
Contact Information

Instructor:

Email:

Office Location: By appt

Phone:

Office Hours: By appt

Course Information

No. of Credits: 3

Meeting Location: On-line

Start Date: 12/20/2020

Meeting Days & Time: n/a

End Date: 1/9/2021

Prerequisites: None

Required Text

Microsoft Office 2016 In Practice custom loose-leaf textbook with Simnet Online access, loose-leaf alternative, Nordell

ISBN# 978-1-264-11304-0. **Please contact the DeSales Campus Store for details in purchasing the correct book and Simnet on-line access (Both text and Simnet access are required).**

Technology Requirements BOTH Hardware and Software Requirements:

Software required is MS Office version 2016 and Windows 10.

If you *do not already* have a copy of the software, you can download MS Office from the MyDSU Portal and select the Office 365 link.

You will need to log in to the Office 365 page using your DeSales email and should be able to access and download all of the necessary software. If you have difficulties with the download, please contact the DeSales Helpdesk.

NOTE: For basic hardware/software requirements, please visit

www.desales.edu/techrequirements

Course Description /Outcomes:

An overview of computer systems with the focus on hands-on experience with Windows 10, Microsoft Word 2016, Excel 2016, Access 2016, and PowerPoint 2016.

Student Learning Outcomes:

At the successful completion of this course, the student will demonstrate the following Student Learning Outcomes:

- Demonstrate knowledge of software concepts and practical skills essential to succeed in and beyond the classroom.
- Create and use Word processing applications to create a variety of documents such as letters, forms, and brochures appropriate to an education or business setting.
- Create and use Excel spreadsheet applications to perform mathematical functions, basic statistical analysis, create appropriate charts and reports.
- Create and use Access database applications to solve business purposes.

- Create and use PowerPoint presentations for educational and business purposes.
- Integrate files and documents created using the four main Microsoft software applications to develop efficient and effective documents and files.
- Gain proficiency in the use of Microsoft Windows 10, Word 2016, Excel 2016, Access 2016 and PowerPoint 2016 through hands-on application.
- Demonstrate knowledge of essential computer concepts including system components, operating systems, file management, and internet applications.

Method of Instruction:

On-line class lectures with hands on participation, on-line / self-study assignments and projects, and on-line testing.

Communication Methods:

We will use Blackboard & Simnet On-Line as our learning management systems for all homework submissions, lectures, and testing as well general course communications.

Administrative Policies

Attendance Policy:

In ACCESS, course attendance/participation is required. Students who do not attend or participate risk being dropped, withdrawn, or receiving a failing grade in the course. Students who have been withdrawn from the course will be refunded in accordance with the course withdrawal policy.

Online Participation Policy:

You are expected to participate in all on-line activities / self-study activities. Homework and self-study activities can be taken when convenient for you.

during the week they are assigned. Each week will close in Blackboard after the homework due date submission.

Academic Integrity

The following passages are excerpts from the DeSales University *2020-2021 Undergraduate Catalog*: Plagiarism describes the act of copying the ideas, and/or speculations, and/or language of any other person or persons, without acknowledgment, and presenting this material as one's own original work in order to satisfy any academic requirement or complete any academic project. Plagiarism takes place even in the event that a person makes any use of another person's unique and distinctive terminology, whether it is a single word or phrase or extended passage, without acknowledgment. This need not be verbatim use; it is considered plagiarism when a person uses his/her own language to alter the original expression of the idea or speculation of another person or persons.

Plagiarism also takes place when a person disguises the language of another person or persons by altering the formal elements of the original (e.g., diction, syntax, grammar, punctuation) and submitting it as his or her own, without acknowledgment, to satisfy any academic requirement or complete an academic project.

Plagiarism will be considered to have occurred regardless of the person's intent to deceive.

Please refer to the *2020-2021 Undergraduate Catalog*, "Academic Honesty Policy" for a more complete discussion of plagiarism, cheating, and other inappropriate behaviors.

