

## Microcomputer Applications 8-Week

**BOT 1133**

**Spring 2017**

**Microsoft Office 2013**

**Instructor:** Amy P. Smith, Hinds Community College  
**E-mail:** [s1297191@hindsgcc.edu](mailto:s1297191@hindsgcc.edu) (Canvas Inbox is best)  
**Telephone:** 601-554-5538 or Canvas Inbox

**PREREQUISITES** Basic Keyboarding skills preferred and required completion of all developmental classes.

**COURSE DESCRIPTION** This course will introduce an operating system, word processing, spreadsheet, database management, and presentation software applications.

### **OBJECTIVES**

Use operating system software.

- (1) Apply basic operating system commands.
- (2) Demonstrate proper file and disk management.

Use word processing software.

- (1) Define terminology related to word processing.
- (2) Produce documents using basic word processing features to include margins, tabs, line spacing, underlining, boldface, centering, inserting, deleting, spell checking, saving, retrieving, and printing.

Use spreadsheet application software.

- (1) Define terminology related to spreadsheet applications.
- (2) Apply basic spreadsheet software features to include alphabetic, numeric, and alphanumeric cell entries, values, formulas, column-widths, and column and row headings, deleting, inserting, saving, and printing.

Use database application software.

- (1) Define terminology related to database applications.
- (2) Apply basic database software features to design a file, add records, edit records, generate reports, and select certain records from files.

Use presentation software.

- (1) Define terminology related to presentation applications.
- (2) Apply basic presentation software features to include slide development, transitions, and animation.

**INSTRUCTOR CONTACT INFORMATION:** Messaging through Canvas is more convenient for all. If you email me at [s1297191@hindscc.edu](mailto:s1297191@hindscc.edu), always have the course name in the Subject line since I teach multiple classes.

**STUDENT SKILLS – Important!**

Ability to read and follow instructions. Do this beginning the first day!

Ability to use Canvas. Begin viewing the site immediately.

Ability to communicate with technical support.

Skill in navigating the web using a web browser, [Chrome](#) preferred.

Ability to message through Canvas.

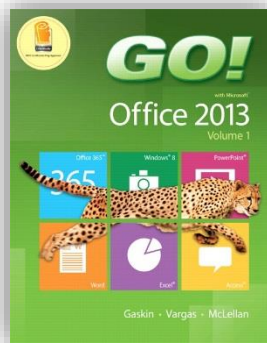
Ability to use MyITLab. How To videos available at Canvas and MyITLab site.

**HARDWARE REQUIREMENTS** You MUST have access to a computer running Windows 7 or 8 (XP and Vista will work) and Microsoft Office 2013. Earlier versions of MS Windows and MS Office are not acceptable for this course.

**MATERIALS/BOOKS - HCC Bookstore**

Bundled components include the following and can be purchased separately.

1. Gaskin Go With Office 2013 VOL 1 textbook *separate from bundle* - ISBN: 0133142663
2. MYITLAB Testing and Training Tool *separate from bundle* - ISBN: 0133775062



- ✓ The MyITLab assessment access code comes bundled with a new textbook. If you purchased your textbook from a different source than the HCC bookstore, you will not have the MyITLab access key and will need to purchase it right away. All graded work will be online through the MyITLab web site, and you must have the access key to register and take the assignments for grades, etc. If you need to purchase just the access code go to <http://www.pearsonmylabandmastering.com/northamerica/myitlab/>

- ✓ To work successfully with MyITLab Chrome is highly recommended. **To download, click [Chrome](#)**
- ✓ Of course, a reliable Internet connection is a must.

**ASSIGNMENTS AND METHOD OF INSTRUCTION** This class is an 8 week class and students will use Canvas and the MyITLAB Web site. All graded and ungraded work will be administered in the [MyITLab Web site](#). One hundred percent of the MyITLab exam simulations are taken directly from the textbook material. Textbook completed files will be completed and printed in class. The textbook work is to build the student's foundation before completing the MyITLab assignments.

The student is expected to complete all assignments by the specified due dates on the syllabus calendar. Any assignment not completed by the due date will earn a zero. The student will be responsible for taking initiative when he/she has questions regarding course material and content. No extra credit is offered. The student will have graded and ungraded assignments to learn in each component. A component being Word, Excel, Access, and PowerPoint. Always check the component average in Canvas after each exam so you will know how you stand in the course.

