

University of the Incarnate Word Course Syllabus/Outline**Course:** UIW Online COMP 1301 - Computer Literacy**Instructor:** Priscila Fiala**Email:** pfiala@uiwtx.edu**PHONE:** 210.829.2704

OVERVIEW OF THE COURSE:

*Make sure to read this **COURSE SYLLABUS** carefully. It highlights expectations for this course, and also provides answers to FAQ questions. The **COURSE OUTLINE** contains important information on assignments and its due dates. If you foresee a problem, or have trouble with the software, need help, etc., notify me as soon as possible **BEFORE** the deadline.*

This course is eight weeks long. Participation and discussion is critical to your successful completion of this class and will have a major bearing on your final grade.

UIW Online week refers to the span of seven days from Monday to Sunday. All cases/assignments are due by 11:59pm central time, Sunday of the week indicated on the course outline. All cases/assignments must be turned in by the designated due date or a grade of Zero (0) will be issued. If you encounter any other problems with meeting a given deadline, contact me right away and the situation will be evaluated on an individual basis. The only exception to this rule is the final project which is due on Friday of the final day of the term.

INTRODUCTION

The purpose of this class is to promote an understanding of general computer concepts and develop fundamental skills in word processing, spreadsheet, graphics, and internet capabilities. After successfully completing this course, you will be able to effectively and efficiently use a computer to create professional reports and presentations. You will also be able to use integrated software to produce word processing, spreadsheet documents, and presentation applications. Become proficient in discussing current and future technology trends regarding computer hardware and software. Develop skills in gathering information and basic research using the Internet, while developing skills using email – both are a necessary and a natural outcome of learning in an online environment.

Please plan on reading the **ANNOUNCEMENTS** area a couple of times a week. Each week may have a general announcement to start, but if I have anything that you all need to know comes up, I will post it there.

Make sure to read this **COURSE OUTLINE** carefully. It has answers to a many of your questions. Print it for future reference and refer to it often for weekly assignment due dates. You are responsible for knowing what it contains – especially all deadlines indicated within it.

INSTRUCTIONAL MATERIAL

Required: E-Textbook: Shaffer: New Perspectives on MS Office 2013, First Course (ISBN 9781285821146)

- **Required Software:** **Microsoft Office Professional 2013**. If you do not have MS Office Professional 2013 loaded on your computer, go to <http://www.uiw.edu/ird/documents/office365.pdf> to download a free copy of Office 365. If you have any problems to download/load Office, call the Helpdesk at 210.829.2721 for assistance.

In order to send me your case assignments each week, you will go into the **WEEKLY LESSONS** thread, and then **WEEK ASSESSMENTS**. The Week Assessments will have the respective number of the week. For example, for week one, you will upload your documents to **“Week One Assessments.”** I will grade them and grades will be posted in the **MY GRADES** area. You will find small lectures and PowerPoint presentations each week in the **WEEK CLASS NOTES** link.

If you are unable to submit any assignments to Blackboard, make sure to email it/them to me at pfiala@uiwtx.edu

STUDENT FILES:

You may download the student data files and save them to your hard drive to do the labs found in the text. The instructions are located on the inside of the back cover of the text. However, I will provide any files required to complete the cases. Any file required to complete the Cases will be provided by me at the respective week under ASSESSMENTS.

REQUIRED COURSE MATERIALS:

- Your text book
- MS Office Professional 2013
- Student files (see instructions above)
- Computer with basic system requirements (Pentium or higher system and 28.8 or higher speed modem connection.)
- Microsoft Office XP or higher on a Windows operating system or comparable Mac system, and an Internet Service Provider (ISP)

CATALOG DESCRIPTION:

This course is an introduction to basic microcomputer terminology and concepts. The student receives hands-on experience in file management techniques, Internet and email software, online library software, word-processing software, presentation software, spreadsheet software, and database management software, all with an emphasis in business applications. This course meets the computer literacy requirement for business majors.

HOW COURSE FITS WITHIN CURRICULUM:

Satisfies UIW Computer Literacy requirement and is a prerequisite to other courses in Business curriculum.

