COMPUTER APPLICATIONS
INFS1010
3.0 Credit Hours

Catalog Description: A course designed to introduce students to Windows 7 and Office 2013. The course will use the following applications in Office 2013: Microsoft Word 2013, Microsoft Excel 2013, Microsoft Access 2013, and Microsoft PowerPoint 2013. In addition, students will have an introductory section on computer hardware/software concepts, Windows file and folder management and Internet Explorer 9.

Student Learning Outcomes:

Upon completion of this course, students will demonstrate the ability to:

1. Define and understand essential computer hardware and software concepts.

2. Understand and use Internet Explorer and other Internet services.

3. Understand and use the Windows 7 user interface and manipulate storage devices, creating files and folders using Windows Explorer.

4. Create, and edit word processing documents to include a flyer, research paper, cover letter and resume using features of the software to enhance those documents.

5. Create and edit spreadsheet documents to include formulas, functions, formatting, web queries, what-if analysis, charting and working with large worksheets.

6. Create and use a database including tables, forms, queries and reports.

7. Create and edit presentations including bulleted lists, illustrations, shapes and slide transitions.

Prerequisite(s): None

Course Outline/Topics (Instructional Schedule):

<table>
<thead>
<tr>
<th>Student Learning</th>
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<tr>
<td>Week</td>
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<tr>
<td>I.</td>
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IV. 2 - 3 Windows 7, Internet Explorer
SAM Training
Homework in D2L

V. 1 - 3 Exam #1 (Computer Concepts,
Windows 7 and Internet Explorer)

VI. 4 Word Chapter 1
SAM Project

VII. 4 Word Chapter 2
SAM Project

VIII. 4 Word Chapter
SAM Project

IX. 5 Exam #2 (Word)
SAM Project

X. 5 Excel Chapter 1
SAM Project

XI. 5 Excel Chapter 2
SAM Project

XII. 5 Excel Chapter 3
SAM Project

XIII. 5 Exam #3 (Excel)
SAM Project

XIV. 6 Access Chapter 1
SAM Project

XV. 6 - 7 Exam #4 (Access and PowerPoint
Homework in D2L

**Special or Specific Course Requirements:**
No special course requirements.

**Required Text(s):**

*Discovering Computers & Microsoft Office 2013 A Fundamental Combined Approach*
Author: Shelly|Vermaat
With SAM 2013 Assessment, Training & Projects Printed Access Card

**ISBN:** 9781285727042


**Required Supplies/Material(s):**
Students must purchase a **SAM Access Code** with the textbook in order to complete assignments and quizzes. If a student has used a SAM Access Code for Office 2013, the student does not need to purchase the SAM Access Code again.

**Supplementary Material(s):**
Flash Drive for file storage.

**Hardware/Software Requirements:**
For best results, use Internet Explorer as your web browser. Additional help to check your computer system can be found online on the D2L page by clicking on **Please click here for a System Check before you login.**

Students are required to use the Respondus LockDown Browser to take quizzes and/or exams in D2L. The lockdown browser may be downloaded to the student’s computer, or quizzes may be completed on a Motlow campus computer with the lockdown browser already downloaded. Instructions for downloading the browser to the student’s computer are available in the course. Students must have access to **Microsoft Office 2013**. If a student does not wish to purchase the software, the student may use a Motlow campus computer.

**INSTRUCTOR INFORMATION**
Instructor information is found in Course Content, Getting Started.

**ASSESSMENTS AND GRADING**
Students will be assessed through exams, chapter quizzes, and projects.
The exams cover three or four chapters per exam. Quizzes in D2L are provided for each chapter. Students may use textbooks and Lecture Notes while taking the exams and chapter quizzes. However, the format of the exams/quizzes and time allotment for exams/quizzes do not allow the student to be successful without thorough preparation as if for a closed-book exam. You must study prior to taking an exam or quiz. Time does not allow a student to lookup the answer to every question.

Projects located in SAM are assigned for each chapter.

**FINAL GRADE:** The final course grade will consist of the following:

- Projects: 20%
- Exam I: 20%
- Exam II: 20%
- Exam III: 20%
- Exam IV: 20%

**GRADING SCALE:**
- 90 – 100.0 = A
- 80 – 89.9 = B
- 70 – 79.9 = C
- 60 – 69.9 = D
- Less than 60.0 = F
ASSIGNMENTS AND PROJECTS
For each chapter covered, students will be required to complete quizzes in D2L, and one project in SAM. There are four exams located in D2L. The only deadline that you have in this course is to complete all work prior to the end of the semester. There is a tentative course schedule, that students should follow in order to be able to complete all materials in a timely manner.