### **The MyITLab software**

Keep in mind that the MyITLab software is a complex but great system and problems are virtually impossible to be 100% eliminated in such a large system. Learning to work with software that is at times imperfect is a basic computer skill that you will also experience on the job.

In the simulations, MyITLab has many of the different Office 2013 commands programmed in the software but if you use one that is not in the textbook and MyITLab does not accept it, try another method since you have multiple attempts. At the deadline (11:59 p.m.) MyITLab will NOT submit your assignment automatically for you if you are still working on it. Submit early!

**GRADING POLICY** Students will study and earn grades from four Office 2013 components: Word, Excel, Access, and PowerPoint. All graded assignments are taken at the MyITLab website.

### **GRADING SCALE**

A = 90 - 100

B = 80 - 89

C = 70 - 79

D = 60 - 69

F = 59 and below

## GRADING WEIGHTS

|   |            |
|---|------------|
| <u>MyITLab Simulation Exams A &amp; B</u><br><u>(submitted for Word, Excel, Access, and PowerPoint)</u> | <u>60%</u> |
| <u>MyITLab Word and Excel Exams</u><br><u>(no textbook allowed for exams)</u>                           | <u>40%</u> |

**GRADEBOOK UPDATES** I normally have all grades up to date after the completion of each component. Keep in mind that you can key in 'what if' grades in Canvas after you see your grade if it has not been posted yet to the Canvas Gradebook

<http://guides.instructure.com/m/4212/l/55065-how-do-i-check-my-what-if-grades>.

Again, you should make every effort to complete graded assignments by our deadlines. You are responsible for all work and Canvas announcements so check the site *regularly*. Do not put off completing assignments. Internet problems will not be an excuse. Failure on your part to submit assignments by the deadlines will earn a zero.

All rules in the Student Handbook will be observed. Absence and withdrawal policies are as decided by this college. Know the **last day to withdraw from this course**. If you are concerned about the necessity to withdraw.

**MISSING AN EXAM** - If you are unable to take one of the component exams, you must contact Mrs. Smith via Canvas message within 24 hours of deadline. If you cannot provide a verifiable and valid reason (see below) for missing the proctored exam, your course grade will be calculated with a score of "0" recorded for the assignment. Please note, "I couldn't find a ride" or "you overslept and missed the proctored exam", will not exempt you from the missed exam. See Canvas Modules for **complete** information on the assignment requirements of this course.

**Excused absences:**

- Sequestered Jury duty (prior notification of instructor with written proof).
- Death of immediate family member (mother, father, sister, brother, spouse, or child; notify instructor during the first day of absence).
- Court summons (prior notification of instructor with written proof).
- Military duty (prior notification of instructor with written proof).
- Doctor's official work/school release form (completed and signed by attending physician and provided for the instructor the first day of return).

**NOTICE OF ABSENCE** –When a student has earned one absence, a Notice of Absence will be emailed to the student. After the second week of a missed assignment, the student will need to withdraw due to missing too much work for this online course. If the student does not withdraw, the instructor is required to drop the student with an F.

**SCHOLASTIC DISHONESTY POLICY** Plagiarism and cheating are serious offenses and may be punished by failure on assignment; failure in course; and/or expulsion from the college. For more information, refer to the "Academic Dishonesty" policy in the Hinds Community College Handbook/Catalog <http://www.hindscc.edu/Documents/2009-10%20Handbook.pdf>

In this course, all work must be your own work: you may not copy from another student or share your work with another student. You may not collaborate with another student on exams. You may not take a textbook or open the eBook before or during a proctored exam.

For this class, if you are found providing your work to another student and that student represents your work as his or her own, BOTH students will receive zero points for that assignment. If this is repeated in the course, both students will receive an F letter grade for the course and be removed from class. A report of the incident will be sent to the Dean for further disciplinary action. Your instructor will KNOW when you have cheated in MyITlab.

**TECHNICAL SUPPORT** If you run into serious technical problems, you have excellent contact information at the Canvas site for both Canvas and MYITLAB problems.

