INFS-1010: Computer Applications (Online | Fall 2019)

Instructor Information

<table>
<thead>
<tr>
<th>Instructor Name</th>
<th>Salahuddin Mohammad Masum</th>
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<tbody>
<tr>
<td>Instructor Rank</td>
<td>Associate Professor</td>
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<tr>
<td>Instructor Email</td>
<td><a href="mailto:smmasum@southwest.tn.edu">smmasum@southwest.tn.edu</a></td>
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<tr>
<td>Instructor Website</td>
<td><a href="http://faculty.southwest.tn.edu/smmasum">http://faculty.southwest.tn.edu/smmasum</a></td>
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<tr>
<td>Instructor Office</td>
<td>MF 305</td>
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<tr>
<td>Office Hours</td>
<td>Posted on the Office Door</td>
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<tr>
<td>Instructor Phone</td>
<td>901-333-4166</td>
</tr>
<tr>
<td>Department Fax</td>
<td>(901) 333-4496</td>
</tr>
<tr>
<td>Department Phone</td>
<td>(901) 333-4150</td>
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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
- Students will demonstrate knowledge of today’s computer terminology, concepts, Windows 10 & file management skills.
• Students will demonstrate knowledge of introductory concepts and commands in Microsoft Word 2016.
• Students will demonstrate knowledge of introductory concepts and commands in Microsoft Excel 2016.
• Students will demonstrate knowledge of introductory concepts and commands in Microsoft PowerPoint 2016.

Prerequisites
READ 0820 or equivalent

Textbooks, Supplementary Materials, Hardware, and Software Requirements

Hardware/Software Requirements

System Requirements:
• gigahertz (GHz) or faster 32-bit (x86) or 64-bit (x64) processor
• gigabyte (GB) RAM (32-bit) or 2 GB RAM (64-bit)
• GB available hard disk space (32-bit) or 20 GB (64-bit)
• DirectX 9 graphics device with WDDM 1.0 or higher driver

Required Text


Southwest Tennessee Community College is introducing a convenient and affordable NEW program that delivers your digital course materials (MyITLab) by the first day of class at a SIGNIFICANTLY REDUCED COST! The cost of your digital materials is included as part of your tuition.

Your digital materials consist of:
• E-textbook
• MyITLab Assignments

If you **DID NOT** OPT-OUT of including the textbook cost with your tuition and you paid for the cost of materials with your tuition, you will have access to the e-textbook and MyITLab Assignments for the remainder of the semester.

If you **DID** OPT-OUT of including the textbook cost with your tuition, you will have access to the course materials for a limited time. The last day to add varies depending on when your course meets. Consult your instructor on the last day to add for your section.

If you **DID** OPT-OUT, you may **OPT-IN**

If you prefer a paper textbook, you may purchase it at the Southwest bookstore

**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 the page where you enter your MyITLab access code for the 14-day trial link.)

• 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.

**Supplementary Materials**

**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 trainings 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.

**Office 2016 Software:**

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](http://portal.office.com). Login with your Southwest credentials. At the Office 365 home page, in the upper right corner, click “Install Office 2016”.

**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](http://www.mysouthwest.com), 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**

The final grade will consist of:

- **70%** - MyITLab Assignments (Grader Projects, Study Plans, IT Sims, & Quizzes)
- **10%** - GMetrix Core Practice Exam Testing Mode
- **10%** - INFS1010 Post-Test
- **10%** - MOS Word Certification – (See MOS Certification section for additional information)

**Grading Scale**

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<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>A</td>
<td>90 - 100</td>
</tr>
<tr>
<td>B</td>
<td>80 - 89</td>
</tr>
<tr>
<td>C</td>
<td>70 - 79</td>
</tr>
<tr>
<td>D</td>
<td>69 - 65</td>
</tr>
<tr>
<td>F</td>
<td>Below 65</td>
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**Major Assignments**

Assignments: Each chapter and project covered this semester will require students to complete and submit a related assignment. The assignment 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:**

All students are 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.

**GMetrix Core Practice Exam:**

GMetrix is a set of practice test questions to help prepare you to earn the MOS Word certification. Before taking the MOS Word certification exam, you are required to complete one of the three Project GMetrix Timed Exams. This exam may be completed multiple times and your highest score is submitted for grading. You must provide your GMetrix Timed Project exam scores to the GMetrix drop box in PAWS.