DESCRIPTION OF COURSE:

- A. Cognitive elements/Thematic Expectations/Skills Developments
 1. Introduction to basic microcomputer terminology and concepts
 2. Introduction to current technology as a tool with emphasis in business.
- B. Requirements essential to the course
 1. Understand microcomputer concepts
 2. Effectively utilize various microcomputer applications
 3. Understand information literacy concepts
- C. Research tools essential to the course:
WWW and Internet research skills

ASSESSMENTS:

- A. Computer based tutorials
- B. Objective and subjective quizzes and exams
- C. Applied assessment of performance skills
- D. Web based information literacy tutorials

OUTCOMES OF THE COURSE:

- A. Will be able to understand essential key microcomputer concepts, terminology and current technology to make effective use of the computer as a tool with an emphasis in business.
- B. Will be able to function as a knowledgeable end-user with fundamental skills in word-processing, electronic visual presentations, electronic spreadsheets and database software.
- C. Will have basic information literacy skills and be able to utilize the Internet (World Wide Web) and e-mail as tools for research and communication.

ASSESSMENT OF EACH OUTCOME:

- A. Computer based tutorials and objective examinations.
- B. Hands-on exercises demonstrating knowledge of appropriate software applications.
- C. National web based tutorial modules. Be able to complete presentations utilizing presentation software and demonstrating effective use of research methodologies.

ACADEMIC DISHONESTY:

University of the Incarnate Word is strongly committed to the nurturing of academic excellence. The University expects its students to pursue and maintain truth, honesty, and personal integrity in their academic work. Academic dishonesty, in any form, constitutes a serious threat to the freedoms, which define an academic community. For details on what constitutes academic dishonesty and its consequences, go to the following web address: <http://www.uiw.edu/undergraduatecatalog0709/355.htm>.

DISABILITY ACCOMMODATIONS

The University of the Incarnate Word is committed to providing a supportive, challenging, diverse and integrated environment for all students. In accordance with Section 504 of the Rehabilitation Act – Subpart E and Title III of the Americans with Disabilities Act (ADA), the University ensures accessibility to its programs, services and activities for qualified students with documented disabilities.

For more information, contact:

Student Disability Services

Administration Building, Suite 105

Ph. (210) 829-3997

Fax (210) 829-6078

Website: <http://www.uiw.edu/ada/>

STUDY OBJECTIVES/EXPECTATIONS:

The approach in this course is based on textbook study, case assignments, and meeting cooperative learning requirements. Learning objectives are spelled-out at the beginning of each lab, referenced throughout the lab, and summarized at the end of each lab in the form of questions and exercises.

This online course is not self-paced, nor is it open-ended. There is a beginning and ending date for each course, and assigned deadlines for cases, reading, quizzes, and on-line discussion. Our online class will be taught in a somewhat informal lecture and discussion format. Open-ended discussion is highly encouraged and students are invited to ask questions or raise points for discussion at any time. All of our discussion and person-to-person contact will be done through the website to maintain the integrity of the learning process. Questions or comments regarding grades or other personal matters should be sent directly to me.

This course is eight weeks long. We cannot possibly cover all aspects of this course in that short period of time. You will do most of your work off-line, but you will be expected to access the website area often to submit work, retrieve assignments, read lectures, and participate in posted group discussion. Participation is critical to your successful completion of this class and will have a major bearing on your final grade.

Finally, you cannot learn these applications unless you use them. It is important that you work along with the book for your own benefit even if you believe you are fluent in one or all of the MS Office applications. Most of the questions students ask, as they attempt to do their cases, occur because they do not refer to the book **BEFORE** attempting the cases. Your cases are a reflection of what you are doing or have done in the lab (s) for that week.

LECTURES:


There are PowerPoint presentations posted in the **WEEKLY NOTES** section. Make sure to read it for some extra help with all lab exercises, and also to complete your journals.