CLASS PARTICIPATION
Log in to the course a minimum of 3 times per week. It only takes a few minutes to check Email and Discussions. Important information that could help with the course material may be missed if students do not check in regularly, at least 3 times per week.

“Discussions” is designed for public posting of information; all students see the postings in Discussion. Different topics have been created in Discussions for specific purposes. Please post comments and questions in the appropriate topic. Questions about the course material should be posted on the Discussion Board. Other students may have the same question, and other students may have the answer or solution. Students should help each other by using Discussions to answer other students’ questions. Students should not wait for the instructor to answer a student's question.

Private messages to the instructor or to other students should be sent through "Email." Do not post private messages in Discussions.

PUNCTUALITY
Students are expected to complete projects, quizzes and exams in a timely manner. A tentative class schedule in posted in Course Content. Students have until the end of the semester to complete all work. All class work must be complete by the end of the semester.

COURSE GROUND RULES
Read, read, read everything posted in this online course. Read all Email messages, all Discussions postings, all Lecture Notes, etc. Read the assigned chapters in the required textbook. Complete the assignments and participate in the Discussions on appropriate chapters. Meet all deadlines for completing the chapter quizzes and unit tests, for submitting assignments, and for participating in the chapter discussions.

Students are expected to abide by the following honor code:

Quizzes and tests must be taken by the student without any outside help from other people. Students will not divulge the content of online quizzes and tests to others, whether or not the other people are current, past, or prospective students and whether or not the other people are enrolled in this course. All work submitted (quizzes, exams and projects.) by the student must be his or her own work, using only that assistance from others allowed by the instructor.

GUIDELINES FOR COMMUNICATIONS
Email:
Always include a subject line.
Remember, without facial expressions some comments may be taken the wrong way.
Please be considerate of others feelings and be careful in working your emails.
Use standard fonts.
Do not send extremely large attachments with prior permission.
Use standard formatting unless necessary to complete an assignment or special communication.
Respect the privacy of other class members.

Discussion Groups:
Review the discussion threads thoroughly before entering the discussion.
Try to maintain threads by using the “Reply” button rather than starting a new topic.
Do not make insulting or inflammatory statements to other members of the discussion group.

Subject: Online Course Syllabus Template
Be respectful of other’s ideas.
Be patient and read the comments of other group members thoroughly before responding.
Be positive and constructive in group discussions
Respond in a thoughtful and timely manner.

Chat:
Introduce yourself to the other learners in the chat session.
Be polite. Choose your words carefully. Do not use derogatory statements.
Be concise in responding to others in the chat session.
Be prepared to open the chat session at the scheduled time.
Be constructive in your comments and suggestions.

Web Resources:
SMARTHINKING is an online tutoring service available 24 hours a day and seven days a week.
SMARTHINKING offers live, online, personalized learning assistance in: Math, Writing,

Business, and Science
SmarThinking is available at: SmarThinking
The Motlow Bookstore is available at: Motlow Bookstore

LIBRARY
The Crouch Library at Motlow College is available to all students enrolled at the college. Links to library materials, e.g., electronic journals, databases, interlibrary loans, digital reserves, dictionaries, encyclopedias, maps, and library support services, are available at: Motlow Library

STUDENTS WITH DISABILITIES
If you have a documented disability, you can arrange for accommodations by contacting the Office of Disability Services at 931-393-1765 or by e-mail at shood@mscc.edu. Students needing academic accommodations are required to register with Disability Services and provide required disability related documentation. Although you may request an accommodation at any time, it is recommended you do so at the beginning of the semester. The Office of Disability Services is strongly committed to the needs of student with disabilities.

SYLLABUS CHANGES
The instructor reserves the right to make changes as necessary to this syllabus. If changes are required during the term, the instructor will immediately notify students of such changes both by individual email communications and posting both the notification and the nature of the change(s) on the course discussion board.

TECHNICAL SUPPORT/ASSISTANCE
If you are having problems logging into your course, timing out of your course, using your course website tools, or any other technical problems, please contact the MSCC Technology Help Desk at 931-93-1510 or toll free 1-800-654-4877, Ext. #1510 or go to the Help Desk website at: Motlow Help Desk.