

Saint Leo University

COM 140 Basic Computer Skills

Course Description:

This course is an introduction to computer applications including basic computer concepts and terminology. Students gain hands-on experience in using the operating system and word processing, spreadsheet, presentation management, and database management software. All students are required to take this course if they cannot demonstrate proficiency by passing the Computer Skills Exam or by having taken a suitable substitute at another regionally accredited higher education institution. Course fee may apply.

Prerequisite:

None

Textbooks:

Carey, P., DesJardins, C., Shaffer, A., Shellman, M., & Vodnik, S. (2016). *New Perspectives Microsoft Office 365 & Office 2016: Introductory*. Boston, MA: Cengage Learning. ISBN: 9781337372688 (Loose Leaf Package)

or

Carey, P., DesJardins, C., Shaffer, A., Shellman, M., & Vodnik, S. (2016). *New Perspectives Microsoft Office 365 & Office 2016: Introductory*. Boston, MA: Cengage Learning. ISBN: 9781337365925 (EBook)

Software Requirement:

Microsoft Office 365.

Learning Outcomes:

Upon successful completion of this course, you will be able to:

- Utilize a word processing system to create, edit, and output documents such as letters, reports, etc., in a suitable format.
- Utilize a spreadsheet to create, edit, output, and manipulate spreadsheets and graphs.
- Utilize a database management system to create, manipulate, access, and output databases.
- Utilize a presentation management program to create, edit, and output presentations.
- Copy and/or link parts of the above applications so that a seamless product is produced for use.
- Discuss, integrate, and explain the relevance of all of the Saint Leo core values, including the criticality of ethical behavior in conjunction with the core values, in using computers in an organizational environment.

Core Values:

Excellence: Saint Leo University is an educational enterprise. All of us, individually and collectively, work hard to ensure that our students develop the character, learn the skills, and assimilate the knowledge essential to become morally responsible leaders. The success of our University depends upon a conscientious commitment to our mission, vision, and goals.

Community: Saint Leo University develops hospitable Christian learning communities everywhere we serve. We foster a spirit of belonging, unity, and interdependence based on mutual trust and respect to

create socially responsible environments that challenge all of us to listen, to learn, to change, and to serve.

Respect: Animated in the spirit of Jesus Christ, we value all individuals' unique talents, respect their dignity and strive to foster their commitment to excellence in our work. Our community's strength depends on the unity and diversity of our people, on the free exchange of ideas and on learning, living, and working harmoniously.

Personal Development: Saint Leo University stresses the development of every person's mind, spirit, and body for a balanced life. All members of the Saint Leo University community must demonstrate their commitment to personal development to help strengthen the character of our community.

Responsible Stewardship: Our Creator blesses us with an abundance of resources. We foster a spirit of service to employ our resources to university and community development. We must be resourceful. We must optimize and apply all of the resources of our community to fulfill Saint Leo University's mission and goals.

Integrity: The commitment of Saint Leo University to excellence demands that its members live its mission and deliver on its promise. The faculty, staff, and students pledge to be honest, just, and consistent in word and deed.

Evaluation:

Since this is a hands-on course, primary assessment will be through task-oriented assignments.

Assessment	Percentage Total
Tests	10%
Homework	40%
Capstone Projects	40%
Participation/Discussions	10%
Total	100%

Tests:

There will be a test after each topic. The tests will be similar to the SAM Training and SAM Project activities. There will not be a cumulative midterm or final.

Homework:

The Homework will be SAM Trainings and SAM Projects. SAM Trainings are interactive activities that allow the student to observe, practice, and apply hands-on tasks that accomplish the necessary activities to learn how to use the application. These are designed to demonstrate the student's capability at using the application.

SAM Projects challenge the student to accomplish tasks they practiced in the SAM Trainings to accomplish common tasks without explicit directions and assistance as in the Trainings.

Capstone Project:

The Capstone Projects will additionally challenge the student to accomplish tasks they practiced in the SAM Trainings and Sam Projects. There is one Capstone Project for each of MS Office applications (Word, Excel, Access, PowerPoint).

Participation/Discussion:

Participation/Discussion grades can be earned in both the Boss's Challenge and the regular Module Discussions focusing on the Saint Leo core values.

Course Schedule:

Module 1 Introduction to Computer Concepts, File Management, and Internet Basic

- Objectives** At the conclusion of this module, you will be able to:
- Identify basic computer concepts.
 - Demonstrate working with and managing files.
 - Demonstrate working with the internet and identify information literacy.

