

SCOTTSDALE COMMUNITY COLLEGE
COMPUTER INFORMATION SYSTEMS DEPARTMENT
Spring 2007

BPC 110 Computer Usage and Applications

Sections: 0043 (TR 10:30-11:45), 0049 (TR 12:00-1:15)

INSTRUCTOR	Tom Trolen	OFFICE HOURS	09:30 – 10:20 MWF 01:30 – 02:20 TR and by appointment
OFFICE	CM 410	MY LAB HOURS	10:25 – 11:30 MW (CM 442)
PHONE	423-6265 (voice mail) 423-6449 (fax)	OPEN LAB HOURS (BU 133W)	7:00 am – 10:00 PM M-R 7:00 am - 4:00 PM F 8:00 am – 4:00 PM Sat
E-MAIL	ttrolen@yahoo.com		
WEB SITES	http://www.scottsdalecc.edu/trolen http://www.scottsdalecc.edu/bpc110		

REQUIRED TEXTS/SOFTWARE

Custom Textbook for BPC110 Computer Usage and Applications, ISBN 1-423-96406-3.

SAM 2003 Assessment and Training (CD).

In addition, several required class supplements are available on the BPC110 web site.

OTHER MATERIALS

You'll need a USB flash drive to store data files required for the exercises and tutorials. Be sure to maintain backup copies of your data files. You'll use the same files throughout the semester.

I have placed copies of my class notes on my web site. I make these notes available so that you may print your own copy and use them in class.

OBJECTIVES

1) To develop an understanding of how personal computers and applications software can enhance professional and academic productivity, (2) to develop a conceptual understanding of operating systems, word processing, spreadsheets and database management systems, (3) to become proficient with *Windows XP*, and (4) to become proficient with *Word 2003*, *Excel 2003*, *PowerPoint 2003*, and *Access 2003*, the principal components of *Microsoft Office 2003 Professional Edition*.

PREREQUISITES

None.

WORKLOAD

A typical class period will be spent discussing software usage and demonstrating software features. A portion of many classes will be devoted to hands-on activities to reinforce newly learned material. You should plan to spend 7-10 hours outside of class *each week* working through exercises and assignments.

IN-STATE TRANSFERABILITY

ASU	AGB 161 also satisfies: Computer/Statistics (CS)
UA	Elective credit.
NAU	CIS 120 (2) also satisfies: Science/Applied Science [SAS] --and-- CIS 120L (1) also satisfies: Science/Applied Science [SAS]

GRADES

Your activities this semester will include (subject to change):

Exams	350
Final Exam	150
SAM Training Lessons	155
Assignments	270
Total	920

- Exams will cover the material indicated in the topic outline below. Exams will generally include a performance-based portion and a multiple-choice portion. You may use a two-page crib sheet of notes for each exam, provided you create it entirely with a word processor (no handwritten crib sheets, no handwriting on the printout). In general, make-up exams will not be provided. In cases of *emergency* or *extreme* personal crisis, a make-up exam may be allowed, provided you contact me (via email, phone or fax) within 24 hours of the missed exam and can subsequently provide sufficient documentation of the emergency or crisis.
- The *final* exam will be comprehensive but emphasis will be on database management and *Access*, the material since the third exam. You may create a new two-page crib sheet and also use your crib sheets from the previous exams.
- SAM Training Lessons are web-based tutorials. They're out-of-class activities that will help you gain additional practice. SAM training lessons must be completed by the corresponding in-class exam in order to receive credit.
- Assignments are due at the *beginning* of the period on the due date. Assignments may be turned in late, with a 10% per 24-hour late penalty. If your assignment is not complete and ready to turn in, *do not* skip the beginning of class in order to finish it. Since the late clock begins at the beginning of the period, you will find it better to attend class as we cover the new material, then turn in your exercise when you've finished. Doing so prevents class disruption by late-arriving students.
- Final grades will be based on the table below. Borderline cases will be decided based upon (1) your final exam score and (2) number of missing assignments.

GRADE	%
A	≥ 90
B	80-89
C	70-79
D	60-69
F	≤ 59

ATTENDANCE

In order to get the most out of this class you must attend every day! Tips and techniques not covered in the text will be presented in class and you will be responsible for them. In addition, you will miss important hands-on practice.

