**Reedley College**

**Computer Application to Natural Sciences – NR 3-50359, Sp2012**

**Instructor:** Julie Constable, Ph.D.

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**Course Purpose/Objectives:**

In this course, you will learn the most important topics of Microsoft Office 2010. No prior computer experience is assumed. You are first presented with a quick introduction to Windows 7, and then an overview of the Office Suite. Once you are comfortable with the basics of computing and operation systems, we will briefly cover Internet concepts and WWW browsing skills. Next, you will learn the four main office applications, Word, Excel, PowerPoint and Access; each application is covered in four units. The text used in class also includes a unit in which you will learn to create online and WWW documents using Internet Explorer, Word, Excel and PowerPoint.

**Prerequisite:**

This course covers a full semester compressed into a 9-week format, and no prerequisites are necessary.

**Text/Materials:**

Text: Beskeen/ Cram/Duffy/Friedrichsen/Reding, *Microsoft Office 2010 Professional Edition - Illustrated Introductory*, Course Technology, 2010.

Project files: Instructor will provide instructions for obtaining the Project files.

Software: Microsoft Office 2010 Suite, Internet Explorer, and Windows 7 will be used. Instructor will provide information on how to use these packages. Handouts: Additional handouts will be required. Instructor will provide information on obtaining this material.

[**http://www.wadsworth.com/cgi-wadsworth/course\_products\_wp.pl?fid=M20b&product\_isbn\_issn=9780538747158&token=**](http://www.wadsworth.com/cgi-wadsworth/course_products_wp.pl?fid=M20b&product_isbn_issn=9780538747158&token=)

**Teaching Methods:**

1. Lectures: Important material from the text and outside sources will be covered in class. You 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: Concepts Reviews, Skills Reviews, Independent Challenges and other projects and readings will be periodically assigned to help support and supplement material found in the lessons. These assignments may require the application of various software packages.
3. Exams: Three exams will be given. The exams will be open book/note and will test assigned readings and material discussed in class. The final exam will be comprehensive in nature. However, the instructor reserves the right to retest on material that was not appropriately comprehended. These items will be noted on exam review sheets.

**Office Hours –**

**MWF 10:30-11:00, 12:00-1:00**

**Grading:**

Letter grades will be determined using a standard percentage point evaluation as outlined below. Grades may be curved after the total semester points have been tabulated. However, do not count on a curve to obtain your desired grade. Total points will be computed as follows. The total points for quizzes, cases, and assignments may vary.

A = 90%-100% Exam 1 (Word Unit) 100 Points

B = 80%-89% Exam 2 (Excel Unit) 100 Points

C = 70%-79% Exam 3 (Powerpoint Unit) 100 Points

D = 60%-69% Final 200 Points

F = Below 60% Laboratory, Assignments, Participation 200 Points

Total 700 Points

**Course Policies:**

Missed Classes: You are responsible for obtaining material, which may have been distributed on class days when you were absent. This can be done through contacting a classmate who was present or by contacting the instructor during his office hours or other times. Missed or late quizzes can not be made up under any circumstances but with good cause and adequate notice, an early quiz may be given. There are no make-up exams. Only official excuses will be accepted. **Any uncoordinated, unexcused missed exam will result in a score of 0 for that exam.**

Assignments: All assignments are due at the beginning of class on the date due. Late submission of assignments will be assessed a penalty of 50%. 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.

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.

**Course Outline**

|  |  |  |
| --- | --- | --- |
| **Week** | **Topic** | **Material** |
| **Jan 9** | Introduction to Course | **Syllabus** |
|  | Getting Started with Office 2007 and WordCreating Documents with Word | **Office 2007****Word Unit A** |
|  | Lab Session |  |
| **Jan 16** | No class – Martin Luther King Day |  |
| **Jan 23** | Editing and Proofing Documents | **Word Unit B** |
|  | Spellcheck and Hyperlinks |  |
|  | Lab Session |  |
| **Jan 30** | Formatting Text and Paragraphs | **Word Unit C** |
|  | Bullets and Borders |  |
|  | Lab Session |  |
| **Feb 6** | Formatting a Document | **Word Unit D** |
|  | Working with Tables |  |
|  | Lab Session |  |
| **Feb 13** | **Word Exam** | **Exam** |
|  | Lab Session- Getting Started with Excel | **Excel Unit A** |
| **Feb 20** | No class – President’s Day |  |
| **Feb 27** | Working w/Formulas and Functions | **Excel Unit B** |
|  | Lab Session |
| **Mar 5** | Formatting a Worksheet | **Excel Unit C** |
|  | Lab Session |  |
| **Mar 12** | Working with Charts | **Excel Unit D** |
|  | Lab Session |  |
| **Mar 19** | **Excel Exam** | **Exam** |
|  | Lab Session- Getting Started with PowerPoint, Creating a Presentation | **PowerPoint Unit A** |
| **Mar 26** | Modifying a Presentation | **PowerPoint Unit B** |
|  | Lab Session |  |
| **Apr 2** | SPRING BREAK!! |  |
| **Apr 9** | Inserting Objects into a Presentation | **PowerPoint Unit C** |
|  | Using Form Letters – Word Integration |  |
|  | Lab Session |  |
| **Apr 16** | Finishing a presentation | **PowerPoint Unit D** |
|  | Animation |  |
|  | Lab Session |  |
| **Apr 23** | **Powerpoint Exam** |  |
|  |  |  |
| **Apr 30** | Access 2010 | **Unit A** |
|  |  |  |
| **May 7** | Access 2010 | **Unit B** |
|  |  | **Review** |
| **May 14** | **Final Exam Wednesday** |  |
|  | **9-10:50am** |  |

The instructor reserves the right to change the schedule of topics or exams as necessary.