Assignments

Items to be Completed:	Due No Later Than:
Post an introduction to the class	Thursday 11:59 PM EST/EDT
Read the following chapters in the textbook: <ul style="list-style-type: none"> • Essential Computer Concepts • Managing your Files • Internet Basics and Information Literacy 	
Attempt and Post to the Boss's Challenge	Thursday 11:59 PM EST/EDT
Post an initial response to the discussion question	Thursday 11:59 PM EST/EDT
Post responses to at least two classmates	Sunday 11:59 PM EST/EDT
Complete all the required Activities	Sunday 11:59 PM EST/EDT
Complete all the required Tests	Sunday 11:59 PM EST/EDT

Module 2: Creating and Editing a Document & Navigating and Formatting a Document

- Objectives** At the conclusion of this module, you will be able to:
- Create and format a document in MS Word.
 - Demonstrate working with line spacing, margins, and page orientation.
 - Demonstrate formatting from creating bulleted and numbered lists to working with styles, themes, and page numbering.
 - Create citations and bibliography; review APA style.

Assignments

Items to be Completed:	Due No Later Than:
Read the following chapters in the textbook: <ul style="list-style-type: none"> • Word Module 1: Creating and Editing a Document • Word Module 2: Navigating and Formatting a Document 	
Attempt and Post to the Boss's Challenge	Thursday 11:59 PM EST/EDT
Post an initial response to the discussion question	Thursday 11:59 PM EST/EDT
Post responses to at least two classmates	Sunday 11:59 PM EST/EDT
Complete all the required Activities	Sunday 11:59 PM EST/EDT
Complete all the required Homework	Sunday 11:59 PM EST/EDT
Complete all the required Tests	Sunday 11:59 PM EST/EDT

Module :

3 Creating Tables and a Multipage Report & Enhancing Page Layout and Design

Objectives

At the conclusion of this module, you will be able to:

- Demonstrate working with tables, table data, parts of a table, sorting data, formatting tables with styles, and creating footnotes & endnotes.
- Work with SmartArt, headers, footers, and a cover page.
- Insert symbols, special characters, objects, text boxes, and WordArt.
- Save a document as a PDF and convert a PDF to a Word document.

Assignments

Items to be Completed:	Due No Later Than:
Read the following chapters in the textbook: <ul style="list-style-type: none">• Word Module 3: Creating Tables and a Multipage Report• Word Module 4: Enhancing Page Layout and Design	
Attempt and Post to the Boss's Challenge	Thursday 11:59 PM EST/EDT
Post an initial response to the discussion question	Thursday 11:59 PM EST/EDT
Post responses to at least two classmates	Sunday 11:59 PM EST/EDT
Complete all the required Activities	Sunday 11:59 PM EST/EDT
Complete all the required Homework	Sunday 11:59 PM EST/EDT
Complete all the required Tests	Sunday 11:59 PM EST/EDT
Complete the Capstone Project	Sunday 11:59 PM EST/EDT

Module 4: Getting Started in Excel & Formatting Workbook Text and Data

Objectives

At the conclusion of this module, you will be able to:

- Create, open, save, close, navigate, and print a workbook.
- Enter and create formulas, such SUM and COUNT functions, and create patterned text with Flash Fill.
- Format styles and merge cells.
- Set the print area, insert page breaks, add print titles, create headers and footers, and set margins.

Items to be Completed:	Due No Later Than:
Read the following chapters in the textbook: <ul style="list-style-type: none">• Excel Module 1: Getting Started with Excel• Excel Module 2: Formatting Workbook Text and Data	
Attempt and Post to the Boss's Challenge	Thursday 11:59 PM EST/EDT
Post an initial response to the discussion question	Thursday 11:59 PM EST/EDT
Post responses to at least two classmates	Sunday 11:59 PM EST/EDT
Complete all the required Activities	Sunday 11:59 PM EST/EDT

**Module :
Assignments**

Complete all the required Homework	Sunday 11:59 PM EST/EDT
Complete all the required Tests	Sunday 11:59 PM EST/EDT

5 Performing Calculations with Formulas and Functions & Analyzing and Charting Financial Data

Objectives

- At the conclusion of this module, you will be able to:
- Insert functions, perform a what-if analysis, use the Quick Analysis tool, and Lookup functions.
 - Use AutoFill series and formulas and set relative and absolute cell references.
 - Use the PMT function to calculate a loan payment.
 - Create and format chart elements such as an embedded pie chart, clustered column chart, stacked column chart, line chart, combination chart, histogram, and Pareto chart.

