INFS-1010: Computer Applications (On Campus | Fall 2019)

Instructor Information

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Instructor Office: Maxine Smith 214-I (SA-214I)

Course Information

Course Description
This course is designed to enable students to utilize the current Windows operating system, file and folder management, along with Microsoft Office applications in a business environment. The course will use the following Office applications: word processing, spreadsheet, and presentation software. In addition, students will learn essential computer concepts and terminology needed to succeed in today’s information society. Keyboarding skills are required by the student to work in a timely fashion.

Student Learning Objectives
LO-1: Students will demonstrate knowledge of today’s computer terminology, concepts, Windows 10 & file management skills.

LO-2: Students will demonstrate knowledge of introductory concepts and commands in Microsoft Word 2016.

LO-3: Students will demonstrate knowledge of introductory concepts and commands in Microsoft Excel 2016.
LO-4: Students will demonstrate knowledge of introductory concepts and commands in Microsoft PowerPoint 2016.

LO-5: Students will know how to email, surf the internet, D2L emailing etc.

**Prerequisites**
READ 0820 or equivalent.

**Textbooks, Supplementary Materials, Hardware, and Software Requirements**

**Required Text**
The ISBN of the textbook bundle in the bookstore is: **ISBN: 978-0-13-452668-3.** It includes these items and costs: $189.25

- **GO! All in One Computer Concepts and Applications, [Spiral Bound] 3rd Edition,** Publisher: Pearson, **ISBN13:** 9780134484990

- **MyITLab access code with e-text for GO! All in One, 3rd Edition,** **ISBN-13:** 9780134487342

**Supplementary Materials**

**Important Notes:**
- You are encouraged to purchase your textbook bundle at the Southwest Bookstore. The textbook bundle includes a spiral-bound textbook and MyITLab access code.
- Access to MyITLab and the GO! All in One e-text is available for 14-day trial when you set up your account. (Look for the paragraph at the end of this section where you enter your MyITLab access code.)
- If starting with the 14-day trial, you must purchase your textbook bundle in the bookstore to receive a Spiral Bound textbook.
- If starting with the 14-day trial, when upgrading to full-access in MyITLab, the cost is $119.00. This method only includes access to an e-text. To receive a spiral-bound textbook, purchase your textbook from the bookstore before the 14-day trial ends.
• Only students with experience using an e-text and with an additional device, such as a second computer system/notebook or tablet should consider using an e-text only.

MyITLab:
MyITLab is a web application used for online assessment and training for Microsoft Office Applications and Computer Concepts courses. It includes an active, hands-on environment that helps you master computer skills and concepts that are essential to academic and career success. Assignments will consist of skill-based assessments, interactive training that include comprehensive remediation to help you master the course content and live in the application Grader Projects that provide immediate grading and detailed feedback.

Your Professor will provide instructions for accessing your course content via MyITLab.

Pearson MyITLAB System Requirements: The system requirements for MyITLab are located at the link below:
Pearson recommends the Chrome internet browser with the following links added in both the Cookies and Pop-Ups settings and JavaScript must be enabled. [*.]ecollege.com [*.]myitlab.com [*.]pearson.com [*.]pearsoncmg.com [*.]pearsoned.com JavaScript must be enabled. How to enable Java and JavaScript for your browser.

Office 2016:
The primary software used in this course is Microsoft Office 365/2016. You may download a copy of Office 2016/365 to your personal computers at this location: http://portal.office.com. Login with your Southwest credentials. At the Office 365 home page, in the upper right corner, click “Install Office 2016”. You may install it on up to 5 different devices.

File Storage:
Everyone will need to store data files for the activities in the textbook and for completing the MyITLab Grader Project assignments. Data files and Project files may be stored on your USB drive, your
computer hard drive (notebook), or using a cloud storage service such as dropbox.com, GoogleDrive, or OneDrive. You will need to have access to your stored data files in the classroom. Students are encouraged to use the OneDrive account associated with your Southwest Office 365 account.

**Hardware Requirements**

If this course requires the use of a computer, these are general recommendations for accessing any of the services that Southwest offers on the Web (e.g. My.Southwest, etc.).

- minimum Pentium IV or higher processor (recommended)
- SVGA monitor, minimum resolution 800x600 (1024x768 strongly recommended)
- CD-ROM or DVD drive
- floppy drive, zip drive, or CD-RW drive
- Mouse or compatible pointing device
- at least 512 MB of RAM (recommended)
- (optional) printer

**Software Requirements**

The software listed below is recommended for any student accessing Southwest services through the Internet. Your course may have specific software requirements.