Your attendance will affect your point total and your grade. Attendance will be taken each class period in order to comply with state law. If you must miss class, get together with a classmate to study and complete pending assignments *before* the next class meeting. After two (2) absences, you *may* be withdrawn from the class. If you intend to drop the course, it is your responsibility to process the required paperwork by the deadline cited in the SCC class schedule.

MAKE A COMMITMENT TO SUCCEED!

Based on student feedback from prior semesters and on my own perceptions, if you want to get the most out of this course you should:

- Attend every class meeting and participate.
- Plan your schedule to ensure adequate time to complete reading and homework assignments.
- Keep up with reading assignments and assigned exercises.
- Use my office and lab hours for “one-on-one” help.

For emphasis, I've attached a sheet entitled *Tips for Student Success at Scottsdale Community College*.

ACCOMMODATIONS

It is college policy to provide reasonable accommodations to students with disabilities. You may request accommodations due to a physical, mental, or learning disability by contacting the Disability Resources & Services office, SC-144, 480-423-6517.

ACADEMIC CONDUCT

The *SCC General Catalog* contains language regarding student conduct and responsibility and cites general areas of misconduct, which are subject to disciplinary action. If another student asks for a copy of your work, I require that you report the incident to me immediately. Specific examples of academic *misconduct* relating to this course include:

- Asking another student for a copy of their printouts or data files.
- Copying another student's work and turning it in as one's own.
- Working jointly on an assignment with each student turning in a copy of the joint product, attempting to create the impression that each student worked independently.

Cheating on an assignment will result in a grade of 0 for all students involved. A second incident of cheating will result in an immediate withdrawal failing (“Y”) course grade. Cheating on an exam or quiz will result in an immediate withdrawal failing (“Y”) course grade.

Bottom Line: You must each do your *own* work on your *own* computer with your *own* data files.

CIVILITY

As implied in the course policies above, students are expected to behave in a responsible and proactive manner. Students participating in disruptive activities that interfere with the teaching and learning process will be asked to leave for the balance of the class period. Repeated incursions may result in withdrawal from the course. Specific examples of disruptive activities include:

- unnecessary talking
- cell phone usage (including ringing, talking, text messaging, picture taking, etc.)
- off-task computer usage
- chronic lateness or early departure

POLICY AWARENESS

Students are responsible for being aware of and complying with:

- the policies described in this course syllabus. Students will be notified by the instructor of any changes in course requirements or policies.
- the policies included in the college catalog and the student handbook.

TENTATIVE SCHEDULE (Actual dates are *likely* to change.)

The topic outline below indicates the material that will be covered each period. I will assume that you have completed the prior period's assignment(s) and studied the current day's assigned material *before* coming to class. Failure to do so will mean that you will not be able to maintain the pace required to keep up.

Date	Class	Topic(s)
16-Jan Tue	1	Course Introduction + <i>Understanding Essential Computer Concepts</i>
18-Jan Thu	2	<i>Understanding Essential Computer Concepts</i>
23-Jan Tue	3	<i>Understanding Essential Computer Concepts</i>
25-Jan Thu	4	<i>Windows Unit A: Getting Started with Windows XP</i>
30-Jan Tue	5	<i>Windows Unit B: Understanding File Management</i>
01-Feb Thu	6	<i>Windows Unit B: Understanding File Management</i>
06-Feb Tue	7	<i>File Management Tutorial</i>
08-Feb Thu	8	<i>File Management Tutorial + Internet Unit A: Getting Started with Internet Explorer</i>
13-Feb Tue	9	Exam 1 + <i>Word Unit A: Getting Started with Word 2003</i>
15-Feb Thu	10	Over Exam + <i>Word Unit B: Editing Documents</i>
20-Feb Tue	11	<i>Word Unit B: Editing Documents + Word Unit C: Formatting Text & Paragraphs</i>
22-Feb Thu	12	<i>Word Unit C: Formatting Text and Paragraphs</i>
27-Feb Tue	13	<i>Word Unit D: Formatting Documents</i>
01-Mar Thu	14	Exam 2 + <i>Excel Unit A: Getting Started with Excel 2003</i>
06-Mar Tue	15	Over Exam + <i>Excel Unit B: Building and Editing Worksheets</i>
08-Mar Thu	16	<i>Excel Unit C: Formatting a Worksheet</i>
		Spring Break
20-Mar Tue	17	<i>Excel Unit E: Working with Formulas and Functions</i>
22-Mar Thu	18	<i>Excel Unit E: Working with Formulas and Functions</i>
27-Mar Tue	19	<i>Excel Tutorial: Cell References, Dates, and Functions</i>
29-Mar Thu	20	<i>Excel Unit D: Working with Charts</i>
03-Apr Tue	21	Exam 3 + <i>PowerPoint Unit A: Getting Started with PowerPoint 2003</i>
05-Apr Thu	22	Over Exam + <i>PowerPoint Unit B: Creating a presentation</i>
10-Apr Tue	23	<i>PowerPoint Unit D: Enhancing a presentation</i>
12-Apr Thu	24	<i>PowerPoint Unit E: Customizing your presentation</i>
17-Apr Tue	25	Exam 4 + <i>Access Unit A: Getting Started with Access 2003</i>
19-Apr Thu	26	Over Exam + <i>Access Unit A: Getting Started with Access 2003</i>
24-Apr Tue	27	<i>Access Unit B: Using Tables and Queries</i>
26-Apr Thu	28	<i>Access Unit C: Using Forms</i>
01-May Tue	29	<i>Access Unit E: Modifying the Database Structure</i>