Your professor will provide you with your GMetrix access code.

**MOS CERTIFICATION EXAMINATION REQUIREMENT:**
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 do 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 Practice 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](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>
</tr>
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<tbody>
<tr>
<td>at least 700</td>
<td>100</td>
</tr>
<tr>
<td>at least 600</td>
<td>90</td>
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<tr>
<td>at least 500</td>
<td>80</td>
</tr>
<tr>
<td>at least 400</td>
<td>70</td>
</tr>
<tr>
<td>at least 300</td>
<td>60</td>
</tr>
<tr>
<td>at least 200</td>
<td>50</td>
</tr>
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**Online Course Commitment (Online Courses Only)**

Everyone is responsible for completing the assignments in a timely manner. If you wait until the day assignments are due before getting started, you will have problems. It is called Murphy's Law. Under normal circumstances, a certain amount of technical difficulties and misinterpretations are expected. When you are working under a tight deadline it may not be possible for you to get your problems solved before the due date especially if you start on the assignment the day it is due. This class cannot be completed in your "spare" time. I suggest you set aside 3 to 4 days a week, preferably 2 to 3 hours
per session, for attending this class. Attending means:

- reading the weekly announcements/instructions
- reading the textbook while completing the textbook project assignments that explain how complete the concepts in the textbook and how to tasks using many of the new features in Office.
- watching the chapter videos if available
- completing other assigned activities in MyITLab
- participating in online Discussions

Some of you will have to really make yourselves sit down at a certain time each day and read the material and textbook and complete the assignments. If you tell yourselves that you can do it tomorrow, you will find that tomorrow is 2 weeks later and you are 2 weeks if not more behind on the assignments. And that is usually when frustration and panic set in.

You should treat this course as if it is a course you are attending physically, only you decide the time. Scheduling at least 5 hours per week to take this course, two and a half hours per session. Your commitment to your online class time determines your success.

**Credit by Examination:**

Students who feel confident that they already possess the skills and knowledge taught in this course may prove said knowledge and skills by completing an exam. The **minimum score to receive credit for the course is 75.**

**Procedures:**

- Students must have a current MyITLab account.
- The exam must be proctored either remotely or by the Testing Center.
- Only 1 attempt at receiving credit by Examination is allowed per student.
- All exams must occur before the last official day to drop.
- If the student satisfactorily passes the exam with a grade of 75 or better, the credit earned will be identified by a “P” on the student’s transcript and will not be calculated into the student’s GPA but will be included in credits earned.
- An unsuccessful attempt will **not** be recorded on the student’s transcripts. Students who fail the exam must take the course or remain in the current course.
- The challenge exam is not an option for students who desire to earn credit for courses previously failed or to improve grades for courses previously completed.
Students who are interested in receiving credit by examination should contact Clemetee Whaley at cwhaley@southwest.tn.edu early in the semester and no later than **three weeks prior to the last day to drop.**

**Additional Policies**

**ADA Statement:** 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 Professor regarding any special accommodation to be provided.

**Misuse of Computers:** Computers located in classrooms and laboratories are for EDUCATIONAL PURPOSES ONLY.

**Attendance/ Punctuality:** Students are expected to attend all classes and arrive on time.

**Cheating/Plagiarism:** Students caught cheating or plagiarizing will be dismissed from the course with a grade of F. There will be no exceptions. **Dropping a Class:** When a student no longer wants to be enrolled in a given class, the student may officially drop or withdraw from the class within the prescribed time allowed for dropping or withdrawing from a class as noted on the College’s Academic Calendar in the front of the Class Credit Schedule each semester. The date on which the student drops or withdraws from class impacts the amount of refund to which the student may be entitled. Classes dropped by the 14th day of classes are dropped from the academic record. Courses from which a student withdraws after the 14th day of classes are graded with the grade of ”W” and are listed on the student’s permanent academic record. To drop or withdraw from a class, the student must:

1. Obtain a drop/add form from an academic advisor or other designated Southwest personnel.
2. Complete the form with the assistance of the advisor or other designated Southwest personnel.
3. Students enrolled in remedial or developmental (R/D) courses must obtain permission to drop R/D courses from Developmental Studies departmental personnel.
4. Deliver the drop/add form to the Admissions and Records Office for processing; making sure that the signature or initials of the person processing the form is/are affixed to the form.
5. Wait for any refund due you to be mailed by the Bursar’s Office. (Drop or withdrawal dates, credit hours dropped, and number of remaining class hours impact refunds due; refunds are not due in many
instances.)