- Windows 10 or 7
- Mac OS X (up to 10.12) (OS 10.14 recommended)
- Firefox (latest)
- Microsoft Edge
- Chrome (latest)
- Internet Explorer: DO NOT USE WITH PAWS
- Current Anti-Virus protection
- Reliable Internet connection (broadband recommended but not required)

Many instructors may require assignments to be submitted using Microsoft Excel or Microsoft Word. To learn how to obtain discounted software from Microsoft, visit [http://southwest.tn.onthehub.com](http://southwest.tn.onthehub.com).

**Assessment and Grading**

**Method of Evaluation**
You have to get at least 80% in Syllabus Quiz to start the Lecture Quiz;

**Assignments:**

Each chapter and project covered this semester will require students to complete and submit a related assignment. The purpose of the assignments is to provide you with hands-on experience that allows you to demonstrate the skills and concepts presented in this course. The assignments may consist of one or more of the following: textbook tutorial hands-on exercises, textbook end of chapter assignments, quizzes, training, performance-based assignments (Study Plan) and/or Grader Project assignments in MyITLab. With the exception of tests and quizzes, all assignments in MyITLab may be completed multiple times to allow many opportunities for successful completion.

Everyone must prove that the learning objectives in each chapter are achieved by earning a passing grade on each assignment. Multiple attempts are provided on the Study Plans, Quizzes, and Grader Project assignments. Therefore, a **passing grade of 75 must be earned on all MyITLab assignments.**

When Assignments grades are below 75, view your results, make corrections and re-submit at an attempt to earn a passing grade. Grades below 75 do not count toward the final grade.

**Tests/Quizzes:**

All tests may be administered in PAWS or in MyITLab. Tests will be available for a specified time period. Students must take the tests during the period scheduled by the Professor. Some tests may consist of multiple assessments.

**SLO Course Exit Exam:**

Everyone is required to complete the SLO Course Exit Exam at the end of the semester. The exam will be available toward the end of the semester in the SLO portal available at [http://my.southwest.tn.edu](http://my.southwest.tn.edu).

**Additional Assignments & Course Content:**

Your Professor may present and/or assign additional MyITLab Grader Project assignments, other Microsoft applications such as Sway, MIX, Outlook, and OneNote; Google applications, along with various smartphone apps and technology news to augment the course content.

**Grading Scale**

A: 90-100

B: 80-89

C: 70-79
D: 65-69
F: 64 and less

**Testing Procedure / Policy**
- Tests might be an open-book or closed-book depending on instructor;
- You can attempt any Test for the second time if you are not satisfied with your first grade and your last grade will be recorded by PAWS if you take the second chance;
- Final Exam is mandatory;
- Earlier Test Grades are replaced by Later Test Grades if Later ones are higher than earlier ones; For example, Test 1 Grade will be replaced by Test 2 Grade if Test 2 Grade is higher than Test 1 Grade.

**Major Assignments**
The final grade will consist of:

- **20%** - Textbook Projects (A, B, or C)/StudyPlans
- **40%** - Grader Projects (G, H or J) & IT Sims
- **10%** - In-class assignments
- **10%** - Chapter Quizzes
- **10%** - Post-Test
- **10%** - MOS Word Certification – (See MOS Certification section for additional information)

**Microsoft Office Specialist Certification:**
The state of Tennessee is committed to increasing the number of citizens with post-secondary degrees and industry certifications. Southwest is participating in that effort by providing students in this course with the opportunity to earn the Microsoft Word certification. We learn many of the skills and concepts required to earn the Microsoft Office Specialist (MOS) Word 2016 certification. The Microsoft certification is recognized in all industries and validates your skills in Word to employers and organizations. The retail cost of the certification is $92.00. **There is no cost to you.**

What you need to do to earn the certification?

- Complete all Word 2016 assignments in this course with a grade of 90 and above.
• Practice for the certification using GMetrix. Your professor will provide your free GMetrix access code. Complete all 3 Core Project exercises scoring at least 90%. Use the help feature for assistance.
• When ready to take the certification, sign up at the Southwest Testing Center: http://www.southwest.tn.edu/testing/tests.htm

See the schedule below for the MOS grade that will be posted in PAWS based on your final score on the MOS Word 2016 certification.

<table>
<thead>
<tr>
<th>Score on Word 2016 Certification</th>
<th>Grade Posted in PAWS</th>
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<tbody>
<tr>
<td>at least 700</td>
<td>100</td>
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<tr>
<td>at least 600</td>
<td>90</td>
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<td>at least 200</td>
<td>50</td>
</tr>
<tr>
<td>at least 100</td>
<td>40</td>
</tr>
</tbody>
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**Participation / Attendance Policy**
Each student is expected to attend every scheduled class, regularly and punctually. It is the student's responsibility to make up all assigned work that is missed during any absence. Under current school policy, attendance is taken daily.