DISCUSSION EXERCISES (25% OF FINAL GRADE)

AIE STANDARDS: 3 POINTS

Discussion exercises will be posted at the beginning of each week (Monday). Each student will be expected to research, read, and share facts or their opinions – depending on the nature of the questions. You must submit your first discussion contribution by Wednesday of the given week. You should then reply to someone else's posting.

Discussion does not mean just answering the question. It means taking part in the give-and-take of communications to learn different points of view. If you do all of your discussion contribution towards the end of the week you will only get half of the allotted points. Let me remind you, Discussion is 25% of your final grade, failure to respond to discussion **WILL** have a serious impact on your grade and success of passing the course. Discussion area closes for the week at 11:59 pm Central on Sunday.

 **I ask for at least 3 meaningful comments from you each week.** The first response should be approximately three paragraphs in length (250 minimum words). The other two responses should be approximately two paragraphs in length (100 – 150 words). The first comment should be in response to the question(s) I pose for the week. The remaining will be to a fellow classmate's comments in the discussion. With this method we can get a very good dialogue for the week. I will keep track of your discussion participation, your follow-up to other comments and the insightfulness you use in the discussion. Remember, the first posting is due by Wednesday of a given week. Prompt posting, by Wednesday, of your initial response will provide everyone the opportunity to respond and it gives us time to fully explore the topic. Late first replies by Wednesday will be deducted 10 points. Discussion threads will close every Sunday, 11:59pm CST.

CASES/HOMEWORK (25% OF FINAL GRADE):**AIE STANDARDS: 2 POINTS**

All case assignments/homework will be turned in assignments. Late work will not be accepted! Emailing me the day the assignment is due asking for an extension, or after the deadline has passed, does not excuse you in turning in late work. A grade of zero will be issued.

The due date for all cases is Sunday of the week by 11:59 pm Central. All homework is listed on this outline which gives you plenty of time to plan ahead (the term “week” used in the syllabus/outline refers to the span of seven days from Monday to Sunday. All case assignments are due by 11:59 pm central time, Sunday of the week indicated on the course outline.) All cases must be turned in by the designated due date or a grade of Zero (0) will be issued. If at any time you have questions or need assistance, notify me as soon as possible **BEFORE** the deadline. I am mindful of our hectic lives. However, you also need to remember, this is an eight-week course, so we move through the material rapidly. You can quickly get behind in the work.

JOURNALS (5% OF YOUR FINAL GRADE):**AIE STANDARDS: 1 POINT**

Every week you must write a journal (a summary) of the material covered, and also what you have learned for the week. All journals are due by 11:59 pm central time, Sunday of the week indicated on the course outline. Besides your textbook, at the beginning of each week (Monday), there will be a lecture and a PowerPoint presentation available on the subject being covered for the respective week. A journal is not consistent of one paragraph. **I do expect for you to be as detailed as possible.** Tell me what you learned, what you liked, what you didn't like and so on.

COMPUTER CONCEPTS MIDTERM (15% OF FINAL GRADE)

There will be 1 Computer Literacy Exam (Midterm). The Midterm will be posted on the **Friday afternoon of the Week 4**, and will be due on the following Friday by 11:59pm CST. The Midterm will consist of multiple choice questions chosen at random which will test your knowledge of what we covered to that point.

FINAL PROJECT (30% OF FINAL GRADE):

The final project/exam will be posted on the **Friday afternoon of Week 7**. This project will incorporate elements that will allow each student to demonstrate basic knowledge of Microsoft Office as well as demonstrate their knowledge of the computer concepts learned in the course. Some of the requirements of the final were not covered in their entirety during the course, but they were covered in the lab exercises.


I will not accept any projects after the deadline, unless prior arrangements have been made well in advance of this date.

PROFESSIONALISM:

Your assignments reflect your abilities to articulate your thoughts in writing. Be mindful of your spelling, presentation and organizational skills when writing in discussion and completing your assignments. I teach this course as business class and your work will be graded using that standard. Your case assignments should be done as if they were given to your boss for review.