**Withdrawing from the College:**

When a student must stop attendance in all classes or withdraw from the only class in which he or she is enrolled, a “Withdrawal Request Form” must be submitted to the Admissions and Records Office for processing. The student must withdraw within the prescribed time period allowable as published on the College’s Academic Calendar in the front of the Class Credit Schedule each semester. Withdrawals from courses occurring after the published last date to withdraw with a grade of “W” will result in the grade of “F” being assigned for each course. When the student stops attending classes and/or fails to submit the “Withdrawal Request Form” to the admissions and Records Office, a grade of “F” will be assigned for each class. It is the student’s responsibility to withdraw. When extenuating circumstances prevent the student from carrying out this responsibility in person, the student should immediately contact a counselor in the Counseling Center for appropriate procedures to follow. To withdraw from the College, the student must:

Obtain a “Withdrawal Request Form” from an academic advisor or other designated Southwest personnel.

Complete the form with the assistance of the advisor or other designated Southwest personnel. Students enrolled in remedial or developmental (RID) courses must obtain permission to withdraw from R/D courses from Developmental Studies departmental personnel.

Deliver the “Withdrawal Request Form” to the Admissions and Records Office for processing, making sure that the signature or initials of the person processing the form is/are affixed to the form.

Wait for any refund due you to be mailed by the Bursar’s Office. (The date of withdrawal and the class(es) from which you withdraw are factors in determining whether or not you are entitled to a refund.

**Unofficial Withdrawals and Class Attendance:** When a student enrolls in a course or courses and stops attending the course or courses, the student is considered as unofficially withdrawn. A grade of "F” will be assigned to the student for the course at the end of the term. Attendance is monitored by each faculty member and is reported according to federal requirements. Faculty must report “no shows” (students who never attend class) and the last date of attendance for any student who is determined to have stopped attending class. Students receiving federal financial aid and/or veterans educational benefits may be required to repay such funds when classes are not properly attended.
**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 Professor of the class. In addition to other possible disciplinary sanctions that may be imposed through regular College procedures as a result of academic misconduct, the Professor has the authority to assign an “F” grade or a zero for the exercise or examination or to assign an “F” grade for the course. College sanctions for academic misconduct may include suspension or dismissal from the College. When a student believes that he or she has been wrongfully accused of academic misconduct, he or she should:

Seek resolution with the Professor; if the resolution is unacceptable.

Seek resolution from the Department Head of the Professor; if the resolution is unacceptable

Seek resolution from the Academic Dean of the department; if the resolution is unacceptable

File a grievance by presenting the facts of the case in writing, with any supporting documentation, to the Vice President for Academic and Student Affairs, who will schedule a hearing before the Academic Appeals Committee.

The student is responsible for moving through the process as expeditiously as possible and the grievance must go to the Academic Appeals Committee within thirty (30) days of the incident.

**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**

**Discussions (Online Courses Only):**

Most weeks contain a Discussion. Check the week’s instructions for Discussion instructions. Students are required to participate in a Weekly Discussion. Most weeks a minimum of 2 substantial posts may be required from each student unless otherwise stated in the Discussion instructions. To satisfy the two posts, students must start at least one Discussion thread per week and respond to at least one other student. The Discussion should occur before Thursday of each week. This is to give other students time to respond to your individual discussions. In order to receive 100% for each weekly Discussion, you must start at least one discussion message and reply to at least one other student.

Each post should be significant. Just posting "I agree" is not a significant post. Neither is asking a question only. Usually, significant posts are at least 100 words in length and require some information from the textbook, personal experience, online resources that may include websites, video content, images, etc. If the information in your discussion was obtained from a website, please provide the website address in your post.

The professor will determine if a post meets the criteria of a significant post.

Just cutting and pasting content from the web is not a significant post. However, commentary on the web content and including the URL can be a significant post.

The discussion may consist of 1 or more topics on current issues and course topics. Discussions are completed in the week they are assigned. They may be available for one or two weeks. All discussions are due on Sunday at 11:59 p.m. Discussions are not made up. They must be completed when they are assigned.

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**

**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

**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
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.