Assignments

Items to be Completed:	Due No Later Than:
Read the following chapters in the textbook: <ul style="list-style-type: none"> • Excel Module 3: Performing Calculations with Formulas and Functions • Excel Module 4: Analyzing and Charting Financial Data 	
Attempt and Post to the Boss's Challenge	Thursday 11:59 PM EST/EDT
Post an initial response to the discussion question	Thursday 11:59 PM EST/EDT
Post responses to at least two classmates	Sunday 11:59 PM EST/EDT
Complete all the required Activities	Sunday 11:59 PM EST/EDT
Complete all the required Homework	Sunday 11:59 PM EST/EDT
Complete all the required Tests	Sunday 11:59 PM EST/EDT
Complete the Capstone Project	Sunday 11:59 PM EST/EDT

Module 6: Creating and Building a Database & Defining Table Relationships

Objectives

- At the conclusion of this module, you will be able to:
- Learn basic database concepts, terms, and operations.
 - Create and navigate a simple table, query, and form.
 - Create and modify tables by defining fields, field properties, and a primary key.
 - Import data and define a relationship between two tables.

Module :

Assignments

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Items to be Completed:	Due No Later Than:
Read the following chapters in the textbook: <ul style="list-style-type: none">• Access Module 1: Creating a Database• Access Module 2: Building a Database and Defining Table Relationships	
Attempt and Post to the Boss's Challenge	Thursday 11:59 PM EST/EDT
Post an initial response to the discussion question	Thursday 11:59 PM EST/EDT
Post responses to at least two classmates	Sunday 11:59 PM EST/EDT
Complete all the required Activities	Sunday 11:59 PM EST/EDT
Complete all the required Homework	Sunday 11:59 PM EST/EDT
Complete all the required Tests	Sunday 11:59 PM EST/EDT

Maintaining and Querying a Database & Creating Forms and Reports

Objectives

At the conclusion of this module, you will be able to:

- Find, modify, and delete records in a table.
- Create, run, and save queries as well as perform calculations, sort, and filter data in a query.
- Create forms, find data using a form, and print selected form records.
- Create reports, move and resize fields, insert a picture, custom format, and print a report.

Assignments

Items to be Completed:	Due No Later Than:
Read the following chapters in the textbook: <ul style="list-style-type: none">• Access Module 3: Maintaining and Querying a Database• Access Module 4: Creating Forms and Reports	
Attempt and Post to the Boss's Challenge	Thursday 11:59 PM EST/EDT
Post an initial response to the discussion question	Thursday 11:59 PM EST/EDT
Post responses to at least two classmates	Sunday 11:59 PM EST/EDT
Complete all the required Activities	Sunday 11:59 PM EST/EDT
Complete all the required Homework	Sunday 11:59 PM EST/EDT
Complete all the required Tests	Sunday 11:59 PM EST/EDT
Complete the Capstone Project	Sunday 11:59 PM EST/EDT

Module 8: Creating a Presentation & Adding Media and Special Effects

Objectives

At the conclusion of this module, you will be able to:

- Plan, create, open, close presentations; create, duplicate, rearrange, and delete slides.

Module :

- Create speaker notes, print slides in different formats, and run a slide show.
- Insert and format shapes, pictures, and tables.
- Apply and modify transitions, add video and modify playback options, and animate objects.

Assignments

Items to be Completed:	Due No Later Than:
Read the following chapters in the textbook: <ul style="list-style-type: none">• PowerPoint Module 1: Creating a Presentation• PowerPoint Module 2: Adding Media and Special Effects	
Attempt and Post to the Boss's Challenge	Thursday 11:59 PM EST/EDT
Post an initial response to the discussion question	Thursday 11:59 PM EST/EDT
Post responses to at least two classmates	Sunday 11:59 PM EST/EDT
Complete all the required Activities	Sunday 11:59 PM EST/EDT
Complete all the required Homework	Sunday 11:59 PM EST/EDT
Complete all the required Tests	Sunday 11:59 PM EST/EDT
Complete the Capstone Project	Sunday 11:59 PM EST/EDT