tamuc.edu). <https://leo.tamuc.edu>

Learner Support


The [One Stop Shop](http://www.tamuc.edu/admissions/onestopshop/) was created to serve you by providing as many resources as possible in one location. <http://www.tamuc.edu/admissions/onestopshop/>

The [Academic Success Center](http://www.tamuc.edu/campusLife/campusServices/academicSuccessCenter/) provides academic resources to help you achieve academic success. <http://www.tamuc.edu/campusLife/campusServices/academicSuccessCenter/>

FREE Mobile APPS

The Courses apps for phones have been adapted to support the tasks students can easily complete on a smaller device. Due to the smaller screen size course content is not presented.

The Courses app is free of charge. The mobile Courses Apps are designed and adapted for different devices.

	App Title:	iPhone – Pearson LearningStudio Courses for iPhone Android – LearningStudio Courses - Phone
	Operating System:	iPhone - OS 6 and above Android – Jelly Bean, Kitkat, and Lollipop OS
	iPhone App URL:	https://itunes.apple.com/us/app/pearson-learningstudio-courses/id977280011?mt=8
	Android App URL:	https://play.google.com/store/apps/details?id=com.pearson.lsphone

Once downloaded, search for Texas A&M University-Commerce, and it should appear on the list. Then you will need to sign into the myLeo Mobile portal.

The Courses App for Android and iPhone contain the following feature set:

- View titles/code/Instructor of all Courses enrolled in online
- View and respond to all discussions in individual Courses
- View Instructor Announcements in individual Courses
- View Graded items, Grades and comments in individual Courses
- Grade to Date
- View Events (assignments) and Calendar in individual Courses
- View Activity Feed for all courses
- View course filters on activities
- View link to Privacy Policy
- Ability to Sign out
- Send Feedback

LearningStudio Notifications

Students can be alerted to course activities via text on their mobile phones or up to two email addresses.

Based on their preferences, students can automatically receive a push notification with every new: course announcement, threaded discussion post, grade, and/or assignment without having to login to the course. Enrolled students will automatically receive email notifications for announcements and can opt out of this feature. To receive text notifications, students must opt in.

To begin setting up notifications, go into your course in LearningStudio and click on the bell-shaped Notifications icon on the main menu ribbon.

By default the student's university email address will appear. This cannot be changed in LearningStudio. Additional email addresses may be added by clicking the Add button. After all of the other selections are completed be sure to click the Save and Finish button.