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Required Textbooks and Materials

*Computer Concepts and Microsoft Office 2007 Techniques
 Customized for Texarkana College BCIS 1305*

from the following books:

Discovering Computers Living in a Digital World Fundamentals 2010 Edition
 by Shelly and Vermaat
Microsoft Office 2007: Introductory Concepts and Techniques
 by Shelly, Cashman, and Vermaat

SimNet by McGraw-Hill Publishing

Course Objective

To introduce the student to a variety of terms, definitions, and concepts that apply to the design and use of microcomputers, and to give “hands-on” experience with Microsoft Office 2007 Professional Version applications: Word 2007, Excel 2007, Access 2007, and PowerPoint 2007 using Windows 7. Classroom instruction, class projects, and lab assignments will be combined for a comprehensive study. Students will be thoroughly tested on their ability to recall facts about computers and the use of application software.

Semester Grade, Attendance, & Withdrawal

Percentage	From	Final Average	Final Grade
65%	Average of 10 tests (6 Chapter Tests & 4 Hands-On Lab Tests)	90-100	A
30%	Average of 9 Projects & 9 Lab Assignments	80-89.99	B
		70-79.99	C
		60-69.99	D
5%	Attendance & Participation	Below 60	F

No incomplete grades will be given for failure to attend and participate. If you must quit, you should initiate an official withdrawal in the Admissions Office prior to the last date to drop courses: **Friday, November 20, 2009**. Your punctual attendance and your participation are required for successful completion of the course. You may be dropped from the course without notice after a total of two weeks of class absences (3 times tardy counts as one absence). Only currently enrolled students are allowed to attend classes and labs. Any student who officially withdraws from the course before the drop date and before the instructor has dropped the student from the course will receive a grade of "W" unless instructor drops student with an "F" for cheating. The student is responsible for work missed because of illness, school business, or other circumstances.

Texarkana College Policies

Students are not allowed to bring food or drinks into the classroom, lab, or the Testing Center. The cost of damage to computer equipment, carpet, and furniture can be significant due to a minor mishap. Students are not allowed to bring a cellular phone, pager, or other wireless communication device for use in a classroom, lab, or the Testing Center without prior written approval from the Dean of Students.

The viewing of pornography is prohibited and will result in being dropped from class with the grade of "F", and the Dean of Students will take disciplinary action. The use of student e-mail for obscene or pornographic purposes is prohibited. Any form of harassment will result in dismissal from class with the grade of "F", and the Dean of Students will take disciplinary action. The Computer Lab is under camera surveillance.

Academic Honesty

The College catalog states:

Scholastic dishonesty, involving but not limited to cheating on a test, plagiarism, collusion, or falsification of records will make the student liable for disciplinary action after being investigated by the Dean of Students. Proven violations of this nature will result in the student being dropped from the class with an "F".

This policy applies campus wide, including the TC Testing Center, as well as off-campus classroom or lab sites. Students are furnished this information during Freshman Orientation with the TC Student Handbook.

Cheating will not be tolerated. **The instructor will drop any student involved in cheating from the course with a grade of "F."** All assignments must represent the student's own work. A student may discuss assignments with other students to gain a better understanding of the problem. However, copying projects or assignments, in whole or in part, from ANY source, without explicit instructor direction, is considered plagiarism and will result in a failing grade for the course and possible college disciplinary action as outlined in the Student Handbook section: **ACADEMIC DISHONESTY**. Students are required to originate, complete, and maintain their project assignment documents in the network folders assigned to them using Texarkana College computer equipment.

It is expected that students will conduct themselves with integrity. If you cheat or **assist others** in cheating, you violate a trust. Cheating includes but is not limited to the following:

- copying files or lending your storage device to another student
- copying answers on exams or glancing at nearby exams
- printing work for someone else
- turning in assignments that have been used in other classes
- purchasing or selling assignments or exam materials
- **using another student's username and password or letting someone else use your login.**

Classroom Rules of Conduct

- You are to be respectful of your instructor and fellow classmates at all times.
- As a courtesy, please do not talk, type, or print while the instructor is talking to the class or when a student is asking a question which pertains to the class.
- You are to refrain from "surfing" the Web during class, unless directed by your instructor.
- You are to turn off cell phones, pagers, and any type of audio players.
- You are to remove headphones or ear buds.
- You are encouraged to work together to solve problems; however, you must complete your own work. Cheating will result in an F for all involved in the act even if the person is in another class or previous semester.