**Policy on Student Professional Conduct**
• The instructor reserves the right to make changes in the syllabus if necessary due to time constraints or other unforeseen events. If so, then members of the class will be notified as soon as possible.
• Students are advised to bring textbook and/or other relevant text materials into the classroom.
• Students must have their identity (ID) cards in the classroom.
• Students are responsible to collect information about any missed class.
• Students should not expect any missed lecture to be repeated.
• Students are expected to meet or email Instructor for asking questions to resolve their problems related to class lectures.

• **During review classes/sessions/meetings, problems should be very specific and precise.**

• Any due Test or Assignment not holding for an unexpected event or inclement weather condition will be held in following (immediately next) class.

• Exercises or Problems that will be solved in the classes are for practice purposes only and do not constitute any guarantee that the same will be encountered in the examination.

• Any due assignment not being submitted for an unexpected event or inclement weather condition has to be submitted in following (immediately next) lab class.

• For Drop/Add, please see SWTCC Bulletin or Calendar for dates.

• No student will be allowed to attend class unless his/her name is on the official class roll or he/she has proper documentation from the Records Office.

• **No Children or any other unauthorized individuals** are allowed in the classroom. No faculty member is authorized to make an exception to this policy without the prior approval of Department Chair.

• **Pagers and Telephones:** All cell phones & pagers MUST be placed out of sight and turned OFF.

• **NO internet page/tab other than instructor suggests.**

• ADA Statement (for Special Accommodation): Southwest Tennessee Community College is committed to providing reasonable accommodation for all qualified students with disabilities. It is the responsibility of the student to contact the Counseling Office to arrange for appropriate accommodation. When the disability has been documented and verified, a counselor will notify the instructor regarding any special accommodation to be provided. For more information, refer to the College Catalog under the section entitled "Career Services, Counseling" or contact the Career Counseling Center located on the second floor of the Farris Complex, Room 2182, at 383-4170.

• Misuse of Computers: Computers located in classrooms and/or laboratories are for EDUCATIONAL PURPOSES ONLY.

• **Cheating/Plagiarism:** Any cheating or plagiarism is cause for immediate expulsion from the class and possibly from the college. During Tests or Final Exam, any kind of unfair means or copying may be considered as a serious offense and marks will be deducted silently (without any warning).

**Additional Policies**

• Class Attendance can never be made up (whatever the reason will be);
• No prior or posterior make-up tests will be held for the missed Tests without any significant evidence of an emergency or unavoidable circumstance;
• Final Exam cannot be made up.

**Bonus:**

• You have one bonus quiz on the syllabus will be added **2 Bonus points** towards your final grade and one bonus lab assignment;
• If you perform the Faculty Evaluation for this class in SET (Student Evaluation of Teaching) system and turn in the confirmation page to me by the Last Day of Class Meeting, you will get **2 Bonus Points** added to your Final.

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**Guidelines for Communications**

**Email Guidelines**

Each student has been provided a Southwest email account. Please do not email your classmates unless the topic relates specifically to this course. Emails that contain advertisements, solicitations, personal interests, etc. are strictly forbidden. Below are a few guidelines that you should keep in mind when sending email:

• Always include a subject line.
• Typing in all CAPS is considered SHOUTING in Cyberspace. So please use upper and lower case characters when sending emails.
• Remember, without facial expressions some comments may be taken the wrong way. Be careful in wording your emails and use good Netiquette
• Use standard fonts.
• Do not send large attachments without permission.
• Respect the privacy of other class members.

**Online instructors will respond to all emails within 48 hours.**

**Discussion Guidelines**

Below are a few guidelines that should be adhered to when using the Discussion forum. Messages that contain advertisements, solicitations, personal interests, etc. are strictly forbidden.

• Review the discussion threads thoroughly before entering the discussion.
• Please try to maintain threads by using the "Reply" button rather starting a new topic.
• Do not make insulting or inflammatory statements to other members of the class. Be respectful of others' ideas.
• Be patient and read the comments of other group members thoroughly before entering your remarks.
• Be positive and constructive in group discussions.
• Respond in a thoughtful and timely manner.

Technical Support

Technical Support

My.Southwest: Submit a Student Technical Support Request. Please provide a full detailed explanation of the problem.

PAWS: For course related questions, contact your instructor. For technical issues with the PAWS website, contact the College Helpdesk at (901) 333-4357 or Digital Learning at (901) 333-4612.