- ✚ Remember, "talking" online is not the same as talking on the telephone or talking in person. We normally use verbal expression, intonation, vision, and body language to get the message across when face-to-face. Make sure to respect the feelings of others at all times. That is not to say you cannot disagree and express your opinions/feelings, but it must be done professionally.

- ✚ “Texting” language and/or abbreviations is not permitted in the course. This is a college level course.

 I strongly encourage the use of outside materials and examples in our discussions. You are welcome to share links in the discussion area. However, make sure to always cite your sources. Keep in mind that Wikipedia is the least reliable source available on the net. Anyone can edit ANY information in Wikipedia.

GRADING EVALUATIONS

Assessment	Description	Weight
Discussion Exercises	Participation in the discussion evidenced by posting at least one thoughtful response to all questions by Wednesday of the given week and two responses to fellow classmates. Possible 100 points per week (Weeks 1 thru 8)	25%
Cases	Instructions correctly followed and all work completed and successfully submitted by the designated due date. Possible 100 points each.	25%
Journals	Summary of what you have learned. Possible 100 points	5%
Midterm Exam	50 Multiple Choice questions. Possible 100 points	15%
Final Project/ Exam	Instructions correctly followed. Successful completion and submission of the final project by the designated due date. (Each section is worth 100 points)	30%
Total Grade		100%

GRADING SCALE:

A	93 – 100	B-	80-82	D+	67-69
A-	90 – 92	C+	77-79	D	63-66
B+	87 – 89	C	70-76	D-	60-62
B	83 – 86	There is no C-		F	< 60

A and A- indicates a superior grasp of the subject matter of the course, initiative and originality in attacking problems, and ability to relate knowledge to new situations.

B+, B, and B- indicates better than average grasp of the subject matter of the course and ability to apply principles with intelligence.

C+ and C indicates an acceptable grasp of the essentials of the course.

D+, D, and D- indicates less than average performance in the course.

F indicates failure to master the minimum essentials of the course. The course must be repeated.

IMPORTANT “DROP COURSE” INFORMATION:

It is the student's responsibility to drop their course within the 100% refund period to avoid assessment of tuition and fees. There will not be a university-initiated drop for non-participation. If you do not plan to attend, you must drop your courses by Friday at 5pm (CST) of the first week of the term to be within the 100% refund period. You may do so by visiting <http://online.uiw.edu/dropwithdrawal-policy>. A \$50 administrative fee is applied for all drops from courses offered through the UIW Online. ARMY Students must drop their course(s) through GoArmyEd and the drop fee will be waived.

NEXT SECTION: COURSE OUTLINE

COURSE OUTLINE

Each week you will notice a number in parenthesis. This is the Alternative Learning Equivalency for this course. It is an expectation for the minimum amount of time (hours) you will spend on each topic each week.

WEEK ONE

- ✚ Reading Assignment: Start reading Essential Computer Concepts, Exploring the Basics of MS Windows 8, Managing Your Files, Internet Basics and Information Literacy
Pp. ECC 1 – ECC 30, WIN 1 – WIN 32, FM 1 – FM 32, IB 1 – IB 29
- ✚ Discussion: Write and post a short biography. This will **not** be counted toward your required discussion replies. However, the posting is required.
- ✚ Answer the discussion question posted for the week. I ask for only 3 meaningful comments from you each week. The first comment should be in response to the question(s) I pose for the week. The other 2 comments will usually be to a fellow classmate's comments in the discussion. Remember to post the first reply by Wednesday of the respective week (3).
- ✚ Cases: Proskills – Research Buying a New Personal Computer – Page ECC 30 **and** Research – Great Espresso – Page IB 31 (2)
- ✚ Journal: Summary what you have learned – For the first journal, you must include how much knowledge you have on Microsoft Office (1)

