

COMPUTER LITERACY SYLLABUS

Course Text: Microsoft Office 2013 – Illustrated Fundamentals

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Course Description:

As a student in this course, you will learn the most important topics of Microsoft Office 2013. No prior computer experience is assumed. You will first be presented with an overview of Microsoft Office 2013 and Windows 8, followed by an introduction to Microsoft Excel, Access, Word, and PowerPoint. You will learn to use Office to work with formulas, charts and graphics, and to develop a professional worksheet. You will then learn to work with Office lists, and multiple worksheets and workbooks. You will learn to use Office's editing and Web tools, and learn to develop Office applications. You will work with logical functions and finally, how to integrate the various Office applications.

Text/Materials:

Text: Hunt/Waxer, *Microsoft Office 2013 – Illustrated Fundamentals* (9781285418292)
Cengage Learning, 2014

Software: Instructor will provide information on how to use these packages.

Handouts: Additional handouts may be required. Instructor will provide information on obtaining this material.

Teaching Methods:

1. Lectures: Important material from the text and outside sources will be covered in class. Students should plan to take careful notes as not all material can be found in the texts or readings. Discussion is encouraged as is student-procured outside material relevant to topics being covered.
2. Assignments: End of chapter and online activities will be assigned weekly to reinforce material in the text. These assignments may require the application of various software packages.
3. Exams: Exams will be given at the end of each unit. The exams will cover all assigned readings and material discussed in class. Study guides will be provided prior to the exam day.
4. Final exam: The final exam will include a project of instructor's choosing. The final exam may be comprehensive in nature.
5. Participation: Student participation will be graded by the level of class participation and attendance.

Grading:

Assignments:	60%
Tests/Projects	30%
Participation/Attendance	10%

Course Policies:

Missed Classes: The student is responsible for obtaining material distributed on class days when he/she was absent.

Assignments: All assignments are due at the end of class on the date due. Late submission of assignments will be assessed a penalty of 10 points per day. No exceptions are made.

Academic Dishonesty: Plagiarism and cheating are serious offenses and may be punished by failure on exam, paper or project; failure in course; and or expulsion from the University. For more information refer to the "Academic Dishonesty" policy in the University Undergraduate Catalog. For this class, it is permissible to assist classmates in general discussions of computing techniques. General advice and interaction are encouraged. Each person, however, must develop his or her own solutions to the assigned projects, assignments, and tasks. In other words, students may not "work together" on graded assignments.

Need for Assistance: If you have any condition, such as a physical or learning disability, which will make it difficult for you to carry out the work as I have outlined it, or which will require academic accommodations, please notify me as soon as possible.

Incomplete Policy: Students will not be given an incomplete grade in the course without sound reason and documented evidence as described in the Student Handbook. In any case, for a student to receive an incomplete, he or she must be passing and must have completed a significant portion of the course.

Assignment Descriptions:

- Concepts Review – Multiple choice, matching, and screen identification questions.
- Skills Review – Step-by-step, hands-on review of every skill covered in the unit.
- Independent Challenges 1, 2 and 3 – Case projects that require critical thinking and application of the unit skills. The Independent Challenges increase in difficulty. The first one in each unit provides the most hand-holding; the subsequent ones provide less guidance and require more critical thinking and independent problem solving.
- Independent Challenge 4: Explore – Case projects that let students explore new skills that are related to the core skills covered in the unit and are often more open ended, allowed students to use creativity to complete the assignment.
- Visual Workshop – Critical thinking exercises that require students to create a project by looking at a completed solution; they must apply the skills they've learned in the unit and use critical thinking skills to create the project from scratch.

Course Outline

Week	Topic	Assignment
1	Introduction to Course	none
	Computer Concepts	Concepts Review
2	Unit A: Getting Started with Windows 8	Concepts Review; Independent Challenge 1
	Unit B: Understanding File Management	Skills Review; Independent Challenge 1
3	Unit C: Getting Started with Microsoft Office 2013	Skills Review; Independent Challenge 2
	Unit D: Creating a Document	Concepts Review, Visual Workshop
4	Unit E: Enhancing a Document	Concepts Review, Independent Challenge 1
	Unit F: Adding Special Elements to a Document	Skills Review, Independent Challenge 4: Explore
5	Unit G: Creating a Worksheet	Skills Review, Independent Challenge 1
	Unit H: Using Complex Formulas, Functions, and Tables	Concepts Review, Independent Challenge 2
6	Unit I: Working with Charts	Concepts Review, Independent Challenge 4: Explore
	Exam #1	
7	Unit J: Creating a Database	Skills Review, Visual Workshop
	Unit K: Working with Data	Skills Review, Independent Challenge 1
8	Unit L: Creating Database Reports	Concepts Review, Independent Challenge 2
	Exam #2	
9	Unit M: Creating a Presentation	Concepts Review, Independent Challenge 4: Explore
	Unit N: Polishing and Running a Presentation	Skills Review, Independent Challenge 2
10	Unit O: Integrating Office 2013 Programs	Skills Review, Visual Workshop
	Capstone Projects	
11	Appendix: Working in the Cloud	
	Exam #3	
12	Review	
13	Final Exam	

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