Tentative Course Outline (Graphic files are located in K:\data\bcis\pictures\...)

Week	Dates	Subject Matter & Assignments		Deadlines
1	Aug 31 - Sept 4	Introduction, Syllabus, Testing Center Demo	Intro to Windows, Chapter 1 Review	<u>Read page 8 about deadlines.</u>
2	Sept 7 - 11 Mon-Holiday	Word Project 1 & Lab 1-2	Chapter 2 Review	Chapter 1 Test
3	Sept 14 - 18	Word Project 1 & Lab 1-2	Word Project 2 & Lab 2-2	Chapter 2 Test
4	Sept 21 - 25	Word Project 2 & Lab 2-2	Word Project 3 & Lab 3-1, 3-2	
5	Sept 28 - Oct 2	Chapter 4 Review	Word Project 3 & Lab 3-1, 3-2	Word Projects & Labs
6	Oct 5 - 9	Chapter 5 Review	WORD Test	Word Redos Chapter 4 Test
7	Oct 12 - 16	Excel Project 1 & Lab 1-2	Excel Project 1 & Lab 1-2	Chapter 5 Test
8	Oct 19 - 23	Chapter 6 Review	Excel Project 2 & Lab 2-2	
9	Oct 26 - 30	Chapter 10 Review	Excel Project 2 & Lab 2-2	Chapter 6 Test Excel Projects & Labs
10	Nov 2 - 6	EXCEL Test	Access Project 1 & Lab 1-1	Chapter 10 Test Excel Redos
11	Nov 9 - 13	Access Project 1 & Lab 1-1	Access Project 2 & Lab 2-1	
12	Nov 16 - 20	Access Project 2 & Lab 2-1	ACCESS Test for Wednesday and Thursday night classes	Access Projects & Labs <u>All 2nd Takes of Chapter Tests</u> <i>Last Day to Drop Friday, Nov. 20</i>
13	Nov 23 - 24	ACCESS Test for all others	Nov 25 - 27, Wed, Thurs, Fri, Thanksgiving Holidays	Access Redos
14	Nov 30 - Dec 4	PowerPoint Project 1 & Lab 1-1	PowerPoint Project 1 & Lab 1-1	Print all in Pure Black and White
15	Dec 7 - 11	PowerPoint Project 2 & Lab 2-2	PowerPoint Project 2 & Lab 2-2	PowerPoint Projects & Labs & Redos
16	Dec 14 - 17	FINAL EXAM WEEK		PowerPoint Test

Participation

For each chapter (1, 2, 4, 5, 6, and 10), you will be assigned a writing assignment. Respond by writing at least one page for each assigned chapter. Papers should be double spaced and 12-point font size with standard margins. Spelling and grammatical errors should be corrected. **Papers should be turned in at the beginning of class on the day of each chapter review.** Papers will be graded on content and grammar. This is included in your course grade, which is part of the 5% of your total grade. Your lack of submission could earn you a letter grade reduction.

Computer Concepts Chapter Tests

You must take a test for each of the six selected chapters (1, 2, 4, 5, 6, and 10) in the text: *Computer Concepts and Microsoft Office 2007 Techniques Customized for TC (Discovering Computers-Fundamentals, 2010 edition)*. Test questions for each chapter test will be taken directly from the pages of the text. The questions are written to test your knowledge of the terms, definitions, and concepts presented in the chapter. To study for a chapter test, re-read the chapter memorizing detailed facts. You may also take on-line practice tests and obtain other study material for each chapter from the book's Web site.

1. Go to **www.scsite.com/DCF2010**
2. Follow the instructions for new user registration
3. After that, logon with the username and password provided for you

Each chapter test is 25 true-false/multiple-choice questions randomly selected from a large database of questions. You will have 30 minutes to complete a test. You may elect to take each test a second time if you took the first take of the test by its deadline. First takes must be completed by specific deadlines (on last page) or you will earn a score of **zero** for that first take; second takes must also be completed by a specific deadline or you will earn a score of **zero**. For second takes, you may receive different questions. The higher score of the first and second takes counts as the effective score for that test.

