

Course:	IDS 130, Computer Literacy
Term:	Spring 2012
Instructor:	Name: Herbert A. Stewart Email Address: hstewart@wilberforce.edu Phone Number: 937.708.5448
Catalog Description:	Required of all incoming students, course introduces them to computers, to computer history, function, applications, and impact on society; to BASIC programming language; and develops practical computing skills in use of word processing, spreadsheets, and database software.
Prerequisites	None
Course Level Learning Outcomes:	<p>Using an efficient learning model that provides complete coverage of the material and enhances critical thinking skills, the goals of this course include presenting the what, why, and how of computer productivity application skills using Microsoft Office Professional.</p> <p>The approach is to present material in a Feature-Method-Practice layered manner. The <i>Feature</i> describes the command and tells the importance of that command. The <i>Method</i> will show how to perform the feature. The <i>Practice</i> will allow application of the feature in a keystroke exercise. The student will be able to demonstrate the ability to create and modify word processing documents using Microsoft Word, spreadsheet documents using Microsoft Excel, visual presentation documents using Microsoft PowerPoint, and relational databases using Microsoft Access.</p>

Materials:	Microsoft Office 2003, by Sarah E. Hutchinson, Glen J. Coulthard, Sarah Clifford, Ann Miller, and Pat Graves, Copyright 2005, McGraw-Hill Flash Drive
Grading:	<p>Grading Scale</p> <p>90 - 100% = A 89 - 90% = B 79 - 80% = C 69 - 70% = D Below 60% = F</p> <p>Students will earn each grades based on attendance, timely completion of labs and project assignments, class participation, and end-of chapter quizzes. Assignments turned in late but within two days, will receive partial credit. Assignments received in excess of two days will not receive credit.</p>
	<p>A student's proficiency in course work is measured in terms of the following Alphabetical symbols. Minuses and pluses are not accepted.</p> <p>A: Excellent</p> <p>B: Good</p> <p>C: Satisfactory (Grade C or better required in major courses).</p> <p>D: Poor (passing, except in major courses).</p> <p>F: Earned Failure. (Removed only by repeating the course). Upon successfully passing the course, the first grade is "excluded" from grade point average. The second grade is "included in the recalculation of the grade point average.</p> <p>I: Incomplete (student performing satisfactorily, but unable to complete coursework due to valid reason).</p> <p>N: Used in cases where grades are not yet submitted.</p>

	<p>W: Withdrew before course drop deadline.</p> <p>WP: Student withdraws from University. Withdrew passing after course drop deadline (2 weeks after mid-term).</p> <p>WF: Student withdraws from University. Withdrew failing after course drop deadline (2 weeks after mid-term. WF is treated as an F (punitive grade).</p> <p>CR: Credit/pass</p> <p>NC: No credit/fail</p> <p>Z: Failed course for non-attendance/unofficial withdrawal (treated the same as an F grade). Last date of attendance is reported by faculty.</p>
<p>Activities:</p>	<p>At the beginning of the semester, each student will be enrolled into the course online at http://wilberforce.blackboard.com. Enrollment requires a user id and password that will be provided.</p> <p>Each week the student will be required to complete in-class hands-on, practical assignments as directed by the instructor and/or as listed in the course online gradebook. Each assignment that is completed and turned in for credit will contain a header that identifies the student's name, the section the student is assigned to, and the distinctive assignment number.</p> <p>At the end of each chapter, an online end-of-chapter quiz is required. Students will access the online quiz via the website and complete it online. The online quizzes are temporal, meaning that they will not be available if not taken within the 7-calendar-day period preceding the expiration date.</p> <p>Throughout the semester, the student will be able to monitor his/her progress via the</p>

	gradebook.
Policy Statements:	Material will be presented primarily in the form of readings, assignments from the text, and occasional Internet research. You should read ahead, attend class, pay attention while there, and take notes over the material as required. You should plan on 2 hours of study outside of class for every hour in class.
University Policies:	<p><u>Academic Honesty:</u></p> <p>Plagiarism and cheating are completely unacceptable in an institution of higher education and learning. Such behavior deprives the student involved of the desired education and development of an appropriate value system. It is extremely unfair to other students, and it severely diminishes the value and integrity of a University degree.</p> <p>Plagiarism occurs whenever another's work is submitted as one's own. This includes the use of information from an Internet site or from a published author's ideas and words without proper attribution or documentation. It also includes the copying of term papers, other unpublished works, homework, case reports, computer programs and spreadsheets, and any other course assignments which are submitted for course credit as the student's own effort.</p> <p>Each instructor shall state the specific penalties for plagiarism and cheating in the course syllabus. The instructor has final responsibility for assessing the penalty in such cases regarding the course grade.</p> <p>All cases of plagiarism and cheating will be referred to the Vice President for Academic Affairs for possible further action. Additional penalties may be imposed for the egregious cases of plagiarism and cheating.</p> <p><u>Drops and Withdrawals</u></p> <p>Dropping Courses: A course may be dropped up through the end</p>

	<p>of the second week of the semester without any record on the transcript. After this date, a course may be dropped up to two weeks after mid-term grade reports are due, with a W appearing on the transcript. Withdrawals after mid-terms must be approved by the Vice-president of academic Affairs.</p> <p>In certain General Studies core courses, students' assignments to course sections may be changed by faculty with written notification given to the Registrar. In all other cases, a student wishing to move from one section of a course to another must accomplish this by using a drop-add form to drop the old section and add the new section.</p> <p>Withdrawal/Grading Policies The following procedures will apply to all students withdrawing from the University.</p> <p>Grades will be given in regard to the time of withdrawal. Contact the Registrar's Office for forms and assistance.</p> <ul style="list-style-type: none"> • W (official withdrawal initiated by the student): To be given when a student withdraws between the first day of class/registration and the last day to drop courses, this is two weeks after mid-term exams. • AW (unofficial withdrawal not initiated by the student): The student does not inform anyone that he/she is leaving campus (the student walks out). The university may also administratively withdraw a student for disciplinary reasons, academic legal anytime during the semester. <p><u>Special Accommodations:</u> A student who is ill or who has or develops medical conditions including but not limited to illness, physical or other disability or pregnancy must notify the Director of Health Services immediately.</p>
Classroom Conduct:	For the safety and comfort of everyone, all