Succeeding as an ACCESS Student

Our Center for Educational Resources and Technology Department (CERT) provides resources including:

- A readiness inventory (go to <http://www.desales.edu/onlinereadiness>).
- An orientation course in Blackboard (Click on the Courses menu, and in “Course Search” enter the keywords: “student orientation”). Click on the course ID to join the course.

Special Needs and Assistance

Students with a documented disability who wish to request course accommodations should contact the Coordinator of Learning and Disability Services (Dooling Hall, room 26, 610-282-1100 ext. 1453).

Course Evaluation

The student is expected to complete the CoursEval online when the questionnaire is sent to his/her DeSales email address.

Evaluation and Assessment

Grading Policy:

Assignments are worth 50% of the course grade, tests are worth 50% of the course grade.

Examination Policy:

All tests and assignments are to be taken as scheduled. Any late assignments that were not approved will have 10 pts deducted each week they are late.

Missed Assignment Policy:

Weekly class attendance/participation is required. Students with two unapproved absences / missed assignments can be withdrawn from class.

Grading Scale – two decimal points, no rounding

GRADE	PERCENT
A	93.00 – 100.00%
A-	90.00 – 92.99%
B+	87.00 – 89.99%
B	83.00 – 86.99%
B-	80.00 – 82.99%
C+	77.00 – 79.99%
C	73.00 – 76.99%
C-	70.00 – 72.99%
D+	67.00 – 69.99%
D	60.00 – 66.99%
F	Below 60.00%

Assignments and due dates subject to change with notice to make for the most effective teaching / learning experience.

WEEK	DATE	SUBJECT AREAS/ASSIGNMENTS
PRE-Week 1	12/13/2020	<p>Complete: Self-Introduction Paper – instructions to be found on BB. Be mindful of grammar and spelling.</p> <p>Purchase textbook – consult DeSales College Store for exact textbook version and Simnet Access code required. Use syllabus textbook reference above.</p> <p>Due Date: 12/19/2020 11:59pm</p>

WEEK	DATE	SUBJECT AREAS/ASSIGNMENTS
1	12/20/2020	<p>Read the following chapters in the Microsoft Office 2016 In Practice textbook and watch the associated recorded lectures (recorded lectures can be found in BB).</p> <p>Windows 10, Office 2016, and File Management, Begins on Page O1-1</p> <p>Word Chapter 1 – Creating and Editing a Document Begins on Page W1-2</p> <p>Word Chapter 2 – Formatting and Customizing Documents, Begins on Page W2-65</p> <p>Word Chapter 3 – Collaborating with Others and Working with Reports, Begins on Page W3-133</p> <p>Word Chapter 4 – Using Tables, Columns, and Graphics, Begins on Page W4-209</p> <p>Excel Chapter 1 – Creating and Editing Workbooks, Begins on Page E1-2</p> <p>Complete the following assignments. Assignment details can be found in BB. Student data files and assignments are available in your Simnet account but are accessed through the weekly units in BB.</p> <p>Word Chapter 1 – Independent Project 1-4, Simnet Assignment</p> <p>Word Chapter 2 – Independent Project 2-4, Simnet Assignment</p> <p>Word Chapter 3 – Independent Project 3-5, Simnet Assignment</p> <p>Word Chapter 4 – Independent Project 4-4, Simnet Assignment</p> <p>Excel Chapter 1 – Independent Project 1-4, Simnet Assignment</p> <p>Complete the following On-line / Blackboard Exams. Exam details can be found in BB in each weekly unit.</p> <p>Word Chapter 1- 4 Simnet Exam</p> <p>Due Date: 12/26/2020 11:59pm</p>

