

Edinboro University of Pennsylvania
Department of Math & Computer Science

C O U R S E S Y L L A B U S

Course Number:	CSCI 104-PO2 & 104-EUT	Course Title:	Essential Computing I
Course Time:	T 1:30-2:45PM (50% online)	Location:	Porreco 006
Semester:	Fall 2018	Credit Hours:	3
Professor:	Amanda Porter aporter@edinboro.edu	Office:	Ross 146/Porreco 006

Office Hours:

Monday 2:00 – 3:00PM (Porreco)

Tuesday 8:30 – 9:30AM (Main) & 2:45 – 3:15PM (Porreco)

Wednesday 2:00 – 3:00PM (Porreco)

Thursday 8:30 – 9:30AM (Main) & 12:15 – 12:45PM (Main)
(Other times by appointment)

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Course Description

This course familiarizes students with personal computer (PC) terms, the use of Internet applications, and electronic mail applications. Emphasis is placed on the use of PC productivity software (word processing, spread sheet management, file management, and presentation software). This course is approved for General Education – Computer Competency.

Expanded Description

This course is designed to be a first course in the use of personal computer productivity software. Throughout the course, the students will be utilizing the commercially available Microsoft® Office software package.

The course will begin with a brief overview of the Windows® operating system as well as an overview of the personal computer system. Following this introduction, the students will be exposed to the basics of word processing, electronic spreadsheet usage, presentation software, electronic mail applications, and Internet applications. Internet applications will include the use of web browsers and search engines.

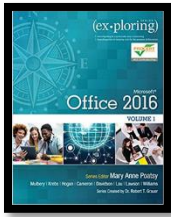
Course Outline

The course calendar is located at <http://aporter.cs.edinboro.edu/csci104/fall2018/PO2> with assignment submissions located on D2L.

Competency Exams

If you feel you know the material that will be covered in the class, you may complete the paperwork and make arrangements to take the competency exam. You will need to make these arrangements quickly during the first week of the semester. The faculty member who conducts the exam is Dr. Timothy Meyer at tsmeyer@edinboro.edu. More information can be found at <http://users.edinboro.edu/tsmeyer/csci104testfall2018.pdf>.

Required Textbook & Materials



Exploring Microsoft Office 2016 Volume 1
Mary Anne Poatsy

1. You are required to purchase the above textbook which needs to be brought to all class meetings.
2. I HIGHLY recommend a notebook for taking notes during lecture.
3. We will be utilizing Microsoft One Drive cloud storage for safely storing our files.

Course Requirements

Grades will be based on:

Attendance (In Class Exercises)	15% of your grade
Homework Assignments	30% of your grade
4 Exams	35% of your grade
Final Exam	20% of your grade

Grading Scale:

93 – 100	A	73 – 76	C
90 – 92	A-	70 – 72	C-
87 – 89	B+	67 – 69	D+
83 – 86	B	63 – 66	D
80 – 82	B-	60 – 62	D-
77 – 79	C+	0 – 59	F

Course Objectives

Module #1

- Describe the components of a computer system; define the terms used to measure the capacity and speed of a microprocessor, memory and auxiliary storage. Discuss considerations in purchasing a computer system. Distinguish between system software and application software.
 - Describe how to safeguard a system by purchasing anti-virus software and through systematic backups.
 - Define a local area network; distinguish between a server and a workstation. Define the Internet and World Wide Web; explain how to access the web through a local area network or through an Internet Service Provider (ISP); define a browser and search engine.
 - Describe and utilize email applications.
 - Utilize the Windows® operating system to perform basic file maintenance functions and utilize system utilities.
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Module #2

- Create, save, edit, retrieve and print a document in Word. Utilize the spell check, thesaurus, and grammar check features.
- Format a document to change line spacing, tabs, justification, indents, margins and pagination. Incorporate boxing and shading of text.
- Insert special items into a document, such as special characters, dates, footnotes and endnotes, tables and graphics.
- Utilize the advanced formatting features of Microsoft word including headers, footers, numbered lists, tables and styles. Identify a section and describe how formatting a section differs from paragraph formatting.
- Use templates and wizards; create table of contents and bibliographies.
- Use the collaboration tools in Word.