WEEK TWO

- ✚ Reading Assignment: Word Tutorial 1 – Creating and Editing a Document, and Word Tutorial 2 – Navigating and Formatting a Document
Pp. WD 1 – WD 54, WD 61 – WD 112
- ✚ Discussion: Reply to the question posted for the week. I ask for only 3 meaningful comments from you each week. I do encourage you to post more than 3 comments. Remember to post the first reply by Wednesday of the respective week. (3)
- ✚ Cases: Case Problem 1 – Prairie Public Health Consultants– Page WD 56 **and** Case Problem 3 – Sports Training - Page WD 116 – two files are to be submitted for this assignment (2)
- ✚ Journal: Summary what you have learned (1)

WEEK THREE

- ✚ Reading Assignment: Word Tutorial 3 – Creating Tables and a Multipage Report, Word Tutorial 4 – Enhancing Page Layout and Design
PP. WD 119 – WD 169, WD 175 – WD 229
- ✚ Discussion: Reply to the question posted for the week. I ask for only 3 meaningful comments from you each week. I do encourage you to post more than 3 comments. Remember to post the first reply by Wednesday of the respective week (3).
- ✚ Cases: Case Problem 1 – Green Commission, Morelos, Arizona – Page WD 233 **and** Case Problem 4 – Glenfield Graphic Design – Page WD 238 (2)
- ✚ Journal: Summary what you have learned (1)

WEEK FOUR

- ✚ Reading Assignment: Excel Tutorial 1 – Getting Started with Excel, Excel Tutorial 2 – Formatting Workbook Text and Data
Pp. EX 1 – EX58, EX 67 – EX 122
- ✚ Discussion: Reply to the question posted for the week. I ask for only 3 meaningful comments from you each week. I do encourage you to post more than 3 comments. Remember to post the first reply by Wednesday of the respective week (3)
- ✚ Cases: Case Problem 4 – Office Cart – Page EX 128 **and** Case Problem 1 – Hernandez Family – Page EX 184 (2)
- ✚ Journal: Summary what you have learned (1)
- ✚ **MIDTERM (released on Friday)**

WEEK FIVE

- ✚ Reading Assignment: Excel Tutorial 3 – Calculating Data with Formulas and Functions, Excel Tutorial 4: Analyzing and Charting Financial Data
Pp. EX 131 – EX 182, EX189 – EX 247
- ✚ Discussion: Reply to the question posted for the week. I ask for only 3 meaningful comments from you each week. I do encourage you to post more than 3 comments. Remember to post the first reply by Wednesday of the respective week (3)
- ✚ Cases: Case Problem 1 – Bertrand Family Budget – Page EX 249 – two files are to be submitted for this assignment; one file for 15 years and one file for 30 years (2)
- ✚ Journal: Summary what you have learned (1)

WEEK SIX

- + Reading Assignment: PowerPoint Tutorial 1 – Creating a Presentation
Pp. PPT 1 – PPT 60
- + Discussion: Reply to the question posted for the week. I ask for only 3 meaningful comments from you each week. I do encourage you to post more than 3 comments. Remember to post the first reply by Wednesday of the respective week (3).
- + Cases: Case Problem 1 – Wind Lake Assisted Living Center – Page PPT 63 **and** Case Problem 3 – Karl Benson Photography – Page PPT 65 (2)
- + Journal: Summary what you have learned (1)

WEEK SEVEN

- + Reading Assignment: PowerPoint Tutorial 2 – Adding Media and Special Effects
Pp. PPT 69 – PPT 124
- + Discussion: Reply to the question posted for the week. I ask for only 3 meaningful comments from you each week. I do encourage you to post more than 3 comments. Remember to post the first reply by Wednesday of the respective week (3).
- + Cases: Case Problem 4 – KeepMeMine ID – Page PPT 132 **and** Proskills – Create and Deliver a Training Presentation – Page PPT 135 (2).
- + Journal: Summary what you have learned (1).

WEEK EIGHT

- + Discussion: Reply to the question posted for the week (3)
- + **Final Project files will made available via a link in the Week Eight Discussion folder. Complete and submit Final Project by 5:00pm Central on April 29, 2016.**
- + **NO LATE EXAMS WILL BE ACCEPTED.**

Keep in mind: If you do have questions at any time, ask!

Wishing everyone a great term!

Priscila Fiala