Chapter tests are administered by computer in the college's Testing Center (903-832-5565 ext. 3278), located in the Business & Computer Technology Building, Room 11. As **testing is first come first serve**, waiting time to take a test will vary especially during deadlines. The student should arrange ample time to take each test before its deadline.

See schedule of chapter test deadlines on page 3 or the last page. All second takes must be taken by November 20, 2009.

TO TAKE A CHAPTER TEST

You must arrive in the Testing Center on time and present your **current semester STUDENT ID PICTURE CARD**. Students are not allowed to stay in the Testing Center after closing time; therefore, students must finish tests before closing time. If your student ID card is misplaced, a **replacement ID card can be purchased in the TC Business Office for \$10**.

You must also know:

1. The course number/name and section number
2. Your SSN or Student ID
3. The test number, which in this course is the **chapter number**

TESTING CENTER HOURS

Monday - Thursday	8:00 am - 8:00 pm (no tests started after 7:30 pm)
Friday	8:00 am - 4:00 pm (no tests started after 3:30 pm)
7 Saturdays *	10:00 am - 2:00 pm (no tests started after 1:30 pm)
	* Sept. 12, 26, Oct. 10, 24, Nov. 7, 21, and Dec 12

The Testing Center is not open on weekends and college holidays.

Non-TC students or children are not allowed in the Testing Center unless taking a proctored test. Hats and caps are not allowed. Electronic devices (cell phones, etc.) are not allowed. The Testing Center is under camera and audio surveillance.

Office 2007 Application Tests

You must also take a test for each of the 4 applications (Word 2007, Excel 2007, Access 2007 and PowerPoint 2007) that are part of *Computer Concepts and Microsoft Office 2007 Techniques Customized for TC (Microsoft Office 2007)*. These tests are “hands-on.” You will carry out tasks in an Office 2007 environment. For each question (task), you will execute the necessary steps to fulfill the requested task as if you were doing one of the Projects. These tests measure your ability to carry out the tasks you learned in the Project and Lab Assignments. You may also obtain other study material for each application project chapter from the book’s Web site at <http://scsite.com/off2007>. Keep up with the latest technology at <http://coursecasts.course.com/>.

Each application test will be administered by your instructor **during class time in the classroom** using the *SimNet* system. The instructor will announce the exact class time the exam will be given. Students are strongly encouraged to attend class on these test days. Should you find that you would not be able to attend on the exam day, you **MUST** notify the instructor in writing prior to the exam day. This will allow you to schedule a make-up test in which you will be allowed to take the test and receive a maximum score of 90. If you have not rescheduled prior to exam day, you will receive a score of zero. **You may take each of the application tests only one time. See schedule for Test deadlines on page 3 or the last page.**

Chapter Project/Lab Assignments in the Classroom and Lab

Chapter Project and Lab Assignments from the tutorial: *Computer Concepts and Microsoft Office 2007 Techniques Customized for TC (Microsoft Office 2007)* must be originated and completed using a personal computer in a Texarkana College Computer Technology classroom or lab and must be maintained in a network folder assigned to the student. **Project/Lab Assignments must be your original work (started, completed, and corrected by only you) or it will be considered cheating.** Your cheating will cause **everyone involved** to be dropped from the course with an F as the final course grade.

Chapter Projects are normally completed in class with instructor supervision. A Lab Assignment follows each Chapter Project. Lab Assignments are normally completed without instructor supervision. Printed output from all Project and Lab Assignments are submitted for grading by the due date. **Project and Lab Assignments submitted for the first time but after the due date are considered late and are not accepted for grading.** Chapter Project and Lab Assignments will be checked for accuracy of detail and for compliance with project instructions. **All** students should check **all** assignments with the sample book provided and correct **all** errors before submitting for a grade. **If it does not look like the sample book or contain the correct number of pages, do not turn the assignment in for a grade.**