#### **ADDITIONAL INFORMATION**

If you find that you need to withdraw, please refer to [www.hindscc.edu](http://www.hindscc.edu). If you are utilizing financial aid, I recommend you talk with someone in that department before withdrawing.

#### **OFFICIAL HINDS CC DISABILITY SUPPORT SERVICES STATEMENT**

Hinds Community College offers equal education and employment opportunities and does not discriminate on the basis of race, color, national origin, religion, sex, age, disability or veteran status in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Dr. Deborah Mays-Jackson Vice President for Administrative and Student Services, 34175 Hwy. 18, Utica, MS 39175; 601.885.7001.

#### **POLICY ON ACCOMMODATIONS**

Hinds Community College, in accordance with the American Disabilities Act and section 504 of the Rehabilitation Act of 1973, shall provide reasonable accommodations for students with documented disabilities. A student who needs academic adjustment must self-identify himself or herself by registering early in the semester with the Office of Disability Services on his or her campus and providing current documentation of the disability. Students previously registered with disability services must update their files each semester for any accommodation requests. All documentation and discussions will remain confidential.

#### **IMPORTANT NOTICE TO THOSE GRADUATING THIS SEMESTER**

All BOT students who plan to graduate this semester are required to take the Mississippi Career and Planning and Assessment System (MS-CPAS) Exit Exam. This exam combines assessments measuring academic attainment and technical skills and is used for one of the accountability measures for the BOT program. An announcement will be placed at the Canvas site concerning signing up to take the exam.

## Reminders!!!

- Know the last day to withdraw from this course. Online students may withdraw any time before this date but please check with a counselor and Financial Aid before withdrawing.
- Mrs. Smith reserves the right to make changes to this syllabus but will notify students of any change in a Canvas Announcement.



### Answers to Frequently Asked Questions About Using MyITLab

#### **What is MyITLab?**

**MyITLab** is a web-based program where you can practice Microsoft Office applications, access exercises related to important computer concepts, and take assigned exams. It is your online lab for learning the software!

#### **Having problems with Financial Aid and do not have your materials?**

*View the video concerning a 14-Day Temporary Access for Students in MyITLab for Office 2013*

<http://www.myitlabcommunity.com/communitytv/myitlab-office-2013/14-day-temporary-access-for-students-in-myitlab-for-office-2013/>

#### **Will I need to enter my access code each time I log into MyITLab?**

After you have logged into MyITLab the first time, you will not need the access code again. However, it is a good idea to write down the date first used on the cardboard package that contains the code and keep it in a safe place.

#### **Do I need a different MyITLab access code for each BOT course that uses MyITLab?**

One MyITLab code is utilized specifically for our Go! textbook. If you took the class using this textbook and had set up an account with an access code, contact Mrs. Smith.

#### **If I acquire a textbook and have no access code, how can I get one?**

You can purchase a standalone MyITLab access code directly from Pearson from the [www.myitlab.com](http://www.myitlab.com) site. Do not purchase a code from another student or an online source other than Pearson, because you have no way to know if the code has already been used.

#### **How do I access MyITLab from the Internet?**

The Browser Tune-up wizard is optional, but recommended for MyITLab users working on their own personal computers. When you click the link, an icon will be placed on your desktop and you enter MyITLab through that desktop link each time so everything is checked before you work in MyITLab. Of course, you can access MyITLab at [www.myitlab.com](http://www.myitlab.com). When you take the proctored exams, do not go to MyITLab through Canvas. You will need to enter MyITLab through the icon created on the desktop of the computer.

#### **Am I required to purchase a textbook with an access code?**

Students are required to acquire the textbook and access code for this courses and the Bookstore textbook bundle includes an access code plus trial Office 2013 software. However, you have the option to purchase a standalone access code if you already have the Office 2013 software on your computer and the textbook. Keep in mind you will need Access 2013 in your Office 2013 package. Some software does not come with Access.

**What if I want to work on the extra work in the textbook? The exercise mentions opening a file.** The data files that are required to complete the exercises in this textbook are located on the student data CD and on the website [http://wps.prenhall.com/bp\\_go\\_office\\_2013\\_vol1/236/60541/15498593.cw/index.html](http://wps.prenhall.com/bp_go_office_2013_vol1/236/60541/15498593.cw/index.html)