

Syllabus

Introduction to Windows Applications (Office 2007 Professional)

- Instructor: Abby Groo – agroo@mendocino.edu
I check email each weekday morning (M-F) and respond promptly to student emails. **Put “CSC201” at the beginning of the subject line.**
- Websites: <http://atlantis.mendocino.edu/agroo> - instructor website
<http://myetudes.org> - Etudes system (our online classroom)
<http://webadvisor.mendocino.edu> – Web Advisor (lists your current classes and grades)
- Format: This course is taught completely online through Etudes. On day 1 of the semester your Etudes classes are visible on your Etudes homepage. Steps 5 & 6 at the link below explain how to log in http://www.mendocino.edu/distanceeducation/new_stu.htm. It also contains a **tutorial that students new to Etudes** should complete by the end of the first week of class.

COURSE OBJECTIVES

To familiarize students with basic computer concepts, including the most popular office suite of applications in use today: Microsoft Office 2007. Students will acquire a working knowledge of Windows XP (the operating system), Outlook (the email program), Word (the word processing program), Excel (the spreadsheet program), Access (the database program), and PowerPoint (the presentation-creation program). They will also learn the basic concepts and terminology associated with computer hardware and software.

This is an overview course. Students with prior experience with these applications say they learned a lot in the class. However, there are full-semester courses dedicated to applications like Excel and Access that go into more depth.

TEXTBOOK

A Guide to Microsoft Office 2007: For Information and Communication Technologies (Paperback) By Beth Brown, Elaine Malfas Jones, Jan Marrelli, 2007, Lawrenceville Press

ISBN: 978-1-58003-152-3 (softcover) / ISBN: 978-1-58003-153-0 (hardcover)

Textbook is available at the Mendocino College Bookstore. It can also be purchased online, at places such as www.mendocinobookstore.com (\$61 new, \$46 used).

TIP: If you order your book online, be sure it will arrive in time to complete the Week 2 assignment.

SYSTEM REQUIREMENTS

Review these requirements thoroughly **before** class begins. Not having the appropriate system is not an acceptable excuse for not having an assignment completed on time.

1. **Internet Connection** – this is required unless you are working only from the Computer Lab on campus. 56K minimum is required. DSL or cable is strongly advised.
2. **Your own email address** – Students need to check email every few days since it is our primary method of communicating.
 - To create your free Mendocino College student email address with virus and spam protection go to: <http://mail.student.mendocino.edu/%7Esromine/login6.php>
 - To access your existing college email account go to www.mendocino.edu, click on For Students, then scroll down and click on Student Email.
3. **Microsoft Office 2007 Professional** (or Professional Plus or Ultimate). Do NOT get the Home or Student edition, as they do not include the Access program. “Academic” refers to the pricing and is available to students for any version of Office.

This class teaches Office 2007. Do NOT try using Office 2003, it's totally different. If you're computer savvy and are willing to research differences between 2007 & 2010 yourself on the internet, you can try Office 2010. However the textbook is geared toward 200, and the instructor will help with Office 2007 only.

Office 2007 does not exist for Apple computers. Microsoft created Office 2008 for Macs, which is not identical to Office 2007. Using a Mac will be risky, and should be attempted only by those willing to put in extra effort to figure out how their software differs from what is shown in the book.

	Yes	No	At Your Own Risk
Year	2007	2003	2010
Version	Professional, Professional Plus, Ultimate	Home, Student	(Advanced Students Only)
Pricing	Academic		
Computer	PC		Mac

- Assignments can be done in a campus computer lab without purchasing the software. Computer labs are closed on weekends.
- Microsoft is now selling Office 2010; trial versions of 2007 are no longer available.
- Office 2007 Professional retails for \$499. Academic pricing results in a substantial discount. College bookstores may still carry this. The links below are offered as a convenience only, and are valid as of July 15, 2010:
 - [Software Surplus](http://www.softwaresurplus.com) (www.softwaresurplus.com) **\$220**+shipping
 - [Price Grabber Storefront](http://www.pricegrabber.com) (www.pricegrabber.com) **\$170** + shipping

- You can also try Amazon and eBay. To minimize risk, purchase from a supplier with satisfied customers (95% or more).

4. Computer

- 1G of RAM is recommended]
- A current operating system is needed for Etudes: Windows 2000 or XP, Mac OSX 10.3 or above

ASSIGNMENTS

- Each week we cover a full chapter in the textbook, students turn in one or more projects and take a quiz.
- Projects are generally available for 2 weeks prior to the due date. Quizzes are available for 7 days. As with traditional classroom-taught classes, it is expected that approximately 9 hours per week will be dedicated to a 3-unit course such as this one.
- Assignments are due every **Thursday at 5pm.**
 - Assignments will be accepted until Saturday at 5pm, but with a **50% penalty.** After that, assignments are not accepted, even for partial credit, but I will provide feedback on your work if you email the file(s) to me.
 - Students can turn work in 24x7.
 - **Plan to complete your work early** so you can meet deadlines even when computers, the internet, or Etudes isn't cooperating, you(r child) get(s) sick, your job is especially demanding, etc.
 - **Have a backup plan.** E.g., know what libraries have the software/internet you need, know where the nearest computer lab is and what the hours are, find a friend or family member with a computer you can borrow.
- If you have an emergency (such as a hospitalization), contact the instructor in advance to discuss options.

GRADING

- Grade determination:
 - Letter grades A: 90-100%, B: 80-89%, C: 70-79%, D: 60-69%, F: 59% and below.
 - Credit/No Credit: a score of 70% or is required for credit.
 - Grade calculation
 - 50% text book projects & other assignments
 - 30% quizzes, 20% final exam
- Scores are visible in Etudes, usually within a week of the due date.
- Dropping the class – If you choose not to complete the course, it is your responsibility to notify Admissions & Records by phone or in person. Remaining registered for the class and not completing assignments will result in a failing grade on your record.

GETTING HELP

- Tutoring – Mendocino College provides free tutoring for all registered students. Sign up in the Learning Center or contact Candie Dickenson at 707-468-3048 or cdickinson@mendocino.edu to take advantage of tutoring
- Computer Labs, staffed with helpful technicians, are available in Ukiah, Lakeport and Willits.
- Tech Support: dbushway@mendocino.edu or call 707-468-3054 (David Bushway) for help with campus computers, email accounts, etc.