

FA2008/SP09 13-101 Computer Literacy (PA web sections)

INSTRUCTOR: Mrs. Kristi Smith E-mail (the best way to reach me): ksmith@allegany.edu Course Website: blackboard.allegany.edu	
PA Fall Sections: 2122, 2123	PA Spring Web Sections: 1973, 1972
OFFICE PHONE:	814-445-9848 x6108 / Everett campus 814-652-9528 x6220
OFFICE HOURS:	Offices located at both PA campuses with rotational hours at both campuses Or by appointment at either PA campus – contact me
REQUIRED TEXTS:	1. **New Perspectives on Computer Concepts - Brief , 11 th Edition, Parsons/Oja, 2. **Office 2007 Introductory Concepts and Techniques - Shelley Cashman
REQUIRED SOFTWARE (WEB STUDENTS ONLY):	Microsoft Office 2007 software (Word, Excel, PowerPoint, Access) – 180-day trial included with textbooks! Office 2007 is also available for purchase at a discounted rate (approximately \$70) to ACM students. Please e-mail Bob Elbin (belbin@allegany.edu) if interested.

Please note: Under extenuating circumstances, the instructor has the right to change any course provisions or requirements during the semester.

Purpose:

Students will acquire and/or demonstrate proficiency understanding basic computer terminology, using basic operating system features, e-mail, Internet, word processing, spreadsheet, database and presentation software. Recommendation: Office Technologies 101, or concurrent registration; or demonstrated keyboarding or typing skills.

Course objectives:

1. To introduce students to computers and information processing.
2. To give students actual “hands-on” computer experience using a computer.
3. To introduce students to word processing, spreadsheets, and database software, and Internet software on a microcomputer.
4. To relieve the student’s “computer anxiety” and provide the student with a good understanding of computer terminology.

Attendance: Web Students failing to meet the first deadline I assign may be dropped from the course.

Academic dishonesty:

Refer to the AC Student Handbook for the definition of academic dishonesty, and know well the definition of plagiarism. Any act of academic dishonesty will be dealt with in an appropriate way.

Course grading structure: 90-100 = A 80- 89 = B 70- 79 = C 60- 69 = D <60 = F	Course components: <ul style="list-style-type: none"> • 5 quizzes • 10 hands-on assignments • Final Comprehensive exam • Misc. bonus point opportunities
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ASSIGNMENTS/EXAMS:

- Make note of weekly deadline dates!
- Weekly assignments will be posted on Blackboard – there is something due every Monday by midnight through the semester.
- Assignments are to be submitted through the “Assignments” button in Blackboard. This will put a “!” in the gradebook notifying me it’s ready to be graded! Please do NOT use the digital drop box or e-mail me assignments.
- Late assignments will only be accepted within one week for half the points.
- No make-up of exams are permitted unless a valid, documentable medical or emergency situation exists.

E-MAIL: Please follow these rules otherwise your e-mail may not be read!

- First....please check Blackboard to see that your correct e-mail was registered otherwise you will not receive critical e-mails from me!! You do this by clicking “Tools” and “Personal Information”. If your email address changes during the course of the semester, be sure to update your email address in Blackboard.
- In the subject line of ALL email you send me please use the name of your course in lowercase (ie: 191webpage)
- NEVER use ALL CAPS exclamation points or other characters in your subject line OR e-mail message (as this is considered screaming) and also may be flagged as SPAM by our filter and automatically deleted.
- Always sign your e-mails – with so many web students, I can’t keep track of all of you without your full name and course.

Lastly, irate, disrespectful behavior will not be tolerated. This includes all web correspondence, e-mail, discussion board posts, etc. I expect the same amount of respect in your message as if you were speaking to me directly. I will respond to all e-mail messages following the rules above within 24 hours, excluding weekends. Please review: www.onlinenetiquette.com to learn more about proper netiquette.

TUTORING: Tutoring is available free of charge to all students through the Student Support Center. Students are encouraged to apply for tutoring early in the semester.

LAB AVAILABILITY: Office 2007 (Word, Excel, PowerPoint and Access) is available at each ACM campus – T3, T160 in Cumberland. AC214 in Somerset. BR19 in Everett.

**TENTATIVE ASSIGNMENT SCHEDULE - ALL ASSIGNMENTS POSTED ON BLACKBOARD!
Assignments DUE MONDAYS by MIDNIGHT.**

WEEK:	TOPIC/ASSIGNMENT:
1	Course Introduction LOGIN TO BLACKBOARD, Getting Started Button - Orientation Quiz
2	READ CHAPTER 1 - Computer, Internet, Web and E-mail Basics **quiz
3	READ CHAPTER 2 - Computer Hardware **quiz
4	READ CHAPTER 3 - Computer Software **quiz
5	READ Chapter 4 – File Management, Virus Protection and Backup **quiz
6	Microsoft PowerPoint: Review Project 1: Creating and Editing a presentation POWERPOINT PRESENTATION ASSIGNMENT DUE
7	Microsoft Word Project 1: Creating and Editing a Word Document DUE
8	Project 2: Creating a Research Paper DUE
9	Project 3: Creating a Resume and a Cover Letter
10	FINAL WORD ASSIGNMENT
11	Microsoft Excel: Project 1: Creating a Worksheet and Embedded Chart DUE
12	Project 2: Formulas, Functions, Formatting, and Web Queries DUE
13	Project 3: What-If Analysis, Charting, and Working with Large Worksheets DUE
14	FINAL EXCEL ASSIGNMENT
15	Microsoft Access: Please note this week, you are to work through all 3 Access projects below and submit only the final database to me in Blackboard. Project 1: Creating and Using a Database Project 2: Querying a Database Project 3: Maintaining a Database
16	101 FINAL EXAM