<p>Contact Hours:</p>	<p>electronic devices such as cell phones, iPod's, iPad's, and other related technology should be turned off or put on vibrate. If an incoming call is detected, students are directed to leave the classroom to conduct personal business.</p> <p>Contact hours are As posted on the instructor's door at Learning Resources center (LRC) room 104. Otherwise by appointment via email to hstewart@wilberforce.edu.</p>																																
<p>Course Policies :</p>	<p>State any course – specific polices.</p>																																
<p>Weekly Schedules:</p>	<p>Course Calendar:</p> <table border="1"> <thead> <tr> <th data-bbox="824 667 971 699"><u>Week of</u></th> <th data-bbox="1011 667 1214 699"><u>Topics Covered</u></th> </tr> </thead> <tbody> <tr> <td data-bbox="824 705 938 737">1/5/2012</td> <td data-bbox="1011 705 1414 842">Introduction - Online Registration provided to http://wilberforce.blackboard.com</td> </tr> <tr> <td data-bbox="824 848 954 879">1/10/2012</td> <td data-bbox="1011 848 1377 921">Word - Chapter 1, Creating a Document</td> </tr> <tr> <td data-bbox="824 928 954 959">1/17/2012</td> <td data-bbox="1011 928 1308 1001">Word - Chapter 2 Modifying a Document</td> </tr> <tr> <td data-bbox="824 1008 954 1039">1/24/2012</td> <td data-bbox="1011 1008 1330 1104">Word - Chapter 3 Enhancing a Document's Appearance</td> </tr> <tr> <td data-bbox="824 1110 954 1142">1/31/2012</td> <td data-bbox="1011 1110 1403 1184">Word - Chapter 4 Printing and Web Publishing</td> </tr> <tr> <td data-bbox="824 1190 938 1222">2/7/2012</td> <td data-bbox="1011 1190 1430 1253">Excel - Chapter 1 Creating a Worksheet</td> </tr> <tr> <td data-bbox="824 1260 954 1291">2/14/2012</td> <td data-bbox="1011 1260 1317 1333">Excel - Chapter 2 Modifying a Worksheet</td> </tr> <tr> <td data-bbox="824 1339 954 1371">2/21/2012</td> <td data-bbox="1011 1339 1321 1371">Mid-Term Examinations</td> </tr> <tr> <td data-bbox="824 1377 954 1409">2/28/2012</td> <td data-bbox="1011 1377 1179 1409">Spring Break</td> </tr> <tr> <td data-bbox="824 1415 938 1446">3/7/2012</td> <td data-bbox="1011 1415 1313 1488">Excel - Chapter 3 Formatting and Printing</td> </tr> <tr> <td data-bbox="824 1495 954 1526">3/14/2012</td> <td data-bbox="1011 1495 1276 1568">Excel - Chapter 4 Analyzing Your data</td> </tr> <tr> <td data-bbox="824 1575 954 1606">3/21/2012</td> <td data-bbox="1011 1575 1419 1648">PowerPoint - Chapter 1 Creating a Presentation</td> </tr> <tr> <td data-bbox="824 1654 954 1686">3/28/2012</td> <td data-bbox="1011 1654 1317 1728">PowerPoint - Chapter 2 Modifying and Running Presentations</td> </tr> <tr> <td data-bbox="824 1734 938 1766">4/4/2012</td> <td data-bbox="1011 1734 1369 1831">PowerPoint - Chapter 3 Adding and Editing Graphic Images</td> </tr> <tr> <td data-bbox="824 1837 954 1869">4/11/2012</td> <td data-bbox="1011 1837 1411 1869">PowerPoint - Chapter 4 Creating</td> </tr> </tbody> </table>	<u>Week of</u>	<u>Topics Covered</u>	1/5/2012	Introduction - Online Registration provided to http://wilberforce.blackboard.com	1/10/2012	Word - Chapter 1, Creating a Document	1/17/2012	Word - Chapter 2 Modifying a Document	1/24/2012	Word - Chapter 3 Enhancing a Document's Appearance	1/31/2012	Word - Chapter 4 Printing and Web Publishing	2/7/2012	Excel - Chapter 1 Creating a Worksheet	2/14/2012	Excel - Chapter 2 Modifying a Worksheet	2/21/2012	Mid-Term Examinations	2/28/2012	Spring Break	3/7/2012	Excel - Chapter 3 Formatting and Printing	3/14/2012	Excel - Chapter 4 Analyzing Your data	3/21/2012	PowerPoint - Chapter 1 Creating a Presentation	3/28/2012	PowerPoint - Chapter 2 Modifying and Running Presentations	4/4/2012	PowerPoint - Chapter 3 Adding and Editing Graphic Images	4/11/2012	PowerPoint - Chapter 4 Creating
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	<p>4/11/2012 Tables, Charts, and Diagrams Access - Chapter 1 Working with Access</p> <p>4/18/2012 Access - Chapter 2 Creating a Database</p> <p>4/25/2012 Access - Chapter 3 Organizing and Retrieving Data</p> <p>5/2/2012 Final Exam Week</p>
Advising & Tutorial Support:	Advising and Tutorial support can be obtained from the instructor or from the Academic Center for Student Success (ACCESS Office)