Resources: [Word Basics](#) from GCF LearnFree.org
[Word 2016 Tutorials](#) from Office.com

Module #3

- Create, retrieve, edit and print an electronic spreadsheet using Excel. Distinguish between a formula and a constant, a worksheet and a workbook, and explain the use of a predefined function in a formula.
- Format a worksheet and copy data from one place to another within a worksheet.
- Differentiate between relative, absolute and mixed cell references.
- Incorporate several built-in functions into a worksheet. Utilize the point-and-click method to create a formula.
- Create and modify charts in Excel. Differentiate between an embedded chart and a separate chart, and data series specified in rows and data series specified in columns.
- Create and modify a list in Excel. Use the SORT facility to arrange records, utilize the built-in data functions, and filter records from a list.

Resources: [Excel Basics](#) from GCF LearnFree.org
[Excel 2016 Tutorials](#) from Office.com

Module #4

- Open, save, edit and print a PowerPoint presentation. List the different views of a presentation, add clip art to a slide, apply design templates and build transition effects into a presentation.
- Add a table to a presentation. Import a Word outline as a basis for a presentation, and export a PowerPoint presentation to Word. Create a presentation using the AutoContent wizard and insert hyperlinks into a presentation.

Resources: [PowerPoint Basics](#) from GCF LearnFree.org
[PowerPoint 2016 Tutorials](#) from Office.com

General Expectations:

1. Attendance is imperative. The grade given for attendance will require you to be in class from start to finish and be engaged in the course content. In order to understand the concepts discussed in class, in-class exercises will be done, thus allowing you to practice and engage the concepts. To receive credit for in-class exercises, you **must be present** on the day they are collected. Poor class attendance may result in a lower final grade. Attendance for examinations is **mandatory**. Exam dates have been posted on my course outline web page and also in D2L.

The final exam will be given on **December 13, 2018 from 10:15-12:15PM**. There will be **NO** exceptions to the scheduled date and time.

I am the instructor of record for this class. Only the instructor of record can properly grade coursework and issue midterm and final grades.

2. If you require accommodations for test-taking from the Office for Students with Disabilities (OSD), please provide the appropriate accommodation documentation during the first week of the semester. You must also provide a test accommodation form for each test in which the accommodation will be required. This documentation should be provided to me at least one week prior to the scheduled exam.

3. All assignments will be given a due date. Students are expected to turn the assignments in by the due date. Late assignments will not be graded. There will be no exceptions to this policy. Assignments will be submitted to the associated D2L Assignments file. Once this is closed, D2L will no longer accept any assignments.

The timeline and due dates for assignments and exams for this course may need to be adjusted for severe weather events or other unforeseen circumstances.

4. All projects are expected to be done by the individual, unless otherwise directed. Cheating **will not** be tolerated and will result in a **failing grade for the class AND referral to Judicial Affairs**. I will entertain NO excuses for cheating.

5. In order to complete your assignments, it will be imperative that you gain access to a computer containing Office 2013/2016 and allow yourself some time outside of class to work on the assignments. Additional resources with hyperlinks have been provided in this syllabus to better assist you with your learning of the material.

6. **A note about classroom behavior:** It is expected that you attend class for the entire period, pay attention and work through the in-class exercises before attempting the homework projects. Make sure CELL PHONES and other electronic devices that make noise are turned off during class. The class meets in a computer lab and while there, I expect your complete attention during lectures. You should not be using the computer for any reason during lectures unless I have instructed you to do so.

7. Some lecture notes will be provided; however, it is expected that you are to take notes and pay attention during class time. It is also expected that you will read the chapter from the textbook prior to the material being covered in class. These two things will help you to better understand and engage in the material.
8. I will take attendance daily as required by the University and will follow the University's policy regarding absences. It is your responsibility to notify and verify excused absences with me.
9. If you are struggling with the material in the class, please make a point to visit me during my office hours or make an appointment to receive additional help. It is not wise to wait until after midterms to try and "rescue" your grade.
10. I will use D2L to communicate with you outside of the regular class time. It is imperative that you check D2L frequently, and I assume that you receive any message posted from me within 12 hours of it being sent.
11. **This course is designed to be 50% face-to-face and 50% online. It is IMPERITIVE that you do the work assigned to be completed outside of the classroom to be successful in this course.**

Title IX Reporting Requirements and the Faculty Member

Edinboro University and its faculty are committed to assuring a safe and productive educational environment for all students. In order to meet this commitment and to comply with Title IX of the Education Amendments of 1972 and guidance from the Office for Civil Rights, the University requires faculty members to report incidents of sexual violence shared by students to the University's Title IX Coordinator. The only exceptions to the faculty member's reporting obligation are when incidents of sexual violence are communicated by a student during a classroom discussion, in a writing assignment for a class, or as part of a University-approved research project. Faculty members are obligated to report sexual violence or any other abuse of a student who was, or is, a child (a person under 18 years of age) when the abuse allegedly occurred to the person designated in the University protection of minors policy.