03-May Thu	30	<i>Access Unit F: Creating Multiple Table Queries</i>
		Final Exam 10:30 class: Thursday May 10 @ 9:30 - 11:20 12:00 class: Tuesday May 08 @ 11:30 - 1:20

Tips for Student Success at Scottsdale Community College

Experience shows that students will be successful when they have enrolled in courses for which they are adequately prepared, are motivated by a sincere commitment to excel, and are connected with their instructors, peer students and campus resources. Here are some concrete tips that you should consider.*

- **Identify your goals and your strengths and weaknesses.**
Select the right course, taking into account your preparedness and any prerequisites. Be sure to consult with an advisor and take all appropriate placement tests. Be aware of SCC resources to help you further develop effective study skills
- **Identify and utilize the SCC campus resource areas to build on your strengths and help overcome your weaknesses. These include:**
Writing Center Math/Science Center Counseling Center
Independent Study Lab Open Computer Lab
- **Build a time management plan.**
Be sure to include when and how much you'll need to study to meet your goals and course assignment deadlines. In addition, you may need to allocate time for work, family, recreation and other activities. Try to strike a balance that will help you succeed! Take advantage of classes and workshops that help you develop your time management skills.
- **Study with a partner.**
Use a study partner to help go over key points and to clarify areas you have questions about. Study at a specified time in a place that is free from distractions.
- **Attend every class meeting.**
Student achievement is related to class attendance. If you must be absent, make arrangements to share notes with a reliable classmate. Contact your instructor or a classmate to determine what you missed and what you need to do to prepare for the next class meeting.
- **Take good notes on lectures and on reading materials.**
In addition to studying your notes while preparing for quizzes and exams, use your notes to keep track of problem areas to go over with your instructor or your study partner.
- **Actively develop questions about course content to clarify your understanding.**
Active studying will increase your understanding of the course contents.
- **Participate in class discussions.**
This will allow you to try out your understanding of concepts and raise important questions.
- **Get to know your instructor.**
Many students choose to attend SCC for its smaller class sizes and its accessible instructors. Be aware of your instructor's office hours and take advantage of them for one-on-one help. If you have time conflicts with your instructor's office hours, ask to set up an appointment at a mutually convenient time.
- **Be aware of policies and deadlines.**
Become familiar with the course objectives, policies, and deadlines cited in your instructor's syllabus. In addition, the SCC General Catalog describes many District and campus-level policies.

* adapted from ASSET

STATEMENT ON PROMOTING A POSITIVE LEARNING ENVIRONMENT

Instructors are expected to be professional, courteous, respectful and empathic to students

- Begin and end class on time.
- Be prepared for each class session.
- Provide academic feedback and grade assignments in a timely manner.
- Be available for individual consultation.
- Clarify assignments and inform students of any adjustments to the class schedule.

Students are expected to be reflective, courteous, respectful, and emphatic to classmates, instructor, and other College staff assisting in your learning

- Be in class and be on time.
- Be prepared for class sessions.
- Participate in class activities.
- Follow instructions and complete assignments.
- Keep up with and turn in assignments by the due dates.
- Put forth your best effort.
- Ask questions when you don't understand.
- Maintain knowledge of your grade status.
- Contact instructor right away about concerns or situations that interfere with your success in class.
- Comply with policies found in the College catalog and student handbook.