Course Topics

Tentative Schedule

Topics Covered:

Windows 10 and Office 2016 Skills:

Getting Starting with Windows 10

Introducing Microsoft Office 2016 Features

Word 2016:

• Create a flyer with an image
• Format text, paragraphs, and documents
• Write a resume by using a Word table
• Write a cover letter and print an envelope
• Create a research paper that includes citations and a bibliography
• Create a multiple-column newsletter and merged mailing labels

**Excel 2016:**

• Create a sales report with an embedded column chart and sparklines
• Calculate the value of an inventory
• Analyze inventory by applying statistical and logical calculations to data and by sorting and filtering data
• Summarize the data on multiple worksheets
• Present fund data in a pie chart

**PowerPoint 2016:**

• Creating a company overview presentation
• Create a new product announcement presentation
• Format a presentation to add visual interest and clarity

**Computer Concepts:**

• Computers and Information Processing
• Computer Hardware
• System Software
• Networks, Security, and Privacy
• Troubleshooting and Maintenance
• Application Software
• The Internet
• Digital Ethics and Awareness

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<tr>
<th>Topics</th>
<th>Assignments</th>
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Course Introduction

Week 1 MyITLab Assignment Demo

Access Office 365 Cloud Account

Concepts: Chapter 1 – Computers and Information Processing

Complete these tasks:
- Create MyITLab Account
- Course ID: das21787
- Registration Handout link
- https://portal.mypearson.com/course-home/handout/das49462/Student_Registration_Handout_das49462.pdf
- Use http://portal.office.com – access Southwest Office 365 account and install Office 365 on your personal device
- Pre-Test

Week 2 Skills:

Chapter 9 – Cloud Computing
Chapter 10 – Getting Started with Windows 10

Concepts: Chapter 1 – Introduction to Computers and the Internet

Complete these Assignments:
- Chapter 1 IT Simulation
- Chapter 1 End of Chapter Quiz
- Chapter 9 Quiz, Syllabus Quiz
- Chapter 10 Study Plan

Week 3 Skills: Chapter 11 – Introduction to Office 2016 Features

Concepts: Chapter 2 Hardware

Complete these Assignments:
- Chapter 11 Project 11A (page 420)
- Chapter 11 Project 11B (page 439)
- Chapter 10 Quiz
- Chapter 11 End of Chapter Quiz

Week 4 Skills: Chapter 12 – Creating Documents with Microsoft Word 2016

Concepts: Chapter 2 Hardware

Complete these Assignments:
- Chapter 2 IT Simulation
- Chapter 2 End of Chapter Quiz
- Chapter 12 Project 12A (page 476)
- Chapter 12 Project 12B (page 497)
- Chapter 12 Grader Project 12G Assessment (page 533)
- Chapter 12 End of Chapter Quiz
Week 5
Concepts: Chapter 2 – Hardware
Skills: Chapter 13 – Creating Cover Letters and Using Tables to Create Resumes

Complete these Assignments:

- Chapter 13 Project 13A (page 540)
- Chapter 13 Project 13B (page 558)
- Chapter 13 Grader Project 13G Assessment (page 591)
- Chapter 13 End of Chapter Quiz
- In class assignment (Quiz-1 (Ch. 2)): Paws Feb 13th 12:30-2:00 Pm

Week 6
Concepts: Chapter 3 – System Software
Skills: Chapter 14 – Creating Research Papers, Newsletters, and Merged Mailing Labels

Complete these Assignments:

- Chapter 3 IT Simulation
- Chapter 3 End of Chapter Quiz
- Chapter 14 Project 14A (page 598)
- Chapter 14 Project 14B (page 619)
- Chapter 14 Grader Project 14G Assessment (page 663)
- Chapter 14 End of Chapter Quiz

Week 7
- Complete additional Grader Project assignments or Tasks as assigned by your professor.
- Prepare for the MOS Word 2016 Certification by practicing with GMetrix.
- Schedule your MOS Certification with the Testing Center.
- https://www2.registerblast.com/southwesttn/Exam/List

Week 8
B R E A K

Week 9
Concepts: Chapter 4 – Networks, Security, and Privacy
Skills: Chapter 15 – Creating a Worksheet and Charting Data

Complete these Assignments:

- Chapter 4 IT Simulation
- Chapter 4 End of Chapter Quiz
- Chapter 15 Project 15A (page 674)
- Chapter 15 Project 15B (page 703)
- Chapter 15 Grader Project 15G Assessment (page 734)
- Chapter 15 End of Chapter Quiz
Complete these Assignments:

- Chapter 5 IT Simulation
- Chapter 5 End of Chapter Quiz
- Chapter 16 Project 16A (page 740)
- Chapter 16 Project 16B (page 764)
- **In class Assignment on (Ch-15, 16): Paws March 20th From 12:30-2Pm**