WEEK	DATE	SUBJECT AREAS/ASSIGNMENTS
2	12/27/2020	<p>Read the following chapters in the Microsoft Office 2016 In Practice textbook and watch the associated recorded lectures (recorded lectures can be found in BB).</p> <p>Excel Chapter 2 – Working with Formulas and Functions, Begins on Page E2-88</p> <p>Excel Chapter 3 – Creating and Editing Charts, Begins on Page E3-162</p> <p>Excel Chapter 4 – Formatting, Organizing, and Getting Data, Begins on Page E4-221</p> <p>Access Chapter 1 – Creating a Database and Tables, Begins on Page A1-2</p> <p>Access Chapter 2 – Using Design View, Data Validation, and Relationships, Begins on Page A2-78</p> <p>Complete the following assignments. Assignment details can be found in BB. Student data files and assignments are available in your Simnet account but are accessed through the weekly units in BB.</p> <p>Excel Chapter 2 – Independent Project 2-4, Simnet Assignment</p> <p>Excel Chapter 3 – Independent Project 3-4, Simnet Assignment</p> <p>Excel Chapter 4 – Independent Project 4-4, Simnet Assignment</p> <p>Access Chapter 1 – Independent Project 1-5, Simnet Assignment</p> <p>Access Chapter 2 – Independent Project 2-5, Simnet Assignment</p> <p>Complete the following On-line / Blackboard Exams. Exam details can be found in BB in each weekly unit.</p> <p>Excel Chapter 1-4 Simnet Exam</p> <p>Due Date: 1/2/2021 11:59pm</p>

WEEK	DATE	SUBJECT AREAS/ASSIGNMENTS
3	1/3/2021	<p>Read the following chapters in the Microsoft Office 2016 In Practice textbook and watch the associated recorded lectures (recorded lectures can be found in BB).</p> <p>Access Chapter 3 – Creating and Using Queries, Begins on Page A3-152</p> <p>Access Chapter 4 – Creating and Using Forms and Reports, Begins on Page A4-212</p> <p>PowerPoint Chapter 1 – Creating and Editing Presentations, Begins on Page P1-2</p> <p>PowerPoint Chapter 2 – Illustrating with Pictures and Information Graphics, Begins on Page P2-70</p> <p>PowerPoint Chapter 3 – Preparing for Delivery and Using a Slide Presentation, Begins on Page P3-146</p> <p>Complete the following assignments. Assignment details can be found in BB. Student data files and assignments are available in your Simnet account but are accessed through the weekly units in BB.</p> <p>Access Chapter 3 – Independent Project 3-5, Simnet Assignment</p> <p>Access Chapter 4 – Independent Project 4-4, Simnet Assignment</p> <p>PowerPoint Chapter 1 – Independent Project 1-5, Simnet Assignment</p> <p>PowerPoint Chapter 2 – Independent Project 2-5, Simnet Assignment</p> <p>PowerPoint Chapter 3 – Independent Project 3-5, Simnet Assignment</p> <p>Complete the following On-line / Blackboard Exams. Exam details can be found in BB in each weekly unit.</p> <p>Access Chapter 1-4 Simnet Exam</p> <p>PowerPoint Chapter 1-3 Simnet Exam</p> <p>Due Date: 1/9/2021 11:59pm</p>

Summary - Assignments to be submitted for Grading (Simnet student data files, assignments, and exams are accessed through Bb weekly units).

Class 1

1. Word Chapter 1 – Independent Project 1-4, Simnet Assignment
2. Word Chapter 2 – Independent Project 2-4, Simnet Assignment
3. Word Chapter 3 – Independent Project 3-5, Simnet Assignment
4. Word Chapter 4 – Independent Project 4-4, Simnet Assignment
5. Excel Chapter 1 – Independent Project 1-4, Simnet Assignment
6. Related Exam(s)

Class 2

1. Excel Chapter 2 – Independent Project 2-4, Simnet Assignment
2. Excel Chapter 3 – Independent Project 3-4, Simnet Assignment
3. Excel Chapter 4 – Independent Project 4-4, Simnet Assignment
4. Access Chapter 1 – Independent Project 1-5, Simnet Assignment
5. Access Chapter 2 – Independent Project 2-5, Simnet Assignment
6. Related Exam(s)

Class 3

1. Access Chapter 3 – Independent Project 3-5, Simnet Assignment
2. Access Chapter 4 – Independent Project 4-4, Simnet Assignment
3. PowerPoint Chapter 1 – Independent Project 1-5, Simnet Assignment
4. PowerPoint Chapter 2 – Independent Project 2-5, Simnet Assignment
5. PowerPoint Chapter 3 – Independent Project 3-5, Simnet Assignment
6. Related Exam(s)