Information regarding the reporting of sexual violence and the resources that are available to victims of sexual violence is set forth at: <http://www.edinboro.edu/directory/offices-services/social-equity/sex-discrimination-sexual-misconduct/>

Office of Social Equity
Reeder Hall, Third Floor, 219 Meadville Street, Edinboro, PA 16444
814-732-2167

Other Course-related Policies at Edinboro University

Student Disability Accommodations

Edinboro University of Pennsylvania offers services to meet the accommodation needs of students with many types of disabilities. The Office for Students with Disabilities (OSD) provides services to students based upon documentation of a disability and a request for accommodations based on this disability. Please refer to Edinboro University Policy A008 (Reasonable Accommodations for Students with Disabilities) which may be found at the following link: [http://www.edinboro.edu/directory/offices-services/hr/policies/documents/A008%20Reasonable%20for%20Students%20with%20Disabilities%20\(04.01.2013\).pdf](http://www.edinboro.edu/directory/offices-services/hr/policies/documents/A008%20Reasonable%20for%20Students%20with%20Disabilities%20(04.01.2013).pdf). This policy is in compliance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973.

Office for Students with Disabilities
Crawford Center, 200 Glasgow Road, Edinboro, PA 16444
814-732-2462

Academic Integrity

It is expected that all work submitted through this course is the student's original work, generated for the express purpose of completing the requirements of this course. All papers submitted in this course may be screened for originality using Turnitin's plagiarism detection software. This software checks submissions for text matches, Web content, books including classic works of literature, and newspapers, magazines and scholarly journals. Students are to be aware that academic dishonesty is not tolerated in this course and should be familiar with the following definitions:

Cheating. Behaviors including, but not limited to, use of unauthorized notes or reference materials during examinations; copying answers from another student's paper during an examination; the unauthorized possession of academic materials, including exams; the unauthorized exchange of course assessment materials, including exams; the unauthorized exchange of information or collaboration regarding tests, or other course assignments; aiding another to engage in cheating; and/or all other acts of academic dishonesty that any member of this academic community would reasonably understand to be a breach of this academic integrity statement will be considered cheating and an act of academic dishonesty.

Plagiarism. Plagiarism may be defined as the act of taking the ideas and/or expression of ideas of another person and representing them as one's own. This includes, but is not limited to, using ideas or passages from a work without properly attributing the source, paraphrasing the work of another without giving proper credit, and/or the sale, purchase, or exchange of papers or research. It is the student's responsibility to know what plagiarism is and to properly cite the work of others. If a student is in doubt, it is their responsibility to resolve any ambiguity prior to submitting the work. Plagiarism is nothing less than an act of theft, and, as such, is subject to University disciplinary action.

Potential sanctions associated with academic dishonesty may be found in the University's Student Code of Conduct and Judicial Procedures at the following link:

<http://www.edinboro.edu/directory/offices-services/judicial-affairs/STUDENT-CODE-OF-CONDUCT-Feb2016.pdf>.

Edinboro University Class Attendance Policy

Key elements of this policy include the following. Students are expected to attend each and every class meeting in its entirety, and faculty members shall maintain a record of classroom attendance. Each student is responsible for verifying his or her attendance when arriving late to class and/or justifying early departure. Class absences are excused for medical reasons, university activities approved by the appropriate vice president or designee, and/or for personal exigencies. University activities appropriate to be considered as an excused absence include but are not limited to: scheduled athletic events, cultural events, academic competitions, etc., in which the student is a participant. Other appropriate situations include: military duties, auto accidents, death in immediate family, medical emergencies. Verification of such absences may be required by the instructor, and the student is responsible for make-up work as required by the instructor. The complete policy may be found at the following link:

<http://www.edinboro.edu/directory/offices-services/hr/policies/documents/A062%20Class%20Attendance%20Policy%20Rev.%2010.10.2017.pdf>.