Chapter Project/Lab Assignment Redos

Chapter Project and Lab Assignments unsatisfactorily completed will be returned with corrections indicated. If your project or lab assignment has errors, then you must make the necessary corrections and resubmit both the corrected version and the incorrect version to receive credit. To be graded, the corrected version must be stapled **on top** of the incorrect version. **First attempts must be turned in before or by the due date or it will be recorded as a zero.** For full credit, a “redone” version must be resubmitted before or by the redo due date and graded as correct. For partial credit and to avoid a zero for those assignments that were not corrected by the redo due date, the projects or labs must be turned back in “as is”. **See deadline schedule for Project and Lab Assignments on page 3 or the last page.**

Computer Lab

A computer lab is available for use outside of class. Lab room 9 is located in the Business & Computer Technology Building across from Testing Center. A lab assistant is available during most hours to assist with hardware difficulties. The lab assistant is not a tutor, and you may not expect the lab assistant to help you complete your project assignments. If not part of a CTIS course assignment, students are not allowed to download programs, play games, surf the Internet, or any other non-related computer usage. **The Computer Lab is under camera surveillance and all activities on the computer are monitored.** The lab hours are:

Monday - Thursday	8:00 am - 9:00 pm
Friday	8:00 am - 4:00 pm

The Computer Lab is not open on weekends and college holidays/breaks.

To Turn in Project/Lab Assignments for Office 2007 Applications

1. Before printing your documents, be sure to add the *filename and path* as indicated in the **Additional Printing Instructions** below.
2. Arrange pages in the **sequence** in which they were generated (**must be in correct order or project will not be graded which could result in a zero**).
3. Confirm the correctness of your assignment and **make any corrections before submitting for a grade** (reprint if needed).
4. Using a pencil or pen, on the first page at the **top-right corner**, write:
Your Name
BCA ___ Your instructor's last name
⌘ (Section number of your class)
Name and number of this Project or Lab Assignment (This may be abbreviated - WP1 for Word Project 1).
5. Staple multiple pages once at the top-left corner for each Project or Lab Assignment. Do not staple Projects and Labs together. Each one is a separate assignment.
Do not staple multiple Project or Lab Assignments together (except Word Lab 3-1 & 3-2).
6. Submit the document(s) to the instructor:
Give it to the instructor in class or
Take it to the instructor's office (slide under office door, if necessary).

Microsoft Office 2007 Corrections

Skip all directions concerning saving to a USB flash drive, changing Document Properties, e-mailing, or printing envelopes. Print all PowerPoint in Pure Black and White option.

Word Lab 1-2, page WD70, step 18, center the graphic and change the first line indentation to 0 for that paragraph. In **Word Project 3**, page WD185, do not print the blank resume.

Access Project 2, print queries on pages AC79, 82, 86, 87, 89, 91, 93, 94, 95, 96, 99, 101, 102, 103, 107, 109, 112, 115, 117, 119, 121, 122, 125, and the report on page AC111. Do not print AC83.

PowerPoint Lab 2-2, page PPT138, size all pictures as shown in examples and make the text, forestry.about.com, a hyperlink on slide 6. **Print 6 slides per page.**

Additional Printing Instructions

Your name and other information will have to be added to your project and lab assignments in order for you to determine which papers are yours once printed. These instructions are **not** in the book, but **are** required. **To receive credit** for any of your project or lab assignments that you print, you **must** follow the steps on the next page for each application that is covered in this course.

Microsoft Word 2007

1. **Save** your project or lab using the name indicated for the assignment.
2. Click **Insert** on the Ribbon.
3. Click the **Footer** button.
4. Click the **Edit Footer** command. The Header & Footer Tools and Design tabs will appear on the Ribbon.
5. Click **Quick Parts** and then click the **Field** command.
6. In the Field dialog box, click **FileName** under Field names and check the **Add path to filename** check box under Field options.
7. Click the **OK** button.
8. Click **Close Header & Footer** button.
9. **Save** your file again before printing.

Microsoft Excel 2007

1. **Save** your project or lab using the name indicated for the assignment.
2. Click **Insert** on the Ribbon.
3. Click the **Header & Footer** button. The Header & Footer Tools and Design tabs will appear on the Ribbon.
4. Click the **Go to Footer** button.
5. Click in the left section of the footer.
6. Click the **File Path** button. It will display **&[Path]&[File]**, but the filename will be printed.
7. Click outside of the footer on a cell.
8. Then click **View** on the Ribbon.
9. Click the **Normal** button.
10. **Save** your file again before printing.