Complete these Assignments:

- Chapter 16 Project 16C (page 783)
- Chapter 16 Grader Project 16J Assessment (page 809)
- Chapter 16 End of Chapter Quiz

Complete these Assignments:

- Complete additional Grader Project assignments or Tasks as assigned by your professor.
- Prep for the MOS Exam in Word 2016 by practicing with GMetrix.
- Schedule your MOS Exam with the Testing Center.
- [https://www2.registerblast.com/southwesttn/Exam/List](https://www2.registerblast.com/southwesttn/Exam/List)
- **In class Assignment, Quiz 2 (Ch 4, 5): Paws April 3rd 12:30-2Pm**

Complete these Assignments:

- Chapter 6 IT Simulation
- Chapter 6 End of Chapter Quiz
- Chapter 18 Project 18A (page 933)
- Chapter 18 Project 18B (page 960)
Week 14
Concepts: Chapter 7 – The Internet
Skills: Chapter 18 – Getting Started with Microsoft PowerPoint

Complete these Assignments:
- Chapter 7 IT Simulation
- Chapter 7 End of Chapter Quiz
- Chapter 18 Project 18C (page 979)
- Chapter 18 Grader Project 18J Assessment (page 1016)

Week 15
Concepts: Chapter 8 – Digital Ethics and Awareness

Complete these Assignments:
- Chapter 8 IT Simulation
- Chapter 8 End of Chapter Quiz
- Post-Test
- **Submit all of your assignments by April 25**
- Submit your best score--MOS Certification Results, Deadline April 25

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**Student Services**

**Embedded Librarian Service**
This service may be found inside PAWS courses.

Two Southwest Librarians are assigned to work with you and your instructor throughout the course for the entire semester. The Librarians will suggest library resources and answer questions sent to "Ask A Librarian."

To contact a Librarian by email, go to the Classlist and select "Ask A, Librarian."

**Student Services Links**
- [Academic Support Centers / Tutoring](#)
- [Advising](#)
- [Campuses, Centers, and Site](#)
Student Disability Services Southwest Tennessee Community College is committed to serving all students, including students with disabilities, and adheres to the guidelines set forth in Title II of the Americans with Disabilities Act (ADA).

Additional Links: Student Information & Services

Academic Support
The Academic Support Center (ASC) provides free services and resources to help Southwest students successfully reach their academic and career goals. These services include tutoring by peer and master tutors, computer labs, success workshops, academic coaching, early alerts from your instructors and areas for individual or group study at numerous locations. The ASC also provides Supplemental Instruction in some of our general education classes and the Center is also responsible for Academic Progress Reporting so that you will be aware of your academic standing during the 5th-6th week of the semester. Online tutoring services are offered through Smarthinking 24 hours a day, 7 days a week. Simply login to your PAWS to access this online tutoring resource.

Additional Information

Drop/Withdrawal Dates
See the current official college academic catalog for the withdrawal policies. Important semester drop and withdrawal dates can be found on the Cashier's Office Important Dates page.

Academic Misconduct
Plagiarism, cheating, and other forms of academic dishonesty are prohibited. A student guilty of academic misconduct, either directly or indirectly, through participation or assistance, is immediately responsible to the instructor of the class. The instructor has the authority to assign an "F" grade or a zero for the exercise or examination, or to assign an "F" for the course. College sanctions for academic misconduct may include suspension or dismissal from the College. Please see the section in the current Catalog on Academic Misconduct.

Classroom Behavior: Any student engaged in disruptive conduct or conduct violating the general rules or regulations of the College may be ordered to temporarily leave the classroom. Extended or permanent exclusion from the classroom can be achieved only through appropriate procedures of the College.

Open Labs
Macon Cove Campus

- Bert Bornblum Library: Available during library hours
- Farris Building, Room 2131: Monday-Thursday 8 a.m.-5:30 p.m., Friday 8 a.m.-4:30 p.m.

Union Avenue Campus

- Jess Parrish Library - Available during library hours
- M Building, Room 105, 8 a.m.-6:30 p.m.

Gill Center

- Computer Lab, Room 101 (Please note this room is available when classes are not scheduled. Schedule fluctuates each semester.)
- Library - Available during library hours

Maxine A. Smith Center

- Open Lab, Room 101
- Library - Available during library hours

Whitehaven Center

- Open Lab, Building 6, Room 127
- Library - Available during library hours

Syllabus Updates

The instructor reserves the right to make changes as necessary to this syllabus. If changes are necessitated during the term of the course, the instructor will immediately notify students of such changes.