Microsoft Access 2007

1. Save all tables with the name indicated in the assignment and **add your name and section number**. Example:
Client - John Doe 01
2. For reports use the name of the report and add your name and section number. Example:
Client Financial Report - John Doe 01
3. Save all queries with a query number and/or step number and your name and section number. The book may have you name some queries. Examples:
Client Query1 AC59 - John Doe 01 (for project with saved query name) or
Query3 AC 86 - Jane Doe 01 (for project without a saved query name)
Lab2-1 Step 2 Query - John Doe 01 (for lab assignment)

Microsoft PowerPoint 2007 – Print all in Pure Black and White option

1. Save your project or lab using the name indicated for the assignment.
2. Click **Insert** on the Ribbon.
3. Click the **Header & Footer** button.
4. For the slides, use the slide tab, check the footer box, and add your name and section number to the footer.
5. For the outline and handout, use the notes and handouts tab, check the footer box, and add your name and section number to the footer information.
6. Click **Apply to All** button.
7. Save your file again before printing.

Testing Center deadlines for classes on Mon/Wed/Fri (day) & Wed/Thurs (night) are on the following Monday after the Friday deadlines listed below except for November 20th.

Assignments	Pages	Test Location or Output & Number of Pages	Grade	Deadline	Score
Chapter 1	1-28	Testing Center		Sept 11 *	Add the grades of all tests, take that total and divide by 10 to obtain the Average: _____
Chapter 2	55-82	Testing Center		Sept 18 *	
Chapter 4	155-178	Testing Center		Oct 9 *	
Chapter 5	187-222	Testing Center		Oct 16 *	
Chapter 6	237-260	Testing Center		Oct 30 *	
Chapter 10	381-408	Testing Center		Nov 6 *	
* All second takes of chapter tests must be taken by Friday, November 20, 2009.					Compute Test Score by multiplying average by 65% = _____
Word Exam	WD1-211	Classroom		Oct 5-9	
Excel Exam	EX1-153	Classroom		Nov 2-6	
Access Exam	AC1-132	Classroom		Nov 18-24	
PowerPoint Exam	PPT1-139	Classroom		Dec 14-17	
Word Project 1	WD1-62	Horseback Riding Lessons - 1		1 st attempt by Oct 2	Add the grades of all projects and labs, then take that total and divide by 18 to obtain the Average: _____
Word Lab 1-2	WD69-70	Nursery Expansion - 1			
Word Project 2	WD73-132	Wireless Communications - 3		Redos by Oct 9	
Word Lab 2-2	WD140-141	Antivirus Programs - 3			
Word Project 3	WD145-204	Canaan Letter & Resume - 2			
Word Lab 3-1, 3-2	WD209-211	Owens Letter & Marsh Resume - 2 <i>Turn these 2 in as one assignment</i>			
Excel Project 1	EX1-69	Walk and Rock Music - 2		1 st attempt by Oct 30	Compute Proj/Lab Score by multiplying average by 30% = _____
Excel Lab 1-2	EX75-77	Scissors Office Supply - 3			
Excel Project 2	EX81-144	Silver Dollars Stock - 3		Redos by Nov 6	
Excel Lab 2-2	EX151-153	Jackson's Bright Ideas - 3 <i>Instructions Part 1 only</i>			
Access Project 1	AC1-64	JSP Recruiters - 6		1 st attempt by Nov 20	
Access Lab 1-1	AC67-68	JMS TechWizards - 4			
Access Project 2	AC73-127	Queries - 23 & 1 Report		Redos by Nov 24	Test Score: _____
Access Lab 2-1	AC131-132	Queries - 12			
PowerPoint Project 1	PPT1-65	Cabo Package - 5		1 st attempt by Dec 11	Proj/Lab Score: _____
PowerPoint Lab 1-1	PPT69-71	Credit - 4			
PowerPoint Project 2	PPT81-131	Identity Theft - 2		Redos by Dec 11	Attendance Participation Score: _____
PowerPoint Lab 2-2	PPT137-139	Tree Pests - 1			
Attendance/Participation – Your instructor will assign a score from 0 to 5 based on chapter papers, attendance, and participation. Two weeks of class absences will result in a score of 0 .					Add these 3 scores and your course grade is _____